

State of Minnesota
Office of the Governor
Fleet Management Policy

I. Definitions

- A. Addition to the Fleet** – the acquisition of a vehicle that will increase the fleet size
- B. Casualty Replacement** – replacement of a vehicle prior to reaching the end of the assigned life cycle, generally due to physical or mechanical condition
- C. Fleet Size** – the total number of vehicles in the fleet
- D. Normal Replacement** – replacement of a vehicle that has reached the end of the assigned life cycle, fleet size will not be increased

II. Scope

A. Application of the Policy

This policy applies to the Office of the Governor, and covers vehicles operated by the Office of the Governor.

This policy is not meant to supercede laws, rules, or regulations imposed by federal, state, or local government.

Enforcement of this policy is the responsibility of this office. It is the responsibility of this office to make employees aware of the policy, give guidance concerning the policy, and take corrective action should it be necessary.

III. Acquisition of Vehicles

A. Acquisition Criteria

This office recognizes the significant initial cost with vehicle acquisitions, and the commitment to ongoing costs that a vehicle purchase represents. All vehicle acquisitions must be carefully considered.

B. Additions to the Fleet

Requests for new additions to the fleet will have a written statement of justification for the vehicle acquisition, including anticipated costs. The Chief of Staff or Director of Operations will approve additions to the fleet.

C. Replacements of Fleet Units

When a vehicle is replaced, the vehicle type and use will be reviewed to ensure this office is selecting an appropriate vehicle, and that utilization will be cost effective.

D. Vehicle Type Selection

This office will provide vehicles that are well suited to performing the work to be accomplished. Employee safety will be taken into account when acquiring vehicles and manufacturer ratings, including load carrying capacity and trailer pulling capacity, will be followed when developing vehicle specifications for acquiring vehicles. All applicable state and federal laws, rules, and regulations will be followed concerning vehicle type selection.

The Department of Administration, Travel Management Division, can help answer questions related to State of

Minnesota and/or U.S. Environmental Protection Act requirements regarding vehicle acquisition.

Important links:

<http://www.revisor.leg.state.mn.us/stats/16C/135.html>

Purchases of fuel and vehicles by state agencies - Statute

<http://www.afdc.nrel.gov/fleet.shtml>

Alternative Fuel Data Center – Fleet Information

<http://www.ott.doe.gov/epact/>

EPA Fleet Information and Regulations - U.S. Department of Energy

E. Vehicle Life Cycle Selection

This office recognizes the importance of establishing a life cycle for each vehicle. A life cycle will be established at the time of vehicle acquisition.

F. Financing Considerations

Financial options including vehicle rental, vehicle leasing, and vehicle ownership will be examined when acquiring vehicles.

G. Acquisition Process

The Chief of Staff or Director of Operations will approve all vehicle requests.

Vehicles will be acquired in accordance with all purchasing laws, rules, and regulations. The Department of Administration, Materials Management Division, can help answer questions concerning purchasing requirements.

Important Link:

<http://www.mmd.admin.state.mn.us/mn06000.htm>

Admin, Materials Management Division

IV. Operation of Vehicles

A. Compliance with State and Federal Requirements

This office will operate vehicles in accordance with laws, rules, and regulations set forth by the local, state, and federal government.

Minnesota Statute, Chapter 16B.55, prohibits the personal use of a state vehicle other than for authorized state business or for specified, authorized commuting. Unauthorized personal use of a state vehicle may be grounds for disciplinary action.

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.

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.

Vehicles provided by this office will be operated safely and according to the applicable laws, rules, and regulations. Fines and/or penalties resulting from improper use of a vehicle are the sole responsibility of the operator.

Important links:

<http://www.revisor.leg.state.mn.us/stats/16B/55.html>

Use of State Vehicles – Minnesota Statute

[http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0019/Reporting Personal Use of Employer Provided Vehicles for Tax Purposes Operating Policy and Procedure.htm](http://www.sema4.state.mn.us/html/doc/eng/webhelp/PAY0019/Reporting_Personal_Use_of_Employer_Provided_Vehicles_for_Tax_Purposes_Operating_Policy_and_Procedure.htm) *Personal Use of State Vehicles – Department of Finance*

<http://www.dps.state.mn.us/dvs/DLTraining/DLManual/DLManual.htm>

Minnesota Driver License Manual – Department of Public Safety

<http://www.dps.state.mn.us/patrol/comveh/index.htm>

Minnesota State Patrol – Commercial Vehicle Enforcement – Department of Public Safety

<http://www.dot.state.mn.us/motorcarrier/commercial/cvo.html>

Office of Motor Carrier Services – Department of Transportation

B. Ethical Use

Employees will operate vehicles in an ethical manner. This office will avoid any use of vehicles that may give the appearance of being unethical. Employees should consult the General Counsel or Director of Operations concerning any questions in this area.

Important link:

<http://www.revisor.leg.state.mn.us/stats/43A/38.html>

Code of Ethics for Employees in the Executive Branch - Minnesota Statute

C. Vehicle Utilization

Monitoring vehicle utilization is a key component in cost effective fleet management. This office will monitor vehicle usage on an ongoing basis to ensure vehicles are being utilized in a cost effective manner consistent with expectations established at the time of vehicle acquisition.

D. Vehicle Markings

For security reasons, vehicles owned or leased by this office will be unmarked.

Important links:

<http://www.revisor.leg.state.mn.us/stats/16B/54.html>

Central Motor Pool Establishment – Statute

<http://www.revisor.leg.state.mn.us/stats/16B/581.html>

Distinctive Tax Exempt License Plates – Statute

<http://www.revisor.leg.state.mn.us/stats/16B/581.html>

Vehicles exempt from tax or license fees – Statute

E. Safety

Vehicles will be operated in accordance with all traffic laws, rules, and regulations.

Important link:

<http://www.dps.state.mn.us/dvs/DLTraining/DLManual/DLManual.htm>

Minnesota Drivers License Manual – Department of Public Safety

F. Suitability for Work Use

Vehicles will be used in a manner that is consistent with the intended use of the vehicle. Vehicles will be operated in accordance with the manufacturer ratings and guidelines including load capacity and trailer pulling capacity.

G. Fuel

Vehicles are to be operated on the type and grade of fuel recommended by the manufacturer. Regular grade gasoline is recommended for use in most gasoline-powered vehicle operated by this office. Questions concerning fuel can be directed to the Admin, Travel Management Division.

Important Link:

<http://www.revisor.leg.state.mn.us/stats/16C/135.html>

Purchase of fuel and vehicles by state agencies - Statute

H. Maintenance / Mechanical Repair

Safety related defects will be corrected prior to use of any vehicles.

I. Physical Damage

Incidents involving physical damage to vehicles will be reported to the Director of Operations for potential further investigation.

Physical damage exceeding \$500 will be reported to the Department of Administration, Risk Management Division. The Risk Management Division will assist this office with necessary reporting, repair, and/or subrogation procedures.

Important link:

<http://www.mainserver.state.mn.us/risk/index.html>

Admin, State and Community Services, Risk Management Division

J. State Liability

Vehicles will be insured for liability utilizing the program provided through the Department of Administration, Risk Management Division. The Risk Management Division will assist divisions in handling vehicular-related liability expenses.

Important link:

<http://www.mainserver.state.mn.us/risk/index.html>

Admin, State and Community Services, Risk Management Division

V. *Replacement / Disposal of Vehicles*

This office will follow the laws, rules, and regulations concerning disposal of state property when retiring vehicles from service. This may include making surplus vehicles available for use by state agencies or governmental units.

Important Link:

<http://www.mmd.admin.state.mn.us/mn03000.htm>

Admin, Material Management Division, Surplus Services