

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
*Northern Virginia Regional Office*

**Mobile Source Operations Section**

<b>OPERATIONAL ORDER</b>	<b>NUMBER</b> 5	<b>EFFECTIVE DATE:</b> June 10, 1991 <b>Revised:</b> July 10, 2008
<b>SUBJECT</b> PROCEDURES FOR OPERATING STATE VEHICLES	<b>ORIGINATING UNIT</b>  MOBILE SOURCE OPERATIONS SECTION	

**I. USE OF STATE VEHICLES**

- A. State vehicles are to be used during normal work hours and for regular work purposes. Normal work hours are **Monday through Friday, 7:45 a.m. to 4:30 p.m.**, unless otherwise determined. The following are exceptions, with permission from the manager of the Mobile Source Operations Section (MSOS) or designee:
  - 1. Any work related activity before or after normal work hours
  - 2. Traveling to and from training sessions
  - 3. Traveling on state business
- B. State vehicles are **not** for personal use; they are strictly for official state business only.
- C. State vehicles are assigned by the Department of Transportation, through the Division of Fleet Management. (Attachment 1)

**II. OPERATION OF STATE VEHICLES**

- A. No persons other than MSOS employees may operate or be a passenger in a state vehicle unless approved by the MSOS manager or designee.
- B. Seat belts must be worn at all times while operating or riding in a state vehicle.
- C. The operator of a state vehicle shall obey all traffic laws and exercise courteous driving habits.
- D. **Smoking is not permitted in state vehicles.**

### III. MILEAGE REPORTS

- A. An electronic Monthly Motor Vehicle Trip Log (trip log) will be maintained on every vehicle. The trip log will be completed as follows:
1. At the beginning of each month, complete the following sections:
    - a. Agency/Central #
    - b. Agency Vehicle Assigned To
    - c. Safety Inspection due Date
    - d. Next Emission Inspection Due Date
    - e. Current Month and Year
    - f. Vehicle License #
    - g. Vehicle Make/Type
    - h. Year/Color
    - i. Vehicle Code Number (parking space number assigned to vehicle)
  2. At the beginning of each day, record the following information:
    - a. Print Employee's Full Name
    - b. Date of Travel
    - c. Purpose of Travel and Destination
    - d. Cost Code #
    - e. Fund #
    - f. Program/Subprogram #
    - g. Project #
    - h. Starting Odometer Reading
  3. At the end of the day, record the ending odometer reading and the number of miles traveled.
  4. At the end of the month, compute the total mileage for the month. Upon completion, submit the mileage report to the MSOS manager or designee. (Attachment 2) **VECOs shall ensure that the following statement is at the bottom of each mileage sheet: "More details are available on the MSOS Activity Report."**
  5. At the end of the month, the PM designee will contact each Vehicle Emissions Compliance Officer (VECO) for the vehicle mileage and record it on the assigned vehicle mileage sheet. The PM designee will also obtain and record the mileage for all MSOS vehicles not permanently assigned to a VECO.
  6. The PM designee shall prepare the monthly report to be forwarded to the Department of Environmental Quality Transportation Officer.

## B. EQUIPMENT CHECKLIST

The vehicle operator shall periodically review the following checklist to ensure that this equipment (if issued) is in the assigned state vehicle, and is in good working order.

1. Departmental Span Gas (check expiration date) and attachments
2. Laptop Computer
3. Printer
4. Power Inverter
5. Binoculars
6. Vehicle Emissions Inspection Manual
7. Emissions Control Application Guide(s) (if available)
8. Required Forms
9. State Fuel Issuance Card (Blue & "Voyager")
10. Fire Extinguisher (if equipped)
11. Jumper Cables (if equipped)
12. Flares
13. First Aid Kit (if equipped)
14. Gloves
15. Other (Describe)

## IV. DAMAGE REPORT

A. In the event of damage to state property other than vehicle damage:

1. Notify the MSOS manager or designee as soon as possible.
2. Obtain names, addresses and phone numbers of all persons involved, including any witnesses.
3. Notify the State Police for purposes of having a report made, and obtain the report numbers and name of the state trooper who responded.
4. Submit a memo to the MSOS manager or designee explaining the entire incident.
5. Prepare Report of Equipment Damage. (Attachment 3)

B. All reports will be forwarded to the Department of Environmental Quality Transportation Officer.

## V. ACCIDENT REPORT

### A. In the event of a vehicular accident:

1. Notify the State Police immediately. All accidents involving a state-owned vehicle must be investigated by the State Police. If there are injuries, so notify the dispatcher.
  - a. The State Police Number is **1-800-572-4510** (or #77 on a cell phone)
  - b. In an emergency, dial “911” and inform the dispatcher of all circumstances, including that the State Police must investigate, and whether there are any injuries. If calling from a cell phone, be certain to give detailed location information also.
2. If possible to do so, vehicles must be moved so as not to obstruct the flow of traffic, but kept as close to the scene as possible in accordance with § 46.2-894 and § 46.2-888 (Attachment 4).
3. Obtain names, addresses, phone numbers and license numbers of all persons, witnesses and vehicles involved.
4. Call the MSOS manager or designee as soon as possible.
5. Call Crawford and Company (attachment 5)
6. Complete the following forms:
  - a. Crawford and Company Accident Report (Attachment 6)
  - b. A memo to the MSOS manager or designee explaining the entire incident. (Attachment 7)

**B.** The state vehicle should be taken or towed to the nearest Virginia Department of Transportation (VDOT) facility for estimates on damage. **A directory of VDOT facilities (blue book) is provided in each vehicle.**

**C.** All reports shall be forwarded to the Department of Environmental Quality Transportation Officer.

## VI FUELING AND SERVICE

- A.** Refueling and service can be done at any VDOT facility. A directory of Motor Vehicle Service Facilities is provided in each vehicle. This directory lists all VDOT facilities where fuel and service may be obtained. Refueling may also be done at State Police facilities or at any commercial facilities which accepts the Voyager card. In the event of road failure, contact the MSOS manager or designee and **Vehicle Management Control Center (VMCC)** at **1-866-857-6866** for road side assistance 24 hours a day.

B. A credit card (“Voyager”) has been issued to each state vehicle. This card is used for fuel and service on the specified state vehicle only.

1. The “Voyager” card is a universal credit card and is accepted and recognized by most oil companies in the United States. This card is for use at commercial facilities and at VDOT facilities.
2. There are no current restrictions on the use of the Voyager card for fueling at any commercial facility. Confirm acceptance of this card **before** purchasing merchandise or service
3. Restrict unwarranted service calls. (As an example, VDOT requires the operator to install the spare tire rather than place a call for service.) (attachment 8).

C. Refueling a state vehicle is not a matter of “gas and go.” Great attention should be given to preventive maintenance. At every refuel, a maintenance check will be completed.

1. Upon arrival at refueling facility, the VECO will first log-in on the **CEDS** daily activity field.
  - a. Specify location of refuel.
  - b. Under purpose, enter fuel and maintenance code, FM.
2. Use the “Voyager” card in the state vehicle to access the pumps, then record the mileage as requested, enter the pump number and fuel the vehicle.
3. Complete the refueling information section on the Monthly Mileage/Fuel Maintenance Report and do the following: (attachment 9)
  - a. Enter the date
  - b. Your initials
  - c. Enter the mileage
  - d. Gallons pumped
  - e. If CNG so indicate
  - f. Service Performed
4. A maintenance check will include, but not be limited to, the following items:
  - a. Check the engine oil
  - b. Check the transmission fluid according to the vehicle manufacturer’s specifications
  - c. Check the radiator for leaks, and check the coolant level in the overflow bottle. (**Never remove the radiator cap when the vehicle is at operating temperature.**)

- d. Check battery and cables for corrosion
  - e. Check the belts and hoses
  - f. Check other fluids (power steering, brake, window wash)
  - g. Check exterior (tires and pressure, all windows, windshield wipers, all lights.)
  - h. Check interior (cleanliness, tears in seats and tears in rug, air-conditioning and heating.)
  - i. Make a notation of any discrepancies on the Monthly Mileage/Fuel Maintenance Report, and submit with mileage with mileage sheet when full.
5. Any matter that requires attention shall be taken care of as soon as possible.
  6. Log-out of the **CEDS** daily activity report.
- D. It is each VECO's responsibility to maintain the vehicle to which the officer has been assigned. All mechanical problems and deficiencies should be noted and reported to **Vehicle Fleet Management Control Center at 1-866-857-6866** to arrange repairs for the vehicle as soon as possible. A vehicle repair form should be completed and submitted to VDOT or a designated repair facility (attachment 10). **It is each VECO's responsibility to notify the MSOS program manager or designee the location of the vehicle left for extended service at VDOT or any other repair facility.**
1. All repair receipts will be attached to the monthly mileage report and submitted to the MSOS manager or designee.
  2. Routine preventative maintenance
  3. Routine preventative maintenance shall be performed every **6,000** miles. All other repairs will be performed on an as needed basis. **It is each VECO's responsibility to notify the MSOS program manager or designee the location of any vehicle left for extended service at VDOT or any other repair facility.**
  4. Attach receipts of routine service/repair either performed or authorized by VDOT or Vehicle Fleet Management Control Center to the Monthly Mileage/Fuel Maintenance/Equipment Report. Sign and date the receipt. The date should reflect the day that the vehicle was picked up from the VDOT or any other repair facility or the date of service, if the vehicle was not dropped off.
  5. State vehicle operators should be aware of the importance and need for upholding a good public image by driving a clean vehicle.

Approved car wash locations include the following:

- a. VDOT car washes (no limit on number of washes per month).
- b. Any car wash facility that will accept the Voyager card can be used at this time. (Confirm acceptance of the card prior to obtaining a car wash for your vehicle.)
- c. Check with the NRO office manager for any other car wash facilities for which coupons may be available.

#### **ATTACHMENTS (10)**

- 1) DOT State Vehicle Assignment Sheet
  - a) New Vehicle Assignment Sheet
  - b) Division of Fleet Management Report on Vehicle
  - c) Replacement Vehicle Assignment Sheet
- 2) Motor Vehicle Trip Log
- 3) Report of Equipment Damage
- 4) State Vehicle Code § 46.2-894 and §46.2-888
- 5) Crawford and Company Accident Information Sheet  
- State Police Emergency Phone Numbers
- 6) Crawford and Company Accident Report
- 7) Memo Detailing Incident  
- Memo to Department of Environmental Quality Transportation Officer
- 8) Service Calls on State Vehicles
- 9) Monthly Mileage/Fuel Maintenance Report
- 10) Request for Vehicle Maintenance/Repairs







## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND 23219-1939

DAVID R. GEHR  
COMMISSIONER

March 30, 1998

W.M. COLAVITA  
FLEET ADMINISTRATOR

Mr. Jay Gutshall  
Transportation Officer  
Dept. of Environmental Quality  
P. O. Box 10009  
Richmond, Virginia 23240-0009

Dear Mr. Gutshall:

In reference to your requests, we are assigning your agency the vehicle(s) listed below on a permanent basis.

<u>Pool #</u>	<u>License #</u>	<u>Operator</u>
P-70040	11738S	J. Michael Thompson

You may call for the vehicle(s) any regular work day between the hours of 8:00 a.m. to 4:30 p.m. at the Division of Fleet Management at 2400 West Leigh Street, Richmond, Virginia. A copy of the approved form CP-3 must be presented to the "New Car Shop" at the time of pick-up.

Sincerely yours,

William M. Colavita  
Fleet Administrator

WMC/fc

cc: Mrs. Shelia Anthony  
Mr. Chris Klein



COMMONWEALTH OF VIRGINIA  
DIVISION OF FLEET MANAGEMENT  
REPORT ON VEHICLE

DATA PROCESSING ONLY

Date \_\_\_\_\_

Agency \_\_\_\_\_ Dept. of Environmental Quality

Date \_\_\_\_\_

Vehicle Location \_\_\_\_\_

Billing Code \_\_\_\_\_

Vehicle Assignee J. Michael Thompson

Pool No. \_\_\_\_\_

Days Chargeable Old \_\_\_\_\_

Speedometer \_\_\_\_\_

New \_\_\_\_\_

Cost \_\_\_\_\_

New  Old

ISSUED

RETURNED

Pool Number P-70040

Pool Number \_\_\_\_\_

License Number 11738S

License Number \_\_\_\_\_

Make and Model 1997 Astrostar

Make and Model \_\_\_\_\_

Mini-van

Type \_\_\_\_\_

Odorimeter 14,736

Odorimeter \_\_\_\_\_

Replacement of Pool No. \_\_\_\_\_

Replaced by Pool No. \_\_\_\_\_

HEW  
Temporary Assignment \_\_\_\_\_

Credit Cards Returned  Yes  No

Credit Cards  Hwy.  Commercial

Disposition:  Sell  Reassign

Wrecked  Salvage

Other Remarks \_\_\_\_\_

Other Remarks \_\_\_\_\_

Signature of Operator

Signature of Operator

Operator's Drivers Lic. No.

Operator's Lic. Exp. Date





COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
1401 EAST BROAD STREET  
RICHMOND, 23219-1939

DAVID R. GEHR  
COMMISSIONER

July 31, 1996

W.M. COLAVITA  
FLEET ADMINISTRATOR

Mr. Jay Gutshall  
Transportation Officer  
Department of Environmental Quality  
P. O. Box 10009  
Richmond, Virginia 23240-0009

Dear Mr. Gutshall:

The following vehicle is being replaced and/or assigned to your agency:

<u>Pool #</u>	<u>License #</u>	<u>Repl. For</u>	<u>License #</u>	<u>Operator</u>
P-61353	11717S	P-0120*	---	J. Bowden

All personal materials and agency equipment are to be removed and the vehicle is to be cleaned prior to turn-in to Fleet Management. A commercial car wash is located within a few blocks of our facility. Call to determine details.

Our facility is open for pick-up between the hours of 8:00 a.m. and 5:00 p.m. during normal workdays. Fleet Management is located at 2400 W. Leigh Street in Richmond, Virginia. A copy of this letter must be presented at time of pick-up.

In order to expedite the process, you may telephone in advance and schedule a time for exchanging the vehicle. This will afford us the opportunity to have all paperwork in order and the vehicle ready prior to your arrival. Our number is 804-367-6940.

Sincerely,

William M. Colavita  
Fleet Administrator

WMC/fc

cc: Mrs. Shelia Anthony  
Mr. Chris Klein

\*Turned in 7/16/96

RECEIVED  
DEPARTMENTAL MGMT.  
JUL 17 1996









COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF HIGHWAYS AND TRANSPORTATION  
REPORT OF EQUIPMENT DAMAGE

THE EQUIPMENT YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ TYPE \_\_\_\_\_ ED.NO. \_\_\_\_\_ MOTOR NO. \_\_\_\_\_

THE OPERATOR NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
AGE \_\_\_\_\_ IMMEDIATE SUPERIOR \_\_\_\_\_ OP LIC NO \_\_\_\_\_

TIME AND PLACE OF ACCIDENT DATE \_\_\_\_\_ 19 \_\_\_\_\_ HOUR \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_  
LOCATION \_\_\_\_\_ ROUTE \_\_\_\_\_ COUNTY \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_

DAMAGE TO EQUIPMENT CAUSED BY: Non-Collision  Fire  Storm  Theft  Partial  Total

ESTIMATE OF LOSS \_\_\_\_\_ LOCATION OF EQUIPMENT \_\_\_\_\_

DESCRIPTION OF LOSS \_\_\_\_\_

DESCRIPTION OF ACCIDENT OR LOSS IN WHAT DIRECTION WAS YOUR EQUIPMENT MOVING? \_\_\_\_\_

RATE OF SPEED? \_\_\_\_\_ WHAT SIDE OF STREET? \_\_\_\_\_

WERE YOUR LIGHTS LIT? \_\_\_\_\_ CONDITION OF WEATHER AND STREET? \_\_\_\_\_

IF FIRE, WHAT WAS EQUIPMENT DOING AT TIME? \_\_\_\_\_

STATE IN DETAIL HOW ACCIDENT OR LOSS OCCURRED AND WHAT CAUSED IT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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REPORT PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_

*District Engineer*

Note: Use this form only for accidents or fires, etc., not reported on the Motor Vehicle Accident Report and Insurance Accident Form.

# MOVE It

# It's the Law!

Have you ever been involved in a "fender bender" and left your car in a traffic lane rather than move it? If so, you are not alone. This is a fairly common behavior among Virginia motorists. Most people don't know that it is not necessary to wait for the police to arrive before moving the vehicles involved, so long as no one has been injured. If the vehicles can be driven, move them to a safe location, and then exchange the necessary information or contact the police. It's not just a good thing to do, it's the law (*Article II, Code of Virginia, §46.2-894*). When you leave your car on the road, you contribute to traffic back-ups which can cause other accidents. So the next time you're involved in a non-injury accident and your vehicle can be moved – **MOVE IT!**

## What to do after an accident:

Check for injuries. Make sure your passengers and those in the other vehicle(s) are okay. If anyone is injured or killed, contact the police immediately. If no one is injured and you're blocking traffic, move your car out of the way first. Notify the police if any of the following conditions exist:

- ◆ there are injuries involved
- ◆ the cars cannot be moved
- ◆ one of the drivers appears to be intoxicated
- ◆ vehicle damage exceeds \$1,000
- ◆ one of the drivers has no insurance and/or when one of the drivers leaves the scene of the accident.

Warn oncoming traffic of the accident or hazard to prevent other accidents. Some common warning practices are raising your hood, turning on your emergency flashers and using flares. Common ways of letting motorists know you need assistance are tying a white handkerchief to your door, waving a red flag and using a flashlight at night. Remember, if you're waiting for assistance, be patient. Crossing a roadway or attempting to stop traffic can be dangerous, especially at night.

Exchange information. Give your name, address, phone number, vehicle license plate number, vehicle description, driver's license number and insurance information to anyone else who was involved in the accident. Get the same information from the others involved and the names, addresses and phone numbers of any witnesses.

If you're involved in an accident, here's how to access the State Police:

- ◆ Mobile phone: #711
- ◆ Phone: (804) 674-2000
- ◆ Give an exact description of accident location, including routes, streets, city, county and distance to nearest landmark (Exit number, mile marker, intersection, bridge, etc.).



§ 46.2-894. Duty of driver to stop, etc., in event of accident involving injury or death or damage to attended property.

The driver of any vehicle involved in an accident in which a person is killed or injured or in which an attended vehicle or other attended property is damaged shall immediately stop as close to the scene of the accident as possible without obstructing traffic, as provided in § 46.2-888, and report his name, address, driver's license number, and vehicle registration number forthwith to the State Police or local law-enforcement agency, to the person struck and injured if such person appears to be capable of understanding and retaining the information, or to the driver or some other occupant of the vehicle collided with or to the custodian of other damaged property. The driver shall also render reasonable assistance to any person injured in such accident, including taking such injured person to a physician, surgeon, or hospital if it is apparent that medical treatment is necessary or is requested by the injured person.

Where, because of injuries sustained in the accident, the driver is prevented from complying with the foregoing provisions of this section, the driver shall, as soon as reasonably possible, make the required report to the State Police or local law-enforcement agency and make a reasonable effort to locate the person struck, or the driver or some other occupant of the vehicle collided with, or the custodian of the damaged property, and report to such person or persons his name, address, driver's license number, and vehicle registration number.

§ 46.2-888. Stopping on highways; general rule.

No person shall stop a vehicle in such manner as to impede or render dangerous the use of the highway by others, except in the case of an emergency, an accident, or a mechanical breakdown. In the event of such an emergency, accident, or breakdown, the emergency flashing lights of such vehicle shall be turned on if the vehicle is equipped with such lights and such lights are in working order. If the driver is capable of doing so and the vehicle is movable, the driver may move the vehicle only so far as is necessary to prevent obstructing the regular flow of traffic; provided, however, that the movement of the vehicle to prevent the obstruction of traffic shall not relieve the law-enforcement officer of his duty pursuant to § 46.2-373. A report of the vehicle's location shall be made to the nearest law-enforcement officer as soon as practicable, and the vehicle shall be moved from the roadway to the shoulder as soon as possible and removed from the shoulder without unnecessary delay. If the vehicle is not promptly removed, such removal may be ordered by a law-enforcement officer at the expense of the owner if the disabled vehicle creates a traffic hazard.



**EFFECTIVE AT 12:01 am ON 12-31-2000**

**IN CASE OF ACCIDENT, PLEASE CALL  
Crawford and Company at:**

**1-866-219-6120**

**Witness Courtesy Card**

PLEASE PRINT

YOUR NAME		TELEPHONE NUMBER
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
DATE	TIME	DID YOU SEE ACCIDENT HAPPEN
REMARKS:		

BG0074 08-94

USE REVERSE SIDE IF NECESSARY

**Information Exchange**

Use this card to obtain key information from the other driver involved.

NAME		TELEPHONE NO.	
ADDRESS (STREET)	(CITY)	(STATE)	(ZIP CODE)
NAME OF YOUR INSURANCE COMPANY			
YEAR AND MAKE OF VEHICLE	ARE YOU THE OWNER?	LICENSE NUMBER	
INJURED PASSENGERS		(ADDRESSES)	
WITNESSES		(ADDRESSES)	

Use Reverse Side if Necessary





**State Police Emergency Telephone Numbers**

**Cellular: Emergency #77**

**Administrative Headquarters, Richmond, 24-hour response: 804-674-2000**

**Emergency TDD: 1-800-553-3144 Emergency TDD (Voice): 1-800-552-9965**

**Division 1 (Central Virginia): Emergency Toll-Free: 1-800-552-9965**

**Division 2 (Culpeper): Emergency Toll-Free: 1-800-572-2260**

**Division 3 (Appomattox): Emergency Toll-Free: 1-800-552-0962**

**Division 4 (Wytheville): Emergency Toll-Free: 1-800-542-8716**

**Division 5 (Hampton Roads): Emergency Toll-Free: 1-800-582-8350**

**Division 6 (Salem-Roanoke): Emergency Toll-Free: 1-800-542-5959**

**Division 7 (Northern Virginia): Emergency Toll-Free: 1-800-572-4510**



# STATEMENT OF ACCIDENT

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_ M.

Where did accident happen? \_\_\_\_\_

Number of persons in your car? \_\_\_\_\_ Number of persons in other car? \_\_\_\_\_

Make of your Car \_\_\_\_\_ License plate number \_\_\_\_\_ Year/Model \_\_\_\_\_

Owner's Name and Address \_\_\_\_\_

Driver's name \_\_\_\_\_ Age \_\_\_\_\_ License Number \_\_\_\_\_

Driver's Address \_\_\_\_\_

What parts of your car were damaged? \_\_\_\_\_

Where can car be seen? \_\_\_\_\_

What Company carries your automobile insurance? \_\_\_\_\_

Were you injured? \_\_\_\_\_ Was anyone injured? \_\_\_\_\_ Give name, age, and address of those injured

Nature of injuries? \_\_\_\_\_

Name and address of doctor \_\_\_\_\_

Where does injured person work? \_\_\_\_\_

Make of other car \_\_\_\_\_ License plate number \_\_\_\_\_

Owner's name and address \_\_\_\_\_

Rate of Speed and direction of travel \_\_\_\_\_  
(your vehicle) (other vehicle)

Describe accident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and addresses of all witnesses (Include all occupants of your car)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you report accident to authorities? \_\_\_\_\_ Where (Street address)? \_\_\_\_\_

Signed \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Telephone number \_\_\_\_\_

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
MOBILE SOURCE OPERATIONS SECTION**

To: J. Michael Thompson  
Program Manager

From: David A. Dolinger *dd*  
Vehicle Emissions Compliance Officer

Subject: State Vehicle Accident

Date: October 5, 2000

SAMPLE

On October 4, 2000, at 12:05pm I was stopped at a traffic light at the intersection of Westfields Boulevard and Sully Station Drive when I was struck in the rear. The other driver and I looked at the damage to the vehicles and decided to pull off the road out of traffic. The police were notified and State Police Trooper W.S. McKinney (badge #553) arrived on the scene at approximately 13:00 to investigate. The driver of the other vehicle, Kenneth Ray Brady stated he was not paying attention. Trooper McKinney informed us he was going to cite Mr. Brady for failure to maintain a safe distance, and after checking the brake lights for proper operation on the Ford Aerostar I was driving he released me.

On October 5, 2000, I notified Wausau Insurance Company and was given a claim number (AB505090019). I contacted the DEQ Transportation Officer, Jay Gutshall for additional instruction to process the accident report (attachment 1). I was contacted by Dominic Skladzien of State Farm Insurance and given a claim number (460358643). As instructed by Jay Gutshall, I have faxed a copy of the accident report to Wausau, and forwarded the accident report with claim numbers and police information to him.





## COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION  
 1401 EAST BROAD STREET  
 RICHMOND, 23219

RAY D. PETHTEL  
 COMMISSIONER

M. F. HOUFF, JR.  
 FLEET ADMINISTRATOR

May 10, 1991

## MEMORANDUM

TO: HEADS OF STATE AGENCIES & INSTITUTIONS  
 ATTN: TRANSPORTATION OFFICER

RE: Service Calls

Service calls for minor mechanical failures are a continuing problem which if handled prudently can represent a substantial savings for the Commonwealth. Daily, state vehicles are towed to state garages, bills are received from commercial garages, or telephone requests come in to send mechanics to parking lots for no reasons other than a flat tire or the vehicle being out of fuel. Since this type of unwarranted service call is usually initiated at the agency level, the best control is also at the agency level.

It is therefore my intent to reduce or to at least control the occurrence of unwarranted service calls and thereby decrease overall expenditure of state funds. This will, however, shift the financial responsibility from Fleet Management to your agency, if for example an employee determines that he does not want to replace a flat tire with the spare. While I do not challenge an employee's discretionary right to request this type service, I do believe that the employee's agency and not Fleet Management, should pay the bill.

Some examples of unwarranted service calls are:

- o Vehicle out of fuel.
- o Install the spare tire on the vehicle (flat tire).
- o Keys locked inside vehicle.

To: Heads of State Agencies & Institutions  
Attn: Transportation Officer  
Page 2.

- o Battery discharged due to lights being left on. NOTE: Jump starts are tricky and if performed incorrectly can result in personal injury and/or damage to vehicle components. I do not recommend jump starts; however, unless a mechanical failure caused the battery to discharge the cost resulting for this type service call should be your agency's responsibility.
- o Accident damage which does not affect safety or ability to drive vehicle.

I realize there will be cases when an individual is not physically capable of changing a tire or does not have the expertise to determine the origin of a mechanical problem. In these instances the employee should call the local VDOT shop for assistance, or if an emergency situation arises after normal work hours, a commercial vendor. However, unless such calls are necessitated by a disabling mechanical problem such as an electrical failure or a defective fuel gauge, the resulting cost either by VDOT or the commercial vendor will be the responsibility of your agency.

Call me at (SCARS) 367-6525 if you have any questions.

*M. F. Houff Jr.*  
M. F. Houff Jr.  
Fleet Administrator

CC. Ray D. Pethel  
Albert W. Coates, Jr..







COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY

VEHICLE INFORMATION	
Year: _____	Pool #: _____
Make: _____	Tag #: _____
Model: _____	Color #: _____
Vehicle issued to: _____	Odometer reading: _____

REQUESTED SERVICE

<input type="checkbox"/> Safety/Emissions Inspection	<input type="checkbox"/> Car Wash
<input type="checkbox"/> Oil, Filter, Lube	<input type="checkbox"/> Tune up Service
<input type="checkbox"/> VDOT Authorization for repair of pool vehicles (1-866-857-6866)	
Date scheduled for appointment: _____ Location: _____	
<input type="checkbox"/> Other (Specify): _____	
_____	
_____	
_____	
_____	
_____	

DEQ/REPRESENTATIVE (Print) \_\_\_\_\_

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

PLEASE CALL DEQ WHEN FINISHED (703-583-3900)

