



- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



Emergency Management Agency
2855 West Dublin-Granville Road
Columbus, Ohio 43235-2206
(614) 889-7150
www.ema.ohio.gov

GRANTS INFORMATION BULLETIN # 7

TO: All Sub-grantees

FROM: Ohio Emergency Management Agency

RE: **Vehicles Purchased with Homeland Security Grant Program Funds**

DATE: April 14, 2008

Please see attached the Ohio EMA Policy on all vehicles purchased with Homeland Security Grant Program Funds.

This policy will be included in the Preparedness Grants Branch Administration Plan.

Mission Statement

"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."

Ohio Emergency Management Agency Vehicle Policy

VEHICLES PURCHASED USING HOMELAND SECURITY GRANT PROGRAM FUNDS

Purpose:

- The purpose of this policy is to outline the guidelines set forth by Ohio EMA regarding vehicles purchased using Homeland Security Grant Funds.

Proper use:

Vehicles should be purchased to respond to CBRNE Incidents; however, secondary use is allowed should a non-CBRNE incident occur and the vehicle is needed.

If a vehicle is not used often, it may sometimes become necessary on occasion to drive it to help maintain the condition of the vehicle.

Vehicles purchased with grant funds generally should not be taken home or assigned to an individual. They should be readily available to serve their mission. On occasion it may become necessary to drive home; however, this should not be on a daily basis. (see below under improper use).

Improper use:

Vehicles should not be driven home unless it is absolutely necessary and never when that employee is on leave and unable to respond to the scene when needed. The vehicle should not be driven as a daily vehicle for routine/general business or to cut down on personal vehicle mileage.

If a specific position in the agency maintains the vehicle and is on leave or unavailable then arrangements shall be made to ensure availability and reassigned to another position to allow the vehicle to respond for the intent the vehicle was purchased.

Unallowable Expenses:

- Cost of Insurance
- Title Fees
- Fuel Costs
- All other things not allowed per federal guidance and 44 CFR

Vehicles should be fully equipped to respond as the purpose they were intended.

Any jurisdiction which purchases a vehicle and knowingly uses it for inappropriate purposes may be asked to return grant funds.