



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

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

July 5, 2022

MEMORANDUM

TO: ALL DOT Employees

FROM: Jimmy D. Wriston, P.E. *Jimmy Wriston, P.E.*
Secretary of Transportation/
Commissioner of Highways

THRU: Rita Pauley *Rita Pauley*
Assistant Commissioner

Alanna J. Keller, P.E.
Chief Transportation Engineer

SUBJECT: DOT 4.2 Vehicle Management and Usage Policy

The following DOT 4.2 Vehicle Management and Usage Policy has been revised. The revisions are summarized in Change Log Section of the policy.

Please carefully review this information; all DOT employees are affected by the new policy.

A copy of the policy can be found at -
<https://transportation.wv.gov/employees/Pages/DOTAdministrativeProcedures.aspx>

If you have any questions, please contact Equipment Division at 304-472-1750.



West Virginia Department of Transportation Policy: **Vehicle Management and Usage**

Issued by the Secretary of Transportation

Policy No: DOT 4.2

Issue Date: 10/01/2006

Revised: 07/05/2022

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1.0 PURPOSE

State vehicles represent a significant capital investment and should always be assigned with mission, cost and the public trust in mind; therefore, the West Virginia Department of Transportation (WVDOT) will abide and follow federal and state law, policy and guidance from the West Virginia Department of Administration (WVDOA) as applied to all WVDOT employees regarding State owned vehicle assignments.

On October 31, 2018, the [West Virginia Administrative Motor Vehicle Policy](#) was implemented by the West Virginia Governor's Office.

2.0 SCOPE

The Administrative Motor Vehicle Policy supersedes and replaces all previous policies and memorandums related to vehicle assignment within the agency. Interpretations which tend to liberalize policy intent are not valid.

The following criteria supplement the West Virginia Administrative Motor Vehicle policy in areas specific to WVDOT. In instances where the WVDOT policy is more restrictive or not addressed in the West Virginia Administrative Motor Vehicles policy, the WVDOT policy applies.

3.0 DEFINITIONS

- 3.1 **Agency Fleet Coordinator:** The person within a WVDOT agency designated to be the contact for the agency to the Fleet Management Division and for compiling and reporting vehicle information to the Fleet Management Division. The agency fleet coordinator is charged with tracking the agency's state-owned vehicles, reporting required information to the Fleet Management Division, and communicating with the Fleet Management Division regarding management of the vehicles assigned to the agency.
- 3.2 **Agency Head:** The chief manager of the agency i.e., the Commissioner, Director, etc.
- 3.3 **Commuting:** The use of a state vehicle by an employee who has been assigned a state vehicle, whether permanent or temporary, to drive to and from the employee's home and regular place of employment, in accordance with the Internal Revenue Service Publication 15-B, Employer's Tax Guide to Fringe Benefits.
- 3.4 **De Minimis Personal Use:** The use of a state-owned vehicle for personal purposes, of which the value of that personal use is so small that accounting for it would be unreasonable and administratively impractical, including while commuting when permitted, in accordance with the Internal Revenue Service Publication 15-B, Employer's Tax Guide to Fringe Benefits.

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- 3.5 **Fleet Management Division:** The agency within the Department of Administration that manages state-owned vehicles, including purchase, fueling, maintenance, and repairs.
- 3.6 **Pool Vehicle:** A vehicle that is owned by a spending unit and is available for use by multiple employees in the performance of their job duties.
- 3.7 **Vehicle Log:** The record of state vehicle use, specific to each state vehicle, maintained by the driver and reported to the agency fleet coordinator.

4.0 GENERAL CRITERIA

- 4.1 All transportation vehicles assigned to an organization will be further assigned to an individual or designated as a pool vehicle.
- 4.2 All transportation vehicles used for non-commuting purposes will be parked at night at an assigned location, which will be the Capitol Complex, District Headquarters sites, County Headquarters sites, Interstate, Appalachian Headquarters sites, county substations, or other secure WVDOT facilities. All employees must park their assigned State vehicles at their official workstation. However, District Managers, Division Directors, or Agency Heads may permit pooling at another secure WVDOT facility if it reduces lost productivity because of drive time to obtain a vehicle. This arrangement must be beneficial to WVDOT. Any such permission must be documented in writing and may be made only by the District Manager, Division Directors, or Agency Heads. Employees who do not continually report to a variable workstation may not park at a pool location to circumvent the IRS commuting guidelines.
- 4.3 Vehicles assigned to personnel (e.g., maintenance, right of way and construction personnel) who work at a project site or have predominantly field based assignments shall be pooled at a secure WVDOT facility which is nearest to the employee's home. District Managers, Division Directors, or Agency Heads may permit pooling at a West Virginia State operated facility (if available) in cases where the distance from the employee's home to a WVDOT facility exceeds 50 miles. Any such permission must be documented in writing.
- 4.4 Personnel temporarily assigned to another District, Division, or regional office may use an assigned State vehicle for transportation between permanently and temporarily assigned locations unless it is more cost effective to pay expenses for the employee to take up temporary residence in the new location.
- 4.5 When authorized, any employee engaged in approved travel away from their official workstation assignment may utilize a State vehicle as necessary.
- 4.6 Employees engaged in approved travel that necessitates early departure or late arrival may seek permission, in advance, on a per trip basis from the District Manager, Division Director, or Agency Head to park the assigned vehicle at their home when doing so benefits WVDOT.
- 4.7 De Minimis use of a state vehicle is permitted only in accordance with the Internal Revenue Service Publication 15-B, Employer's Tax Guide to Fringe Benefits.

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5.0 DRIVER RESPONSIBILITIES

- 5.1 All employees must have a valid driver's license in order to operate a State provided vehicle and are required to immediately notify the Human Resources contact of their district, organization, agency, or division if there is a change in their driver's license status.
- 5.2 Employees who operate state vehicles are required to complete defensive driving training. All Districts, Divisions, and Agency Heads are responsible for ensuring all WVDOT employees, except DMV employees, complete the Smith System Safe Driver Program before use of a state vehicle. A certificate of completion will be kept in each employee's personnel file.
 - A. The Division of Motor Vehicles (DMV) utilizes DMV Driver Training and training of the Employee Use of Employer Provided Motor Vehicles from the Governor's Administrative Policy.
- 5.3 All employees are required to sign the "Vehicle Use Agreement" Form.
- 5.4 The employee will complete a Vehicle Log Sheet which shall contain information such as the date, driver name, odometer reading at fueling, amount of gas pumped, commuting mileage, business mileage, destination, and purpose of each trip. Commuters and take-home vehicles, even if parking at a domicile, will submit this monthly to the fleet coordinator.
- 5.5 All commuting drivers will send a copy of the completed Vehicle Log Sheet to the fleet coordinator monthly. The agency fleet coordinator will compile the Vehicle Log Sheets and send to Fleet Management Division (FMD).
- 5.6 Upon assignment of a state-owned vehicle, WVDOT employees must complete Form DOT-55 or other form approved by FMD.
- 5.7 Employees, at the end of assignment will refuel the vehicle, clear all trash, provide the ending mileage with all fuel receipts, report any condition or operation issues, and return the motor pool vehicle's keys and fuel card to the pool manager. Either the agency fleet coordinator or the employee will return the pool vehicle to the motor pool.

6.0 VEHICLE ASSIGNMENT

- 6.1 Form DOT-55 is to be used to document the circumstances and to solicit the necessary approval for each "individually assigned vehicle." Specific justification for each assignment must be documented on each Form DOT-55. It is a single-part form, which is normally completed, signed by the employee's supervisor, and transmitted to the District Manager, Division Director, or appropriate authority for approval. Provisions for higher-level managers and Agency Heads or designee's authorization is also provided on the form. All approved original Forms DOT-55 are to be retained at the District, Division, or agency headquarters with a copy being sent to and retained at the assigned employee's organization.

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- 6.2 The maximum assignment period for any approved Form DOT-55 is one calendar year. All assignments will automatically expire on December 31st requiring a new form to be submitted on January 1st should the assignment need to be extended.
- 6.3 As noted on the bottom of Form DOT-55, any change in the specifics of the approved assignment (that is, parking location, assignment period, reassignment of employee, etc.) will require the completion of another Form DOT-55 and resubmission for approval should there be a continued need for an employee to drive a state-owned vehicle.

7.0 SNOW REMOVAL/ICE CONTROL & EMERGENCY SITUATIONS

This section of the policy applies to WVDOT employees during emergency situations and the Snow Removal/Ice Control season (SRIC) which begins on November 1 and ends on March 31 each year. DMV is not affected by Section 7.0.

Employees who commute occasionally shall report only the dates that vehicles are used to commute to and from their homes by using Form DOT-55.

- 7.1 The District Manager, Division Director, or appropriate authority may authorize the use of a State vehicle to any employee during Emergency Codes "Blue," "Yellow," or "Red." During SRIC, the District Manager may authorize continuous temporary 24-hour assignment. A Form DOT-55 must be completed and sent to the Transportation Finance and Administration Division.
- 7.2 During SRIC, the agency may require any employee to commute from their home to their official workstation in a state vehicle including but not limited to Emergency Codes "Blue," "Yellow," or "Red." The agency shall make a determination based upon maintaining adequate employee coverage and ensuring appropriate response times.

8.0 MOTOR POOL MANAGEMENT PROCESS

The agency fleet coordinator must keep all vehicles assigned to their pool in proper working condition at all times. In addition to this responsibility, the agency fleet coordinator will grant temporary use of motor pool vehicles to authorized WVDOT personnel. The following procedures provide a helpful guideline for agency fleet coordinators.

- 8.1 WVDOT employees may request the temporary use of a motor pool vehicle(s) for work purposes by contacting the Division Director, District Manager, or other agency designee. The request must contain specific dates of use and the accounting information to be charged. Unless additional information is required, the motor pool manager will provide details to the employee, on securing the vehicle's key.
- 8.2 Procedurally, see DOT Policy 4.7, [Preventive Maintenance Program](#), or Fleet Management Division approved preventive maintenance report, is printed weekly for each motor pool vehicle. The agency fleet coordinator will ensure that preventive maintenance is performed and documented in an official system of record. Copies of the vehicle maintenance request(s) and any additional documentation must be retained for a period of two years.

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- 8.3 The agency fleet coordinator will prepare and submit Form OE-28, Equipment Repair Requests, and report, in an official system of record, the equipment down time during all necessary repairs to motor pool vehicles.
- 8.4 Every Wednesday, odometer readings of all pool vehicles must be recorded on the [Form DOT-12](#), Daily Work Report, and entered in an official system of record. In order to collect and confirm these readings, the agency fleet coordinator may be required to take a physical meter reading of the vehicle(s) in question.
- 8.5 WVDOH Drivers should obtain fuel for vehicles at a WVDOT fueling location when possible. If this is not possible, the agency fleet coordinator will request receipts for fuel purchases be turned in upon return which shall be signed by the employee and list the corresponding ED number on receipt. These receipts are to be retained for a two-year period. In situations where a receipt is lost, damaged or not legible, the pool manager will request an e-mail from the employee providing all necessary information (amount charged, fuel grade, station name, location, etc.).
 - A. Other DOT agencies may use Homan/ARI-WEX fuel cards or other FMD system to facilitate fuel transactions.
- 8.6 The agency fleet coordinator must provide every motor vehicle with registration and insurance information. Every vehicle will contain WVDOT' current insurance contacts, phone number and accident information.
- 8.7 If a motor pool vehicle is involved in an accident, the DOH employee assigned the vehicle will complete and submit a copy of [Form AR-13](#), Report of Motor Vehicle Accident, or Form [DOA-FM-12](#) for FMD vehicles, and provide any available police report to the agency fleet coordinator. The accident report must then be forwarded to the District Equipment Supervisor, or designee for your agency, for processing.
- 8.8 The agency fleet coordinator will update the transportation vehicle inventory with the assigned driver or with the person responsible for managing the vehicle pool during the semi-annual inventory in March and September or the Holman/ARI system as required by FMD. Assigned users of each vehicle must be reported to the agency fleet coordinator.

9.0 AGENCY FLEET COORDINATOR RESPONSIBILITIES

- 9.1 The agency fleet coordinator will submit monthly odometer readings for all transportation vehicles to FMD.
- 9.2 The agency fleet coordinator will monitor monthly mileage requirements (1,100 miles per month) and submit mileage exemption forms to FMD. Justification from the Divisions, Districts, or Agency Heads may be necessary for the completion of this process.

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- 9.3 The agency fleet coordinator will submit monthly commuting miles per vehicle to FMD.
- 9.4 The agency fleet coordinator will report the total amount of fuel usage for each transportation vehicle.
- 9.5 The agency fleet coordinator will report all maintenance events and costs associated with each vehicle.
- 9.6 The agency fleet coordinator will report the assigned user of each vehicle to FMD.
- 9.7 Vehicle log sheets will be provided to FMD.
- 9.8 The location that each vehicle is parked overnight and where it is assigned will be provided to FMD.
- 9.9 The agency fleet coordinator will provide an accident log to FMD.
- 9.10 The agency fleet coordinator will provide a complaint and violation log to FMD.

10.0 ENFORCEMENT & AUTHORITY

Violations of this policy may result in the termination of the assignment of a vehicle to the employee and subject the employee will be subject to disciplinary actions, up to and including dismissal.

11.0 PLACEMENT OF POLICY IN STATE MOTOR VEHICLES

A copy of this policy shall be placed and kept in all WVDOT motor vehicles.

12.0 RELEVANT MATERIALS/DOCUMENTS

- | | | |
|------|--|--|
| 12.1 | DOT-55 | Request for Assignment of a DOT Transportation |
| 12.2 | DOT-129 | Payroll/Benefits Transaction Form |
| 12.3 | DOT-56 | WVDOT Vehicle Log Sheet |
| 12.4 | DOT-57 | Vehicle Use Agreement Form |
| 12.5 | DOA-FM-12 | FMD Fleet Driver Report of Accident/Incident/Event |
| 12.6 | Link to Governor's Office Policy | |

13.0 CHANGE LOG

January 1, 2019

- Changed format per Policy and Procedure work group.
- Developed policy to adopt Governor's Office Administrative Motor Vehicle Policy.

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- Changed from WVDOH policy to WVDOT policy.
- Updated terms to include Fleet Management Division where necessary.

Effective Date of Policy: 07/05/2022

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 various requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.