

July 2, 2020

To: All Agency Automotive Officers and Deputy Secretaries for Administration

Subject: COVID Vehicle Operations Update

Given our county transitions from red to yellow to green and a higher percentage of employees returning to work, several questions have arisen that indicate a need for broader communication and/or greater detail. Therefore, please be advised of the following updated or extended guidance related to operations of vehicles during Governor Wolf's COVID-19 Health Emergency Declaration.

- Out-of-State and international travel remains prohibited in accordance with the March 18, 2020 [travel directive](#) issued by the Governor's Office.
- In-state travel requests should continue to be evaluated by agency supervision and deemed necessary (i.e. mandatory work requirement, not travel for conferences, etc.). This remains consistent with the Office of Administration's Returning to Work Guide for Supervisors (RWGS), Traveling by Vehicle, pg. 19.
- Agency pool vehicles, followed by Enterprise Rent-A-Car, are still the preferred methods of in-state travel for Commonwealth drivers, when determined to be the least expensive.
 - The [Commonwealth Fleet Cleaning procedures](#), as outlined in the RWGS, pg. 20 are still in effect.
 - The Enterprise Rent-A-Car [Complete Clean Pledge](#), which encompasses enhanced vehicle, shuttle, and branch location procedures are available via the embedded link and via the RWGS, also pg. 20.
 - No more than two employees shall ride together*.
- If a driving employee, for whatever reason, indicates that they do not feel comfortable using either an agency pool car or an Enterprise rental vehicle, supervisors shall permit use of the employee's personal vehicle. In accordance with the COVID-19 Health Emergency Declaration, provisions of Management Directive (MD) 230.10, including Manual 230.1 sections 2.1-2.2, and MD 615.1, section 5.c.1 are herewith provisionally waived*.
 - Note that use of a personal vehicle is NOT required, but only as an accommodation made based on the driver's concerns and with their full consent*
 - Employees who opt to use their personal vehicle shall be reimbursed at the higher federal rate and not the lower differential rate currently in place for personal vehicle usage, when other lower cost alternatives are available. Section 2.3, paragraph 2, of Manual 230.1 to MD 230.10 is provisionally waived*.
- These latest provisional waivers and new guidance on vehicle occupancy will remain in effect for the duration of the Governor's Disaster Declaration.

* This represents broader and more specific guidance than is currently documented in the RWGS, pgs. 19-20.

Thank you for your anticipated cooperation.

Best regards,

Ken

Kenneth J. Hess | Deputy Secretary for Procurement
Department of General Services
555 Walnut Street, 6th Floor, Forum Place | Harrisburg, PA 17101
Phone: 717.787.5295 | Fax: 717.214.9505
www.dgs.pa.gov