

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ADMINISTRATIVE PROCEDURES
VOLUME I, CHAPTER 5

SUBJECT: GENERAL
CHAPTER TITLE: PERSONAL VEHICLE USE IN PERFORMANCE OF
OFFICIAL BUSINESS

TABLE OF CONTENTS

1. [INTRODUCTION](#)
2. [PERSONAL VEHICLE USE POLICIES](#)
 - [Comparing Personal Vehicle Costs to Other Transportation](#)
3. [PERSONAL VEHICLE USE PROCESSES](#)
 - [Securing Approval for Personal Vehicle Use](#)

INTRODUCTION

Effective 12/1/93

This procedure addresses the policies and the processes by which an employee may be authorized to use his/her personal vehicle in the performance of "official business" for the Department of Transportation.

PERSONAL VEHICLE USE POLICIES

1. An employee's use of a privately owned (personal) vehicle in the performance of assigned DOT duties is only permitted through prior submission and approval of Form DOT-55P, Request for Personal Vehicle Use (see DOT Forms Manual.)
2. Personal vehicle use is acceptable only upon meeting the following justification criteria. Employee convenience is not a justification.
 - a. No suitable state vehicle transportation is available. (Available state vehicle transportation must not be limited to the organization's assigned vehicles when suitable transportation is available from a nearby organization or from Travel Management Office.)
 - b. The work cannot be rescheduled for another time when a state vehicle will be available.
 - c. The employee's personal vehicle is suitable for his or her performance of assigned duties. (An "official" state vehicle is generally recommended for use based on function as well as public recognition.)
 - d. The personal vehicle use is a cost-effective alternative.
3. The maximum personal vehicle use approval period is one fiscal year.
4. Final approval of Form DOT-55P rests with the employee's organization manager. However, each

agency's Executive Officer may require his or her, or a designee's, review and signature before granting final approval.

5. Mileage expense reimbursement requires the processing of a copy of the approved Form DOT-55P with a Form WVTMP5.0 to Finance Division, Accounts Payable as specified in the DOT Purchasing Procedures.

COMPARING PERSONAL VEHICLE COSTS TO OTHER TRANSPORTATION

1. Determine the most economical method by comparing the costs of the transportation alternatives. (See State of West Virginia Travel Regulations for the current mileage reimbursement rate.)
 - a. If the personal vehicle use involves out of state travel, the cost of commercial transportation (air/rail and the rental of a car if necessary) must be compared to the cost of personal vehicle use (includes mileage reimbursement and expenses for additional travel days as required.)
 - b. If the personal vehicle use involves in state travel, and it's on a frequent or continuous basis, compare costs between a personal vehicle and a state vehicle. If appropriate, this cost analysis could be used to support a request for additional state vehicle allocations to the organization.

PERSONAL VEHICLE USE PROCESSES

The following information provides guidance for the process related to personal vehicle use. Appropriately, specific steps identify responsibilities. The listed process is presented on the following page.

PERSONAL VEHICLE USE PROCESSES

SECURING APPROVAL FOR PERSONAL VEHICLE USE

- Request for Personal Vehicle Use, Form DOT-55P, is completed by the employee
- Submit completed form to immediate supervisor
- Supervisor reviews and decides if the justification criteria have been met and signs form if recommended
- Submit recommended form to organization manager
- Organization manager reviews form and signs if acceptable
- If the organization manager is the final approval, file approved form and send a copy to the employee
- If the organization manager is not the final approval authority, submit approved form to the Executive Officer of the agency
- Executive Officer reviews form and signs if acceptable
- Send completed form to employee's organization for filing and for transmitting a copy to the employee