

DATE: February 22, 1999

TO: Agency Heads **POLICY & PROCEDURE**

Admin 99.1

FROM: Scott R. Simmons

Acting Commissioner

SUBJECT: **Procedures Governing Use of State Vehicles**

1. Minnesota Statutes, Chapter 16B.55, prohibits the personal use of a state vehicle for other than authorized state business or specified, authorized commuting. This means that any other use of a state vehicle for personal benefit is strictly prohibited.
2. By statute, use of a state vehicle for commuting to and from an employee's residence is also prohibited except under very limited circumstances. A state vehicle may be used by a state employee to travel to and from the employee's residence under the following circumstances:
 - On a day when it may become necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working.
 - If the employee has been assigned the use of a state vehicle for authorized state business on an extended basis, and the employee's primary place of work is not the state work station to which the employee is permanently assigned.
 - If the employee has been assigned the use of a state vehicle for authorized state business away from the work station to which the employee is permanently assigned, and the number of miles traveled or the time needed to conduct the business will be minimized if the employee uses a state vehicle to travel to the employee's residence before or after traveling to the place of state business.
3. Personal use of a state-provided vehicle includes commuting and local and out-of-town personal travel. The value of the personal use of a state-provided vehicle under one of the specifically permitted situations must therefore be reported on the Employee's Biweekly Time Report and included as wages as reported on the employee's W-2, Wage and Tax Statement form.
4. Unauthorized personal use of a state vehicle may be grounds for disciplinary action.

5. Agencies providing an employee with a state vehicle should also provide the employee with a copy of the SEMA4 Operating Policy and Procedure Manual Number PAY0019 form, "Instructions to Employees for Reporting Personal Use of Employer-Provided Vehicles."

6. Vehicle assignments will not be made on the basis of status, tradition, or as a condition of employment. Instead, vehicles are to be assigned on the basis of need, as measured by the number of business miles driven or other qualifying use.