



## Vehicle Usage Policy

### Objective:

To outline the usage of DHS Government vehicles to maximize the life cycle of our assets, ensure cost effectiveness and minimize waste, and curtail misuse of said assets.

### Policy:

The use of a DHS Government vehicle is restricted to official business only. Consequently, **DHS vehicles must be parked at the assigned DHS building parking lot after hours, on weekends, and holidays.** Government work hours are 7:30 am through 5:30 pm Monday through Friday. Personal use of a DHS Government vehicle is prohibited. Personal use includes using the vehicle for personal errands between business activities, to commute between the workplace and home, or using the vehicle outside of business hours. Please note, vehicle assignments are a privilege and not a matter of right.

### **After-Hours Use**

After-hours use of DHS Government vehicles is restricted to the Commissioner, Assistant Commissioners, and essential/critical service employees only. All after-hours usage must be approved by the Commissioner of Human Services. *The authority of the DHS Commissioner to approve after-hour use of vehicles may not be redelegated and any such approval shall not be transferable.*

Any DHS Government vehicle in use before 7:30 a.m. and after 5:30 p.m. on weekdays or on weekends and holidays, without approval of the Commissioner are in violation of the Government Motor Vehicle Management and Control Act and all employees involved will be subject to progressive disciplinary action. Please note, all such vehicles in violation of the Act will be towed by the Department of Property and Procurement. Further, the Virgin Islands Police Department may stop any Government vehicle operating after hours without a 24/7 registration decal.

### **Reserving Vehicles**

### **Fleet Inspection & Registration**

All vehicles must be made available during the DHS designated time slot assigned by the Department of Property and Procurement. It is the Office of Operations, Fleet Management's responsibility to work with Division Administrators to ensure adherence to vehicle inspection and registration annually.

### Guidelines

Standard driving rules apply while operating a DHS vehicle.

1. Obey traffic laws and be courteous toward other drivers.
2. Monitor gas, tire pressure, and fluid levels.
3. Report any damage or problems to your assigned vehicle immediately.
4. Report changes to your driver privileges, such as driver's license suspension, immediately.
5. Always lock DHS vehicles.
6. Bring the vehicle to scheduled maintenance appointments.



7. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
8. Do not smoke in any DHS vehicle.
9. Do not lease, sell, or lend a DHS vehicle.
10. Do not use a phone or text while driving.
11. Do not allow unauthorized drivers to use a DHS vehicle unless required by an emergency.

### **After-Hours Use**

Assistant Commissioners, Administrators, and Directors should request approval for essential/critical services aligned with your division's responsibilities which require after-hour use of DHS Government vehicles. To seek approval, please provide your critical needs listing, to include each employee's name, assigned vehicle, license plate number, and justification for after-hour use by the close of business 24 hours prior to use, to your respective Assistant Commissioner for evaluation and the Commissioner's approval. ***Please take note that vehicles approved for after-hours use are still restricted to official use only.***

### **Accident Procedures**

In case of an accident, contact the Office of Operations immediately and complete an incident report. They will contact the insurance provider. Follow legal guidelines for exchanging information with other drivers and report the accident to local police if required. Do not guarantee payment or accept responsibility without authorization.

### **Fleet Inspection & Registration**

Divisions with employees that are permitted to be on the road after 5:00 p.m. or weekends based on their job duties will need to submit a justification request to the Commissioner of DPP for approval at least four (4) weeks prior to DHS' scheduled inspection and registration appointment. All such justification requests must identify all vehicles by make, model, year, VIN, plate number, assigned driver/program and include a justification for each identified request.

Additionally, all divisions must notify the Office of Operations, Fleet Management of all vehicles that are inoperable or down for repairs once an accident occurs by submitting an incident report. Please note, vehicles with major dents and damage must be repaired prior to being inspected. Vehicles that have not been inspected and duly registered prior to the start of each new year will not be allowed on the road.

### **Use of Gas Cards/Coupons**

### **Management**

Department managers and supervisors are responsible for adhering to, monitoring, and enforcing this policy. **It is imperative that this policy be monitored and enforced in a fair and consistent manner.**

A copy of this policy will be provided to all employees. The Office of Operations & Maintenance is responsible for overseeing implementation of and ensuring adherence to this policy. Any questions about this policy or its application should be directed to the Office of Operations. The Department reserves the right to rescind, and/or amend this, and all Department policies, at any time, with notice.



Government of the Virgin Islands of the United States

## DEPARTMENT OF HUMAN SERVICES

Office of the Commissioner

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