

Prince George's County



VEHICLE USE REVIEW BOARD



PRINCE GEORGE'S COUNTY
COUNCIL

FINAL REPORT
SEPTEMBER 2017

September 2017

Redis C. Floyd
Clerk of the Council
Prince George's County Council
County Administration Building, 2nd Floor
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Dear Ms. Floyd:

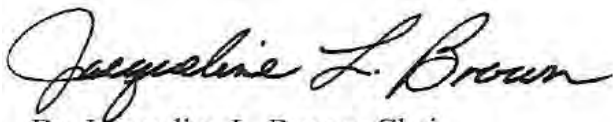
On behalf of the *County Vehicle Use Review Board* ("the Board"), I write to submit the Board's final report.

As you are aware, the Board consists of three civically engaged community members, and I applaud the work done by this group of committed county leaders.

Since its creation, we have labored to delve deeply into the County's Take Home Vehicle policy and related vehicle use practices. In this Final Report, we make significant findings and offer recommendations that we believe, if implemented, will resolve the issues at hand. It is our hope that this Final Report will inspire greater discussion, and most importantly, provides a direction for helping the County.

On behalf of the members of the Board, I wish to extend our appreciation for the opportunity to serve in this capacity.

Sincerely,

A handwritten signature in black ink that reads "Jacqueline L. Brown". The signature is written in a cursive, flowing style.

Dr. Jacqueline L. Brown, Chair
Prince George's County Vehicle Use Review Board

COUNTY VEHICLE USE REVIEW BOARD

We would like to thank and acknowledge the following individuals for their service on the Board:

Board Chair

Jacqueline L. Brown, Ed.D

Board Members

Samuel A. Epps, IV
Enor R. Williams, Jr., CCM

ACKNOWLEDGEMENT

The Vehicle Use Review Board would like to thank and acknowledge the following individuals for their assistance during the Board's proceedings:

Roland L. Jones, Director, Office of Central Services

Richard "Rick" Hilmer, Fleet Manager, Office of Central Services

Gail D. Francis, Director, Office of Finance

Karen Campbell, Director, County Council Office of Communications

Shelby McRae, Design and Technology Specialist, County Council Office of
Communications

In addition, the County Vehicle Use Review Board would like to thank the following individuals, who without their tireless efforts and support, the Board would not have been able to complete its important work.

Howard W. Stone, Jr.

Colette R. Gresham, Esq.

Maurice Simpson, Jr.

TABLE OF CONTENTS

INTRODUCTION	1
RECOMMENDATIONS	3
APPENDIX	7
A Council Resolution 2-2017	
B Council Resolution 60-2017	
C Administrative Procedure 610.....	
D Administrative Procedure 621	
E Administrative Procedure 640.....	
F Council Resolution 78-2001	
G Prince George’s County Fleet Vehicle Assignment	
H Public Comments	

County Vehicle Use Review Board

Final Report

(September 2017)

I. Introduction

Administrative Procedure (“AP”) 610 sets forth processes necessary to manage the governmental function of assignment and use of all County-owned or leased passenger vehicles assigned to County agencies, and to limit certain vehicle assignments to specific officials and employees. This procedure defines four (4) options for use of vehicles for County business:

Option #1 – Work Day Use (County supplied vehicle)

This type of assignment will be made only to those employees whose responsibilities absolutely require daily use of a County vehicle based on the criteria listed in AP 610. The current inventory of the County fleet consists of 3,381 vehicles; nearly 77% or 2,603 vehicles are assigned to certain public safety related agencies, including the police, sheriff and fire/EMS departments.

Option #2 – Mileage Reimbursement (personal vehicle)

Employees may use their privately-owned vehicle on a reimbursement basis for official County business as outlined in AP 640, the County’s Travel Regulations. For Fiscal Year (“FY”) 2018, the County adopted a mileage reimbursement rate of 36 cents per mile.

Option #3 – Take Home Assignment (County supplied vehicle)

This vehicle assignment allows an employee to commute between home and work. This category is intended for elected officials, select appointed County officials, public safety employees with arrest powers, K-9 officers and certain other public safety personnel. As noted

above, the lion's share of this category is assigned to agency personnel responsible for going immediately to the scene of an accident or emergency to provide assistance or first responders.

Option #4 – Automobile Allowance (personal vehicle)

As defined in Council Resolution (“CR”) 78-2001, County officials may elect to utilize their privately-owned vehicles for official county business and receive a bi-weekly allowance determined annually in November by the Office of Central Service Fleet Management Division. The allowance is equivalent to the average cost of providing a County vehicle to an employee. Pursuant to AP 610, Eligible employees include:

- County Executive
- County Council Members
- Chief Administrative Officer
- Council Administrator
- Deputy Chief Administrative Officers
- Chief of Staff
- Appointing Authorities
- County Auditor

Additionally, AP 621 the “Red Flag Program,” recites additional policies and detailed enforcement procedures applicable to all authorized drivers eligible to drive a County vehicle. In light of recent events involving county vehicles, the Prince George's County Council in their oversight capacity and mindful of the public concern, recognized the need to study internal policies and practices.

On December 6, 2016, the Council established the County Vehicle Use Review Board (“The Board”), by CR-001-2017. The Board was created to (i) review County Administrative Procedures 610 and 621 in light of current best practices and survey current vehicle use procedures applicable to surrounding or comparable governmental entities; and (ii) to compile a

preliminary report of proposed recommendations for amendments, additions or other refinements to the County's procedures for use of County vehicles, including Take Home County vehicle assignment classification.

In light of the Board's charge, there was an exhaustive review of the county's existing policies as well as a thorough review of local, regional and national practices. Noting that this issue has garnered considerable public attention, the Board encouraged broad community participation through its online comment submission portal and in-person testimony. Based on this comparative research, the Board found that the County's policies were not comparable to similarly situated jurisdictions.

As of January 2017, there were approximately 37 vehicles, outside of the aforementioned public safety related vehicles, assigned as take-home vehicles government wide. This included elected and appointed officials, executive branch department heads and certain State's Attorney's Office personnel.

Over the past several months, the Board received, reviewed and evaluated County Administrative Procedures 610 and 621, current County practices, information and practices from neighboring and comparable jurisdictions, and public testimony from County constituents.

In an effort to set forth policies that are more in line with other jurisdictions, the Board is making the following recommendations:

II. County Vehicle Use Review Board Recommendations

1. Administrative Procedure 610: Vehicle Assignments, Use and Charges

Option #1 – Work Day Use

It is recommended that the Work Day Use policy remain unchanged.

Option #2 – Mileage Reimbursement

Research has proven that the neighboring jurisdictions adopt the Internal Revenue Service Standard Mileage Rates for Business, Medical and Moving for mileage reimbursement for government travel for personal vehicle use. The 2017 IRS reimbursement rate is 53.5 cents per mile. Currently, the County uses a mileage reimbursement value as defined in the County's Annual Budget and Appropriation Ordinance. Under CB-55-2017, the County adopted a mileage reimbursement rate of 36 cents

The Board recommends the Option #2 – Mileage Reimbursement language be revised to adopt and reflect the Internal Revenue Service Standard Mileage Rates for Business, Medical and Moving as the standard for determining the mileage reimbursement annually.

Option #3 - Take Home Vehicles

Research has proven that regionally and nationally, the trend of public officials being provided government owned take home vehicles has steadily decreased. Additionally, a large majority of Prince George's constituents have commented on this issue and have expressed their displeasure with what they consider public officials misuse of this benefit or perk. Lastly, none of the neighboring jurisdictions offer government take-home vehicle for public officials (See Exhibit A).

However, we feel that it is in the best interest of the operations of government and to protect the health, safety and welfare of the County, that the following exemptions be made: 1)

Police Department; 2) Sheriff Department; 3) Fire and EMS Department; Chief Administrative Officer; 4) State's Attorney's Office; 5) Department of Corrections; 6) Department of Homeland Security; and 7) Department of Public Works and Transportation.

Therefore, it is recommended that Administrative Procedure 610 be revised to repeal the language referencing elected officials and read, in pertinent part, as follows:

“This category is intended for select appointed County officials, public safety employees with arrest powers, K-9 officers and certain other public safety personnel.”

Option #4 – Automobile Allowance

According to Administrative Procedure 610, the allowance is equivalent to the average cost of providing a County vehicle to an employee. Research has proven that regionally and nationally the trend of public officials being provided automobile allowances for personal vehicle use is becoming obsolete. All of our neighboring jurisdictions (Montgomery County, Howard County, Fairfax County, Anne Arundel County, Baltimore City and the District of Columbia) use a mileage reimbursement policy in lieu of an allowance (See Exhibit A). Currently, the policy allows for a \$10,315 annual allowance for the use of personal vehicle based upon an anticipated 12,000 mile average annual usage. (A point of note, if the \$.36 reimbursement value was used on a 12,000 mile annual average, the cost would be \$4,320. At the IRS rate of \$.535 it would equate to \$6,420.)

Therefore, it is recommended that Administrative Procedure 610 be revised to remove Option #4 – Automobile Allowance and all associated references in its entirety.

County Officials with Security Detail

It is further recommended that the County Officials that are escorted or driven by a security detail be provided with a vehicle(s) from the Public Safety Division and be bound by Public Safety vehicle use policies and procedures. Effectively removing escorted County Officials from Administrative Procedure 610 in its entirety.

2. Administrative Procedure 621 – Red Flag

After thoroughly reviewing Administrative Procedure 621, it appears that safeguards are in place to protect the County against negligence relative to the misuse of County owned vehicles. Therefore, no language changes are recommended for Administrative Procedure 621.

However, it is recommended that re-training on a periodic basis (perhaps annual) be incorporated in each the various departments to effectively enforce the existing procedure.

APPENDIX

APPENDIX A

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2017 Legislative Session

Resolution No. CR-1-2017

Proposed by Council Chairman Davis

Introduced by Council Members Davis, Lehman, Turner, Glaros, Franklin,
Taveras, Patterson and Toles

Date of Introduction December 6, 2016

RESOLUTION

1 A RESOLUTION concerning
2 County Vehicle Use Review Board
3 For the purpose of establishing a County Vehicle Use Review Board for members of the County
4 Council to supplement current personal take home vehicle procedures of Prince George's
5 County.

6 WHEREAS, the County Council of Prince George's County ("County Council") takes note
7 of the broad authority set forth in the Charter for Prince George's County, Maryland, to establish
8 certain procedures regulating County governmental operations in furtherance of the provisions
9 set forth in the Prince George's County Code; and

10 WHEREAS, Section 1-102(a)(1) of the County Code defines Administrative regulations as
11 "written orders which are issued by the County Executive or Chief Administrative Officer of the
12 County and compiled in a manual"; and

13 WHEREAS, in accordance therewith, Administrative Procedure 110 ("AP 110") establishes
14 an Administrative Procedures Manual for Prince George's County to document and coordinate
15 the interdepartmental operations of County Offices and Departments; and

16 WHEREAS, as set forth within Section (2.f) of AP 110, there is a 600 Series within the
17 County Administrative Procedures Manual addressing Procurement, Maintenance, and
18 Transportation, to include subjects relating to the procurement, maintenance, and operation of
19 County equipment and operating supplies; and

20 WHEREAS, within the 600 Series, there is an Administrative Procedure 610 ("AP 610")
21 that provides specific operational policies relating to the management, assignment, and use of
22 County-owned or leased motor vehicles; and

1 WHEREAS, in particular, AP 610 sets forth processes necessary to manage the
2 governmental function of assignment and use of all County-owned or leased passenger vehicles
3 assigned to County agencies, and to limit certain vehicle assignments to specific officials and
4 employees; and

5 WHEREAS, AP 610 sets forth certain minimum eligibility requirements for usage of
6 County vehicles, as well as a list of Driver Assignment Classifications in Sections 2 and 3,
7 respectively; and

8 WHEREAS, Section 3.2 of AP 610 permits general assignment criteria and driver
9 assignment options for County vehicles, including a Take Home vehicle assignment
10 classification intended for County elected officials, select appointed County officials, and certain
11 County public safety personnel; and

12 WHEREAS, the Council takes further notice of the requirements of Administrative
13 Procedure 621 ("AP 621"), "Red Flag Program," which recites additional policies and detailed
14 enforcement procedures applicable to all authorized drivers eligible to drive a County vehicle;
15 and

16 WHEREAS, in furtherance of the foregoing policies and regulations within AP 610,
17 Appendix 9.6 to AP 610 provides additional relevant information concerning appropriate
18 operation of County vehicles, including driver responsibilities, emergency repairs, and
19 procedures to address certain motor vehicle violations; and

20 WHEREAS, pursuant to Section 301 of the County Charter, the Legislative Branch of the
21 County government shall consist of the County Council and the officers and employees thereof;
22 and

23 WHEREAS, members of the County Council are elected officials authorized for Take
24 Home driver assignment classification of a County vehicle; and

25 WHEREAS, based on the foregoing, the County Council finds that there is a need to
26 evaluate the current County administrative procedures relating to the use of County Vehicles for
27 potential refinements to AP 610 and AP 621; and

28 WHEREAS, Section 506 of the County Charter authorizes the County Council to appoint
29 temporary advisory boards of citizens of the County to assist in the consideration of County
30 policies; and

1 WHEREAS, a Resolution adopted by the County Council is a measure having the force and
2 effect of law with a temporary or administrative character.

3 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
4 County, Maryland, that the County Vehicle Use Review Board is hereby established.

5 BE IT FURTHER RESOLVED that the County Vehicle Use Review Board shall consist of
6 three (3) members appointed by the Chair of the Council, to include one County resident from
7 the northern portion of Prince George's County; one County resident from the central portion of
8 the County; and one County resident from the southern portion of the County.

9 BE IT FURTHER RESOLVED that it shall be the duty of the County Vehicle Use Review
10 Board to review County Administrative Procedures 610 and 621 in light of current best practices
11 and a survey of current vehicle use procedures applicable to surrounding or comparable
12 governmental entities; and to compile a preliminary report of proposed recommendations for
13 amendments, additions, or other refinements to the County's procedures for use of County
14 vehicles, including Take Home County vehicle assignment classification, for submission to the
15 County Council, Council Administrator, and the County Executive on or before June 30, 2017.

16 BE IT FURTHER RESOLVED that the County Vehicle Use Review Board shall also have
17 the power to make recommendations to the Chair of the County Council for suspension and/or
18 revocation as to the Take Home County vehicle assignment classification of a Council Member,
19 based on the Board's review of notifications and other relevant public records demonstrating
20 misuse, abuse, or other good cause, including motor vehicle violations, traffic citations, parking
21 citations, or accident reports required by County Administrative Procedures 610 and 621.

22 BE IT FURTHER RESOLVED that, in furtherance of its duty to review and recommend
23 the suspension or revocation of a Council Member's Take Home vehicle assignment
24 classification, above, the County Vehicle Use Review Board shall adopt and submit, on or before
25 June 30, 2017, its by-laws governing the board, including other procedural requirements and
26 specific criteria to substantiate any recommendation to suspend or revoke the Take Home
27 County vehicle assignment classification of a member of the County Council.

28 BE IT FURTHER RESOLVED that the County Vehicle Use Review Board should consider
29 the possibility of issuing an annual compliance report to the County Council listing all public
30 records relating to any motor vehicle violations, traffic citations, parking citations, or accident
31 reports

1 required by County Administrative Procedures 610 and 621;

2 BE IT FURTHER RESOLVED that the Council Administrator shall provide appropriate
3 staff support for the County Vehicle Use Review Board to assist with the work associated with
4 the duties assigned herein.

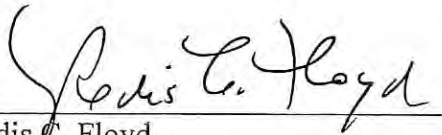
Adopted this 6th day of December, 2016.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: 

Derrick Leon Davis
Chairman

ATTEST:



Redis C. Floyd
Clerk of the Council



Prince George's County Council

Agenda Item Summary

Meeting Date: 12/6/2016	Effective Date:
Reference No.: CR-001-2017	Chapter Number:
Draft No.: 1	Public Hearing Date:
Proposer(s): Davis	
Sponsor(s): Davis, Lehman, Turner, Glaros, Franklin, Taveras, Patterson and Toles	
Item Title: A RESOLUTION CONCERNING COUNTY VEHICLE USE REVIEW BOARD for the purpose of establishing a County Vehicle Use Review Board for members of the County Council to supplement current personal take home vehicle procedures of Prince George's County.	

Drafter: Karen T. Zavakos, Zoning and Legislative Counsel
Resource Personnel: Nellvenia W. Johnson, Chief of Staff / Legislative Aide, District 6

LEGISLATIVE HISTORY:

Date:	Acting Body:	Action:	Sent To:
12/06/2016	County Council	introduced	
	Action Text: This Resolution was introduced by Council Members Davis, Franklin, Glaros, Lehman, Patterson, Taveras, Toles and Turner		
12/06/2016	County Council	rules suspended	
	Action Text: A motion was made by Vice Chair Glaros, seconded by Council Member Franklin, that the Council Rules of Procedure be suspended to allow for the immediate adoption of this Resolution. The motion carried by the following vote: <div style="margin-left: 40px;">Aye: 9 Davis, Glaros, Franklin, Harrison, Lehman, Patterson, Taveras, Toles and Turner</div>		
12/06/2016	County Council	adopted	
	Action Text: A motion was made by Vice Chair Glaros, seconded by Council Member Turner, that this Resolution be adopted. The motion carried by the following vote: <div style="margin-left: 40px;">Aye: 9 Davis, Glaros, Franklin, Harrison, Lehman, Patterson, Taveras, Toles and Turner</div>		

AFFECTED CODE SECTIONS:

BACKGROUND INFORMATION/FISCAL IMPACT:

Section 506 of the Charter for Prince George's County authorizes the County Council to appoint temporary administrative boards comprised of citizens of the County to assist with the consideration and review of County policies and programs. Accordingly, this Resolution creates a County Vehicle Use Review Board for purposes of a comprehensive review of best practices and current procedures applicable to comparable or surrounding governmental entities. In establishing this Board, this Resolution also provides for member appointment and assigns specific duties of reporting requirements and recommendation authority as to enforcement of County vehicle procedures applicable to Take Home County vehicle assignment classifications of members of the County Council.

Document(s): R2016001

APPENDIX B

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
2017 Legislative Session

Resolution No. CR-60-2017
Proposed by Council Member Davis
Introduced by Council Members Davis, Turner and Taveras
Co-Sponsors _____
Date of Introduction July 18, 2017

RESOLUTION

1 A RESOLUTION concerning

2 County Vehicle Use Review Board

3 For the purpose of extending the reporting date for the County Vehicle Use Review Board to
4 make recommendations and submit a final report.

5 WHEREAS, the Prince George's County Council on December 6, 2016 adopted CR-1-
6 2017, establishing the County Vehicle Use Review Board (the "Board"), a three (3) member
7 group to review County Administrative Procedures 610 and 621 in light of current best practices
8 and a survey of current vehicle use procedures applicable to surrounding or comparable
9 governmental entities; and to compile a preliminary report of proposed recommendations for
10 amendments, additions, or other refinements to the County's procedures for use of County
11 vehicles, including Take Home County vehicle assignment classification, for submission to the
12 County Council, Council Administrator, and the County Executive on or before June 30, 2017;
13 and

14 WHEREAS, the County Council desires to provide additional time to the Board to ensure
15 that the Board has the time it needs to process the significant amount of information it has
16 gathered; and

17 WHEREAS, Section 506 of the Charter provides that the County Council may appoint, for
18 designated periods, one or more temporary advisory boards of citizens of the County who shall
19 assist in the consideration of County policies and programs.

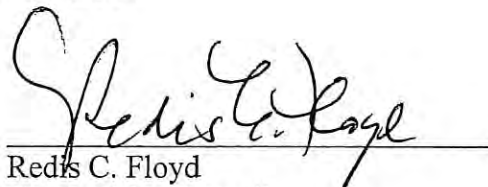
20 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
21 County, Maryland, that the Board's original June 30, 2017 final report deadline is extended for
22 60 days for submission on or before September 1, 2017.

Adopted this 18th day of July, 2017.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: 
Derrick Leon Davis
Chairman

ATTEST:


Redis C. Floyd
Clerk of the Council



Prince George's County Council

Agenda Item Summary

Meeting Date: 7/18/2017 **Effective Date:**
Reference No.: CR-060-2017 **Chapter Number:**
Draft No.: 1 **Public Hearing Date:**
Proposer(s): Davis
Sponsor(s): Davis, Turner and Taveras
Item Title: A RESOLUTION CONCERNING COUNTY VEHICLE USE REVIEW BOARD for the purpose of extending the reporting date for the County Vehicle Use Review Board to make recommendations and submit a final report.

Drafter: Colette Gresham, Legislative Officer
Resource Personnel: Howard W. Stone, Administrative Specialist

LEGISLATIVE HISTORY:

Date:	Acting Body:	Action:	Sent To:
07/18/2017	County Council	introduced	
	Action Text:		
	This Resolution was introduced		
07/18/2017	County Council	rules suspended	
	Action Text:		
	A motion was made by Vice Chair Glaros, seconded by Council Member Turner, that the Council Rules of Procedure be suspended. The motion carried by the following vote:		
	Aye: 9 Davis, Glaros, Franklin, Harrison, Lehman, Patterson, Taveras, Toles and Turner		
07/18/2017	County Council	adopted	
	Action Text:		
	A motion was made by Vice Chair Glaros, seconded by Council Member Turner, that this Resolution be adopted. The motion carried by the following vote:		
	Aye: 9 Davis, Glaros, Franklin, Harrison, Lehman, Patterson, Taveras, Toles and Turner		

AFFECTED CODE SECTIONS:

BACKGROUND INFORMATION/FISCAL IMPACT:

This resolution extends the original June 30, 2017 final report deadline to on or before September 1, 2017.

CR-060-2017 (Draft 1)

Page 2 of 2

Document(s): R2017060, CR-60-2017 AIS, CR-60-2017 Extension Request



Prince George's County Vehicle Use Review Board

June 16, 2017

The Honorable Derrick L. Davis, Chair
Prince George's County Council
County Administration Building
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

Dear Chairman Davis:

As chair and on behalf of the Prince George's County Vehicle Use Review Board, I am requesting an extension for the submission of the Board's Final Report and Recommendations from June 30, 2017 to September 1, 2017. In order to provide a more thorough review of County vehicle use and to further research and investigate the issues, the Board is requesting a two-month extension.

We would appreciate the County Council's consideration of this extension.

Sincerely,

Dr. Jacqueline L. Brown, Chair
Prince George's County Vehicle Use Review Board

cc: Redis Floyd, Clerk of the Council

APPENDIX C

ADMINISTRATIVE PROCEDURE 610

- SUBJECT:** Vehicle Assignments, Use and Charges – Including Internal Revenue Fringe Benefit Costs.
- PURPOSE:** To provide Appointing Authorities and Vehicle Coordinators with operational policies involving the management, assignment and use of County-owned or leased motor vehicles, including Internal Revenue Service reporting and taxation requirements.
- SCOPE:** Covers the processes necessary to manage the assignment and use of all County-owned or leased passenger vehicles assigned to County agencies. This policy allows only specific officials and employees certain vehicle assignments.
- AUTHORITY:** Chief Administrative Officer (CAO)
- RESPONSIBILITY:** Director, Office of Central Services (OCS); Director, Office of Finance; Director, Office of Management and Budget
- PROCEDURE:**

The procedure for verifying and modifying an agency's vehicle needs and assignments will be as follows:

- A. In August of each year, the Fleet Administrator will distribute a current inventory and Vehicle Allocation Plan (VAP) to each agency for all passenger vehicles maintained by the Fleet Management Division. Each agency will review the VAP and inventory for accuracy and assess ongoing agency vehicle needs. A VAP worksheet is attached as Appendix 9.5.
- B. Agency Vehicle Coordinators and the Fleet Management Division will meet annually in September to review agency vehicle needs to include allocation, assignments, and replacements as well as to discuss fleet management related issues. The Agency Vehicle Coordinators will bring any requests to change the agency's vehicle allocation to the meeting.
- C. The County Fleet Administrator will prepare recommendations for review by the Director of OCS, Director of Management and Budget and the CAO.
- D. The CAO will approve or disapprove all modifications requested to the Agency Vehicle Allocation Plans and will return them to the County Fleet Administrator via the Director of OCS for appropriate action. The Fleet Administrator will advise agencies of the results of their requests and will make appropriate budgetary recommendations.
- E. Vehicle Assignment Request and Fringe Benefit Computation Forms (VAR – PGC Form 923) will be prepared for all new vehicle assignments meeting the requirements outlined in this procedure. VAR's will be completed by agencies and forwarded to the County Fleet Administrator to be reviewed for compliance with vehicle assignment policies. VAR's will then be forwarded with recommendations to the CAO for final approval. VAR's will be returned to the County Fleet Administrator who will forward copies of the approved requests to the Office of Finance. Updated VAR's must be submitted for approval every four years by mid-January following a Gubernatorial General Election, or whenever a change in a vehicle assignment occurs to include a termination, vehicle change, or address change.

This procedure supersedes Administrative Procedure 610 issued March 23, 1998, and also the February 26, 1992 and September 2, 2003 revisions.

EFFECTIVE DATE: This Administrative Procedure becomes effective on the date of issuance.

10/19/2011

Date

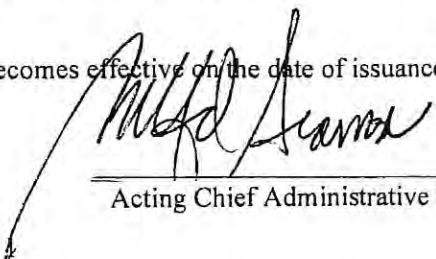

Acting Chief Administrative Officer

TABLE OF CONTENTS:

1.	INTRODUCTION	3
	1.1 Background	3
	1.2 Exceptions	3
	1.3 Failure to Comply with the Policies and Procedures	3
2.	DRIVER ELIGIBILITY AND USAGE OF COUNTY VEHICLES	3-6
	2.1 Driver Eligibility	3
	2.2 Driver Record Review	3-4
	2.3 Permissible Use of County Vehicles	4
	2.4 Vehicle Log Reporting Requirements	4
	2.5 Safety	5
	2.6 Motor Vehicle Violations	5
	2.7 Accident Guidelines and Reporting	6
3.	DRIVER ASSIGNMENT CLASSIFICATIONS	6-9
	3.1 Assignment Criteria	6
	3.2 County Vehicle Options	6-8
	3.3 Personal Vehicle Options	8-9
4.	FRINGE BENEFIT TAX LIABILITY	9-10
	4.1 Tax Reporting	9-10
	4.2 Tax Exemptions	10
5.	VEHICLE MODIFICATION	10
6.	FUEL	10
7.	MAINTENANCE AND REPAIR	11
8.	RESPONSIBILITIES	11-14
	8.1 Chief Administrative Officer	11
	8.2 Director, Office of Central Services	11
	8.3 County Fleet Administrator	11-12
	8.4 Fleet Management Advisory Committee	12
	8.5 Director, Office of Finance	12
	8.6 Director, Office of Management and Budget	12
	8.7 Appointing Authority	13
	8.8 Agency Vehicle Coordinator	13
	8.9 Authorized Driver	14
9.	APPENDICES	14-15
	9.1 Pool Vehicle Usage Log	14
	9.2 Monthly Vehicle Mileage and Expense Log for Income Tax Filings ...	14
	9.3 Vehicle Assignment Request and Fringe Benefit Computation Form ...	14
	9.4 Automobile Allowance Application.....	14
	9.5 Agency Vehicle Allocation Plan (VAP) Worksheet	15
	9.5 Driver's Handbook	15

1. INTRODUCTION:

1.1 BACKGROUND

The County vehicle fleet represents a substantial commitment of public funds. All parties involved in fleet-related activities are responsible for prudently and efficiently managing County fleet assets.

Vehicles will be allocated to each agency based upon its program requirements and recommendations made by the Office of Central Services. Appointing Authorities are responsible for determining and requesting individual vehicle assignments to best meet agency requirements that comply with this Administrative Procedure. The County Fleet Administrator, Office of Central Services, is responsible for conducting an on-going review of vehicle assignments and usage.

1.2 EXCEPTIONS

Exceptions to any of the provisions of this procedure require advance written authorization from the Chief Administrative Officer.

1.3 FAILURE TO COMPLY WITH THE POLICIES AND PROCEDURES

Failure to comply with this Administrative Procedure may subject an employee to disciplinary action, including termination.

2. DRIVER ELIGIBILITY AND USAGE OF COUNTY VEHICLES:

Only authorized drivers are eligible to drive a County vehicle. Temporary and contract workers are prohibited from operating a County vehicle unless authorized in writing by the Chief Administrative Officer. The privilege to drive a County vehicle is contingent upon compliance with this Administrative Procedure and Administrative Procedure 621.

2.1 DRIVER ELIGIBILITY

Authorized drivers of County vehicles must have a valid driver's license appropriate for the class of vehicle driven.

No County employee or authorized individual shall be allowed to operate a motor vehicle while on County business for the following reasons:

- driver's license is suspended or revoked; or
- driver's record shows an accumulation of six or more points (four or more for Fire Department employees).

Any employee or authorized individual who operates a motor vehicle during any of the conditions above may be subject to disciplinary action for willful misconduct, up to and including dismissal from County employment.

2.2 DRIVER RECORD REVIEW

Prince Georges County Government participates in the State of Maryland Motor Vehicle Administration's program that monitors State and local government employees' driving records for any violations (i.e., speeding, reckless driving, accidents, DWI, DUI, expired license). See Administrative Procedure 621 – Red Flag Program for further information.

Drivers with out-of-state licenses must provide a certified copy of their driving record to the agency prior to the completion of a Vehicle Assignment Request form, and annually thereafter. Drivers with out-of-state licenses must notify the Agency Vehicle Coordinator in the event they accumulate four or more points on their driving record. This notification must occur within ten (10) days of the points being assessed.

2.3 PERMISSIBLE USE OF COUNTY VEHICLES

County vehicles are to be used to conduct official County business. Whenever possible, trips should be planned to coincide with other authorized driver travel requirements so that vehicles are used efficiently and economically.

- a. Passengers in County automobiles are limited to persons being transported in connection with County business. County-operated buses are exempt from this provision. Law enforcement personnel should consult Departmental general orders for guidelines on this subject.
- b. There shall be no smoking in County vehicles.
- c. County vehicles not assigned as Take Home will be parked at the employee's or authorized individual's primary work site.
- d. County vehicles will not be retained overnight outside of the County unless pre-approved by the CAO.
- e. Aside from commuting for Take Home vehicle assignments approved by the Chief Administrative Officer, personal use of County vehicles is to be restricted to the maximum extent possible. Use of County vehicles on non-business days for non-business purposes is strictly prohibited. Abuse of this privilege will have severe repercussions.

2.4 VEHICLE LOG REPORTING REQUIREMENTS

A Pool Vehicle Usage Log shall be maintained by Agency Vehicle Coordinators for each of its agency's motor pool vehicles. Log entries shall include date of use, operator's name, purpose of use, destination and beginning and ending odometer readings. Logs should be complete, accurate and available for audit by the County's Fleet Management Division at any time. A Vehicle Usage Log is included as Appendix 9.1.

The authorized take home assignment of County vehicles is a taxable fringe benefit. Therefore, employees in this category will have the full annual lease value of the assigned vehicle and the associated fuel usage added to their taxable compensation. Employees who wish to claim business use expenses with annual income tax filings will be personally responsible for maintaining adequate documentation that meets Internal Revenue Service requirements. A sample log of the information required by the Internal Revenue Service is attached as Appendix 9.2 for employee convenience. For more information on the fringe benefit tax liability, please refer to Section 4 of this procedure.

2.5 SAFETY

All drivers shall operate County vehicles in compliance with the Motor Vehicle Laws of the jurisdiction in which the vehicle is being driven and in a manner that reflects concern for the safety and courtesy towards the public. Drivers may also consult Administrative Procedure 165 (County Risk Management Program) for additional safety guidelines.

- a. An authorized driver shall operate a County vehicle in accordance with any license requirements or restrictions, such as corrective lenses, daytime only, etc.
- b. The driver of a County vehicle shall take every precaution to ensure the safety of passengers. No person may ride in a County vehicle unless properly restrained by a seat belt or, in the case of children, an appropriate child safety seat. It shall be the driver's responsibility to ensure that all passengers are properly restrained.
- c. All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions.
- d. The use of a wireless phone by the driver in a moving County vehicle is prohibited, except with the use of a hands-free device.
- e. The driver of a County vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.
- f. The driver of a County vehicle shall not leave the vehicle idling for more than five (5) minutes unless the driver is stuck in traffic, there are mechanical problems, or the vehicle is powering auxiliary equipment.
- g. Authorized drivers of County vehicles are personally responsible for vehicles operated by them. If a County vehicle is damaged beyond repair as a result of misuse or gross negligence, the operator of the vehicle may be required to make restitution of the difference between the amount obtained as salvage value and the amount of the then current wholesale value of the vehicle as reported in the *National Auto Research Black Book Used Car Market Guide, MD Edition*.

2.6 MOTOR VEHICLE VIOLATIONS

An authorized driver charged with a DWI, DUI, Reckless or Aggressive Driving, Excessive Speeding (over 15+ MPH), or a moving violation involving a fatality shall notify his/her Appointing Authority and Agency Vehicle Coordinator immediately, and in no case later than the following business day. In turn, the Agency Vehicle Coordinator shall notify the County's Fleet Administrator in writing within two business days of receiving notice of the charge. Failure to provide prompt notification as outlined above, may result in disciplinary action.

An authorized driver shall be solely responsible for the payment of any fines associated with any traffic violation (red light, parking, speeding, etc.). Failure to promptly pay a violation or fine may result in disciplinary action and/or an automatic payroll deduction to satisfy the violation and/or fine.

2.7 ACCIDENT GUIDELINES AND REPORTING

Authorized drivers involved in an accident while driving a County vehicle shall immediately contact the police. Notification shall also be made to the authorized driver's supervisor, vehicle coordinator, and departmental risk coordinator immediately, or no later than the following business day, even if no other vehicle is involved or there are no apparent injuries or damages. Please refer to Administrative Procedure 165 pertaining to the County's Risk Management Program and the Driver's Handbook for further direction on accident reporting.

3. DRIVER ASSIGNMENT CLASSIFICATIONS**3.1 ASSIGNMENT CRITERIA**

Assignment of a County vehicle to an individual authorized driver is based solely on the requirement for official use, and should result in the most effective and economical use of the vehicle. In assigning County vehicles, Appointing Authorities shall consider the driver's expected official mileage accumulation, specific field assignment, and the need for specialized vehicle equipment in the performance of the driver's job.

3.2 COUNTY VEHICLE OPTIONS

- ***Fleet Management Pool Vehicle Use*** - The Fleet Management Division operates a motor pool available for daily and long-term rentals. Agencies should consult the Fleet Management Division on the current motor pool rental rates.
- ***Agency Pool Vehicle Use*** - An agency may maintain an internal vehicle pool when it can demonstrate the reoccurring need among agency employees and it is impractical to use or have access to the Fleet Management Division motor pool. Agency pool vehicles may be specially outfitted with agency equipment and are available to agency employees for work day use only.

Agencies must maintain a Pool Vehicle Usage Log for each vehicle in its motor pool. A copy of the log is attached as Appendix 9.1. These logs shall be available for inspection at any time by the Fleet Management Division.

The Fleet Management Division should be consulted on the process for establishing an agency motor pool. A Vehicle Assignment Request and Fringe Benefit Form must be completed and signed by the Fleet Administrator.

- ***Work Day Use*** – This type of assignment will be made **only** to those employees whose responsibilities absolutely require daily use of a County vehicle based on the criteria listed below.
 1. The employee's assigned duties require more than sixty percent of their working hours be spent away from their primary work location conducting investigations, inspections, deliveries, enforcement, community outreach or maintenance activities in the field or at multiple locations;

ADMINISTRATIVE PROCEDURE 610

2. The assigned vehicle is outfitted with specialized tools, equipment or stored records unique to the employee which are used in conjunction with their assigned duties;
3. This assignment is subject to ongoing review and must meet minimum annual usage criteria of 7,500 miles per year.

Note 1: These vehicles must remain parked after duty hours at the employee's primary work location. If the employee to whom the vehicle is assigned is absent from duty for more than five consecutive work days, the vehicle keys shall be returned to the agency Vehicle Coordinator. A Vehicle Assignment Request and Fringe Benefit Form must be completed and signed by the Chief Administrative Officer.

Note 2: Agency pool vehicles or Fleet Management pool vehicles are to be used by Agency staff whose primary vehicle use is to attend meetings.

- **Take Home** – This vehicle assignment allows an employee to commute between home and work. Incidental personal use of a County vehicle is permitted when such use is a de minimus distance from the residence of record, or from the route of official use of the vehicle, and when such use does not adversely affect the vehicle or the public perception of the County. Vacations, recreation trips and any other personal uses on non-business days are strictly prohibited. Abuse of this privilege may result in immediate revocation of the assignment and such other disciplinary actions as prescribed in the Personnel Policy Manual.

This vehicle assignment must be authorized by the Chief Administrative Officer in advance. Appointing Authorities are **not** authorized to grant Take Home privileges to their employees with the exception of on-call and inclement weather situations as described below.

This category is intended for elected officials, select appointed County officials, public safety employees with arrest powers, K-9 officers and certain other public safety personnel. Any other requests for this assignment will be granted on the basis of job need and as such, detailed justification will be required that clearly substantiates the need for the take home privilege.

This designation applies only to employees that reside in the County unless otherwise approved by the Chief Administrative Officer. Off-duty use by law enforcement personnel will adhere to departmental general orders.

With the exception of law enforcement personnel as defined on Page 9, authorized drivers in this category are subject to taxation for the personal use such as commuting. A Vehicle Assignment Request and Fringe Benefit Computation Form #923 must be completed with the appropriate information to include the fair market value and annual lease value of the assigned vehicle. The vehicle's fair market value should be obtained from the Office of Central Services Fleet Management Division. The tax liability for employees in this category is detailed further in Section 4 of this procedure.

These vehicles shall revert to agency vehicle pool control or be parked at the work site when the employee to whom it is assigned is absent from duty for five or more consecutive work days.

- **On-Call Take Home Vehicles** - These vehicle assignments will be made only to those personnel in the Department of Environmental Resources (DER), the Department of Public Works and Transportation (DPWT), the Office of Information Technology and Communications (OITC) and the Office of Central Services (OCS) who are subject to call out on a rotating basis of not more than one week at a time. This assignment is restricted to IRS-designated qualified non-personal use vehicles which are clearly marked with County logos and which are designed or have been modified to carry tools, supplies and equipment necessary for the maintenance activities the personnel are on call for. This assignment is restricted to in-County locations only. These vehicles must revert to work day use or to the agency pool when the driver is not on-call.
- **Incident Weather Take Home Vehicles** - These assignments are incident-specific and are authorized by the appointing authority to employees of the Office of Emergency Preparedness, DPWT, DER and OCS to take home four wheel drive vehicles during periods of snow or other weather emergencies if it is deemed in the best interest of the County. These take home assignments are temporary and are restricted to Prince George's County locations only. These vehicles must revert to work day use or to the agency pool at the conclusion of the emergency event.

3.3 PERSONAL VEHICLE OPTIONS

- **Mileage Reimbursement** – Employees may use their privately-owned vehicle on a reimbursement basis for official County business as outlined in the County's Travel Regulations (see Administrative Procedure 640). This non-taxable reimbursement can be claimed under pay category "023" using the biweekly time and attendance reporting system (ETS) along with trip details in the comments section of the timecard. For current mileage reimbursement rates, please refer to the County's annual budget ordinance legislation. Employees may also claim any unreimbursed mileage costs with their annual income tax filings.

- **Automobile Allowance** – As defined in CR-78-2001, County officials may elect to utilize their privately-owned vehicles for official County business and receive a bi-weekly allowance determined annually in November by the Office of Central Services Fleet Management Division. The allowance is equivalent to the average cost of providing a County vehicle to an employee. Eligible employees include:

- County Executive
- County Council Members
- Chief Administrative Officer
- Council Administrator
- Deputy Chief Administrative Officers
- Chief of Staff
- Appointing Authorities
- County Auditor

By accepting the allowance, participating employees must refrain from using any County vehicles and from submitting requests for reimbursement for mileage, fines, gasoline, oil, maintenance, repairs and similar costs.

This allowance is taxable income and reported along with other taxable wages in box one on the employee's annual W-2 information form. It is the employee's responsibility to maintain adequate records and other documentation to support expenses associated with operating its privately-owned vehicle for business purposes. If actual business expenses exceed the amount of the automobile allowance, it is the employee's responsibility to include these items with its annual income tax filing and is not entitled to any additional reimbursement from the County.

Participating employees must maintain a valid driver's license and immediately notify the Office of Finance of withdrawal or significant restrictions of driving privileges. The employee must also obtain insurance coverage at a level consistent with minimum requirements for the jurisdiction where its privately-owned vehicle is registered. This insurance policy will provide primary coverage for any damages or liability that may occur as a result of negligence while utilizing its private vehicle for County business purposes.

Eligible employees must submit an application annually by December 15 for approval by the Chief Administrative Officer for executive branch employees or to the Council Administrator for legislative branch employees. Approved applications will then be forwarded to the Office of Finance for processing with a copy to the Fleet Management Division. A copy of the application is attached as Appendix 9.4.

4. FRINGE BENEFIT TAX LIABILITY

4.1 TAX REPORTING

The non-business or personal use (to include commuting) of a County-owned or leased vehicle is a fringe benefit reportable as taxable income to the employee per the Internal Revenue Code. For operational efficiencies, the full annual lease value of the vehicle will be added to the employee's gross wages each payday and is subject to all income and employment taxes. The annual lease value is based on the fair market value of the vehicle. These values are obtained from the Office of Central Services Fleet Management Division. An adjustment "for tax purposes only" will be made to an employee's biweekly pay and is calculated by dividing the annual lease value by twenty-six pay periods.

The cost of all fuel withdrawn from County-owned pumps will also be added to the employee's wages at the end of the calendar year. The cost will be determined by multiplying the total miles driven by the IRS's current fuel rate. The Fleet Management Division will provide annual mileage reports to the Office of Finance by December 15th. Regular vehicle maintenance and insurance is not taxable.

Since 100% of the vehicle's full annual lease value will be reported on the authorized driver's W-2, the actual expenses associated with operating the vehicle for business purposes may be deducted on the employee's personal income tax filings. The amount that may be deducted depends on the business and personal miles driven during the year. Therefore, detailed logs should be maintained to document the actual usage. A sample log of the information required by the IRS is attached as Appendix 9.2 for employee convenience. The information recorded in these logs will be necessary for the completion of IRS Form 2106 *Employee Business Expenses*. Employees may wish to consult IRS Publication 463 – Travel, Entertainment, Gift, and Car Expenses at www.irs.gov or confer with a tax advisor for further information.

All employees or authorized individuals with Take Home assignments of a County-owned or leased vehicle are subject to this tax liability with the exceptions listed below. Appointing Authorities have no discretion to waive these statutory requirements.

4.2 TAX EXEMPTIONS

The Internal Revenue Code permits limited exemptions from the tax liability. These exemptions include:

- Full-time law enforcement officer who is employed on a full-time basis by the County; who is responsible for the prevention or investigation of a crime involving injury to persons or property (including apprehension or detention of persons for such crimes); who is authorized by law to carry a firearm, execute search warrants, and to make arrests (other than merely a citizen's arrest); and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). The County must authorize officer's personal use of the assigned vehicle (other than commuting that is considered a working condition benefit).
- Employees outside of the Police and Sheriff's departments claiming exemption to the tax liability for the reasons stated above will be required to provide supporting documentation. This may include a current certification card issued by the Maryland Police and Correctional Training Commission. Employees will be required to maintain current certification in order to continue under this tax exempt status.
- Civilians employed by public safety departments are neither exempt from IRS law nor this procedure.
- Employees or authorized individuals operating clearly "**marked**" police and fire vehicles who are required to use the vehicle for commuting and, when not on a regular shift, are on call at all times. Any personal use other than commuting is prohibited.
- Employees or authorized individuals required to use a county-provided vehicle to perform assigned duties and responsibilities for the government who have been assigned a workday use vehicle that is not used for commuting or other personal reasons.

5. VEHICLE MODIFICATION

Modifications to County vehicles for personal reasons are prohibited. If necessary for official County business, the Fleet Management Division may approve the modification of a County vehicle. Bumper stickers are prohibited.

6. FUEL

County vehicles shall be fueled at the designated County fuel sites except for emergencies or rare and unusual instances when such use is not possible. A PIN number must be obtained from the departmental vehicle coordinator in order to utilize the automated fuel system. Authorized drivers should consult the Driver's Handbook for fuel site locations and further information on the system.

7. MAINTENANCE AND REPAIR

Authorized drivers who are assigned a vehicle share responsibility with the Agency Vehicle Coordinator for assuring that their assigned vehicle is properly maintained in accordance with the maintenance schedule established by the Fleet Management Division. Please consult Administrative Procedure 625 – Vehicle and Heavy Equipment Use, Repair and Maintenance Standards or the Driver’s Handbook for further information pertaining to routine maintenance and emergency repairs.

Authorized drivers of pool vehicles are responsible for reporting observed mechanical problems to the Agency Vehicle Coordinator or the Fleet Management Division.

8. RESPONSIBILITIES

8.1 CHIEF ADMINISTRATIVE OFFICER

- a) Approves vehicle assignment policies.
- b) Approves agency Vehicle Allocation Plans when fleet modification is requested.
- c) Approves all Take Home and Work Day Use vehicle assignments.
- d) Approves any vehicle retained overnight out of the County.

8.2 DIRECTOR, OFFICE OF CENTRAL SERVICES

- a) Provides overall management of all vehicles owned and/or operated by the Prince George’s County Government; may meet annually with appointing authorities. Enforces policies and procedures relative to vehicle assignment and utilization.
- b) Monitors vehicle assignments and utilization for all agencies on a continuing basis and conducts an annual review of Vehicle Allocation Plans, in coordination with using agencies.
- c) Conducts cost-benefit analysis of proposed vehicle assignments to determine whether a proposed assignment is to the County’s advantage.
- d) Develops data involving the utilization, maintenance and operating costs of vehicles, and distributes information to Appointing Authorities to assist them in establishing and carrying out sound management of transportation assets.

8.3 COUNTY FLEET ADMINISTRATOR

- a) Meets annually with each Appointing Authority or designee to review vehicle requirements and develops a viable allocation assignment and replacement program for the CAO’s approval.
- b) Analyzes Vehicle Assignment Requests submitted by agencies for compliance with this Procedure, and, if necessary, prepares appropriate recommendations for action by the CAO/appointing authority.

- c) Maintains record of all original Vehicle Assignment Request and Fringe Benefit Computation Forms (PGC Form 923); copies of all vehicle purchase orders; County employees' drivers license information and records; and vehicle data to include vehicle identification numbers; license, tag and title data; maintenance data; and mileage and fuel consumption data.
- d) Maintains master inventory of the fuel PIN numbers; disables PINs upon notification by the agency Vehicle Coordinators of terminated or transferred employees; and forwards fuel PIN report to Agency Vehicle Coordinator annually for review and verification.
- e) Meets annually with the Office of Management and Budget to review Agency Vehicle Allocation Plans that have budgetary implications.
- f) Ensures that copies of Vehicle Assignment Request and Fringe Benefit Computation Forms are sent within five (5) business days after receipt to the Office of Finance Accounting Division.
- g) Pursuant to Administrative Procedure 621 - Red Flag Program, the County Fleet Administrator (also known as the Program Facilitator) serves as the County's liaison with the Motor Vehicle Administration (MVA).
- h) Forwards fuel report for the period of December 1 through November 30 for all taxable Take Home assignments to the Office of Finance Accounting Division by December 15 annually.

8.4 FLEET MANAGEMENT ADVISORY COMMITTEE

- a) The purpose of this committee is to assist the Fleet Management Division in the development and implementation of policies and procedures involving the use and assignment of County-owned vehicles. The committee meets annually in September and as necessary.
- b) Each Appointing Authority shall appoint a Vehicle Coordinator to serve on the Fleet Management Advisory Committee. Each Vehicle Coordinator will assist in the implementation and distribution of vehicle utilization and assignment procedures within the coordinator's agency.
- c) Committee representation consists of Agency Vehicle Coordinators and Fleet Management Division administrative staff.

8.5 DIRECTOR, OFFICE OF FINANCE

- a) Enforces policies and procedures involving Federal and State taxation of County-provided vehicles.
- b) Processes payroll adjustments for the annual lease value of County vehicles and associated fuel usage for taxable employees with Take Home assignments. Submits all forms/reports and remits withheld taxes to Federal and State taxing authorities.
- c) Maintains copies of all Vehicle Assignment Request and Fringe Benefit Computation Forms for those with taxable assignments only.

8.6 DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

- a) Annually reviews agency Vehicle Allocation Plans that include modifications and/or enhancements that would have a budgetary impact, prior to submission to the CAO for approval.

8.7 APPOINTING AUTHORITY

- a) Prepares, approves and submits an Agency Vehicle Allocation Plan to the Fleet Administrator by September annually.
- b) Informs the County Fleet Administrator and the Finance Director of the designated Agency Vehicle Coordinator/member of the Fleet Management Advisory Committee.
- c) Conducts periodic and annual reviews of vehicle assets to validate vehicle requirements; monitors and approves vehicle utilization.
- d) Develops appropriate policies and procedures on the daily management and oversight of agency vehicles.
- e) Ensures that vehicles are used effectively and efficiently, and that they are used as authorized, and drivers are informed of their operational and financial responsibilities involving these assignments.
- f) Reviews and approves Vehicle Assignment Request and Fringe Benefit Computation Forms submitted by employees for compliance with this Procedure before submission to the Fleet Administrator.

8.8 AGENCY VEHICLE COORDINATOR

- a) Maintains a current inventory of vehicles assigned to the agency to include the authorized drivers and their locations.
- b) Maintains a current and accurate accounting of all fuel PIN numbers issued to the agency and notifies the Fleet Management Division within two business days of any termination or transfer of an employee with an assigned PIN.
- c) Maintains a usage log for each vehicle in the agency's motor pool. Log entries should include the date of use, the operator's name, purpose, destination and ending odometer reading. Logs should be complete, accurate and available for audit by the County's Fleet Management Division at any time.
- d) Performs inspection of pool vehicles after each use and confirms odometer reading for usage log.
- e) Performs monthly inventory of work day use assignments to ensure that vehicles are in fact parked at work location after hours. Any suspected unauthorized Take Home use will be reported to the Appointing Authority for appropriate action.
- f) Ensures that keys to agency vehicles are properly secured and that no vehicle is issued as a take home vehicle without the appropriate approvals as described in this procedure.
- g) Coordinates the completion and timely processing of Vehicle Assignment Request and Fringe Benefit Computation Forms.
- h) Ensures that vehicle preventive maintenance (PM) service is scheduled upon receipt of the monthly PM schedule.
- i) Represents his/her agency on the Fleet Management Advisory Committee.
- j) Coordinates the processing of vehicle turn-ins and changes in vehicle assignments.
- k) Notifies County's Fleet Administrator in writing within two business days of receiving notice of a moving violation or a must appear violation by one of its agency's authorized drivers.
- l) Maintains a current file of all Vehicle Assignment Requests and Fringe Benefit Computation Forms.

8.9 AUTHORIZED DRIVER

- a) Maintains a valid driver's license and obeys all laws and administrative procedures pertaining to the operation of a motor vehicle. Immediately reports to appointing authority, in writing, license suspensions or revocations, and arranges to turn over the vehicle and all keys to Appointing Authority.
- b) Notifies Appointing Authority and Vehicle Coordinator of any tickets received while operating a County vehicle and understands that that it is his/her sole responsibility for payment of any fines associated with such tickets.
- c) Immediately reports any accidents while driving a County vehicle to supervisor, Agency Vehicle Coordinator and their Risk Management Coordinator no later than the following business day.
- d) Verifies and acknowledges information on Vehicle Assignment Request and Fringe Benefit Computation Form (PGC Form 923) for Take Home and Work Day Use assignments only.
- e) Understands that the full Annual Lease Value of the assigned vehicle and any fuel dispensed from County pumps will be assessed as taxable compensation for Take Home assignments.
- f) Complies with Administrative Procedure 625, Vehicle and Heavy Equipment Use, Repair and Maintenance Standards.
- g) Understands that failure to comply with the rules outlined in this procedure may result in the revocation of County vehicle privileges and possible disciplinary action.

9. APPENDICES

9.1 POOL VEHICLE USAGE LOG

This log shall be maintained by Agency Vehicle Coordinators for each of its agency's motor pool vehicles. Log entries shall include date of use, operator's name, purpose of use, destination and beginning and ending odometer readings. Logs should be complete, accurate and available for audit by the County's Fleet Management Division at any time.

9.2 SAMPLE MONTHLY VEHICLE MILEAGE AND EXPENSE LOG FOR INCOME TAX FILINGS

This sample log may be used by authorized drivers to document vehicle-related business expenses for use with personal income tax filings. The Internal Revenue Service requires adequate recordkeeping to substantiate the official business use of the assigned vehicle.

9.3 VEHICLE ASSIGNMENT REQUEST AND FRINGE BENEFIT COMPUTATION FORM

This form is completed by the requesting agency and signed by the driver. The justification section must be completed and the information verifiable. This form must be approved by the Chief Administrative Officer for both Work Day Use and Take Home assignments prior to the issuance of the vehicle.

9.4 AUTOMOBILE ALLOWANCE APPLICATION

This application must be completed annually by December 15 for eligible employees interested in participating in the Automobile Allowance Program. This program provides a bi-weekly allowance for participating employees who elect to use their privately-owned vehicles in lieu of a County-owned vehicle. Approval must be obtained by the Chief Administrative Officer for executive branch employees or the Council Administrator for legislative branch employees. Approved applications will then be forwarded to the Office of Finance for processing with a copy to the Fleet Management Division.

9.5 AGENCY VEHICLE ALLOCATION PLAN WORKSHEET

This worksheet is used annually by the Office of Central Services to review agency vehicle allocations and identify future needs. This form must be forwarded to the Fleet Administrator annually in September by Appointing Authorities. The Office of Central Services will forward the Allocation Plans with the budgetary impact to the Chief Administrative Officer for final review and approval. Final forms will be returned to Appointing Authorities by the County's Fleet Administrator for inclusion in the annual budget submission.

9.5 DRIVER'S HANDBOOK

This concise guide provides authorized drivers with pertinent information on the operation of County vehicles such as important telephone numbers, fueling information, driver responsibilities, emergency repairs, and violations, to name a few. Authorized drivers are strongly encouraged to review the handbook and maintain a copy in the assigned vehicle at all times.

SAMPLE MONTHLY VEHICLE MILEAGE AND EXPENSE LOG FOR INCOME TAX FILINGS
 THIS IS NOT AN OFFICIAL INTERNAL REVENUE FORM

NAME: _____ TAX YEAR: _____ MONTH: _____

VEHICLE INFORMATION: Year _____ Make _____ Model _____

DATE	DESTINATION (City, Town, Area)	BUSINESS PURPOSE	ODOMETER READINGS		MILEAGE BREAKDOWN			EXPENSES* (Gas, oil, tolls, etc)	
			BEGIN	END	OFFICIAL	COMMUTE	OTHER	TYPE	AMOUNT
		BEGINNING ODOMETER →	0						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
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30									
31									
ENDING ODOMETER →			0						
TOTAL MILES DRIVEN THIS MONTH →			0						
TOTAL BUSINESS, COMMUTING AND OTHER PERSONAL MILES THIS MONTH →					0	0	0		
								TOTAL MONTHLY EXPENSES	0

*Receipts should be attached as supporting documentation



PRINCE GEORGE'S COUNTY GOVERNMENT
VEHICLE ASSIGNMENT REQUEST AND 100% PERSONAL FRINGE BENEFIT COMPUTATION FORM

TO: Chief Administrative Officer Date: _____
 THRU: Director, Central Services (Attn. Fleet Administrator)
 FROM: Agency _____ Agency / Activity Number: _____

Section I - Operator Information

Vehicle Operator's Name: _____ Employee # _____ Driver's License # _____
 Duty Position: _____ Date of Assignment: _____

Section II - Type of Assignment

Work Day Use Percentage of work day spent away from primary work address? _____ %
 Take Home Is vehicle used to carry equipment? No Yes If "yes", please explain: _____
 Agency Pool _____
 Justification for Type of Assignment: _____

Vehicle Location during Non-Duty Hours: Street: _____
 City: _____ County: _____
 Vehicle Location during Work Hours: Street: _____
 City: _____ County: _____

Section III - Vehicle Information

Vehicle #: _____	Vehicle Type:	Vehicle Size:	Class:
Tag #: _____	Sedan <input type="checkbox"/>	Standard <input type="checkbox"/>	Marked <input type="checkbox"/>
Manufacturer: _____	SUV <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Unmarked <input type="checkbox"/>
Model: _____	Truck <input type="checkbox"/>	Compact <input type="checkbox"/>	
Year: _____	Other <input type="checkbox"/>	Subcompact <input type="checkbox"/>	

Section IV - Fringe Benefit Determination (Estimate) for Take Home Vehicle Assignments Only

Is Operator authorized by law to carry a firearm? Yes No
 Is Operator authorized by law to execute search warrants? Yes No
 Is Operator authorized by law to make arrests? Yes No

** If you answered "yes" to all of the above, please attach copy of supporting documentation for law enforcement exception (i.e., Certification Card from the Maryland Police and Correctional Training Commission) and skip to Section IV.a. ONLY

1. Fair Market Value of Vehicle as of 1 _____ (contact Fleet Mgmt. Division for FMV) ● _____
2. Annual Lease Value of Vehicle (see ALV table in IRS Publication 15-B) ● _____
3. Non-Cash Value to be added to Taxable Compensation each Pay Period * ● _____ \$0

* 100% Personal Use Fringe Benefit Computation Formula - Annual Lease Value (line 2) divided by 26 payperiods = Bi-Weekly Non-Cash Value added to Taxable Compensation (line 3)

Section V - Operator Acknowledgement Statement

To Be Reviewed and Signed by Vehicle Operator:
 I have been assigned a County vehicle to be used to carry out the duties and responsibilities assigned to me. I have read the terms and conditions as set forth in IV.a. Administrative Procedure 610 "Vehicle Assignments, Usage and Charges - Including Internal Revenue Fringe Benefits Costs." I agree that I am responsible for the vehicle assigned to me and will be held accountable for compliance with the terms and conditions outlined therein.
 Unless I am a law enforcement employee meeting the criteria in Section III, I understand that the commuting and personal use of a County-assigned vehicle is a taxable fringe benefit and, as such, the full annual lease value (set forth by the IRS) of the assigned vehicle will be added to my taxable wages. All fuel withdrawn from County-owned pumps will also be added to my wages at the IRS rate of 5.5 cents per mile. Regular maintenance is not taxable. Taxable fringe benefits are subject to withholding and are reported on RS Form W-2. Business use can be claimed with your annual personal tax filings.

Vehicle Operator's Signature: _____ Date: _____
 Validated by Vehicle Coordinator: _____ Date: _____
 Agency Head Signature: _____ Date: _____
 Fleet Administrator Signature: _____ Date: _____
 CAO Signature: _____ Approved Denied Date: _____

VEHICLE TURNED-IN DATE _____
 _____ Vehicle Operator's Signature _____ Vehicle Coordinator's Signature

PRINCE GEORGE'S COUNTY – APPLICATION FOR AUTOMOBILE ALLOWANCE

Employee Name (Print or type)

Driver's License: State – ID No.

Exp. Date

This application is submitted to request an automobile allowance under the following terms and conditions:

1. I meet the eligibility criteria established by the County Council Resolution (CR-78-2001) creating this automobile allowance program. It is my responsibility to notify County officials immediately of any disqualifying change of employment status.
2. The annual amount of the automobile allowance is equivalent to the average cost of providing a County vehicle to an employee. By November 15, the Office of Central Services will calculate the average cost each calendar year. Unless notified otherwise, I will submit a renewal application by December 15 to either the Chief Administrative Officer or Council Administrator for approval. The Director of Finance will convert the allowance to a biweekly dollar amount for each tax year.
3. The automobile allowance will be deducted from the agency appropriation as a compensation expense item. The automobile allowance is taxable compensation because this program would be considered a non-accountable plan as defined by IRS regulations. The allowance will be paid with the biweekly payroll and reported along with other taxable wages in box one on my annual W-2 information form.
4. It is my personal responsibility to maintain adequate records and other documentation to support expenses associated with operating my personal vehicle for business purposes. If actual business expenses exceed the amount of the automobile allowance, it is my responsibility to include these items with my annual income tax filing and I am not entitled to any additional reimbursement from the County. [Note: Before submitting this application, the County strongly recommends checking with a knowledgeable advisor(s) about the legal and tax consequences of your participation.]
5. Prior to submitting this request for an automobile allowance, I have returned all County-owned vehicles and gasoline cards previously assigned to me and have also submitted any outstanding vehicle logs, if any. (Note: The automobile allowance will not start before these matters are resolved.)
6. By accepting this automobile allowance, I am required to use my personal vehicle when driving for County business purposes. I will refrain from using County pool vehicles; submitting any expense reimbursement requests for mileage and any other costs, fines, or penalties associated with operating my personal vehicle; or utilizing County-owned credit cards or County-owned facilities for gasoline, oil, maintenance, repairs, or similar costs. [Note: Limited use of a County vehicle is permitted when approved by the Chief Administrator Officer, e.g., repair/service of personal vehicle.] I will notify the Chief Administrative Officer and the Director of Finance if my personal vehicle is unavailable for business use for any period exceeding fourteen consecutive calendar days.
7. I will maintain a valid driver's license and keep my personal vehicle in good working order. I will immediately notify County officials of withdrawal or significant restrictions of my driving privileges.
8. By accepting this allowance, I agree to obtain insurance coverage at a level consistent with minimum requirements for the jurisdiction where my personal vehicle is registered. This insurance policy will provide primary coverage for any damages or liability that may occur as a result of my negligence or other authorized users while utilizing my vehicle for County business purposes.
9. Failure to comply with these requirements will jeopardize future participation in this program.

My below signature signifies confirmation, agreement, and understanding of these terms and conditions.

Employee Signature and Date

Agency

Approving Signature and Date

Effective Date

Vehicle Allocation Plan

Department / Agency: _____

Date: _____

Vehicle Type	Qty	FY-XX Cost*	FY-XX Total

* This is the per unit maintenance charge for this type of vehicle in the previous fiscal year

Proposed Changes to Agency's Allocation:

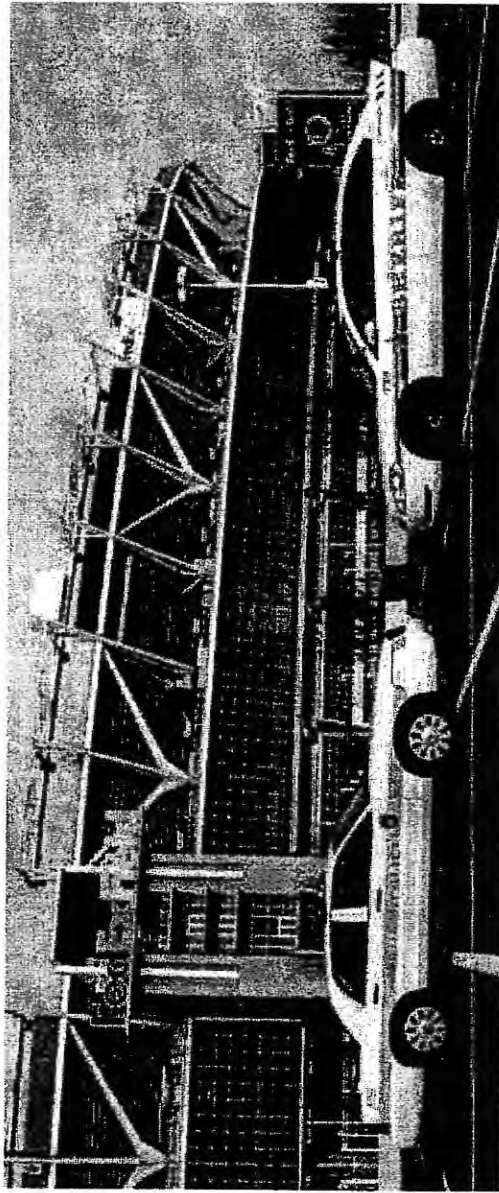
Department Head Authorization: _____

Date: _____



ADMINISTRATIVE PROCEDURE 610 -APPENDIX 9.6

Driver's Handbook



COUNTY FLEET ADMINISTRATOR: (301) 808-1715
PETROLEUM MANAGER: (301) 808-1731
CENTRAL VEHICLE MAINTENANCE FACILITY: (301) 808-1787 OR 1788
8019 Central Avenue, Capitol Heights, MD 20743
REPAIRS/EMERGENCIES/TOWING -- Hours of Operation: 6:30 a.m.-11:30 p.m., Monday thru Friday

AFTER-HOURS TOWING SERVICE: Ryons Towing (301) 627-0700 (Weekdays between 11:30 p.m. and 7:00 a.m. and Weekends)
CAR WASH LOCATIONS: Call Fleet Management at (301) 808-1715 for current vendor.

AUTOMATED FUEL SITE LOCATIONS

NORTHERN:

- Laurel Fire Co. #10, 7411 Cherry Ln. Laurel
- Bowie Fire Co. #39, 15454 Annapolis Rd., Bowie
- Public Works Garage, 7317 Northern Ave., Glendale
- College Park Co. #12, 8115 Baltimore Ave., College Park
- Police Station/Wildercroft, 6700 Riverdale Rd., Riverdale
- Chillum/Adelphi Fire Co. #34, 7833 Riggs Rd., Adelphi
- Beltsville Fire Co. #31, 4911 Prince George's Ave., Beltsville
- Bunker Hill Fire Co. 55, 3716 Rhode Island Ave., Mt. Rainier

CENTRAL:

- FO&M, 3415 Forestedge Rd., Forestville
- Equestrian Center, 3600 Water St., Upper Marlboro
- County Landfill, Brown Station Rd., Upper Marlboro
- Police Services Complex, 7600 Barlow Rd., Landover
- Bowie Police, 601 Crain Hwy, Rt 301, Upper Marlboro
- Public Works Garage/South, 8403 D'Arcy Road, Forestville
- Silver Hill Fire Co. 29, 3900 Old Silver Hill Rd., Silver Hill

SOUTHERN:

- Accokeek Fire Co. #24, 16111 Livingston Rd., Accokeek
- Baden Fire Co. #36, 16608 Brandywine Rd., Brandywine
- Clinton Fire Co. #25, 9025 Woodyard Rd., Clinton
- Oxon Hill Fire Co. #21, 7600 Livingston Rd., Oxon Hill
- Public Works Garage, 12911 Cherry Tree Crossing Rd., Brandywine

GENERAL POLICIES

1. To the maximum extent possible, County-owned vehicles shall be used in the performance of local travel.
2. Vehicle operators must have a current, valid driver's license for the class of vehicle driven.
3. County vehicles shall be operated by County officials and authorized employees.
4. No County vehicle shall be operated unless all occupants are properly belted.
5. Individuals using a County-owned vehicle are responsible for the vehicles proper operation, care, and servicing. Damage resulting from abuse, misuse, or willful negligence will be considered just cause for repair, and/or loss of driving privileges as appropriate.
6. Vehicle operators shall adhere to careful and courteous driving practices and observe traffic laws and regulations at all times. Vehicle operators are responsible for the payment of all citations received while operating a County vehicle.
7. Passengers in County vehicles shall be authorized personnel only.
8. Overnight parking of County vehicles shall be within the confines of Prince George's County and at designated areas under County control. Any other arrangements must have prior written approval from the Chief Administrative Officer.

Fuel - Fuel must be drawn from the County-owned, automated fuel site locations listed on Page 1 of this booklet. Any inoperable pumps must be reported to the Petroleum Manager (301) 808-1731. When entering odometer mileage into the automated pump, ***do not enter tenths - use whole numbers only.***

Use of Automated Terminals:

To use the automated fuel system, you are required to enter the following information:

- 9-digit Agency/Vehicle Number
- Employee Fuel PIN-- ***This is NOT your Employee I.D. number, Public Safety Employee I.D. Number or any part of your Social Security Number. Every employee who needs fuel must obtain their own PIN from the Agency Vehicle Coordinator.***
- Vehicle Mileage
- Pump Number

Instructions are posted on the fuel island terminal. If you receive a message saying invalid odometer (odometer over range), please contact Fleet Management. (301) 808-1715, in order to have your vehicle's odometer updated. *(The odometer error is due to an entry error from the previous fueling transaction.)*

VIT - In order to fuel a vehicle that has VIT (Vehicle Information Transmitter), you must first turn off the engine and turn on the pump. Then place the dispenser nozzle in your vehicle's filler neck.

Periodic Checks - Upon refueling, vehicle operators should make the following checks:

- Oil, battery, and radiator levels - replenish, if necessary, with proper fluids.
- Windshields and mirrors - clean, if necessary.
- Tire pressure - add air, if low.
- Worn tires, burned-out lamps, or other needed repairs - contact Central Vehicle Maintenance Facility.

57

Washing - Operators of sedans may drive their vehicles to the contract car wash (contact Fleet Management @ (301) 808-1715 for current vendor), as authorized, whenever washing is needed. Please advise attendant of the vehicle number and turn in the receipt to your agency vehicle coordinator for payment.

All administrative sedans and light trucks/vans are to receive Preventive Maintenance (PM) servicing every 6 months or 5,000 miles, whichever occurs first.* It is the driver's/agency's responsibility to contact the Central Vehicle Maintenance Facility to make the PM appointment and transport the vehicle to the garage at the appointed time. The Fleet Management Division furnishes monthly, to each agency, "PM Status and PM Overdue Reports."

o

NOTE: Illuminated oil pressure or temperature warning lights require that you stop immediately and phone the Central Vehicle Maintenance Facility (phone number is listed on the front of this booklet).

**Public Safety vehicles are scheduled for PM every 4 months or 3,000 miles.*

If a vehicle has a serious mechanical problem which requires immediate attention and you are in Prince George's County, or in close proximity to the County, telephone the Central Vehicle Maintenance Facility (301) 808-1787 or 1788, during shop hours, Monday thru Friday from 6:30 a.m. until 11:30 p.m..

Before phoning, prepare to furnish details relative to the problem -- your specific location and the phone number where you can be reached. Remain with the vehicle in order to drive it away once repairs are made. After hours or on weekends, call the contact towing vendor, Ryon's Towing at (301) 627-0700.

If you are not in close proximity to Prince George's County and the repairs are less than \$30.00, you may have the repairs made by a commercial repair shop. Reimbursement for repairs and for telephone calls will be made in accordance with established procedures, i.e., petty cash, etc. The repair invoice must be presented for reimbursement approval.

If a repair costing more than \$30.00 becomes necessary while on a trip outside Prince George's County, request the commercial repair shop to place a long distance call, collect, to the County Fleet Administrator, (301) 808-1715. He/She will set up the credit and authorize the expenditure. ALL PARTS THAT ARE REPLACED MUST BE RETURNED TO THE FLEET MANAGEMENT DIVISION FOR EXAMINATION.

TRAVEL BEYOND THE PRINCE GEORGE'S COUNTY AREA

Travel in a County vehicle beyond the Baltimore-Washington Metropolitan Area must be approved in accordance with travel regulations outlined in County Administrative Procedure No. 640. Motor Pool vehicles are available for this purpose if travel by County vehicle is cost effective.

MOTOR POOL VEHICLES

County vehicles are available from the central Motor Pool in Upper Marlboro. Motor pool vehicles will normally be used between 8:30 a.m. and 4:30 p.m. Vehicles will be kept overnight only for attendance at night meetings or early morning meetings away from your official place of work and must be returned by 8:30 a.m. following an evening meeting and no later than 4:30 p.m. following daytime usage.

CREDIT CARDS

For long-distance travel, you may obtain a fuel company credit card from the Petroleum Manager, Fleet Management Division, (301) 808-1731. A memorandum from your Department/Agency Head requesting the fuel company credit card and identifying the place and purpose of the travel must be sent to the County Fleet Administrator. Fuel, oil, and minor necessary automotive items may be charged. Cards, together with all receipts, are to be returned by the first business day after return from travel.

NOTE:

Outside fuel and/or oil purchase must also be recorded in accordance with the procedures described in the "Driver's Responsibilities" section of this handbook. If a break down occurs while traveling, see the "Emergency Repairs" section of this handbook.

TRAFFIC VIOLATIONS

All traffic and parking regulations are to be observed. Posted speed limits may not be exceeded nor is the vehicle to be operated at speeds above those consistent with road and weather conditions. SAFETY MUST BE OBSERVED AND PRACTICED. *In accordance with Administrative Procedure 610, the settlement of any fine or penalty imposed for traffic or other violations with respect to the use or operation of County-owned vehicles is the responsibility of the individual operator.* The Prince George's County Government will view the considerable disfavor of any employee's failure to respond to a County summons.

DRIVER'S LICENSE VIOLATIONS

In accordance with the County's Red Flag Program, Administrative Procedure 621, "no County employee whose driving record shows an accumulation of six or more points for moving violations shall be allowed to operate a County-owned vehicle until the accumulated point total for moving violations is reduced below four points." The Procedure further states that, "No County employee whose driver's license is suspended or revoked will be allowed to operate a motor vehicle on County business while such suspension or revocation is in effect." Therefore, all County employees who operate a County vehicle, or a personal vehicle to conduct County business, shall have a valid driver's license or a license will a minimal number of accumulated points, as stated above.

****EXCEPTION:** *The Fire Department DOES NOT allow its employees to operate County vehicles whose driving records show an accumulation of 4 or more points.*

IF INVOLVED IN AN ACCIDENT, TAKE THE FOLLOWING STEPS:

1. **YOU MUST CALL THE POLICE WHEN YOU HAVE AN ACCIDENT IN A COUNTY VEHICLE!** Do not move any vehicle until the police arrive and make their report.
2. Set up flares when appropriate (flares in trunk for emergency use).
3. Render assistance, if qualified.
4. Call the Central Vehicle Maintenance Facility if the vehicle cannot be driven.
5. If the accident involves a fatality, telephone your supervisor and departmental risk coordinator immediately. The supervisor and Departmental Risk Coordinator should contact the Risk Management Section at 301-952-3562.
6. Be courteous and helpful. **DO NOT** argue. **MAKE NO PROMISE OF ADJUSTMENT OR ADMISSION OF FAULT.**
7. Obtain the following information:
 - a. The other driver's name, address, business and home phone numbers, and driver's license number.
 - b. Vehicle description, registration and tag number.
 - c. Name and address of insurer and policy number.
 - d. Time, date, and place of accident.
 - e. Name and address of all witnesses.
8. Furnish information about the County vehicle and yourself to the other driver(s) and the police and advise that the County is self-insured. The vehicle registration is in the glove box.
9. If the vehicle can be driven safely, drive it to the Central Vehicle Maintenance Facility, if possible, and contact the Fleet Management Division's Body Shop at (301) 808-1798 or 1799, located at the Central Vehicle Maintenance Facility.
10. Report the accident to your supervisor and submit a written accident report to the Departmental Risk Coordinator. (accident reports are in the glove box).
11. If towing is required after midnight or on weekends, contact the towing service listed on Page 1 - "Important Phone Numbers & Fuel Site Locations" Section of this handbook. Have car towed to the Central Vehicle Maintenance Facility and contact the Fleet Management Division's Body Shop at (301) 808-1798 or 1799, located at the Central Vehicle Maintenance Facility.

FAILURE TO COMPLY WITH REGULATIONS COVERING THE SUBMISSION OF AUTOMOBILE ACCIDENT REPORTS CAN RESULT IN DISCIPLINARY ACTIONS AS DETERMINED BY THE EMPLOYEE'S APPOINTING AUTHORITY.



Rushern L. Baker, III
County Executive

THE PRINCE GEORGE'S COUNTY GOVERNMENT
OFFICE OF MANAGEMENT AND BUDGET

MEMORANDUM

October 18, 2011

TO: Agency/Department Heads

THRU: Bradford L. Seamon, Acting Chief Administrative Officer *BS*

FROM: Thomas M. Himler, Director, Office of Management and Budget *TMH*

RE: Administrative Procedure 610 (Vehicle Assignments, Use, and Charges)

Over the past few months, the Office of Central Services Fleet Management Division, the Office of Management and Budget (OMB) and the Office of Finance were tasked with reviewing and revising Administrative Procedure 610. The purpose of the task force was to eliminate any ambiguity departments, agencies, and/or employees may have had on the use and assignment of County owned vehicles. Please ensure that your staff familiarizes themselves with the revised procedure and pay close attention to some of the changes, specifically the following:

- Modification to Vehicle Allocation Plan (VAP) process
- Taxability of take home assignments
- Responsibility of mileage log
- Vehicle Coordinators responsibility for pool vehicle usage log
- Updated safety information (e.g. , no cellular phone use while driving)
- Permissible use of County vehicles

As always copies of Administrative Procedures can be obtained through OMB and online. Should you have any questions regarding these changes please contact OMB (301) 952-3300.



APPENDIX D

ADMINISTRATIVE PROCEDURE 621

SUBJECT: Red Flag Program

PURPOSE: To establish policies, procedures and standards, and to provide administrative and technical instructions for all personnel in the administration of the Red Flag Program for driver's license monitoring, in accordance with Administrative Procedure 610, Section 2, Driver Eligibility and Usage of County Vehicles.

SCOPE: This procedure sets forth County-wide policies and procedures applicable to all "...authorized drivers [who] are eligible to drive a County vehicle" (Administrative Procedure 610, Section 2).

AUTHORIZATION: Chief Administrative Officer and Director, Office of Central Services

RESPONSIBILITY: All County departments and agencies.

PROCEDURE:

I. General

- A. Driver's license information shall include; employee's/volunteer's last name, first name, driver's license number, State of issue, and date of birth.
- B. Driver's license information for all County agencies, with the exception of the Police Department, Fire Department, Office of the Sheriff, Department of Corrections, and the Department of Public Works and Transportation, shall be maintained in a confidential computer database within the Fleet Management Division to be accessed by the County Fleet Administrator/Program Facilitator.
- C. The Fire/EMS Risk Management Office will maintain the driving records of all career, civilian and volunteer members in a confidential computer database. The Fire/EMS Department will adhere to all other provisions set forth in this procedure and become the Program Administrator/Facilitator of their agency records.
- D. The Police Department, Office of the Sheriff, Department of Corrections and the Department of Public Works and Transportation will maintain the driving records of all of their employees/volunteers in a confidential database, to be maintained and updated by the Program Administrator/Facilitator within these agencies.
- E. Each Program Facilitator shall coordinate employee/volunteer driver's license information with the Motor Vehicle Administration in all applicable States and

ADMINISTRATIVE PROCEDURE 621

jurisdictions in order to obtain driving records for all County employees/volunteers.

- F. The Maryland Motor Vehicle Administration's computer system automatically generates an updated driving record and notifies the Program Facilitators whenever a change is made to the employee's/volunteer's driving record.
- G. Changes to an employee's/volunteer's driving record include, but are not limited to, points acquired and suspension or revocation of driver's license.
- H. All correspondence related to the Red Flag Program, including driving records and other personal employee/volunteer information, shall be housed in a locked file cabinet in the offices of each Program Facilitator.

NOTE: Md. TRANSPORTATION Code Annotated Section 16-102 (2010) requires a new resident of the State of Maryland to obtain a Maryland Driver's License within 60 days of residency.

II. Processes

- A. New/Terminated Employees/Volunteers and Change of Residence
 1. New employees/volunteers who reside in a State other than Maryland or who are licensed by a State other than Maryland shall complete and sign a Driver's License Verification and Consent Form (Attachment A), which shall also be signed by the employee's/volunteer's supervisor. Driver's License Verification and Consent Forms and terminated employees/volunteers driver's license information (see Section I.A. of this Procedure) shall be forwarded, in writing, *via confidential envelope*, to the appropriate Red Flag Program Administrator/Facilitator.
 2. New driver's license information for employees/volunteers that have moved to another State or have recently become residents of Maryland shall be submitted as stated in Item 1 above.
 3. Driver's license information for new and terminated employees/volunteers, and employees/volunteers who are new Maryland residents or have moved to another state, shall be forwarded to the above-

ADMINISTRATIVE PROCEDURE 621

referenced in Section II.A.1. on the first day of each month.

4. The Red Flag Program's computer database shall be updated within one week of receipt of new/terminated employee/volunteer information and updated/changed driver's license information.
5. New/Terminated employees/volunteers and new Maryland residents' driver's license information shall be forwarded to the Maryland Motor Vehicle Administration within one week of receipt from Departments/Agencies to include/remove new/terminated employees/volunteers from the Red Flag Program.

B. Driver's License Validity Verification

1. Supervisors and/or department/agency heads shall annually ensure their employee's/volunteer's driver's license validity by reviewing a current driving record for each employee/volunteer during the employees/volunteers annual past performance appraisal.
2. Employee's/Volunteer's driving records shall be obtained via written request from the department/agency head to the Program Administrator/Facilitator no less than thirty days prior to the employees/volunteers annual past performance appraisal due date.
3. The Program Administrator/Facilitator will request copies of the specified driving record(s) from the Motor Vehicle Administration within 24 hours of receipt from the requesting department/agency.
4. Once the Program Administrator/Facilitator receives the requested driving record(s) from the Motor Vehicle Administration, those records will immediately be forwarded to the department/agency head for appropriate action.

C. Department/Agency Notification of Violations

1. The department/agency head shall be notified via confidential memorandum from the Program Administrator/Facilitator if an employee/volunteer within their department/agency has acquired six or more points on their driving record or have had their driver's license suspended or revoked. A copy

ADMINISTRATIVE PROCEDURE 621

of the employee's/volunteer's driving record shall be attached to the memorandum.

**Exception: Fire Department will continue to comply with their own internal Risk Management Program Procedures with regard to employees/volunteers whose driving records meet the above-mentioned conditions or have acquired four or more points.*

2. The Director of Central Services shall be copied, confidentially, on all violation letters sent to department/agency heads, including copies of referenced driving records, in order to monitor the Program.

D. Corrective Action

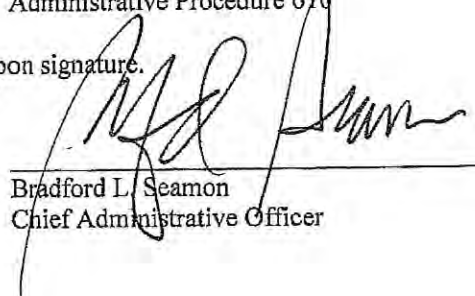
1. In accordance with Administrative Procedure 610, it is the department's/agency's responsibility to remove driving privileges of employees/volunteers whose driving privileges have been suspended or revoked or who have obtained six or more points on their driving record (four or more points for Fire Department employees/volunteers). It is also the department's/agency's responsibility to take appropriate disciplinary action, within the scope of the County's Personnel Law and/or appropriate bargaining unit.
2. Within two weeks of violation notification, the department/agency shall, *confidentially*, notify the Red Flag Program Administrator/Facilitator, in writing, what corrective action has been taken.

**CROSS-REFERENCING/
RELATIONSHIPS:**

Administrative Procedure 610

This procedure is effective upon signature.

2/14/14
Date



Bradford L. Seamon
Chief Administrative Officer

PRINCE GEORGE'S COUNTY GOVERNMENT

DRIVER'S LICENSE VERIFICATION AND CONSENT FORM

The following accurately reflects the information on my current driver's license. I understand it is my responsibility to notify my supervisor within one business day of any suspension, revocation or cancellation of my license. It is also my responsibility to notify my supervisor within one business day of an accumulation of six or more points on my license for moving violations, in Maryland or any other state. Further, I understand that Prince George's County Government maintains the Red Flag Driver's License Monitoring Program that monitors State and local government employee driving records for any moving violations (i.e. speeding, reckless driving, revoked license, or any other action involving the motor vehicle driver's license).

By way of my signature on this Driver's License Verification and Consent Form, I authorize my employer, Prince George's County Government, to obtain copies of my driving record, periodically, from the State Motor Vehicle Administration from which my driver's license has been issued. I further authorize the appropriate issuing Motor Vehicle Administration to release my driving records to my employer.

TO BE COMPLETED BY SUPERVISOR:

DRIVER'S LICENSE INFORMATION

Name:

Date of Birth:

Issuing State:

License Number

Class

Expiration Date:

DOT PHYSICAL EXAMINATION INFORMATION

Date of Certification:

Expiration Date:

Department

Employee's Signature

Date

I have physically reviewed the license and examination information if applicable, and hereby verify the information listed above as current and accurate.

Supervisor's Name

Supervisor's Signature

Date

APPENDIX E

ADMINISTRATIVE PROCEDURE 640

SUBJECT: TRAVEL REGULATIONS

PURPOSE: To establish uniform and reasonable policies concerning payment of eligible business travel costs

SCOPE: Unless otherwise provided by law or contract, these Travel Regulations apply to all travel for official business undertaken by officials, employees, and agents of the County

AUTHORITY: Executive Order 52-1976, Executive Order 17-1980, and Section 2-112.1.1 of the County Code

RESPONSIBILITY: Director, Office of Finance
Director, Office of Management and Budget
Department and Agency Heads

TABLE OF CONTENTS

Section	Page
I Application	2
II Policy Overview	2
III Responsibilities	4
IV Travel Authorization	5
V Travel Expenses	7
A. Transportation	7
B. Lodging	12
C. Meals	13
D. Other	14
VI Payment Guidelines	15
Related Topics	
Travel Request Processing Workflow	20
Payment Voucher * and Instructions	21
Travel, Training, and Seminar Request form	23
Appendix – Special Circumstances	24

* Please use the “Travel Request” segment of this multi-use form when it is referenced in the Travel Regulations.

ADMINISTRATIVE PROCEDURE 640

I. APPLICATION

Unless otherwise provided by law, contract or other policy, these Travel Regulations apply to elected and appointed officials and to permanent and temporary employees of Prince George's County, Maryland. How these Regulations apply to other individuals traveling for government-related purposes – e.g., state employee - is discussed in the Appendix. All travel expenditures from County resources will be paid in the amounts and rates described in these Regulations. When authorized in writing by an external funding source, payments can occur at a higher rate. Affected agencies are responsible for transmitting current authoritative documents to the Office of Finance. *(Note 1: A union is responsible for handling and payment of travel expenses when an officer or member of a collective bargaining unit uses approved leave for union business. Note 2: See Administrative Procedure 338 – Expenditure Reimbursement Request, for policies covering reimbursement of non-travel business expenses.)*

II. POLICY OVERVIEW

It is the County's intent to pay travel costs that are essential to the transaction of official government business and that comply with these Regulations, which generally include transportation, lodging, and meals. Travel for business should be conducted at a minimum cost to accomplish the objective(s). Travelers shall request authorization and make reservations as far in advance as possible and shall utilize the lowest logical rates available. The trip and related expenses should typically occur within the same fiscal period.

Travelers on official business for the County shall refrain from any activity or other conduct that would compromise the success or completion of the business purpose for the travel. Violators will be subject to disciplinary action.

In the absence of other compelling reasons or a waiver of these Regulations, constructive cost principles will be followed to reimburse only those subsistence costs which would have been allowable if the Traveler had actually used the most advantageous arrangements. For these purposes, subsistence means transportation, lodging, meals, and other necessary expenses for personal sustenance of the Traveler. Per Diem or allowance means a fixed payment based on standards established by these Regulations instead of actual expenses. The Traveler is responsible for any additional, unnecessary, or unreasonable costs.

Travel within a 50-mile radius of the County Administration Building - located in Upper Marlboro, Maryland - is defined as local travel. Such travel for routine and regular job functions is typically limited to reimbursements for mileage, mass transit system fares, tolls, and parking. This type of business travel should be coordinated with a supervisor and except as noted below does not require prior written approval. Local travel costs exclude reimbursement of commuting between home and work or overnight lodging. While the same cost principles apply to local travel, see Administrative Procedure 338 for handling eligible reimbursements.

ADMINISTRATIVE PROCEDURE 640

II. POLICY OVERVIEW (continued)

Out-of-town travel exceeds the local travel mileage parameter and usually requires an overnight stay away from home. Traveler must complete a Travel Request form and obtain written authorization prior to incurring any out-of-town travel expenses. Prior written authorization is mandatory for either local or out-of-town travel related to training, conferences, seminars, and conventions (and similar indirect business-related trips) sponsored/hosted by an organization external to County government.

Traveler must use coach, tourist, or economy class service unless written waiver is obtained to use premium class accommodations (business or first-class service). This approval will be based on independent documented evidence that clearly indicates a compelling reason(s) that is in the best interest of the County for using premium class service. Examples include: an accommodation due to the disability or other special need of the Traveler, security measures, overall cost savings for the trip, or transportation costs are funded by an approved non-County source.

Economies of scale will be considered when two or more Travelers share the same destination. Travelers shall make maximum use of special group travel discounts, joint use of ground transportation, joint use of County-owned vehicles, etc. When feasible, Travelers are encouraged to share lodging accommodations to yield a cost savings. The County will not pay additional expenses incurred for a spouse, child, companion, or pet because the Traveler is on an official business trip.

The Agency Training Coordinator should be consulted for training-related travel. This will help to enhance quality control and to gauge progress achieving agency training goals. These measures should take into consideration courses offered by the County's Training Institute, professional associations, local vendors, etc. Training opportunities are meant to:

- develop skills and competencies;
- expand knowledge about job-related issues, technology, policies, laws, and regulations;
- retain professional license requirements or credentials; and
- increase capacity to perform official duties with maximum efficiency.

Participation in conferences, seminars, association meetings, and similar events must benefit and be closely linked to the Traveler's core government business functions and responsibilities. The Traveler is personally liable for payment of any extra fees for social, recreational, entertainment, or other personal activities.

Overpayments, fines, penalties, personal, or nonessential costs are the responsibility of the Traveler; the County will recover any inadvertent advance payments. To the maximum extent possible, travel incentives or rewards accrued under a promotional plan as a result of County business travel should be applied to County business expenses.

ADMINISTRATIVE PROCEDURE 640

III. RESPONSIBILITIES

Executive Order No. 52-1976 gives the Chief Administrative Officer authority to establish the County's Travel Regulations which are set forth in this procedure. Waivers of these Regulations for the Executive, Legislative, and Judicial Branches must be approved by the Chief Administrative Officer, County Council Administrator, and Circuit Court Administrator, respectively. Incumbent upon every individual involved in the travel process is the responsibility for the prudent and efficient expenditure of public funds. Travelers must use good judgment in the authorized and lawful use of County resources. These financial transactions may be funded by federal or state sources and are subject to close scrutiny for purposes of public information, inspection, or audits.

Each Agency Head is responsible for maintaining current knowledge of all agency travel activity, delegating applicable roles and responsibilities to competent staff, establishing adequate controls, and developing procedures, training, and safeguards to ensure full compliance with these Regulations and the annual fiscal spending plan. The "Delegation of Signature Authority" form filed with the Office of Finance is the official record documenting all department level approvers. Each Agency Head must appoint at least one Travel Coordinator to perform the following duties:

- act as the primary point of contact for all agency travel matters
- provide assistance to agency Travelers concerning questions and problems with travel
- ensure that all appropriate sign-offs and approvals are completed within established deadlines
- verify adherence to all Travel Regulations and requirements
- monitor all travel documentation to ensure completeness and accuracy
- confirm availability of funds for travel with Agency Fiscal Coordinator
- coordinate training-related travel with the Agency Training Coordinator
- notify the Chief Administrative Officer and the Director of Finance in writing within five business days after approved travel is cancelled and take necessary steps to recover any refunds due to the County
- brief the Agency Head routinely on all agency travel activity
- maintain supporting documentation of all travel transactions consistent with record retention requirements (including copies of all conference registrations)

The Office of Management and Budget (OMB) will examine all travel requests to: monitor for compliance, assess budgetary constraints and spending controls, check reasonableness of expenses, and consider other policy directives. The Office of the County Executive must approve all Travel, Training, and Seminar Request forms.

REMINDER: The Agency Head will inform the Director of Finance in writing of any Travel Coordinator changes within ten business days of the effective date.

ADMINISTRATIVE PROCEDURE 640

III. RESPONSIBILITIES (continued)

The Traveler is responsible for making travel arrangements, maintaining records and keeping original receipts (as required) for expenses incurred while on travel status, requesting payments of authorized travel, seeking timely settlements after travel is completed, notifying appropriate representatives of travel cancellations or modifications, and maintaining adequate supporting documentation. The Office of Finance will process payments for all approved travel costs. Original travel documents and receipts are to be retained for seven (7) fiscal years following travel completion consistent with State and County record retention requirements for disbursements. (In the following text, a reference to Traveler means the individual or other person designated responsibility by the Appointing Authority.)

IV. TRAVEL AUTHORIZATION

Integral to the annual budget cycle, each agency/department must submit a detailed plan of anticipated travel activity. This plan will serve as the baseline to measure actual spending during the fiscal period. Execution of the plan requires a separate trip-by-trip travel authorization.

The Traveler must complete a Travel Request – and when applicable, a Travel, Training, and Seminar Request form. The Travel Request must detail estimates of all known costs and contain a written justification to explain the business purpose of the travel. Attachments to the Travel Request are to include sponsor registration forms, other documentation that describes the course objectives and/or program activities. The Traveler must also attach a written justification for vehicle rentals or a request to waive any Travel Regulation(s). Agency approvers should consider alternatives – including teleconferencing and web casts – prior to sending Travel Requests to the Agency Travel Coordinator for processing.

The Agency Travel Coordinator will review and forward agency-approved Travel Requests to OMB. Coordinator must submit all Travel Requests with pre-registration expenses to OMB at least 60 calendar days prior to start of travel. Other Travel Requests are to be delivered to OMB at least 45 calendar days prior to the start of the travel. These general parameters should allow sufficient time for routing and processing of the documentation by the County and the event sponsor. Emergency or expedited Travel Requests will be evaluated on a case-by-case basis.

REMINDER: The Traveler and/or Travel Coordinator should retain a reference copy of each submission. The Office of Finance will return a copy of the approved Travel Request to the Travel Coordinator with a TA number (if any), prepayments, and information about any restrictions or modifications to the approved request. After travel is concluded, this copy should be used for the final settlement calculations and submitting amounts due to/from Traveler.

ADMINISTRATIVE PROCEDURE 640

IV. TRAVEL AUTHORIZATION (continued)

Any training costs to be incurred by a County agency – other than programs and courses that are sponsored by the Office of Human Resource Management - must be approved in advance on a Travel, Training and Seminar Request form. These activities are sometimes held at a County facility and do not involve travel costs. They could include web casts, agency retreats, speaker or training fees, and similar. Prior approval is required, before the Agency incurs any costs.

Administrative Procedure 121 “*Expenditure Review*” governs the centralized review process for departmental action requests, including travel. OMB logs, reviews, and forwards agency Travel Requests involving training and conferences to the Office of County Executive. Approved requests are subsequently delivered to the Office of Finance for payment. Substantive amendments to estimated travel expenses must also be approved by OMB prior to payment. (Note: Agencies should contact OMB for the status of any pending Travel Requests.)

When the approved Travel Request is received by Finance, a TA (or travel authorization) code will be sent by email to the Travel Coordinator and to the Traveler. The Traveler is responsible for making travel arrangements. The seven-character TA code is essential to ordering air and rail tickets from the term contract travel agent. The term contract travel agent will send an invoice directly to the Office of Finance for payment. The Traveler has the option of using a different travel agent or personally making travel arrangements and seeking reimbursement (See Payment Guidelines in Section VI.). The Traveler is responsible for any additional costs of a personal nature, e.g., family members or extended stays for personal reasons.

When travel is cancelled due to an unforeseen circumstance, a reasonable effort should be made to identify a substitute. The Agency Travel Coordinator is responsible for:

- recouping any prepayments made directly to the Traveler or to others (Note: Delinquent travel advances may either be deducted from compensation or converted to taxable wages.)
- recovering the unused portions of air or rail tickets
- reporting the cancellation of authorized travel to the Chief Administrative Officer and the Director of Finance.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES

The Traveler shall select the mode of transportation that will yield the most productive use of time at the least personal inconvenience and the lowest overall cost. Unless a different route is officially necessary and pre-approved, the Traveler will also use the most direct or commonly traveled route between the point of origin and destination. For example: delays-in-route (not more than two hours) usually result in materially lower airfares. Promotional plans are not to be used when this results in obtaining less favorable rates. Special accommodations are permissible for a Traveler with a physical impairment, disability, or condition substantiated in writing by competent medical authority or for other practical reasons.

While on out-of-town travel status, additional ground transportation costs should be restricted to travel to, from, and between the transportation facility, lodging accommodations, and the official place of business. Travel to the nearest available eating location is allowed when food cannot be delivered or is otherwise unavailable at or within reasonable walking distance of either the lodging facility or the official place of business. When necessary, the mode of transportation to meals must be the most cost-effective method reasonably available.

A. TRANSPORTATION

1. **Public Mass Transit** – bus, subway, elevated/surface rail, etc. are economical and energy efficient modes of transportation. No receipts are required to substantiate public mass transit expenditures.
2. **County-Owned Vehicles**
 - a) Maximum use shall be made of County vehicles when it can be determined that:
 - i) the destination is not adequately served by public transportation, or
 - ii) the Traveler is required to be in travel status for an extended period of time and is required to move about extensively in the destination area, or
 - iii) the use of a County car would result in substantial savings of time and/or money to the County.
 - b) Travelers using a County-owned vehicle are responsible for the vehicle's proper operation, care, and servicing. Gasoline and oil should be obtained in accordance with established procedures. See Administrative Procedure 610 – Vehicle Assignment, Use and Charges and Administrative Procedure 611 – Issue and Use of Motor Pool Vehicles for County policies governing the use of County-owned vehicles.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

A. TRANSPORTATION (continued)

2. County-Owned Vehicles (continued)

- c) Travelers using County-owned vehicles shall also comply with the following provisions:
 - i) Operators shall possess a valid motor vehicle operator's license, adhere to careful and courteous driving practices, and observe traffic laws and regulations at all times.
 - i) The disposition of any fine or penalty imposed for traffic or other violations with respect to the use or operation of County-owned vehicles is the responsibility of the individual operator concerned. The County will not pay or reimburse any cost involved or take any action for the abatement of such fine or penalty.
 - ii) Report any accidents to the Agency Safety Officer and the County Claims Administrator. (Refer to Administrative Procedure 165 – County Risk Management Program.)
 - iv) Motor pool vehicles will normally be used between 8:30 a.m. and 4:30 p.m. Vehicles will be kept overnight only for attendance at night meetings or early morning meetings away from the normal work locations and will be returned by 8:30 a.m. following an evening meeting and no later than 4:30 p.m. following daytime usage.

3. Privately-Owned Vehicles

- a) The use of privately-owned vehicles is voluntary and permissible if it is determined to be advantageous to the County in terms of cost effectiveness or when other travel options are not readily available, more costly, or impractical.
- b) Individuals shall possess a valid motor vehicle operator's license, maintain automobile insurance coverage required by applicable law, adhere to careful and courteous driving practices, and observe traffic laws and regulations at all times. Any accidents or violations are the primary responsibility of the driver and/or owner's private insurer.
- c) The current mileage rate is annually disclosed in the annual Current Expense Budget and available on the Office of Finance Intranet site in the "Frequently Asked Questions" (FAQ) Section. This rate is used to reimburse a Traveler who operates a privately-owned automobile, without regard to the number of passengers in the automobile. Authorizing officials shall endeavor to consolidate personnel in as few automobiles as possible.
- d) When two or more Travelers share a vehicle, reimbursement shall be made to only one of the Travelers making the same trip in the same conveyance.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

A. TRANSPORTATION (continued)

3. Privately-Owned Vehicles (continued)

- e) The Traveler will provide complete and detailed information to support any reimbursement claim for official business mileage, including the purpose, date, and the beginning and ending locations. (For payment of mileage claims, the Traveler should use the reverse side of the biweekly timesheet for local travel and the Travel Request form for out-of-town travel.)
- f) The mileage allowance is intended to cover all business-related operating expenses, including but not limited to: depreciation, gasoline and oil, maintenance, repairs, towing, personal insurance coverage, and state and/or local taxes.
- g) Measurement of travel miles is the distance between Traveler's origin and destination as shown in paper or electronic standard highway mileage guides or the actual miles driven as determined from odometer readings. Traveler must provide explanation of any substantial deviations from standard guides to determine allowance for reimbursement.
- h) Only the mileage in excess of the Traveler's normal round trip commuting mileage is eligible for reimbursement. When the total miles driven on a normal workday minus normal commuting miles between home and Traveler's normal work location is a positive value, the difference is eligible for reimbursement. If the difference is a negative value, no reimbursement is due. This circumstance occasionally occurs when a temporary work site is closer to home than the Traveler's regular work site.
- i) Individuals participating in the Automobile Allowance Program are ineligible to receive mileage reimbursements (CR-78-2001).

- 4. **Courtesy transportation/shuttle services/taxicab** - Travelers should use courtesy transportation service furnished by hotels/motels to the maximum extent possible as a first source of transportation while on out-of-town travel status. Taxicabs will be used only when such a use is advantageous to the County, and when other travel options are not readily available, more costly, or impractical. Receipts are required for reimbursement of this expense item.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

A. TRANSPORTATION (continued)

5. Common Carrier - airline and rail

- a) Travelers who use commercial carriers for transportation on official business will use less than premium-class accommodations unless:
 - i) Regularly-scheduled service between origin and destination points provide only premium-class accommodations.
 - ii) Space is not available in the less than premium-class section at the time the reservation is made which would result in a failure to reach destination in time to carry out the purpose of the trip or result in an excessive loss of productive time.
 - iii) It is necessary to avoid separation of Travelers who, due to the nature of the mission, should travel together.
 - iv) While using rail transport, Travelers should use Amtrak instead of Metroliner unless travel by Metroliner can be justified on grounds such as better use of productive time, etc.
 - v) Traveler pays the difference between cost
 - vi) Traveler obtains waiver of Travel Regulations
- b) File a lost ticket report with the airline; provide the report or a copy of the report with a written explanation to Agency Travel Coordinator.
- c) Claims for baggage lost on commercial flights must be filed with the commercial carrier.
- d) Return unused portions of tickets to the Agency Travel Coordinator.
- e) When performing official business and denied a confirmed reserved seat on a plane, the Traveler must give the County any payment received for liquidated damages. Make sure the carrier makes the check payable to "Prince George's County, Maryland."
- f) When vacating a seat on a scheduled airline flight when the airline asks for volunteers, Traveler may keep the compensation if it will not interfere with performing official duties. Any additional expenses incurred as a result of vacating the seat are to be paid from personal funds of the Traveler and not paid by the County. If volunteering delays travel during normal work hours, agency will charge Traveler for annual leave for the additional hours and the individual is ineligible for any overtime pay.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

A. TRANSPORTATION (continued)

6. **Commercial rentals – (automobiles, charter buses, limousine, etc.)** - It is County policy to use conveyances obtained from commercial rental firms only when public, County-owned, or privately-owned transportation are not available, more costly, or impractical. Use of a rental must be approved in advance. When the use of a rental is necessary for conducting official business, the Traveler shall:
 - a) Obtain the lowest cost unit or include rationale in written justification to explain necessity for a different type of unit;
 - b) Assure that available discounts are applied against the unit charges;
 - c) Avoid more costly one-way rentals;
 - d) Observe the hours of use scheduled in order to preclude payment for an additional day; and,
 - e) Always fill the gas tank before returning the vehicle. The Traveler should not accept a “prepaid refueling charge” or similar promotional plan that can become very expensive.
7. **Other modes of travel** - Other modes of common carrier transportation may be used provided they are the modes normally used for transportation of persons employed in private business in the locality in which the travel is being performed.
8. **Other necessary business-related transportation expenses** are eligible for reimbursement when supported by proof of payment (as appropriate) such as fuel, parking, tolls, ferriage, emergency repairs, etc.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

B. LODGING

Lodging bills will be reimbursed on the basis of actual cost, not exceeding the applicable single-room rate, when business functions require overnight accommodations at a location more than 50 miles from the Traveler's home. When there is one or more business Travelers, the Department should consider double occupancy options. If two or more occupants are on County business, reimbursement to each Traveler is limited to a pro-rata share of the occupancy rate for the shared accommodations. When one or more of the room occupants is not on County business, lodging reimbursement shall be on the basis of the least expensive available rate for reasonable accommodations based on single occupancy.

When making reservations or registering at the lodging facility, the Traveler must (a) disclose their local government affiliation (supplying documentary evidence as needed) and (b) inquire about discounted lodging rates. The Traveler should attempt to make arrangements at or near the location of the site where business or training will occur to get special sponsor rates and to reduce transportation costs. The room arrangements will be at the most cost effective rates; this will preclude suites or other luxury amenities.

Additionally, when reserving hotel rooms using a Purchasing Card, the Cardholder must submit a completed "Credit Card Authorization" form to the hotel that will allow debit postings for all related expenses. Alternatively - if an authorized Travel Request reaches the Office of Finance at least ten business days prior to the start of travel, the Office of Finance can forward payment to the facility. The estimated cost information on the Travel Request should be inclusive of any taxes, energy surcharges, fees for telephone access, fans, air conditioning, heat, or other related costs that are in addition to the base room rate. Parking fees (if any) should be included with transportation costs and should not be included with lodging expenses. (The County is exempt from state sales taxes within the State of Maryland.)

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

C. MEALS

1. The cost of meals is normally reimbursable in the following situations:
 - a) The cost of breakfast when a Traveler is required to leave home on official business at an unusually early hour. This is not applicable to Travelers who must depart for their official station at an early hour because of commuting distance.
 - b) The cost of lunch when Traveler is on out-of-town travel status during the lunch period of a normal workday and none is available either on the common carrier or at the business destination.
 - c) The cost of dinner when Traveler is prevented from reaching home at the normal dinner hour. This is not applicable to Travelers who return home beyond the normal dinner hours because of commuting distances or who are scheduled to work an unusual shift in lieu of the normal work hours.
 - d) The cost of a meal in conjunction with a meeting, seminar, or convention that the Traveler is directed to attend. If a registration fee for these activities is approved for payment, the approval covers any meals included in the registration fee.
 - e) The cost of any meal when a Traveler is engaged in official County business outside of normal work hours provided prior approval of the authorizing official is obtained.
2. Reimbursement for meals specifically excludes the cost of alcoholic beverages, entertainment expense, or any expense incurred for non-business related persons.
3. Elected officials and appointees who are discharging their duties as public officials will be reimbursed at the higher of the actual cost or per diem meal allowance. Meals for all other Travelers is paid on a per diem basis that includes taxes and gratuities, with maximum not to exceed:

Breakfast	\$ 6.00
Lunch	\$10.00
Dinner	\$20.00
4. Meal reimbursements are intended to cover all days of official business travel. The meal per diem will be reduced for travel consisting of less than a full day, when meals are included with the basic registration fee, or similar reason(s).
5. When the authorized Travel Request is received by the Office of Finance, any payment owed to the Traveler will be processed as a nontaxable transaction.

ADMINISTRATIVE PROCEDURE 640

V. TRAVEL EXPENSES (continued)

D. OTHER

1. **Gratuities and Portage** – In addition to tips that are already part of the meal per diem allowance, the County will reimburse the Traveler for itemized normal gratuities. Limited and reasonable fees and tips given to porters, baggage carriers, bellhops, and hotel maids are eligible for reimbursement.
2. **Registration Fees** - Registration fees charged by various professional societies and other organizations for attendance at conventions, conferences, workshops, etc., are reimbursable. If any meals are included in the registration fee, the Office of Finance will reduce the meal per diem (if any).
3. **Miscellaneous** – The County will reimburse the Traveler for legitimate and reasonable business expenses incurred while doing County business that may include but are not limited to the following:
 - a) postage – shipping
 - b) stationary or miscellaneous office supplies
 - c) telephone and telegraph expenses
 - d) printing and copy charges
 - e) Intranet access
 - f) fees for passports – visa – traveler’s checks
 - g) laundry/pressing/dry cleaning when travel involves more than five workdays within ten consecutive calendar day period
4. **Insurance** - The County is a self-insurer. Collision, theft, life, or other insurance coverage is ineligible for reimbursement because the County would provide coverage when an incident occurs while the Traveler is on official business. If the Traveler is however using a personal vehicle when an accident occurs, the owner’s private insurer has primary liability because the County mileage or car allowance is intended to cover the cost for the temporary and/or occasional business use.
5. **Ineligible Travel Expenses** – No reimbursement will be made for the following expenses of a personal or non-business nature that include but are not limited to the following:
 - a) movies and audiovisual equipment purchase/rental for entertainment
 - b) alcoholic beverages
 - c) lavish or extravagant expenses
 - d) gifts or donations
 - e) recreational, entertainment, or therapeutic expenses
 - f) fees for excess or overweight baggage for the personal belongings of the Traveler that are unrelated to the transport of official business materials

ADMINISTRATIVE PROCEDURE 640

VI. PAYMENT GUIDELINES

A. PRE-TRAVEL

1. **Direct Pay** [Prepayment of estimated travel expenses to Vendor(s)]
When an approved Travel Request is received at least 10 business days prior to the travel start date and the travel expenses exceed \$50, The Office of Finance can prepay lodging and related expenses. (Note: The Traveler is responsible for making lodging reservations.) Registration fees for conferences or training can also be prepaid after receipt of an approved "Travel, Training, and Seminar Request Form."

The Office of Finance will also send a "TA number" by email to the Agency Travel Coordinator and to the Traveler so that airline and rail tickets can be acquired from the County's term contract travel agent. Timely submissions allow adequate processing time by the County and sponsor prior to the Traveler's arrival at the destination.

Payment will be issued directly to the sponsor, hotel facility, and/or current term contract travel agent. A copy of the Travel Request form will be returned to the Agency Travel Coordinator with information showing the prepayments.

2. **Travel Advances** [Prepayment of estimated travel expenses to Traveler]
When an approved Travel Request (and when required the Travel, Training, and Seminar Request Form) is received by the Office of Finance at least 15 business days prior to the start date for travel expenses exceeding \$50, a payment to the Traveler can be processed to cover fixed expenses for the meal per diem and mileage allowance.

Incidental travel-related expenses (up to \$50) are to be paid out-of-pocket by the Traveler. These miscellaneous expenses typically include parking, mileage, ground transportation, telephone charges, etc. After travel is completed, the traveler can submit a claim for reimbursement for out-of-pocket travel costs.

Travel expense claims for incidental expenses related to training, seminars or conferences must be submitted on a Travel Request. Claims for incidental travel expenses unrelated to training, seminars, or conventions that do not require a travel authorization from the Office of the County Executive can be submitted on an Expense Reimbursement Request. These reimbursements will be charged to the fiscal year of receipt and paid to the Traveler.

ADMINISTRATIVE PROCEDURE 640

VI. PAYMENT GUIDELINES (continued)

A. PRE-TRAVEL (continued)

3. Agency Purchasing Card Transactions

Upon request of the Appointing Authority, the Office of Central Services Purchasing Card Program Administrator can add a merchant code (PGTRAVEL) to allow the Agency Cardholder to reserve hotel rooms, purchase air and rail tickets, etc. for authorized travel expenses.

When booking transportation reservations, Cardholder should make reservations at least ten days in advance of travel to get the most economical rate. Additionally, when reserving hotel rooms, the Cardholder must submit a completed "Credit Card Authorization" form to the hotel that will allow debit postings for all related expenses. Purchasing Cards may not be used to purchase ground transportation unless the Traveler is a Cardholder. Meals may be purchased only at the hotel and subject to the per diem allowance. The cost of meals must be detailed separately as an incidental cost on the hotel receipt.

Reference the Purchasing Card Manual or contact the Agency Fiscal Coordinator for complete policies and procedure. The Agency is responsible for retaining all receipts and reports for audit purposes. These records are to be kept for seven (7) fiscal years as required by the State of Maryland and the County.

4. Travel Claim

The Traveler can pay business expenses from personal resources and seek reimbursement for eligible costs after obtaining all travel authorizations. The claim must be submitted on a pre-authorized Travel Request form. Attachments are to include: the Travel, Training, and Seminar Form (if applicable), itemized receipts, bills, and other supporting documentation of expenses that may be required by the Office of Finance. Any non-business or unauthorized expenses are the personal responsibility of the Traveler. [See Section VI.B.2 for details – "Reimbursements Owed to Traveler."]

ADMINISTRATIVE PROCEDURE 640

VI. PAYMENT GUIDELINES (continued)

B. POST-TRAVEL

1. Settlements

Within fifteen business days after travel is completed, the Agency Travel Coordinator is responsible for ensuring a full accounting is secured from the Traveler. The Traveler must report actual expenses on the Travel Request form and attach original receipts and other documents as evidentiary proof. (See documentation requirements in Section VI. B. 2.)

If the Agency Travel Coordinator's review determines funds are owed neither to the Traveler nor to the County, the completed Travel Request form and supporting documentation must be retained for seven years for recordkeeping purposes. See below Sections B.2. and B.3. for disposition of Reimbursements Owed to Traveler or Refunds Due to County, respectively.

2. Reimbursements Owed to Traveler

All reimbursements must be pre-authorized on a Travel Request and if required – "Travel, Training, and Seminar Form." The Traveler must present original receipts, canceled checks, bills, folios, or similar documentation that clearly shows proof of full payment for all other actual expenses incurred by the Traveler that are eligible for reimbursement.

This documentation must contain the payee name, date, amount, and itemized details for each expense element. Photocopies are unacceptable evidence to substantiate expense claims. Electronic images of the front and back side of a check authenticated by the Traveler's financial institution are acceptable as proof of payment. Credit and/or debit charge receipts lacking itemized details of the actual travel expense item are insufficient without additional supporting documentation. Attach a written explanation for any receipts that are lost or stolen. Recurring and/or frequent missing receipts may be ineligible for reimbursement.

Under IRS law, certain transactions do not require documentation evidence such as expenses paid under a standard allowance method (e.g., mileage or per diem meals) and certain transportation expenses for which a receipt is not normally provided (e.g., tolls and public transportation).

ADMINISTRATIVE PROCEDURE 640

VI. PAYMENT GUIDELINES (continued)

B. POST-TRAVEL (continued)

2. Reimbursements Owed to Traveler (continued)

Reimbursements made by the County to a Traveler that fit the IRS definition of an accountability plan are nontaxable payments. Payments made by the Payroll Office are separately identified on the Traveler's pay advice.

While it is not the recommended method, a Traveler can file a claim to recover out-of-pocket costs for out-of-town travel expenses. This sometimes occurs when the Travel Request is not received by the above referenced deadlines so that Finance can process direct or advance payments.

Other items that frequently are handled as post-travel reimbursements include parking and toll charges or rental car expenses. The reimbursement requests should be filed timely for proper reporting of fiscal period expenses. When the Traveler fails to submit reimbursement requests within a reasonable period of time after travel is completed (e.g., more than 30-calendar days), the claim may be disallowed.

3. Refunds Owed to County

If the County has directly advanced a Traveler more than the actual expense or when travel has been cancelled, there must be an immediate repayment of any excess reimbursement or advance. A check or money order is to be made payable to "Prince George's County, Maryland" within 30 calendar days after this circumstance is established. Unresolved travel advances will be reported to the Internal Revenue Services (IRS) as taxable income to the Traveler. The County will not pay additional travel expenses until the Traveler settles any outstanding prepaid expenses.

ADMINISTRATIVE PROCEDURE 640

VI. PAYMENT GUIDELINES (continued)

C. DISALLOWED COSTS

Traveler is responsible for expenses over the reimbursement limits established by these Regulations. The County will not pay for excess costs resulting from circuitous routes and delays, personal preferences, luxury accommodations, or services and other costs that are unnecessary or unjustified in the performance of official business. Any prepayments are recoverable from compensation due to the Traveler. Willful, flagrant, repetitive, or intentional violations of these Travel Regulations will result in serious disciplinary action.

This procedure supersedes Administrative Procedure 640 issued January 12, 1988, Administrative Procedure issued March 9, 1981, Administrative Procedure 640 issued January 1, 1977, and Administrative Directive 27 (Revised) issued August 6, 1979.

EFFECTIVE DATE:

This Administrative Procedure shall become effective upon the date of its issuance.

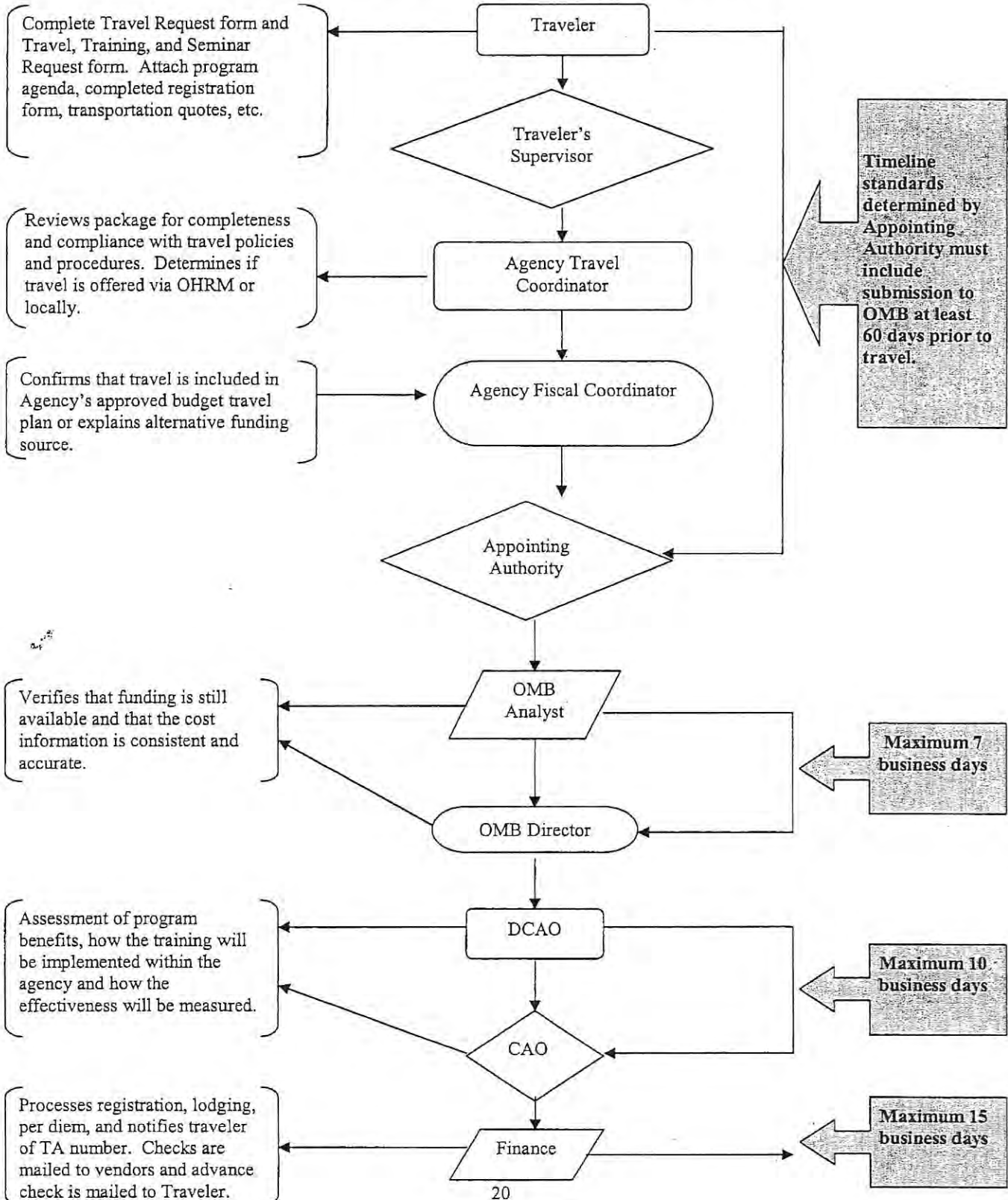
July 23, 2007
Date

Jaqueline F. Brown
Chief Administrative Officer

ADMINISTRATIVE PROCEDURE 640

TRAVEL REQUEST PROCESSING WORKFLOW

(Travel process should begin 60 days prior to scheduled Training)



PAYMENT VOUCHER

****ATTACH ORIGINAL SUPPORTING DOCUMENTATION****

Remarks/Instructions:

- Payment Request
- Expense Reimbursement
- Travel Request**
- without Training/Seminar/Conference
- with Training/Seminar/Conference
(attach required form and literature that describes event and objectives)
- Transportation (select all that apply)

- Private vehicle - mileage (round to whole number)

Total	Commute	Business	Rate	Amount
		0	\$0.36	\$0.00
<input type="checkbox"/> County-owned vehicle >> round trip miles >>				
<input type="checkbox"/> Advance Air/Rail <input type="checkbox"/> Rental car/justification				
<input type="checkbox"/> Traveler Air/Rail <input type="checkbox"/> Parking <input type="checkbox"/> Taxi <input type="checkbox"/> Tolls				
<input type="checkbox"/> Public transit <input type="checkbox"/> Other				

- Lodging

<input type="checkbox"/> Cash Advance	<input type="checkbox"/> Traveler	Name/Address	Confirmation No.
---------------------------------------	-----------------------------------	--------------	------------------
- Registration

<input type="checkbox"/> Cash Advance	<input type="checkbox"/> Traveler	Name/Address	Confirmation No.
---------------------------------------	-----------------------------------	--------------	------------------
- Meals Per diem (\$6/B - \$10/L - \$20/D) Full cost
- Supplies and other expenses

Description:

Payee/Traveler Information

Identification Number	
Name	
Agency Name	
Address Ln 1	
Address Ln 2	
Due date	
<input type="checkbox"/> Vendor <input type="checkbox"/> Employee <input type="checkbox"/> Other	
Destination	
Purpose	
Departure date/time	
Return date/time	
Personal travel date(s)	

Estimate	Actual

TOTAL	

Amount	Fund	Account	Center	Document	Location
	TOTAL				

<input type="checkbox"/> Settlement	
TA#	
Date	
Actual	
<Cash Advance>	
<Purchasing Card>	
Cash due to or <from> Traveler	
Verified by Travel Coordinator	
Reserved for Finance	

Original signatures and typed/printed names and dates

	Employee name	Date
	Approver name	Date

Type/print contact name/telephone

- Distribution of Form Copies: Original: Send to Finance Copy 1: Retain for Agency Record
- Attach Additional Form Copies for Vendor File: Lodging Per Diem Air Fare Confirmation Copy TOTAL

Instructions for Completing Payment Voucher Form

This is a multi-use form used to transmit requests for payment to the Office of Finance.
 Insert Remarks and Special Instructions in the box provided at the top right corner of the form.
 The Finance Disbursement Office is located in Suite 3126 of the County Administration Building,
 14741 Governor Oden Bowie Drive - Upper Marlboro MD 20772.

Payment Request	Select this payment type for transactions that are exempt from the Procurement Ordinance or for payees who do not accept the County's Purchasing Card.
Expense Reimbursement	Select this payment type for local travel that does not involve training or conference costs and for reimbursement of non-travel business costs.
Travel Request	Select one of these payment types for all out-of-town travel and for all travel (including local travel) that involves training, seminar, or conference expenses. Complete the itinerary information located at the upper right shaded area of the form - specify any dates that are personal or unrelated travel periods.

Payee/Traveler Information (Upper Right Corner)

Identification Number	Insert Employee Identification Number for County employees. Supply vendor number and/or tax identification number for other payees.
Name and Address	Full legal name of payee or employee and remittance address.
Due date	Date the payment must be received by payee
Payee status	Select payee type or insert brief description (e.g., grantee or volunteer)

Categorization of Payment (Middle Section)
 This section is fairly self-explanatory. Insert dollar amount of "Estimate" for Travel Requests.
 Use "Actual" column for post-travel settlement amount and for all other transactions.
 Refer to the Current Expense Budget or legal contract for current mileage rate related to use of a privately-owned vehicle. Commuting miles (if any) are personal costs that are not reimbursable.
 Advance Air/Rail Office of Finance will issue TA code for contract travel agent.
 Advance Lodging and Registration for timely Travel Requests can be prepaid by the Office of Finance.
 Traveler Air/Rail, Lodging, and/or Registration will be paid by the Traveler or by Purchasing Card.
 Meal per diem Office of Finance can advance payment to Traveler for timely Travel Requests.

Accounting Distribution
 Complete dollar amount and accounting distribution where expense is to be charged.

Settlement (Shaded Area at Lower Right Corner)
 Travel settlements must occur within 30-calendar days after travel is finished. Use this area to reconcile advance/prepaid travel costs to actual expenses. The Travel Coordinator signature confirms the review and allowance of supporting documentation. Return updated copy of Travel Request form to the Office of Finance for processing. Finance will reimburse "Cash due to Traveler." Attach check or money order payable to Prince George's County, Maryland for "Cash due from Traveler." Retain agency file copy.

Signature Approvals (Lower left Corner)
 Use this section for signature approvals. In addition to the signature and date of the approver, please type or print the name and/or title of each approver. Supply typed/printed contact information.

Form Distribution
 Please forward original of completed Payment Voucher form to Finance for processing. Retain at least one control copy for agency record/file. Check off box, insert total count, and attach additional copies of form for vendor/employee paid bill file. Confirmation copy will be returned to Agency Contact person.

Direct Travel Questions to the Agency Travel Coordinator

Direct Payment Questions to the Finance Disbursements Manager or Supervisor

ADMINISTRATIVE PROCEDURE 640

PRINCE GEORGE'S COUNTY GOVERNMENT

Travel, Training and Seminar Request Form

(Submit to Office of Management and Budget at least sixty calendar days prior to travel date)

Agency name:
Traveler name: Traveler signature:
Traveler job title:
Training course or seminar name:
Location:
Departure date: Return date:
Total cost (including lodging, transportation, per diem, etc.): \$

What is traveler's primary responsibility?

- General Management, Human Resources, Information Technology, Operations/Production, Financial/Accounting, Logistics, Administration, Marketing/Sales, Other

Purpose of travel:

- Certification/Renewal, Federal/State/Local Mandates, Staff Development, Technology, Other

Mandatory attachments:

1) Complete Attachment form to provide narrative explanation or justification of the following:

- a) If comparable training is available via OHRM Training Institute - justify this proposed cost.
b) Explain whether this travel is included in Agency's Approved Fiscal Year Budget or outline alternative plan to fund cost.
c) Describe program benefits and discuss how this training will be implemented.
d) Delineate tools that will measure the effectiveness of investment in this travel/training/seminar.

2) Supporting documentation to include: completed PGC Travel Request Form 109, Sponsor's registration form and program description or similar external material.

Intra-Agency Approvals

Inter-Agency Approvals

Supervisor Date

OMB Analyst Date

Travel Coordinator

Budget Director Date

Fiscal Coordinator Date

Deputy Chief Administrative Officer Date

Appointing Authority Date

Chief Administrative Officer Date

ADMINISTRATIVE PROCEDURE 640

APPENDIX – SPECIAL CIRCUMSTANCES

A. STATE EMPLOYEES

State employees traveling on official County business funded with County resources will follow the same Travel Regulations as County employees outlined in Administrative Procedure 640. Payments made directly to state employees will however be processed by the Office of Finance Disbursements Section instead of the Office of Finance Payroll Section.

B. PERSONAL SERVICES CONTRACT – Independent Consultant

Prior to contract execution, it is critical that the Agency Head make a careful examination of the business relationship associated with a personal service agreement; the priority is “substance over form.” The extent of the degree of control and independence must be evaluated to determine whether an individual hired outside the scope of Personnel Law should be classified as an independent contractor rather than as a “common-law employee.” Evidential facts fall into three categories: behavioral control, financial control, and type of relationship - e.g., continuous services key to regular business operations.

IRS Publication 15-A “The Employer’s Supplemental Tax Guide” (available at the IRS website www.irs.gov.) contains detailed guidance on determining worker status. Contact the Office of Law for any additional assistance. (It should be noted that even when the facts presented lead to the eventual engagement of an independent contractor, the County might still be responsible for any tax liabilities.)

As a general rule, the County has the right to control or direct only the result of the work done by an independent contractor, and not the means and methods of accomplishing those results. Depending on industry standards, independent contractors typically wrap travel and incidental expenses around agreed-upon fees for services. This is the customary method.

When the County determines it is appropriate to separate fees from materials, travel, and other expenses or allowances, the contract terms and conditions must specify a maximum dollar limit for these additional costs. [A detailed line-item budget may also be appropriate.]

Contracts without an express dollar limit for expenses/allowances are unacceptable. Use a separate line on the Contract Encumbrance (CE) form to separate fees from other expenses. A contract officer must give written advance approval for any direct payment of expenses on behalf of an independent contractor outside the written agreement.

ADMINISTRATIVE PROCEDURE 640

APPENDIX – SPECIAL CIRCUMSTANCES (continued)

B. PERSONAL SERVICES CONTRACT – Independent Consultant (continued)

The contractor's invoice must also list these cost elements in sufficient detail to ensure a full and complete review and analysis can be done. The invoice should also summarize the "cumulative contract period" fees and expenses. [The independent contractor should retain original invoices as support for personal income tax filings. Any requirement for copies of receipts or other supporting documentation and reporting requirements should be contained in the written terms and conditions of the agreement.]

In addition to fees, certain personal service agreements contain allowances to cover business-related expenses. The County will report all payments (including fees) that cumulatively exceed \$600 to the taxing authorities with the County's annual filing of IRS Form 1099-MISC, Miscellaneous Income. For additional information on this subject, you can also refer to Publication 463 – *Travel, Entertainment, Gift, and Car Expenses* which is available on the Internet at www.irs.gov.

The below guidelines will be followed to get reimbursed for "actual costs" that are reasonable, necessary, and directly-related (meaning the active and primary conduct of business) to the scope of services contained in the contract.

A. Mileage

1. Mileage between home and temporary County worksite is ineligible for reimbursement.
2. Transportation in consultant-provided vehicle outside the Washington Metropolitan Area (or additional miles driven during the business day) is reimbursable net of the exclusion noted at A.1.
3. Mileage will be reimbursed at the standard federal rate for business miles.
4. Invoice must detail (i) date of expense; (ii) business purpose of trip; (iii) description of destination points (to/from); and, (iv) arithmetic product of net round trip miles multiplied by standard federal mileage rate.

ADMINISTRATIVE PROCEDURE 640

APPENDIX – SPECIAL CIRCUMSTANCES (continued)

B. PERSONAL SERVICES CONTRACT – Independent Consultant (continued)

- B. Overnight Travel Outside 50-mile Radius of Upper Marlboro
1. At least thirty calendar days prior to travel, Traveler must request and receive written approval that includes a detailed estimated cost budget. Specify the destination, dates of travel (separating business and personal days), business purpose for the expense or the business benefit gained or expected to be gained, and the names of other business-related individuals
 2. Traveler is responsible for making personal travel arrangements unless alternate plans are approved in writing.
 3. Absent a waiver, County payments made directly to a third party on behalf of the Consultant will reduce the balance available from the allowance. (See Section D below; show items in “Billed – Paid” category.)
 4. Add “out-of-pocket” expenses to the regular monthly invoice for reimbursement. Detail the date, place, and cost of each separate expense for travel accommodations, lodging, registration fees, and meals. Incidental expenses such as taxis, customary tips, parking fees, or tolls may be totaled on a daily basis. Subtract from the supporting bills or receipts any ineligible personal expenses – such as laundry services, pay-per-view movies, personal use of telephone, or recreational fees.
 5. Attach photocopy of documentary evidence of expenses – such as receipts, cancelled checks, or bills. Retain originals for Traveler’s file records.
- C. Other Business-Related Expenses
1. Written advance approval is required for any single items exceeding \$200.
 2. Follow the process and provide the details as indicated in above section B.
- D. Monthly Invoice - The invoice must contain a summary or recap of the total contract amount broken down three ways: billed - outstanding, billed - paid, and new charges. Separately identify fees from the allowance (split expense items paid by the contractor from any expenses directly paid by the County).

ADMINISTRATIVE PROCEDURE 640

APPENDIX – SPECIAL CIRCUMSTANCES (continued)

C. PERSONAL SERVICES CONTRACT - Common-Law Employee

An individual who is subject to the will and control of the County not only as to what shall be done but how it shall be done is generally considered a “common-law employee” notwithstanding conflicting language that may be contained in the County’s formal agreement. Common-law employees are usually paid biweekly through payroll. A discrete dollar limit on any allowances for business expenses should be similarly capped. It is the responsibility of the department/agency to monitor these expenditures. (Refer to worker determination discussion in preceding section.)

Unless specifically excluded by contract terms and conditions, individuals who are “common-law employees” will be subject to the same policies and procedures for reimbursement of travel expenses as regular County employees. Mileage expenses should be reported on the reverse side of the biweekly time sheet. Follow agency/department protocol coupled with guidelines from Administrative Procedure 640 for travel and expense reimbursements - original receipts are required for most payments.

D. TRAVEL EXPENSES FOR PROSPECTIVE EMPLOYEES

1. Agency Heads are expected to recruit for positions within the local geographic job market of the Washington Metropolitan Area. Unless the candidate is willing to finance travel expenses for an onsite interview, initial interviews of individuals residing outside this geographic region should be done using telephonic, electronic, or other measures to make an initial assessment of the level of interest in the candidate.
2. If estimated travel expenses will exceed reimbursement of mileage at the County rate, the Executive Office must pre-approve in writing all (or any share) of a candidate’s travel costs on the “Travel Request.” and “Travel, Training, and Seminar Request” form.
3. Ordinarily, reimbursements for hotel, meals, or other living expenses on such a trip should not be necessary but may be claimed if the interview cannot be scheduled in such a way as to avoid such expenses. Department heads should use diligence in scheduling such interviews to avoid or minimize such expenses. However, if such expenses are necessary, an appropriate explanation should be included with the Travel Request. The department head is responsible for securing all the necessary information for submission of the Travel Request. Travel expenses for an applicant will be charged to the department which is considering the individual for appointment.

ADMINISTRATIVE PROCEDURE 640

APPENDIX – SPECIAL CIRCUMSTANCES (continued)

E. RELOCATION EXPENSES

1. Any relocation expenses must be pre-approved in writing by the Chief Administrative Officer or the County Council Administrator – as appropriate. The terms and conditions of these payments – including a maximum dollar amount - will be set forth in a contract document signed by a contract officer that will include repayment of all or part of the costs based on length of subsequent employment.
2. The Office of Finance will reimburse the Traveler for authorized expenses and report the transaction based on federal tax laws established by the Internal Revenue Service.

SUBJECT: Travel Regulations

PURPOSE: To establish uniform standards and regulations governing reimbursement of employees for expenses incurred for travel as authorized by the appropriate authorizing official.

SCOPE: This procedure applies to all situations in which employees must travel on official and authorized County business.

AUTHORITY: Executive Order #52-1976, Executive Order 17-1980, and Section 2-112.1.1 of the County Code

RESPONSIBILITY: Director of Finance

PROCEDURE:

I. GENERAL POLICY

A. Persons traveling on official business will exercise care in incurring expenses to minimize the cost to the County. Excessive and unnecessary expenses will not be reimbursed.

B. Official travel expenses will be reimbursed in accordance with these regulations. Waivers to this regulation must be approved by the Chief Administrative Officer in the case of the Executive Branch and the Council Administrator in the case of the Legislative Branch.

C. When two or more employees are traveling to the same destination, maximum use shall be made of special group travel discounts, joint use of taxis, and joint use of County-owned, leased, or privately-owned automobiles. Where feasible, employees are encouraged to share accommodations if a cost savings will result.

D. There should be no need for departmental supplements to these regulations; however, internal procedures and management control are encouraged to ensure compliance.

E. All elected and appointed (confirmed) officials are exempt from the allowances provided for meals in discharging their responsibilities as public officials. Expenses shall be reasonable and customary.

II. APPROVAL AUTHORITY

A. Heads of organizational components, as presented in the County Charter Organization Chart, are authorized to approve travel except as indicated in Section II.C. below. Authority to approve travel may be delegated to a subordinate supervisory official in order to ensure continuity and to maintain control of travel at the proper level. Effective control of travel lies in the prudent discharge of this responsibility, and it cannot be delegated outside the supervisory chain of command. Any delegation shall be in writing and maintained in the files of the department head and a copy, with original signature samples, shall be provided to the Office of Finance.

D. In a situation where an employee has arranged for prepayment of his/her lodging/registration fees (such as in conjunction with a convention, seminar, etc.), and because of unforeseen circumstances is unable to attend, that employee will not be responsible for reimbursing the County. However, every effort shall be made by the employee to have the prepaid lodging/-registration fees refunded to the County, if possible.

E. No travel advance will be issued if the employee has an outstanding advance that has not been cleared by the submission of the Actual Cost Summary (third copy of Travel Request Form #109).

F. Travelers who are unable to utilize the transportation services of the Accounting Division will attach a copy of their ticket to the Travel Request Form #109 upon submission of travel expenses for reimbursement. The reimbursement for such costs will be limited to amounts which the County would have paid had it written the tickets at the time the approved travel request is received in Accounting.

IV. TRANSPORTATION

County policy dictates that the mode of transportation used shall be that which will enable the traveler to make the most productive use of time at the least personal inconvenience and at the lowest overall cost.

A. County-Owned Vehicles

1) Maximum use shall be made of County vehicles when it can be determined that:

a. The destination is not adequately served by public transportation, or

b. The employee is required to be in travel status for an extended period of time and is required to move about extensively in the destination area, or

c. The use of a County car would result in substantial savings of time and/or money to the County.

2) Individuals using a County-owned vehicle are responsible for the vehicle's proper operation, care, and servicing. Gasoline and oil should be obtained in accordance with established procedures. Regulations governing the use of County-owned vehicles (such regulations are placed in vehicles) should be adhered to in the event of emergency situations occurring while in a travel status.

3) The individuals using County-owned vehicles shall also comply with the following provisions:

a. Individuals using County vehicles shall possess a valid motor vehicle operator's license, must adhere to careful and courteous driving practices, and observe traffic laws and regulations at all times.

c. Observe the hours of use scheduled in order to preclude payment for an additional day;

d. Use the vehicle only for official purposes.

2) The Sheriff's Office, in instances involving the short notice performance of extraditions, may use its discretion in making arrangements to use rental vehicles.

D. Taxicab

Taxicabs will be used only when such a use is advantageous to the County, and when other suitable public transportation facilities, (e.g., bus, shuttle or minibus), subway, elevated rail or surface cars or County-owned vehicles are not readily available. Taxicabs may be used for travel to and from an airport, hotel, conference location, meeting, or event.

E. Air and Rail Transportation

1) The Accounting Division will make airline and train reservations upon receipt of the Travel Request form. All areas of the Travel Request form must be properly filled out. Particular care should be exercised in filling out Sections 6, 9, and 10 of the Travel Request form to ensure that desirable reservations are made.

2) Travelers may obtain reservations through the Accounting Division for individuals accompanying them who are traveling at their own expense, but will pay for the ticket by cash or by check upon receipt.

3) Employees who use commercial carriers for transportation on official business will use less than first-class accommodations unless:

a. Regularly-scheduled service between origin and destination points provide only first-class accommodations.

b. Space is not available in the less than first-class section at the time the reservation is made which would result in a failure to reach destination in time to carry out the purpose of the trip or result in an excessive loss of productive time.

c. It is necessary to avoid separation of travelers who, due to the nature of the mission, should travel together.

d. While using rail transport, employees should use Amtrak instead of Metroliner unless travel by Metroliner can be justified on grounds such as better use of productive time, etc.

4) Vacationing employees called back to their normal work location because of an emergency will be reimbursed for any reasonable out-of-pocket expenses provided that:

a. Department head approval is obtained prior to the employees return, and

VI. LODGING

Hotel bills will be reimbursed on the basis of actual cost, not exceeding the applicable single-room rate. Upon registration at the lodging facility, individuals traveling on County business will inform the lodging facility of their status as a local government employee (supplying documentary evidence upon request) with a request for a discounted lodging rate due to that status.

VII. OTHER EXPENSESA. Gratuities and Portage

The County will reimburse the traveler for itemized normal gratuities.

B. Registration Fees

Registration fees charged by various professional societies and other organizations for attendance at conventions, conferences, workshops, etc., are reimbursable. Reimbursement will also cover any meals that are included in the registration fee.

C. Telephone and Telegraph

Telephone and telegraph expenses incurred in the performance of official duties are reimbursable.

VIII. REIMBURSEMENT OF TRAVEL EXPENSES

A. Employees obtaining travel advances shall submit promptly, (but no later than 15 days after completion of travel) the third copy of the Travel Request - P.G.C. Form #109 to the Office of Finance, Accounting Division, County Administration Building, Room 3151, indicating actual cost incurred for determining the amount of reimbursement due the employee or County. Employees who did not obtain any advance should submit their request for reimbursement on Expense Reimbursement Request - P.G.C. Form #108.

Instruction for the use of Expense Reimbursement Request form, printed on the reverse side of its last (goldenrod) copy, must be carefully followed. Item 3 (TRAN KEY) to be indicated on this form must be the same as the employee identification number shown on the top left-hand corner of the employee's time sheet - P.G.C. Form #254. Reimbursement requests cannot be processed without the "TRAN KEY" identification and will be returned to the submitter whenever that information has not been provided. Accuracy is important. Error in listing the tran key could delay reimbursement.

In order to maintain payroll schedules, the Expense Reimbursement Request must be received no later than Monday following payday; otherwise, reimbursement will be processed in the following pay period.

Receipts for hotel bills/lodging charges, telephone/telegraph expenses, parking fees, auto rentals, registration fees, other unusual type of expenses, and written authorization of travel ordered by telephone/verbally in emergency situations, should be attached with reimbursement requests.

APPENDIX F

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

2001 Legislative Session

Resolution No. CR-78-2001

Proposed by The Chairman (by request – County Executive)

Introduced by Council Members Russell, Bailey, Wilson, Gourdine and Shapiro

Co-Sponsors _____

Date of Introduction November 6, 2001

RESOLUTION

1 A RESOLUTION concerning

2 Exempt Employees - Salary Plan

3 For the purpose of providing for certain leave and benefits for exempt service employees.

4 WHEREAS, Section 402(5) of the Prince George’s County Charter provides for the County
5 Executive to prepare an Executive Pay Plan establishing compensation of the Chief
6 Administrative Officer and the head of each agency of the Executive Branch, subject to approval
7 of the County Council; and

8 WHEREAS, Section 903 of the Prince George’s County Charter provides for the approval
9 of Salary Plans by the County Council after having first been submitted by the County
10 Executive; and

11 WHEREAS, by CR-179-1985, CR-4-1986, CR-77-1986 and CR-14-1988 the County has
12 previously established certain benefits for exempt service employees of the County; and

13 WHEREAS, the County Executive has recommended that certain additional benefits be
14 approved for certain exempt service employees.

15 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's
16 County, Maryland, that the following provisions relating to leave and benefits for certain exempt
17 service employees, submitted and recommended by the County Executive on November 6, 2001,
18 be and the same are hereby approved as an amendment to the salary plan adopted by
19 CR-179-1985 and previously amended by CR-4-1986, CR-77-1986 and CR-14-1988:

20 B. Annual Leave

21 1. The Chief Administrative Officer, the head of each agency, the [aides to]
22 immediate staff of the County Executive, the Council Administrator, the County Auditor and the

1 aide to each Council Member shall be entitled to a beginning annual leave balance of eighty (80)
2 hours unless said exempt employee has an existing annual leave balance as an employee of
3 Prince George's County of more than eighty (80) hours. This benefit may be granted to other
4 exempt employees, except elected officials, by the appropriate appointing authority.

5 2. The annual leave earning rate for all exempt service employees except elected
6 officials shall be as established by the appropriate appointing authority up to the maximum rate
7 provided [in the County Code] for classified service employees.

8 C. Sick Leave

9 1. The Chief Administrative Officer, the head of each agency, the [aides to]
10 immediate staff of the County Executive, the Council Administrator, the County Auditor and the
11 aide to each Council Member shall be entitled to a beginning sick leave balance of eighty (80)
12 hours unless said exempt employee has an existing sick leave balance as an employee of Prince
13 George's County of more than eighty (80) hours. This benefit may be granted to other exempt
14 employees by the appropriate appointing authority.

15 2. The sick leave earning rate for all exempt service employees except elected
16 officials shall be as established [in the County Code] for classified service employees.

17 D. Insurance

18 1. All exempt service employees are entitled to the same insurance benefits as are
19 provided pursuant to the Personnel Law to classified service employees of the County, including,
20 but not limited to, health insurance, life insurance, optical care plan, dental plan, and prescription
21 plan.

22 2. The County Executive may grant to the Chief Administrative Officer, the immediate
23 staff of the County Executive and the head of each agency, and the County Council may grant to
24 the Council Administrator, the County Auditor and the aide to each Council Member additional
25 life insurance benefit, provided that the cost of premiums for such insurance shall not exceed
26 seven percent (7%) of annual salary. The County Executive and members of the County Council,
27 with a term beginning after November 2002, are entitled to this same benefit.

28 E. Retirement, Defined Contribution and Deferred Compensation Plans.

29 1. All exempt employees are entitled to and subject to the same retirement and
30 pension benefits as are provided by the Personnel Law or other law to classified service
31 employees of the County.

1 2. The Chief Administrative Officer, the head of each agency, the [aides to]
 2 immediate staff of the County Executive, the Council Administrator, the aide to each Council
 3 member and the County Auditor shall be entitled, from the time of entry into the position, to
 4 payment to an alternate [pension] defined contribution or deferred compensation plan of Prince
 5 George's County in an amount equal to [the normal contribution rate for the employer's share of
 6 retirement costs for municipality members of the Maryland State Retirement/Pension System, as
 7 such rate is adjusted from time to time (4.13% of salary for FY-1985)] five percent (5%) of
 8 salary, as long as the employee does not participate in the State system. The County Executive
 9 and members of the County Council, with a term beginning after November 2002, are entitled to
 10 this same benefit. [Provided, however, that if any of the specified members of the exempt
 11 service are participating in the Maryland State Retirement/Pension System and choose to
 12 exercise their option to decline or modify that participation, which would result in a lower
 13 contribution rate for the employer, said employees shall be entitled to compensation in the form
 14 of payment to an alternate pension or deferred compensation plan of the County in an amount
 15 equal to the difference between the lower employer share and the employer's share had the
 16 employees continued to participate in the State system at the previous level.]

17 G. Automobile Allowance

18 1. The Chief Administrative Officer, the head of each agency, the immediate staff of
 19 the County Executive, the Council Administrator, and the County Auditor may be granted an
 20 automobile allowance in an amount equivalent to the cost of providing a County vehicle to said
 21 employee. The County Executive and members of the County Council, with a term beginning
 22 after November 2002, are entitled to this same benefit.

23 H. Relocation Expenses

24 The County Executive may grant to the Chief Administrative Officer, the head of
 25 each agency, and the Deputy Chiefs of Police, and the County Council may grant to the Council
 26 Administrator and the County Auditor, reimbursement for the reasonable costs of relocation to
 27 Prince George's County.

28 SECTION 2. BE IT FURTHER RESOLVED that all other provisions of the exempt salary
 29 plan adopted by CR-179-1985 and amended previously by CR-4-1986, CR-77-1986, and CR-14-
 30 1988, not amended by this Resolution shall remain in full force and effect.

31 SECTION 3. BE IT FURTHER RESOLVED that the increase in the County contribution

1 to 5% of salary to payment to an alternate defined contribution or deferred compensation plan of
2 Prince George's County set forth in paragraph E.2. of the Executive Pay Plan shall be effective
3 retroactive to July 1, 2001.

4 SECTION 4. BE IT FURTHER RESOLVED that all existing Executive Orders and
5 Resolutions approving and establishing additional individual benefits for current exempt service
6 employees are hereby confirmed and ratified and remain in full force and effect.

7 SECTION 5. BE IT FURTHER RESOLVED that the provisions of the exempt pay plan as
8 established by CR-179-1985, CR-4-1986, CR-77-1986, CR-14-1988 and this Resolution shall
9 apply, as applicable, to the following exempt employees: the County Executive; members of the
10 County Council; the Chief Administrative Officer; the immediate staff of the County Executive
11 (not to exceed five persons); the heads of offices and departments in the executive branch,
12 including executive directors of boards and commissions; the Council Administrator; the County
13 Auditor; the aide to each Council member; persons hired as attorneys-at-law , including attorneys
14 in the Office of Law, the Legislative Officer, and the Principal Counsel to the District Council;
15 and Deputy Chiefs of Police (limited to three). The provisions of the exempt pay plan do not
16 apply to members of boards and commissions, 700-hour employees, experts or specialists
17 performing temporary services, employees required to be covered by the State merit system, and
18 hearing examiners.

Adopted this 19th day of November, 2001.

COUNTY COUNCIL OF PRINCE
GEORGE'S COUNTY, MARYLAND

BY: _____
Ronald V. Russell
Chairman

ATTEST:

Joyce T. Sweeney
Clerk of the Council

APPENDIX G

Prince George's County Fleet Vehicle Assignment

Agency	FY18 Total
Office of the County Executive	4
County Council	8
State's Attorney's Office	19
Office of Community Relations	2
Office information ITC	12
OCS/FOM	57
OCS/CAP	1
OCS/GSD	14
Family Services	6
Police Dep't	2,060
Fire Department	212
Fleet / Motor Pool	68
DOE	71
Sheriff	331
Corrections	65
Homeland Sec	38
DPIE	156
DPW&T	69
DPW&T Paratransit	65
Health Dep't	85
HCD	19
Social Services	19
Total	3,381

APPENDIX H

Public Comments

Area	Zip	Comment
North	20716	<p>Creating a body to facilitate transparency regarding the use of county vehicles is great. Is it possible to provide the citizens with a transparent overview of the costs, affectiveness and management of the personal use of county police vehicles. Local military personnel, Fire/EMT and public utilities personnel do not take their equipment home or utilize official resources in a manner that gives them official status twenty-four hours a day. Aside from the costs involved, has the county council considered how twenty-four-hour status as a law enforcement officer affects an individual's attitude towards the broader public. As the country considers the de-militarization of police departments, perhaps it's appropriate our officers be more like average citizens during non-duty hours. The discontinuation of personal use of these vehicles could address an unchecked budget issue, a reshapiing of a police officer's self perception, and a scaling back of organizational tendencies towards militarization of the force. How much does it cost? Who benefits? What mentality are we building among officers who participate?</p>

South	20744	<p>First and foremost, I do not believe that having a vehicle that is provided by the county is at all necessary for good and proper execution of the recipients jobs. To say that they have to cover the entire county to do their jobs is a specious argument. They are the representatives of those who elected them and not representatives of the entire population of the county. So they should not have to travel the whole county continuously. Therefore, the program is unnecessary and should be discontinued.</p> <p>Second, if it is determined that a vehicle is necessary and that this program will continue, I believe that certain restrictions need to be placed on the retention of this perk by the individuals receiving it. There has to be personal responsibility built into the program. -- The vehicle will be taken away from the user for one year if they receive a ticket for any moving violation. Any unpaid or late paid parking tickets will result in the same penalty. -- A conviction for driving under the influence of alcohol or drugs will result the individual so convicted being permanently being banned from receiving a vehicle under this program. -- Being determined to be at fault in an accident resulting in injury to other parties or property loss or damage of more that \$1,000 will result in the vehicle being taken away for one year. -- Individuals receiving vehicles under this program will be given sedan that is typical of those in the county motor pool. -- Monthly travel reports will be required of all participants in the program. Times, dates and the purpose of the trip on the official business of the county shall be recorded on the reports along with the starting and ending milage for these trips. All receipts for gas and maintenance will be attached to the monthly report. Reports will be reviewed before reimbursement will be made. Submitting a false report will result in the car being taken away from the individual for one year. Third, if the program is discontinued some sort of reimbursement should be made for the use of a personal vehicle on county business. -- Reimbursement will be made on milage rate established by the county. -- Reimbursement will not be made to trips to council meetings. The vast majority of individuals are not reimbursed for commuting to their jobs. -- Reimbursement for milage expended within their own districts will be made at one half of the rate set by the county. -- Monthly travel reports (see the section above for details) will be required to support any reimbursements. Penalties will have to be established for filing false reports. -- The county shall have no liability for any and all damages caused by the negligent operation of privately owned vehicle while of county business. I am sure that there are many other details that need to be built into any program whether it is one where the county provides the vehicles or whether private vehicles are used. The main thing in my mind is to build in personal responsibility for the safe operation of the vehicle and appropriate penalties when there is unsafe or negligent</p>
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North	20769	<p>County Council Members should receive reimbursement for work related travel expenses (mileage, parking, etc.). There should be policy guidelines (reimbursement rates, eligible activities, etc.) and this policy should be consistent with other similar jurisdictions like Montgomery and Fairfax Counties. Prince George's is large geographically so it is likely these reimbursements may be higher than surrounding jurisdictions, but the rates and policies should be similar. A County vehicle is a generous benefit. This vehicle use program has been in place for decades and has been abused. County Council members receive a salary of \$114,347 which is more than sufficient to own and operate a personal car and more than many families in this County earn annually. I urge the Board to recommend eliminating this perk and suggest a policy that is consistent with neighboring counties and more equitable to County taxpayers.</p>
Central	20706	<p>The vehicle use program is a wonderful idea, but unfortunately the council members have abused the privilege to the point that is no longer tenable. Council members are expected to be community leaders and as such, the multiple egregious moving violations committed by council members like Karen Toles and Mel Franklin are entirely unacceptable. Behavior aside, the sheer cost of the program is ludicrous. Should this program continue costs would need to be cut drastically and council members must be held accountable for their actions. Individuals who do choose to get a car should only be allowed to choose from fuel-efficient, moderately priced options. This program is a perk - having a Toyota Corolla instead of Escalade isn't going to make council members less able to govern. Those who choose to utilize the allowance should have their mileage monitored closely for any irregularities. Council members who commit more than three moving violations in a year should have their vehicle use program privileges - including the allowance - suspended for six months to a year. Council members can drive however they want on their own dime but they must be held to a higher standard if taxpayers are expected to pay for it. Additionally, please hold the meetings regarding review of the vehicle use program at a time that all people can attend. If the aim is to have no input from the community, by all means - keep holding meetings 1:00pm on a weekday. But if the council is serious about cleaning up its act and making changes that benefit the residents of PG, please hold forums in the evening when people who work full-time and/or out of county can be there to have their voices heard too.</p>
Central	20712	<p>I do not think that County Council Members should have dedicated take-home vehicles. This seems like, at best, an inefficient expenditure of taxpayer resources. Council Members should either rely on their personal vehicle (with official travel reimbursed at IRS rates) or use a county pool vehicle. County vehicles should not be used for Council Members commute to and from their official duty station. In addition, I recommend that the Review Board consider using third-party car sharing services for official travel. This could provide the added benefit of increasing car sharing locations throughout the County. The City of Chicago relied on a similar arrangement with ZipCar.</p>

Central	20774	<p>I am recommending that the County Council terminate policies allowing members the ability to use government vehicles for any personal use. Usage of vehicles are only for government business during day hours. The County government should not be purchasing cars for Councilmembers. You have a pool of vehicles. If a member is on official duties, a vehicle is made available. If a County Council member gets a ticket or results in an accident, the Councilmember should be responsible for all damages and cost. As a voting resident in District 6, all benefits and stipends to Councilmembers and their top two administrative officials should be eliminated from the policy. Thanks!</p> <p>Voting Resident Maggie Holmes</p>
Central	20715	<p>It is clear to me, from the reporting given by the Washington Post, that several members are abusing a privilege bestowed upon our elected officials by their constituents. I do not like hearing about my tax dollars paying for vehicles being driven recklessly and in violation of the law. They are putting lives at risk on the road. If they do injure someone, will the victim have expenses covered by the county? What if a council member kills someone? The longer this program continues, and our representatives are driving over 100 mph on I-495, the more likely this scenario will occur. It's not if, but when. I do not like knowing that my tax dollars pay the salary of someone who then needs to use that salary to pay over 40 traffic violations while driving a county owned vehicle. The property taxes in this fine county are high enough and to know they are supplementing a system that is being abused breaks my heart. If it were one member, then I would say censure that member, but it is multiple. The only solution then in my mind is to end the program and have the council drive their own vehicle for work like so many others of us must do. Or convert them into a fleet that is kept at a single location and must be borrowed for any traveling outside of their regular commute to their offices or meetings. Council members must be held responsible for their negligent treatment of equipment paid for by the electorate. Council members must be held accountable for their blatant disregard for public safety. Council members must show a higher level of respect for their fellow residents and a greater respect to the laws of the municipalities, counties, and this great state.</p>
South	20613	<p>Council members should only have access to County vehicles during County business hours M-F 9-5pm. For any after business hour use, council member should be required to utilize their personal vehicles and submit mileage/gas reimbursement. Use of county vehicles should be maintained by the County's Fleet Services division. The Office of Ethics should also monitor individual council member driving records for tickets or driving infractions. If a council member has more than 3 driving violations per year, then use of county vehicles should be prohibited. Let's align our standards of operating to closely match policies of our neighboring jurisdictions and set a great example for Prince Georgians.</p>

Central	20715	<p>Thank you for the opportunity to comment on your work. The issue is an old one that has been debated for more than 15 years. Former County Executive Parris Glendening back in the 1990s granted take home cars for County Council members. The policy has come under review multiple times since, including misuse of County gas depot authorization to gas personal cars, misuse of official cars for personal travel and expenses, and the latest examples of Council Members Toles and Franklin reckless driving offenses. Although I did not attend the Review Board's presentation of March 20th, based on the on-line document presentation (over 80 pages including the attachments), it was very well done, and extremely informative and beneficial. As a retired Federal official, I had to adhere to agency rules on use of official vehicles and I was subject to the Fringe Benefit tax rules when I was granted a free parking space in a Federal building in DC. I never had unlimited "take home" authority although I occasionally was allowed the use of an official vehicle if I had to attend a multi-day conference more than 50 miles away from the office. Usually I used my personal car and "vouchered-off" my official expenses at the end of the event. I did have official car access and return for same day local business travel in the commuting area. I recognize that elected and political appointees do not have 8 hour day jobs. Therefore, Option #1, Work Day Use, is not appropriate. Option #3, Take Home Assignment, is the current policy that triggered the establishment of the Review Board. This policy has resulted in a number of abuses and potential liability issues over the years. You may recall that in 2002 Council Member Ike Gourdine and a former staff member and future Council Member, Marilynn Bland, were riding in a county issued car under this policy that was involved in an accident on the Beltway that resulted in Gourdine's death. In this case Council Member Gourdine was driving but not the cause of the accident. Consider the County and taxpayer liability if the circumstances were reversed. Of course, such an incident can occur at any time a county employee is driving a county issued car. However, the chances rise exponentially when the county official has the car all the time. We are fortunate that, apparently, neither Council Members Franklin nor Toles have been involved in catastrophic incidents up to this time. However, according to news reports Franklin had an accident a few years ago that totaled the county car and resulted in liability payments to the other party. I have not seen any reports regarding liability costs related to his most recent crash and drunk driving charge. For the reasons stated here this Option should be banned as it relates to Council Members. Option #2, Mileage Reimbursement and Option #4, Automobile Allowance, are the preferred automobile policies as they relate to Council Members official transportation needs. Both avoid County accident liability issues and, through required audited documentation, assure that official travel expenses are properly accounted. This would not completely bar use of a County car for an occasional need but any such use would have to be in accordance with the provisions and requirements of the Red Flag Program. Lee Tuveson 301 262-3164 (land line) 240 463-2033 (cell) ltuveson@verizon.net</p>
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South	20613	<p>I think its a good idea for the County to look at the vehicle use program for ALL County Government employees. With regards to the PG County Police, it would be financially prudent to consider the continued benefit of take home police vehicles. I don't know if anyone has noticed, but there seems to be a large number of police vehicles parked in lots near the PG County borders. Whats the point of a take home vehicle if they can only take it within PG County? In cases where employees live outside the county, they should be issued a pool car for daily use. No employee should be permitted to use the county vehicle for personal use on their days off. Personal use should also include any activity, function that isn't directed by the PG County Government ie/ use of cruisers for part time security jobs. Perhaps out interests would be better served by allowing take home vehicles for members in the rank of Lieutenant and above if they live anywhere in the state of Maryland. Think of the savings the county would experience if they did not have to provide a take home cruiser for every single officer? Less maintenance, less leasing expense, less fuel, less employees needed at Fleet Main,... It doesn't seem like anyone is monitoring if the County vehicles go outside of PG County without permission. Would the County consider GPS tracking devices for all vehicles to ensure the guidelines are followed? Is there an oversight committee that monitors the General Orders for PG county police to make sure their policy is in line with government policies? Is there an effective way to meet out discipline when the policies are not adhered to or violated? I don't see anything wrong with PG County police driving to work in their personal car (like Metropolitan Police, DC) and using a pool car for their tour and then going home in their personal car. The savings from this plan could be reallocated to salaries, youth programs, social services for the elderly, etc. Hope someone will consider these ideas and more so that we can make PG County the best County in the state and the most fiscally responsible. Rani Brooks</p>
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