

# HHS Office of the Secretary

## Executive Motor Pool (EMP) Policy

December 18, 2012

### Background

The HHS Office of the Secretary (OS) provides an Executive Motor Pool (EMP) of vehicles and drivers to support the local, official transportation requirements of executives in the Southwest Complex in Washington, DC. This service is a reimbursable service (fee-for-service) processed by OS for the Divisions using the service. Divisions who maintain a separate pool of vehicles and drivers for the transportation of their executives (e.g., CMS, ASL and ASPR) are required to use those vehicles instead of the HHS EMP. In extenuating circumstances, the four motor pools can work together to provide transportation as necessary, consistent with this policy. The service is operated by the Program Support Center (PSC), Administrative Operations Service, Division of Transportation Services.

The general authority for the EMP is found in Executive Order 10579 and in 31 U.S. Code 1344, which serves as the basis for this policy. This policy supersedes any previous EMP policies or memoranda from the Assistant Secretary for Administration.

### Authorized Users

Only Deputy Assistant Secretaries and personnel of equal or higher rank are authorized to use the EMP. Use of this service by any other personnel is prohibited. Personnel representing the approved officials in the performance of an approved official's duties are not authorized to use the EMP. HHS' organizational charts should be used as the guide to determine authorized users of the EMP.

The following officials are authorized to use the EMP:

- Immediate Office of the Secretary/Chief of Staff
- Assistant Secretaries and OPDIV and STAFFDIV Heads
- Deputy Assistant Secretaries

Following are the priorities for EMP resource allocation:

### Priority 1 Users –Immediate Office of the Secretary (IOS)

- Priority 1 includes the Immediate Office, Deputy Secretary, Associate Deputy Secretary, Chief of Staff, Chief Technology Officer, and Counselors to the Secretary. (IOS may designate a position as Priority 2.)

## **Priority 2 Users - All Assistant Secretaries and heads of OPDIVS/STAFFDIVS who report directly to the Secretary, as defined by the organizational chart.**

- Priority 2 should include only the people who head the immediate offices that report to the Secretary or are designated by IOS. This includes only Assistant Secretaries and personnel of equal or higher rank.

## **Priority 3 Users - Deputy Assistant Secretaries and positions of equal rank, as defined by the organizational chart.**

- Priority 3 should include only the people who head the immediate offices that report to Assistant Secretaries and/or heads of OPDIVS/STAFFDIVS as defined by the organizational chart. This includes only Deputy Assistant Secretaries and personnel of equal or higher rank.

Divisions are required to provide the Immediate Office of the Assistant Secretary for Administration (ASAIO) with the names and titles of authorized personnel and to keep the ASAIO informed of changes in eligibility. The ASAIO will maintain the consolidated, official list of approved users of this service, and will provide PSC's Division of Transportation Services and the Assistant Secretary for Financial Resources with changes to the list.

## **Authorized Use**

This service is provided to assist in the conduct of official business only. Transportation to and from a private residence, or to and from a public transportation terminal as part of a trip home, 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.

## **Authorized Transportation Area**

For purposes of this policy, the "local transportation" area is defined as within 30 miles of the Southwest Complex in Washington, DC. Travel to and from the CMS location in Baltimore, MD and the three local airports (Dulles, BWI, and Reagan National) also is authorized. Travel outside of this area must be approved in advance by the Branch Chief, Division of Transportation Services. Travel to "off-site" meetings outside the local area defined above, generally will 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 generally will not be considered, except as backup drivers for the Secretary and Deputy Secretary.

### **Service Availability**

Driver service is available between the hours of 7:00 a.m. and 7:00 p.m., Monday-Friday. Authorized Priority 1 and Priority 2 users may request driver service outside these hours for official business, with advance notice to the Division of Transportation Services, including providing the nature of the after-hour business. Drivers work staggered shifts that maximize the number of personnel available between the core business hours of 9:00 a.m. and 3:30 p.m.

### **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 charged to the office causing the delay. Overtime created as a result of transport delays due to vehicle failure will be charged to the Division of Transportation Services. Traffic conditions causing overtime-qualifying delays will be charged to 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. Call the EMP Office for scheduling at 202-619-2140.

### **Delayed Arrival**

For the three buildings in the Southwest 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 or 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 Southwest 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 also can 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 generally will not wait at a destination site while the passenger conducts his or 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 generally will 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 also will 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 Southwest Complex and await a call requesting pick up.

### **Transportation of Individuals with Disabilities**

HHS policy regarding the transportation of individuals with disabilities is to provide transportation to any qualified personnel within the local transportation area (as defined above), on demand. An individual with a disability becomes qualified to use the executive motor pool after requesting a reasonable accommodation through the OS Reasonable Accommodations Coordinator in the HHS Equal Employment Opportunity Compliance and Operations Division<sup>1</sup>. The individual requestor must verify that regular use of a taxi, or the metro transit system presents a safety and/or logistical difficulty. The OS Reasonable Accommodations Coordinator will provide names of the eligible persons to the OPDIV/STAFFDIV executive motor pool point of contact and the ASA Immediate Office.

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 motor pool is to provide local transportation support for designated executive personnel. To the degree that the use of drivers and vehicles to pick up and deliver correspondence, cables, packages etc. does not interfere with the operation of the EMP, 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.

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<sup>1</sup> The OS Reasonable Accommodations Coordinator is Christine H. Smith. She can be reached on (202) 619-3725 or at [Christine.Smith@hhs.gov](mailto:Christine.Smith@hhs.gov).