

POLICY / PROCEDURE NAME: Vehicle Assignment and Use – Motor Pool Use / Mileage Reimbursements
POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 3.1
DATE ISSUED: February 29, 2004
DATE REVISED: Not Applicable

REFERENCE / LEGAL AUTHORITY: ORC Section 125.832 and ORC Section 125.833

Policy / Procedure: In order to efficiently utilize the state's motor vehicle and travel funds each state agency is required to develop internal policies and procedures covering the employee use of departmental motor pool vehicles and the authorization to be reimbursed for use of a personal vehicle for state business. The policies and procedures should be made available to all current and future employees to ensure continued compliance. State agencies should give consideration to include communication of the policy/procedure through new employee orientation. At a minimum the policy and procedures should include the following elements:

- List of all available motor pools (including the Rhodes SOT Motor Pool), their locations, types of vehicles available (i.e. automobiles, passenger vans), and telephone number and/or e-mail address of the motor pool dispatcher.
- Authorization requirements to obtain vehicles from the various motor pools.
- Authorization requirements to be reimbursed for use of a personal vehicle on state business.

The Department of Administrative Services will be responsible for providing the necessary tools to state agencies to allow for the development of state agency policies and procedures. These tools should include, but are not limited to, the following:

- The DAS Office of Risk Management will provide on-line access to state agencies of those state employees that have lost the privilege to use a state vehicle and of those designated agents (non-state employees) that are authorized to use a state vehicle.
- The DAS Office of Fleet Management will provide efficient motor pool reservation systems.
- The DAS Office of Fleet Management will annually analyze mileage reimbursement payments made to state employees and shall submit a report to the director of the Department of Administrative Services, Office of the Governor, and to the Vehicle Management Commission.
- The DAS Office of Fleet Management will annual develop and publish motor vehicle mileage break-even point analysis.
- Additionally, the DAS Office of Fleet Management shall be considered as a resource for the development of state agency policies and procedures.