

STATE OF MICHIGAN  
DEPARTMENT OF TECHNOLOGY,  
MANAGEMENT & BUDGET  
VEHICLE & TRAVEL SERVICES

VTS DRIVER  
QUICK REFERENCE GUIDE

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## ADD-ON EQUIPMENT

Departments wishing to add any equipment to state vehicles must have prior written approval from VTS.

Submit a completed DTMB-0068 Add-On Equipment Request found at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13133\\_13724-90155--,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13133_13724-90155--,00.html) to your department vehicle coordinator. When additional equipment increases the operational costs of vehicles, these costs will be passed on to the department.

## AIR BAG DEACTIVATION

See [Civil Service Regulation 1.04 Reasonable Accommodation](#).

## ALCOHOL

See MICHIGAN VEHICLE CODE (EXCERPT), Act 300 of 1949 [257.624a Transportation or possession of alcoholic liquor in container open or uncapped or upon which seal broken; violation as misdemeanor; exception; definitions.](#)

See [Civil Service Regulation 2-8 Drug and Alcohol Testing.](#)

## APPROVED DRIVERS/USAGE

See Administrative Guide to State Government Policy [0410.01 State Government Motor Vehicles – General Responsibilities](#) , [0410.02 State Motor Vehicle Assignment](#), [0410.03 Motor Vehicle Use – Special Approvals.](#)

## CAR WASHES

Drivers are responsible for keeping the interior and exterior of their vehicles clean.

Drivers may utilize the car wash at the VTS Secondary Complex garage. Other car washes can be obtained at fueling stations or at an independent wash location that accepts the WEX fuel card.

See [Car Wash Guidelines.](#)

## COLLISION AND VANDALISM REPAIR

In the event of a collision or incident of vandalism, the driver should make notes about the accident; the Your Car Papers envelope shows the type of information that should be recorded. This information will be needed when filing an accident report, and departments may require that a driver submit such a report.

The driver must:

- File a report with local police. If the police cannot make an on-scene investigation, the driver must go to the police department and file a report. If the police will not take a report, the driver should simply write a statement which explains that circumstance.
- Mail or fax a police report or personal your statement to:  
Wheels Inc., State of Michigan Repair Services (MAP) Collision Management  
666 Garland Place  
Des Plaines, IL 60016  
FAX: 847-699-8491
- Request reimbursement for any cost incurred for obtaining copies of police reports from your department through the designated travel reimbursement system.
- Report the accident to the MAP Fleet Services Collision Center at 1-800-937-8149. The Collision Center will:
  - Complete crash report over phone.
  - Assess damages and determine repair action.
  - Arrange for towing when necessary.
  - Identify vendor for repairs.
  - Authorize all repairs and assure timely completion
  - Arrange for alternate transportation if necessary.
- If provided a rental vehicle, contact your Department Vehicle Coordinator the next working day. The Department Vehicle Coordinator will determine the most cost effective means of travel during assigned vehicle downtime.

## FIREARMS AND EXPLOSIVES

See [Civil Service Regulation 2.05 Workplace Safety](#).

## FUELING GUIDELINES

### GENERAL INFORMATION

- A fuel card is assigned to every state vehicle. Fuel cards must only be used for the vehicle to which it is assigned. Fueling of other vehicles, equipment or fuel cans is prohibited.
- Drivers must utilize fuel stations which accept the WEX fuel card.
- Drivers should always utilize the self-service pump when available.
  - When driving a flex fuel vehicle, drivers are encouraged to purchase ethanol E85 fuel.
  - Otherwise, drivers may purchase regular unleaded gasoline, diesel fuel, or biodiesel fuel.
  - Purchase of super unleaded or premium fuel is prohibited.
- The cost of fueling commercial rental vehicles is the responsibility of the employee. Drivers must request reimbursement from their department through the designated travel reimbursement system.
- If the fuel card does not work, drivers should follow the instructions on the back of the card. Request that the station attendant contact WEX at 1-800-842-0071. If there is no resolution, the driver should pay and request reimbursement from their department through the designated travel reimbursement system.

### FUEL CREDIT CARDS

At the time of purchase, the driver must enter the vehicle's odometer reading and a fuel card PIN (Personal Identification Number) at the pump. The PIN is the last six digits of the driver's employee ID, which is also known as the HRMN ID, and identifies the driver as the purchaser.

All fuel credit card purchases must be itemized on the credit card receipt.

Use of the fuel card is limited to:

- Fuel
- Oil (added oil only; the fuel credit card should not be used for oil changes)
- Diesel Emission Fluid
- Windshield Washer Solvent (a maximum of 2 gallons)
- Gas station car washes or stand-alone washes.

State-provided fuel credit cards may **not** be used to purchase:

- Food or beverages
- Items for personal use
- Octane booster or gasoline treatment
- Fuel for other than the assigned vehicle
- Rental vehicles
- Any products or services not for the assigned vehicle
- Road maps

- Employee lockout of vehicle (contact MAP, but cost is the driver's responsibility)
- Towing (contact MAP)
- Lightbulbs and repairs (contact MAP)
- Oil change (contact MAP)
- Maintenance (contact MAP).

Report lost, damaged, or stolen fuel cards to Wheels Fuel Card Customer Service at 1-800-937-8149 immediately. Drivers must provide the vehicle number and verify the address to which the replacement card will be mailed.

Once a fuel card is reported lost or stolen, it is removed from the system. If anyone tries to use it, the stations will not honor it.

## IDLE REDUCTION

Employees operating the State fleet of motor vehicles, buses, and heavy-duty equipment are directed to turn off their vehicle engines instead of allowing them to idle for any length of time. Drivers must turn off vehicle engines when vehicles or equipment will be stationary for more than five minutes, except when in traffic. State of Michigan employees and contractors must operate vehicles and equipment used for state business in a manner which minimizes engine emissions.

Drivers are expected to use discretion and refrain from turning off the engine when a safety risk exists, when operation of auxiliary equipment requires running the engine, or when the vehicle's manual specifies otherwise. This guidance does not apply to law enforcement or to the Michigan Department of Transportation (MDOT).

## ILLEGAL DRUGS

See [Civil Service Regulation 2-7 Drug and Alcohol Testing](#).

## INSURANCE

State-operated vehicle drivers and passengers are insured under Michigan's "no-fault" [insurance statute](#). The certificate of "no-fault" insurance is provided with each vehicle, is updated annually, and must be kept in the glove box of the vehicle.

## KEYS

If an ignition key is lost, contact VTS at 517-322-5000 to obtain duplicate key information and directions for obtaining a replacement key. VTS does not reimburse the cost for emergency service related to lost keys or when a driver becomes locked out of the vehicle.

Contact VTS to obtain additional keys. Department are responsible for the cost of additional keys.

## LICENSING

All drivers must have a valid driver license in their possession. Departments must insure that a signed Driver Agreement is on file for each driver. Driver license numbers will be requested for drivers involved in accidents with state-provided vehicles.

See MICHIGAN VEHICLE CODE (excerpt), Act 300 of 1949, [257.301 Valid operator's or chauffeur's license required; group designation and indorsements; surrender of other valid licenses; notice; number of licenses permitted; certifying nonpossession of valid license.](#)

See [Omnibus Transportation Employee Testing Act of 1991](#).

## MAINTENANCE ASSISTANCE PROGRAM (MAP) 1-800-937-8149

A Maintenance Assistance Program (MAP) is provided for drivers of state vehicles. A MAP guide is provided with each vehicle and is located in the Your Car Papers folder in the vehicle glove box. It identifies how to use the MAP program and provides a maintenance schedule for your vehicle.

When maintenance is required, a driver must contact MAP at 1-800-937-8149. MAP Advisors will refer the driver to a vendor for service. These vendors are monitored for quality of work and provide services at a discounted price. MAP will authorize repairs and payment. Drivers do not have the authority to authorize repairs.

## MOTOR POOL VEHICLES

All drivers of motor pool vehicles are responsible for the condition of the vehicle. Any vehicle issues should be reported in the Comments section of [FleetCommander](#) (the automated motor pool reservation software) upon return of the vehicle.

Drivers must return the vehicles on time with

- At least  $\frac{3}{4}$  tank of fuel
- A clean interior, free of debris
- An exterior free of excessive dirt or grime.

## OUT-OF-STATE TRAVEL

With departmental approval, vehicles may be driven outside of Michigan on official business. Follow the department's established approval process.

For travel in Canada, contact VTS at 517-322-5000 for authorization and to obtain a Canada Non-Resident Inter-Province Motor Vehicle Liability Insurance certificate.

For travel in Mexico, contact VTS at 517-322-5000 for authorization at least six weeks in advance of planned travel in order to allow sufficient time to obtain an auto insurance policy underwritten by a Mexican insurance company.

## PARKING

Parking charges allowable under the [Standardized Travel Regulations](#) are a direct traveling expense. Drivers must request reimbursement from their department through the designated travel reimbursement system.

## PUBLIC CONDUCT AND SAFETY

Use of state vehicles is for official business only. See THE MANAGEMENT AND BUDGET ACT (EXCERPT), Act 431 of 1984, [18.1215 Motor vehicle and person to whom motor vehicle assigned; restrictions.](#)

Shopping and performing personal errands in a state-operated vehicle are prohibited, unless approved as noted in Administrative Guide to State Government [0410.03 Motor Vehicle Use – Special Approvals.](#)

State vehicles are easily identified. Drivers should remember that they represent the State of Michigan while using these vehicles.

- Observe all the posted speed limits and traffic rules and regulations.
- Drive safely, with everyone in the vehicle wearing a seat belt.
- Drive defensively, watching out for other vehicles.

## REPAIR AND MAINTENANCE OF VEHICLES

### GENERAL INFORMATION

- Drivers are responsible for proper maintenance of the vehicle.
- A MAP guide is provided with each vehicle and is located in the Your Car Papers folder in the vehicle glove box. It identifies how to use the MAP program and provides a maintenance schedule for your vehicle.
- Oil changes should be completed according to the MAP guide mileage intervals for your vehicle or at a minimum of once a year.
- Preventative maintenance must be completed as identified in the vehicle MAP guide.
- All other maintenance must be completed immediately once an operational problem is identified.
- Check all fluid levels at regular intervals including when fueling.

### PREVENTATIVE MAINTENANCE

- Drivers are responsible for proper maintenance of the vehicle. Review the preventative maintenance schedule in the vehicle MAP guide for the necessary maintenance activity and frequency required.
  - If within 45 miles of Lansing, schedule an appointment with the Secondary Complex Garage at 517-322-5118 for required maintenance.
  - Outside of Lansing, contact MAP at 1-800-937-8149 for assistance.
- Present the MAP guide to the vendor and instruct them to use the Scheduled Authorization number, found on the back of the guide, to complete the maintenance service required.
- The vendor is only authorized to complete work listed on the schedule. If additional work is needed, the vendor must obtain approval from the MAP authorization center at 1-800-937-8149 before beginning the work.
- It is the vendor's responsibility to obtain prior authorization for specific work over \$75.00.
- Drivers are responsible for monitoring the condition of their tires. If repair or replacement is needed, contact MAP at 1-800-937-8149 for assistance.
- Billing instructions for pre-approved work are provided in the vehicle MAP guide and must be followed by the vendor to assure prompt payment.

## UNSCHEDULED MAINTENANCE

- When a vehicle is not performing properly, proceed to the VTS Secondary Complex garage or call the MAP authorization center at 1-800-937-8149. The authorization center will assist drivers in locating and selecting a vendor.
- The driver should proceed to the designated repair facility. If vehicle cannot be driven, the authorization center will arrange for transporting to a repair site.
- It is the vendor's responsibility to obtain authorization from the MAP authorization center for work over \$75.00. It is only with this advance authorization that a vendor is assured of payment.
- If the driver is provided with a rental vehicle, the driver must contact their Department Vehicle Coordinator the next working day. The Department Coordinator will determine if a rental vehicle is the most cost effective means of travel during assigned vehicle downtime.

## EMERGENCY REPAIR

- Emergency roadside service and towing can be obtained 24/7 and 365 days/year by calling MAP at 1-800-937-8149.
- Drivers and departments are responsible for road service charges resulting from driver negligence.

## SEAT BELTS

See MICHIGAN VEHICLE CODE (EXCERPT), Act 300 of 1949, [257.710d Child restraint system required; position; exceptions; violation as civil infraction; points; abstract; exemption by rules; alternate means of protection](#) and [257.710e Safety belt required; driver or passenger to which section inapplicable; transporting child 4 years of age but less than 16 years of age; enforcement of section; violation as evidence of negligence; reduction of recovery for damages; violation as civil infraction; reports of police harassment; effect of primary enforcement; report of findings; intent; assessment of points prohibited.](#)

## SMOKING

Smoking is NOT allowed in any state-provided vehicle at any time by anyone. The use of electronic cigarettes is not allowed in any state-provided vehicle at any time by anyone. Appropriate disciplinary action may be taken, up to and including dismissal.

## STATE SEALS

Drivers are responsible for the proper display of the state seal on both front vehicle doors and may not remove a seal. If the seal is missing or needs to be replaced, contact VTS immediately at 517-322-5000 for replacement.

To apply for assignment of an unmarked state motor vehicle, the department must provide VTS with a written request explaining the need. VTS will review this request to determine whether an unmarked state motor vehicle is justified.

## THEFT OF VEHICLE

Immediately report a stolen vehicle to the local police. If the police cannot make an on-scene investigation, a driver must file a report at the police department. A driver must also report any stolen vehicle to their department vehicle coordinator, Wheels at 1-800-937-8149 and VTS at 517-322-5000.

If a stolen vehicle is recovered, contact your department vehicle coordinator and VTS immediately.

## TICKETS

Drivers are responsible for the payment of any parking tickets or moving violations.

## TIRES

Drivers are responsible for monitoring the condition of the tires on their vehicle. If repair or replacement is needed, drivers should contact MAP at 1-800-937-8149 for assistance.

## TOLLS AND PERMITS

Bridge and road tolls and daily state park permits when conducting state business are allowable under the [Standardized Travel Regulations](#) as a direct traveling expense. Drivers must request reimbursement from their department through the designated travel reimbursement system.

## TRAVEL LOGS

Drivers must maintain travel logs for both permanent and daily (motor pool) vehicle assignments, according to Administrative Guide to State Government Policy [0410.01 State Government Motor Vehicles – General Responsibilities](#).

Travel logs are to be submitted as instructed by each department. Failure to submit accurate mileage reports may result in loss of state vehicle privileges.