

State Of Michigan Motor Vehicle Driver Agreement

Frequently Asked Questions

1. Where can I find the State Vehicle Policy and Practice Guide?

The State Vehicle Policy and Practice Guide is no longer being published as the information is found in other materials.

2. Where can I find the Administrative Guide to State Government, Policies 0410, 0420 and 0440?

You can find links to the Administrative Guide to State Government on the DTMB home page under "Governance" (http://www.michigan.gov/dtmb/0,5552,7-150-9131_9347---,00.html).

3. Statement #2 on the Driver Agreement states "I agree to have preventive maintenance performed on the state motor vehicle assigned to me as outlined in the State of Michigan Vehicle Maintenance Assistance Program (MAP)." Does this mean I am responsible for maintenance on pool or shared vehicles?

Each state motor vehicle is assigned to an individual who is responsible for ensuring that maintenance (including preventative maintenance) and repairs are completed. As an occasional driver, you should report needed maintenance to the individual the vehicle is assigned to. If you do not know whom the vehicle is assigned to, report the needed maintenance to the vehicle coordinator in your department or vehicle contact in your office as soon as an operational problem is identified. Routine maintenance should be handled per your department's procedures.

4. The agreement states that use of state motor vehicles is for official state business purposes only. What are the policies on personal use of a state motor vehicle?

The driver agreement was developed to address the most common obligations when driving a state vehicle. Administrative Guide 0410.02 - State Motor Vehicle Assignment (http://www.michigan.gov/dmb/0,1607,7-150-9131_9347-28214--,00.html) provides information on personal use of vehicles by department directors, designated primary agency directors and appointed and elected officials. These are the only individuals who are allowed personal use of state motor vehicles.

The policy also provides information for approval of home to place of work use of state motor vehicles and use of vehicles during non-duty hours on overnight assignments. These uses are not considered personal use. Personal use of a state motor vehicle is not permitted except as noted above.

It is not the intent of the driver agreement to replace the policy that allows department directors and designated primary agency directors personal use of a state motor vehicle (Public Act 431 of 1984, 18.1215). There is a separate agreement for department directors, designated primary agency directors and appointed and elected officials.

5. Are all state employees required to sign the agreement?

Yes. Because any state employee may be required to drive on state business at some time, all employees are required to sign the agreement. The agreement will be included in the "new hire" packet for all state employees.

6. What happens if an employee refuses to sign the agreement?

VTS will not allow an employee who has not signed an agreement to drive a state vehicle. The Office of the State Employer (OSE) will be providing direction to each department's Human Resources officers regarding employees who refuse to sign the agreement.

The document is meant to inform employees of their responsibilities, all of which are and have been existing policy. All employees are accountable for compliance with these policies.

7. Does a contract employee, volunteer, etc. have to sign a driver agreement?

Yes, anyone who may operate a state motor vehicle must sign the agreement. We have revised the agreement so that it can be completed by non-state employees and state employees who live outside of Michigan. Non-state employees will provide their driver license number instead of a state employee ID number. The new version of the agreement is available on the VTS website at http://www.michigan.gov/dmb/0,1607,7-150-9141_13133_13724-88496--,00.html.

8. Was the agreement reviewed by departments, OSE and unions before being implemented?

The agreement was sent to the OSE for a preliminary review. They forwarded it to the employee unions. Once approved by the OSE, it was presented to the Human Resources Council. After their suggestions were incorporated into the agreement, it was sent to all employees.

9. There is no MAP packet in the state vehicle I drive. How can I get a new MAP packet?

To obtain the MAP packet for the vehicle, call MAP at 1-800-937-8149, choose MAP prompt #1 for MAP Passport replacement. You will be asked for the vehicle unit number and your name and address so the packet can be mailed directly to you. The MAP folder includes instructions for obtaining maintenance and repairs and the maintenance schedule for the vehicle.

Additional materials in the vehicle papers folder include a copy of the State Vehicle Policy and Practice Guide, the State of Michigan Certificate of No-Fault Insurance, a Vehicle Damage Report form and several other documents. Contact VTS at 517-322-5000 or e-mail VTSCustomerService@michigan.gov if you need a replacement packet.

10. When does the "no smoking in state vehicles" clause apply?

Smoking is never allowed in any state vehicle (Administrative Guide Procedure 0410.04). This does not apply when an employee uses their **personal** vehicle for business travel.

11. What should be filled in under "Driver's Employee ID Number"?

Enter your official State of Michigan Employee ID number – a 6 or 7 digit number that appears on your bi-weekly earnings statement.

Non-state employees (contractors, volunteers, etc.) who do not have a State of Michigan Employee ID number should enter their driver license number in the space provided.

12. Is my driver license number required?

If you do not have a State of Michigan Employee ID number, the driver license number and state of issuance must be completed.