



State of Indiana Vehicle Fleet Management Policy

Indiana Department of Administration

Effective: 05/08/2017

PURPOSE: TO ESTABLISH A UNIFORM STATE POLICY FOR THE PROCUREMENT, ASSIGNMENT, OPERATION AND REPORTING OF STATE OWNED, LEASED, OR RENTED VEHICLES.

SCOPE: THIS POLICY APPLIES TO THE ASSIGNMENT, OPERATION AND REPORTING OF ALL STATE OWNED, LEASED, OR RENTED VEHICLES BY ALL AGENCIES.

I) APPLICABLE AUTHORITY

- A. **Indiana Code 4-13-1-4**
- B. **Indiana Administrative Code 25-4-1-1**
- C. **P.L. 234-2007, Section 24**
- D. **Executive Order 05-06**
- E. **Executive Order 05-21-h**

Agency-Specific Vehicle Policies

Agencies may create their own agency-specific vehicle use policy. An agency-specific policy may supplement, but not negate any provision in this State of Indiana Vehicle Fleet Management Policy. A copy of the current agency-specific policy must be forwarded to IDOA Fleet Service, at the time the policy becomes effective. All subsequent revisions and changes must also be submitted to IDOA Fleet Service.

II) DEFINITIONS

For the purposes of this policy, the following definitions apply:

- A. **"State Agency"** is any agency or quasi-agency that is accountable to the Executive Branch of the State of Indiana. All other elected officials and their respective organizations are encouraged to adopt these policies.
- B. **"State employee"** is any person who is directly employed by an agency of the State of Indiana, whether full-time, part-time, or intermittent.
- C. **"State vehicle"** means any motor vehicle purchased and owned by the State of Indiana or any vehicle leased or rented from a commercial vendor where that rental is paid for by the State of Indiana.
- D. **"Law Enforcement Officer"** is any sworn law enforcement agent who has the authority to arrest.
- E. **"Law Enforcement Vehicle"** is any vehicle assigned to or primarily operated by a Law Enforcement Officer. Law Enforcement vehicles which are not assigned to or primarily operated by a sworn law enforcement officer are not Law Enforcement vehicles for the purposes of this policy and therefore not exempt where Law Enforcement vehicles are exempt.

III) VEHICLE ACQUISITION

IDOA RECOGNIZES THE INHERENT NEED FOR THE STATE TO SECURE VEHICLES AND EQUIPMENT FOR THE PERFORMANCE OF ASSIGNED DUTIES. AT THE SAME TIME, ALL FLEET ADMINISTRATORS ARE TASKED WITH PROVIDING TRANSPORTATION AT THE LOWEST POSSIBLE COST TO THE STATE.

AGENCY HEADS AND FLEET ADMINISTRATORS HAVE FOUR DISTINCT OPTIONS AVAILABLE TO SECURE A VEHICLE FOR STATE BUSINESS:

- A. PURCHASE OF AN AGENCY-OWNED VEHICLE
- B. SHORT TERM RENTAL OF AN IDOA-OWNED VEHICLE
- C. RENTAL OF A VENDOR SUPPLIED VEHICLE
- D. USE OF A PERSONAL VEHICLE FOR STATE BUSINESS.

AGENCY HEADS AND FLEET ADMINISTRATORS MUST WEIGH ALL OF THESE OPTIONS WHEN CONSIDERING HOW TO MEET THE TRANSPORTATION NEEDS OF THEIR AGENCY AT THE LOWEST COST TO THE STATE. THIS SECTION OF THE POLICY DESCRIBES THE FOUR OPTIONS AVAILABLE SO THAT AGENCIES PICK THE APPROPRIATE OPTION.

A) Purchase of an Agency-Owned Vehicle (Vehicle Procurement)

1. Statutory Procurement Requirements

The Director of the Division of Procurement of the Indiana Department of Administration, or any other person or agency authorized to make purchases of equipment, shall not honor any requisition for the purchase of a vehicle that is to be paid for from any appropriation unless the following facts are shown to the satisfaction of the Commissioner of the Indiana Department of Administration or the Commissioner's designee:

- a. In the case of an elected state officer, it shall be shown that the duties of the office require driving about the state of Indiana in the performance of official duty.
- b. In the case of department or commission heads, it shall be shown that the statutory duties imposed in the discharge of the office require traveling a distance greater than one thousand (1,000) miles each month or that they are subject to official duty call at all times.
- c. In the case of employees, it shall be shown that the major portion of the duties assigned to the employee require travel on state business in excess of one thousand (1,000) miles each month, or that the vehicle is identified by the agency as an integral part of the job assignment.

Once purchased, all state-owned vehicles must continue to meet the statutory requirements listed above for usage and mission throughout the life of the vehicle.

2. Procurement Justification

The Department of Administration also requires justifications to accompany requests for new model year purchases. Vehicle purchase approval decisions will be made based upon the agency's response to the following eight justification questions:

- a. What is the intended use of the vehicle and the daily functions it must perform?
- b. What is the anticipated average monthly mileage of official use?

- c. What is the vehicle type requested and what is needed (specifications) to perform the job for which it is intended?
- d. What funds are budgeted for vehicle purchase or lease? Specify fund/center and project. Verify that funds are available.
- e. Will this purchase replace an existing vehicle or add to the State fleet? If replacing an existing vehicle, specify the commission number of the vehicle to be replaced. If the purchase expands the fleet, you must provide compelling justification for addition to the fleet along with the requisition.
- f. What considerations have been given to consolidating vehicle use? Can one vehicle be used to accommodate two or more needs?
- g. Are you replacing a vehicle with less than 125,000 miles? Fleet Service requires a vehicle to have a minimum of 125,000 miles before replacement, unless mechanical problems require the vehicle to be replaced earlier. If replacing a vehicle with less than 125,000 miles, document the history of mechanical problems that justify the vehicle being replaced.
- h. Is a flex fuel option available for the make/model of vehicle requisitioned? If available, was the option selected? If an available flex fuel option was not selected, provide explanation for that decision.

B) Short term rental of IDOA-owned vehicle

Short term or daily vehicle rentals are available through IDOA Fleet Service at a lesser cost than the rental agency used by the state. This option is limited to vehicle availability. To reserve a rental vehicle or check on availability, please contact IDOA Fleet Administration at (317) 234-2874.

C) Rental of a vendor supplied vehicle (Daily Rental)

When assigning employees to state business requiring the temporary use of a vehicle, and where the agency has no internal motor pool, agencies should give employees the choice of using either Enterprise Rent-A-Car or their personal vehicle (with reimbursement). Agency heads may require employees to use Enterprise vehicles for the conduct of State business. However, agency heads may not mandate that an employee use their own personal vehicle for state business.

To calculate the cost to the state of renting a daily rental vehicle versus reimbursement for using a personal vehicle, use the online [Rent vs. Reimbursement Calculator](#). The results of the calculation may be printed as justification for use of a personal vehicle for state business. Rules and procedures for the Enterprise Rent-A-Car partnership are located at <http://www.in.gov/idoa/2457.htm>.

D) Use of a Personal Vehicle for State Business

Use of a personally owned vehicle for State business is only authorized where the following conditions are met:

1. The use is approved by the agency before such travel occurs

2. The cost to the State would be less than if the operator rented a daily use rental vehicle or if a daily rental or agency pool vehicle are unavailable

Those who use their personal vehicle for state business must adhere to applicable travel rules outlined in State Board of Accounts, State Agencies Manual (Chapter 10, Travel) when submitting for reimbursement. A link to Chapter 10 is at VII-A-6.

IV) VEHICLE ASSIGNMENT (TAKE HOME)

STATE VEHICLES REPRESENT A SIGNIFICANT CAPITAL INVESTMENT BY THE STATE AND SHOULD ALWAYS BE ASSIGNED WITH MISSION, COST AND THE PUBLIC TRUST IN MIND.

A) Take Home Vehicle Assignment Criteria

Each agency head has discretion to decide whether a take home vehicle should be assigned to a qualifying employee. For employees to be assigned a take home vehicle the agency must show that the duties of the employee meet one of the following criteria.

1. In the case of an elected state officer, it shall be shown that the duties of the office require driving about the state of Indiana in the performance of official duty.
2. In the case of department or commission heads, it shall be shown that the statutory duties imposed in the discharge of the office require traveling a distance greater than one thousand (1,000) miles each month or that they are subject to official duty call at all times.
3. In the case of employees, it must be shown that the major portion of the duties assigned to the employee must require travel on state business in excess of one thousand (1,000) miles each month, or that the vehicle is identified by the agency as an integral part of the job assignment. In addition, at least one of the following criteria must be met:
 - a. The job requires an employee to be on call on a recurring basis beyond normal duty hours and, when called out, requires immediate travel from a residence to a location where specific skills, services, tools, equipment or supplies are necessary to perform the job.
 - b. The job involves leaving directly from home to a continually variable work station, in which travel to a central location to obtain a state-owned vehicle would result in significant amounts of unnecessary travel time and loss of productive hours.
 - c. The employee works from a home office with continual variable work station (inspectors, case workers, investigators, etc.).
 - d. The employee is a law enforcement officer or a public safety emergency responder.

In computing the number of miles required to be driven by a department head or an employee, the distance between the individual's home and office or designated official station may not be considered as a part of the total.

Employees who are assigned a state-vehicle on a temporary basis may take that vehicle to their place of residence for de minimis commute usage, such as staging the vehicle at home

in preparation to travel the next day, or returning from travel to your home too late in the day to return the vehicle to your duty location.

B) Annual Take Home Vehicle Justification

Department heads must annually complete State Form 53846 (Justification of Take Home Vehicle Assignment) for each take home vehicle assigned in their department. Completed forms must be submitted to IDOA Fleet Service, ATTN: Fleet Administration no later than May 1 each year or whenever a take home vehicle is newly assigned or reassigned. This form serves as the agency's justification of take home vehicle assignment and proof of meeting the criteria outlined above. A link to the form is in Section VII-B-1.

V) VEHICLE OPERATION

A) Authorized Operators

Only State employees may operate a state owned, leased or rented vehicle. Federal and other state law enforcement agents acting on behalf of the state and Indiana National Guard personnel may operate state vehicles in the performance of their official duties. All State employees who operate a state vehicle must:

1. Possess a valid Indiana driver's license appropriate to the type of vehicle to be driven. The driver's license must not be suspended or set to expire before the State employee is expected to complete their travel.
2. Be an employee of the State of Indiana during the duration of the travel period.
3. Be conducting official business on behalf of the State. Law Enforcement personnel are exempt from this restriction.

B) Authorized Passengers

The following individuals may ride as passengers in a State vehicle:

1. A State employee conducting business on behalf of the state.
2. Wards of the State.
3. A passenger transported by a law enforcement officer.
4. Passengers transported as part of an operator's specific duties, such as law enforcement or INDOT's Hoosier Helper program.
5. A non-State employee who is an independent contractor conducting business on behalf of the State. All non-State employees traveling in a State-owned vehicle, except as defined in number 2, 3 and 4 above, must sign State Form 53845 (Waiver of Liability) before traveling in a State vehicle. A link to the form is in Section VII-B-2.
6. Any request for exception to this policy must be submitted in writing to the Commissioner of the Indiana Department of Administration, or the Commissioner's designee. The request must be approved by the Commissioner, or their designee, before the exempted passenger travels in a State owned, State-leased or State-rented vehicle.

C) Authorized Use

State vehicles may only be used for the tasks outlined below. Law Enforcement vehicles are exempt from these restrictions.

1. Travel between the place where the state vehicle is dispatched and the place where the official State business is performed.
2. When on official travel status, travel between the place of state business and a place of temporary lodging or for obtaining food.
3. Travel between the place of dispatch or place of performance of state business to your personal residence when specifically authorized by an employee's supervisor. A State employee may park a State vehicle overnight at the employee's residence if:
 - a. The vehicle is assigned as a take home vehicle.
 - b. For pool vehicles, when the employee's home is located some distance from the vehicle pool location and such retention would result in a savings in time and distance traveled.
 - c. Travel to the place of performance of state business must begin too early in the morning to allow for the employee to secure a State vehicle before departing that day.
 - d. The employee returns from the place of performance of State business too late in the day to return the state vehicle that day.

D) Unauthorized Use

State vehicles may not be used as outlined below, except for de minimis personal use (such as a stop for lunch while traveling on state business). Law Enforcement vehicles are exempt from these restrictions.

1. Any use for personal purposes, other than travel to your personal residence which has been authorized as specified in part V-C, Authorized Use.
2. Travel or tasks that are beyond the vehicle's rated capability or capacity.
3. Travel outside the State of Indiana, unless State Form 823 ([Authorization for Out of State Travel](#)) has been approved before such travel begins. De minimis travel across State lines, to turn around for example, does not require State Form 823 and is acceptable. State Board of Accounts (SBOA) [State Agencies Manual](#) (Chapter 10 - Travel) contains specific rules and guidance for out-of-state travel. Links to Chapter 10 and SF 823 are in Section VII-A-6 and VII-B-6 respectively.
4. Transport of pets, livestock, domestic or wild animals except in the conduct of official State business.
5. Transport of cargo that has no relation to the performance of official State business.
6. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except in the course of official duties. Transport of these restricted items must be in compliance with all applicable local, state, and federal laws.
7. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.
8. Transport of employees from the normal place of business to restaurants or other places while not on official State business.

9. Engaging in any activity that would impede the safe operation of the vehicle.
10. Attending sporting events, including hunting and fishing, which are not in the service of State business.
11. Unreasonably extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
12. All State employees, with the exception of law enforcement officers carrying out authorized undercover operations, are prohibited from operating state vehicles at any time with any measurable amount of alcohol from alcoholic beverages or controlled substances in their bodies.
13. Operating a State vehicle without a valid driver's license or while said license is under suspension or revocation.
14. Smoking while in a State vehicle.
15. Adding any non-State issued devices, appliances, radios, antennas, seats, or other after-market equipment to a State vehicle, including but not limited to radar detectors, CB radios, satellite radios, non-state owned fixed-mount GPS devices, speakers or car heaters to a State vehicle. Exemptions must be approved in writing by the agency.
16. Removing or disabling any item from a State vehicle that was either installed on the vehicle by the manufacturer or by the State, including but not limited to cruise control, radio, spare tire, jack, State agency decals, door or seat belt warning buzzers, air bags, seats, seat belts, speakers, or On-Star equipment, or State-Owned GPS devices.
17. Agencies have the authority and responsibility to restrict State employees from operating State vehicles when the employee has a history of being an unsafe or irresponsible vehicle operator.

E) Employee Responsibility for Vehicle Use

1. Employees are expected to use State vehicles in a responsible manner and within the bounds of all traffic and parking laws. The vehicle operator must pay any towing, storage, parking or traffic fines resulting from the operator's violation of existing laws or ordinances while operating a state vehicle. The State will not reimburse the operator for any such fines.
2. Damages or other financial assessments related to State vehicles that, after official agency review, are determined to have been the result of the driver's poor judgment, irresponsibility, negligence, or violation of these rules may be charged to the employee. Such charges or assessments may include, but are not limited to, tow charges, damage to the vehicle and all traffic and parking violations.
3. Employees must ensure that fuel vendors accept the State credit card prior to fueling or purchasing other vehicle related services.
4. Employees are to use credit cards only for fueling the vehicle or to purchase vehicle repair service necessary for the continued safe operation of the vehicle.
5. Employee shall be responsible for checking the State vehicle before operation to ensure that the vehicle lights, turn signals, brake lights, and other safety equipment are functional on the State vehicle.
6. Employees are to lock the doors of State vehicles when the vehicle is not in use.
7. Employees are not to drive any State vehicle with damages or defects which make the vehicle unsafe for operation.

8. The use of cellular phones while driving is strongly discouraged. If a cell phone must be used while driving, employees should pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle. **Texting while operating a State-owned vehicle is strictly prohibited and unlawful.**
9. When fueling a State-owned vehicle, the operator must:
 - a. Make every effort to purchase fuel at the least expensive outlet.
 - b. Purchase the lowest grade fuel available for the vehicle.
 - c. Purchase E-85 ethanol fuel if the State-vehicle is Flex Fuel capable. Executive Order 05-21 directs all fleet vehicles based in Indianapolis that are capable of using Ethanol-85 to refuel with E-85 at the IDOA State refueling site (601 W McCarty Street) whenever possible. A link to Executive Order 05-21 is at Section VII-A-5.

F) Vehicle Operation Risk

1. Summary of State and State Employee's Risk

There are five general vehicle damage scenarios when an employee is using a vehicle for state business. Below is a summary of those scenarios as well as information specific to who is responsible for payment.

- a. **State vehicle damaged, State employee at fault:** Agency pays for the repair. The other driver must file a tort claim, which is reviewed by the Office of the Attorney General (OAG). The OAG will review the claim and determine whether to pay for damage or injury from the tort claim fund.
- b. **State vehicle damaged, non-State employee at fault:** If IDOA Fleet Service performs the repair work, the involved agency should pursue claim subrogation with the outside third party insurance provider. Once claim funds are collected, Fleet Service will complete the repair work and will ID Bill the agency.
- c. **Personal vehicle damaged, State employee at fault:** The employee files a claim with their own insurance carrier and must pay their deductible. The other driver must file a tort claim with the Office of the Attorney General (OAG). The OAG will review the claim and determine whether to pay for damage or injury from the tort claim fund.
- d. **Personal vehicle damaged, non-State employee at fault:** Employee must file a claim with the other driver's insurance carrier or their own insurance carrier and pay their own deductible. The employee's insurance carrier has the ability to subrogate.
- e. **Enterprise Rent-A-Car vehicle damaged:** Notify the Police and Enterprise Rent-A-Car. Obtain a police report number. Do not discuss fault.

2. State and State Employee Risk: Personally-Owned Vehicles

Every person operating a motor vehicle on the public streets and highways of the State is statutorily required to maintain minimum insurance (See IC 9-25-4-5). When an employee drives their personally-owned vehicle (POV) for state business, the state reimburses that employee based on their mileage at the current rate dictated by the Commissioner of IDOA and the State Budget Director. The State's mileage reimbursement is provided to cover items such as depreciation (or lease payments),

maintenance and repairs, tires, gasoline (including all applicable taxes), oil, insurance, and license and registration fees. Therefore, the State does not take on the liability of the State employee's personal vehicle because the cost is incorporated into the per diem the State pays the employee for driving their POV.

When a State employee drives their POV within the scope of employment and gets into an accident, the State employee is generally immune from a lawsuit brought by a passenger in their car or any other injured third party (see IC 34-13-3-3). If the State employee is injured, the employee can file a workers' compensation claim but may not sue the State; recovery is limited to the worker's compensation settlement. However, the employee may independently pursue a claim against a third party driver.

If a non-State employee passenger is injured while riding with a State employee in a personal vehicle during the course of state business, and some "fault" is placed upon the State employee, the passenger would have a proper tort claim and would have to file a claim under the Tort Claim Act to be reimbursed for injury or damage. If the State employee were sued for the incident by a passenger or a third party driver, the State would provide a defense. However, damage to the State employee's vehicle would not be covered by the Tort Claim Act but through their own insurance carrier.

3. State and State Employee's Risk: Enterprise Rent-A-Car Vehicles

When a State employee uses a state-leased Enterprise Rent-A-Car vehicle for state business and is in an accident, Enterprise Rent-A-Car pays for everything, regardless of fault; neither the employee's insurance carrier nor the State is liable.

Enterprise covers all insurance costs through its insurer, including the deductible. The State's contract provides that Enterprise shall maintain insurance coverage for any claims which may arise out of the performance of the contract. Enterprise must have insurance that covers automobile liability with minimum liability limits of \$700,000 per person and \$5,000,000 per occurrence. The contract requires Enterprise to defend, indemnify and hold harmless the State in excess of the minimum requirements and is not limited by the insurance required in the contract. The contract also provides that Enterprise's insurance coverage will cover any deductible.

G) Vehicle Accident

In case of a vehicle accident while operating a state vehicle:

1. Call the Indiana State Police or appropriate law enforcement agency.
2. Make no statement as to fault or liability. If a claim results, respond to law enforcement authorities or someone hired by the state to investigate the accident.
3. Obtain the name, address, phone number, driver's license number, vehicle license plate, insurance company and policy number of all involved drivers. Diagram the accident. Obtain the name, address, and phone number of witnesses and passengers.
4. The State employee driving the vehicle is also responsible for supplying the attending police department's report to his/her agency's vehicle coordinator and repair

facility so that it can be attached to the repair estimate.

5. If the vehicle needs to be towed, every effort should be made to have the vehicle towed to the nearest secure state facility, in lieu of a private storage facility.

H) Vehicle Theft Procedures

In case of vehicle theft:

1. Notify the appropriate law enforcement agency. Record the attending officer's name and badge number.
2. Obtain the name, address and phone number of any witnesses.
3. Notify your agency director/fleet administrator and IDOA Fleet Service, of the theft.
4. Turn in any keys to the vehicle to the agency director/fleet administrator.

VI) VEHICLE ACCOUNTING AND REPORTING

A) Vehicle Fleet Administration

The IDOA, Division of Fleet Service has authority to act as a full-service BMV branch for the purpose of titling, plating and registering of State-owned vehicles. Undercover law enforcement vehicles are exempt from this section.

1. All newly purchased vehicles must be titled, registered and plated through the Department of Administration, Division of Fleet Service.
2. The original vehicle title will be kept on file at IDOA Fleet Service. If a title is sent to the owning agency by the BMV, the agency must forward that original title to IDOA Fleet Service to be filed.
3. Exceptions must be service approved by the IDOA Director of Fleet Service.
4. Pursuant to P.L. 234-2007, Section 24, all state vehicles must have an insignia permanently affixed on each side designating the vehicle as being State-owned. This requirement does not apply to State-owned vehicles driven by elected officials or to cases where the IDOA Commissioner or Commissioner's designee determines that affixing insignia would hinder the performance of official State duties.
5. Surplus State vehicles are sold through a Surplus Public Website on a regular basis. Each agency retiring a vehicle from their fleet, must complete and submit State Form 13812 (Notification of Surplus State-Owned Property) to IDOA Fleet Service along with the vehicle's keys. A link to this form is at Section VII-B-3.

B) Report of Vehicle Mileage and Costs

1. Agencies that have a State GPS device installed on their vehicles are no longer required to log and report mileage each month. It is the responsibility of each agency to monitor all State vehicles assigned to their agency to insure that the GPS units are reporting daily as required. Any problems with GPS devices should be reported to IDOA Fleet Service so repairs can be made. Failure to maintain accurate reporting of vehicle miles and

locations will result in agencies being required to submit monthly vehicle log sheets as explained in point (2) below.

2. Agencies operating vehicles without State Owned GPS installed, must complete State Form 13696 (Report of Vehicle Mileage and Cost) each month for all titled and plated motorized vehicles. Agencies must enter the meter usage into the M5 system each month. Agencies without access to M5 must forward the forms to IDOA Fleet Service. Agencies may substitute their own agency-generated vehicle mileage form in lieu of SF13696, provided that the required information is captured and entered into M5 monthly. A link to the SF 13696 is provided in Section VII-B-4.
3. Law Enforcement Divisions are not required to maintain State Form 13696 (Report of Vehicle Mileage and Cost).
4. This policy sets forth rules for the administration of the State's vehicle fleet (assignment, authorized use, fleet reporting, etc.) the State Board of Accounts (SBOA) State Agencies Manual (Chapter 10 - Travel) provides policies for individual travel (reimbursement rates, per diem, etc.). Therefore, this policy compliments the SBOA State Agencies Manual and operators of State-owned or leased vehicles must comply with the requirements of both documents. A link to this manual is provided at VII-A-6.

C) State Fleet Management System

The Department of Administration, Division of Fleet Service oversees and maintains a comprehensive database for all State-owned vehicles. That system is the Asset Works M5 Fleet Management System (or M5).

1. All State-owned vehicles, both motorized and non-motorized, that are required by the Bureau of Motor Vehicles to be titled and plated must be entered into M5. The usage and maintenance work performed on these vehicles must also be entered into M5. Other vehicles and equipment, such as watercraft, tractors, and heavy construction equipment may be entered and maintained in M5 at the discretion of the owning agency, provided it is not plated and does not operate on the road.
2. Entering a vehicle into the M5 system does not negate or supersede requirements for vehicle information to be entered into other State systems such as PeopleSoft Financial system. These other systems have their own requirements which are established by other state agencies and are outside the scope of this policy.
3. The M5 Fleet Management System is the State of Indiana's sub-system of record for all state-owned vehicles. Agencies may keep supplemental vehicle information and records in other systems, but these supplemental systems do not supersede the requirements of this policy to maintain vehicle information within M5.
4. Agencies are responsible to maintain current and accurate meter readings for vehicles in their fleet, using M5 Fleet Management System.

D) Vehicle Fuel Cards

The state-wide fleet fuel card program provides State agencies with a widely accepted fleet fuel card. The card allows drivers of State vehicles to purchase fuel and auto repair services for those vehicles. Use of the fleet fuel card is designed to streamline and automate the purchase of fuel for state business.

By increasing the amount of information received from card purchases, the program allows the State to increase usage and tracking of vehicle-related purchases. This program is expected to increase savings to the state by decreasing the number of manual processes related to the program.

The current fleet fuel card contract is with Wright Express Financial Services Corporation.

Vehicle credit cards are true credit cards and agencies must take steps to protect them from potential fraud. The responsibility for the issuance, safekeeping and invoice reconciliation of gasoline credit cards should be with a designated custodian, such as the agency's business manager, fleet administrator or accountant.

1. With the exception of pool vehicles and INDOT vehicles, agencies will assign fuel credit cards to a specific vehicle and enter the vehicle's commission number into the Wright Express field called "Customer Vehicle ID." This ensures that the fuel transaction interface can link the transactions with the correct vehicle in M5.
2. If the vehicle commission number is less than five digits in length, leading zeros must be added to match the formatting of the M5 system. See example below and note the Customer Vehicle ID field and the License Plate field.

2. Add Card

* Required Field

Auto-generate card number

Department *	Vehicle Card Number *		Customer Vehicle ID *	Vehicle Description	License Plate	License State
	Manual	Auto				
Admin.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	00238	2006 Ford Taurus	238	IN
UNASSIGNED	<input type="checkbox"/>	<input type="checkbox"/>				

3. If an agency sells or transfers a vehicle, the agency must disable the vehicle's fuel credit card on the Wright Express website at the time of the sale or transfer. Disabling the card in the M5 system is not necessary, as the interface will accomplish this.

IDOA maintains a webpage dedicated to the State's fuel card program. This is a useful reference and contains a fuel card user's guide as well as a business rules for the fuel card program. A link to this webpage is at VII-C-3 below.

E) IDOA ID Billing Verification

IDOA Fleet Services continues to lease repurposed vehicles to agencies. Agencies should verify IDOA Fleet Services inter-department bills in the same manner as vendor bills. Specifically, the agency is to:

1. Verify that the amounts on the ID Bill are accurate.
2. Determine that the correct fund/object/center was charged.
3. If there is a discrepancy, the agency must contact IDOA Fleet Service (fleet@idoa.in.gov) for corrective action.

F) IRS Requirements for Employer Provided Vehicles

The Internal Revenue Service requires payroll tax withholding and compensation reporting (W-2) for employees using state-owned vehicles for non-business or commuting purposes. These employees must complete and certify Statements of Employer Provided Vehicle Use each payroll period. **See attached IRS Requirements**

VII) REFERENCES

A) Relevant authority

1. [Indiana Code 4-13-1-4](#)
2. [Indiana Administrative Code 25-4-1-1](#)
3. [P.L. 234-2007, Section 24](#)
4. Executive Order 05-06
5. Executive Order 05-21
6. State Board of Accounts, [State Agencies Manual \(Chapter 10 - Travel\)](#)
7. [Internal Revenue Service Publication 15-B – See Attachment A](#)
8. [Internal Revenue Service Publication 535](#)

B) Forms

1. Justification of Take Home Vehicle Assignment ([State Form 53846](#))
2. Waiver of Liability ([State Form 53845](#))
3. Notification of Surplus: State-Owned Property ([State Form 13812](#))
4. Report of Vehicle Mileage and Costs ([State Form 13696](#))
5. Authorization for Out of State Travel ([State Form 823](#))
6. Rental Vehicle Use Agreement
7. Employee Statement of Employer Provided Vehicle Use (Daily Commuting and Cents Per Mile Methods) - ([State Form 49632](#))

C) Other Links

1. M5 Fleet Management System login.
Note: The M5 system is a secure database inside the State's firewall. If you are accessing M5 from a location outside the firewall, you will first need Citrix or VPN client to access M5.
2. [IDOA Fuel Card QPA Reference Webpage](#)
3. [Enterprise Rent-A-Car information](#)
4. Email IDOA Fleet Services: <mailto:fleet@idoa.in.gov>
5. E-85 Fueling Locations
6. [State Police Post contact information](#)