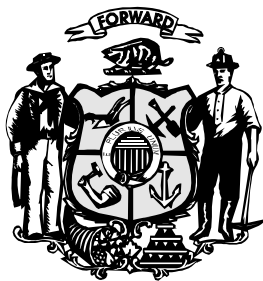


State of Wisconsin

Fleet Driver and Management Policies and Procedures

Manual



Wisconsin Department of Administration
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Executive Summary

This manual combines into a single document the policies and procedures previously published separately as the Fleet Drivers Policies and the Fleet Management Policies. The Department of Administration (DOA) has chosen to consolidate the policies to (1) align more closely the use and management of State vehicles, (2) eliminate confusion between previous versions, (3) increase employee and public understanding of the overall state fleet program and (4) provide for greater accountability of fleet policies.

The following overview provides a general sense of the state fleet policies. However, the reader should thoroughly read Chapters One (fleet drivers) and Two (fleet managers) of the manual for a clear understanding of enforceable policies.

Fleet Driver

- Only state employees, authorized University of Wisconsin System students and other authorized agents of the state may drive a state vehicle. All drivers must meet minimum standards and execute an approved Vehicle Use Agreement.
- Authorization to drive a state vehicle may be denied or revoked if the employee, student or agent's driving record reflects certain violations.
- Use of a state vehicle must be for official state business only. Incidental use associated with official business is strictly limited.
- State vehicles shall not be used for personal purposes except commuting under strictly limited circumstances.
- An employee must reimburse the state for personal miles traveled and adhere to all IRS reporting requirements.
- Non-state employees may ride in a state vehicle only if authorized and on official state business.
- Drivers and passengers must comply with all Wisconsin laws. Drivers are responsible for paying all vehicle citations.
- Employees should use a state vehicle whenever a vehicle is required and available for conducting state business. State vehicles are categorized as personally assigned, work shared, motor pool and qualified non-personal use vehicles.
- Drivers are responsible for immediately reporting all accidents or any damage to state vehicles.

Fleet Management

- DOA is responsible for developing uniform state policies for vehicle acquisition, use and maintenance.
- State agencies must adhere to DOA policies. Any deviations must be authorized in writing by the DOA Secretary.
- All driving records of employees with active Vehicle Use Agreements will be reviewed annually. Agencies may void agreements of any employee that fails to meet minimum driving standards.
- Fleet managers/coordinators are mandated to monitor the assignment and use of vehicles by all agency employees on a semi-annual basis (or more frequently if necessary) and submit a complete report to the DOA Secretary.
- Fleet managers will develop and maintain a preventative maintenance program and procedures for unscheduled maintenance.
- All state vehicles are required to have red state-owned license plates (with the exception of vehicles authorized by DOA; for instance, undercover law enforcement).
- All agencies are required to report their vehicle information in the FleetAnywhere database.

Preface

Authority

The Fleet Drivers and Management Policies and Procedures Manual is based on the collection of statutes, administrative codes, memoranda and collective bargaining agreements that govern the use of state vehicles. DOA approved and issued this Fleet Drivers and Management Policies and Procedures Manual to control the use of all state vehicles. Fleet policies reflect minimum requirements that state agencies and drivers must abide by to use vehicles owned by the State of Wisconsin.

This manual provides drivers with the basic regulatory requirements for operating a vehicle owned by the State of Wisconsin. It also provides agencies with the basic regulatory requirements for managing a vehicle owned by the State of Wisconsin.

It is each driver's responsibility to obtain supervisory approval to travel. Authority to travel—both in state and out-of-state—is regulated. Statutes authorizing employees to travel for state business are contained in Chapters 16 and 20, Wisconsin Statutes. A number of collective bargaining agreements also contain provisions relating to travel and state vehicle usage. Drivers should consult with fleet managers regarding those provisions.

Likewise, the laws granting state government the authority to own and operate a fleet of vehicles are contained in Wisconsin Statutes and Administrative Codes. The following statutes and rules are among those that govern the use and management of the State fleet:

- s. 11.37 Travel by public officers
- s. 16.003(1) Department of Administration-Purpose (Enterprise Fleet Management)
- s. 16.04 Fleet management and maintenance
- s. 16.045 Storage and use of gasoline and alternative fuels
- s. 16.70(1e) Definition of "agency"
- s. 16.70(2) Definition of "authority"
- s. 20.505(2)(k) Risk management (State Self-funded Property and Liability Program)
- s. 20.915 State motor vehicles and aircraft
- s. 20.916 Traveling expenses (Uniform Travel Schedule Amounts governed by this statute)
- s. 20.916(4) Use of privately owned automobiles
- s. 20.916(7) Personal use of state vehicles and aircraft
- s. 20.916(8) Uniform travel schedule amounts; allowances
- s. 20.916(9) Reimbursement for travel expenses
- c. 102 Conditions of liability
- s.340.01(41g) Operator's license
- s. 341.14(3) Private plates for law enforcement vehicles
- s. 893.82 Claims against state employees; notice of claim; limitation of damages
- s. 895.46 State and political subdivisions thereof to pay judgements taken against officers

Definitions of Terms

Agency: State departments, boards, commissions, institutions, and University campuses, except agency heads.

Agency Dispatcher: The agency employee who reserves and issues pool vehicles.

Agency Fleet Coordinator: The employee in a state agency who manages vehicles leased from DOA. Agencies that lease vehicles instead of owning them have a Fleet Coordinator instead of a Fleet Manager.

Agency Fleet Manager: The employee who manages an agency's owned vehicle assets.

Agency Head: The head of a department (secretary), board (chairperson), commission (commissioner), or university campus (chancellor). Agency heads may delegate their duties to an appropriate agency employee. Delegation of duties must be documented and a copy filed with the DOA Bureau of Enterprise Fleet Director.

Agency Risk Manager: A state employee whose responsibilities involve administering the agency's risk management program.

Agency Supervisor: An agency employee who monitors the driver's compliance regarding mileage reports, fuel usage and maintenance issues and reports to the agency fleet manager/coordinator.

ADA: Americans with Disabilities Act

Authority: Wisconsin state agency with administrative powers regarding enforcement of policy compliance by other state agencies. DOA has authority over fleet driver fleet management policies.

BSRM: DOA Bureau of State Risk Management.

Business Miles: Miles driven in state vehicles by state employees, while performing official state business.

Commuting: Direct travel from home to headquarters or headquarters to home.

DOA: Department of Administration

DUI: Driving Under the Influence of an intoxicant, controlled substance or other drug.

Employing Agency: The board, commission, committee, council, university campus, or department in state government that appointed an employee to the employee's current state position (or the employee's position at the time in question).

Headquarters City: The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site.

Home: The employee's place of residence.

Incidental Use: Typically occurs while enroute on official business. Stops at an ATM or financial institutions or for lunch would qualify as incidental use and are not considered personal miles if in work status and do not require reimbursement. Incidental use may also occur during commuting when personal miles are to be reimbursed. During commuting, mileage for incidental use must be reimbursed.

IRS: U.S. Internal Revenue Service

Motor Pool: Motor pool vehicles are available to all employees without regard to funding source, and are billed back on a daily use basis to the appropriate funding source.

Non-availability Slips: Written authorization to use an employee's private vehicle at the reimbursement rate stated in the current UTSA.

On-Call: Generally, when the Employer requires that an employee must be available for work and able to report for work in less than one hour. Definition of “on-call” may vary between collective bargaining agreements/Compensation Plan and may also be called “standby.”

Operator’s License: Defined in s. 340.01(41g), Wis. Stats.

OSER: Office of State Employment Relations

OWI: Operating While Intoxicated, i.e., under the influence of an intoxicant, controlled substance or other drug.

Owner Agency: The board, commission, committee, council, university campus, or department in state government that owns the vehicle.

Personal Miles: Miles driven in a state vehicle that are not business-related. Commuting is an example of personal miles.

Personally Assigned Vehicle: A state vehicle assigned to an individual state employee for business use.

Pool Vehicle: A work shared vehicle available for business use through reservation.

Qualified Non-Personal Use Vehicle: Those vehicles used primarily by law enforcement or fire fighting personnel. See Chapter One, 1.23., for a complete definition.

Reimbursement rate: The rates at which an employee may be reimbursed for use of a personal vehicle for state business, or the rate at which an employee is required to reimburse the State for personal miles in a state vehicle. For rates, please refer to the current UTSA. If an employee exercises the option to use a personal vehicle when an assigned or pool vehicle is available, the reimbursement rate is set in accordance with s. 20.916(4)(e), Wis. Stats., unless provided otherwise in the UTSA.

SBOP: DOA State Bureau of Procurement

State Vehicle: A vehicle owned by the State of Wisconsin for use to conduct official state business. A state vehicle also includes a commercially leased or rented vehicle that is assigned to an individual, agency or business sub unit for use to conduct official state business.

UTSA: The most recent Uniform Travel Schedule Amount (UTSA) set by OSER with approval by the legislative Joint Committee on Employment Relations. UTSA's are found in the Compensation Plan.

Vehicle Assignment Transfer (VAT): An authorization to change vehicle assignment status.

Vehicle Use Agreement (VUA): An agreement signed by a driver of state vehicles and his/her supervisor indicating the employee is eligible to drive a state vehicle.

Work Shared Vehicle: A state vehicle assigned to an agency or an agency sub-unit for business use.

Chapter One: Fleet Driver Policies

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 (Appendix I) and submit the completed VUA to their supervisor for approval prior to operating a state vehicle. The VUA shall be reviewed and forwarded by the agency fleet manager/coordinator to the owner agency. The VUA describes the State's minimum standards for driving a state vehicle. All drivers who use state vehicles will have their driving records reviewed annually. 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:

- 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 weighs 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 non-personal 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:

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 \text{ miles} \times \$0.325 \times 2 \text{ 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.

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

- 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

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 travelling 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.

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.

Chapter Two: Fleet Management Policies

Fleet Manager Responsibilities

2.1. Department of Administration Responsibilities

Under s. 16.04, Wis. Stats., DOA is assigned the following responsibilities for managing all state vehicles:

- Develop uniform state policies and guidelines for vehicle acquisition, use, and maintenance.
- Keep up-to-date records on operational costs, vehicle performance evaluations and replacement of vehicles.
- Screen all requests for additional or replacement vehicles prior to forwarding those requests to the Governor for approval.
- Maintain an inventory of all state vehicles.
- Review agency records relating to fleet operations and the use of state vehicles on a semi-annual basis.

The DOA Division of State Agency Services performs these responsibilities.

2.2. Agency Responsibilities

State agencies authorized by DOA under s. 16.04(2), Wis. Stats., to manage and operate state vehicles must adhere to the Fleet Driver and Management Policies and Procedures. The DOA Secretary must authorize any deviations from these policies in writing prior to any use of any state vehicle in a manner which does not adhere to the policies and procedures. A state agency authorized to operate state vehicles must have an employee designated to perform a minimum of two of the following three levels of fleet administration: Fleet Manager, Fleet Coordinator, Driver Supervisor.

2.3. Fleet Manager

An agency that controls the deployment of owner agency vehicles acquired with agency/campus funds must employ a fleet manager. Fleet managers are responsible for the following:

- Designate and review vehicle assignments
- Establish maintenance procedures
- Evaluate and recommend vehicle procurement needs
- Identify surplus vehicles for sale disposition
- Maintain vehicle history records
- Maintain records
- Monitor direct and indirect fleet costs
- Maintain fleet required data

2.4. Fleet Coordinator

Agency fleet coordinators are the owner agency's representatives and assist in carrying out the fleet manager's duties at a local level. Fleet coordinators in a non-owner agency also act as the agency's central point of contact regarding fleet administration. An agency or agency sub-unit that operates leased vehicles must designate one of their employees to perform the minimum administrative requirements contained in these policies for using state vehicles. The fleet coordinator also interprets fleet policies and provides

assistance to administrators and drivers regarding these policies. Fleet Coordinators are responsible for the following:

- Authorize the use of state vehicles
- Ensure adherence to fleet maintenance procedures
- Communicate and forward information regarding vehicle needs to fleet managers/drivers/supervisors
- Identify underutilized/replaceable vehicles
- Monitor vehicle use (e.g., mileage logs)
- Monitor costs that must be reimbursed to the State by the employee
- Investigate citizen driver complaints
- Assist in obtaining missing or erroneous driver reports

2.5. Driver Supervisor

The supervisor of a driver is responsible for the following:

- Maintain up-to-date knowledge of fleet policies and procedures
- Educate their staff/drivers of all policies and procedures
- Ensure completion of initial Vehicle Use Agreement for their employees
- Submit requests for a vehicle assignment
- Manage mileage envelopes/logs including a review of personal use

2.6. Required Training

Once every two years fleet managers/coordinators will be required to attend Fleet Management Training held by DOA Division of State Agency Services. This training will review for fleet manager/coordinators current Fleet Driver and Management Policies and Procedures.

Driver Management

2.7. Approving Vehicle Use Agreements

Prior to operating any state-owned vehicle, a driver (see Chapter One, 1.1.) must have a signed and approved Vehicle Use Agreement Form (VUA), DOA-3103 or equivalent (Appendix I). An employee is prohibited from operating a state vehicle until the VUA is authorized by the employing agency fleet manager/coordinator and kept on file for annual review. A driver should expect a minimum of two weeks for processing and the driver is responsible for verifying approval/denial with the fleet manager/coordinator.

The VUA contains a provision signifying that the driver has been given a copy of the Fleet Driver and Management Policies and Procedures Manual and the driver acknowledges an understanding of and future compliance with the directives in the manual. The manual is also available on the DOA web page (<http://www.doa.state.wi.us>). Supervisors should assure that drivers have access to the policy manual. The VUA also requires the driver's license number and informs the driver of their obligation to inform their supervisor and agency fleet manager/coordinator in writing whenever they become disqualified under these policies. New drivers must receive an orientation from their supervisor. At a minimum the orientation will include personal use rules, fueling procedures, monthly reporting, repair/maintenance procedures, accident reporting and safety. The driver supervisor reviews and approves the VUA and forwards the form to the employing agency fleet manager/coordinator.

The fleet manager/coordinator from the employing agency should methodically review the submitted VUA. Approval or denial of the application is based on, but not limited to, the minimum standards for driving a state vehicle (see Chapter One, 1.1.) and driver disqualification (see Chapter One, 1.3.). A driver will be rejected for failure to meet these standards. The applicant's Department of Transportation (WisDOT) driver record must be reviewed. To obtain the abstract the fleet manager/coordinator must submit to the WisDOT the prospective driver's full name, driver license number, date of birth and the state where the driver license was issued.

Agency fleet managers/coordinators should consult with their risk managers regarding any requests for exceptions to the minimum standards or driver disqualification requirements (see Chapter One, 1.1. and 1.3.).

Fleet managers/coordinators should also be aware that based on the type of vehicle being 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 (see Chapter One, 1.4.). Commercial Drivers Licenses (CDL) are also required for certain state positions (see Chapter One, 1.5.). Fleet managers/coordinators are responsible for confirming that training is complete before approving a VUA.

Only after a complete review, the fleet manager/coordinator shall indicate their decision on the form and send a copy of the form to the owner agency fleet manager and the agency risk manager. The owner agency will enter the driver in statewide data system.

2.8. Monitoring Vehicle Use Agreement

Each year, a review of all driving records of employees with active Vehicle Use Agreements will be conducted. An employee who, as a result of the review, no longer meet minimum standards for driving a state vehicle shall have his/her agreement voided and their driving privileges suspended until such time that he/she can demonstrate meeting the standard.

If an employee is denied use of a state vehicle due to an unacceptable driving record and travel is required, the employee (who must hold a valid operator's license) may use his/her personal vehicle and be reimbursed for mileage. Reimbursement will be at the rate equal to the full business mileage reimbursement rate established for an employee required to use their personal vehicle on state business set in the current UTSA (Appendix II).

See Chapter One, 1.3., for driver policies related to driver disqualification.

2.9. Personal Use of State Vehicles

See Chapter One, 1.7., for driver policies related to personal use of state vehicles.

2.10. Political Use of State Vehicles and Aircraft

See Chapter One, 1.8., for driver policies related to political use of state vehicles and aircraft.

2.11. Incidental Travel and Stops

See Chapter One, 1.9., for driver policies related to incidental travel and stops.

2.12. Reimbursing Personal Miles to the State

See Chapter One, 1.10., for driver policies related to reimbursing personal miles to the State.

Vehicle Management

2.13. Vehicle Assignments

Fleet managers/coordinators are mandated to monitor the assignment and use of vehicles by all agency employees on a semi-annual basis, or more frequently, if necessary. Fleet managers/coordinators must also keep records up-to-date upon notice of a change in vehicle status. The review should specifically examine the distribution of vehicles that are assigned as work shared, personally assigned, motor pool or non-qualified personal use. All changes of assignment for vehicles must be done using the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix III) and be submitted to the owner agency with a copy to the DOA Bureau of Enterprise Fleet Director.

In addition to determining assignment type, fleet managers/coordinators review and ensure the appropriate size of the vehicle and make a recommendation to their agency head for approval. Restrictions are set in the Vehicle-Procurement Information Memorandum (PIM) issued by the State Bureau of Procurement, stating it is the responsibility of every agency to review and restrict the assignment of vehicles. The PIM is available at <http://www.doa.state.wi.us> keyword: procurement. The vehicle size must be based on the number of passengers in the vehicle and the amount of equipment or luggage being carried. Medical necessity is the only other reason a larger vehicle may be assigned and must be approved by the agency fleet manager.

Disabled employees seeking a waiver from the non-availability requirements for driving their own specially equipped vehicles must be authorized by the agency's ADA/human resources coordinator on how to accommodate the need. 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.. These drivers will be reimbursed at the "full rate" set in the current UTSA (Appendix II).

2.14. Personally Assigned Vehicles

All assignments will be approved or denied through the Vehicle Assignment Transfer (VAT) form, DOA-3102 or equivalent (Appendix II). VATs 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. All rules relating to personal use of the state vehicle are strictly enforced.

See Chapter One, 1.20., for driver policies related to personally assigned vehicles.

2.15. Work Shared Vehicles

Work shared vehicles must have a designated coordinator who is responsible for scheduling use of the vehicle(s), maintenance and repair, maintaining the Assigned Vehicle Log, DOA-3472 or equivalent (Appendix III), and ensuring compliance with state fleet policies. Reassigning work shared vehicles requires the fleet manager/coordinator to file a VAT with the owner agency. Agencies should attempt, when feasible, to reassign personally assigned vehicles and consolidate shared vehicles into pools to

minimize the need for additional vehicles. All requests for reassignments must be reviewed and authorized by the DOA Bureau of Enterprise Fleet Director.

See Chapter One, 1.21., for driver policies related to work shared vehicles.

2.16. Motor Pool Vehicles

Fleet managers/coordinators managing a motor pool have added responsibilities because many drivers use the vehicles. Each driver using a pool vehicle must meet the minimum standards for driving a state vehicle and have an approved VUA on file. It is the responsibility of the fleet manager/coordinator to ensure maintenance and manufacturer recall repairs are complete.

Pool vehicles are to be reserved and issued to drivers by their agency dispatcher. A record must be made of each pool vehicle trip with beginning and ending mileage noted. The agency dispatcher ensures that the driver is authorized to travel and has obtained a supervisor signature. A supervisor always must approve use of the vehicle by an employee. Vehicle assignment will be the smallest available vehicle based on the number of occupants and equipment/luggage to be carried.

Pool vehicles are subject to an annual review based on the breakeven mileage criteria determined by the DOA Secretary. Exceptions to the breakeven mileage criteria may be granted upon recommendation of an agency head and with written approval of the DOA Secretary. The number of vehicles assigned to a motor pool may increase or decrease to achieve optimum resource allocation.

See Chapter One, 1.22., for driver policies related to motor pool vehicles.

2.17. Qualified Non-Personal Use Vehicles

See Chapter One, 1.23., for driver policies related to qualified non-personal use vehicles.

2.18. Vehicle Maintenance Policies

Fleet managers will develop and maintain a preventative maintenance program and procedures for unscheduled maintenance for the state vehicles owned by their agencies. Fleet coordinators will follow established policies and programs and manage maintenance. Supervisors will ensure compliance by drivers for maintenance related issues.

State vehicles must be serviced and maintained according to factory recommendations and the owner agency fleet manager must produce a maintenance schedule. Agency fleet managers/coordinators are responsible for scheduling service and maintenance on pool vehicles. Drivers are responsible for service and maintenance of personally assigned vehicles and agency fleet managers/coordinators for work shared vehicles. Mileage accumulated during this endeavor shall be considered business mileage. An authorized dealer shall do warranty work.

When a driver/fleet coordinator has been notified of any type of needed repair, including recall, warranty, maintenance and body repair, it is their responsibility to have the vehicle serviced in a timely manner. Failure to perform needed repairs may result in a loss of the vehicle, or in the event of damage to the vehicle the agency/driver may be subject to payment for vehicle repair. When notified by the fleet manager/coordinator of a driver's failure to comply with required repair procedures, it is the responsibility of the driver's supervisor to immediately contact the driver and ensure compliance.

Generally, maintenance is authorized through a managed maintenance contractor, a State service facility or purchase order. Only in an emergency situation may vehicle maintenance be secured with a personal credit card or cash. If maintenance is paid through purchase order, vendors must be selected from the SBOP Statewide Bulletin for Vehicle Maintenance Service. If cash is used, an original receipt must be submitted to the agency supervisor with a travel voucher to secure a reimbursement approval along with justification for the repairs. Fleet managers/coordinators are advised to consult with the SBOP (608/266-2605) for the appropriate procedures to follow. State Purchasing Cards (P-Cards) are not to be used for vehicle expenses.

Vehicle maintenance and repairs for automobiles and light trucks must be secured through purchase order if a managed maintenance contractor is not used. All receipts for service outside of a managed maintenance contractor should be signed and retained by the driver who is then responsible for turning in those receipts either:

- At the end of their pool reservation, or
- At the end of each month with their assigned vehicle log forms and mileage envelopes.

The appropriate fleet manager/coordinator/supervisor is to review the maintenance tickets and reports. Drivers who have turned in questionable or unnecessary maintenance expenses must be contacted for further investigation and possible reimbursement to the vehicle's owner agency. Failure to reimburse may result in the loss of driver 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 the 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 set rate. Wash frequency is also limited to once a week, if needed, November through March (winter months) and limited to two times per month 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 agency approval. Typically, detailing occurs if the vehicle has been used to haul dirty or odorous materials or has been used off-road.

Receipts for vehicle maintenance do not need to be turned in by the driver if they are using the state contracts for managed maintenance services. All maintenance and repairs must be tracked for each vehicle in the fleet. This is done electronically through a maintenance contractor or through retention of hard copies of bills and work orders. If a managed maintenance contractor is used, they will track all costs through their vendor network and report them on a monthly basis to the owner agency fleet manager. If a managed maintenance contractor is not used then copies of receipts and/or work orders must be retained and forwarded at the end of their pool reservation, or at the end of each month with their assigned vehicle log forms and mileage envelopes.

Fleet managers/coordinators/supervisors are responsible for ensuring vehicles are maintained and confirming their drivers understand the importance of the maintenance function and accept their responsibility in helping to maintain the vehicles that they drive. All drivers should be educated to increase their awareness of the vehicle's daily performance.

2.19. Vehicle Fuel Policies and Fuel Card Uses

See Chapter One, 1.17., for driver policies related to vehicle fuel policies and fuel card uses.

2.20. Plain Plate Requirements

All state vehicles are required to have red state owned license plates with the exception of vehicles authorized by DOA; for instance, undercover law enforcement. Any deviation from this policy requires written request from the agency head and authorization from the DOA Bureau of Enterprise Fleet Director.

Accidents and Emergencies

2.21 Driver Procedures

See Chapter One, 1.25., for driver policies related to driver procedures.

2.22. Agency Risk Manager or Repair Coordinator

The agency risk manager or repair coordinator is responsible for submitting the following information to the owner agency, which handles the property claim and submits it to BSRM for payment if over \$500:

- Police report or DOT Driver Report of Accident Form, MV4002 (Appendix VII)
- Vehicle Accident/Incident Report Form, DOA-6496 (Appendix VI)
- Photographs of damage (if photos were taken)
- Two written estimates: If vehicle is totaled, documentation should also be submitted which supports the actual cash value of the vehicle.
- For property claims, one signed Proof of Loss Form, DOA-6413 or equivalent (Appendix VIII)

2.23 Repair/Accident Coordinator Procedure

In the event of an accident, the repair/accident coordinator is responsible for the follow up and approval of repairs of the agency owned state vehicle and must adhere to the following steps:

1. Check to see that a police report is completed on vehicle damage over \$1,000, property damage over \$200, injuries, or hit and run damage/vandalism over \$200.
2. Contact driver with a policy and procedures instruction sheet
3. Inform driver to complete Accident/Incident Form, DOA-6496 or equivalent (Appendix VI), and return it within 48 hours of the accident. Copy sent to owner agency and also to BSRM if it is an injury case. Failure to report in a timely manner may result in loss of vehicle or incurring repair costs.
4. Request/receive police report from the appropriate police department(s) for all cases.
5. Inform driver to get two estimates. The repair coordinator or managed maintenance contractor can assist in recommending vendors.
6. Forward estimates to owner agency.
7. Owner agency reviews estimates and provides authorization to proceed with repairs.
8. Follow up with a call/email to driver requesting more information, if needed.
9. Follow up with a call/email to driver and supervisor if problems arise.
10. Follow up with driver and supervisor every ten to 15 days on status of the repairs.
11. Compare invoice to estimate final invoice from repair shop.
12. Compares invoice to estimates and approve invoice, submit final packet to agency risk manager who will send to the BSRM.

2.24. Driver Claims-Recovery of Losses

Injured state employees may use their own health insurance, worker's compensation, or litigation on their own to recover damages against negligent third parties in a case with an injury.

Auto Claim Reporting – Property

Auto property claims over the \$500 deductible are to be finalized and filed with BSRM within 90 days from the date of loss. Claims submitted beyond 90 days may not be honored. Auto property claims of over \$10,000 should be immediately reported to the agency risk manager and/or BSRM to determine if assignment to the State's third party adjuster is necessary. If outside of normal business hours, leave a voice mail or send an e-mail to BSRM or the agency risk manager or fleet manager with the following details: name, phone number, and a brief description of the loss.

For claims that will not be finalized within 90 days from date of loss and are not assigned to the State's third party adjuster, an agency should instead submit to BSRM a written statement putting BSRM on notice of the claim with an explanation as to why the claim is not finalized.

State auto property coverage pays the lower of either the cost to repair or the actual cash value of the vehicle on the date of loss, less the applicable deductible. Repairs should be supported with two (2) estimates and any sales tax must be deducted. Betterment or upgrades are not covered and such costs should be deducted from the claim. Actual cash value (ACV) is determined by the trade-in value listed in the National Automobile Dealers Association (NADA) Official Car Guide or comparable source, adjusted for mileage minus salvage.

Auto Claim Reporting – Liability

Auto liability claims should be concluded and submitted by an agency to BSRM within 120 days from the date of loss, as provided by s. 893.82, Wis. Stats. Prompt settlement will also result in less cost and greater satisfaction for the claimant. Any accident resulting in bodily injury to a third party should be reported immediately to the agency risk manager and/or BSRM for assignment to the third party adjuster. If outside of normal business hours, leave a voice mail or send an e-mail to BSRM with the following details: name, phone number, and a brief description of the loss.

The third party adjuster is responsible for performing the investigation and handling all contacts with the claimant, attorney and/or insurance company. The adjuster will make a recommendation to the BSRM and request authorization for a proposed settlement range, if appropriate.

State liability coverage pays the lower of two (2) estimates. The vehicle is considered totaled if the lower estimate exceeds the retail value listed in the NADA Official Car Guide or comparable source, adjusted for mileage and salvage value.

If the third party driver requires a rental vehicle during the time that his or her vehicle is being repaired, the state will pay the daily base rate for an economy (compact) vehicle plus sales tax. The claimant will not be reimbursed for the purchase of any insurance, damage waiver, fuel charges or additional mileage charges that they incur.

Recovery of Losses

Each agency will be expected to attempt to collect, in accordance with accepted insurance industry practices, from those individuals or firms that cause damage to state vehicles. The first dollars recovered by the agency shall be used to satisfy the deductible. Any recovered amount that exceeds the deductible shall be used by the agency to reduce the claim to the BSRM. The remaining balance should then be submitted to the BSRM for processing.

In an effort to reduce or eliminate late reporting of auto losses to the BSRM, agencies are encouraged to submit covered auto losses to the BSRM before undergoing a long subrogation process. The BSRM or its representative may assume the agency's right of recovery when an agency files a claim. In those situations, all losses will be subject to the applicable deductible.

Driver should be directed to the vehicle owner agency for additional information.

Records Management

2.25. Record Keeping and Reviews

Rigorous record keeping and substantiation are required by the employee or agency fleet manager/coordinator and failure to report will result in a seizure of the vehicle. Under s. 16.04, Wis. Stats., each fleet manager shall review the use of state vehicles within their agency at least semi-annually to determine whether usage criteria are being met. Reports must be submitted to the DOA Secretary and include a detailed description of the utilization of each vehicle and justification of need.

Failure to submit the semi-annual review justifications may result in a delay in the purchase of new vehicles until a review of the usage of all state vehicles is complete and all agencies have responded to DOA's request. Non-reporting agencies may also be subject to loss of vehicles as determined by the DOA Secretary.

Personally assigned and work shared assignments must be evaluated annually for the following:

- Minimum utilization for personally assigned vehicles is based on 16,000 miles of annual official state business use and 13,000 miles of annual official state business use for work shared vehicles or criteria annually established by the DOA Secretary.
 - DOA Secretary may grant special exceptions to the mileage criteria only after recommendation by the agency head.
 - Agencies will have 30 days to submit written justification on why vehicles that do not meet the criteria of the DOA Secretary should be assigned to the agency.
- Overall availability of vehicles in the fleet.
- Requirements such as those for federal grants or collective bargaining agreements.
- Determination of whether the priority of the assignment is in line with agency priorities and overall travel demand.
- Changes in the scope of work that may require a change in the vehicle type needed to accomplish the work objectives.
- Continued need for special purpose vehicles.
- Reimbursement to the State for personal use of personally assigned vehicles.

Fleet managers, in conjunction with the agency's annual vehicle report, will evaluate which vehicles are eligible for replacement. Eligibility for replacement is set out in a Procurement Information Memorandum (PIM) issued by the SBOP. Fleet managers/coordinators should follow the procedures of the owner agency in requesting replacements. Vehicle replacement occurs once per year. Mid-year requests may be made only in an emergency and, if approved, must be from existing stock or by recalling an underutilized vehicle. The purchases of new vehicles may only occur based on the approval of the Governor.

Requests for additional vehicles should follow the same procedure as requesting a replacement and must include a thorough analysis of internal vehicle reallocation, including any legislation or budget information that would authorize additional staffing or duties. Forms and additional instructions can be found on the SBOP website at <http://www.doa.state.wi.us> keyword: procurement.

2.26. Mileage Reports

Employees using personally assigned, work-shared and qualified non-personal use vehicles for state business must keep track of business miles on a daily basis with the Assigned Vehicle Log form, DOA-3472 or equivalent, (Appendix IV) and Mileage Report (envelope), DOA-3223 or equivalent, (Appendix IX). The mileage log and report should contain following information:

- Date
- Mileage
- Starting Location
- Destination
- Business Purpose
- Personal Use Mileage
- Passengers

On a monthly basis the driver or work share coordinator is required to submit two documents, the Assigned Vehicle Log and the Mileage Report. Vehicle logs must be submitted to and maintained by the fleet coordinator. The Assigned Vehicle Logs must remain at the employing agency. At the end of every month, the driver responsible for the vehicle is to return the completed Mileage Report to the owner agency. The Mileage Report indicates the beginning and ending odometer readings for the vehicle along with any personal mileage and must include reimbursement for any personal miles. A supervisor signature is required on all Mileage Reports.

The State Controller's Office in collaboration with DOA Division of State Agency Services will assist agencies in calculating personal mileage reimbursement under Chapter One, 1.10. Agency heads are ultimately responsible for ensuring that personal mileage reimbursements are properly made. However, supervisors have the first-line duty and are directly responsible for ensuring that all personal mileage reimbursements are made by drivers under their supervision agency fleet coordinators are to assist supervisors to ensure that drivers are recording personal mileage use and are making proper reimbursements for personal mileage in assigned vehicles.

Mileage reports must be kept up-to-date and maintained by the employing agency. Failure to submit reports and maintain logs in a timely manner may result in a loss of vehicle privileges. Reported personal/commute miles are considered a reimbursable travel and reimbursements must be made in accordance with the guidelines previously identified.

Fleet coordinators/supervisors are responsible for ensuring that mileage information is properly recorded and filed on work shared and personally assigned state vehicles as well as maintain the Assigned Vehicles Logs. Vehicle reassignment may occur if monthly mileage reports are late or missing three times in a twelve-month period.

2.27. Fleet Related Record Retention

In general, fleet managers/coordinators should follow the General Schedule for Motor Vehicle Management Records (Appendix X) retention procedures required by their agency in terms of the records identified in these fleet policies and procedures. The following fleet records are subject to retention times (as indicated):

- Policy and Administration Subject Files (Current Fiscal year + 4 Prior Years)
- Motor Vehicle Related Project Files: research, grants, trends in vehicle resale (Current Fiscal year + 4 Prior Years)
- Motor Vehicle Correspondence: correspondence not covered under other sections (Creation Date + 1 Prior Year)
- Motor Vehicle Acquisition Case Files: records relating to the purchase of vehicles by the State (Current Fiscal year + 4 Prior Years)
- Motor Vehicle Sales and Surplus: records related to the transfer, sale, donation, salvage or exchange of vehicles. (Current Fiscal year + 4 Prior Years)
- Vehicle Titles (Creation Date + 5 Prior Years)
- Motor Vehicle Maintenance Records: service and repairs orders for motor vehicles (Creation Date + 5 Prior Years)
- Supplies and Parts Inventories: running inventories of vehicle related supplies and stocks of expendable materials. (Current Fiscal year + 4 Prior Years)
- Supplies and Parts Disbursement Records: disbursement of vehicle related supplies and stocks of expendable materials. (Current Fiscal year + 4 Prior Years)
- Motor Vehicle Control, Assignment and Use Records: includes VUA, pool vehicle requisition forms, and non availability slips (Date of driver separation from state service or recession of authority to drive a state vehicle + 1 Prior Year)
- Motor Vehicle Cost Accounting Records: includes mileage records (Current Fiscal year + 4 Prior Years)
- Vehicle Accident/Incident Reports (Case closed date + 1 prior year)

Hard copy files are required for the following types of documents:

- Accident reports
- Vehicle Use Agreements
- Vehicle Assignment Transfers
- Travel Logs
- Non-electronic receipts for fuel, maintenance and repairs

2.28. FleetAnywhere Database Reports

All agencies are required to report their vehicle information in the FleetAnywhere database. Fleet managers must maintain detailed records on fleet equipment, fleet and fleet user attributes. Use of the FleetAnywhere database to maintain this information is mandatory. As implementation of FleetAnywhere continues, further data requirements will be identified; however, at a minimum the following information must be obtained and maintained for all state vehicles:

- | | | |
|----------------|------------------------|-------------------------|
| • Equipment ID | • License Plate Number | • Date of Vehicle |
| • Make | • Fuel Types | • Disposition |
| • Model | • Transmission Type | • Purchase Price |
| • Year | • Engine Size and | • Vehicle Modifications |
| • Color | • Cylinders | • Maintenance Schedule |
| • VIN# | | • Purchase Date |

On-going data maintenance:

- | | | |
|----------------------|---------------------|----------------------|
| • Fuel use | • Mileage history | • Recall Disposition |
| • Repair history | • Assignment status | |
| • Assignment history | • Depreciation | |

2.29. Public Records Requests and Special Reports

As necessary, fleet managers/coordinators will respond to requests for information or special reports from the DOA Secretary or the Legislature. Fleet managers and coordinators will provide a timely response to all such requests.

2.30. Lease and Rental Rates

Agencies owning vehicles must annually publish their daily rental and lease rates effective on or about July. Each Fleet Manager who maintains a pool must establish criteria and charges for late returns and no-shows for vehicles and publish that schedule.

2.31. Citizen Driver Complaints

If a call is received from a citizen regarding the driver of a state vehicle, gather as much information as possible about the incident including date, time, location, license plate, vehicle ID, description of driver (e.g., gender), make, model, color of the vehicle and a detailed description of the incident. Obtain the caller's name and telephone number if they are willing to give it.

- If the vehicle is not in your fleet, determine the owner agency and forward the information to the fleet contact or to DOA Division of State Agency Services to determine its disposition.
- If the vehicle is in your fleet or a complaint is forwarded to you, forward the complaint to the fleet manager/coordinator.

The agency fleet manager/coordinator should record the complaint in detail and communicate with the driver's supervisor. For work shared vehicles, the fleet manager/coordinator may need to contact the supervisor to determine the identity of the driver. The supervisor may be asked to respond fully to the complaint, which may include replying directly to the citizen, but only at the citizen's request. While these are not moving violations in the manner reviewed for driver disqualification (see Chapter One, 1.3.), they may become the basis for suspending driving privileges if there are multiple complaints logged.

Appendix Directory

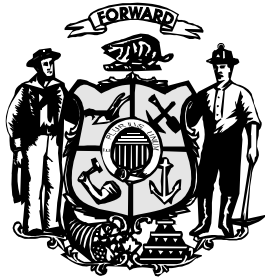
Documents referenced in this manual are published in *Fleet Driver and Management Policies and Procedures Appendix* at <http://www.doa.state.wi.us> keyword: fleet appendix.

- I. DOA-3103, Vehicle Use Agreement (VUA) Form
- II. Office of State Employment Relations (OSER), Uniform Travel Schedule Amounts (UTSA)
- III. DOA-3102, Vehicle Assignment Transfer (VAT) Form
- IV. DOA-3472, Assigned Vehicle Log Form
- V. DOA-AD-GS-75, Non-Availability Slip
- VI. DOA-6496, Vehicle Accident/Incident Report Form
- VII. MV4002, Department of Transportation, Driver Report of Accident Form
- VIII. DOA-6413, Proof of Loss Form
- IX. DOA-3223, Mileage Report (Envelope)
- X. General Schedule for Motor Vehicle Management Records
- XI. DOA-6107, Travel Expense Report

State of Wisconsin

Fleet Driver and Management Policies and Procedures

Appendix



Wisconsin Department of Administration
Division of State Agency Services
101 East Wilson Street, 6th Floor
Madison, Wisconsin 53702
<http://www.doa.state.wi.us>

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Appendix I

DOA-3103 (R06/2004)
16.04, Wis. Stats.

Owner Agency



Vehicle Use Agreement

- Original
 Update or Changed Information
(Prior last name if changed)

Driver's Full Name (include middle initial)	Driver's License No.	State (if not WI)
	Driver's Date of Birth (mm/dd/ccyy)	
Driver's Work Mailing Address (PO box, floor, room, etc.)	Driver's Work Street Address	
Driver's Work City, State, ZIP + 4	County in which Driver Works	
Agency or Department or "UW System" (no abbreviations or initials)	Division or Campus (no abbreviations or initials)	
Driver's E-mail Address (provide supervisor's e-mail address if driver has no e-mail access)	Driver's Work Phone	
	Driver's Work Fax	

Instructions:

All state employees driving a state-owned vehicle must complete this form or an equivalent agency form.

Employees who choose not to sign this agreement may use their personal vehicle for state business, if authorized by their agency. Mileage reimbursement will be at a rate established annually by the Department of Administration.

Completed forms are to be returned to the employee's immediate supervisor, then signed and promptly forwarded to the Owner Agency at the address above.

If any information provided on this form should change, it is the employee's responsibility to complete a new form.

Processing time is two to four weeks. State vehicles may not be driven until you are notified of approval.

Employee Agreement:

I acknowledge that I have received and/or read a copy of the statewide Fleet Driver Policies (DOA-3068P). 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 driving a state-owned vehicle, I agree to a check of my driving record on an annual basis.

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.

Driver's Signature	Date (mm/dd/ccyy)
Supervisor's Signature	Date (mm/dd/ccyy)
Supervisor's Name (please print or type)	E-mail Address
Fleet Coordinator Signature	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Owner Agency Approval:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

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INTRODUCTION

In accordance with s. 20.916(8), Wis. Stats., the DER Secretary, with the approval of the Joint Committee on Employment Relations (JCOER), establishes the uniform travel schedule amounts (UTSAs). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; portage tips; moving expenses; temporary lodging allowances; and meal and

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lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Wis. Stats., and apply to all employees whose compensation is established under ss. 20.923 or 230.12, Wis. Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members). The provisions of this Section (Section F) become effective on the first day of the month following approval by the Joint Committee on Employment Relations (JCOER), but no sooner than the effective date of this Plan, and remain in effect until the first day of the month following modification by JCOER. Department of Administration (DOA) has responsibility to ensure that travel claims are audited for compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Wis. Stats., DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Wis. Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense and approved by the appointing authority or designee.

Provisions in labor agreements for represented employees, that apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines, postal service, e-mail, teleconferencing, Web-Casts and other technical applications as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the federal Outside the Continental United States (OCONUS) Per Diem rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

1.00 Definitions

1.01 Airline Receipt: An airline receipt is the original “Passenger Receipt” plus any applicable original travel agency invoice/itinerary evidencing service fee amounts. If these are not available, a reasonable copy or computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as a credit card statement or cancelled check, will be acceptable. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.

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- 1.02 Employee:** Any classified or unclassified officer, or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See ss. 16.53(12)(a)2. and 20.916(9)(a)1., Wis. Stats.
- 1.03 Headquarters:** The physical location of the employee's established work site.
- 1.04 Headquarters City:** The area within the city, town or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The appointing authority or designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Wis. Stats.
- 1.05 Lowest Appropriate Airfare:** Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time, may require one plane transfer without regard to carrier, aircraft, and connecting airport and departs from the airport nearest to the employee's headquarters location or, at the discretion of the employee, from an airport offering a fare which is more cost effective, including parking, mileage, and/or additional overnight stays.
- 1.06 Non-Airline Receipt:** A non-airline receipt is the original statement document from the supplier, preferably one that clearly evidences the form of payment, date of purchase, name of supplier, and type of purchase. In the case of lodging, detailed itemization of the expenses is required. If the original receipt is not available, a reasonable copy of the receipt or a computer print-out (such as an Internet/e-mail confirmation) along with proof of payment, such as credit card statement or cancelled check, will be accepted. In the case of lodging, the copy must provide a detailed itemization of expenses. Credit card charge statements and/or slips alone are not acceptable as documentation because these lack sufficient detail.
- 1.07 Traveler:** Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.
- 1.08 Travel Status:** When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.
- 1.09 Volunteer:** Any officially authorized person not in employee status, who provides service to the state.

2.00 Authority for Travel

2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the appointing authority or designee.

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2.02 Appropriateness

Pursuant to s. 16.53(12)(b), Wis. Stats., the appointing authority or designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibilities or duties of the employee's unit.

Pursuant to s. 16.53(1)(c)7., Wis. Stats., before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the appointing authority or designee should ensure that a clear state interest is being served.

3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Wis. Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The appointing authority or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

When a number of state employees are knowingly traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable. Individuals, who for personal reasons choose not to participate in pooled transportation, may be reimbursed for mileage expense when the appointing authority or designee determines that such reimbursement is appropriate.

Expenses for transportation will be reimbursed as follows:

3.01 Air Travel

NOTE: Refer to the DOA's State Procurement contracts on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare (Reference the definition in 1.05 of this Section). The appointing authority or designee may determine a reimbursement amount other than the lowest appropriate airfare only when the traveler provides written explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and a receipt attached to the travel voucher (Reference the definition in 1.01).

Where airfare is being paid directly by a state agency, the invoice and other attachments to the payment voucher should reflect the following information:

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- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

NOTE: Benefits from any airline promotion, such as free tickets for frequent fliers, merchandise, etc. that accrue as a result of official state business, belong to the State of Wisconsin and should be used whenever possible for subsequent official state business. Business use of frequent flier vouchers, vouchers for bumping, discount coupons or other instruments are not considered to have any monetary value, and therefore, employees shall not be reimbursed for using them

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) Reimbursement for use of private aircraft will be made at the rate of 32.5 cents per mile if under s. 20.916(5)(a), Wis. Stats., use of a private aircraft is authorized prior to travel by an appointing authority or designee who has confirmed that the individual has the required insurance coverage.
- (4) Miscellaneous Travel Supplier Fees: Fees incurred because travel arrangements were changed (such as, but not limited to, those changed by airlines) are reimbursable only when accompanied by a valid, written business reason for the change and approved by the appointing authority or designee.

3.02 Travel by Train

Pursuant to s. 20.916(9)(f)2., Wis. Stats., travel by train shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette. Receipts are required for reimbursement.

3.03 Travel by Bus

Employees traveling within the headquarters city and between cities should travel by bus whenever feasible, as determined by the appointing authority or designee. Receipts are required for reimbursement of travel between cities.

3.04 Taxis and Airline Shuttles

Reasonable charges for taxis and airline shuttles, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Wis. Stats., are reimbursable when other modes of travel are not available or practical. However, shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible and the employee shall be reimbursed at a rate of no more than

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that of the shuttle service cost if such shuttle service was available. Employees shall obtain and provide receipts whenever the cost of a one-way fare exceeds \$25.

3.05 Vehicle Transportation

- (1) Use of State Pool Vehicles
 - (a) Management shall encourage employees to use state pool vehicles whenever feasible and whenever an vehicle is required for conducting official state business unless a state-owned vehicle is already personally assigned.
 - (b) When using state pool vehicles, passengers shall be limited to state employees or travelers engaged in official state business.
 - (c) Credit cards are provided with each vehicle and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned vehicles which can be claimed on a travel voucher as reimbursable are:
 1. Storage, parking and toll charges.
 2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the vehicle are required.
 3. Emergency expenditures related to operation of the vehicle. Receipts showing the fleet number of the vehicle are required.
 - (d) Personal use of a pool vehicle is not permitted.
 - (e) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (2) Use Of Personally-Assigned State-Owned Vehicles
 - (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
 - (b) Pursuant to s. 20.916(7), Wis. Stats., an employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 32.5 cents per mile, plus sales tax.
 - (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are not reimbursable.
- (3) Use Of Privately-Owned Vehicles
 - (a) Reimbursable business miles are determined as follows:

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1. Actual miles driven by the most direct route between an employee's headquarters and a work site removed from the assigned headquarters
2. Actual miles driven by the most direct route between work sites that are removed from the assigned headquarters
3. 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.
4. When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employee will be reimbursed mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.
5. Items 3.05(3)(a)1. through 3. should be used to determine reimbursable business mileage for each component of a trip when multiple stops are made during the day.
6. Mileage from the employee's home to the assigned headquarters is not reimbursable.

NOTE: See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

- (b) An employee shall be reimbursed at the rate of 32.5 cents per mile if accumulated personal car business mileage per round trip is:
1. Less than 100 miles. Employees may be required to secure a non-availability slip, at the discretion of the appointing authority or designee.
 2. More than 100 miles and the employee's agency issues them a non-availability slip because the agency maintains a central pool in the headquarters city.
 3. More than 100 miles and if both the employee's agency and the DOA central fleet issue a non-availability slip because the agency's central pool and central fleet are located in the headquarters city.
 4. Any mileage if there is no access to a fleet vehicle in the headquarters city.
 5. Any mileage if these requirements are waived on an individual basis. The agency must demonstrate to DOA that a different set of mileage standards for issuing non-availability slips would result in a more cost effective use of state vehicles.

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- (c) The non-availability slip should include the date of the request as well as the dates for which a pool vehicle is requested and must be signed by the agency dispatcher or DOA Central Fleet representative.
- (d) Except as provided in (b) above, if an employee uses his or her own automobile, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Wis. Stats., except as otherwise stated in this Section (Section F).

NOTE: Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a non-availability slip and choose to use their personal vehicle.

- (e) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (f) Upon approval of the appointing authority or designee:
 1. Pursuant to s. 20.916(4)(b), Wis. Stats., an additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment.
 2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).
 3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).
 4. Persons with disabilities who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for persons with disabilities is available, the reimbursement rate shall be 45 cents per mile unless a non-availability slip has been obtained.

NOTE: Requests for exemption from the "certificate of non-availability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals shall be kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

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- (g) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, in accordance with s. 20.916(4m), Wis. Stats. The rates for reimbursement shall be 16.2 cents per mile, whether a fleet vehicle is available or not, subject to the following conditions:
1. Only one individual may be transported on a single motorcycle.
 2. The appointing authority or designee may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
 3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.
- (h) Pursuant to s. 20.916(4)(c), Wis. Stats., for travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points.

The employee's appointing authority or designee shall give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, shall not exceed what would ordinarily have been incurred had the most practical means of public transportation been used.

- (i) Parking charges and tolls incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the appointing authority or designee, pursuant to s. 20.916(9)(e), Wis. Stats. Receipts are required for claims in excess of \$25. Parking charges incurred at the employee's headquarters are not reimbursable, except as noted in 8.00 of this Section (Section F).
- (j) If cost effective, agencies may reimburse actual round trip mileage for travel to and from the airport on the departure and return dates. Reimbursement is limited to round trip mileage between the employee's home or headquarters, whichever is shorter, and the airport. The total reimbursement must not exceed the cost of any other reasonable means of getting to the airport, including parking fees if it would have been required.

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(k) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.

(4) Vehicle Rentals/Insurance.

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

NOTE: There are restrictions with regards to renting 12 or 15 passenger vans. Renters of 12 or 15 passenger vans must be authorized by their respective appointing authority or designee prior to renting.

When renting a vehicle:

- (a) State contract vendors shall be used unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from non-contract vendors if a contract vendor is not available or the rental cost, including CDW and liability insurance is less expensive and services are equal to the contract vendors.
- (b) The CDW and liability insurance for domestic rentals shall be purchased when renting from non-contract vendors and when renting from a contract vendor for rentals where such coverage is not included in the contract. For international rentals, travelers must purchase CDW and liability insurance unless provided under the vendor contract for the country in which the travel occurs.
- (c) Be prepared to provide identification of state employment.
- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.
- (e) Claims for reimbursement must be supported by the original receipt.

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- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

NOTE: Refer to the DOA’s State Procurement Contract on Rental Cars or DOA Fleet Office for additional detailed information.

3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

4.00 Meal Expenses

4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals, subject to the maximums provided in 4.02, below. Meals included in the cost of lodging or registration fees are not reimbursable. The appointing authority or designee may grant individual exceptions if the employee provides written justification.

4.02 Maximum Meal Amounts

- (1) Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$17.00

- (2) Maximum permitted amounts for individual meals due to out-of-state travel, including tax and tip, are listed and shall be:

As of July 1, 2001	
Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

- (3) The maximum allowable tip is 15% of the meal claim.

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- (4) On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may exceed the maximum amount for one or more meals. The employee may claim the actual amount spent for each meal as long as the total amount claimed for the eligible meals is not greater than the combined maximum reimbursement rate for those meals. Each day is considered separately for application of this policy.
- (5) Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

4.03 Meal Receipts

Receipts for meals are not required except for the following:

- (1) Any claim in excess of the schedule in 4.02 of this Section (Section F), must be accompanied by a receipt and full explanation of the reasonableness of such expense. To be considered reasonable, a cost must generally be incurred outside the control of the individual. If the employee has a choice in the selection of the restaurant or the menu item, the employee is expected to stay within the maximums. When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.
- (2) If there is a suspected abuse or a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the appointing authority or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

4.04 Timeframes for Meal Reimbursement

Except as provided in 4.05 of this Section (Section F), reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

The time or time periods specified above, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall be based on the type of meal appropriate to the time of day.

4.06 Alcoholic Beverages

The cost of alcoholic beverages is not reimbursable.

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4.07 Bottled Water Reimbursement for International Travel

Reimbursement will be made for purchased bottled water. Employees are limited to maximum reimbursement of \$7.50 per day when in international travel status (outside the contiguous U.S.).

5.00 Hotel and Motel Expenses

5.01 Lodging Claims

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations. Employees should be held personally responsible for unnecessary room costs that result from his/her failure to notify the hotel/motel of a cancellation, unless reasonable justification is provided for failing to notify the hotel/motel.
- (2) When an appointing authority or designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in 5.02 of this Section (Section F), the employee must attach documentation to the voucher which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.
- (3) When an appointing authority or designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in 5.02 of this Section (Section F), except as provided in 5.03 of this Section.
- (4) An appointing authority or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in 5.02 of this Section (Section F) on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

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5.02 Maximum Lodging Rates

- (1) The maximum permitted amount per day, excluding tax, for lodging for all in-state travel in counties other than Milwaukee, Racine, and Waukesha shall be:

As of July 1, 2001
\$62

- (2) The maximum permitted amount for Milwaukee, Racine, and Waukesha counties shall be:

As of July 1, 2001
\$72

- (3) The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DER. For lodging maximums in higher cost cities, refer to the most recent issue of the DER Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.”
- (4) If an employee is required to stay in a city not listed in the “Maximum Reimbursement for Lodging in High Cost Out-of-State Cities” bulletin, the greater of the rate for the nearest comparable city, or the maximum in-state lodging rate under (1) shall apply. DOA shall determine the nearest comparable city.
- (5) The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single room rate. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

5.03 Exceeding the Maximum Lodging Rate

Any amount in excess of the schedule in 5.02 of this Section (Section F) must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in 5.01(2) of this Section (Section F), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

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5.04 Checkout Times and Extended Stays

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

5.05 Lodging Receipt Requirement

All lodging expenses must be supported by an original itemized receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

5.06 Non-licensed Facilities

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority or designee if there is a clear cost benefit to the state.

5.07 Government Discounts

When registering in a lodging establishment or signing for any official purpose, state employees shall use their business address, identification and provide tax exemption documentation to the hotel to avoid payment of state, county and local taxes. Employees shall ask for government or negotiated rates.

5.08 Negotiated Rates

If there are negotiated contracts available with hotels within the state, employees shall use these properties whenever possible.

6.00 Meeting Facilities

6.01 State-Sponsored Meetings, Training and Conferences

Whenever possible and cost effective, meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employees should be conducted in public facilities (defined as facilities owned, leased or operated by the State) and at locations which will:

- (1) Minimize fuel consumption for transportation;
- (2) Provide the necessary services for the session at the most economical cost to the state;
- (3) Facilitate public attendance and/or press coverage as necessary; and

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- (4) Accommodate persons with disabilities to the fullest extent possible.

6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the appointing authority or designee.

7.00 Other Allowable Travel Expenses

7.01 Laundry, Cleaning and Pressing Charges

Under s. 20.916(9)(d)1., Wis. Stats., if the employee is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts. Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

7.02 Telephone/Fax/Internet Connectivity

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the State Telephone System (STS), which is now available at most agency and university locations around the state. One personal call is reimbursable up to \$5.00 each for the following conditions:
 - (a) Each night an employee must spend overnight away from home in travel status; or
 - (b) As a result of each unscheduled geographical location change; or
 - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls, business facsimile charges and/or Internet connectivity in excess of \$5.00 per call shall be supported by receipt.

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7.03 Hotel Gratuities and Porterage

- (1) Necessary gratuities to hotel employees are reimbursable, up to \$2.00 on the day of arrival, \$2.00 on the day of departure and \$2.00 per each night of stay.
- (2) Porterage costs at airports or bus terminals shall be reimbursed. The claim should not exceed \$1.00 per piece of luggage.

7.04 Registration Fees

- (1) An original paid receipt, a copy of the check, a copy of the credit card statement, or the traveler's customer copy of the credit card receipt must support claims for reimbursement of registration fees over \$25.
- (2) Expenses of individuals not on official state business (spouse, family members, friend, etc.) that are included in the registration fees are not reimbursable.

7.05 ATM Service Fees

The service or transaction fee for the cost of ATM withdrawals obtained for business expenses may be reimbursed upon approval of the appointing authority or designee.

7.06 Passports and Visas

Charges for passports, visas and associated required photographs are reimbursable if incurred in connection with official state business. No expedited charges will be reimbursed unless written justification is provided. The cost of inoculations and other routine medical procedures required for entry into certain foreign countries that is not covered by insurance is also reimbursable. Receipts are required if the claim exceeds \$25.00.

8.00 Expenses in an Employee's Headquarters City

Under s. 20.916(9)(e), Wis. Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the appointing authority or designee. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

9.00 Traveling With Spouse or Other “Non-Employee” Individuals

Travel expenses for individuals not on official state business (spouse, family member, friend, etc.) are not reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be

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entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Wis. Stats.).

10.00 Reimbursement for Moving Expenses

10.01 Authority

Section 20.917, Wis. Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

NOTE: Refer to Chapter 760 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence; and
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Wis. Stats., the minimum distance requirements are not applicable.

10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Wis. Stats. DOA shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects. In addition, a \$600 stipend may be paid for costs incidental to moving (subject to the limitations set forth in s. 20.917(1)(e), Wis. Stats.), as well as the cost of automobile travel for one vehicle at 32.5 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

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10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority or designee. Actual, reasonable and necessary expenses will be subject to the limitations contained in the Federal GSA Bulletin, which governs moving reimbursement for federal employees.

NOTE: See Section A., 2.03 for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

11.00 Applicant Interview Expenses

Section 20.916(2), Wis. Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the appointing authority or designee. Reimbursement for travel, meals and lodging shall conform to the provisions of 3.00, 4.00 and 5.00 of this Section (Section F).

NOTE: Refer to Chapter 764 of the Wisconsin Human Resources Handbook entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Wis. Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under 5.02 of this Section (Section F). The allowance is applicable only to persons who are eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

NOTE: Refer to Chapter 774 of the Wisconsin Human Resources Handbook entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

13.00 Food and Lodging Allowances for Legislators

Food and Lodging allowances for legislators will be determined in accordance with s. 13.123(1), Wis. Stats.

14.00 Miscellaneous

14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

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- (1) Appointing authority or designee approval; and/or
- (2) Conference agenda or brochure.

NOTE: See 13.00 of this Section (Section F) for exceptions regarding legislators.

14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed for some or all of the actual and necessary travel expenses in accordance with s. 20.916(1m), Wis. Stats., and the maximums established under this Section (Section F).

Volunteers must contact the risk management office of the agency they are serving prior to traveling on state business and seeking reimbursement for the state.

14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs under 7.03 of this Section (Section F) or allowing a personal attendant to accompany the individual while in travel status.

NOTE: If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in this Section (Section F). In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

14.04 Payment for Unauthorized Travel Prohibited

Pursuant to s. 20.916(6), Wis. Stats., payment of travel expenses not authorized by statute is prohibited. Any unauthorized payment made shall be recoverable as debt from the person to whom the payment was made.

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14.05 Primary References to DOA's Statutory Responsibility Relative to Audit of Travel Claims

See ss. 16.53, 20.916 and 20.917, Wis. Stats. Note that s. 16.53 (12), Wis. Stats., specifically states that DOA may not approve payment for any travel vouchers that exceed the maximum travel schedule amounts recommended by DER and approved by JCOER, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval of JCOER).

14.06 Penalty for Filing Fraudulent Travel Claim

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Wis. Stats.

14.07 Advancement of Travel Expenses

The appointing authority or designee may advance money for travel expenses to employees. The travel advance shall not exceed 80% of the estimated expense (see s. 16.53(1)(cm), Wis. Stats.).

Appendix III

DOA-3102 (R06/2004)
 ss. 16.04 and 20.916 (7), Wis. Stats.



Owner Agency: _____

Vehicle Assignment Transfer

- Contact Name Change
- Exchange Within Agency
- Exchange With Owner Agency
- Use Code Change:
- Return to Owner Agency
- New Assignment

For Fleet staff use. Processed by:

Name _____

Date (mm/dd/ccyy) _____

Do Not Use Abbreviations for Department, Division, Mail Routing or Other Employer Identification Information. Please Complete This Form Separately For Each Vehicle Involved In Any Transfer.

Fleet Number	License Number	Present Mileage	Effective Date (mm/dd/ccyy)	<input type="checkbox"/> Replaces	<input type="checkbox"/> Replaced by Fleet #
Billing Charge Back Codes	% Split	Customer Use Code	Customer Optional Data		
Any Splits Must Add Up to 100%.					
Splits May Have Two Decimal Places Only.					
Department or Agency Name or "UW System"		Division (or Campus and UW Department) Name		Supervisor Name	
Vehicle Contact Person		Vehicle Contact Person Email (work) Provide Supervisor's Email Address if Contact Has No Email			
Work Headquarters First Class Mail (contact)		City	State & ZIP + 4	Area Code & Phone Number ()	
Work Headquarters Street Address (contact)		County Where Vehicle Will Be Parked When Not in Use		Area Code & Fax Number ()	

Assignment Type and Duration (check all that apply)

- Work Shared
- Personal*
- Home Based*
- Replacement
- Additional
- Permanent
- Qualified Non-Personal Use
- Temporary, Ending (mm/dd/ccyy): _____
- Job Classification _____

Employee Agreement (All Assignments):

I acknowledge that I have received and/or read a copy of the statewide Fleet Driver Policies (DOA-3068P) and I understand the contents. I acknowledge that personal use of state-owned vehicles is not allowed except as set forth in the statewide Fleet Driver Policies.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis. 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.

I understand that while using this vehicle for authorized use, I will be considered an agent of the State of Wisconsin under ss. 165.25(6) and 895.46(1), Wis. Stats. and thus have the protection of the State of Wisconsin.

I agree to maintain the Assigned Vehicle Log sheet (DOA-3472 or agency equivalent form), and to submit the log sheet to my supervisor monthly. The Vehicle Usage Report with personal mileage reimbursement is submitted monthly to the vehicle's owner agency.

Employee Agreement (Authorized Personal Assignments Only):

I do hereby request (or) waive the privilege of personal use of my assigned state-owned vehicle.

I agree to keep an accurate record of all personal mileage by recording them separately, and reporting the total on a monthly basis. I understand that only I am authorized to use this vehicle for personal use and I do not have authority to grant permission for personal use to any other person except for reasons of health or safety.

I understand that I must reimburse the department at the current rate for all personal miles driven. I will include my check or money order as payment for personal miles driven with the monthly Vehicle Usage Report (Made payable to Department of Administration).

Contact's Driver License Number	State (if not WI)	Date of Birth (mm/dd/ccyy)
Vehicle Contact Signature	Supervisor Signature	Agency Fleet Manager Signature (all)
*Agency Authorized Signature(Personal Assignment/Home Based)		
Signature	Date (mm/dd/ccyy)	<input type="checkbox"/> Agency Head <input type="checkbox"/> Designee Title:
General Services Director Approval Signature:		

Appendix IV

ASSIGNED VEHICLE LOG
DOA-3472 (R6/04)

State of Wisconsin
DEPARTMENT OF ADMINISTRATION
Division of State Agency Services
Bureau of General Services
201 S. Dickinson St.
P.O. Box 7880
Madison, WI 53707 - 7880
608 / 267-7334

Employee Name		Month				Fleet Number (8-digit)		
Day	Start Mileage	Start Location	End Location	End Mileage	Passenger Names	Business miles	Personal Miles	Total Miles
TOTAL MILES								

Department of Administration
Central Fleet
AD-GS-75

Pool Vehicle Non-Availability

Date ____/____/____

To: Name _____

Address _____

Phone _____

Agency _____

Date Called ____/____/____

This is to certify that on ____/____/____ through ____/____/____

there was not a pool vehicle available for _____

to utilize in travelling to _____

Approved by _____ Date ____/____/____

Vehicle Accident/Incident Report

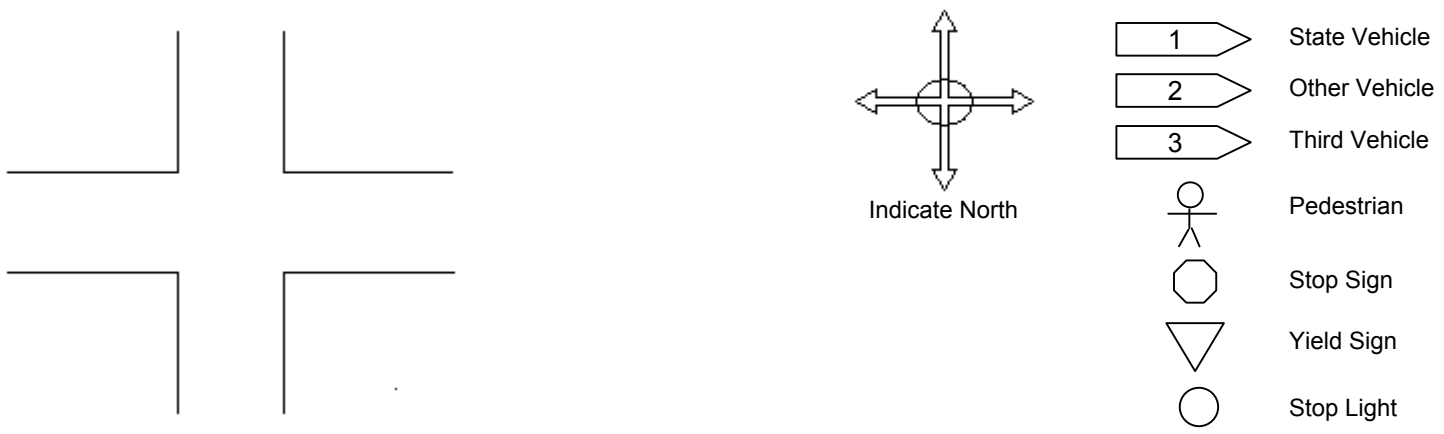
Instructions: In case of an accident involving a state-owned vehicle, the driver of the vehicle must:

1. Report the accident promptly to a local law enforcement agency and obtain a copy of the officer's report.
2. Contact your supervisor and fleet manager as soon as practical to report the accident.
3. Within 24 hours of the accident, submit this completed & signed form to your supervisor.
4. Submit this completed form, signed by your supervisor, to the appropriate Fleet Office within 48 hours.
5. If the police do not respond or complete the accident report and the accident has caused bodily injury, vehicle property damage is \$1,000 or more and/or government-owned property damage is \$200 or more the driver must submit a completed MV-4002 Driver's Report of Accident to the Department of Transportation within ten days. Forward a copy to the fleet office.

Agency/Dept. Location	Agency/Department Name		Division/Institution/Campus		Agency Number		
	Supervisor's Name				Phone Number ()		
	Street Address			City	ZIP + 4		
Location of the Accident	Street/Highway				Accident Date (mm/dd/ccyy)		
	City		County		State	Accident Time <input type="checkbox"/> AM <input type="checkbox"/> PM	
State Vehicle Information	State Vehicle Owner Agency/Dept. Name			Reason for Vehicle Use			
	Year	Make/Model		Body Type		Mileage	
	Fleet Number	Vehicle Identification Number			License Plate Number		
	Describe Parts Damaged			Circle numbered areas of vehicle damage.			
<input type="checkbox"/> Assigned <input type="checkbox"/> Pool/ Functional							
Information on Driver of State Vehicle	Driver Name		<input type="checkbox"/> Driver Injured	Home Phone ()	Work Phone ()		
			<input type="checkbox"/> Wearing Seat Belt				
	Email Address			Date of Birth	Driver's License Number		
	Work Address			City	State	ZIP + 4	
	Home Address			City	State	ZIP + 4	
	Were There Passengers in This Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____			Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Party(s) Involved (add additional sheets if more than one other party involved)	(Please indicate what type of property was damaged.) <input type="checkbox"/> automobile <input type="checkbox"/> fence <input type="checkbox"/> building <input type="checkbox"/> guard rail <input type="checkbox"/> other _____		Describe Parts Damaged		If automobile, circle numbered areas of vehicle damage.		
	Property Owner (if different from driver)			Home Phone ()	Work Phone ()		
	Home Address			City	State	ZIP + 4	
	Year	Make/Model		Body Type		License Plate Number	
	Vehicle Identification Number			Insurance Company		Phone ()	
	Agent Name		Address				
	Driver Name		<input type="checkbox"/> Driver Injured	Home Phone ()	Work Phone ()		
			<input type="checkbox"/> Wearing Seatbelt				
	Home Address			City	State	ZIP + 4	
Driver's License Number							
Were there passengers in this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____			Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			

Was the accident investigated by a law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were photographs taken at the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom?
Name of the Investigating Officer	Law Enforcement Agency Name	Case Number
Were citations issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	To whom?	
Road Conditions <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Other _____	Did the state vehicle have lights on? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim	Did the other vehicle have lights on? (if other vehicle involved) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim
At what speed were you (state vehicle) traveling?	At what speed was the other vehicle traveling?	Posted Speed Limit
What traffic controls were in effect?	For whom?	Who had the right of way?
What signals were given by you?	What signals were given by the other driver?	
What did you do to avoid the accident?	What did the other driver do to avoid the accident?	
Witness Information	Name of Witness	
	Home Address	Phone Number ()
	City	State ZIP + 4
Driver Description of the Accident/Incident <input type="checkbox"/> Attached sheets include additional description, witness and passenger information.		

Please complete this diagram. Indicate names of streets, direction, position of vehicles and point of contact. Use a solid line to show path before the accident and a dotted line to show path after the accident.



As the driver of the state owned vehicle described in this report, I acknowledge that all information provided is true and accurate to the best of my knowledge.

Scope of Employment Statement	
As supervisor of this position, I affirm that the individual named driver was operating the vehicle within his or her authorized scope of employment at the time of the accident. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature of Driver (<i>Required</i>)	Signature of Supervisor (<i>Required</i>)
Date (mm/dd/ccyy)	Date (mm/dd/ccyy)

Signature of Driver (<i>Required</i>)	Signature of Supervisor (<i>Required</i>)
Date (mm/dd/ccyy)	Date (mm/dd/ccyy)

Wisconsin DRIVER REPORT OF ACCIDENT

 **DO NOT COMPLETE** this Driver Report of Accident if a law enforcement officer completed a Wisconsin Motor Vehicle Accident Report.

 **COMPLETE** this Wisconsin Driver Report of Accident if:

- There was \$1000 or more damage to any one person's property
- OR -
- Anyone was injured
- OR -
- There was \$200 or more damage to government property, other than vehicles.

MV4002 1/2004 s.346.70(2) Wis. Stats.

Wisconsin Department of Transportation

Please provide all requested information. Print clearly.

1. You are "Unit 1".
2. An individual involved in the accident must sign the report.
3. Provide all information on the other driver(s)/owner(s) involved. Incomplete reports may be returned requesting missing information. If you need assistance, contact your insurance agent, local law enforcement agency, or the DOT Traffic Accident Section at 608-266-8753.
4. Use the "Narrative" and "Diagram" sections to explain how the accident happened.
5. If more space is needed, use plain paper and attach to this report.
6. This form is available at www.dot.wisconsin.gov/drivers/drivers/traffic/accident.htm.

Retain a copy of this report for your records before mailing.

Mail completed report to address shown below.

(Fold report so that address panel shows to outside - **tape bottom edge closed and mail - Do not staple**).

Important - Please print your return address:

Place stamp here
Post Office
will not deliver
without postage

**TRAFFIC ACCIDENT SECTION
WISCONSIN DEPT OF TRANSPORTATION
P O BOX 7919
MADISON WI 53707-7919**



WISCONSIN DRIVER REPORT OF ACCIDENT

(See instructions on page 1 before completing - Please Print).

**CONTINUE ONLY ...if there was \$1000 or more damage to any one person's property,
OR ...if anyone was injured,
OR ...if there was \$200 or more damage to government property, other than vehicles.**

Hit and Run Accident? <input type="checkbox"/> YES	ACCIDENT	County of _____ City, Village or Township of _____	ACCIDENT DATE	Month _____ Day _____ Year _____	Day of Week _____	Time <input type="checkbox"/> AM <input type="checkbox"/> PM
Total Units Involved _____	Total Injured * _____	LOCATION Name and Number of Street(s) or Highway or Parking Lot _____				

TYPE OF ACCIDENT (Please check one) ¹ Hit another motor vehicle in operation ² Hit a parked vehicle ³ Hit a deer ^{4,5} Hit a bicyclist or pedestrian ⁹ Other

<p>UNIT 1</p> <p>Driver Full Name (Last, First, MI) _____ Sex _____</p> <p>Address _____ Birth Date _____</p> <p>City & State _____ Zip Code _____ Daytime Phone Number () _____</p> <p>Driver License Number _____ Issuing State _____</p> <p>Vehicle Legally Parked <input type="checkbox"/> YES <input type="checkbox"/> NO Operating a commercial vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, circle appropriate classification A B C</p> <p>Owner Full Name (Last, First, MI) _____</p> <p>Address _____</p> <p>City & State _____ Zip Code _____ Daytime Phone Number () _____</p> <p>License Plate Number _____ Exp Yr _____ Issuing State _____ Vehicle Make _____ Year _____ Color _____</p> <p>Vehicle Identification Number _____</p> <p>Was a motor vehicle liability insurance policy in effect on the day of the accident? <input type="checkbox"/> NO <input type="checkbox"/> YES Policy Holder's Name _____</p> <p>Exact Name of Insurance Company _____</p>	<p>UNIT 2</p> <p>Driver Full Name (Last, First, MI) _____ Sex _____</p> <p>Address _____ Birth Date _____</p> <p>City & State _____ Zip Code _____ Daytime Phone Number () _____</p> <p>Driver License Number _____ Issuing State _____</p> <p>Vehicle Legally Parked <input type="checkbox"/> YES <input type="checkbox"/> NO Operating a commercial vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, circle appropriate classification A B C</p> <p>Owner Full Name (Last, First, MI) _____</p> <p>Address _____</p> <p>City & State _____ Zip Code _____ Daytime Phone Number () _____</p> <p>License Plate Number _____ Exp Yr _____ Issuing State _____ Vehicle Make _____ Year _____ Color _____</p> <p>Vehicle Identification Number _____</p> <p>Was a motor vehicle liability insurance policy in effect on the day of the accident? <input type="checkbox"/> NO <input type="checkbox"/> YES Policy Holder's Name _____</p> <p>Exact Name of Insurance Company _____</p>
---	---

***INJURED** Important - Number of injuries reported must equal number entered in "Total Injured" box above. For additional injuries, provide the information on a separate piece of paper and attach. **Injury Codes: A=Severe, B=Moderate, C=Minor**

Unit No.	Name (Last, First, MI)	Address	City & State	Zip Code	Sex	Birth Date	Injury Code

<p>VEHICLE DAMAGE Unit 1 - Important - Circle the numbers closest to the damaged areas.</p> <p>Damage Estimate (Required) \$ _____</p>	<p>Unit 2 - Important - Circle the numbers closest to the damaged areas.</p> <p>Damage Estimate (If Known) \$ _____</p>
---	--

PROPERTY DAMAGE Describe what was damaged. Property damage includes structures, trees, fences, towed items, etc. Do NOT include vehicle damage.

Property Owner Full Name (Last, First, MI) _____	Address, City, State & Zip Code _____	Daytime Phone Number () _____
--	---------------------------------------	--------------------------------

<p>NARRATIVE Print a brief description of the accident.</p>	<p>DIAGRAM Draw a basic picture of the accident and location. Indicate North by putting an arrow in the circle. </p>
--	---

X _____
(Signature Required)

Wisconsin Department of Administration
 Bureau of State Risk Management
 DOA-6413 (R12/2002)

Property Liability Section
 Administration Building, 5th Floor
 101 E. Wilson Street
 P.O. Box 77008
 Madison, WI 53707-7008

Proof of Loss

This form is to be used when requesting payment from State Risk Management for a state-owned property loss.

Claims estimated to exceed \$10,000 must be referred to DOA immediately for assignment of an outside adjuster.

- Delegated agencies (currently the Department of Administration, Department of Transportation, and UW-System) must complete this form as a Microsoft Word document and attach the completed document to the associated STARS claim file.
- Non-delegated agencies must submit a copy of this form accompanied by proper supporting documentation and an original signature to the above address.

Claims must be filed within 90 days of the date of loss.

Agency Name and Sub-unit, if applicable		DOA/STARS Claim Number ____ - 1 _____
Organization Code 1 - _____ - _____	Date of Loss (mm/dd/ccyy)	Time of Loss <input type="checkbox"/> AM <input type="checkbox"/> PM
Describe in detail the cause of loss (e.g. theft, collision, fire, water, etc.) and the exact nature of the damaged property (e.g. building, laptop computer, tractor, etc.).		Is Claim Being Pursued Against Third Party? <input type="checkbox"/> Yes <input type="checkbox"/> No

Loss Description

Coverage Type:

- | | |
|---|---|
| <input type="checkbox"/> Property Damage
<input type="checkbox"/> Building(s)
Building Names _____
Building Numbers _____ and Class Code _____
<i>(Fire Resistive = Class Code 1; Ordinary = Class Code 2;
 Frame = Class Code 3)</i> | <input type="checkbox"/> Auto Property Damage
Vehicle Year _____
Vehicle Make _____
Vehicle Model _____
Fleet Number _____ |
| <input type="checkbox"/> Contents
Building Numbers _____ and Class Code _____ | <input type="checkbox"/> Comprehensive |
| <input type="checkbox"/> Money and Securities
Building Numbers _____ and Class Code _____ | <input type="checkbox"/> Collision |
| <input type="checkbox"/> Property in the Open
<input type="checkbox"/> Boats
<input type="checkbox"/> Laptop Computers
<input type="checkbox"/> General Maintenance Equipment
<input type="checkbox"/> Machinery/Attachments
<input type="checkbox"/> Non-licensed Vehicles
<input type="checkbox"/> Portable Devices
<input type="checkbox"/> Pumps/Tanks/Wells
<input type="checkbox"/> Structures
<input type="checkbox"/> Other Property in the Open | State Property Involved:
<input type="checkbox"/> Bus
<input type="checkbox"/> Car
<input type="checkbox"/> Semi Tractor
<input type="checkbox"/> Truck
<input type="checkbox"/> Van: large/12-15 passengers
<input type="checkbox"/> Van: small/under 12 passengers
<input type="checkbox"/> Motorcycle |

Claims Costs Categories

<u>Property Damage</u>		<u>Auto Property Damage</u>	
Building(s)	\$	Comprehensive	\$
Contents:		Collision	\$
Contents	\$		
Property in the Open (PIO)	\$	Towing	\$
Money and Securities	\$		
Other:		Storage	\$
Business Interruption	\$		
Extra Expense	\$		
Less Agency Recoveries:		Less Agency Recoveries:	
Subrogation	(\$)	Subrogation	(\$)
Salvage	(\$)	Salvage	(\$)
<i>Subtotal</i>	\$	<i>Subtotal</i>	\$
Less Deductible:	(\$)	Less Deductible:	(\$)
<i>\$500 deductible; \$2,500 for theft claims with no forced removal/entry.</i>		<i>\$500 deductible; \$2,500 for theft claims with no forced removal/entry.</i>	
<i>Business Interruption deductible is \$2,500 or 24 hours of continuous non-operation, whichever is less, per occurrence.</i>			
<i>Total Amount of Claim</i>	\$	<i>Total Amount of Claim</i>	\$

Division/Institution/Campus Representative	Date (mm/dd/ccyy)
--	-------------------

Agency Representative	Date (mm/dd/ccyy)
-----------------------	-------------------

Department of Administration — State Risk Management	
Risk Management Approval	Date (mm/dd/ccyy)

Work Shared Vehicle

Fleet Number							Driver's Agency					Mileage Submitted for:									
A	D	0	2	1	2	3	4	Department of Administration					Usage Month	Usage Year							
		0	2	1	2	3	4						0	6	2	0	0	2			
1. Ending Mileage Reading								1	1	3	7	5									
2. Beginning Mileage Reading								1	0	1	4	2									
3. Total Miles Traveled									1	2	3	3									
4. Business Miles									1	2	3	3									
5. Personal Miles (subtract 4 from 3)												0									
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)																					
**CHECK Enclosed for \$ N/A																					
**Make checks payable to: Department of Administration																					
Please DO NOT include invoices or receipts in this envelope.																					
Wisconsin Department of Administration																					
Monthly Vehicle Usage Report																					
DOA-3223 (R04/2002)																					

Mike Smith

Driver's Printed Name

Mike Smith **06/30/02**

Driver's Signature Date (mm/dd/ccyy)

John Doe

Supervisor's Printed Name

John Doe **06/30/02**

Supervisor's Signature Date (mm/dd/ccyy)

Personally Assigned Vehicle

Fleet Number							Driver's Agency					Mileage Submitted for:									
A	D	0	2	1	2	3	4	Department of Administration					Usage Month	Usage Year							
		0	2	1	2	3	4						0	6	2	0	0	2			
1. Ending Mileage Reading								1	1	3	7	5									
2. Beginning Mileage Reading								1	0	1	4	2									
3. Total Miles Traveled									1	2	3	3									
4. Business Miles									1	2	1	4									
5. Personal Miles (subtract 4 from 3)											1	9									
6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence)																					
**CHECK Enclosed for \$ 6.52																					
**Make checks payable to: Department of Administration																					
Please DO NOT include invoices or receipts in this envelope.																					
Wisconsin Department of Administration																					
Monthly Vehicle Usage Report																					
DOA-3223 (R04/2002)																					

Mike Smith

Driver's Printed Name

Mike Smith **06/30/02**

Driver's Signature Date (mm/dd/ccyy)

John Doe

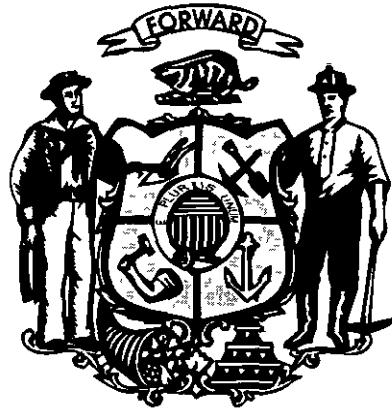
Supervisor's Printed Name

John Doe **06/30/02**

Supervisor's Signature Date (mm/dd/ccyy)

General Records Schedule

Motor Vehicle Management Records



May 1999

**For use by
State of Wisconsin Government Agencies
RDAs FLEET001-014**

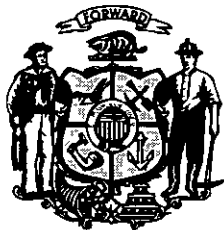
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STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON
GOVERNOR

MARK D. BUGHER
SECRETARY



Division of State Agency Services
101 East Wilson Street, 6th Floor
Post Office Box 7867
Madison, WI 53707-7867
Voice (608) 266-1011
Fax (608) 267-0600
www.doa.state.wi.us/dsas/dsas.htm

Date: May 19, 1999

To: Agency Fleet Managers, Agency Records Officers and Agency Fleet Management Coordinators

From: Geoffrey Wheeler, Administrator,
Division of State Agency Services
Department of Administration

Subject: General Records Schedule: Motor Vehicle Management Records

The attached General Records Schedule Motor Vehicle Records was developed by the Records Management Section, Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

This schedule compliments existing general record schedules that have been developed for fiscal and accounting, payroll related, purchasing, and state administered workers compensation program related records. These general schedules approach records management from a statewide enterprise perspective. With your active involvement and support, this general schedule offers the opportunity to reduce expenses associated with maintaining records while preserving adequate program documentation for both program operations and statewide historical purposes.

If you have questions about these schedule or suggestions on how to improve the presentation of this general schedule contact Steve Hirsch, Department of Administration, Records Management Section at 608 266-2996 or E-mail at Steve.Hirsch@doa.state.wi.us



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Date: May 19, 1999

To: Agency Fleet Managers,
Agency Records Officers and
Agency Fleet Management
Coordinators

From: Karen E. Timberlake *KET*
Assistant Attorney General
Member, Public Records Board

Subject: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule: Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999, establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies. Retention periods specified in the document are sufficient for legal purposes.

Agency staff should follow the retention periods established in this schedule and routinely destroy records after the time periods specified have passed. Do not destroy records which are the subject of public records requests, litigation, court orders or audits until the special need for the retention ends.

If you have questions about the legal interpretation of motor vehicle related records, please contact your agency Fleet Manager, Fleet Coordinator or legal staff. If your agency does not have a legal staff or Fleet Manager, you may contact me at (608) 267-1300.

KET:mmp




State of Wisconsin \ LEGISLATIVE AUDIT BUREAU

JANICE MUELLER
STATE AUDITOR
SUITE 402
131 WEST WILSON STREET
MADISON WISCONSIN 53703
(608) 266-2818
FAX (608) 267-0410

DATE: June 1, 1999

TO: Agency Fleet Managers, Agency Records Officers, and Agency Fleet
Management Coordinators

FROM: Thomas L. Mickelson,  Chair Public Records Board

SUBJECT: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

As a member of the Board, I have reviewed the general schedule and am satisfied that it allows for retention of motor vehicle management related records to satisfy both federal and state audit requirements.

If you have questions about audit requirements and retention of records, contact the agency program manager, agency chief financial officer, or internal auditor. If you still have questions after consulting with these individuals, contact me at the Legislative Audit Bureau.

TM/ao

Purpose

The purpose of this schedule is to

- Provide agencies with uniform guidelines for the retention and disposition of motor vehicle related records;
- Ensure that agencies retain these records as long as needed for internal administration, and to meet legal, fiscal, historical and other state of Wisconsin and federal requirements;
- Promote cost-effective management of records, and
- Provide agencies with legal authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods.

WHO MAY USE THIS SCHEDULE?

Agencies Included: This general schedule applies to all Wisconsin state agencies except the University of Wisconsin System and its institutions. UW staff with questions about motor vehicle related records should contact their designated agency records officer.

All agencies will find the record series categories and retention periods listed in this document relevant in managing motor vehicle related records.

SCHEDULE DOES NOT REQUIRE CREATION OF RECORDS

Not all agencies may have all the types of motor vehicle related records listed in this schedule. This schedule does not require records to be created by state agencies. It provides policy guidance for those records that are created, received and used by state agencies.

SCOPE

This general schedule covers record series which agencies create and use for all aspects of motor vehicle management. This includes general transportation and work related automobiles. It also includes vans, trucks, motorcycles, and other motorized vehicles.

To make the document as usable as possible the information is presented by functional areas. As the primary agency with statewide fleet management related responsibilities, the records of the DOA Bureau of Transportation are included along with the records of state agencies. Agencies may use different terminology and may file record series differently. However, the functional areas should be similar for all agencies and the retention periods apply, regardless of the filing arrangement used.

Sometimes this document suggests, but does not require that records be filed together, as a unit. If record series with varying retention periods are filed together as a unit, the retention period of the longest record series will control all the records in the file. Record series cover the following functional areas:

- Program Management and Administrative Records
- Acquisition and Disposition of Vehicles

-Motor Vehicle Maintenance Related Records

-Motor Vehicle Assignment and Utilization Related Records

-Motor Vehicle Incident/ Accident Related Records. Note records in this functional area are duplicates. The official records are retained in the office or department with risk management responsibilities.

ELECTRONIC RECORDS

This schedule applies to the electronic data maintained by the DOA Bureau of Transportation and agency vehicle/fleet management systems as well as paper-based record-keeping systems. To the extent that the functions of agency systems cover the functions described for the records in this schedule, use the appropriate retention schedule.

Attachment B and C contain summary information about the two database systems maintained by the DOA Bureau of Transportation.

If agencies have additional vehicle management related records that are not covered by this or other state general records schedules, contact the resources listed below under "For Additional Information and Assistance," prior to developing a separate schedule.

FOR EFFECTIVE USE OF THIS SCHEDULE:

Identify the Official Document, the Agency Record Copy and Other Working Copies: Some motor vehicle management related records are produced and maintained in multiple copies. This schedule covers all copies of the record, including the following:

Official Document: The official document is the record series that is most likely to be used for multi-agency audit purposes. This document is usually located in:

The Bureau of Transportation, Division of State Agency Services, Department of Administration or central vehicle/fleet management units established by DOT or DNR.

The official document must be identified by each state agency for all record series.

Agency Record Copy. The agency should also identify the agency record copy and its location in the agency. The agency record copy is that copy that must be retained to satisfy any agency-specific audit or legal requirement of the agency's operation.

Working Copies: All other copies of the record are considered working or convenience copies. In the interest of efficiency, do not keep these copies longer than needed. If you do not need convenience copies in the office, discard them as soon as practical. Do not send them to the State Records Center.

Note: Generally, working copies should not be retained longer than the official document and agency copies of the record, because of the costs associated with continuing to maintain them. If an agency continues to retain convenience copies beyond the retention periods set for official and agency copies, the agency will need to provide appropriate access to these copies in response to audit or legal requests and per Open Records Law.

Records Series Titles and Categories Titles of record series may not be the exact titles used by an agency for each record or records series. The schedule requires some interpretation and application to specific agency titles of motor vehicle related records. If agency staff are uncertain about the schedule's application to a specific group of records or need assistance, see "For Additional Information and Assistance" section, to identify sources for advice.

Page 9 begins a listing of each record series, summarizing the retention requirements for official, agency and working copies of the records. Each record series in a functional area is described in narrative detail, including lists of forms, reports and other items included in the series. All items within a series relate to the same topic and have the same retention requirements.

For easy reference, you may also consult attachment A Motor Vehicle Related Forms By Associated Record Series.

THE SCHEDULE IS A TOOL FOR PROGRAM DOCUMENTATION

Agencies need to maintain adequate documentation of motor vehicle operations, transactions and activities to meet internal administrative needs, legal purposes and program and financial audit requirements. This schedule provides agency staff with a sound basis for adequate program documentation.

Agency records management officers and information technology (IT) staff should work with fleet management staff to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.

The agency should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner. To facilitate disposition, agency staff should cut off files periodically and develop methods to mark files when they close.

For most motor vehicle related records, the final disposition is "Destroy confidential." A few record series may contain historical value. These are indicated in the schedule with a disposition of "transfer to the State Historical Society" for archival preservation, after the indicated time periods.

RETAINING RECORDS BEYOND THE ESTABLISHED TIME PERIODS

Agencies are required to follow this schedule for applicable records. The established retention periods and disposition directions are state policy requirements for motor vehicle related records. Records may be delayed from destruction under the following conditions.

- Particular records have been identified as needed for a financial or performance audit;
- Records are needed for an actual or imminent legal proceeding; or
- An open record request for retrieval of particular records has been received and not completed.

The Wisconsin Open Records Law, s. 19.35(5), Wis. Stats, forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. The agency's legal custodian of records can provide advice.

It is the responsibility of the office holding the record to determine if an audit, litigation, or an open record request is pending, before disposing of that record.

Official and agency record copy of inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements, should be transferred to a low-cost, inactive records facility, such as the State Records Center.

CONFIDENTIALITY OF MOTOR VEHICLE RELATED RECORDS

Some motor vehicle related records contain confidential or restricted access records such as employee social security numbers. However in general, most of the records identified in this schedule do not contain confidential or restricted access information and are likely open to public inspection.

If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice should be able to provide advice.

The term "destroy confidential" is used throughout the document for those records without secondary historical value. It is prudent to destroy state records in a confidential manner. Contact the Department of Administration (DOA) Records Management Section to discuss available options for confidential destruction of records. Outlying areas should use locally available facilities capable of meeting state criteria for confidential disposal of records.

PERSONALLY IDENTIFIABLE INFORMATION

Some motor vehicle related records, in particular, those related to individual state employee car utilization and assignments contain personally identifiable information within the meaning of this term, as defined in s 19.62 (5), Wis. Stats. Each record series below that may contain personally identifiable information is identified with the statement "May contain PI information".

Agencies should be aware of the requirements in Subchapter IV, Personal Information Practices, of Chapter 19 of the state statutes.

FOR ADDITIONAL INFORMATION AND ASSISTANCE

Agency personnel should consult with the following resource staff for additional information and assistance:

Larger agencies such as DOT, and DNR have designated fleet managers. Each agency has a designated agency fleet coordinator. Most organizations assign travel-related responsibilities to designated individuals.

DOA Records Management Section: The DOA Records Management Section provides free training sessions, as needed, on implementation of general record schedules. The Section can also answer general records related questions and assist in interpretation of records schedules. The Section maintains a WEB page with useful information on the management of records. The site includes other approved general record schedules in other areas. It also includes names and addresses of each agency designated records officer. The address is: <http://www.doa.state.wi.us/dsas/recordsmgt/>

Records Officer. Each agency has a designated Records Officer who serves as liaison to the Public Records Board. The Records Officer is responsible for agency-wide records management planning, program development and assistance.

Agency IT staffs Agency IT staff maintain and develop database systems that support the agency core business functions IT staff also support the infrastructure such as workgroups and E-mail that are used to conduct agency business.

MOTOR VEHICLE RELATED RECORDS IN WISCONSIN STATE GOVERNMENT

DOA, DOT and DNR operate vehicle fleets under delegated DOA authority in Wis Stat 16.04. **FLTMGT** is used to designate the records of these organizations. Other agencies may have fleet coordinators who serve as contact person for motor vehicle related issues. **AFC** or agency fleet coordinator is used to designate these individuals. Agency staff that drive are either assigned a vehicle or use a pool vehicle. **DR** is used to designate agency authorized state staff and others who drive state vehicles during the conduct of state business

In those instances where records relate to drivers such as assignment of vehicles it is recommended that the records be retained in the employees official personnel file or the supervisor's copy of the personnel file Maintaining driver-related records in separate files is acceptable and may even be preferable for frequent drivers

See the Personnel and Related General Schedule, items PERS124 and PERS125 A separate category in this schedule, PERS129, covers drug and alcohol test records required under federal law for certain categories of drivers.

The DOA maintains two database systems related to motor vehicles. The state fleet management information system contains information about all vehicles owned by the state Information is tracked from the procurement to the disposal of each vehicle

The second fleet system is used by the DOA Bureau of Transportation to manage car reservations, billings, vehicle maintenance and inventory management DOT, and DNR may have similar systems to manage these functions

See Appendices B and C for more information on these two systems

This schedule does not include the fiscal records related to chargebacks for internal state use of motor vehicles. These fiscal records are covered under the state Fiscal and Accounting General Records Schedule (See vouchers identified as 90007 with a retention of FIS+4 or FIS+6 years if there are special federal audit requirements)

The functional areas of the schedule are. Program Management and Administrative records; Acquisition and Disposition of Vehicles, Motor Vehicle Maintenance and Related records, Motor Vehicle Assignment and Utilization Related Records and Motor Vehicle Incident/ Accident Related Records

LEGEND

FLTMGT refers to the DOA Bureau of Transportation and the fleet operations units at DOT and DNR.

AFC refers to the Agency Fleet Coordinator, a person assigned in each agency or sub-unit of a large agency to coordinate fleet use in the organization

DR refers to drivers

Retention Period is the length of time an office must keep particular records. This is usually expressed in terms of years, months, days and may be contingent upon an event date or specification date that triggers the "clock"

CR refers to creation. Creation retention periods start when a record is created or received.

EVT refers to event. Retention periods tied to event dates do not begin until the event occurs and the retention time period is then triggered. For example, if a record series has a retention of EVT+ 1 year and the event is defined as the life of the vehicle all records in this category would be retained one year after the vehicle is sold, scrapped or otherwise taken out of service.

FIS means the current fiscal year. Therefore FIS+4 years indicates that these records must be retained for the current fiscal year and four complete prior years. The Legislative Audit Bureau has determined that most of the motor vehicle related records in this schedule should be retained for FIS+4 years to satisfy audit requirements. Unlike **CR** and **EVT** retention periods record series identified as **FIS** are managed in blocks by fiscal year

Disposition is the final state in a record's life cycle, involving either destruction, transfer to inactive storage with destruction at a specified later date, or transfer to either the State or UW Archives for permanent preservation.

PROGRAM MANAGEMENT AND ADMINISTRATIVE RECORDS

FLEET001 State Motor Vehicle Policy and Administration Subject Files

Includes administration of motor vehicle related policies in accordance with statutes and regulations. Includes but is not limited to the DOA Fleet Policy and Procedures, budget issues, allocation of vehicles to agencies, availability of vehicles, cost accounting for travel, state compliance with federal mandates, and development and implementation of fleet management policies and procedures for agency staff.

These are ongoing issues with no definite ending date.

FLTMGT	<i>FIS+4 years (Maintain and "cut off" files in fiscal year blocks)</i>
AFC+DR	EVT+0 time (Keep current set of approved policies and directives Destroy superceded materials)
Disposition.	Destroy all

Note: Purge duplicates, drafts and non-records periodically.

FLEET002 Motor Vehicle Related Project Files

Motor vehicle project files may include, but are not limited to, alternative fuels research, grants related to energy efficiency, depreciation issues relating to vehicles, trends in vehicle resale, and energy use. Project files have a definite beginning and end date.

FLTMGT+AFC	<i>FIS+4 years (Maintain and "cut off" files in fiscal year blocks)</i>
DR	N/A
Disposition.	Destroy all

Note: Recommend using project files rather than subject files whenever possible. Purge duplicates, drafts and non-records periodically.

FLEET003 Motor Vehicle Correspondence Files

Correspondence in the operating unit responsible for maintenance and operation of motor vehicles **not** covered elsewhere in this schedule.

This series may contain PI information.

FLTMGT and AFC	CR+1 year
DR	N/A
Disposition	Destroy all

FLEET004 Ride-Share Promotion Administrative Program Files

The Ride-Share program matches drivers and riders that are interested in car-pooling. The program is authorized by Wis Stat 85.24 Records include lists of current car-pool members, people interested in driving others, people interested in riding with others, the location where these individuals live and where they commute to work Wis Stat 85.24(4) identifies specific information related to ride-sharing that must be kept confidential

This series may contain PI information and confidential records

FLTMGT	FIS+4 years (Current fiscal years and 4 back years)
AFC+DR	N/A
Disposition	Destroy

FLEET005 Van Pool Program Administrative Program Files

The state vanpool program provides state vehicles for employee travel to work from those areas outside of established bus or other mass transit service areas

All of the costs associated with the program are recouped through user fees that are charged to program participants These files include van assignments logs, riders, drivers, passengers for each van and waiting lists, if applicable The program manages payments for the vanpool program This file also includes the source documents for calculating costs for participants as well as incentives that are provided for van drivers to off-set their extra responsibilities.

This series may contain PI information

FLTMGT	FIS+4 years
AFC+DR	N/A
Disposition	Destroy all

ACQUISITION AND DISPOSITION OF VEHICLES

FLEET006 Motor Vehicle Acquisition Case File

Includes records relating to purchase of vehicles by the state May include bid specifications for types of vehicles, score sheets, winning bids, losing bids, bid working papers, special bidding terms and conditions, vendor lists, estimated delivery cycles, time frames and other related information

FLTMGT	FIS+4 years (Maintain and "cut off" files in fiscal year blocks)
AFC	EVT+0 time for other copies Event is when no longer needed for administrative reference.
DR	N/A
Disposition	Destroy all

FLEET007 Motor Vehicle Sales and Surplus Related Records

Records related to transfer, sale, donation, salvage or exchange of vehicles. Includes forms designating vehicles as surplus, information on auctions, auctioneers, planned auction yields, and related information. Includes title release information for vehicles sold. Financial information from this record series feeds into the agency and then into the statewide accounting system.

FLTMGT FIS+4 years (Maintain and "cut off" files in fiscal year blocks)
EVT+0 time for other copies. Event is when no longer needed for administration and reference.

AFC+DR N/A

Disposition Destroy all

FLEET008 Vehicle Titles

Official title information contained in form DOT MV 11 for each vehicle purchased, donated or otherwise obtained by state agencies.

FLTMGT EVT+5 years. Event is date vehicle is sold or scrapped
EVT+0 time for other copies. Event is when no longer needed for administration and reference.

AFC+DR N/A

Disposition Forward title to new owner. Destroy for scrapped vehicles.

Note. The DOA Bureau of Transportation maintains the official title for all state-owned vehicles. If desired agencies with delegated fleet management responsibilities may maintain duplicate title information.

MOTOR VEHICLE MAINTENANCE RELATED RECORDS

FLEET009 Motor Vehicle Maintenance Records

Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, copies of fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists. Includes information on maintenance performed both by outside contractors and state staff.

FLTMGT and AFC FIS+4 years (Maintain and "cut off" files in fiscal year blocks)

DR Not applicable

Disposition. Destroy all

FLEET010 Supplies and Parts Inventories

Running inventories of automobile related supplies and stocks of expendable materials such as gasoline, natural gas, propane, oil, grease, filters, etc. These reports describe the material and indicate current stock balances

FLTMGT FIS+4 years

AFC and DR N/A

Disposition. Destroy

FLEET011 Supplies and Parts Disbursement Records

Records documenting disbursement of the above described items

FLTMGT FIS+4 years (Maintain and "cut off" files in fiscal year blocks)

AFC and DR N/A

Disposition Destroy

Motor Vehicle Assignment and Utilization Related Records

FLEET012 Motor Vehicle Control, Assignment and Operator Use Records

Includes records relating to individual employee operations of state owned vehicles including driver licenses, complaints and follow-up about misuse of vehicles, restrictions on drivers, if any, and documentation that employees have received copies of fleet policies and procedures. These records document agency assignments of motor vehicles to employees. The records also document motor vehicle use and assignment of license plates to specific vehicles. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This information is typically covered in completed vehicle use agreements (DOA#3103), pool car requisition forms (DOA#3101), and non-availability slips (no form number) or equivalents.

This series may contain confidential social security numbers and PI information

FLTMGT and AFC EVT+1 year (Event is the date of separation from service with the state or rescision of authority to drive a state vehicle)

DR Not applicable

Disposition: Destroy

FLEET013 Motor Vehicle Cost Accounting Records

This series also provides detailed data relating to costs and expenses associated with each vehicle. These records include requests for vehicle assignment, assignments and use logs, and reports. The Daily Vehicle Mileage Log (DOA#3472) and the Monthly Vehicle Usage Report (DOA-3223) are included in this series.

This series may contain confidential social security numbers PI information

FLTMGT *FIS+4 years (Maintain and "cut off" files in fiscal year blocks)*

AFC+DR EVT+0 time for other copies. Event is when no longer needed for administrative reference

Disposition Destroy

Motor Vehicle Incident/ Accident Related Records

FLEET014 Vehicle Incident/Accident Records

Records and supporting materials documenting accidents, thefts, and other incidents involving state-owned vehicles. Typically this would include the Vehicle Accident Report (DOA-6496), Drivers Report of Accident (DOT MV 4002) if damage to government property exceeds \$200 and associated police citations and reports.

This series may contain confidential information such as medical records and social security numbers. The series contains PI information.

Note: These records are duplicates. The retention period in the property, liability or workers compensation insurance related case files are the official files and the retention is longer, particularly for workers compensation cases where the records are retained 30 years after the case is closed. The records may also be duplicated in legal case files. Prior to disposing of these records agencies must insure that the relevant records involving legal actions have been transferred to the DOA Bureau of Risk Management, agency legal counsel and or the Department of Justice.

FLTMGT EVT+1 year. Event is date case is closed

AFC+DR EVT+0 time for other copies. Event is when no longer needed for administrative reference

Disposition: Destroy all

Attachment A: Motor Vehicle Related Forms By Associated Records Series

DOA#3103	Vehicle use agreements	FLEET012
DOA#3101	Pool car requisition forms	FLEET012
DOA#6496	Vehicle Accident Report	FLEET014
DOT#MV 4002	Drivers Report of Accident	FLEET014
No form #	Non-availability Slips	FLEET012
DOA#3472	Daily Vehicle Mileage Log	FLEET013
DOA#3223	Monthly Vehicle Use Reports	FLEET013
DOT# MV 011	Vehicle Title and Plate Registration	FLEET008
No form #	Gasoline/Ethanol/other fuel Purchases	FLEET011

Attachment B: State Transportation and Resale System (STARS)

General Description

The State Transportation and Resale System contains information about all vehicles owned by the State. Information is tracked from the procurement of vehicles to the disposal of vehicles.

The procurement subsection entails tracking information about agency new vehicles requests for additional and replacement vehicles and combining information from approved requests to determine bid requirements. Also included in this subsection is the tracking of submitted bids and the ranking of bids based on defined criteria to aid in the selection of the bids to be awarded.

The vehicle information subsection holds information about the vehicle and its current owner to enable the Transportation and Travel section to respond to questions about the State Fleet. This section also allows vehicles to be flagged when they become surplus property to ensure that agencies dispose of vehicles that they requested to be replaced; either through auction, sale as salvage, or inter-agency transfer.

The inter-agency used vehicle sale subsection keeps information about agencies selling vehicles to other agencies, the amount of sale, and fees assessed by Transportation and Travel for the vehicle transfer.

The auction subsection keeps information about the vehicles to be sold at specified auctions and the amount of sale at the auction. Additional, non-vehicle items, can also be placed in the auction file to allow the tracking of non-vehicle sales.

After a vehicle has been sold at an auction or sold as salvage, data about the vehicle is moved into a history file so that information about vehicles sold is still available.

All data will be kept for a period of five years after it has become static. This means that agency requests, both approved and denied, bid requirements; bids submitted; and information used to calculate life-cycle estimates will be retained for five years after the purchasing fiscal year that they were used for. Inter-agency used vehicle sale data will be kept for five years after the transfer. Auction information about the sale of both vehicles and non-vehicles will be kept for five years after the auction date. Vehicle data will be kept in a history file for five years after the vehicle is sold at an auction or as salvage.

Attachment C: Comprehensive Auto Reporting System (CARS) Source DOA OCS

Version: 0.0.0.0

Systems Overview:

Fleet System Requirements

The Fleet System is a mission critical system used by DOA Fleet to run its day to day business. It handles all the reserving and assigning of vehicles, manages the inventory and costs associated with the vehicles, tracks all drivers within the state (identified by the signing of a valid use agreement) that use fleet vehicles, and finally bills the correct agency for the use of the vehicles and collects monies from personally assigned vehicles that have been used for non state business. The current system is a LAN based system that is written using Advanced Revelation. The current system has been experiencing severe problems concerning the size of some of the larger tables (most notably the invoice and history files) and some performance problems relating to this. In addition the current system lacks some functionality that is required by Fleet to manage its vehicles in an orderly fashion.

Components:

Reservation Sub System:

Reservations:

The reservation system handles all reservations of fleet vehicles. Currently all reservations are handled via the phone. It is desired that reservations be handled automatically via E-Mail in the new system. All fleet staff handle reservations as part of their day to day business. Access to the reservation window must be quick and not interrupt the staff person's current work. Vehicles may be reserved up to 90 days in advance. Should a vehicle not be available for reservation the person reserving the vehicle will be given a non-availability slip. The reservation process should conform to fleet rules and regulations concerning the use of state vehicles. A mechanism for tracking the reservation process and number / type of vehicles being reserved will be in place.

Assigning Pool Vehicles:

Pool cars are assigned out to people with reservations. In addition pool vehicles may be signed out to individuals on a walk in basis should there be vehicles to cover this. When the pool car is signed out the driver, destination and vehicle requirements are either retrieved from the reservation or entered on line. At

this time the billing information (usecodes and percent splits) are entered. The fleet number of the assigned vehicle is then entered and the vehicle is then considered to be "in use".

Return Pool Vehicle:

Returning a pool vehicle places the vehicle in a status of "available". Additionally, it is now that the information is captured that will be used for billing and historical purposes.

Billing Sub System.

The billing subsystem encompasses both the billing and historical functions. This information is created for pool vehicles through the returning of pool vehicles. The information is created for the fleet leased vehicles (functional, personally assigned, summer program) through the entering of envelopes. Each person / agency (also Van Pool) that has a leased vehicle is required to send in a special envelope that indicates the number of miles (ending odometer reading) the vehicle has been used along with how many personal miles were used. Individuals are required to reimburse fleet for the use of the vehicles for personal use including appropriate state and county taxes. In addition they must include the amount of fuel and oil (state and commercial) that has been put into the vehicle. Also if they have had an oil change this information must be indicated. With this information billing / vehicle history / driver history records are produced along with the fuel receipt records. After the end of each month (approximately the 12th of the month) a billing file is produced that is then uploaded to the GSBS. Agencies are then billed for all the pool trips and leased vehicle charges that have occurred in the previous month. This information is then available for historical purposes and for managerial reports that are used for the analysis of the fleet business.

Invoice / Vehicle Maintenance Sub System.

The invoice / vehicle maintenance tracks the invoices that fleet receives, the purchase orders that are created and the maintenance that occurs to fleet vehicles.

Vendor:

The vendor component maintains a list of the vendors that fleet deals with in the maintenance of their vehicles.

Purchase Orders:

The system maintains the active fleet purchase orders, their current balances, and uses. This is not the official system for this, but is used to keep track of the status of purchase orders (especially blanket orders).

Invoice:

Fleet tracks all invoices that come in for payment. They must guard against the authorization of payment of duplicate invoices. All the invoices are paid by either purchase orders or by direct charge. In the case of direct charge invoices, the system produces the documents for signature (envisioned to be totally electronic in the future). In addition the invoices track the detail of what the charges are for and for what vehicle.

Vehicle Maintenance:

This section provides an overall view of the status and past maintenance each individual vehicle has incurred. It shows the mileage of each vehicle (total and year to date), the amounts and types of all services and their associated cost, inspections, and fuel usage.

Vehicle / Driver / Liaison:

The system tracks the fleet vehicle inventory and the associated status that each carries. In addition it tracks the drivers that are authorized to use fleet vehicles and the liaisons that each agency provides for the interaction with fleet

System tables.

There is a large number of support and reference tables that are used in the system

Reports:

The system currently has in excess of 150 reports concerning all facets of the system, many of which offer a variety of sorting and filtering capability.

Van Pool:

The Van Pool System (VP) has two main components; Vehicle and Ridership.

Vehicle Component:

The vehicle component is written in Omni File. The vehicle component of the VP system performs the same functions as the Fleet system. It tracks the accumulative miles, maintenance, sale and procurement of vans. Because of this the vehicle portion of this system will be wholly encompassed by the Fleet System. Vehicles from the Van Pool will be treated like any other fleet vehicle. What will differentiate them from fleet vehicles will be the status of the vehicles (Van Pool).

Ridership Component:

This component is written in Multi Plan (a spreadsheet). This component keeps track of the riders in the van pool. In this context a van is group of riders that use a particular van for transportation. Each van is by statute required to be self sufficient. Therefore each van has a total cost associated with it based upon it's size and the number of miles it travels. The riders are required to pay this cost. In addition there are roles that are required of some of the riders. There is a driver of the van (must be a state employee), a backup driver (must be a state employee) and a coordinator. Each of these roles can qualify for a discount to the person who acts in it. A person can have more than one role, the driver or the backup driver could be the coordinator. This can increase the discount that person receives. The discount may be up to 100% depending upon the role(s). The system must be able to track these roles and the amount each person is required to pay. In addition the system must aid in the analysis of the cost to each rider when the ridership and / or miles a van travels changes.

This portion of the system is slated for further analysis near the end of the project. Preliminary analysis indicates that there will be a table required for the vans with a master / detail relationship with the riders. In addition there will be a support table that will hold system information (cost per mile, role discounts allowed, etc.). There will also be a table that will hold the payment information. Various reports will also be required. These will be identified later in the project.

Auction & Procurement:

The Auction & Procurement System (A&P) has three main components; Inventory, Auction of Vehicles, and Procurement (i e. producing bids and bulletins).

Inventory component.

This component holds information on all vehicles owned by the state. There is also a history part to this component that holds this same information concerning the vehicles after the vehicles have been sold. This information is retained for 5 (or more) years. All new vehicles in the state are required to be entered into this system.

Procurement Component:

The procurement component gathers information from the agencies as to their vehicle requirements for the coming fiscal year and with this information produces bids and awards bulletins for the procurement of vehicles. The A&P staff is required to approve all new purchases (along with the Secretary's approval). Most new vehicles are to replace vehicles that are to be sold. This component tracks this on going process. It tracks the requests from the agencies, the approval or denial of these requests, whether these are additional or replacement vehicles (and which vehicles they replace) and produces reports showing which vehicles have been approved, which have been denied, the number of each type of vehicle to be bid, the approximate cost of the vehicles (for use in agency budgets). After this process there are cross tabular reports produced for use in the vendors bidding on the vehicles. A vendor may bid on one or more types (commodity code) of vehicle. The bid is awarded to the low bidder. In the case of passenger vehicles the low bid is determined through the life cycle cost of the vehicle (bid price, mpg, cost of money, resale value). As the agencies purchase new vehicles, this portion of the system, as well as the inventory section, gets updated so that at the end of the fiscal year the A&P staff can see which agencies did not purchase all the vehicles it indicated it would purchase.

Auction Component:

Most of the vehicles in the state are disposed of through state auction (others are scrapped or dealt with in other means). There are approximately 12 auctions annually that are held in approximately 6 cities throughout the state. This component is used in the preparation of auction documents, the tracking of the sale prices, the production of post auction reports and the updating / archiving of the vehicle information in the inventory section. The auction documents are reports that indicate what each vehicle is, the listing that appears with the auction brochure, etc. The tracking the sales prices is used in the post auction reports. These reports are used to calculate the fees that include the auctioneers fees, Auction & Procurement's fees and the agency portion of these fees in addition to the amount each agency grossed. Also there are several "auction performance" reports. These include the return against black book value, auction turn out, etc. At the end of this the vehicle records are updated with their specific sales information and then are archived to the history table.

Travel Voucher										DOCUMENT NUMBER FOR AGENCY USE ONLY									
Wisconsin Department of Administration DOA-6107 (R04/2002) s. 16.53, Wis. Stats.										Please fill in the YELLOW fields ONLY Staple Receipts Face Up									
Department - Division State Officer or Employee Name:										Social Security No. (Must be provided for payment to be made) Z Residence Street Address City Zip + 4 WI Project									
Travel Period: From To Fund Agency Org Sub Org Activity Approp HDQS. TIME DEPART RETURN										Collect. Bargaining Unit Perm Non State Employee-P1 Headquarters or Home Station Project Number Amount Debit Credit									
MM-YY FY										Totals \$0.00 \$0.00 \$0.00									
OFFICIAL BUSINESS EXPLAIN PURPOSE OF TRIP										MEALS, including tips MORNING NOON EVENING LODGING MILES Personal Vehicle MILES									
TRAVEL POINTS FROM TO										OTHER ALLOWABLE EXPENSES AMOUNT TAXABLE NON-TAX									
DATE										TOTAL ALLOWABLE EXPENSES \$0.00									
*Item billed directly to the state agency.										Sub Totals \$0.00									
CLAIMANT'S STATEMENT S. 16.53, Wis. Stats. I declare, under penalties of perjury, that all claimed travel expenses are true and correct and are in conformity with Wis. Stat. 16.53 and related agreements. This claim represents reasonable and actual expenses necessarily incurred by me personally in the performance of official duties and no portion was previously reimbursed to me by the State or any other source.										I certify that all expenses on this voucher conform to statutory, departmental or applicable collective bargaining provisions, and were necessary in the official performance of duties required by the State. Expenditures are determined to be reasonable and proper, and that sufficient funds are available to pay this claim.									
Date I certify that this travel claim is reasonable, proper, and in conformity with applicable statutes, travel schedule amounts, and/or collective bargaining agreements.										Date I certify that this travel claim is reasonable, proper, and allowed by the provisions of Ch. 20:									
Claimant's Name (if sending electronically) or Signature										Supervisor's Name (if sending electronically) or Signature									
This document can be made available in accessible formats to qualified individuals with disabilities.										This document can be made available in accessible formats to qualified individuals with disabilities.									