

**VEHICLE AND TRAVEL SERVICES
CAR WASH GUIDELINES
May 2015**

Drivers of state vehicles must obtain car wash services at any car wash facility which accepts the Wright Express WEX card, provided the services fall within the frequency and cost guidelines outlined below.

The lowest cost option must always be selected. In most cases, the DMB/VTS Car Wash Facility at the Secondary Complex will be the lowest cost followed by automatic car washes at gas stations.

Drivers are not allowed to:

- Use MAP to obtain car wash and detail services from a dealership or other repair facility. (Car wash services at dealerships and other repair facilities must be charged on the Wheels Express WEX fuel card and follow the frequency and cost guidelines.)
- Pay for a car wash and request reimbursement from VTS.
- Purchase vehicle accessories and/or additional items purchased for the convenience or comfort of the drives; prohibited items include tissues, air fresheners, cleaning supplies, wheel polish, and maps.

Definitions:

Basic Car Wash uses soft cloth, brushes, or hand washing.

Interior/Exterior Wash includes basic car wash, vacuuming of inside and trunk, inside window cleaning, interior vinyl and tire cleaning.

Detailing includes basic car wash, cleaning, and shampooing upholstery and carpet; it does **not** include exterior waxing or buffing.

Frequency and Cost Guidelines

A vehicle shall only be washed if it is dirty (clumps of mud on vehicle, decal obscured, excessively dusty, etc.).

The range of costs listed is based on a survey of car wash vendors and are the predominate cost for car washes. Drivers shall choose the lowest cost car wash available.

Car Washes for General Fleet

Type of Service	Frequency	Approved Cost
Exterior Basic Car Washes	No more than every two (2) weeks if needed	Range: \$3 to \$6; maximum allowable: \$9.
Interior/Exterior Wash *	No more than every two (2) months, if needed	Range: \$10 to \$15; maximum allowable: \$20

Car Washes for Law Enforcement Patrol Vehicles – includes DNR Law

Type of Service	Frequency	Approved Cost
Exterior Basic Car Washes	No more than every (1) week, if needed	Range: \$3 to \$6; maximum allowable: \$9.
Interior/Exterior Wash *	No more than every (1) month, if needed	Range: \$10 to \$15; maximum allowable: \$20

* No special circumstances are required for biohazard decontamination. This would include interior cleaning only of blood and body fluids and insect infestation.

Vendors should contact DTMB-Financial Services for instructions on how to bill for such decontamination services. Call Brooke Cramer at 517-335-0954 or Kay Baker, at 517-373-8806.

Detailing for General Fleet

Type of Service	Frequency	Approved Cost
Detailing	No more than every year, if needed	Negotiated lowest price in an area but no more than \$75

Detailing for Law Enforcement Patrol Vehicles – includes DNR Law

Type of Service	Frequency	Approved Cost
Detailing	No more than every year, if needed	Negotiated lowest price in an area but no more than \$75

Exceptions

Prior approval from VTS is required for any exceptions to these guidelines.

MSP posts may use on-site car washes pre-approved by VTS for exterior/interior washes only when drivers do not have access to a commercial vendor in the vicinity. Exceptions will be handled on a case by case basis.

Departments can expect that if vehicles are being washed more frequently than the guidelines allow, VTS will request further information about the need for the car wash.

Car wash questions should be directed to DMB, VTS, VTScustomerservice@michigan.gov, or 517-322-5000.