

MEMORANDUM TO: OPDIV and STAFFDIV Heads

FROM: Joe W. Ellis
Assistant Secretary for Administration and Management

SUBJECT: Policy on the HHS Executive Motor Pool

Background – The DHHS provides a pool of motor vehicles and drivers to support the local, official transportation requirements of a limited number of executive personnel in the Washington, DC metropolitan area. The general authority for this motor pool is found in Executive Order 10579 and in 31 USC 1344, which serves as the basis for this policy. The service is provided by the Program Support Center, AOS/DPM/LSB (Logistics Services Branch).

Authorized Users – The following officials are authorized to use the Executive Motor Pool:

- Assistant Secretaries
- Deputy Assistant Secretaries
- Officials of Equivalent Rank

A current listing of specific personnel authorized to use the Executive Motor Pool is attached. Use of this service by other than the personnel identified on this list is not authorized. Personnel representing these approved officials in the performance of an approved official's duties are not authorized to use this service. Offices are required to provide the ASAM with the names and titles of authorized personnel and to keep the ASAM informed of changes in eligibility. The ASAM will maintain the consolidated, official list of approved users of this service, and will provide the LSB with changes to the list as they occur.

Authorized Use – This service is provided to assist in the conduct of official business only. Transportation to and from a private residence is not permitted under any circumstances. The senior official in the party will certify in the vehicle log at the start of the trip, through direct signature, that the trip is for official business. Where all passengers are of equal seniority, one of the passengers may sign for all. Executive personnel traveling to the same site, as determined by the Dispatcher/Driver Supervisor, are expected to share the ride. Passengers may accompany the authorized user if they ride as part of the “official business” party. Family members and personal guests are not authorized to use this service without the justification of official business. All passengers must wear seat belts.

Authorized Transportation Area – For purposes of this policy, the “local transportation” area is defined as within 30 miles of the Hubert H. Humphrey Building, in Washington, DC. Travel

to/from the CMS location in Baltimore, MD and the three local airports (Dulles, BWI, and Reagan National) is also authorized. Travel outside of this area must be approved in advance by the Chief, LSB. Travel to “off-site” meetings outside the local area defined above will generally not be authorized.

Driver Assignment – Drivers will be assigned to meet requests for support on a “first come, first served” basis. No driver will be permanently assigned to any particular office or authorized user. Drivers will be assigned with due consideration of the driver’s knowledge of the destination, duty hours, the expected duration of the transport and the desire to avoid overtime. Requests for a specific driver will not generally be considered, except as backup drivers for the Secretary and Deputy Secretary.

Service Availability – Driver service is available between the hours of 8:00 AM and 7:00 PM daily. Authorized Priority 1 and Priority 2 users may request driver service outside these hours for official business, with advance notice to ASAM, providing the nature of the after-hour business. The drivers work staggered shifts that maximize the number of personnel available between the core business hours of 9:00 AM and 3:30 PM.

Overtime – The driver supervisor will schedule staff so as to minimize the need for overtime. When it is unavoidable and for all after-hours services, the office requesting services that will result in approved overtime will be asked to provide a CAN for the funding of the overtime costs in advance. The requesting office may then cancel the request prior to committing to the overtime requirement. Unscheduled transport delays resulting in the accretion of overtime for the drivers will be funded by the office causing the delay. Overtime created as a result of transport delays due to vehicle failure will be funded by the LSB. Traffic conditions causing overtime-qualifying delays will be funded by the office requesting the transport.

Scheduling – Administrative Staff scheduling trips for authorized users will call ahead to schedule a driver and vehicle, and to arrange a time for starting the trip. To the degree that drivers are available, the trip will be confirmed. Follow on calls will continue to be scheduled, in the order they are received, and commensurate with driver and vehicle availability.

Delayed Arrival – For the three buildings in the SW complex, delays of more than 15 minutes in the arrival of a scheduled passenger will result in moving that ride to the end of the queue of scheduled rides. When drivers are available, this has no impact; the available driver and vehicle will take the delayed passenger to his/her destination, in accordance with the originally scheduled trip. When the drivers are otherwise occupied however, either with delivering or picking up otherwise scheduled, authorized passengers, those other scheduled passengers have first access to the available drivers, and the delayed passenger must wait for the first unscheduled driver.

Delayed Return/Pickup – The available pool of drivers and vehicles is very limited. Drivers are authorized to wait up to 15 minutes picking up an authorized passenger at a site other than the SW Complex. This period can be extended as necessary, assuming the authorized passenger

contacts the driver either directly (all drivers have cell phones) or indirectly through the passenger's administrative operation. Drivers will contact their supervisor prior to leaving a pick up point to confirm that no call has been received asking for a longer wait to cover the delayed passenger's arrival. The supervisor can also extend the wait, as required, so long as no subsequent, scheduled rides and/or passengers are affected by the delay.

Planned In-Transit Delays – Drivers will generally not wait at a destination site while the passenger conducts his/her business. Planned delays of up to 30 minutes at a destination site may be approved by the driver supervisor if the planned delay is part of the original scheduling call and if workload permits the driver to be out of service for that length of time. Planned delays of longer than 30 minutes will generally not be considered. Of consideration in a driver's wait determination is the availability of parking. Drivers are not authorized to take action that may create an unsafe condition, such as "double parking", or resulting in the receipt of a traffic citation. They will also not be permitted to simply "drive around" while waiting for their passenger. Where safe and legal "wait conditions" cannot be established, the driver will return to the SW Complex site and await a call requesting pick up.

Transportation of Individuals with Disabilities – HHS policy regarding the transportation of individuals with disabilities is to provide transport to any qualified personnel within the local transportation area (as defined above), on demand. The executive driver pool has a properly equipped vehicle and a driver for this purpose, although the driver does drive other vehicles when there is no demand for the special vehicle. In the event that all drivers are busy and a conflict arises between driving an individual with a disability and an executive, the priority shall go to the individual with a disability. Transportation of individuals with disabilities under this policy refers to official business travel only, not daily transportation to/from the residence.

Use of Drivers for Other than Passenger Transportation – The primary purpose of the driver pool is to provide local transportation support for designated executive personnel. To the degree that the use of drivers and vehicles to pick up/deliver correspondence, cables, packages etc. doesn't interfere with the operation of the driver pool, such support will be provided. Under no circumstances will drivers enter an overtime status to perform these secondary missions, nor will the driving supervisor schedule a secondary mission that delays or causes a primary mission transport to be delayed or cancelled.

ATTACHMENT:

Attachment – Listing of Individuals Authorized to use the Executive Driver Service