

POLICY / PROCEDURE NAME: Vehicle Allowance for Administrative Department Heads

POLICY / PROCEDURE NUMBER: Fleet Manager's Manual 3.2

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REFERENCE / LEGAL AUTHORITY: ORC Section 121.03 and ORC Section 125.831

POLICY: Ohio Revised Code (ORC) Section 125.832 provides that the Department of Administrative Services is granted exclusive authority over the acquisition and management of all motor vehicles used by the state. ORC Section 125.832 further provides that the Department of Administrative Services directs and approves the expenditure of all funds related to costs associated with owning or operating a vehicle.

Effective July 1, 2003, and pursuant to this authority, certain administrative department heads are eligible to receive a monthly vehicle allowance to secure or lease transportation for that person's use in the scope of that person's employment or official duties. The department heads eligible for this allowance are:

- Those department heads appointed by the Governor and listed in ORC Section 121.03;
- The adjutant general;
- The chancellor of the board of regents;
- The chairperson of the industrial commission;
- The administrator of workers' compensation;
- The director of the state lottery;
- The superintendent of public instruction;
- The inspector general;
- The chairperson of the tuition trust authority;
- The chairperson of the public utilities commission;
- The director of the office of information technology;
- Other administrative department heads for which eligibility is approved by the Governor.

Authorized department heads that receive the monthly vehicle allowance are generally prohibited from utilizing a state owned or leased motor vehicle. Exceptions and specific authorizations are listed below.

1. A motor vehicle will not be provided that is for the sole use by the department head.
2. A "pool" vehicle may be utilized under the following circumstances:
 - a. In an emergency situation when it would be impractical to seek alternative transportation.
 - b. When a larger size motor vehicle, i.e. passenger van, would be more appropriate and energy efficient.
 - c. When use would require a specialized motor vehicle, i.e. off road capability.
 - d. State-wide or non-local use.
 - e. Out of state use.

PROCEDURE: Authorized department heads that wish to receive the monthly vehicle allowance shall notify, in writing, the Director of the Department of Administrative Services. The Director shall notify the department head that the allowance is approved or disapproved and a copy of the decision shall be provided to the Office of Fleet Management.

The Office of Fleet Management shall annually review state payroll records to ensure that only authorized department heads are receiving the vehicle allowance. Any unauthorized use shall be reported by the Office of Fleet Management to the Director of Administrative Services.

By December 1st of each year the Office of Fleet Management shall submit a proposed monthly vehicle allowance amount to be effective for the subsequent calendar year. The Director of Administrative Services shall publish any rate changes and shall inform the Department of Administrative Services' Human Resources division.