



West Virginia Department of Transportation Policy: **Personal Vehicle Use in Performance of Official Business**

Issued by the Secretary of Transportation

Policy No: DOT 1.5

Issue Date: 12/01/1993

Revised: 12/05/2022

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1.0 INTRODUCTION

This policy addresses the process by which an employee may be authorized to use his or her personal vehicle in the performance of "official business" for the West Virginia Department of Transportation (WVDOT).

2.0 SCOPE

This policy applies to WVDOT employees that are authorized to use their personal vehicle for "official business".

3.0 DEFINITIONS

Agency: means any authority, bureau, commission, or Division or similar cabinet subpart of the (WVDOT).

Agency Head: means the chief executive officer of an agency.

District Manager: means the administrative head of the District regardless of whether the person is an engineer or another classification.

Division Director: means the administrative head of a WVDOT Division.

WVDOH: means the West Virginia Division of Highways.

Employee: means a person who lawfully occupies a position in a WVDOT agency and who is paid a wage or salary and who has not severed the employee-employer relationship.

4.0 POLICIES

4.1 [Form DOT-55-P](#), Request for Personal Vehicle Use, must be submitted by employees and approved by their supervisors prior to using a personal vehicle for assigned WVDOT duties.

4.2 Personal vehicle use is acceptable only upon meeting the following criteria.

- A. No suitable state vehicle is available. Available state vehicle is not limited to the organization's assigned vehicles, transportation may be available from a nearby organization or from the Fleet Management Office.
- B. The work cannot be rescheduled for another time when a state vehicle will be available.

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- 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.
- E. The personal vehicle is handicapped accessible or otherwise modified to meet the needs of the employee.
 - 1. Employee convenience is not a justification.
- 4.3 The maximum personal vehicle use approval period is one calendar year.
- 4.4 Final approval of [Form DOT-55P](#) rests with the employee's Division Director or District Manager. Before granting final approval, each Agency Head may require his or her, or a designee's review and signature.
- 4.5 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 Section.
- 4.6 **COMPARING PERSONAL VEHICLE COSTS TO OTHER TRANSPORTATION**

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 at the following link <http://www.state.wv.us/admin/purchase/travel/mileage.html>.

 - A. If the personal vehicle use involves out of state travel, the cost of commercial transportation (i.e., 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.

5.0 PROCEDURES

The following section provides guidance for the process and responsibilities related to personal vehicle use.

- 1. Request for Personal Vehicle Use, Form [DOT-55P](#), is completed by the employee.
- 2. Employee submits completed form to immediate supervisor.
- 3. Supervisor reviews and decides if the justification criteria have been met and signs form if recommended.

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4. Supervisor submits recommended form to Division Director or District Manager.
5. Division Director or District Manager reviews form and signs if acceptable.
6. If the Division Director or District Manager is the final approval authority, file approved form and send a copy to the employee.
7. If the Division Director or District Manager is not the final approval authority, submit the approved form to the Agency Head.
8. Agency Head reviews form and signs if acceptable.
9. Send completed form to employee's District or Division for filing and for transmitting a copy to the employee.

6.0 RELEVANT MATERIALS/DOCUMENTS

- | | | |
|-----|-------------------------------|---|
| 6.1 | Form DOT-55P | Request for Personal Vehicle Use |
| 6.2 | Form WVTMP5.0 | State of West Virginia Travel Expense Account Settlement Form |

7.0 CHANGE LOG

December 5, 2022 –

- Formatted policy.
- Added definition section and updated terms.

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Effective Date of Policy: 12/05/2022

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.