State of Mississippi

Department of Finance and Administration

Office of Purchasing, Travel and Fleet Management

OCTOBER 2018

Rules and Regulations
Fleet Manual

THIS MANUAL IS ESTABLISHED IN ACCORDANCE WITH SECTION 25-1-77 OF THE MISSISSIPPI CODE OF 1972, AS AMENDED, AND GOVERNS FLEET MANAGEMENT PRACTICES FOR STATE AGENCIES. THE POLICIES AND PROCEDURES IN THIS MANUAL ARE EFFECTIVE IMMEDIATELY, AND REPLACE ALL PREVIOUSLY DATED POLICIES. THIS MANUAL IS SUBJECT TO REVISION AS NECESSARY BY THE DFA BUREAU OF FLEET MANAGEMENT. THIS MANUAL IS INTENDED SOLELY AS GUIDANCE FOR AUTHORIZED USERS. IT IS NOT INTENDED TO CREATE A RIGHT, BENEFIT, OR ENTITLEMENT.

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CHAPTER I
GENERAL PROVISIONS

1.101.1 Purpose of the Fleet Manual

The Bureau of Fleet Management ("BFM" or "Bureau") was established within the Office of Purchasing, Travel and Fleet Management ("OPTFM"), Department of Finance and Administration ("DFA"), pursuant to Senate Bill 2398, Regular Legislative Session, Laws of 2006, which amended Section 25-1-77 of the Mississippi Code of 1972, as amended ("Code"). The purpose of the State Fleet Manual is to set forth rules, policies, procedures, and regulations (collectively referred to hereafter as "regulations") along with any other pertinent information that shall be in effect with the implementation of Title 25, Chapter 1 of the Code. The regulations set forth in this manual apply to the coordinating and promoting of efficiency and economy in the purchase, lease, rental, acquisition, use, maintenance and disposal of vehicles by state agencies. This manual is intended to be a presentation of procedures relative to fleet practices by all state agencies and to serve as a source of information for instructing agencies as to the proper procedures that must be followed in all fleet activities. This manual contains cross-references to the State Procurement Manual to assist state agencies, state employees, and other users, and to avoid unnecessary duplication of information. The provisions of this statute and these regulations shall not apply to any state institution of higher learning. Further, the provisions of this statute and these regulations do not govern the fleet practices of any governing authorities (as defined by Section 31-7-1(b) of the Code), but may be adopted for use by these entities.

1.102 Interpretation, Purposes and Policies

(1) Interpretation. These regulations shall be construed and applied to promote their underlying purposes and polices.

(2) Purposes and Policies. The underlying purpose of these procedures/regulations are:

(a) to simplify, clarify, and modernize the regulations governing vehicle use by agencies of the State of Mississippi;

(b) to permit the continued development of vehicle policies and practices;

(c) to provide for increased public confidence in the procedures followed in vehicle procurement;

(d) to ensure the fair and equitable treatment of all persons who deal with the fleet system of the State;

(e) to provide increased economy in State of Mississippi fleet activities and to maximize, to the fullest extent practicable, the purchasing value of public funds of the State; and

(f) to provide safeguards for the maintenance of a fleet system of quality and integrity.

1.103 Purpose and Implementation of these Regulations

These regulations are designed to achieve maximum practicable uniformity throughout the State. Hence, implementation by and within agencies shall be consistent with these regulations.

1.104 **Requirement of Good Faith**

These regulations require all parties involved in the negotiation, performance or administration of the State's fleet to act in good faith.

1.105 **Severability**

If any provision of these regulations or any application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of these regulations which can be given effect without the invalid provision or application, and to this end the provisions of these regulations are declared to be severable.

1.106 **Duration**

These regulations, when approved as authorized by Section 25-1-77 of the Code, shall be in effect as written until amended or repealed by the Department of Finance and Administration.

1.107 **Definitions**

The words defined in this section shall have the meanings set forth below whenever they appear in the regulations, unless:

(a) the context in which they are used clearly requires a different meaning; or

(b) a different definition is prescribed for a particular chapter or provision.

1. Agency - shall be defined as is found in Section 31-7-1(a) of the Code.

2. Auction - a sale of property to the highest bidder.

3. Authorized User – shall be an employee, contract worker, or elected or appointed official of the State of Mississippi. Independent contractors may be authorized, on a case by case basis pursuant to Section 5.201.3, to use state-owned vehicles when it is in the best interest of the State. "Employee" as used herein shall mean a state employee, contract worker, or elected or appointed official, but not an independent contractor.

4. BFM – the Mississippi Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management, Bureau of Fleet Management.

5. Bio-diesel - a cleaner burning diesel replacement fuel made from natural, renewable sources.

6. Commuting Assignment – a state-owned vehicle assigned to be driven from an employee's official duty station or other temporary place of work to an employee's residence as needed.

7. Contract - all types of Mississippi agreements, regardless of what they may be called, for the procurement or disposal of commodities, equipment, services, or construction.

8. Department - Mississippi Department of Finance and Administration.

9. Ethanol - an alcohol-based alternative fuel.

10. Fleet – a group of vehicles which are donated, seized, purchased, leased, rented, used, or maintained by state agencies, regardless of funding source.

11. Governing Authority shall be defined as found in Section 31-7-1(b) of the Code.

12. Law Enforcement – a state-owned vehicle assigned to a sworn law enforcement officer, as defined in Section 45-6-3 of the Code, or a law enforcement trainee as defined in Section 45-6-3(e) of the Code, to be driven in the daily performance of the duties of a sworn law enforcement officer or trainee.

13. May - the permissive.

14. Motor Pool Vehicle (MPV) - any vehicle or group of vehicles not permanently assigned to a single individual and are available at the official duty station for use by an authorized user of the agency.

15. Motor Vehicle - any vehicle for which a License Tag is required.

16. Non-Commuting Assignment - a state-owned vehicle assigned to be driven to and from an employee's official duty station to any temporary place of work and returned to the official duty station on a daily basis. This vehicle must not be driven to and from the employee's residence.

17. Official Duty Station - The city, town, or other location where the authorized user's regular place of work is located, or the city, town or location where the authorized user's primary work is performed on a permanent basis. If the authorized user regularly works in two or more areas, his official duty station shall be determined by the agency head or authorized designee based on total time ordinarily spent working in each area and the degree of business activity in each area.

18. OPTFM – Mississippi Department of Finance and Administration, Office of Purchasing, Travel and Fleet Management.

19. Passenger Vehicle (PV) - a vehicle used primarily in transporting agency personnel and the agency's equipment from one location to another. (Only vehicles for which a license plate or tag is required under Chapter 19, Title 27 of the Code).

20. Personal Use - the use of a state-owned vehicle to conduct an authorized user's personal affairs, not within the user's scope of employment, and anything which is not official business of the State of Mississippi.

21. Preventive Maintenance (PM) - vehicle services that are conducted at regular time intervals to prolong vehicle life and resale value, including, but not limited to, lube, oil and filter changes.

22. Purchase - buying, renting, leasing or otherwise acquiring.

23. Regulation - a governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements, which has been promulgated in accordance with the Code.

24. Sealed bid – bids received through a sealed competitive process.

25. Shall - the imperative.

26. State of Mississippi Fuel Card - a fuel access card issued to vehicles by the fuel network program, to be used when purchasing fuel or automotive services.

27. Vehicle Identification Number (VIN) - the number issued by the vehicle manufacturer to identify the vehicle; this number can be found on the driver's side of the dashboard below the windshield.

28. Work Vehicle (WV) - a vehicle used primarily to perform a work assignment or task while incidentally transporting agency personnel and agency equipment from one location to another (only vehicles for which a license plate or tag is required under Chapter 19, Title 27 of the Code).

CHAPTER II
OFFICE OF FLEET MANAGEMENT ORGANIZATION

2.101 Organization

The State of Mississippi Bureau of Fleet Management (BFM) operates as part of the Mississippi Department of Finance and Administration (DFA) within the Office of Purchasing, Travel and Fleet Management (OPTFM). The BFM has the power and duty to coordinate and promote efficiency and economy in the purchase, lease, rental, acquisition, use, maintenance and disposal of all state-owned vehicles (which require a license plate or tag under Chapter 19, Title 27 of the Code) by state agencies. This program was implemented to reduce the overall state fleet costs, as well as, assist agencies in making solid fleet business decisions.

2.101.01 Mission

The mission of the BFM is to provide a consistent, efficient, and cost effective fleet management program for all vehicles owned and operated by the State of Mississippi.

2.102 Location

The BFM is located in the Woolfolk State Office Building. The address is 701 Woolfolk Building, Suite A, 501 North West Street, Jackson, Mississippi 39201. Offices are located on the 7th floor. For more information or directions, call (601) 359-3409.

2.102.01 The Bureau of Fleet Management Contact Information

Office: (601) 359-3409
Fax (601) 359-3910
Website: www.dfa.ms.gov

2.103 Responsibility of the Bureau of Fleet Management

The BFM has the responsibility to serve the State objectively, economically and efficiently; to provide effective service to the state agencies; and to follow fair and ethical practices in fleet management. The BFM regulates the purchase, lease, rental, acquisition, use, maintenance and disposal of vehicles by state agencies. The BFM provides guidance to all state entities.

2.104 Fleet/Asset System Requirements

The BFM shall require all agencies to provide necessary information for the BFM to properly monitor the size, use, assignment, maintenance and disposal of the State's fleet of vehicles. Each agency shall be responsible for entering and maintaining accurate data monthly about each motor vehicle that it owns, operates, or otherwise controls into the State of Mississippi Fleet/Asset reporting system. The BFM shall provide each agency with program access, system reports, user manuals, help-desk access, and user training necessary to maintain and operate the State fleet/asset reporting system to track state-owned vehicles. All "tagged" state-owned vehicles shall be tracked in the fleet/asset reporting system. The system will also track betterments added to state-owned vehicles. Fleet/asset reporting system is required to be used by all state agencies.

CHAPTER III
PURCHASING STATE-OWNED VEHICLES

3.101 **Regulations Pertaining to the Purchase of Motor Vehicles**

In accordance with Section 25-1-77 of the Code, the BFM shall promulgate rules and regulations governing the purchase of any motor vehicle by a state department, institution or agency with regard to the appropriateness of the vehicle to intended use. No state department, institution or agency shall purchase, rent, lease or acquire any motor vehicle, regardless of the source of funds from which the motor vehicle is to be purchased, except under authority granted by the BFM. The BFM shall only grant authority to purchase, rent, lease or acquire a motor vehicle which is the lowest cost vehicle to carry out its intended use. The Bureau of Fleet Management shall require each agency to submit to the bureau a vehicle acquisition/use/disposal plan on an annual basis. From the plans received, the bureau shall evaluate the proposed plans and shall submit a recommendation to the Legislature prior to January 1 of each year.The provisions of this statute and these regulations shall not apply to any state institution of higher learning. Further, the provisions of this statute and these regulations do not govern the fleet practices of any governing authorities (as defined by Section 31-7-1(b) of the Code), but may be adopted for use by these entities.

3.101.01 **Purchase Decision**

The decision to purchase a vehicle should be carefully considered. The BFM does not intend to stop any agency from purchasing a required vehicle; but the BFM must approve vehicle purchase and will not approve purchase if it believes the decision to purchase may not be the best use of public funds. Additionally, no vehicles shall be purchased from the Department of Finance and Administration, Office of Surplus Property, dealer auctions, donated or transferred to any agency without prior approval from the BFM.

In most instances, if an individual is traveling less than 15,000 miles per year for official state business; it is likely more economical for the agency to have the employee drive his/her personal vehicle and have the agency reimburse the individual for mileage at the current mileage rate. In many instances where transportation of dignitaries or other officials is required on a non-regular basis, it may be better to rent a full size vehicle or large passenger van for those specific occurrences, rather than purchasing the vehicle and not fully utilizing its capabilities.

In situations where the agency's justification is not sufficient for the requested vehicle, the BFM will make a recommendation for the most appropriate vehicle that will perform the functions for which they are responsible. The BFM requires that requests for all vehicles withstand scrutiny; and the BFM shall only grant authority to purchase a motor vehicle which is the lowest cost vehicle to carry out its intended use.

The following are "general" guidelines. Exceptions may be justified and it will be the practice of the BFM to work closely with the requesting entities to ensure that state government is not impeded by these processes, while ensuring the best use of public funds.

(1) A full size vehicle is not typically the most fuel efficient choice, and has a higher cost when compared to a mid size or intermediate size vehicle. Therefore, full size vehicles would not be the appropriate vehicle to purchase if the intended use is to transport a driver only and occasionally three or fewer passengers to and from appointments, meetings, etc. Requests for full size vehicles must include a detailed explanation of the need for the increased size.

(2) Sport Utility Vehicles (SUVs) are not typically the most fuel efficient choice, and have

much higher costs when compared to other passenger type vehicles. Therefore, there are very few situations where an SUV would be the most appropriate vehicle. Transportation of passengers and equipment can normally be accomplished with a passenger van or sedan. Requests for SUVs must include a detailed explanation of the need for this type of vehicle.

(3) Large pick-up trucks (3/4 ton and 1 ton) have much higher purchase and maintenance costs (fuel, etc) and are not appropriate when a smaller vehicle will meet the needs of the agency. Requests for larger trucks should include adequate explanation of the need for the increased size. Crew cab trucks should only be requested when crews of three or more passengers will be transported on a weekly basis

3.101.02 **Approval**

No department or agency of the State of Mississippi may purchase any motor vehicle without first obtaining approval from the BFM. Agencies will receive approval/rejection to purchase vehicles by BFM once the Vehicle Request Form (Form VR-1)(See Appendix A) and Commuter Mileage Calculator (Appendix I) where applicable, have been reviewed. If approval to purchase a vehicle is granted, agencies may proceed with the procurement of the vehicle. If denied by the BFM, payment will not be approved by the Department of Finance and Administration, Office of Fiscal Management.

State Contract: If purchasing a vehicle from the state contract, agencies should submit an electronic P-1 through the current e-procurement process and include the approved VR-1 Form and Commuter Mileage Calculator where applicable, prior to purchase.

Other Procurement Methods: If purchasing through a sealed bid process, dealer auction, advertised bid, trade, or transfer, prior approval must be received from the BFM. If a vehicle is purchased by any of these methods, agencies must submit a completed VR-1 Form (by fax, e-mail or mail).

Federal Funds: If the purchase is being made with federal grant funds a copy of the Grant Agreement shall be included with the request for approval to the BFM.

Included with the electronic P-1, the requesting entity shall attach and submit an electronic completed and approved copy of the VR-1 and Commuter Mileage Calculator, where applicable. The requesting entity shall maintain a copy (paper or electronic) of the original VR-1 and Commuter Mileage Calculator (where applicable) and all revisions in the file established for the vehicle in question. If the vehicle being requested is a replacement, give the state asset number, year, make, model, mileage and vehicle identification number (VIN), and a reason why the vehicle being replaced is no longer of use by the agency. When completing the section pertaining to the intended use of the vehicle, the agency should include a detailed explanation of why this vehicle is needed. The agency should also give a detailed justification for the additional options being requested. Attach additional page(s) if needed.

No requests authorized under this section shall be approved by the Bureau of Fleet Management if the requesting agency has not properly maintained in the fleet/asset reporting system all information required by the Bureau of Fleet Management. Agencies shall correct any inadequacies or discrepancies in the system noted by the Bureau of Fleet Management before the bureau may approve any requests.

The Bureau of Fleet Management shall require each agency to submit to the bureau a vehicle acquisition/use/disposal plan on an annual basis. From the plans received, the bureau shall evaluate the proposed plans and shall submit a recommendation to the Legislature prior to January 1 of each year.

3.101.03 Justification

The BFM makes individual vehicle approval decisions based on the justification information provided by the agency. The requesting agency should ensure that the intended use and justification of need is as specific and detailed as possible the **first time** it is submitted.

The justification should include an explanation as to why other vehicles would not be appropriate (For example: why the agency is requesting a "3/4 ton pick-up" rather than a "mid-size pick-up" or why a utility vehicle is being requested rather than a pick-up or van). [The justification should be as specific and detailed as possible regarding the intended use of the vehicle by the agency in carrying out the functions for which they are responsible.] The agency should complete a VR-1 form. The VR-1 must include the vehicle base contract price with each additional option and price listed separately.

The BFM will reject any VR-1s which do not provide adequate explanation and justification for the specific vehicle and option purchases. Notice of this rejection will be sent by letter or electronically to the requesting agency. Agencies are encouraged to contact the BFM with any additional justification to warrant the purchase.

When making requests for authority to purchase, rent, lease or acquire vehicles, agencies shall submit the lowest cost vehicle possible to carry out its intended use. Any such request shall be in writing from the agency head, certifying the vehicle requested is the lowest cost option available and acknowledging that any request contrary to this provision shall subject the agency head to penalties as provided in Sections 25-1-91, 31-7-55 and 31-7-57, where applicable. The Bureau of Fleet Management shall only approve the lowest cost vehicle, which in its estimation, will carry out the intended use. No agency may purchase any vehicle that the Bureau of Fleet Management has disapproved as being a higher cost option.

3.101.04 Vehicle Replacement

If the vehicle being purchased is a replacement for an existing state-owned vehicle, the agency will be required to dispose of a vehicle in its fleet once the new vehicle is in the possession of the agency. Agencies should identify vehicles to be replaced, and must submit the original title of the vehicle being replaced with the information required by Section 3.101.03.

When "vehicle replacement" is the justification for a new purchase, the vehicle being replaced must be disposed of within sixty (60) days of the delivery of the new vehicle. Failure to comply with this Section is vehicle misuse and is subject to penalties set forth herein.

3.101.05 **Vehicle Purchase Records**

The department or agency shall maintain proper purchase documentation (paper or electronic) which provides the intended use of the vehicle and the basis for choosing the vehicle. Such documentation shall show that the department, institution or agency made a diligent effort to purchase, rent, lease or acquire a vehicle that is the lowest cost vehicle for its intended use. For each vehicle purchased, the purchasing entity shall establish and maintain a file (paper or electronic) which shall include all pertinent information concerning the vehicle purchase documentation, including VR-1 form, CR-1 form where applicable, Commuter Mileage Calculator where applicable, and supplemented with fuel, maintenance and repair records and daily vehicle trip and usage logs. Such documentation shall be updated, as needed, when the intended use of the vehicle or any other facts concerning the vehicle are changed. All such documentation shall be approved by the BFM prior to purchase, rental, lease or acquisition or change in use of any vehicle and shall be maintained and made available for review by the State Auditor, any other reviewing agency, and the State Legislature.

3.101.06 **Responsibility for Acceptance and Delivery of Vehicles (New)**

Agencies shall carefully inspect vehicles prior to accepting delivery to insure that the vehicle meets all specifications. The agency shall verify that **all** equipment, both standard and optional, is on the vehicle prior to accepting delivery of the vehicle. Upon inspection, if the vehicle does not meet specifications or equipment that was ordered is not on the vehicle, please contact the BFM **prior** to accepting delivery of the vehicle.

Once an agency accepts a nonconforming vehicle, the agency is liable for payment of the vehicle as accepted.

3.201 Title Process

Vehicle titles shall be titled as follows: **State of Mississippi/Department of Finance and Administration – Agency Number (see Appendix H)**, for all new and used vehicle purchases, transfers and donated state-owned vehicles. The DFA, or its designee, shall have sole authority to sign vehicle titles. The BFM has the authority to exempt any agency or agency vehicle(s) if the BFM determines that state or federal law requires that title be vested only in the agency's name. Title applications shall reflect the requesting agency's current address as the mailing address on the title with the titles being retained on file at the Agency. State contract awarded vehicle vendors shall be notified that all new state contract vehicle purchases shall be titled in the name of the State of Mississippi/Department of Finance and Administration and to submit to the current agency's mailing address. If state-owned vehicles are purchased through any other process other than from the vehicle state contract, it is the agency's responsibility to complete all paperwork to obtain the title appropriately in the name of the State of Mississippi/Department of Finance and Administration.

Example:

State of Mississippi/Department of Finance and Administration Agency #
Agency's mailing address
City, State Zip

3.301 Marking of State-Owned Vehicles

In accordance with Section 25-1-87 of the Code, all state vehicles, owned or leased by the State of Mississippi shall have a permanent decal or be painted on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one-half (1½) inches in height, stating the name of the state agency. The marking must be in a color which is in contrast with the color of the vehicle. The provisions of this paragraph shall not apply to those vehicles exempted by Section 25-1-87 of the Code.

3.401 Annual Data Integrity Audit

Executive Directors of agencies that are operating vehicles must submit to the Bureau of Fleet Management a yearly data integrity audit that certifies the accuracy of the data in MAGIC. The BFM will provide each agency with a fleet data audit on an annual basis that must be verified and certified by the Executive Director of the agency. These audits will be completed in March of each year, beginning in 2019.

CHAPTER IV
VEHICLE USE POLICY

4.101 State-Owned Vehicle Official Use Policy

State-owned vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business that is within the rated design capability of the vehicle. Use is not authorized for unofficial travel or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle. State-owned vehicles shall be driven only by authorized users and used for official state business only. Some examples of unauthorized use include, but are not limited to:

(1) Sightseeing or trips for pleasure unless the trip is part of the official agenda for a business conference.

(2) Transporting family members, dependants or friends to school, daycare, medical appointments, social events or other personal activities.

(3) Conducting other personal business outside the authorized user's scope of employment.

Only authorized passengers are permitted to accompany authorized users in state vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of business which is in the scope of employment of the authorized user operating the state-owned vehicle.

4.101.01 Operating a State-Owned Vehicle

Authorized users must have a valid driver's license (Mississippi residents must have a Mississippi Driver's License), acceptable driving record (see UA – 1 Form), and be authorized by their agency to operate a state-owned vehicle. Authorized users include state employees, state contract workers, elected or appointed officials, and independent contractors (where approved on a case by case basis).

All drivers will be required, on an annual basis (due January 15 of each calendar year), to sign a Vehicle Use Agreement, Form UA – 1 (See Appendix B). Agencies shall determine if a user's driving record is acceptable before allowing that user to operate a state-owned vehicle. Agencies may review authorized users' driving records, as necessary.

The Agreement contains a provision signifying that the driver has been given a copy of the fleet policies and procedures and that he/she understands and agrees to them. The Vehicle Use Agreement also contains space for the driver's license number and it informs the driver of his/her obligation to reveal changes in the status of that license. This form should be updated on a yearly basis or if the driver's information changes, whichever comes first. It is the responsibility of the user to immediately notify his/her supervisor should the information on his/her UA - 1 form change. Failure to report such changes is vehicle misuse and subject to the penalties herein.

Agencies must retain copies of the current UA – 1 form electronic or paper for each authorized user. These forms are subject to audit by the BFM and the Office of the State Auditor.

At no time can authorized users operate a state-owned vehicle with a revoked, restricted, or suspended license.

4.101.02 **Logs**

A daily log of all trips must be recorded for each state-owned vehicle. (See Appendix G for Sample Daily Trip Log.) Each daily trip log shall contain: the operator of the vehicle, date of vehicle use, beginning and ending odometer reading, total miles traveled, purpose of each trip, and the business locations visited each day. Agencies with law enforcement drivers should contact the BFM for guidance on compliance with this section.

Agencies must maintain all daily log files for each agency's vehicle for at least three years. Logs are subject to audit by the BFM and the Office of the State Auditor.

4.102 **State-Owned Vehicles; Misuse or Inappropriate Activities**

State-owned vehicles are highly visible to the public. Vehicle operators should exercise prudence and courtesy, as poor driving manners and inappropriate use of state-owned vehicles reflect on all state employees. An authorized user should not engage in any activity that would violate the obligation of trust given with the privilege of operating a state-owned vehicle. Inappropriate activities or misuse include, but are not limited to:

(1) Using the vehicle for personal use outside of the employees' scope of employment;

(2) Failure to maintain accurate daily trip log (Appendix D);

(3) Use of alcohol in state-owned vehicles;

(4) Use of drugs in state-owned vehicles;

(5) Use of tobacco products in state owned vehicles;

(6) Violation of vehicle replacement policy;

(7) Improper vehicle assignment;

(8) Failure to report changes in driving status;

(9) Falsification of documents;

(10) Failure to comply with vehicle safety laws (ex: speeding and /or reckless driving);

(11) Failure to take proper care of the vehicle;

(12) Failure to comply with any policy or procedure otherwise set forth herein.

Misuse of state-owned vehicles may be reported by authorized users, other employees, or members of the public. Misuse should immediately be reported to the BFM, using the Vehicle Misuse Incident Report (VMR – 1). This form may be found at http://www.dfa.ms.gov/media/2426/formvmr1.pdf'.

The BFM will notify the agency head of any reports of alleged misuse. The agency head shall investigate all alleged misuse. The agency head must report to the BFM in writing within thirty (30) days from the date a report was made. This report shall contain at a minimum:

1. Name, address and telephone number of individual making the report, if known;

2. Summary of report;

3. Name and address of driver;

4. Investigative findings;

5. Remedial action taken, if warranted;

6. Response to individual making the report, if warranted.

The willful neglect or misuse of any state-owned motor vehicle may constitute grounds for disciplinary action at the discretion of the agency head, as well as, forfeiture of ability to operate a state-owned vehicle. If there is no response within thirty (30) days, the matter will be turned over to the State Auditor's office.

4.102.01.1 <u>Penalties for Misuse of State-Owned Vehicles</u>

These rules and regulations are promulgated in accordance with Section 25-1-77 of the Code. Any violations of these regulations may expose users and agency heads to criminal liability. Additionally, vehicles may be seized by the BFM.

- Pursuant to Section 25-1-79 of the Code, it is unlawful for any officer, employee or other person whatsoever to use or permit or authorize the use of any automobile or any other motor vehicle owned by the State of Mississippi or any department, agency or institution thereof for any purpose other than upon the official business of the State of Mississippi or any agency, department or institution thereof.

- Pursuant to Section 25-1-91 of the Code, if any person shall knowingly and willfully violate any of the provisions of Sections 25-1-77 through 25-1-93, such person shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not more than two hundred fifty dollars and, in addition, shall be removed from the office or position which he holds.

- Pursuant to Section 25-1-77(4), the BFM shall immediately notify the department head of any agency when it has determined that a vehicle is in violation of the BFM's rules and regulations. At the same time, the BFM shall notify the Speaker of the House of Representatives and the Lieutenant Governor of its findings regarding any such vehicle. If the violation is not rectified within five (5) days of the notice, then the BFM may seize the vehicle and dispose of it as the BFM deems to be in the best interest of the State.

- Additionally, Section 31-7-51 of the Code provides for individual liability for unlawful expenditures of public funds.

4.102.02 Tobacco Use in State-Owned Vehicles

The use of tobacco products is prohibited in all state-owned vehicles.

4.102.03 Animals

Transportation of animals in state-owned vehicles is prohibited unless necessary to accomplish official state business or to accommodate a disabled authorized user or authorized passenger.

4.102.04 Decals

The application of decals (except parking decals), bumper stickers, commercial or political advertisements on state-owned vehicles is prohibited unless approved by the BFM.

4.102.05 Firearms

Firearms are prohibited in state-owned vehicles unless they are required for the performance of official job duties.

4.102.06 Seat Belts

In accordance with Section 63-2-1 of the Code, drivers operating state-owned vehicles are required by law to wear seat belts.

4.102.07 Personal Property

Personal property in state-owned vehicles is not insured for loss or damage by the State. Coverage for these items may be provided by the authorized user's personal insurance. Drivers are encouraged to discuss such issues with their own insurance representative and should consider the addition of a "rider" on their own policy.

4.103 Vehicle Assignments

Every state-owned vehicle must have an active assignment. All state-owned vehicles shall be assigned as one of three categories: law enforcement, commute, and non-commute.

Vehicle assignments are designated on the VR-1 form by agency heads when requesting to purchase the vehicle. Documentation supporting assignments must be submitted electronically with the VR-1 form using the P-1 process. Purchases and assignments are approved or denied by the BFM when the VR-1 is submitted. Supporting documentation needs to be included with the VR-1 using the Appendix D, when the vehicle is to be assigned as law enforcement or commute.

Any changes to vehicle assignments must be entered into the State of Mississippi fleet/asset reporting system, and should include the following: the original approved VR-1 form, a written justification from the agency head indicating the need for the assignment change, and any supporting documentation for the change.

If at any time it is determined by the BFM that a vehicle's utilization is an inappropriate assignment, the BFM will notify the department head of any agency. The agency must correct the assignment within the time period prescribed by the BFM. Failure to take corrective action is vehicle misuse and is subject to the penalties described herein (see Section 4.102.01).

4.103.01 **Law Enforcement**

An employee who is a sworn law enforcement officer as defined in Section 45-6-3 of the Code or a law enforcement trainee as defined in Section 45-6-3(e) of the Code, and whose position requires him or her to daily perform the duties of a sworn law enforcement officer may drive a vehicle if use of the vehicle is essential for the employee to carry out their daily job duties.

Agencies must complete Appendix D – Commuting Authorization Request Form and electronically transmit a copy of the completed Appendix D, along with the completed and approved VR-1 Form, which was used to purchase the law enforcement vehicle, to the BFM. With Appendix D, agencies must supply a copy of the official certification from the Mississippi Board on Law Enforcement Officer Standards and Training (BLEOST) issued to the employee for whom the agency is requesting a Law Enforcement assignment. If the assignment is for a law enforcement trainee, agencies must submit with Appendix D official documentation from the BLEOST indicating the employee is an active trainee and when the trainee's two (2) year period of training will end.

4.103.02 **Commute**

Commute assignment is defined as a state-owned vehicle assigned to be driven from an employee's official duty station or other temporary place of work to an employee's residence as needed.

A commute assignment is only authorized when it is the most cost effective or practical alternative. State-owned vehicles may not be used in a commuting capacity solely by virtue of an authorized user's job title or position. A commute vehicle cannot be part of a compensation or administrative package.

Before any commuting assignment is made, an agency must clearly demonstrate to the BFM that providing the user a vehicle would be a cost savings to the agency and the State.

Agencies must complete Appendix D (Commuting Authorization Request Form), the VR-1 Form and the Commuter Mileage Calculator and electronically transmit a copy of each to the BFM.

Below is a link to the Commuter Mileage Calculator. The data necessary to utilize this formula will be taken from completed daily trip logs. If using the Commuter Mileage Calculator for a new commute assignment, enter a reasonable estimate for the annual business miles.

http://www.dfa.ms.gov/media/2349/commutermileagecalculator2011.xls

4.103.03 **Non-Commute**

Non-Commute assignment is defined as a state-owned vehicle assigned to be driven to and from an employee's official duty station to any temporary place of work and returned to the official duty station on a daily basis. This vehicle must not be driven to and from the employee's residence unless the employee has been authorized by his or her agency to utilize the vehicle in "travel status." Non-commute may include motor pool and individual non-commute vehicles.

1. Motor Pool vehicles are not assigned to a single individual. They are available at the official duty station for use by an authorized user of the agency.

2. Individual Non-Commute vehicles are assigned to a single individual for use in the performance of their job duties during their scheduled work hours.

4.104 Internal Revenue Service Reporting

Personal use of state-owned vehicles is not permissible (Section 4.101). Further, unauthorized personal use of a state-owned vehicle can subject the employee to tax liability. The IRS guidelines define personal use as "any use of the vehicle other than use in your trade or business." The only exception is "de minimis personal use" such as an authorized commuter's stop for a personal errand on the way between a business delivery and the employee's home

Commuters should be advised that certain authorized users who are approved by their agency head to commute to and from work and their residence on a regular basis are considered by the Internal Revenue Service (IRS) to have derived gross income from such use of their vehicle. Commute use, with limited exceptions, is considered a taxable fringe benefit.

For employees with commute use privileges, the employing agency's accounting personnel shall review and follow the procedures as set forth in the DFA MAAPP manual sub-section 15.20.30 and the Internal Revenue Service Employer's Tax Guide to Fringe Benefits to determine the taxable value of the commuting assignment.

4.201 Use of Privately Owned Vehicles

The BFM does not encourage the use of privately owned vehicles to conduct state business unless the state agency does not have access to a state-owned vehicle or the employee does not drive enough miles to warrant a state-owned vehicle. If there is a state-owned vehicle available for use and an authorized user makes a decision to use their privately owned vehicle, the user will receive mileage reimbursement at a reduced rate in accordance with the State of Mississippi Travel Policy Rules and Regulations.

If there is not a state-owned vehicle that can be used for official state business, employees may be reimbursed up to the state approved mileage reimbursement rate. The current reimbursement rate is listed in the revised mileage reimbursement rate memo http://www.dfa.state.ms.us/purchasing/travel/mileagerate.pdf. This rate shall not exceed the maximum amount to be reimbursed.

It is the agency's responsibility to maintain all documentation for audit purposes supporting rates reimbursed and the documentation must be available to the DFA or the Office of the State Auditor if requested. Employees using their privately owned vehicle for official state business should have current proof of insurance in accordance with state law.

4.301 Investigating and Auditing of Agency Vehicle Usage and Purchasing

The BFM has the authority to investigate, at any time, the vehicle usage of any state agency. The BFM will report any investigative findings to the State Auditor's Office. Further, on or before September 1 of each year, the BFM shall prepare and deliver to the Senate and House Appropriations Committees and the Joint Legislative Budget Committee a report containing any irregularities that it finds concerning purchases of state-owned vehicles.

4.401 Certified Fleet Manager Program

The Bureau of Fleet Management has established a mandatory Certified Fleet Manager program. This is a competency-based training program in which users responsible for vehicle management will demonstrate that they have the knowledge and ability to use MAGIC correctly. Users will be required to demonstrate competency through training simulations in MAGIC. Effective July 1, 2019 all agencies will be required to have at least one (1) Certified Fleet Manager on staff in order to purchase new vehicles for their respective agency.

CHAPTER V
STATE VEHICLE SAFETY OPERATION POLICIES

5.101 State Vehicle Safety Operation Policies

All operators of state-owned vehicles, or privately owned vehicles on official state business, are responsible for operating vehicles in accordance with all applicable state and federal laws. The operator should avoid activity that may hinder safe operations such as inappropriate use of a cell phone (including texting); eating or reading while driving; and any other activity that may hinder the driver's attentiveness. Driving privileges may be reduced or revoked depending upon the severity and number of the violations.

Violations of safety operation policies constitute vehicle misuse and are subject to the penalties described herein.

5.101.01 Distractions

Operators of state-owned vehicles must attempt to minimize distractions that may interfere with the driver's ability to focus. Distractions include, but are not limited to:

a.) Cell phone use should be minimal. Hands free equipment is recommended when cell phone use is necessary. Texting while driving is prohibited.

b.) PDA/Laptop computer use is prohibited while operating a vehicle.

c.) Portable two-way radio use should be minimal.

d.) Eating/Drinking should be minimal.

e.) Reading/writing is prohibited while operating a vehicle.

f.) Personal grooming (shaving, applying makeup, etc.) while driving is prohibited.

5.101.02 Impaired Driving

Operators of state-owned vehicles are prohibited from the operation of a motor vehicle while mentally or physically impaired. Violations may lead to revocation of driving privileges. Examples of impaired driving may include, but are not limited to:

a) The use of alcohol.

b) The use of illegal drugs.

c) The use of prescription/non-prescription medicine which may impair driving.

d) Driver fatigue.

e) Medical condition or illness which may impair driving.

f) Emotional state which may impair driving.

5.101.03 Fines

Operators of state-owned vehicles must report any citations for parking violations, moving violations, violations resulting in a threat to life, violations resulting in a collision, etc. All fines incurred while operating a state-owned vehicle will be the responsibility of the driver and must be paid immediately.

5.101.04 Seat Belts

All employees of the State of Mississippi and other occupants are required by law to wear a safety belt at all times when operating or being transported as a passenger in a state-owned vehicle. Both lap belts and shoulder harness must be utilized, where provided. It shall be each occupant's responsibility to ensure compliance with the State's safety belt policy. It is unlawful to remove any seat belt or render it inoperative. Loose material inside passenger compartments should be kept to a minimum. Additionally, where provided, the number of seatbelts in a vehicle establishes the maximum number of passengers a vehicle can carry.

5.101.05 Reporting Emergencies

If a vehicle emergency situation arises, vehicle operators should contact their supervisors and dial 911 for assistance.

5.201 Liability Insurance for State-Owned Vehicles

The policy of the State of Mississippi is that state-owned vehicles are to be used for official state business only. The driver is covered for liability purposes only by the MS Tort Claims Board (TORT) provided that the vehicle is being used within the course and scope of the employment. Drivers should be aware that any accidents, damage, etc. that occur outside the course and scope of employment are not covered under the rules and regulations set forth by the MS Tort Claims Board. If an accident is not covered by TORT, the driver may be responsible for all repairs to the state-owned vehicle, as well as, any damages to other individuals or their property. It is recommended that the driver have adequate insurance, including a business vehicle endorsement.

5.201.01 Liability Insurance for Personal Vehicles

Authorized users who operate their personal vehicles to conduct state business for an agency are covered by TORT for liability purposes only, provided that the vehicle is being used within the course and scope of employment. However, operators should be aware that in such a case, the employee will be responsible for all repairs to their personal vehicle. TORT may cover damages to other individuals or their property for which it may be liable.

Employees should be aware that any accidents, damage, etc. that occur outside the course and scope of employment are not covered by TORT. The employee shall be responsible for all repairs to their personal vehicle as well as any damages to other individuals or their property. Employees are advised to consider talking to their personal insurance agent to ensure they have adequate insurance coverage.

5.201.02 Liability Insurance for Rental Vehicles

When a rental car is used in lieu of a personal automobile for official state business, the driver is covered for liability purposes by TORT provided that the vehicle is being used within the course and scope of the employment. The State contract for rental vehicles includes Collision Damage Waiver/Loss Damage Waiver (CDW/LDW) insurance. If an employee goes outside a state contract vendor, he or she will need to ensure the rental contract

includes CDW/LDW insurance. Drivers should be aware that any accidents, damage, etc. that occur outside the course and scope of employment are not covered by TORT. If an accident is not covered by TORT, the driver may be responsible for all repairs to the rental vehicle as well as any damages to other individuals or their property.

5.201.03 Contract Workers

Contract Workers who operate their personal vehicles to conduct state business for an agency are covered by TORT for purposes of liability only, provided that the vehicle is being used within the course and scope of employment. However, operators should be aware that in such a case, the contract worker will be responsible for all repairs to their personal vehicle, but TORT may cover damages to other individuals or their property for which it may be liable.

If the accidents, damage, etc. occur outside the course and scope of employment, damages are not covered by TORT. The contract worker will be responsible for all repairs to their personal vehicle as well as any damages to other individuals or their property. Employers are advised to request proof of insurance during the hiring process for a contract worker.

5.201.04 Independent Contractors

Independent contractors are not covered under TORT.

The Bureau of Fleet Management is authorized to amend its regulations to authorize waivers or consent, on a case by case basis, for persons other than state officers or employees, to use state vehicles, including specialized equipment, on official State business.

The BFM shall require the agency to require the Independent contractor, as a condition prerequisite to receiving the waiver, to provide proof of liability insurance with a “drive other vehicles” endorsement at coverage levels equal to or exceeding tort claims limits and also requiring the independent contractor to indemnify the State from any and all liability related to the use of the state-owned vehicle.

The limits are equal to tort claims limits for liability coverage and the current replacement value of the state-owned vehicle operated by the independent contractor. The BFM reserves the right on a case by case basis, to require greater coverage than these minimums when to do so is in the best interest of the State.

5.201.05 Reporting Accidents

If an operator of a state-owned vehicle or a personal vehicle approved for state use is involved in an automobile accident, the following steps should be taken:

1.) Call an ambulance if anyone is injured;

2.) Immediately notify the city police, sheriff’s office or highway patrol;

3.) Do not move either vehicle until an officer of the law advises you to do so;

4.) The Proof of Insurance number that should be entered on the police report is 11-46-15;

5.) Do not make any statement of guilt to any party;

6.) Notify your immediate supervisor as soon as possible;

7.) Complete a State of Mississippi Liability Claim Reporting Form, available online at http://www.dfa.ms.gov/media/1453/liability-claim-rptg-form.pdf and

8.) Submit the form, along with police report and any other applicable information to TORT.

5.201.06 Defensive Driving Training

The Loss Control Department of TORT offers Defensive Driving Classes to all state agencies. State employees involved in preventable accidents must attend a defensive driving training session. It is the responsibility of the individual state agency to contact the State Loss Control Manager at 601-359-6691 for scheduling.

CHAPTER VI
MAINTENANCE AND CARE OF VEHICLES

6.101 Maintenance and Care of Vehicles

Maintenance of state property is a vital responsibility when considering the best use of public funds. All agencies are urged to establish a written policy which shall describe the planned maintenance program for its fleet. This policy shall include mechanisms to assure proper, timely preventive maintenance (oil changes, lubrication, etc) as well as mechanisms to track costs to allow management to make proper decisions concerning the continued operation of the vehicle. At a minimum, agencies should follow the manufacturer's recommended maintenance schedule for each vehicle.

The BFM has incorporated minimum scheduled maintenance recommendations into the current State of Mississippi Fleet/Asset reporting system that can be used as a guide. All maintenance and repairs performed on state-owned vehicles must be documented and retained for the life of the vehicle. All maintenance and repair information and costs should be entered into the Fleet/Asset reporting system on a monthly basis. The maintenance and upkeep of fleet vehicles is the responsibility of the individual and agency to which the vehicle is assigned. The agency shall enforce the policies and schedules to ensure routine service is completed as scheduled.

Failure to properly maintain state-owned vehicles is vehicle misuse and is subject to the penalties described herein.

6.101.01 Vehicle Warranty Tracking

Agencies should track vehicle and parts warranties to achieve maximum savings on maintenance and repairs. A good warranty tracking system can prevent you from paying for repairs or parts that are covered under manufacturer warranties.

6.101.02 Monthly Vehicle Maintenance

Refer to Appendix E of this manual for a state-owned vehicle monthly maintenance check list. This form should be completed by all employees assigned a state-owned vehicle on a monthly basis as a means to be proactive on maintenance and to help keep a safe fleet of vehicles for employee use. The Fleet manager or employee supervisor should monitor and sign off on this process. Agency pool vehicles should be under the same monthly maintenance check list.

6.101.03 Routine Washing

It is the agencies' responsibility to ensure fleet vehicles represent the State of Mississippi appropriately. Vehicles should be cleaned inside and out as appropriate for the intended use of the vehicle.

6.101.04 Annual Safety Inspection

It is the responsibility of each agency to schedule and complete the annual state inspection at a licensed maintenance facility for each vehicle assigned to their agency. The State of Mississippi Fleet/Asset Reporting System provides annual reminders that can be used by agencies.

6.102 Fuel Purchases

Gasoline purchases shall be obtained using the state-approved fuel access cards from vendor facilities that accept the state-approved Fuel Access Cards. Only regular unleaded gasoline or diesel from self-service pumps should be used. No higher-octane gas is to be purchased.

Each vehicle shall be issued a state-approved Fuel Access Card that must remain in the vehicle at all times. Employees, who are assigned vehicles, shall be issued a personal identification number (PIN) that is to be kept separate from the card. When using this card, always key in the current exact odometer reading. If a state-approved Fuel Access Card is stolen or lost, notify the appropriate agency contact, and the card should be canceled. A replacement card should be issued if needed.

The state-approved Fuel Access Card is to be used to purchase fuel and vehicle-related services only (Repair/Maintenance). All fuel transactions must be entered into the State of Mississippi Fleet/Asset Reporting System on a monthly basis.

Operators should be advised that if they use any form of payment other than the state-approved Fuel Access Card to purchase fuel while traveling on official state business, they will only be reimbursed at the weekly state-approved Fuel Access Card rate at the time of purchase, unless proper justification is provided.

Bulk fuel purchases must be made using either the state-approved Fuel Access Card fuel provider or the method prescribed by Section 31-7-13(h) of the Code. Agencies must monitor the disbursement of fuel from the agencies' tanks and keep this documentation available for review by the BFM or the State Auditor.

6.102.01 Alternative Fuels

Pursuant to Section 25-1-77(1), the BFM shall encourage the use of alternative fuels, including, but not limited to, ethanol or bio-diesel. Each agency is encouraged to purchase alternative fuel vehicles and use alternative fuels when it is determined that it would be cost effective and would not cause harm to the state-owned vehicle. Purchases of alternative fuels are one hundred percent reimbursable, where pre-approved by the operators' agency.

CHAPTER VII
VEHICLE REPLACEMENT AND DISPOSITION

7.101 Replacement Criteria

The following guidelines provide minimum replacement criteria for routine vehicle replacement. Most vehicles should be replaced when they reach 7 years (84 months) of service and 150,000 miles. However, there may be circumstances in which vehicles may be replaced sooner (such as excessive maintenance or repair costs) or retained longer (such as unusually low maintenance costs or low yearly mileage). Agencies may make this determination on a case-by-case basis, using these guidelines.

Before disposal or sale of any vehicle, the BFM shall make a determination that the lifetime use and mileage of the vehicle has been maximized and it would not be feasible for another state agency to use this vehicle. All disposals shall be approved by the BFM prior to disposal (pursuant to the policies set forth herein for disposal procedures).

7.201 Procedures for Selling or Transferring State-Owned Vehicles

Before disposing of any vehicles, agencies must send a list of vehicles to the BFM for prior disposal approval. These vehicles will be checked to make sure they meet replacement criteria set forth above. Agencies shall ensure that the highest mile and/or highest maintenance cost vehicles are the vehicles chosen for disposal. The BFM will assist agencies in determining the most appropriate vehicles upon request. With BFM approval, agencies can proceed with their disposal process.

After vehicles have been disposed of, a completed Vehicle Deletion Form (Appendix F) should be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Once the Vehicle Deletion Form and supporting documentation have been received and approved by the BFM, a copy will be forwarded to the Office of the State Auditor.

7.201.01 Methods

State-owned vehicles which become surplus to the needs of a state agency may be disposed of in any of the following ways:

(1) Sold

(2) Traded

(3) Transferred

7.201.01.1 Sold

Sale of state-owned vehicle(s) may be accomplished by public auction, sealed bid, or private treaty negotiated sale.

7.201.01.2 Trades

State-owned vehicles which no longer meet the needs of an agency or become obsolete or inoperable and still have a residual value may be traded as a part of the transaction to acquire new vehicles. This method of disposal may not be used when acquiring any vehicle

from a state contract. The request for pricing, which includes a trade-in, must be made a part of the specification for the vehicle being purchased. The specification shall contain all pertinent information about the vehicle being traded (i.e., make, model, year, mileage, the location where it may be seen, etc). If a vehicle is to be disposed of by trade-in, the Vehicle Deletion Form shall be completed to include all information applicable to the trade-in. However, the agency must at the same time submit the P-1 for approval to purchase the item to which the trade-in applies. The Vehicle Deletion Form may not serve as the purchase request. The Vehicle Deletion Form is to be considered as an inventory deletion form only. Approval of both documents by the BFM must be obtained prior to the issuance of a purchase order.

7.201.01.3 Transfers

State-owned vehicles may be transferred from one state agency to another state agency (including transfers to the Office of Surplus Property). Transfer or sale of vehicles from one state agency to another or transfer from a state agency to a governing authority does require approval from the BFM. Agencies requesting a vehicle to be transferred to them must submit to the BFM a VR-1 (See Appendix B) with a detailed justification of why the requested vehicle is needed. If approval is granted, the agency receiving the reassigned vehicle shall pay to the previous agency's special fund, or if no special fund exists to the state general fund, the National Automobile Dealers Association (NADA) wholesale value for the vehicle or the estimated amount for which the vehicle would have sold at auction, as shall be determined by the BFM, whichever is less. The agency transferring the vehicle must submit the completed Vehicle Deletion Form to BFM. Once received and approved by the BFM, the Vehicle Deletion Form will be forwarded to the Office of the State Auditor. No transfers of state agency vehicles shall take place without prior approval from the BFM.

7.201.02 Sale of State Property

7.201.02.1 **Sealed Bid** When disposing of state-owned vehicles by sealed bid, agencies will be required to advertise the sale in the same manner as set forth in Section 31-7-13(c) of the Code. The opening of sealed bids for the sale of state-owned vehicles shall be in compliance with Section 3.202.12 of the State Procurement Manual (Receipt, Opening and Recording of Bids).

No vehicles sold by sealed bid shall be released to the successful bidder until the Vehicle Deletion Form has been approved by the BFM and Property Control within the Office of the State Auditor. The Vehicle Deletion form submitted to the BFM must include the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures.

7.201.02.2 **Scrap** Agencies must submit requests for authorizations to the BFM prior to disposing of vehicles deemed "scrap." Once these vehicles have been approved for disposal by the BFM the agency can proceed with the disposal process. If the vehicle(s) is valued at $100 up to $5000, two quotes are required. If the vehicle is valued at more than $5,000, it must be advertised to be sold.

7.201.02.3 **State-Owned Vehicle Disposal Specifications** The specifications or instructions to prospective buyers should provide a listing of all items being offered and such listing shall provide, at a minimum, the following:

(1) Make – Model (Dodge B150 -ton pickup)

(2) Year of manufacture

(3) Mileage

(4) Location – (Where the vehicle may be inspected.)

(5) Date and time when vehicle may be inspected

(6) Address of location to which the bids shall be delivered

(7) Time and date set for the bid opening

(8) Name of person (including telephone number) to be contacted if additional information is necessary

7.201.03 **Auction.** Agencies should be advised that an auction is the preferred method of disposing of vehicles and the BFM has consistently found auctions to be the most profitable method of disposal. Agencies may see Section 8.101.03 of the State Procurement Manual for guidance.

7.201.03.1 **Dealer Auctions**. There are several dealer auction facilities located throughout the State where vehicles may be sold. To use the services of any of these facilities, the company must agree that the sale will be open to the public for state-owned vehicles and must agree that the fee charged the seller of state-owned vehicles shall be not more than $50 per vehicle.

The vehicles need to be thoroughly cleaned, and have all decals and lettering removed prior to sending them to auction. A representative of the BFM may view these vehicles prior to the sale and has the authority to have any vehicle pulled from sale to be cleaned or de-identified by the auction's reconditioning facility. Any additional costs incurred at the auction's reconditioning facility due to the agency's failure to properly prepare the vehicle for auction may be assessed against the agency at an allowable fee rate. A list of all maximum allowable fees is posted on the Department of Finance and Administration's website under the BFM. Pulled vehicles will be put in the next month's sale.

The BFM will sell all state-owned vehicles under a "red light" ("as is where is" at auction). The BFM reserves the right to attend all auctions to ensure that best practices and sale prices are being administered. It is recommended that agencies represent their vehicles on sale day. Both agency representatives and the BFM have full authority to reject any bid if it is not in the best interest of the State of Mississippi.

Vehicles that are delivered and set for sale at the state auction must cross the auction block at least one time before they can be sold. When vehicles have sold, the auction company will be responsible for collecting proceeds from buyers and will provide, to the agency, all documentation (bills of sale, mileage certifications, etc.). The auction company will deliver, within 10 working days, a check for the net proceeds to the selling agency.

Any auction company handling vehicles owned by state agencies shall be bonded as required by law. After vehicles have been sold, a Vehicle Deletion Form must be submitted to the BFM including the bills of sale, invoices, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures. Once the BFM reviews and approves the disposal form, it will be forwarded to the Office of the State Auditor.

7.201.03.2 **Public Auction**. When vehicles are sold at public auction, the BFM shall be notified in writing not less than 30 days prior to the auction. This notification shall include:

(a) a detailed list of the vehicles being sold, including the asset numbers,

(b) the time, date, and place where the auction will be held,

(c) a copy of the auctioneer's contract,

(d) copies of specifications and bids for auctioneer's services (if applicable),

(e) a list of potential buyers who are being sent a notification of the auction; and

(f) a copy of, or a draft of a legal advertisement to notify potential bidders of the day, time and place of auction. The advertisement should run in a newspaper of general circulation in the county in which the auction will be held and should appear in the paper not less than twice. The second appearance of the advertisement shall be not less than 7 working days prior to the auction.

If a copy of an advertisement is submitted, it should include the days in which it appeared in the newspaper. If a draft of an advertisement is submitted, the agency should indicate the days it will appear in the newspaper. Included with this information should be a request for authority to proceed with the auction. After vehicles are disposed, a Vehicle Deletion form must be submitted to the BFM including the bill of sale, invoice, bid or quote documentation, check copies, cash receipts and signed title copies with buyer and seller signatures for each vehicle.

AUTHORIZATION OF POLICY AND PROCEDURE MANUAL FOR THE UTILIZATION OF STATE-OWNED VEHICLES

As Executive Director of the Department of Finance and Administration and by the authority empowered to me, I authorize the implementation of this policy and procedure manual on this date.

Laura D Jackson

Laura D. Jackson

10/15/18

Date

Appendix A – Vehicle Request Form (Page 1)

Name of Agency	**Agency Contact Name**
Agency Contact Phone	**Agency Contact Fax**

SECTION A		
Addition/Replacement	☐ Addition ☐ Replacement *(Complete Section D for Addition Requests)*	**Purchase Price** $
Purchase From:	☐ State Contract ☐ Surplus ☐ Auction	**Purchase Option (check all that apply)** ☐ Purchase ☐ Master Lease
Vehicle Requested ☐ New ☐ Used (Check One) Requested Options		

VEHICLE DATA	VEHICLE TO BE REPLACED	REQUESTED VEHICLE
Year		
Make		
Model		
VIN		N/A
License Number		N/A
Asset Number		N/A
Current Odometer		*(leave blank for new vehicles)*
Annual Miles Driven	*Prior FY Actual*	*Estimated* Annual Mileage
Vehicle Category	Pick One	Pick One
Check all that apply	☐ 4WD ☐ Police Equipped	☐ 4WD ☐ Police Equipped
Primary Assignment	☐ Commute ☐ Non Commute ☐ Law Enforcement	☐ Commute ☐ Non Commute ☐ Law Enforcement
Assignment Name Designated Operator		
Vehicle Purpose Primary Use: Check one box & briefly describe intended use of vehicle by agency.	☐ Passenger ☐ Work	☐ Passenger ☐ Work
Reason for Replacement	☐ Routine 7 years and Over 150,000 miles ☐ Other *(Complete Section E)*	Actual Disposal Date/Miles BFM (USE)
Estimated Disposal Date		

SECTION B: SIGNATURES	
Agency Head or Executive Director _____ Date: _____	**I understand that signing this form means that this purchase and the subsequent use of this vehicle must comply with all policies of the Bureau of Fleet Management. Violation of these policies is a misdemeanor criminal offense and may subject the Executive Director or the authorized user of the vehicle to criminal prosecution. By my signature, I certify that the vehicle requested is the lowest cost option available to carry out its intended use, and acknowledge that any request contrary to this provision shall subject me, as agency head, to penalties as provided in Sections 25-1-91, 31-7-55, and 31-7-57, where applicable. (HB 938)**

VEHICLE REQUEST FORM (Page 2)

SECTION C: ADDITIONAL JUSTIFICATON FOR CERTAIN VEHICLE TYPES

This section must be completed if a SUV, four wheel drive vehicle, full size sedan or a police equipped vehicle is requested.

Special Requirements: Check all that apply and then describe in detail in the space provided below.

- ☐ Regularly driven off road or on unimproved roads
- ☐ Equipment/Tool Storage (Specialized Equipment)
- ☐ Passenger Occupancy (3 or more passengers weekly)
- ☐ Utility Features
- ☐ Other

Please describe the specific need here. Include justification describing why a lower cost; more fuel-efficient vehicle is not sufficient to meet agency needs.

SECTION D: JUSTIFICATION FOR ADDITION OF VEHICLES

This section must be completed for additional vehicle requests.

Reason for Addition: Check all that apply and then describe in detail in the space provided below:

- ☐ New Statutory Requirements
- ☐ Fleet Increase Approved by State Legislature
- ☐ Program Changes
- ☐ Other

Describe the need to expand the fleet here.

SECTION E: REASON FOR REPLACEMENT

If “Other” was selected as the reason for replacement on page one please provide additional information below.

ADDITIONAL INFORMATION (optional)

VEHICLE APPROVAL FORM
INSTRUCTIONS & INFORMATION

All new or used vehicle purchases must be approved in accordance with Senate Bill 2398 (Regular Session 2006) and the State of Mississippi Rules and Regulations Fleet Manual. This includes vehicles purchased directly from other state agencies or State Surplus Property.

STEP-BY-STEP INSTRUCTIONS TO COMPLETE THE APPROVAL FORM

1. Complete Section A with information on the vehicle to be purchased and the vehicle to be replaced (if applicable).
2. Complete Section C (page 2) if the request is to purchase an SUV, four wheel drive pickup, full size sedan or a police equipped vehicle to be operated by individuals other than certified law enforcement officers.
3. Complete Section D if you are requesting an addition to the size of your fleet.
4. Obtain signature of agency head or designee in Section B.
5. Agencies are not required to submit page two of this form if Sections C-E are not required.
6. Complete Appendix D and submit with the VR-1 if this vehicle is to be used as law enforcement or commute.
7. Submit the signed form to the State Fleet Management Office. Address and fax numbers are displayed at the top of this page. Interagency Mail: 701 Woolfolk Building Suite A Jackson, Ms. 39201
8. The signed approval form will be faxed (e-mailed) back to the contact indicated on the top of page one.

QUESTIONS: Contact Bureau of Fleet Management at 601-359-3409.

Appendix B

Form UA – 1, 10/18

STATE OF MISSISSIPPI
VEHICLE USE AGREEMENT

I *(print name)* being age 18 or older, understand and agree that my use of any State of Mississippi vehicle from _____ to _____ (maximum one year) shall be exclusively for official business of the State of Mississippi. I understand and agree that personal use of the State-owned vehicle is prohibited. I agree to operate this vehicle in a safe, prudent and lawful manner at all times. Seat belts shall be worn by all vehicle occupants when the vehicle is in motion. I will not permit any other person to operate the vehicle while it is in my control, unless the person is an authorized user of state vehicles. I will not drive this vehicle out of the State of Mississippi without prior approval. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension. I grant permission to the Agency to verify my license information and motor vehicle driving record and willingly offer the following license information:

Date of Birth _____ License No. (If SSN list last 4 digits) _____

One of the following MUST be checked:

☐ (1) I do truthfully state that in the past three years: my license has not been suspended, I have not been convicted of any alcohol related driving violations, nor have I been convicted of any offense related to the use or operation of a motor vehicle.

☐ (2) I do truthfully state that in the past three years I have been issued a ticket or citation for the following violations related to the use or operation of a motor vehicle (list):

Type of violation: _____ Date: _____
Type of violation: _____ Date: _____
Type of violation: _____ Date: _____

I UNDERSTAND THAT FALSE STATEMENTS OR THE USE OF A STATE-OWNED VEHICLE NOT PERMITTED BY THIS AGREEMENT WILL RESULT IN DISCIPLINARY ACTION AND REQUIRE ME TO ASSUME THE FULL LEGAL AND FINANCIAL CONSEQUENCES OF MY ACTIONS. I HAVE BEEN GIVEN A COPY OF THE STATE RULES AND REGULATIONS FLEET MANUAL AND HAVE READ AND UNDERSTAND ITS CONTENTS. IMPORTANT NOTICE TO DRIVER: DO NOT SIGN BELOW UNLESS YOU HAVE READ AND UNDERSTAND THIS DOCUMENT.

Agency Name: _____ **Agency No.:** _____

Driver Signature: _____ **Date Signed:** _____

Signature of Executive Director: _____ **Date Signed:** _____

PROCESSING DIRECTIONS: It is the employing agency's responsibility to require potential drivers of state-owned vehicles to complete this form, and update it annually. Based on the information given, the agency will need to approve or disapprove the potential driver's use of a state-owned vehicle. For further information regarding approval or disapproval of the use of a state-owned vehicle based upon driving record, please see section 4.101.01 of the State of Mississippi Rules and Regulations Fleet Manual. The BFM reserves the right to deny use of state-owned vehicles to any user at any time based on the above information given when it is in the best interest of the State. This form must be updated annually and is due by **January 15** of each year. If you have any questions, call 601-359-3409.

Appendix C

Form VMR – 1, 07/11

VEHICLE MISUSE INCIDENT REPORT FORM

State of Mississippi
Department of Finance and Administration
Bureau of Fleet Management

To: Bureau of Fleet Management
701 Woolfolk Building, Suite A
501 North West Street
Jackson, MS 39201

The State of Mississippi requires its employees to operate state-owned vehicles in a safe and courteous fashion, obeying all transportation laws. Citizens or State Employees who observe a state-owned vehicle being operated improperly are asked to notify the BFM of such incidents.

Notify our office by completing the form below and sending it to the address listed at the top of this page. We will forward a copy of the complaint to the appropriate agency for an investigation of the incident to determine if action is required.

We at State Fleet management sincerely appreciate your interest and concern for the proper operation of the vehicles belonging to the State, and we thank you for your time and effort.

Date of observation Date: _____ Time: _____ AM / PM

Vehicle Identification (if known)

Year: _____ Make: _____ Model: _____

Driver Identification (if Known) Name: _____

Approximate Age: _____ Sex: _____ Description: _____

Location of Incident (such as street, highway, intersection, direction of travel)

_____

Brief Description of Incident (Be specific; attach additional pages as necessary)

_____

Agency Name: _____ Agency No.: _____

Signature: _____ Telephone: _____

Name (print) _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Appendix D

Form CR – 07/11

COMMUTING AUTHORIZATION REQUEST FORM

State of Mississippi
Department of Finance and Administration
Bureau of Fleet Management

To: Bureau of Fleet Management
501 North West Street
701 Woolfolk Building, Suite A
Jackson, MS 39201

Instructions:
Agencies are required to submit this form to the BFM for all commuting assignments as defined by section 4.103 of the State Fleet Manual. The Agency Director's signature is required. Submit completed form to the address listed above.

Employee Information	
☐ **Add** ☐ **Change**	
Assignment: ☐ Commuter ☐ **Law Enforcement**	
Asset Number	
Employee Name & Job Title	
Agency/Department	
Employee Residence (Home Address)	
Projected Annual Business Miles	
Projected Annual Commute Miles	

_____

Agency Director Signature

On letterhead of the agency or institution, describe the compelling benefit to the State justifying this commuting assignment. This justification must include a cost analysis showing savings benefits to the State. See Commuter Mileage Calculator (Appendix I), available at http://www.dfa.ms.gov/media/2349/commutermileagecalculator2011.xls. If this assignment is for Law Enforcement, provide the supporting documentation (Law Enforcement Certificate) evidencing the intended user is a law enforcement agent as defined in Section 45-6-3 of the Code.

Appendix E

Form VC – 1, 07/11

STATE VEHICLE MONTHLY MAINTENANCE CHECK LIST

The following checklist is designed for drivers with little mechanical knowledge or background. Elements included enhance safety and prevent breakdown. This inspection should only take a few minutes for a typical automobile. Completion will increase the likelihood of a successful trip. Unsatisfactory elements should be corrected prior to operation of vehicle.

Agency Name: _____ Asset No.:_____

ELEMENT	SATISFACTORY (X)	UNSATISFACTORY (X)
1. Brakes – Do service brakes and parking brake operate?		
2. Lights – Check headlights, high beams, blinkers, tail lights, brake lights, back-up light, parking lights and side markers. Are all working?		
3. Tires – Check Pressure against P.S.I. noted on tire. Check for defects such as unusual wear pattern, bubbles or deformed sidewalls. Is spare tire ok?		
4. Belts/hoses – Are they quiet with engine running? Any hose leaks?		
5. Windshield wipers/Fluid – Do they operate and remove washer fluid when tested? Is reservoir full, does it pump when operated?		
6. Engine oil – Check oil fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks?		
7. Coolant – Is Fluid to full mark on reservoir?		
8. Transmission - Check transmission fluid level on oil stick. Is the oil line above the full mark on the stick? Are there any leaks? Does it shift properly?		
9. Steering – Does steering react when steering wheel is turned? Any noise? Is power steering fluid reservoir full?		
10. Battery – Do vehicle lights appear dim? Are posts clear of corrosion?		
11. Air Filter – Is air filter discolored?		
12. Inspection Sticker – Is a current inspection Sticker in lower driver's side corner of windshield?		
13. Seat belts – Are all seat belts and airbags present. Do seatbelts operate properly?		

Comments: _____

Vehicle Assigned Driver: _____ Vehicle Tag Number: _____

Supervisors Signature: _____ Date of Inspection: _____

Inventory Deletions Approval – VEHICLES, 07/11

Appendix F

Agency No.: _____

Request No. : _____

Prepared By:

_____
Name

_____
Title

_____
Phone Number

Agency/Institution

_____
Agency Name

_____
Address

_____
State, zip code

Disposal Code: (populate with disposal code) (use large font and bold) (need new page for each disposal code)

Reason for Disposal:
(include P1 number if trade-in transaction)

_____

_____

Asset Num	Location	Class Description	Serial Num.	Make	Disp. Date	Total Cost	Proceeds

Total Cost:

Total Number of Assets:

This is to certify that this is a true report of inventory deletions and/or changes.

Agency Signature _____

Specify below the names and addresses of recipients of the state-owned equipment items being disposed: (in Protégé, all documents required for the disposal method chosen must be attached to each asset being disposed)

_____

_____

_____

Salvage Committee: (if applicable)

_____
Name **Date**

_____
Name **Date**

_____
Name **Date**

_____
Office of Purchasing, Travel and Fleet Management Date

_____
State Property Office Date

Appendix G	**Daily Trip Log**

A Daily Trip Log must be recorded for each state-owned vehicle. Agencies must maintain all daily log files for at least three (3) years. Failure to complete this log is vehicle misuse and subject to penalties set forth in the manual.

Vehicle Asset Number	Current Month	Current Year	Agency Number	Monthly Starting Miles	Monthly Ending Miles	Monthly Commuting Miles	Monthly Business Miles

Date	Driver's Name	Daily Odometer Reading		Daily Travel		Duties Performed	Daily Commute Miles	Daily Business Miles
		Beginning	Ending	From	To			

Appendix H

Agency Names and Numbers

Agency No.	Agency Name
001	SENATE
002	HOUSE OF REPRESENTATIVES
021	PEER COMMITTEE
025	JOINT LEGISLATIVE BUDGET COMM.
028	JOINT LEGISLATIVE REAPPORT. COMM.
051	SUPREME COURT JUDGES
071	ATTORNEY GENERAL
091	OFFICE OF STATE PUBLIC DEFENDER
095	ETHICS COMMISSION
096	JUDICIAL PERFORMANCE COMM.
098	CAPITAL POST-CONVICTION COUNSEL
101	GOVERNOR'S OFFICE
102	GOVERNOR'S MANSION
111	SECRETARY OF STATE
130	DEPARTMENT OF FINANCE & ADMINISTRATION
135	DIV OF GENERAL SERVICES
136	OFFICE OF SURPLUS PROPERTY
155	DEPARTMENT OF AUDIT
161	DEPARTMENT OF FINANCE & ADMINISTRATION - RISK MANAGEMENT
171	TREASURY DEPARTMENT
181	TAX COMMISSION
184	BOARD OF TAX APPEALS
185	GAMING COMMISSION
201	STATE DEPARTMENT OF EDUCATION
210	MS SCHOOL MATH & SCIENCE
235	REHABILITATION SERVICES DIVISION

245	LIBRARY COMMISSION
247	MS ETV
249	UNIVERSITY PRESS
251	IHL
277	COMMISSION ON VOLUNTEER SERVICES
291	COMMUNITY & JUNIOR COLLEGES BOARD
301	STATE BOARD OF HEALTH
328	DIVISION OF MEDICAID
331	NURSING HOME ADMINISTRATION
371	DEPARTMENT OF MENTAL HEALTH
372	EAST MS STATE HOSPITAL
373	ELLISVILLE STATE SCHOOL
374	MS STATE HOSPITAL
382	BOSWELL REGIONAL CENTER
384	NORTH MS STATE HOSPITAL
385	NORTH MS REGIONAL CENTER
386	HUDSPETH CENTER
387	SOUTH MS REGIONAL CENTER
389	CENTRAL MS RESIDENTIAL CENTER
391	SOUTH MS STATE HOSPITAL
392	JUVENILE REHABILITATION CENTER
393	SPECIALIZED TREATMENT FACILITY
401	DEPARTMENT OF AGRICULTURE
405	DIVISION OF PLANT INDUSTRY
407	MDAG AVIATION MUSEUM
411	ECO & COMM DEVELOPMENT
412	MDA - NISSAN
428	BOARD OF ANIMAL HEALTH
431	FAIR COMMISSION
450	DEPARTMENT OF MARINE RESOURCES
451	FORESTRY COMMISSION

454	MS INSTITUTE FOR FOREST INVENTORY
464	DEPARTMENT WILDLIFE FISHERIES & PARKS
470	DEPARTMENT OF ENVIRONMENTAL QUALITY
472	GRAND GULF MILITARY MONUMENT
475	DEPARTMENT OF ARCHIVES & HISTORY
483	TENN-TOM WATER DEVELOPMENT
484	PAT HARRISON WATERWAY DISTRICT
486	SOIL & WATER CONSERVATION COMM.
487	PEARL RIVER VALLEY WATER SUPPLY
488	TOMBIGBEE WATER MANAGEMENT DIST
489	PEARL RIVER BASIN DEVELOPMENT
491	OIL & GAS BOARD
501	DEPARTMENT OF INSURANCE
502	FIRE ACADEMY
511	DEPARTMENT OF BANKING
521	WORKMEN'S COMPENSATION
531	PUBLIC EMPLOYEE RETIREMENT SYSTEM
551	DEPARTMENT OF CORRECTIONS
555	MAGNOLIA STATE ENTERPRISES
600	ITS COMPUTER CENTER
614	STATE PERSONNEL BOARD
651	MS DEPARTMENT OF HUMAN SERVICES
657	MS INDUSTRIES FOR THE BLIND
671	EMPLOYMENT SECURITY COMMISSION
701	MILITARY DEPARTMENT
711	DEPARTMENT OF PUBLIC SAFETY
718	NARCOTICS BUREAU
721	EMERGENCY MANAGEMENT AGENCY
731	VETERANS AFFAIRS BOARD
734	VETERANS HOME PURCHASE BOARD
811	PUBLIC SERVICE COMMISSION
820	AUCTIONEERS COMMISSION

822	COSMETOLOGY BOARD
823	PSYCHOLOGICAL EXAMINERS BOARD
824	DENTAL EXAMINERS BOARD
827	BOARD OF VETERINARY MEDICINE
828	BOARD OF PHYSICAL THERAPY
829	MEDICAL LICENSURE BOARD
832	REAL ESTATE COMMISSION
833	FUNERAL SERVICES BOARD
834	PUBLIC CONTRACTORS BOARD
836	MS APPR. & LICENSING CERTIFICATION BOARD
838	BOARD OF NURSING
839	MOTOR VEHICLE COMMISSION
840	BARBER EXAMINERS BOARD
841	ENGINEERS & LAND SURVEYORS BOARD
843	ATHLETIC COMMISSION
845	PUBLIC ACCOUNTANCY BOARD
846	PHARMACY BOARD
848	BOARD OF ARCHITECTURE
849	CHIROPRACTIC EXAM. BOARD
857	BOARD OF MASSAGE THERAPISTS
858	BOARD OF REGISTERED PROFFESSIONAL GEOLOGISTS
859	BOARD OF EXAMINERS FOR SOCIAL WORK ETC.
861	MEMORIAL STADIUM
865	MS ARTS COMMISSION
936	PORT AUTHORITY AT GULFPORT
939	YELLOW CREEK INLAND PORT
941	DEPARTMENT OF TRANSPORTATION
946	STATE AID ROAD CONSTRUCTION

Appendix I – Commuter Mileage Calculator

FILL IN THE YELLOW HIGHLIGHTED BOXES ONLY

		# Miles	# Miles		Cost/Mile	Total Cost
Daily Commuting Miles (Roundtrip)	(a)	-		-		
Business Miles (Annual)	(b)	-		-		
Total Miles (for commute status)				-	$0.39	$ -
Business miles (reimbursement				-	$0.51	$ -
Add'l Cost (or Savings) to Tax Payers						$ -

Signature (Executive Director) Date

Falsification of this document or related vehicle mileage logs is a misdemeanor and could result in prosecution and removal from the office or position you hold. (Section 25-1-91, Mississippi Code of 1972, annotated.) A completed, signed copy of this calculator must be attached and submitted electronically with the VR-1 in accordance with Section 3.101.02 of the manual for new commute assignments. Further, a completed, signed copy of this calculator should be maintained in the agency's file for all commute reassignments.

Instructions

(a) Enter one day's round trip commuting distance (home to the office and return).

(b) If this is a new commute assignment, enter a reasonable estimate for the annual business miles. If this is a commute reassignment, the annual business miles must be taken from the daily logs maintained by that employee.

The daily round trip commute is multiplied by 249 which represents the total number of business days within a year. The commuter rate estimate is based on a 2009 survey conducted by BFM to determine the cost of owning and operating a state vehicle. The commuter rate, $.39, is a conservative estimate based on a sampling of over 620 state-owned vehicles. The reimbursement rate of $.51 per mile is based on the state reimbursement rate as determined by the Office of Purchasing & Travel.

This form is intended to be a guide to determine the cost feasibility of providing an employee with a state-owned vehicle as opposed to using the employee's vehicle and reimbursing the employee on a cost per mile traveled basis. The fact that this example assumes that the employee will be allowed to commute in the state-owned vehicle does not indicate the intent to allow or the legality to do so in any future situation. Each submittal will stand on its own merits and a request to allow an employee to commute in a state-owned vehicle will have to be submitted with a compelling business reason allowing the employee to do so.

Also, it should be noted that the fact that this form indicates a savings to taxpayers does not in and of itself insure approval from the BFM for an agency to purchase or provide a state-owned vehicle to its employee. Further, an employee who commutes from home to his/her duty station on a daily basis should not be placed in a commuting assignment. This employee should drive his/her personal vehicle to the duty station daily and utilize one of the agency's pool vehicles to perform work duties.

In most cases, it is not financially wise to purchase a vehicle for an agency that does not expect to use the vehicle 15,000 miles or more annually for agency business purposes.