

## 0410.01 State Government Motor Vehicles - General Responsibilities

Issued: January 6, 1997  
Revised: June 21, 2012  
Reviewed: July 6, 2015

### PURPOSE

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To provide cost-effective motor vehicle transportation services for use by state employees/agents on official state business.

### APPLICATION

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Executive Branch Departments and Sub-units and other state operations that utilize state motor vehicles provided by the Department of Technology, Management & Budget, Vehicle and Travel Services.

### CONTACT AGENCY

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Department of Technology, Management and Budget (DTMB)  
Office of Support Services (OSS)  
Vehicle and Travel Services (VTS)  
6951 Crowner Drive  
P.O. Box 30026  
Lansing, MI 48909  
  
Telephone: 517-636-6000 Customer Service  
Fax: 517-636-6747

### SUMMARY

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General responsibilities of DTMB and departments with regard to general vehicle procedures.

### APPLICABLE FORMS

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DTMB-0063 State of Michigan Motor Vehicle Driver Agreement  
[VTS Driver Reference Guide](https://www.michigan.gov/documents/dtmb/VTS_Drivers_Quick_Reference_Guide_FINAL_06022015_491867_7.pdf?20150706110907) (https://www.michigan.gov/documents/dtmb/VTS\_Drivers\_Quick\_Reference\_Guide\_FINAL\_06022015\_491867\_7.pdf?20150706110907).

### PROCEDURES

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#### DTMB VTS

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- Issues directives concerning all vehicles owned, leased or otherwise secured by the state, including:
  - Acquisition, lease, maintenance, operation, replacement and disposal.
  - Use of state-provided motor vehicles for personal and official business.

- Regulation of conditions for use of privately owned motor vehicles on official business.
- Maintenance of motor vehicle titles and insurance inventories.
- Assignment of motor vehicles, permanently or temporarily, to institutions of higher education.
- Establishment of rates charged for use of motor vehicles.
- Display of distinctive vehicle registration plates and other external markings on state motor vehicles.
- Establishes and operates motor vehicle repair centers and motor pools.
- Establishes actual per mile reimbursement rates for privately owned vehicles used on official state business under specified conditions.
- Accommodates unique transportation situations by granting special reimbursement rates.

### **Agency (Customer)**

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- Uses VTS motor vehicle transportation services on official state business.
- Identifies a department vehicle contact to handle all motor vehicle requests.
- Ensures that drivers comply with the DTMB basic requirements for state-provided motor vehicle assignments including care and maintenance of vehicles. The [VTS Driver Reference Guide](#) provides information for departments and drivers regarding the proper use of state vehicles.
- Ensures that all drivers (state employees who reside in or outside the state of Michigan, contractors, agents, students, volunteers and other non-state employees):
- Have signed the State of Michigan Motor Vehicle Driver Agreement (DTMB-0063).
- Possess a valid driver's license before operating a state-provided vehicle.
- Comply with all regulations.
- Ensures accurate timely reporting of all mileage for accurate billing.
- Maintains logs of all travel completed in state government motor vehicles.
- Ensures timely reporting of all accidents, theft and vandalism involving state government motor vehicles.

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