

## Division of Milwaukee Child Protective Services Vehicle Fleet Policy

<b>Policy Number:</b>	ADM 03.00
<b>Subject:</b>	Enterprise fleet
<b>Replaced Policy:</b>	ADM 03.00, BMCW Fleet Policy (11/27/2013)
<b>Current Update/Reviewed:</b>	May 9, 2016
<b>Contact Div/Bur/Sec:</b>	Division of Milwaukee Child Protective Services (DMCPS), Bureau of Quality Operations
<b>Contact Name/Phone:</b>	Mark Ramion, Quality Operations Bureau Director, 414-343-5760 Mark.Ramion@Wisconsin.gov

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*Any information referenced within this document is considered to be a part of this policy with the exception of the "related resources" section.*

### **Summary:**

This policy outlines the procedure for DMCPS (Division of Milwaukee Child Protective Services) staff to access and use vehicles to undertake the specialized DMCPS work.

### **Policy:**

This policy clarifies DMCPS staff use of vehicles to service our clients. Adherence to DMCPS fleet procedures are intended to enhance our service capacity and to provide parameters to ensure the individual work of DMCPS staff are recognized and respected by the common courtesies that we extend to one another. Vehicles, including vans, autos, and SUVs, are available for use by the DMCPS staff for business-related matters 24 hours a day, 7 days a week.

### **Procedures:**

1. DMCPS fleet vehicles are available to be used for child transport only. The driver's supervisor must email approval for use to DMCPS fleet attendants (designated Office Associates) and copy the PA Supervisor (Gail Zellner). Designated office associates include: Devon Grice, Diana Mravik, and Phil Schmid.
2. Fleet Check-Out: To obtain a DMCPS Vehicle, a sign-out form must be submitted to the fleet attendants. All vehicles must be signed out regardless of the time of day or day of the week and should be for the time of use only. Vehicle keys should not be taken or held unless the vehicle will be put into immediate use.
3. To obtain car seat(s), a driver must indicate the car seat's unit number on the vehicle sign out form, and install the car seat prior to departure. Upon return, the driver must return the car seat to the DMCPS storage room.

4. Vehicle inspection: The fleet attendant will conduct a vehicle inspection with the driver before and after vehicle use to assess damage, mileage, cleanliness, fuel level, and offensive smells incurred by the driver. Fleet attendants will stock each vehicle with supplies (wiper fluid, scraper, placement packets, and protective plans). An inspection form, [DMCPS Fleet Usage DCF-F-5103](#), shall be signed by the driver and fleet attendant upon vehicle check-out and check-in.
5. The driver of the vehicle is responsible for filling the tank with gas when it reaches ½ of a tank. Instructions on the use of the gas card are placed in the center console of each DMCPD vehicle.
6. Fleet Check-In: After each trip, vehicles must be returned to the DMCPD garage. The driver is responsible for removing car seats, ensuring interior cleanliness, check-in the vehicle with the fleet attendant, and return the keys. Immediately report any vehicle maintenance concerns or missing glove compartment information to the fleet attendant.
7. After Hours: From 8:00 p.m. on weekdays and through the weekend to 7:00 a.m. and on holidays, one shelf in storage room 011 will have 5 sets of keys and sign-out sheets to accommodate the DMCPD after-hours, weekend, and holiday shifts.

#### **Miscellaneous:**

1. Parking: For DMCPD garage parking, please keep vehicles front to front in the middle section and front to the service doors on the west end (27<sup>th</sup> Street). This parking arrangement will prevent the sensors on the garage doors from being triggered by the sensors on the windshield of the vehicles.
2. Portable sensors are available for check out from the fleet attendant if you are on after-hours or weekend duty. This sensor, placed on your dashboard, will allow you to drive personal vehicles out of the garage after returning the state vehicle. Sensors should be returned immediately after completing the after-hours or weekend shifts.  
  
**Please note:** When the vehicle is in motion, the sensor should be stored in the glove box or on the floor of the vehicle to protect the driver and passengers in the event of a sudden stop.
3. If you are involved in a vehicle accident, follow the instructions for reporting the accident to the police and to your supervisor. Each vehicle glove box contains information on what to do and whom to call **at the scene** in the event of an accident. When back at the office, complete the required DOA forms and, in conjunction with your supervisor, notify the DMCPD fleet coordinator and the DCF payroll specialist for instructions on any specific DCF forms that need to be completed.

4. Any parking or traffic citations that you receive are your responsibility to either contest or pay.

**Responsibilities:**

All DMCPS State Staff

**Related Resources:**

- Department of Administration Enterprise Operations:  
<http://www.doa.state.wi.us/section.asp?linkid=49&locid=2>
- [DMCPS Fleet Usage DCF-F-5103](#)
- [State of Wisconsin Fleet Driver and Management Policies and Procedure Manual \(FDMPP\)](#)