



# Department of Facilities Management

Ministry of Communications and Works

## GOVERNMENT VEHICLE POLICY

---

### Overview

Government officer must sign and return a copy of the Policy to their immediate supervisor, who must then grant their approval by counter signing it and forwarding it to the Director of Facilities Management for final approval.

As an authorized driver of a Government vehicle, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in the following.

---

### **Vehicle Fleet Purpose** (*Vehicles retained by the Department of Facilities Management*)

Government vehicles are provided to support the business activities of the Government and are to be used only by qualified and authorized public officers. They are not to be considered a part of an employee's compensation and must not be used as an inducement for employment. In all cases, these vehicles are to be operated in strict compliance with the motor vehicle laws of the Virgin Islands, and with the utmost regard for their care and cost-efficient use.

### **Obtaining Permission to Use Fleet Vehicles**

In order to use a Government Fleet Vehicle, a Vehicle Request Form stating the purpose for which the vehicle will be used must be completed and signed by the driver's immediate supervisor. The form must then be presented to an authorized Facilities Management Officer, who will then carry out an inspection of the vehicle in the presence of the driver. An authorized Facilities Management Officer will also conduct an inspection upon the return of the vehicle to the Department of Facilities Management. Vehicles must be returned to the Department of Facilities Management at the end of the workday unless otherwise authorized by the driver's immediate supervisor, Department Head, and the Director of Facilities Management.

### **Driver Licensing**

Drivers must have a valid Virgin Islands driver's license for the class of the vehicle being operated. Obtaining a driver's license is a personal expense of the public officer.

### **Driver Qualifications**

1. Driver qualifications are as follows:
2. Authorized public officer;
3. Must be at least 21 years of age;
4. Have at least one year of experience in the class of vehicle operated;
5. Must meet licensing requirements; and

6. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - *Been convicted of a felony.*
  - *Been convicted of sale, handling or use of drugs.*
  - *Vehicle insurance has been canceled, declined or not renewed by a company.*
  - *Been convicted of an alcohol- or drug-related offense while driving.*
  - *Had driver's license suspended or revoked.*
  - *Been convicted of three or more speeding violations or one or more other serious violations.*
  - *Been involved in three or more chargeable accidents.*

### **Personal Use**

Government vehicles are provided solely for the purpose of conducting the Government's business and should therefore not be used for personal use.

### **Rules Applying to Use of Company Vehicles:**

- Only authorized public officers are permitted to drive Government vehicles. Drivers must meet all driver qualifications and rules in this agreement.
- Drivers must obey all the traffic laws of the Virgin Islands, including operating the vehicles within the speed limit.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Government vehicles are not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Vehicles are to be returned to the Department of Facilities Management in a clean and tidy condition.
- Report any accident immediately to police and your immediate supervisor, who will then be responsible for reporting the incident to the Director of Facilities Management.

Any exceptions to these rules require advance, written approval by the Director of Facilities Management or the Permanent Secretary. Violation of these rules will result in disciplinary action ranging from removal of driving privileges to termination of employment.

### **Reporting of Driver's Misuse of Government Vehicles**

A sticker advertising a hotline for the public to report any operational misuse will be placed at a prominent focal point on each Government vehicle. The hotline will be managed by the Department of Facilities Management, which will conduct investigations into all incidences that are reported. Disciplinary action ranging from removal of driving privileges to termination of employment will be enforced should the driver be found to be in violation of the stated rules of operation.

### **Maintenance**

Authorized drivers are required to ensure that a Vehicle Inspection Form is completed by an authorized officer when a Government vehicle is being signed in and out from the Department of Facilities Management. Whilst the vehicle is in a driver's possession, it is his or her responsibility to ensure that the following are maintained in good working order:

All fluids (brakes, oil, steering, transmission, and radiator) are at their proper levels.

- There is sufficient fuel in the vehicle to operate it in a proper manner.
- There is adequate air pressure in tires.
- All lights and the horn are working.
- Brakes in good working order.

### **Traffic Violations**

Fines for parking or moving violations are the personal responsibility of the driver. The Government will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle. Each driver is required to report all moving violations to the Director of Facilities Management within 24 hours.

Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges.

### **Passengers**

Private passengers are strictly prohibited in Government vehicles, unless the purpose of carrying out the business of the Government, and with the prior approval of the driver's immediate supervisor, Department Head, and the Director of Facilities Management.

Having unauthorized passengers will result in appropriate disciplinary action, including revoking of driver privileges.

### **Accidents**

In the event of an accident involving a Government vehicle:

- Call the police on all accidents and obtain a copy of the police report.
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- If the accident involves another vehicle, obtain insurance information from the other driver, and take note of the other driver's name and the license plate number of their vehicle.
- Take photograph(s) of the scene of accident if possible.
- Complete an accident report and have it countersigned by your immediate supervisor before it is forwarded to the Director of Facilities Management within 24 hours.

Should it become evident that the cause of the accident is due to the negligence or recklessness of the driver of the Government vehicle, the damages will be accessed,

and the cost of repairs or replacement of the vehicle will be garnished from the driver's salary, at a rate determined by the Ministry of Finance. Additional disciplinary action may also be taken against the driver.

### **Theft**

In the event of the theft of a government vehicle or any of its equipment/accessories, contact the police, your immediate supervisor and the Director of Facilities Management immediately.

### **Fire and other Catastrophic Events**

In the event vehicle catches fire or another catastrophic event that results in damage to the vehicle occurs, notify Fire & Rescue and the police, your immediate supervisor and the Director of Facilities Management immediately.

### **Driver Responsibilities**

Each driver is responsible for the care and use of the Government vehicle while in his or her possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Adhering to manufacturer's recommendations regarding use. Vehicles should not be operated with any defect that would prevent safe operation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver, spouse or significant other.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and theft of a company vehicle and or its accessories to the Director of Facilities. Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

### **Preventable Accidents**

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

#### **Safety Guidelines to Prevent Accidents**

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make improper turns

- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI) or Drive under the Influence (DUI) or similar charges.

I have read and will abide by the conditions as stated in this document regarding the operation of a Government vehicle. **Please submit a copy of valid driver's license with this policy.**

**MINISTRY / DEPARTMENT** \_\_\_\_\_

Authorized Driver's (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_\_

Driver's Supervisor (print): \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_\_

Signature: \_\_\_\_\_

Head of Ministry/Department (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_\_

**THIS POLICY IS NOT VALID UNLESS APPROVED BY THE DIRECTOR OF FACILITIES OR AN AUTHORIZED OFFICER ON HIS BEHALF!**

Director of Facilities Management (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_\_

**Or**

Authorized Officer (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: (D/M/Y) \_\_\_\_\_