




Region VII Workforce Investment Board Guidance Policy Letter 04-18

To: REGION VII WORKFORCE INVESTMENT BOARD LOCAL ELECETD OFFICIALS  
REGION VII WORKFORCE INVESTMENT BOARD MEMBERS  
REGION VII WORKFORCE INVESTMENT BOARD STAFF

From: Michael D. Reel   
Chairperson  
Region VII Workforce Investment Board

Subj: Region VII Vehicle Usage Policy

Effective Date: October 1, 2004

1. **Purpose.** To establish written rules and regulations governing the use and operation of a Region VII Workforce Investment Board owned motor vehicle.
2. **Background.** The Region VII Workforce Investment Board authorized the purchase of a vehicle to be used by WIB Staff in the performance of official Workforce Investment Board business within Region VII, the state of West Virginia, and other states within close proximity of West Virginia.
3. **Reference.** Usage of the WIB owned vehicle shall be governed by this policy which will reiterate State policy and Region 8 Planning and Development Policy related to travel and travel reimbursement. All personnel authorized to operate the WIB owned motor vehicle will be aware of the regulations outlined within this Policy, prior to operation of the WIB owned vehicle.
4. **Policy.** All vehicle operators will adhere to the following procedures and processes:
  - a. Each driver of a WIB owned motor vehicle must have a valid state driver's license.
  - b. Each driver of a WIB vehicle must be named as a driver on the Insurance Policy issued by the WV Board of Risk.
  - c. Each driver agrees to operate the vehicle in accordance with applicable state and local driving laws.
  - d. Any ticket received by any operator of a WIB vehicle will be responsible for the full payment of the ticket, to include fines and any court costs.
  - e. Motor vehicle operators will be required to complete the daily trip log located in the vehicle which details the nature of the trip, mileage, passengers, etc...
  - f. Operators will be responsible for documenting fuel purchased on the daily trip log and ensure that all fuel receipts are forwarded to the WIB Fiscal Specialist for payment processing.
  - g. The operator will be responsible for the cleanliness of the vehicle during use when the vehicle is returned.
  - h. The WIB vehicle, when no in use, will be stored at the WIB main office located at the Region 8 Planning and Development Council Office located on Airport Road, Petersburg, WV.
  - i. Operators may take the vehicle home to shorten travel time when travel will entail early morning departure that otherwise would extend the traveler's time if the vehicle had to be picked up at the WIB office building.
  - j. Operators will be excluded from returning the vehicle to the main office during late travel when such travel may be deemed as unsafe due to long days and long driving times during late hours.
  - k. All vehicle use must in for Official WIB business and approved by the WIB Director.
  - l. Out-of-State official WIB travel will require the approval of the WIB Chair or Chief Local Elected Official (CLEO).

- m. The WIB Director will prioritize vehicle use and will be authorized to allow staff to utilize personal conveyance when needed to accommodate joint meetings at differing locations.
  - n. All receipts for gas, repairs, maintenance, etc. will be forwarded to the WIB Fiscal Specialist no later than the very next working day.
  - o. Vehicle will be operated by designated WIB staff. Vehicle will be used in conjunction with official WIB business and only those personnel deemed as having WIB business will be authorized passengers in the vehicle.
5. **Vehicle Maintenance.** All vehicle maintenance will be performed in accordance with the vehicle maintenance schedule supplied by the manufacturer. Every attempt will be made to utilize the manufacturer of the vehicle for all warranty work and other required maintenance. High dollar maintenance will be procured in accordance with the WV State Procurement Procedures. Emergency maintenance, i.e. roadside maintenance, can be performed by the driver by utilizing the company credit card. However, repairs that exceed \$300 must be approved by the WIB Director prior to the repairs being completed. Towing charges are not included in the \$300 repair limit.
6. **Driver Responsibility.** Each driver, prior to dispatching the vehicle, will conduct a visual inspection of the complete vehicle to ensure tires are properly inflated, no broken glass, lights functioning, etc. Vehicle fuels, to include motor oil level, should be checked. It will be the responsibility of each driver to make known to the WIB Director any problems noted while operating the vehicle. Drivers are not to utilize cellular phones or any other electronic devices while operating the WIB vehicle. Phones can be used once the vehicle is stopped in a safe area.
7. **Vehicle Limitations.** The vehicle will be used for conducting Official WIB Business. The vehicle can be "deadlined" due to required maintenance or inadequate operating funds. At no time will anyone operate a vehicle that has been identified as requiring maintenance or a vehicle classified as being unsafe. Anyone caught violating the above will be suspended use of the vehicle.
8. **Drivers Log.** In the vehicle is the attached vehicle log that must be completed each time the vehicle is used. The log is self-explanatory. Once a page is full, forward the completed page to the WIB Fiscal Specialist.
9. **Questions.** Any questions concerning this Vehicle Usage Policy should be directed to the WIB Director.
10. **Expiration Date.** This policy will remain in effect until modified or rescinded in writing by the Region VII Workforce Investment Board (WIB).

