

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 20

SUBJECT: DOTD-Owned Passenger Vehicle Use and Reporting

EFFECTIVE DATE: March 1, 1977

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

This memorandum establishes guidelines, regulations, and categories for the use and assignment of DOTD-owned passenger vehicles and for the use of privately-owned vehicles for DOTD business-related purposes, with the owner reimbursed for non-commuting mileage. It further outlines the recording of the use of DOTD-owned passenger vehicles as well as tax implications associated with the use of DOTD-owned passenger vehicles for commuting purposes. All vehicle assignments are to be made solely for the benefit of the Department.

2. DEFINITIONS

- A. MV-2: Motor Vehicle-2 form is used for requesting personal assignment and/or home storage of state-owned vehicles.
- B. MV-3: Motor Vehicle-3 form is the Daily Vehicle Log used to record vehicle usage to be completed by the operator of the vehicle each time the vehicle is used.
- C. MV-4: Motor Vehicle-4 form is the preventative maintenance record and monthly vehicle safety inspection checklist. The preventative maintenance record portion will only need to be completed on an as-needed basis. The Employee responsible for the vehicle is responsible for completing the monthly safety inspection checklist.
- D. DOTD Transportation Coordinator: Employee designated by Agency Head as the coordinator of fleet vehicles.
- E. Home Storage: The assigned off-duty storage location of the fleet vehicle is off state property, and the vehicle is used for commuting, as defined by the Internal Revenue Service, by the individual for whom authorization for home storage is approved.
- F. Personal Assignment of DOTD-owned Vehicles with Daily Home Storage: This applies to a Parish Highway Maintenance Superintendent, Electrician, or other employees subject to after hour call-outs on average of at least one time per week. This is a taxable fringe benefit in accordance with IRS guidelines.
- G. Personal Assignment of DOTD-owned Vehicles, with Weekend Home Storage: This applies to employees who are assigned to "Statewide Travel" and are normally at

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home only on weekends. This is not considered a taxable fringe benefit.

- H. Control Employee: A government employee whose compensation is equal to or exceeds Federal Government Executive Level V. This relates to IRS requirements for reporting taxable fringe benefits. See the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/> for compensation information.
- I. Personal Assignment of DOTD-owned Vehicles, with Alternate DOTD Storage Site: In certain cases, a District Administrator/Section Head may determine that the best interest of the State is served by assigning a vehicle to an employee who may not typically qualify for daily or weekend home storage. In these cases, the District Administrator/Section Head will provide a copy of the justification documents to the DOTD Transportation Coordinator regarding the circumstances which warrant the vehicle assignment and describe how the alternate storage site serves the best interest of the State. This is not considered a taxable fringe benefit.
- J. Qualified Non-Personal Use Vehicle: any vehicle which, by reason of its nature, is not likely to be used more than a de minimis amount for personal purposes.

3. RESPONSIBILITIES

- A. Appointing Authority. Before submitting a request to the DOTD Transportation Coordinator, Section 42, the Appointing Authority will ensure that the form MV- 2 (refer to the Intranet Operations tab) is signed by both the employee and Appointing Authority and the employee reviews and signs the "Commuter Trip Taxable Income Information and Payroll Procedures" form (refer to the intranet Human Resources Job Aids and Forms for the form or click here) which outlines specific tax implications for the employee.
- B. DOTD Transportation Coordinator, Section 42. All requests for vehicle assignment will be submitted to the DOTD Transportation Coordinator. As employees are granted approval for personal assignment and home storage, the DOTD Transportation Coordinator will maintain original approvals, communicate pertinent tax information to employees as requested, and communicate approved assignments to the HQ Human Resources Section.
- C. HQ Human Resources Section. Once information is received from the DOTD Transportation Coordinator (names of employees, types of assignment, approved MV-2 form, and completed Commuter Trip Tax Information and Payroll Procedures form), the HQ Human Resources Section will enter the appropriate tax information into the LaGov System.

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- D. Employee. Each employee who is assigned a DOTD-owned vehicle for commuting purposes shall communicate appropriate information to his/her Time Administrator, as necessary, to ensure that each commuter trip is documented on his/her payroll record. Additionally, employees who carpool daily with co-workers who are assigned a DOTD-owned vehicle for commuting purposes are likewise responsible for ensuring that each commuter trip is documented correctly (refer to Item 7.)

All DOTD-owned passenger vehicles will be supplied with form MV-3/MV-4, (refer to Intranet Operations) Daily Vehicle Log, for the purpose of recording pertinent information regarding use of that vehicle. This form must be maintained by each driver. All trips are to be recorded regardless of length or duration. These forms will be subject to examination by District/Section Appointing Authorities, supervisors, and other appropriate State officials.

4. PERMANENT ASSIGNMENTS

Requests for authorization and use of DOTD-owned vehicles must be made on form MV-2, Request for Personal Assignment and/or Home Storage of State-Owned Vehicle (refer to Intranet Operations or Division of Administration website). Completion and approval of this form is an annual requirement and must be submitted to the DOTD Transportation Coordinator by April 1 in order to be effective for the following Fiscal Year.

5. TEMPORARY ASSIGNMENTS

- A. Assignments lasting less than one (1) week. For this brief time frame or less, District Administrators/Section Heads may authorize home storage when it is clearly to the benefit of the State to do so based on the assigned duties of the individual involved.
- B. Assignments lasting longer than one (1) week but less than six (6) months. For assignments in this time period, District Administrators/Section Heads must submit a request to the HQ Maintenance Systems Management Section explaining the circumstances of the assignment as well as the specific dates of the assignment. The HQ Maintenance Systems Management Section will review the request and forward to the DOTD Deputy Secretary for final review and approval.

6. TAX INFORMATION AND PAYROLL PROCEDURES

- A. Daily Home Storage. Employees who are authorized for daily home storage of a DOTD-owned vehicle for commuting purposes may be subject to taxes. According to IRS guidelines, each commuter trip is to be reported as income in the amount of \$1.50. This taxable fringe benefit applies to both employees who are assigned the vehicle and to employees who carpool daily with a co-worker who has been assigned daily home storage for commuting purposes. For those employees who are approved for daily home storage, the HQ Human Resources Section will create a default entry

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in the payroll system such that the employee will be charged for two (2) trips on each regularly scheduled work day. If an employee does not use the DOTD-owned vehicle, however, they must document such on their payroll record to avoid incurring the tax. Employees who carpool daily will be responsible for manually entering this information on their time statements. However, an employee who is considered to be a control employee will be taxed according to the IRS regulations.

- B. Temporary Assignments, Qualified Non-Personal use vehicles, Personal Assignments and/or Weekend Home Storage (Non-Commuting). Employees who are approved for personal assignment and/or weekend home storage, or who operate qualified non-personal use vehicles will not be taxed in the manner described above.

7. AUTHORIZATION FOR USE OF PRIVATELY-OWNED VEHICLES

The DOTD Secretary, or his/her designee, will provide final authorization for allowing the regular use of privately-owned vehicles for official travel on a mileage reimbursement basis. The District Administrator/Section Head will decide on a case-by-case basis that reimbursement is more advantageous for the State than the use of a DOTD-owned vehicle and will make recommendations to the DOTD Secretary accordingly. Further guidance is contained in PPM No. 11, DOTD-specific Travel Regulations in Accordance with State Travel Regulations - PPM 49.



Eric Kalivoda
Secretary