



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF MANAGEMENT & BUDGET  
LANSING

MITCH IRWIN  
DIRECTOR

March 15, 2004

MEMORANDUM

TO: All State Employees

FROM: Steven Cheal, Director, Vehicle & Travel Services (VTS)

SUBJECT: State Motor Vehicle Driver Agreement

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Governor Granholm, in this year's State of the State address, said that an important goal is to make 'Michigan the greatest place to do the greatest work'. This includes using the state's assets in the most cost-effective way. To help state employees partner with her in meeting this goal, she has issued a number of executive directives.

One of the directives, Executive Directive 2003-18 directed the Department of Management and Budget to work with state departments and agencies to implement a number of recommendations concerning the state's motor vehicle fleet. Included is a recommendation to: "Require employees and officers to sign a user agreement detailing their responsibility for proper care and use of state vehicles." To meet this requirement, VTS developed a *State Motor Vehicle Driver Agreement*.

Since you may already be driving a state motor vehicle or could be asked to drive one in the future, you are required to sign a *State Motor Vehicle Driver Agreement* and forward it to your Human Resources office by April 15, 2004. The agreement will then be filed in your official personnel file. It will remain in effect as long as you are a state employee.

As you read the agreement, you will no doubt conclude that compliance with its terms and conditions by all state employees will demonstrate our commitment to use the state's assets in the most cost-effective way.

If you have any questions about signing the agreement, please contact your Human Resources office. If you have any questions about the terms and conditions of the agreement, please contact VTS at (517) 322-5000.