

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



Attorney General

MEMORANDUM

TO: All Agency Heads and Agency General Counsel

FROM: ~~Peter J. Nickles~~
Attorney General

DATE: July 2, 2009

SUBJECT: Revised Policy on the Use of Personal Vehicles by District Employees
for Official Business
(AL-09-441C)

This memorandum is to provide additional guidance on the circumstances under which supervisors may authorize District employees to use personal vehicles for official business. On June 23, 2009, I issued a memorandum on this subject in which I stated that supervisors should not approve the use of private vehicles by District employees for official business, except in rare instances where doing so is absolutely necessary. This directive was based on concerns expressed to me over, among other things, an increase in claims for property damage arising out of this practice. Since that time, my Office has determined that, as a result of the District's Fleet Reduction Initiative, reliance on employees' use of personal vehicles for official transportation may be necessary and justified under some circumstances.

During the next few weeks, the District will be re-evaluating the policies and procedures that currently apply to the use of personal vehicles for official business and may implement additional requirements with respect to this process. In the interim, supervisors may continue to authorize the use of personal vehicles where other transportation options such as Metro, taxis, or Fleet Share are not reasonably available. In doing so, the supervisor should ensure that the employee is advised of the extent of the District's and the employee's potential liability with respect to such use, as detailed in my June 23, 2009 memorandum. The supervisor should also obtain satisfactory proof from the employee that the vehicle has met all applicable registration, inspection, and other requirements and that the employee holds a valid operator's license. Finally, the supervisor should require the employee to prepare a written record of the times, places, and purposes for which the vehicle was used. We will advise you of any additional requirements or developments with respect to this issue.

If you have any questions regarding this memorandum, please contact either Ralph Burns, Office of the City Administrator, at 478-9200, or Kelly Valentine, Director, Office of Risk Management, at 727-8600.

PJN/lae