UW-WHITEWATER DRIVER AUTHORIZATION FORM

Please submit this form to **GetHelpUW@support.wisconsin.edu** for processing **no later than ten (10) days before driving approval is needed.** Incomplete forms will be returned. If you have questions, please contact GetHelpUW@support.wisconsin.edu.

TO BE COMPLETED BY SUPERVISOR (must be faculty or staff)

I request that _____, (circle one) **Volunteer*** **Agent***, be granted authorization to drive a State vehicle, leased vehicle or a privately owned vehicle on official University business.

**Volunteer/Agent Liability Request form must be completed.*

_____

Supervisor's Name (print)

_____

Supervisor's Signature

_____

Department Name

_____

Department Phone Number

_____

Date Authorization Needed by

TO BE COMPLETED BY DRIVER APPLICANT *signature page required, see page 2 or back of this form.

I request authorization to drive a State vehicle, leased vehicle or a privately-owned vehicle on official University business.

I agree that if I use a privately-owned vehicle on University business, I will possess private vehicle insurance to cover my operation of the vehicle with at least the following minimum coverage types and limits: $100,000 bodily injury (per occurrence), $300,000 bodily injury (aggregate), and $50,000 property damage (per occurrence). I acknowledge that if an incident occurs while I am operating a privately-owned vehicle on official University business, my insurance will be the primary source of remedy for damages. I acknowledge that State vehicle coverage is excess to my insurance limits and applies **only** in circumstances in which my travel is directly related to the official University business.

*****I am aware of, and acknowledge that I must abide by, the provisions of the "Driver Vehicle Use Agreement" on the following page which I have freely signed.

Driver's Information - Please Print

I have held a valid driver's license for 2 years Yes_____ No_____

First_____ Middle Initial_____ Last _____

Driver's License No._____ Issued by (state)_____Date of Birth_____

Address (on License)_____

City _____ State _____ Zip Code _____

Phone_____ Email_____

FOR UW Shared Services OFFICE USE ONLY

Authorization granted by: _____ Date: _____

Authorization denied by: _____ Reason:_____ Date: _____

State of Wisconsin – Pool and Functional Pool
DRIVER VEHICLE USE AGREEMENT

I acknowledge that I have received and/or read a copy of the Statewide Fleet Driver Policies. I understand the contents and agree to comply with the policies. Failure to comply is considered a violation of work rules.

As a condition of my accepting a vehicle, I have agreed to a check of my driving record on a monthly basis and understand that personally identifiable information may be released to vendors outside of UW-Whitewater for the purpose of vehicle rental.

I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

Drivers Signature_____ **Date** _____

Who May Drive a State Vehicle

1.1. Minimum Standards for Driving a State Vehicle

Only state employees, authorized University of Wisconsin System students and other authorized agents of the state who sign a Vehicle Use Agreement (VUA) may drive state vehicles. They may only use state vehicles if they are on official state business, meet minimum driving standards and are authorized by their agency risk manager. Approval will be documented and kept on file at the state agency risk management office. If the agency does not have a risk manager, the request for authorization should be submitted from the agency head of the employing agency to the BSRM for approval.

State employees, authorized University of Wisconsin System students and other authorized agents of the state may be allowed to drive a state vehicle if the following minimum standards are met and approved by their employing agency:

- Must have a valid operator's license,
- Must have minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age.

Agency fleet managers/coordinators should consult with their agency risk managers regarding any requests for an exception to the minimum standards. Approval will be documented and kept on file at the state agency risk management office. If the agency does not have a risk manager, the request for exception should be submitted from the agency head of the employing agency to the BSRM for approval. Drivers denied the use of a state vehicle based on an unsatisfactory driving record may request a review of the denial by their agency head.

1.2. Vehicle Use Agreements

All drivers must sign a Vehicle Use Agreement (VUA), DOA-3103 or equivalent and submit the completed VUA to their supervisor for approval prior to operating a state vehicle. All drivers who use state vehicles will have their driving records reviewed monthly. It is the driver's responsibility to immediately notify the supervisor and agency fleet manager/coordinator of any changes or updates in their driving record.

Prior to driving a state vehicle, each driver shall obtain a copy of and become thoroughly familiar with the Preface and Chapter One of the Fleet Driver and Management Policies and Procedures Manual. Once drivers sign the VUA, or equivalent, they acknowledge an understanding of and future compliance with the directives in this manual. Any failure to comply with the Fleet Driver Policies and Procedures will be reviewed by the driver's supervisor and may be considered a violation of work rules resulting in a loss of state vehicle driving privileges and possible discipline, up to and including discharge. Any questions should be directed to the driver's agency fleet manager.

1.3. Driver Disqualification

State employees, authorized University of Wisconsin System students and other authorized agents of the state may not drive a state vehicle if their driving record reflects any of the following conditions:

State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 6

- Three or more moving violations and/or at-fault accidents in the past two years
- An Operating While Intoxicated (OWI)/Driving Under the Influence (DUI) citation within 12 months
- Suspension or revocation of driver's license

The violation occurs when the citation is issued, not when the final court decision is made. Exceptions to this policy are subject to a review. Agency fleet managers/coordinators should consult with their agency risk managers regarding any requests for an exception. Approval will be documented and kept on file at the state agency risk management office. If the agency does not have a risk manager, the request for exception should be submitted from the agency head of the employing agency to the BSRM for approval. Drivers denied the use of a state vehicle based on an unsatisfactory driving record may request a review of the denial by their agency head.

Drivers must inform their supervisor and agency fleet manager/coordinator in writing whenever they become disqualified under these policies. Changes include, but are not limited to, OWI/DUI citation, license revocation, restriction or suspension. Any change in the status of a driver's record resulting in disqualification or the failure to report such change may result in revocation of the privilege of driving a state vehicle and/or discipline up to and including discharge.

1.4. Special Certifications

Depending upon the type of vehicle driven, special training and/or licensing may be required prior to vehicle use. For example, training is required for driver certification for the operation of twelve and 15 passenger vans. Commercial Drivers Licenses (CDL) are also required for certain state positions (see Chapter One, 1.5.). Drivers should consult with the agency fleet manager, risk manager or BSRM to

determine eligibility.

1.5. Commercial Driver License (CDL) Requirements

Under s. 340.01, Wis. Stats., a commercial driver's license is required to operate certain commercial motor vehicles (CMV). The following CMV and CDL guide is provided by the Wisconsin Department of Transportation (WisDOT):

• A combination vehicle 26,001 or more pounds is a Class "A" CMV only if the trailer being towed has a gross vehicle weight rated, registered weight or actual gross weight of more than 10,000 pounds.
• When the weight of the combination vehicle is exactly 26,000 pounds, it is not a CMV and does not require a CDL. Example: A tractor weights 16,000 pounds and the towed unit weighs 10,000 pounds.
• When the towing vehicle is 26,000 or less pounds and the towed unit is 10,000 or less pounds, it is not a CMV and does not require a CDL. Example: A tractor weighs 25,500 pounds and the towed unit weighs 8,000 pounds.
• A CDL with an "N" tank vehicle endorsement is required only when the capacity of the tank is 1,000 gallons or more and the vehicle fits the description of a CMV.
• A CDL with a "P" passenger endorsement is required when the vehicle is designed to transport or is actually transporting the driver and 15 or more passengers.

A driver with a CDL hired by the State must be drug tested prior to driving a state CMV and may be subject to random testing. A driver receiving a CDL after employment is required to be drug tested prior to driving a state CMV.

The driver is responsible to ensure that the vehicle meets State and Federal regulations regarding permits, safety devices, equipment (e.g., pre-trip inspections) and loads prior to operating vehicle. The driver must also comply with all applicable State and Federal regulations.

Using a State Vehicle

1.6. Permitted and Prohibited Uses

The following policies govern state vehicles and do not include the policies of the State Vanpool Program. DOA mandates the following when utilizing a state vehicle:

• Use of a state vehicle must be for official state business only. Incidental use associated with official business away from the employee's headquarters city is strictly limited and may include incidental travel mileage (see Chapter One, 1.9., Incidental Travel and Stops).
• A work-shared vehicle may only be used for business miles and associated incidental travel and the guidance provided under Chapter One, 1.10.
• All drivers and passengers in state vehicles must comply with all Wisconsin laws, including the Wisconsin seat belt law.
• Drivers and/or their agency are personally responsible for the cost of all traffic citations, parking tickets, locksmith calls for retrieving keys, etc.
• Drivers are responsible for compliance with IRS and Wisconsin Department of Revenue requirements that are related to mileage reimbursement and personal use of a state vehicle.

Compliance with state vehicle use policies is required of all drivers and passengers. No person may use a state vehicle, or permit the use of a state vehicle, in the following prohibited manners:

• Reckless driving or speeding
• The driver is impaired by fatigue, alcohol, drugs or any other condition
− Any such vehicle use will be considered a violation of Fleet Driver and Management Policies and Procedures and may be grounds for disciplinary action up to and including discharge.
− Drivers of state vehicle who feel that their driving abilities may be impaired must cease operating the vehicle immediately. Employees who believe another employee is impaired have a duty to prevent that person from driving a state vehicle.
• Smoking is prohibited in state vehicles
• Transporting non-state employee passengers, including family members, is not permitted unless authorized under Chapter One, 1.12, Riding in a State Vehicle.
• Use for personal gain, such as delivering goods or services
• Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc.
− Modifications to state vehicles may be undertaken only with the prior written consent of the owner agency fleet manager.
• Transporting animals
− Allowed only with prior written consent of the owner agency fleet manager.
• Hauling loads that could structurally damage the vehicle (e.g., firewood, paper, gravel)
• Use of trailer hitches and towing

− Allowed only with prior written consent of the owner agency fleet manager
• Installation or use of any radar-detection devices
• Transporting hitchhikers
• Bicycles transported inside vehicles
• Use for vacations or any other use not expressly authorized by this manual
Drivers who have questions regarding the appropriate use of a state vehicle should consult with their agency fleet manager.

1.7. Personal Use of State Vehicles

With the exception of commuting, state vehicles shall not be used for personal purposes. State vehicles may be used for commuting under the following circumstances only:
• The agency requires the employee to commute in the state vehicle for valid business needs of the agency, and
• The agency requires the employee to use the state vehicle; the employee may not volunteer to use the state vehicle.
Work shared and pool vehicles may not be used for commuting unless required by the employer. Further, work shared or motor pool vehicles are to be parked at the agency when not being used by an employee.

1.8. Political Use of State Vehicles and Aircraft

Section 11.37(1) and (2), Wis. Stats., state the following:
(1) No person may use any vehicle or aircraft owned by the state or by any local governmental unit for any trip which is exclusively for the purposes of campaigning in support of or in opposition to any candidate for national, state or local office, unless use of the vehicle or aircraft is required for purposes of security protection provided by the state or local governmental unit.
(2) No person may use any vehicle or aircraft owned by the state or by any local governmental unit for purposes which include campaigning in support of or in opposition to any candidate for national, state or local office, unless the person pays to the state or local governmental unit a fee which is comparable to the commercial market rate for the use of a similar vehicle or aircraft and for any services provided by the state or local governmental unit to operate the vehicle or aircraft. If a trip is made in part for a public purpose and in part for the purpose of campaigning, the person shall pay for the portion of the trip attributable to campaigning, but in no case less than 50% of the cost of the trip. The portion of the trip attributable to campaigning shall be determined by dividing the number of appearances made for campaign purposes by the total number of appearances. Fees payable to the state shall be prescribed by the secretary of administration and shall be deposited in the account under s. 20.855 (6) (h). Fees payable to a local governmental unit shall be prescribed by the governing body of the governmental unit.

1.9. Incidental Travel and Stops

Drivers are not permitted to use a state vehicle for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.
Drivers should remember that public perception of state employees is important and influenced by how and where the public sees state vehicles being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate. Examples are gaming and sports venues, liquor outlets and other locations where it is unlikely that any state business or allowable incidental use is involved.
Drivers required to stay overnight(s) away from home may, with permission of their supervisor, use a state vehicle for the types of necessary activity that could be expected of a traveler away from home. Examples include evening use to go to a pharmacy, grocery, laundromat, fitness center, or other locations to purchase goods or conduct activities necessary for the employee's health and well being.

1.10. Reimbursing Personal Miles to the State

Internal Revenue Service (IRS) rules provide that the personal use of a state vehicle includes commuting to and from work, even if the vehicle is taken home for the convenience of the state. Personal use is considered a fringe benefit by the IRS unless the employee reimburses the State for the full value of the personal mileage based on the IRS Valuation rules. The value of the fringe benefit must be included in the employee's wages and is subject to income and employment taxes. No additional employee wages will need to be calculated if the employee reimburses the State for the value of the benefit, derived in accordance with the appropriate IRS rule.
Per the IRS, if a vehicle is generally taken home more than once a month, the employee is required to reimburse the state for personal miles traveled. This section applies to motor pool, work share, rental and personally assigned vehicles. IRS examples include:

• A state owned pickup truck has the name of the state marked on the vehicle. Usually the employee is allowed to take the vehicle home because he/she is "on call." The vehicle is not a qualified nonpersonal use vehicle, thus the commuting is a non-cash taxable fringe benefit.
• An employee takes a state vehicle home in order to avoid exposing it to harm. The vehicle has a state seal on the door and is not to be used for personal use. If the vehicle is not a qualified non-personal use vehicle, the employee would have a taxable commuting benefit if he/she takes a state vehicle home.
• An employee uses a motor pool vehicle for a business meeting. The employer requires that motor pool vehicles are returned at the end of the business day but the employee is delayed and motor pool is closed when the employee arrives back at the office. The employee takes the vehicle home and returns it the next morning. Is the commute home and back to the office the next morning taxable to the employee? Per IRS: Assuming that this is an infrequent occurrence for that employee, that is, generally happens no more than once a month, the commuting value of the trip would be considered a non-taxable de minimis fringe benefit. If not an infrequent occurrence, the commute would be taxable to the employee.

Reimbursable personal miles are determined as follows:
• Actual miles driven between an employee's home and headquarters are considered commuting miles,or,
• For trips that start or end at an employee's home, the lesser of actual miles driven between an employee's home and the work site removed from the assigned headquarters or the mileage between an employee's assigned headquarters and the work site, are considered business miles. Any miles driven in excess of this amount would be considered personal miles that need to be reimbursed to the state.

The operator of the vehicle is required to keep track of all business miles by keeping an Assigned Vehicle Log (Appendix IV) on a daily basis containing the information described below. Any undocumented mileage will be considered personal miles and considered compensation provided to the employee. Unless otherwise authorized, all personal mile reimbursements must be submitted along with the monthly mileage report to the vehicle owner agency. Reimbursement to the State shall be calculated using one of the following two valuation rules:

State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 10

1. Vehicle Commuting Rule: This method applies only to the employee who is required to commute in the vehicle for valid business reasons and the employee is not compensated for such use. The following method is used to calculate reimbursement to the State:
• Qualifying Employees must reimburse the State at the greater of $1.50 per state employee each way of the commute or $0.325 per mile plus appropriate tax.
• Example: John has a personally assigned vehicle which he drives 20 miles each way to his headquarters in Madison. 20 miles x $0.325 x 2 ways = $13.00 plus tax which John must reimburse to the State.

2. Automobile Lease Value Rule: This method applies to all elected officials or state employees whose compensation rate is at least as great as federal government employees at Executive Level V ($128,200 in 2004) or to any employee whose use of the vehicle does not qualify under the vehicle commute rule. The following method is used to calculate reimbursement to the State:
• Determine the Annual Lease value of the vehicle as shown in IRS Publication 15-B.
• Multiply the vehicle's annual lease value by the percentage of non-business use of the vehicle.
• Add the value of fuel, if provided by the employer, per non-business miles traveled. Value of fuel (if provided) is at $0.055 per mile.
• Example: The annual lease value of the vehicle is $3,000. Jane put 2,000 non-business miles on the vehicle during the year, which equals 20% of the total miles put on the vehicle. The value of non-business miles under the "lease value rule" is 20% of $3,000, or $600. The value of fuel for 2000 non-business miles is $110.00. The total lease value of the non-business mileage is $710.00.
• Employees subject to this rule shall make monthly payments for personal miles at $0.325 per mile. By January 10 of each year, the employing agency shall calculate the annual value of personal use as described above. If the annual value of personal use under the Lease Value Rule is higher than the sum of monthly payments made during the year, the employee must submit the difference to the owner agency along with a copy of the calculation of value.
• Example: Jane reimbursed the State for 2000 miles at $0.325 per mile during 2004, for a total of $650.00. Assuming that the annual value under the "lease value rule" is $710.00, Jane must submit $60.00 ($710.00 minus $650.00) to the State.

IRS Liability: If an employee utilizes a state vehicle for personal use, including commuting, and the

personal use of the vehicle is not reimbursed to the State, the value of any non-reimbursed personal use is considered a taxable fringe benefit. This rule does not apply to a qualified non-personal use state vehicle as long as the employee is complying with the assignment requirements. Under strictly limited circumstances, there may be exceptions to this rule. For example, an agency requires that the motor pool vehicle is returned at the end of the business day, but the employee is delayed and the motor pool is closed when the employee arrives back at the office. The employee takes the vehicle home and returns it the next morning. Assuming that this is an infrequent occurrence for that employee, that is, generally happens no more than once a month, the employee would not be required to reimburse the state for these miles. If the employee frequently experiences circumstances of this nature, the employee must reimburse the State for the commuting miles.

1.11. Mileage Reporting

Monthly mileage reporting is required for every state vehicle. The driver is required to submit two documents when recording and reporting monthly mileage. Drivers are required to maintain an Assigned Vehicle Log form, DOA 3472 (Appendix IV) or equivalent, which records each leg of daily travel. Vehicle logs must be submitted to and maintained by the fleet coordinator. At the end of every month, the driver responsible for the vehicle is to return a completed Mileage Report (envelope), DOA-3223 or equivalent, (Appendix IX) to the owner agency. The mileage report indicates the beginning and ending

odometer readings for the vehicle along with any personal mileage. Reimbursement for any personal miles must be included with Mileage Report. A supervisor signature is required on all Mileage Reports. If reporting personal/commute miles, a personal check including tax (state, county, and/or local taxes, if applicable) must be submitted according to owner/agency procedures. The tax rate is based on the employee's county of residence. Vehicle reassignment may occur if monthly mileage reports are late or missing three times in a twelve-month period.

1.12. Riding in a State Vehicle

Non-state employees may ride in a state vehicle if on official state business and authorized by their agency risk manager. Approval will be documented and kept on file at the state agency risk management office. If the agency does not have a risk manager, the agency head of the employing agency should submit a request for authorization to the BSRM for approval.

1.13. Extended Use

Due to the composition and size of some agency fleets and the need to adequately accommodate all customers, there are limits to the length of time a driver may have a pool vehicle in their possession. Generally, a driver may reserve pool vehicle for no longer than two weeks. Please contact the agency fleet manager for more information.

1.14. Citations

Drivers are responsible for promptly paying all vehicle citations. Failure to pay parking tickets immediately results in late fees and possible vehicle registration revocation or suspension. The owner agency will pay the amount due upon notice and invoice the driver and their employing agency, which may include extra charges. The responsible driver may be subject to discipline, as determined by the employing agency.

1.15. Motor Pool Service Charges

Services charges only apply to pool vehicles. Charges may occur if there is:

- Failure to cancel a reservation
- Failure to pick up a vehicle on the day that it is reserved
- Failure to return a vehicle on the designated return date (charge will be waived if prior approval for an extension is granted by an agency fleet manager)

Drivers should contact agency fleet manager with questions regarding rates and timelines.

1.16. State Vehicle Related Purchases

Drivers of state vehicles are strongly advised to find out from their agency fleet manager, fleet coordinator, or procurement manager which automotive service vendors and gas stations to use. The driver should be aware that purchase card (p-card) use is not allowed for fleet expenses. Fuel or other supplies and services needed to operate a state vehicle are primarily acquired through state contracts. These contracts include goods and services available throughout the state, as well as supplies and services

contracts in particular geographic areas. Some contracts for supplies are only available for use by specific agencies. In other instances, different vendors might be available under a single contract.

1.17. Vehicle Fuel Policies and Fuel Card Uses

State-owned gasoline dispensers should be used whenever possible. Agency fleet managers/coordinators

must provide written directions to these locations and instruct their assigned drivers on the use of these dispensers.
Public self-service, regular unleaded dispensers should be used if state dispensers are not available. The most cost-effective vendor must also be used. The driver of the vehicle must be trained how to use the fleet fuel card found in the vehicle when operating a self-service dispenser. Use of Driver ID (PIN) and accurately recorded odometer readings are required to use these dispensers.
Fuel cards may not be used for the purchase of non-vehicle items such as food. If an attendant error occurs and non-vehicle items are charged to the fuel card, it is the responsibility of the driver to notify and reimburse the owner agency. Fleet managers are responsible for reviewing fuel card charges and identifying non-qualified purchases. Failure to reimburse for such purchases may result in the loss of driving privileges.
The driver should also be aware that there are cost limits related to vehicle services and an agency fleet manager must approve purchases above established limits. For example, vehicle wash rates for personally assigned and work shared state vehicles are calculated on a yearly basis and drivers seeking vehicle washes exceeding the maximum allowable cost must receive approval from their fleet manager. Drivers will be billed for any amount in excess of the set rate. Wash frequency is also limited to once a week during the period November through March (winter months), if needed, and limited to two times per month from April through October. Washes and other vehicle services will be reviewed. Drivers with excessive wash frequency will be notified. Detailing of a vehicle must be done at the leasing agency's expense and with the leasing agency approval. Typically, detailing occurs if the vehicle has been used to haul dirty or odorous materials or has been used off-road.
The State contracts with a fuel card vendor that issues credit cards and has established a transaction processing, reporting and payment system with respect to purchases of motor fuels and vehicle related purchases. Often, such fuel card vendors offer to process and pay for a variety of fleet related purchases at the point of sale. State policy restricts the use of the fuel card to purchase fuel, motor oil products, and related automotive consumables. Drivers are advised to verify which purchases are permitted with the fuel card prior to use.
The purchase of personal items such as food, beverages and air fresheners with a state fuel card, as well as automotive products for personal use, is strictly prohibited. Disciplinary action may be taken for improper use of a state fuel card. If an inappropriate charge occurs, the driver is responsible for reimbursing the State for the full amount of the inappropriate purchase. For additional information or clarification of fuel card use, drivers should contact their agency fleet manager/coordinator.

1.18. Repairs, Preventive Maintenance and Recalls

It is the driver's or work shared vehicle coordinator's responsibility to ensure that all preventative maintenance is performed on schedule and have the vehicle serviced in a timely manner when notified of a recall or preventive maintenance. Failure to perform the maintenance and repairs in accordance with agency policy may result in loss of the vehicle or, in the event of damage to the vehicle, payment for vehicle repair.

If a state owned repair shop does not provide maintenance on the state vehicle, a statewide mandatory contract for maintenance services must be used. In addition, the vehicle's owner agency may have special procedures to follow for emergency repairs. Consult the owner agency's procedures on repairs and preventive maintenance, including tires and glass breakage.
The following types of services are available through mandatory statewide contracts for fleet related items. Consult the owner agency's procedures on making purchases from the mandatory state contracts.

- Tires: new, retread, service
- Auto, light truck: maintenance and repair
- Towing and storage
- Fleet maintenance referral
- Vehicle lease - 30 or more days
- Rental passenger vehicles - In state
- Rental passenger vehicles - Out of state
- Glass repair or replacement

All drivers of state vehicles must know how to handle unscheduled emergency repairs. Instructions should be in the information/incident kit found in the state vehicle. If not available, contact the vehicle's owner agency to obtain a copy.

Vehicle Assignments

1.19. Vehicle Assignment Regulations

Employees should use a state vehicle whenever a vehicle is required and available for conducting official state business. The four categories of state vehicles are personally assigned, work shared, motor pool and qualified non-personal use vehicles. All restrictions relating to alcohol and drug consumption while using a state vehicle are strictly enforced under all categories of assignments.

All assignments will be approved or denied through the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix III). A VAT requesting personal assignment of a vehicle must be signed by the requesting agency head. The VAT must be submitted to the owner agency with a copy to the DOA Bureau of Enterprise Fleet Director for approval.

Special Needs Accommodation: State employees who, for health reasons, require a larger automobile or special equipment must forward a doctor's statement to the agency's ADA or Human Resources Coordinator. The agency's ADA or Human Resources Coordinator must review with their agency fleet manager the means to accommodate the need, and send an approval letter to the owner agency, if applicable.

1.20. Personally Assigned Vehicles

An employee may be assigned an owned or leased state vehicle based upon job responsibilities, an approved driving record and whether there is a critical business need. Personal assignment of vehicles to individuals may be on an annual basis when not in conflict with collective bargaining agreements. Agency heads will monitor the assignment and use of vehicles by all their employees and vehicles may be reallocated from personally assigned status to work shared status at any time based on agency needs, subject to applicable provisions included in collective bargaining agreements.

State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 14

The following guidelines are used to determine personal assignments and may be refined to meet the needs of the agency:

• Employee must need to use the vehicle for official state business 5-7 days per work week
• Vehicle requires special equipment not installable or transportable in a personal vehicle or making a state vehicle unsuitable for general use (e.g., law enforcement radios, sirens, lights)
• Employee is not headquartered near a motor pool or where a work shared vehicle is available
• Employee is required to be on-call

When an employee with a personal vehicle assignment is on leave or no longer works for the agency, the vehicle should be made available to other agency employees for state business travel or returned to the owner agency.

1.21. Work Shared Vehicles

Work shared vehicles are assigned among a group of state employees usually within a single funding source or an unrestricted funding source.

A work shared vehicle may not be used for personal travel such as commuting. A work shared vehicle may be taken home by a driver with prior approval by a supervisor if the employee is required to take the vehicle home for valid business needs of the agency. If a work shared vehicle is taken home more than once a month, the employee is required to reimburse the State for personal miles traveled. If a driver detects a problem with the vehicle or the vehicle is in need of maintenance, the driver must report the problem to the vehicle coordinator.

Upon learning of potential problems or abuse, owner or employing agency fleet staff shall investigate the situation. Based on the facts of the case, vehicle use privileges may be revoked or restricted, or individuals may be subject to discipline as determined by the vehicle owner agency or the employer agency.

1.22. Motor Pool Vehicles

Motor pool vehicles are made available to all employees without regard to funding source and are billed back on a daily use basis to the appropriate funding source. If the employee needs to take a pool vehicle home overnight or on the weekend when the fleet office is not open for business, written authorization from a supervisor is required. If a driver detects a problem with the vehicle or the vehicle is in need of maintenance, the driver must report the problem to the vehicle coordinator.

1.23. Qualified Non-Personal Use Vehicles

A limited number of state vehicles may be determined to be qualified non-personal use vehicles. Drivers of these vehicles are not required to reimburse the State for personal commuting miles. The agency head must identify the job classifications recommended to be designated as drivers of qualified non-personal use vehicles and a request submitted in writing to the DOA Secretary. A qualified non-personal use vehicle generally includes all of the following:

• Police or fire vehicles
− Vehicle is clearly identified and obvious

− A license plate designating the vehicle as a police or fire vehicle is not sufficient designation
− The employee must always be on call
− Employee must be required by agency to use the vehicle for commuting
State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 15
− Employer must prohibit personal use other than commuting for travel outside of the officer or fire fighter's jurisdiction
• Unmarked law enforcement vehicles
− Agency must officially authorize personal use in writing such as commuting for law enforcement purposes
− Employing agency must be a governmental unit responsible for prevention or investigation of crime
− Vehicle must be used by a full-time law enforcement officer, (e.g., officer authorized to carry firearms, execute warrants and make arrests)
• An ambulance or hearse used for its specific purpose
• Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds
• Delivery trucks with seating for the driver only, or the driver plus a folding jump seat
• A passenger bus with a capacity of at least 20 passengers used for its specific purpose
• School buses
• Specialized utility repair truck
− Truck (not van or pickup) designed to carry tools, equipment, etc.
− Permanent interior construction, shelves, racks required.
− Employer must require employee to commute for emergency call-outs to restore or maintain power services, i.e., gas, water, sewer.

1.24. Privately Owned Vehicles Used In State Business

Privately owned vehicles may be used for official state business, but drivers are encouraged to use state vehicles whenever feasible. The reimbursement rates and rules for use of an employee's personal vehicle are defined in the UTSA.

If an employee desires to use a state vehicle and one is not available at the employee's agency fleet, they may contact the DOA Fleet (Madison area only). Non-availability slips will be issued if there are no state vehicles available at the employee agency fleet and the DOA Fleet (Madison area only). If no state vehicles are available and the driver receives a nonavailability slip, the driver will receive reimbursement from the state for miles used for official state business. The reimbursement rules for use of an employee's personal vehicle are defined in the UTSA. When drivers use their private vehicle for state business, a Travel Expense Report, DOA-6107 or equivalent (Appendix XI) must be submitted in accordance with the policies of the employee's agency. When required, the non-availability slip must be attached to the driver's travel expense report. Requests for waiver of the non-availability criteria must be in writing to the DOA Secretary and must indicate specific reasons why the waiver should be granted. All non-availability slips must indicate the date of the request, the dates for which a pool vehicle was requested, and must be approved by the agency fleet manager/coordinator.

Disabled employees requesting a waiver from the non-availability slip requirements driving their own specially equipped vehicles must be authorized by the agency's ADA/human resources coordinator for a period of one year or less. Employees who are permanently disabled need to obtain a medical statement only once during their career in state service stating that they are permanently disabled; however, DOA reserves the right to review the permanency of determination.

Accidents and Liability

1.25. Driver Procedure

Drivers are responsible for immediately reporting all accidents or any damage to state vehicles to the agency fleet manager and to the appropriate agency/fleet coordinator or risk manager. Forms are provided
State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 16
for this purpose in the vehicle incident kit, DOA 6496 (Appendix VI). Reports must also be made to local law enforcement personnel. If all paperwork is not submitted in a timely manner, the claim may be denied and the agency is responsible for the cost of repairs.

The driver should consult with their agency fleet manager to confirm appropriate accident reporting procedure for their agency.

Each state vehicle has an accident kit in the glove compartment advising employees of the procedures to be followed in the event of an accident. All procedures included in the accident kit need to be followed. According to the instructions in the kit, the driver of the state vehicle must follow these procedures after an auto accident involving a state vehicle:

1. Contact the nearest law enforcement agency to notify them of an accident.
• Obtain relevant information required from other parties involved to complete the Accident/Incident Report, DOA-6496 or equivalent (Appendix VI).
• Ask for the case number and when the police report will be available.
• Driver is required to seek a police report for all vandalism or hit-and-runs that exceed $200, accidents resulting in injuries, vehicle damage over $1,000, and/or property damage over $200.
2. Report the accident immediately to appropriate supervisor, agency fleet manager/coordinator and risk management staff.
• If outside of normal business hours, leave a voice mail or send an e-mail to the owner agency fleet manager or BSRM with the following details: name, phone number, and a brief description of the loss.
• If there is any bodily injury, immediately contact the Fleet Manager or DOA BSRM (608/267-7395). If after hours or on the weekend, call and leave a message on voice mail with the driver's name and number where he/she can be reached.
3. Complete the Vehicle Accident/Incident Report Form DOA 6496 the same day including a supervisor signature and scope box checked and return to the agency risk manager or fleet coordinator within two (2) working days.
• This accident report form may be found in the glove box of the vehicle, on the DOA web site (http://www.doa.state.wi.us) or may be obtained from the agency risk manager.
• If the driver is unable to complete the accident report form, the supervisor is responsible for completing it. It is extremely important that the information is accurate and all blanks are filled in, including the driver and supervisor signatures.
• If a state employee is injured, the appropriate workers compensation forms should be completed by the employee or the employee's supervisor if the employee is unable to complete the forms.
4. Obtain and submit a copy of the police report to the agency risk manager.
• If the police do not respond or do not complete a Wisconsin Motor Vehicle Accident report, but there is an injury, vehicle damage of $1,000 or more, or $200 or more damage to government owned non-vehicle property, complete the Wisconsin Driver Report of Accident, DMV4002 (Appendix VII) found in the vehicle's glove box or on the Department of Transportation (DOT) web site (http://www.dot.state.wi.us).
• If the driver report form is not in the vehicle, it is available at any DMV or local law enforcement office. Mail the original form to DOT, a copy to your agency fleet manager and a copy to the vehicle owner agency along with the Accident/Incident Report.
5. Contact the vehicle owner agency. See agency procedures.

1.26. Property and Liability Protection

The State is self-insured through its self-funded property and liability programs administered by BSRM. BSRM also administers the worker's compensation program for state employees injured while in the scope of their employment.

1.27. Worker's Compensation Coverage

Injured state employees may use their health insurance, worker's compensation, or self-initiated litigation to recover damages against negligent third parties. Worker's compensation pays for medical expenses, hospital expenses and loss of wages for state employees injured while in work status. There is no worker's compensation coverage when the employee is not in work status or is acting outside the scope of his/her employment.

1.28. Property Coverage – State-Owned and Leased Vehicles

The Property Program covers loss to state property, which includes damage to state vehicles due to traffic crashes, vandalism, hail, etc. If another driver or a known party causes damage, the agency that owns the state vehicle will pursue subrogation. Damage to vehicles leased by the state from a private vendor for more than 30 days are also covered under the Property Program if the value of the leased vehicle is reported to BSRM.

Rentals of less than 30 days under the state's rental passenger vehicle contract include collision and liability coverage in the price of the rental and are handled by the contracted rental agency.

1.29. Liability Coverage

Auto liability coverage is for claims in which a person driving a state vehicle in the scope of their state employment causes damage to a third party. Although a state vehicle may be damaged as well, only the damages to the third party are considered auto liability. For example, if a state vehicle backs into a privately owned vehicle in a parking lot, the damage to the state vehicle would be considered auto

property and the damage to the other vehicle and/or injuries to the other driver and passengers would be considered auto liability. If a vehicle is rented under the state rental contracts, auto liability coverage is included in the rental fee. If the vehicle is leased, auto liability coverage is provided under the state's program. If a driver is traveling outside of Wisconsin, proof of insurance must be carried.

If a driver is traveling outside of the United States, the driver must consult their risk management office prior to driving or renting a vehicle. If the agency does not have a risk management office, the driver must consult BSRM. If a driver is traveling outside of the United States in a state vehicle, proof of insurance must be carried. If a driver is traveling outside of the United States, both auto liability and physical damage coverage must be purchased with the rental vehicle as well as carrying proof of insurance.

Coverage is provided on the authorized state driver/employee pursuant to Wis. Statute, s. 895.46, which provides liability protection for the negligent acts of its state officers, employees and agents while acting within the scope of their employment. Liability coverage is limited to $250,000 per claimant per negligent state employee, as stated in s. 893.82, Wis. Stats. Claims that result from a state employee's actions in states other than Wisconsin are not subject to this statutory limit.

State of Wisconsin Fleet Driver and Management Policies and Procedures Manual 18

There may be no state liability coverage if:

• An unauthorized driver of the state vehicle operates the vehicle, or

• An authorized driver of the state vehicle operates a work shared vehicle outside the scope of their employment.

In each of these cases, the driver may be personally responsible for the damages to any third party and may also be responsible for payment of damages to the state vehicle.

Any accident resulting in bodily injury to a third party should be reported immediately to law enforcement and the agency risk manager or the BSRM (608/267-7395) for assignment to the State's third party adjuster. The state driver should always convey the facts to any responding authority but should never admit fault at the accident scene. The adjuster may subsequently investigate the liability claim and handle all contacts with the other party, their attorney and/or their insurance company and will make a recommendation to the BSRM and request authorization for a proposed settlement range, if appropriate.

1.30. Privately Owned Vehicles

Damages to the employee's personal vehicle are covered by the employee's own auto insurance and the employee is responsible for the insurance deductible. Under no circumstances will the State's property program pay for the employee's vehicle repairs. It is the employee's responsibility to carry personal auto liability insurance. Recommended minimum limits of personal auto insurance coverage are $100,000 for bodily injury per person, $300,000 for bodily injury per accident when two or more people are injured, and $50,000 for property damage per accident.

The employee's personal auto liability insurance also provides primary coverage for medical expenses incurred by other parties involved in an employee's at-fault accident, and primary coverage for repairs to other vehicles or property involved in an accident caused by the employee. The State liability program only provides coverage for amounts in excess of the employee's auto liability insurance if the state employee was negligent and within the scope of employment when the accident occurred.

Questions may be referred to the driver's agency fleet manager, agency risk manager or BSRM.

1.31. State Vanpool Program

The State Vanpool Program operates outside of normal business hours and is open to state, private and federal employees commuting to Madison from outlying areas. Therefore, the state purchases liability insurance for the Vanpool through a commercial insurer. State employees participating in the Vanpool Program are considered to be outside the scope of their employment and consequently would not be covered by Workers Compensation if injured. The Property Program does cover damage to State Vanpool Program vehicles.