State of Michigan
Administrative Guide to State Government

0410.02 Motor Vehicle Assignments

Issued: March 5, 1999
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PURPOSE

To establish qualification provisions for requesting state motor vehicle assignments.

APPLICATION

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

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
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SUMMARY

Definition of approved assignment and usage of state motor vehicles.

APPLICABLE FORMS

DTMB-0010 Official Daily Travel Log

DTMB-0064 Vehicle Request and Justification

DTMB-3520 Annual Request for Approval – Home to Office Use of State Motor Vehicle

IRS W-2 Wage and Tax Statement

REFERENCES

Administrative Guide Procedure 0410.03 Motor Vehicle Use – Special Approvals

Administrative Guide Procedure 0410.07 Use of Privately Owned Vehicle Use

Financial Management Guide Part IV, Chapter 3, Section 300, Personal Use of State Provided Vehicle

Vehicles (SharePoint)

PROCEDURES

DTMB VTS

- Is authorized to provide state motor vehicles based on defined state business usage.
- May terminate vehicle assignments based on mileage, age or condition of vehicle, underuse of vehicles, neglect of a vehicle, excessive damage, driver failure to comply with regulations, and when doing so is the best interest of the state.

Specific Assignments

- Department director or designated primary agency director may obtain use of a permanently assigned, unmarked state motor vehicle when in the best economic interest of the state.
- Department directors and designated primary agency directors who are permanently assigned a state motor vehicle:
    - May use the state motor vehicle for necessary personal business when departing the work site or when en route between home and office. Personal business use is defined as use of a state motor vehicle for anything other than official state business or approved home-to-office use. Any personal use beyond that incurred while on a direct route between home and work must be kept to a minimum, in keeping with the primary purpose of conducting official state business.
    - Must record all business, home-to-office, and personal mileage in a department-designed travel log or the DTMB-0010 Official Daily Travel Log.
    - Must report such mileage to department's vehicle coordinator or other agency designee in accordance with Financial Management Guide Part IV, Chapter 3, Section 300, Personal Use of State Provided Vehicle.
    - Must comply with all operational maintenance requirements and applicable IRS rules governing the use of assigned state motor vehicles.
    - May use a personally owned vehicle and be reimbursed at the standard or premium mileage rate for mileage while conducting official state business (see Administrative Guide Procedure 0410.07 Use of Privately Owned Vehicle Use).
- State motor vehicles permanently assigned to a department director or designated primary agency director will be replaced when it is in the best economic interests of the state. Replacement schedules will be determined by VTS.
- Appointed and elected state officials:
    - May request a state motor vehicle.

- May use a permanently assigned, unmarked state motor vehicle. State motor vehicles permanently assigned to appointed and elected officials will be replaced when it is in the best economic interest of the state. Replacement schedules will be determined by VTS.
- Must comply with all operational and maintenance requirements and applicable IRS rules governing the use of assigned state motor vehicles.

General Assignments

- All state motor vehicle assignment requests are originated by submitting a Vehicle Request and Justification (DTMB-0064).
  - Permanent – State motor vehicles (cars, trucks, or utility vehicles) are assigned to a department based on the functional need to be met. Approval of the state motor vehicle assignment is required from the user department and VTS.
  - Unmarked – To apply for assignment of an unmarked state motor vehicle, the department must provide VTS with a written request explaining the need. VTS will review this request to determine an unmarked state motor vehicle is justified.
  - Seasonal – State motor vehicles (e.g. cars, trucks or utility vehicles) are assigned for short-term assignments (greater than 4 weeks, but less than one year), with approval of the user department and VTS.
  - VTS Motor Pool – State motor vehicles are available for use from the VTS motor pools.
  - Short-Term Private Motor Vehicle Rental – VTS manages the contract for all short-term private motor vehicle rentals for passenger vehicles. The current list of approved private motor vehicle rental companies can be found on the VTS motor pool website.
    - Departments may rent motor vehicles from private motor vehicle rental companies when:
      - A motor vehicle is required on location to complete work assignments.
      - No state motor vehicle is available.
      - The assignment is for less than 30 days.

Approved General Assignment Drivers and Usage

- Official state business is defined as travel to any function, event or location that is visited as part of the employee's official duties. The state motor vehicle may be used during non-duty hours on overnight assignments away from the workstation when other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area with department approval.

- With approval from the employee's department, non-state employees can accompany state employees that are traveling on official state business within Michigan and may serve as relief drivers if they have a valid driver's license.
- Use of state motor vehicles by non-state employees such as volunteers and contractual employees who are conducting official state business is allowable with department approval.
- Home-to-office use by individuals other than department directors, designated primary agency directors, and appointed and elected officials must be approved by submitting an Annual Request for Approval – Home to Office use of State Motor Vehicle (DTMB-3520) to VTS (see Administrative Guide Procedure 0410.03 Motor Vehicle Use – Special Approvals).
- Must comply with all operational and maintenance requirements and applicable IRS rules, VTS regulations and applicable state and federal laws.

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