0410.01 State Government Motor Vehicles - General Responsibilities

Issued: January 6, 1997
Revised: November 18, 2022
Reviewed: July 6, 2015

PURPOSE

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

APPLICATION

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

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Vehicle and Travel Services (VTS)
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Lansing, MI 48909

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SUMMARY

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

APPLICABLE FORMS

DTMB-0063 State of Michigan Motor Vehicle Driver Agreement

REFERENCES

Financial Management Guide, Part IV, Payroll and Other Employee Payments, Chapter 3 Taxable Fringe Benefits, Section 300, Personal Use of a State Provided Vehicle

VTS Driver Reference Guide

DTMB VTS

- 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 a motor vehicle repair center 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)

- 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 accurate timely reporting of all personal mileage in accordance with IRC (Internal Revenue Code) § 1.61-21 Taxation of fringe benefits, IRC § 132 Certain fringe benefits, *IRS Publication 15-B Employer's Tax Guide to Fringe*

Benefits, *IRS Publication 463 Travel, Gift, and Car Expenses*, and State of Michigan Financial Management Guide Part IV, Chapter 3, Section 300 Personal Use of a State Provided Vehicle.

- Ensures timely reporting of all accidents, theft and vandalism involving state government motor vehicles.

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