

 <b>DEPARTMENTAL POLICY</b> <b>State of Tennessee</b> <b>Department of Transportation</b>	<b>Policy Number : 220-03</b>
	<b>Effective Date:</b> <b>May 16, 2016</b>
<b>Approved By:</b> 	<b>Supersedes:</b> <b>June 15, 2005</b>
<b>SUBJECT:    Motor Pool Policy and Procedures</b>	

**RESPONSIBLE OFFICE:** Central Services.

**AUTHORITY:** TCA 4-3-1105(10). TCA 4-3-2303, 8-30-202-203, and 55-10-401. Tennessee Department of Human Resources Policy 12-056: Operation of Motor Vehicles by State Employees. Tennessee Department of Finance & Administration Policy 8 Comprehensive State Travel Regulations. If any portion of this policy conflicts with applicable state or federal laws or regulations, that portion shall be considered void. The remainder of this policy shall not be affected thereby and shall remain in full force and effect.

**PURPOSE:** To establish policy for utilization of vehicles from the TDOT Motor Pool and to establish procedures and details regarding the reimbursement of travel expenses for employees who utilize state vehicles, or in the alternative personal vehicles, while conducting state business.

**APPLICATION:** All employees of the Tennessee Department of Transportation. This includes full-time, part-time and seasonal employees. Exception: Appointing Authority as allowed by General Services.

**DEFINITIONS:**

**Motor Vehicle Pool:** means the pool of motor vehicles that are available for TDOT employees to use while conducting state business. Motor pool vehicles are available at Region 1 in Knoxville, Region 2 in Chattanooga, Region 3 in Nashville/Centennial Boulevard, Region 4 in Jackson, Headquarters in Nashville, and TDOT Aeronautics.

**POLICY:** All TDOT employees authorized to utilize a state vehicle for conducting state business must abide by the Motor Pool Procedures located herein, as well as those contained in TDOT Policy 220-01: Motor Vehicle Utilization.

When available, TDOT employees must utilize motor pool vehicles for travel while conducting state business. TDOT employees who use a state vehicle while conducting state business shall use approved payment methods for gasoline purchases and shall not be reimbursed for any mileage driven in the state vehicle.

Exception: Commissioner/Bureau Chief/Deputy Commissioner can approve personal vehicle utilization when motor pool vehicles are available. Employees who utilize their own personal vehicle to conduct state business shall be reimbursed for gasoline as follows:

Travel/Expense Requests will require a signed and approved exception request form and a copy of all gasoline receipt(s). The department will not reimburse the employee without the approved exception request and receipt(s).

Examples:

- A. If an employee utilizes a motor pool vehicle and the employee must purchase gasoline, the Fuelman card assigned to the vehicle must be used; however, if a Fuelman station is not available, the employee can submit receipts for gasoline reimbursement.
- B. If a motor pool vehicle is available and an employee decides to use their personal vehicle, the employee must obtain prior approval from the Commissioner or Bureau Chief by use of the exception form and will be reimbursed for gasoline only.
- C. If a Region, Headquarters, or Aeronautics motor pool vehicle is not available, and the employee CAN use their personal vehicle to conduct state business, the employee WILL be reimbursed for mileage. The manager of the motor pool must provide a signed exception form verifying that a motor pool vehicle was not available. Please note that there are motor pools at various locations around the state. Regional staffs are to use their motor pools (R1/R2/R3/R4), Headquarters staff should use the headquarters motor pool (near the Nissan stadium), and Aeronautics should use their fleet at the airport. If there are no cars available in your motor pool, you are not expected to go to another motor pool.

Employees are required, at all times, to comply with any and all traffic laws when operating any motor vehicle on State business. All employees operating or riding in a motor vehicle and authorized passengers engaged in official State Government business are required to use proper safety procedures for that piece of equipment as required by the manufacturer. This includes utilization of seat belts when the unit is in motion.

Regulations regarding use of state vehicles assigned to an employee are contained in TDOT Policy 220-01: Motor Vehicle Utilization.

State-owned motor vehicles shall not be driven to and from an employee's home except as authorized by the TDOT Commissioner.

Per TDOT Policy 220-01, Employees who misuse State-owned vehicles will be subject to disciplinary actions, including loss of the privilege of driving State-owned vehicles, and up to and including dismissal, depending on the magnitude of the misuse and frequency with which it has occurred.

### Motor Pool Procedures

- Motor Pool vehicles are for official State business only per TDOT Policy 220-01.
- Use of tobacco of any kind (smoking or smokeless), alcohol or drugs in motor pool vehicles is strictly prohibited.
- When checking out a motor pool vehicle for overnight use, the user may park his/her personal vehicle in the space assigned to the state car being checked out.
- The individual utilizing a motor pool vehicle retains responsibility for his/her personal vehicle left at the motor pool or overflow parking lot. Neither TDOT, nor the motor pool staff, are responsible for personal vehicles left at the motor pool or overflow parking lot.
- The overflow parking lot is to be used for the following purposes only:
  1. Parking of division vehicles (those not assigned to an individual);
  2. Parking by TDOT employees who are riding with another employee who has checked out a TDOT motor pool vehicle;
  3. Parking by TDOT employees who are riding with another employee who is using a division vehicle.
- If an employee is checking out and returning a vehicle on the same day, the employee is not to use the TDOT motor pool or overflow parking lot to park his/her personal vehicle.
- The TDOT motor pool parking lots **shall not** be used for the following purposes:
  1. Alternative to General Services state employee parking lots;
  2. Parking by an employee who may be leaving early for the day and wishes to be shuttled to and from his/her vehicle;
  3. As a convenience to an employee who arrives late and wants to avoid searching for a General Services state employee parking lot space;
  4. As a convenience to an employee who must leave and/or return during work hours for personal matters.
- It is highly recommended that when two to four employees are traveling to the same location that they check out only one vehicle to accommodate the travel needs of everyone.
- Vehicles are assigned by the dispatcher for the category requested based on planned vehicle rotation. Vehicle rotation is based on fiscal considerations relative to usage and life cycle of the vehicle.
- If an employee feels his/her assigned vehicle is not suitable for his/her intended state business needs, he/she must have their division director contact the TDOT motor pool manager with justification as to why the vehicle assigned is inadequate for fulfilling the business needs.
- Any employee checking out a vehicle is responsible for returning the vehicle with 3/4 tank of E85 or appropriate fuel for the vehicle and shall remove all trash and/or personal items from the vehicle prior to return.
- A completed dispatch form signed by the employee's division director must be given to the dispatcher or designated motor pool employee prior to the employee obtaining a motor pool vehicle.\*\*
- By submitting the dispatch form and accepting a motor pool vehicle, the employee is indicating that he/she has a valid operator's license and must comply with the seatbelt law at all times.
- It is the responsibility of the employee checking out the motor pool vehicle to complete a log form and return it with any other applicable paperwork when returning the vehicle to

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the motor pool. Log information shall include: vehicle operator's signature and valid accounting information for which the mileage will be charged including Department ID and/or project numbers.

- Motor pool vehicle and keys must be returned to motor pool personnel by the return date listed on the dispatch form. In the event the employee needs the vehicle for an additional day, he/she must contact the motor pool personnel and arrange for an extension.
- Any employee who misuses a state vehicle may be subject to disciplinary action, up to and including dismissal from state service.
- Any employee who utilizes a motor pool vehicle must abide by all rules outlined in TDOT Policy 220-01: Motor Vehicle Utilization.

\*\* Dispatch/Vehicle Dispatch and Exception Motor Vehicle Forms can be filled out online and downloaded by going to the Transportal page for the Central Services Division and scrolling to the bottom of the page to click on "Motor Pool Vehicle Dispatch/Exception Form." TDOT Headquarters Shuttle Delivery and Pick-up Schedule information may also be found on the Transportal page for the Central Services Division.



**TDOT Motor Vehicle Exception Form**

Name: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Department ID: \_\_\_\_\_

**Reason for Exception (check one):**

- Employee used TDOT vehicle, no Fuelman station(s) were available. Reimbursement for gasoline purchased is requested.
- Employee was approved to use personal vehicle. Reimbursement for gasoline purchased is requested.
- A TDOT motor pool vehicle was not available at time of departure, reimbursement for mileage is requested.\*

\*requires Motor pool manager signature

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Appointing Authority (print)

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
\*Motor pool manager if applicable (print)

\_\_\_\_\_  
\*Motor pool manager signature if applicable