
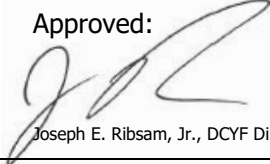


<b>1091 STATE VEHICLE USE</b>	
Chapter: <b>Staff Responsibilities</b>	Section: <b>Standards and Expectations</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>18-08</b> Effective Date: <b>April 2018</b> Scheduled Review Date:
	Approved:  Joseph E. Ribsam, Jr., DCYF Director
Related Statute(s): <a href="#">Title XXI – Motor Vehicles</a> Related Admin Rule(s): Related State or Federal Regulation(s): <a href="#">Executive Order 89-2 – Defensive Driving Program</a> ; <a href="#">Executive Order 98-2 – Workplace Health and Safety</a> ; and <a href="#">Executive Order 2011-1 – Lead by Example in Energy Efficiency</a>	Related Form(s): <a href="#">NHDOT User Guide to Statewide Automated Fuel Distribution System (incl. locations)</a> ; <a href="#">Fuel Card User’s Manual</a> ; <a href="#">Form MV-2R</a> ; <a href="#">Mileage Log for Non-Wage Reporting</a> ; <a href="#">Motor Vehicle Accident Report</a> ; <a href="#">Notice Of Accidental Injury Or Occupational Illness</a> ; and <a href="#">FORM 1099 Bridges’ Screen(s) and Attachment(s)</a> :

Everyone deserves to be safe. The Division for Children, Youth and Families is committed to the safe operation and maintenance of state-owned or leased vehicles assigned to the Division. It is essential to ensure responsible use of state vehicles especially when used to transport clients. While driving represents a “routine” task for most people it is important to understand that driving represents significant liability for the Division. Safety must be the primary concern for any driver of a state vehicle.

### Purpose

This policy establishes procedures for the use and maintenance of state vehicles assigned to the Department of Health and Human Services.

### Definitions

“**DAS**” means the New Hampshire Department of Administrative Services.

“**DCYF**” or the “**Division**” means the Department of Health and Human Services’ Division for Children, Youth and Families.

“**DHHS**” or the “**Department**” means the New Hampshire Department of Health and Human Services.

“**NHDOT**” means the New Hampshire Department of Transportation.

“**State Vehicle**” means a vehicle owned or leased by the State of New Hampshire for use by an eligible state employee for official state business.

### Policy

I. General Provisions:

- A. Staff must have a valid driver’s license to be authorized to operate a state vehicle.
  - 1. Staff who have had their license suspended or revoked are not authorized to operate state vehicles.
- B. Staff must successfully undergo a Criminal Records check prior to being authorized to use a state vehicle.

- C. Staff must complete initial and regularly scheduled refresher safe driver education as required by the Department of Health and Human Services (DHHS) pursuant to Executive Order [89-2](#) to remain authorized to operate a state vehicle.
  - 1. Staff seeking to enroll in safe driver education shall get prior authorization from their Supervisor;
  - 2. Safe driver education must be successfully completed prior to using a state vehicle and every three (3) years thereafter; and
  - 3. Options for safe driver education include classroom instruction or an online program.
- D. Staff shall use state vehicles only for official business within the scope of their employment.
  - 1. Staff must accurately record actual miles driven; and
  - 2. Staff accruing miles for the personal use of a state vehicle must adhere to the Department of Administrative Services (DAS) requirements to properly record and submit required paperwork to DHHS Office Services, who will then forward to the DHHS payroll representative, Form [MV-2R](#) and [Mileage Log for Non-Wage Reporting](#).
- E. Staff may be individually assigned a state vehicle at the discretion of the Department.
  - 1. Staff assigned a leased vehicle must follow the lease program's instructions for maintenance, annual inspection, and other services.
- F. The Department may assign state vehicles to a unit of Division staff at a District Office.
  - 1. All leased vehicles have the lease program's instructions for routine maintenance, annual inspection and other services in the glovebox of the leased vehicle; and
  - 2. Staff shall follow the lease program instructions for any other questions related to the vehicle.
- G. The Department provides Division staff with two 'pools' of state vehicles. Staff operating vehicles from these pools should bring service and other vehicle related needs to the staff at the respective locations.
  - 1. The DHHS Facilities Maintenance & Office Services Transportation Garage located in the Hugh Gallen State Office Park South Complex in Concord, New Hampshire; and
  - 2. The Sununu Youth Services Center (SYSC) Garage located in Manchester, New Hampshire.
- H. Refueling:
  - 1. The DHHS Facilities Maintenance & Office Services Transportation Garage will have state vehicles ready with a full tank of gas when staff has scheduled to use a state vehicle.
  - 2. Vehicles from the SYSC Garage must be refilled upon the vehicle's return.

3. Staff shall follow refueling procedures as specified in the state vehicle paperwork when applicable.
  4. The DHHS Facilities Maintenance & Office Services Transportation Garage and SYSC Garage are available for refueling state vehicles during use.
  5. The New Hampshire Department of Transportation (NHDOT) administers a Statewide Automated Fuel Distribution System using a Driver PIN number and Vehicle Identification Tag.
    - (a) Staff seeking to use this service for state vehicles shall obtain their Supervisor's approval and then request a card via Office Services.
    - (b) Staff must follow NHDOT fueling policy and procedures when refueling. See: [NHDOT User Guide to Statewide Automated Fuel Distribution System \(includes locations\)](#).
  6. In rare circumstances, staff may be assigned Fuel Cards through DHHS Office Services. Staff assigned Fuel Cards must abide by the current provisions of the [Fuel Card User's Manual](#) or any superseding provisions.
- G. State of NH EZ Pass Transponders (orange) are issued to particular state-owned vehicles for use **only within the State of NH**. If staff will be traveling outside of the State of NH, staff must:
1. Pay any tolls encountered on roads in other states; and
  2. Obtain receipts for tolls paid to request reimbursement.

II. Accessing and Returning State Vehicles:

- A. Staff may reserve state vehicles assigned to the DHHS Facilities Maintenance & Office Services Transportation Garage by sending an email reservation request to DHHS: Vehicle Transportation Request with the following information:
  1. The date a vehicle will be needed;
  2. The time a vehicle will be needed, including the anticipated return time; and
  3. The number of employees who will be traveling in the vehicle.
- B. Staff may reserve state vehicles assigned to the SYSC Garage by contacting Central Control and providing the same information as immediately above.
- C. Staff using a state vehicle shall:
  1. Check the vehicle for damage, cleanliness, contraband, and fuel before leaving.
    - (a) Notify the Transportation Garage or SYSC mechanic, depending on where the vehicle was reserved, immediately of any problems.

2. When driving a state vehicle, staff must adhere to New Hampshire Revised Statutes Annotated (RSAs) and Departmental policies regarding the safe operation of vehicles. Applicable RSAs and policies include, but are not limited to:
  - (a) [Title XXI – Motor Vehicles](#);
  - (b) DHHS policy on [Safety Belt Use](#) mandating the use of safety belts;
  - (c) DHHS policy on [Tobacco Use](#) prohibiting the use of tobacco; and
  - (d) DCYF policy 1080 [Mobile Devices](#) prohibiting the use of cell phones when driving.
3. Ensure when returning a state vehicle:
  - (a) All items related to the purpose of the trip are removed and there is no trash left in the vehicle;
  - (b) Mileage documentation is completed;
  - (c) Known mechanical issues or new damage is reported;
  - (d) The vehicle is refueled if instructed; and
  - (e) The vehicle is returned to its assigned parking area.

III. SYSC mechanic and SYSC Chief of Maintenance and Facilities Responsibility:

- A. The SYSC mechanic shall check all vehicles in the SYSC fleet on a daily basis.
  1. If problems (i.e., mechanical, new damage, cleanliness, etc.) are identified the mechanic shall report them to the SYSC Chief of Maintenance and Facilities.
  2. The last driver shall be held accountable for any problems discovered during a daily inspection.
- B. The SYSC mechanic is responsible for coordinating the routine maintenance, annual inspection, and other service needs for state vehicles assigned to SYSC and the Division's District Offices.
- C. The SYSC Mechanic and Chief of Maintenance and Facilities may be contacted by calling SYSC Central Control at (603) 625-5471.

**Accidents**

- I. The Division is committed to the safety of staff, clients, and the public following an accident.
- II. Staff should exercise prudent judgment after an accident.
- III. Staff involved in an accident while operating a state vehicle shall act in accordance with Departmental training and NH RSAs:

- A. Check for injuries to yourself, with any client and/or staff in the state vehicle, and the other parties to an accident;
  - B. Call 911 to request law enforcement response. If there are suspected injuries, request an ambulance;
  - C. ONLY if it can be safely done, take photographs of the accident scene before moving the vehicle;
  - D. If it is safe and reasonable to do so, move the vehicle off the road and shut it off. Activate emergency flashers if they are working;
  - E. Move yourself and any clients or other staff present to a safe location near the accident and wait for the emergency responders; and
  - F. Cooperate and talk to the responding law enforcement representative about the incident but make no statements about the accident to anyone else at the scene.
- IV. Accident Reporting and Documentation for State Vehicles:
- A. Staff must:
    - 1. Verbally report accidents as soon as possible.
      - (a) SYSC staff who are operating a state vehicle, shall report accidents to SYSC Central Control.
      - (b) All other staff should verbally report to their Supervisor.
      - (c) Information provided should include, at a minimum:
        - (1) General description of what occurred;
        - (2) Injuries to staff, clients or others; and
        - (3) Current location of the vehicle.
    - 2. Contact the state's insurance company to report the accident. Information on the state's insurance company is located in the state vehicle's glove compartment.
    - 3. Ensure the New Hampshire Department of Safety, Division of Motor Vehicles, Motor Vehicle Accident Report is completed.
      - (a) A blank Motor Vehicle Accident Report is stored in the glove compartment for each State Vehicle.
      - (b) Staff may use the report completed by the responding law enforcement representative if it is available within a reasonable amount of time of the accident.

4. Document injuries sustained to staff on DHHS Form "[Notice of Accidental Injury or Occupational Illness](#)" for submission to Human Resources.
  5. Report injuries to clients to their immediate Supervisor and document as instructed.
- B. Upon notice from a staff of an accident, Supervisors/Administrators must:
1. Provide verbal notification to their program Administrator at State Office and the Manager of Office Services;
  2. Complete a [Critical Case Incident Report, Form 1099](#) pursuant to [policy 1099](#) if there was an injury to a client during the accident; and
  3. After reviewing the completed Motor Vehicle Accident Report forward as follows:
    - (a) The original to Office Services; and
    - (b) A copy to the state's insurance company.
- V. SYSC Central Control and Administration Responsibility following a Motor Vehicle Accident:
- A. Central Control staff receiving a report of an accident shall notify the SYSC Director of Operations or designee.
  - B. The SYSC Director of Operations or designee may send an On-Duty Supervisor to the accident scene.
    1. An SYSC Supervisor responding to the scene of an accident shall assist the staff at the scene and report back to the SYSC Director of Operations or designee.
    2. The SYSC Supervisor shall contact the SYSC Director of Operations or designee when clients and/or staff are seriously injured.

### Practice Guidance

#### How do I enroll in the Safe Driver Education?

- Staff can find information about signing up for the classroom instruction on the [ODTS Classroom Safe Driver Program webpage](#).
- Staff can find information to sign up for the online program on the [ODTS Online Safe Driver Program webpage](#).

#### What is the contact information for Office Services?

- Office Services is a program under the Director of Facilities.
- When contacting Office Services, staff should contact both Cheryl Connor the Manager of Office Services, and Carol Dyer, Senior Accounting Technician to ensure that the notice can be managed in a timely manner.