

Treasury Documentation

Subject: State Vehicles/Personal Vehicles on State Business, Assignment and Usage

For: EMPLOYEE HANDBOOK
HEALTH AND SAFETY HANDBOOK

Also See: ET-03012,24
73,83,84; JA-05068;
PT-03014, 129

Identification	ET-03048 Policy
Effective Date	5-1-2005
Replaces	ET-03048 (10-1-1998) JT-03066 (10-1-1998) PT-03015 (10-1-1998) BT-03001(10-1-2001)
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General

The Department of Management and Budget (DMB) Vehicle Services Division provides guidelines for assignment and use of State vehicles and use of personal vehicles on State business. The Standardized Travel Regulations (STR) and schedule of rates are posted on DMB's Web site. Also, the Administrative Guide to State Government, Section 400 contains procedures relevant to travel and State vehicles. At the DMB home page, click on "Agency Services" then "Travel" or "Vehicle Services." Also, see Policy ET-03083 in the Employee Handbook or on Treasury's Intranet regarding traveling on State business.

Possession of a valid driver license is required for operation of any State vehicle or use of a privately owned vehicle on State business. Use of a State or privately owned vehicle without a valid license will result in the employee being subject to disciplinary action.

Smoking is prohibited in all State-owned vehicles in accordance with Executive Order No.1992-3 and Treasury Policy ET-03084 in the Employee Handbook or on Treasury's Intranet.

State Car for Temporary Use

DMB Vehicle Services provides guidelines for temporary use of a State car via the Vehicle Breakeven Calculator. The Breakeven Calculator may be accessed on the Vehicle Services Web site under "How to get a Vehicle". When DMB Vehicle Services Division pool cars are available, drivers expecting to travel more than 100 miles per day must request and use a State vehicle or be reimbursed at the standard (as opposed to premium) rate for use of their privately-owned vehicle. Exception may be made if, in the opinion of Finance and Accounting Division, it is more effective to permit the use of the privately owned vehicle. See "Use of Privately Owned Vehicle for State Business" section below.

To request a State car for temporary use, go to DMB's Web site, click on "Vehicle Services," "Motor Pools," and then "Motor Pool Reservations." Fill in the on-line reservation form for the appropriate location.

In order for the reservation to be processed, you must fill in the following fields in the Accounting Data section:

- appropriation year
- index code
- agency object code.

Refer to Treasury Policy ET-03083 for index and agency object code information. Contact the Department Travel Coordinator for any assistance in filling out the form.

Permanently Assigned State Vehicle

DMB Vehicle Services Division provides guidelines regarding permanent assignment of State vehicles via the Vehicle Breakeven Calculator. The Breakeven Calculator may be accessed on the Vehicle Services Web site under "How to get a Vehicle".

Minimum usage relates to the vehicle and not to the driver. Vehicle usage shall be reviewed quarterly by supervisors. Supervisors should maintain the minimum mileage per vehicle by exchanging assigned vehicles between drivers exceeding the minimum mileage and drivers falling short of the minimum mileage. Such exchanges will take place throughout the fiscal year. Supervisors should notify Finance and Accounting Division of all driver changes.

To request a permanently assigned state vehicle, contact the Department Travel Coordinator for more information.

Gas Credit Card Use

When DMB Motor Pool assigns a car (temporary use or permanent), the employee is given a gasoline credit card to pay for any charges relating to the assigned car only (gas, oil, etc.) Do not use the card for other types of travel expenses. (See Policy ET-03083 for travel and reimbursement for non-vehicle expenses.) If possible, return temporary use cars with a full tank of gas.

The employee must maintain the original gasoline credit card receipts for a minimum of one year.

Whenever possible, an employee using a State car should use State-owned service facilities or pay with the gasoline card provided by DMB for the assigned car. If State-owned services facilities are not available or if the proprietor will not accept the State gasoline card, the employee will be reimbursed for out-of-pocket expenses. Complete form DMB-47 VTS DRIVER EXPENSE REIMBURSEMENT VOUCHER (from DMB's Web site) and submit with original receipts to the address on the form. (Do not request this type of reimbursement on form DMB-23 TRAVEL EXPENSE VOUCHER.)

Home to Work Approval

Each September, employees must report mileage between assigned workstation and residence on form MTD-12 ANNUAL HOME TO PLACE OF WORK APPROVALS and submit it to the Travel Coordinator in the Finance and Accounting Division for forwarding to DMB Vehicle Services. When approval is received, the Travel Coordinator will send a copy of the approved MTD-12 to the employee.

See Policy ET-03024 in the Employee Handbook and on Treasury's Intranet for definition of assigned workstation.

Employees authorized as above to use a State-owned vehicle between assigned workstation and residence shall report miles driven between the assigned workstation and residence as personal mileage, a taxable benefit. This mileage must be reported quarterly to the Travel Coordinator in the Finance and Accounting Division. Report quarterly mileage by the 7th of February, May, August and November (e.g., November, December and January mileage is due February 7). Income tax will be withheld on the value of this mileage (based on the federal rate) and deducted from the first payroll warrant issued after report is submitted. Total value of personal mileage will be reported for income tax purposes on the employee's form W-2 WAGE AND TAX STATEMENT as "Other Compensation."

Mileage between the assigned workstation and residence shall not be reported as personal mileage if determined to be "en route" mileage. En route mileage is defined as miles driven in a State vehicle from the assigned work station with a possible stopover at the residence en route to an assignment in the opposite direction from the work station.

Example: An employee's workstation is Traverse City. The driver resides north of Traverse City in Elk Rapids. If the employee has an assignment north of Elk Rapids, in Charlevoix for example, and the assignment begins at starting time, it would be permissible for the employee to take the vehicle home on the evening prior to the assignment. The employee's home is en route to the assignment and no reimbursement or taxable benefit report is required.

Daily Logs and Monthly Reports

Each driver must complete form VTS-10 OFFICIAL DAILY TRAVEL LOG or an approved official daily report or daily log. A copy of form VTS-10 or an approved daily report should be submitted to the supervisor with form 1937 MONTHLY USAGE REPORT each month. Failure to submit these records may result in loss of driving privileges and disciplinary action.

Supervisors forward form 1937 to the Travel Coordinator in the Finance and Accounting Division, where mileage is logged for each vehicle and related charges verified. (See Job Outline JA-05068.)

Use of Privately Owned Vehicle for State Business

Use of privately-owned vehicle for official State travel may be authorized when a State-owned vehicle is not available, or when DMB Vehicle Services Division and the Department determines that the use of a privately-owned vehicle is in the best interest of the State.

An employee who declines assignment of a State vehicle, opting instead to use his/her privately owned vehicle, will be reimbursed at the **standard rate**. If a State-owned vehicle is requested at a later date but is not available for immediate assignment, an employee will be reimbursed at the standard rate for his/her privately owned vehicle until a State-owned vehicle can be assigned.

If private vehicle use is authorized, mileage will be reimbursed at the **premium rate** only in the following situations:

Employees with workstations where no DMB Vehicle and Travel Services Division pools are maintained and/or no State car is available, pools are located at the Capitol Complex, the Secondary Complex, Escanaba, Cadillac Place and Traverse City.

- Employees who occasionally use a privately-owned vehicle on official State business and who drive less than 100 miles on any one day.
- Employees with written authorization from Vehicle Services Division to drive a privately owned vehicle for official State travel at the premium rate in lieu of a permanently assigned state vehicle.
- (For employees who travel regularly, but do not meet minimum monthly use for a permanently assigned state vehicle) Form A-1027 REQUEST FOR AUTHORITY TO USE PRIVATELY OWNED AUTOMOBILES has been submitted to the Travel Coordinator and approved by Finance and Accounting Division. This form must be resubmitted annually.

A combination of premium and standard mileage is not allowed during any one trip from an employee's workstation.

To claim reimbursement for mileage on a personal vehicle, prepare form DMB-23 TRAVEL EXPENSE VOUCHER. See Policy ET-03083 in the Employee Handbook or on Treasury's Intranet. Premium and standard mileage reimbursement rates are published on DMB's Web site under "Agency Services", Travel page.

Individuals assigned a State vehicle who drive a privately owned vehicle will not be reimbursed for mileage. The only exceptions would be an inoperable State vehicle or other special circumstances requiring prior approval of Finance and Accounting Division.

An employee who is denied use of a State-owned vehicle due to failing to comply with DMB Vehicle Services Division's regulations or possessing an unacceptable driving record shall be reimbursed at the standard rate. Reimbursement for mileage of a privately owned vehicle will be denied if operator is found operating a vehicle with an invalid driver license.

An employee who averages more than 1300 miles per month must request the assignment of a State vehicle or elect to be reimbursed at the standard rate. The Supervisor is responsible for reviewing the employee's travel quarterly and for notifying the employee and Finance and Accounting Division when employee's mileage exceeds 1300 miles per month.

Non-Duty Use of State-Owned Vehicle

Section 0410.02 of the Administrative Guide defines official state business as "travel to any function, event or location that is visited as part of official duties." State-owned vehicles must not be used for personal mileage. Abuse will result in disciplinary action.

Maintenance Assistance Program (MAP)

Drivers are responsible for proper maintenance of assigned State vehicles. Refer to the DMB Vehicle Services Web site for further information regarding scheduled and unscheduled maintenance. The Maintenance Assistance Program is provided through a private contractor. Information regarding the program may be found on the DMB Vehicle Services Web site and the MAP guide located in the glove box of the assigned vehicle.

Accident With State/Personal Vehicle

If you are involved in an accident while driving a State vehicle or personal vehicle when traveling on State business, you must:

1. Report the accident to the local police.
2. **Immediately** notify your supervisor.
3. File form 1899 TREASURY ACCIDENT REPORT and DMB-VTS 72 VEHICLE DAMAGE REPORT. (See Policy ET-03073 and Procedure PT-03129, in the Employee Handbook or on Treasury's Intranet.)

If driving a State vehicle, you must also:

- **Immediately** call the Maintenance Assistance Program (Collision Management Center) to report the accident and arrange for towing if the vehicle is undrivable.

Refer to Section 0410.04 of the Administrative Guide for further information.

Other

See Section 0410.04 of the Administrative Guide for additional information on:

- Use of credit cards
- Care and maintenance
- Service and repairs
- Insurance coverage
- Accident report
- Licensing and Driver's responsibilities.

End