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LONGER BEING UPDATED.**

**State of Michigan
Department of Technology, Management
& Budget
Vehicle & Travel Services**

**STATE VEHICLE
POLICY AND PRACTICE GUIDE
2014**

**This guide includes State of Michigan, Department
of Technology, Management & Budget Policies
and Practices for State Provided Vehicles.**

Dear Driver:

These instructions are designed to assist departments and drivers in the proper use of state provided vehicles.

Only essential driving information is included. A more detailed explanation of the rules and regulations governing the operation of state vehicles is included in the Administrative Guide to State Government.

VTS will be happy to answer any of your questions about the use and care of your State vehicle. Any questions regarding procedures in this publication should be referred to Vehicle & Travel Services, 6951 Crowner Drive, P.O. Box 30026, Lansing, Michigan 48909, phone (517) 322-5000.

**Drive safely, obey all traffic laws
and remember to buckle up.**

State of Michigan
Department of Technology, Management
& Budget
Vehicle & Travel Services

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State of Michigan
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POLICIES & PRACTICES

Add-On Equipment

Any equipment added to state vehicles must have prior written approval from VTS. All add-on equipment is the joint responsibility of drivers and departments. When additional equipment increases the operational costs of vehicles, these costs will be passed on to the department.

Air Bag Deactivation

After review of rules relating to vehicle air bag operation, VTS is not able to allow the use of on/off switches for air bags on State provided vehicles. In those cases where reasonable accommodation is appropriate as provided for by the Americans with Disabilities Act, VTS will review air bag deactivation requests on a case by case basis.

Alcohol

The consumption of any type of alcoholic beverage or being in the possession of any type of alcoholic beverage, while operating or in the possession of a state provided vehicle is strictly prohibited. The appropriate disciplinary action will be taken, up to and including dismissal.

Approved Drivers/Usage

Vehicles are to be used for Official State Business only. Official State Business is defined as travel to any function, event or location that is visited as part of official duties. The State provided motor vehicle may be used on non-duty hours on overnight assignments away from the workstation when other forms of transportation are not available. However, use is limited to the immediate vicinity of the assignment area. (See procedure 0410.02 in Administrative Guide to State Government.)

Home to office use for other than department directors and specified primary agency directors or officials must be approved by submitting a VTS-12 (Home to Office Use) to Vehicle & Travel Services. (See procedure 0410.03 in Administrative Guide to State Government.)

Car Washes

Drivers are to keep the interior and exterior of their vehicles clean. VTS car wash policy suggests that when your vehicle is dirty, it should be washed.

VTS operates a car wash at its Lansing repair facility. Other car washes can be done at time of fuel fill up or at an independent wash location that accepts the State Wheels/Wright Express Fuel Card.

Car wash guidelines can be found on the Vehicle and Travel Services website at: www.michigan.gov/dmb under Services and Facilities, Vehicle Services, Maintenance.

Collision and Vandalism Repair

In the event of a collision or incident of vandalism:

The driver should complete an accident report at the scene so they will have all information readily available when filing accident reports. The handwritten report from the scene does not have to be turned in to Wheels or VTS. Your agency may request it to have on file.

- *The Driver must:*

- File a report with local police. If the police cannot make an on-scene investigation, go to the police department and file a report. The driver will be required to supply (mail or fax) a police report to:

Wheels Inc.
State of Michigan Repair Services (MAP)
Collision Management
666 Garland Place
Des Plaines, IL 60016
FAX: 847-699-8491

- Any cost incurred for obtaining copies of police reports can be reimbursed using form DTMB-47 (Driver Expense Reimbursement Voucher).
- Report the accident to the Fleet Services Collision Center at **1-800-937-8149**. The Center is open Monday through Friday, 6:00 a.m. to 11:00 p.m.
 - Roadside assistance is available 24 hours/day for towing only.
 - Collisions and vandalism must be reported within 24 hours or the first working day following the incident.
 - If you are provided a rental vehicle, please contact your 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.
 - Inspect and confirm quality completion of all repairs before signing the work order after repairs are completed.

- *The Collision Center will:*
 - Complete crash report over phone.
 - Assess damages and determine repair action.
 - Arrange for towing when necessary.
 - Identify vendor for repairs.
 - Arrange for alternate transportation if necessary.
 - Authorize all repairs and assure timely completion.

Fueling and Fuel Credit Cards

A fuel card is provided for every state vehicle. Drivers should always utilize the self-service pump.

- *Drivers*
 - Purchase unleaded regular gasoline only, unless you are driving a flex fuel vehicle. Ethanol E85 fuel should be purchased whenever possible.
 - Purchase of super unleaded or premium fuel is prohibited.
 - Purchase of fuel at full-service pumps is prohibited.
 - If the fuel card does not work or the station will not accept the card after fueling, drivers should pay and use form DTMB 47 for reimbursement.
 - Fueling of rental vehicles will be the responsibility of the employee with reimbursement from the department through travel vouchers.
 - Fuel cards should only be used for the vehicle it is assigned to. Fueling of other vehicles, equipment or fuel cans can result in a fraudulent fueling investigation.

Fuel Credit Cards

At the time of purchase, you must enter an odometer reading and a fuel card PIN. All credit card purchases must be itemized on the credit card receipt. Use of the fuel card is limited to: fuel, oil, washer fluid, gas station car washes or stand-alone washes. State provided fuel credit cards are **not to be used to purchase:** food or beverages; items for personal use; octane booster; fuel for other than the assigned vehicle; rental vehicles; car washes for other than the assigned vehicle; oil for other than the assigned vehicle, windshield washer fluid for more than the assigned vehicle; overhead lighting for State Police vehicles; road maps; employee lockout of vehicle (contact MAP, but cost is the driver's responsibility); towing (contact MAP); bulbs and repairs (contact MAP); oil change (contact MAP); maintenance or gasoline treatment.

PIN Number

A fueling driver identification number or PIN is required to purchase fuel. The last six digits of your employee ID, also known as your HRMN ID, is your PIN and identifies you as the purchaser. You will be required to enter this number, along with your current mileage, into the station's keypad when you fuel.

Report lost, damaged, or stolen fuel cards to Wheels Fuel Management at **1-800-937-8149** immediately. Be prepared to give them your vehicle number, where you want the replacement card sent, and how it is to be sent (2nd day air express, regular mail, etc.). As with any credit card, once a card is reported lost or stolen, it is removed from the system. If someone 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 one minute, 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 Department of Transportation (MDOT).

Air pollution, particularly ground-level ozone and fine particulate matter, is an ongoing concern in the State of Michigan, impacting public health, economic growth, and quality of life. Vehicle exhaust including exhaust from idling vehicles contributes significantly to air pollution in our state.

Illegal Drugs

The use or possession of any type of illegal drug while operating or in the possession of a state provided vehicle is strictly prohibited. The appropriate disciplinary action will be taken, up to and including dismissal.

Insurance

State-operated vehicle drivers and passengers are insured under Michigan's "no-fault" insurance statute and/or the state's financial responsibility law. The certificate of "no-fault" insurance is provided with each vehicle and should be kept in the glove box of the vehicle.

Keys

If an ignition key is lost, contact VTS to obtain duplicate key information and directions for obtaining replacement keys. VTS does not reimburse the cost for emergency service related to lost or locked-out keys.

In cases of negligence, departments may be liable for replacement costs.

Licensing

All drivers must have in their possession a valid driver license. Departments should insure that drivers of state-provided vehicles have valid drivers' licenses. Driver license numbers will be requested for drivers involved in accidents with state-provided vehicles.

Drivers of commercial vehicles must have a valid Commercial Driver License (CDL). CDL drivers are subject to the Omnibus Transportation Employee Testing Act of 1991.

- *The Act defines a commercial vehicle as follows:*

- Single vehicles - Have a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- Combination vehicles - Having a gross combination weight (GVWR) of 26,001 pounds or more towing vehicles not more than 10,000 pounds over GVWR.
- Vehicles - Towing a vehicle with a GVWR over 10,000 pounds.
- Vehicles - Designed to carry 16 or more people (including the driver.)
- Vehicles - Carrying hazardous materials in amounts requiring placarding.

- *The Act requires:*

- Drivers **must** notify their employer of any license suspension, revocation, cancellation, or disqualification by end of the business day following notification of such license loss.
- Drivers **must** notify their employer within 30 days of any moving traffic violation conviction incurred while operating a commercial vehicle. If a violation occurs out of state, the state issuing the license must also be notified. (Note: Parking violations are excluded.)
- Drivers of commercial vehicles may not possess more than one driver license (state of residency).
- The employer **must** notify all affected employees of these requirements and the names of the person to notify.
- Each department must identify the person(s) within their department who are to be contacted by the employee for all licensing information.

Maintenance Assistance Program (MAP)

1-800-937-8149

VTS provides a Maintenance Assistance Program (MAP) for state vehicles. When maintenance is required, call 1-800-937-8149. MAP Advisors will direct you to a vendor who will provide service. These vendors are monitored for quality of work. Authorization of repairs and payment will be given by MAP. Drivers do not have the authority to authorize repairs.

A MAP guide is provided with each vehicle and is located in the vehicle glove box. It identifies how to use the MAP program as well as information on the maintenance for your vehicle. Please review this MAP guide as soon as possible so you can take advantage of the many benefits the program offers.

Non-Duty Use of State Vehicles

Drivers may receive approval to utilize a state vehicle between their place of work and their home if one of the following conditions exist:

- A. Adequate and/or safe after-working hours parking does not exist in office vicinity.
- B. Technical equipment on or in a vehicle requires security.
- C. The vehicle is required at home by law enforcement personnel with full arrest powers or forensic crime laboratory personnel whose work assignments have both of the following:
 - 1. The frequency and length of work schedule is administratively unpredictable because the nature of an assignment (e.g., narcotics investigation, surveillance, crime scene examination) is dependent on criminal activity; and
 - 2. It is necessary to use the vehicle to complete the assignment due to the need for police equipment.
- D. The using department determines that it is in the State's best interest to have an occasional travel assignment begin and/or end at a driver's home (en route scheduling). IRS defines "occasional" as occurring once a month or less. Department approval must be obtained for each occurrence.

Items A, B, and C require prior Departmental and VTS approval annually. Departments must complete form VTS-12 Annual Home to Place of Work Approval at the departmental level, signed by the department director or his/her authorized agent, and submit it to VTS by October 1st of each year.

The value of all mileage driven between home and place of work, except for enroute travel, will be placed on the employee wage and tax statement (W-2) in accordance with IRS regulations. Reporting these mileage amounts for tax purposes shall be completed in accordance with your department's Accounting Division instructions. Currently, drivers are not required to make personal reimbursement to the state for miles driven.

Out-Of-State Travel

With departmental approval, vehicles may be driven outside of Michigan on official business. Contact Vehicle & Travel Services at (517) 322-5000 to obtain the following:

- *For travel in Canada*
 - Canada Non-Resident Inter-Province Motor Vehicle Liability Insurance.
- *For travel in Mexico, please contact VTS for authorization.*

Public Conduct and Safety

Use of state vehicles is for official business only. Shopping or personal errands in a state-operated vehicle are prohibited, unless approved as noted in procedure 0410.03 of the Administrative Guide to Government. State vehicles are easily identified. Drivers should remember that they represent the State while using these vehicles.

Avoid complaints by:

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

Only state employees and/or authorized agents may drive state vehicles.

Complaints from the Public about Vehicles:

VTS maintains a written record of complaints from the public involving the use of state vehicles. In the event of a complaint, VTS contacts the department and requests a written explanation from the driver. Drivers are required to respond to this request. Failure to reply may result in termination of vehicle privileges. Abuse of vehicle, safety and legal issues could result in termination of driver privileges.

Complaints are reviewed individually and in conjunction with driver history to determine the appropriate required action.

Radar Detectors

Radar detectors are prohibited in state provided vehicles. They are not to be utilized, placed on the dash, or brought inside a state provided vehicle.

Repair and Maintenance of Vehicles 1-800-937-8149

See Maintenance Assistance Program (MAP)

General Information

- A vehicle MAP guide was provided with your vehicle, which outlines the MAP program and the preventative maintenance schedule.
- 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 refueling.
- Check the vehicle owner's manual to see if the maintenance in question is under warranty. If you are not sure, contact MAP at 1-800-937-8149 for assistance.
- 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

- 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. Please contact MAP for assistance.
- Provide the vendor the authorization number, vehicle number, odometer reading, and the schedule of preventative maintenance required from your vehicle MAP guide.
- The vendor is only authorized to complete work listed on the schedule. If additional work is needed, the vendor must obtain approval from MAP authorization center by telephoning 1-800-937-8149 before completing the work.
- It is the vendor's responsibility to obtain prior authorization for specific work over \$75.00.
- Billing instructions for pre-approved work are in the vehicle MAP guide and must be followed by vendor to assure prompt payment.
- **The VTS garage should be used for preventative maintenance service if the vehicle is near the Secondary Complex.**

Unscheduled Maintenance

- When a vehicle is not performing properly, proceed to the VTS garage or call the MAP authorization center **1-800-937-8149**. The MAP authorization center hours are:
 - 8:00 a.m. to 8:00 p.m. Monday through Friday; and
 - 8:00 a.m. to 4:00 p.m. on Saturday.
- The authorization center will assist driver in selecting a vendor who provides quality service at a reduced price.
- The driver should proceed to the designated repair facility. If vehicle cannot be driven, the authorization center will arrange for transporting to repair site.
- It is the vendor's responsibility to obtain authorization from the center for specific work over \$75.00. It is only with this advance authorization that a vendor is assured of payment.
- The driver must review the work order for accuracy and verify sales taxes have not been applied (State of Michigan is tax exempt) before signing. Driver signature indicates MAP's approval has been given and the work has been completed.
- If you are provided a rental vehicle, please contact your Department Vehicle Coordinator the next working day.

Emergency repair during non-working hours

- Emergency roadside service and towing can be obtained when authorization center is closed by calling **1-800-937-8149**.
- Vendor must call the MAP authorization center on the next working day for authorization of towing and any work performed.
- Drivers and departments are responsible for road service charges resulting from driver negligence.

Seat Belts

Drivers and all passengers in VTS vehicles (front and rear seats) must wear a properly fastened safety belt at all times.

Any driver who disengages, or otherwise makes inoperative, the safety belt in state vehicles is violating policy. Loss of vehicle driving privileges may result.

Drivers who are transporting children shall be responsible to make sure children are transported in the rear seats and wearing their safety belts.

Smoking

Smoking is **NOT** allowed in any state provided vehicle at any time by anyone. The appropriate disciplinary action will be taken, up to and including dismissal.

State Seals

State seals are a statutory requirement. Drivers are responsible for proper display of the state seal on the driver and front passenger vehicle doors. If the seal is missing or needs to be replaced, contact VTS immediately for replacement.

Storage/Parking

Storage, toll, and parking charges allowable under the “Standardized Travel Regulations” are a direct traveling expense. Paid receipts are attached to travel expense vouchers for reimbursements. Do not bill VTS.

Theft of Vehicle

Immediately report a stolen vehicle to the local police. If the police cannot make an on-scene investigation, a report must be filed at the police department. Also report all stolen vehicles to Wheels at 1-800-937-8149 and VTS at 517-322-5000.

If a stolen vehicle is recovered, contact VTS immediately.

After 30 days, if the stolen vehicle is not recovered, contact VTS to process the vehicle termination and replacement.

Tickets

Payment of any traffic or parking tickets is the responsibility of the driver.

Departments are responsible to ensure that drivers pay for all tickets.

Travel Logs

Drivers must maintain travel logs for both permanent and daily (motor pool) vehicle assignments. The logs are to be maintained daily and retained at the department. The log is to include:

- Daily vehicle use during the month.
- Starting mileage.
- Odometer readings at each destination.
- Identification of authorized home to office miles, vicinity miles, and state business miles.

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

State of Michigan
Department of Technology, Management & Budget
Vehicle & Travel Services

Important phone numbers:

Collision or Vehicle Damage.....	800-937-8149
Emergency Service.....	800-937-8149
Fuel Card Replacement.....	800-937-8149
Glass Repair or Replacement.....	800-937-8149
Maintenance Assistance Program.....	800-937-8149
Vehicle & Travel Services	517-322-5000
VTS - Lansing Garage Motor Pool.....	517-322-5127
VTS - Downtown Pool Vehicles.....	517-373-7577
VTS - Vehicle Pickup.....	517-322-5118
VTS - Garage Maintenance Scheduling.....	517-322-5118

Service Suppliers

Bridgestone

Jiffy Lube

Firestone

Valvoline

General Tire

Pep Boys

Goodyear

Speedy Muffler

For other suppliers call MAP at

800-937-8149