State of Michigan
Administrative Guide to State Government

0410.03 Motor Vehicle Use - Special Approvals

Issued: January 6, 1997
Revised: November 18, 2022

PURPOSE

To establish directives for special requirements.

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)
6951 Crowner Drive
P.O. Box 30026
Lansing, MI 48909

Telephone: 517-636-6000 Customer Service

Fax: 517-636-6747

SUMMARY

Agencies must comply with DTMB special approval provisions regarding:

- Adding equipment to existing state government motor vehicles.
- Home-to-office and non-duty use of state government motor vehicles.
- Motor vehicle accommodation requests.
- All travel out-of-state approvals.
- Reimbursement.
- Use.
- Citizen Complaint Response.

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

CS-1668 Disability Accommodation Request and Medical Statement

CS-1669 Response to Disability Accommodation Request

IRS W-2 Wage and Tax Statement

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

PROCEDURES

General Information

- Home to Office:
    - Use of a vehicle between home and office requires departmental approval and prior authorization by VTS.
    - Use of a state government motor vehicle between place of work and home may be authorized if any of the following conditions apply:
        - Adequate and/or safe after-working hours parking does not exist in the office vicinity.
        - Technical equipment on or in a motor vehicle requires security.
        - The motor vehicle is required by law enforcement personnel with full arrest power or Forensic Crime laboratory personnel whose work assignments have both of the following characteristics:
            - The frequency and length of time worked is administratively unpredictable because the nature of an assignment (e.g., narcotics investigation, surveillance or crime scene examination) is dependent on criminal activity; and
            - The assigned motor vehicle must be used due to the need for police equipment.
    - 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.
- Motor Vehicle Accommodation:
    - A Disability Accommodation Request and Medical Statement (CS-1668) must be completed by the driver and submitted to the department's accommodation coordinator.

- An approved Response to Disability Accommodation Request (CS-1669) along with a Vehicle Request and Justification (DTMB-0064) must be submitted to VTS.

- Non-duty Hours:
  - Drivers may use a state vehicle on non-duty hours when they are on overnight assignments, away from their work station, and other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area. Drivers must exercise judgment regarding the appropriate use of a state vehicle. It is their responsibility to ensure that there is no misuse, or perceived misuse, of public assets that would reflect poorly on state employees and state government as a whole.
- Out of Country Travel:
  - The department vehicle coordinator contacts VTS at 517-636-6727 or 517-636-6000 to obtain the following authorizations:
    - Travel in Canada: Canada non-resident inter-province motor vehicle liability insurance card.
- Citizen Complaints:
  - VTS maintains a record of all complaints from the public that involve state government motor vehicles.
  - In the event of a complaint, VTS will request a written response from the department with regards to the incident and disciplinary action.
  - State drivers are required to respond to VTS and department requests.
  - Failure to respond may result in termination of state motor vehicle privileges.

Agency Requirements

- In order to authorize drivers to drive state vehicles for home-to-work use, departments must submit an Annual Request for Approval – Home to Office Use of State Motor Vehicle (DTMB-3520) at the beginning of each fiscal year to VTS for approval.
- Determines when it is in the best interest of the state to have an occasional travel assignment begin and/or end at a residence (en route scheduling). Occasional is defined as not more than once a month as excludable from tax reporting per IRS Fringe Benefit De Minimis rules.
- En route scheduling does not require prior VTS approval.
- Places the value of all mileage driven between home and official work station with the exception for occasional en route travel, on the employee's W-2 Wage and Tax Statement in accordance with IRS regulations. Drivers are not required to make personal reimbursement to the state for miles driven. Reporting these mileage amounts for tax purposes shall be completed in accordance with the State of Michigan Financial Management Guide, Part IV,

Payroll and Other Employee Payments, Chapter 3 Taxable Fringe Benefits, Section 300, Personal Use of a State Provided Vehicle.

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