

Personal Use of State Vehicle Permission Form

Background: Excerpt from: [The Ohio State University's Fleet Policies and Procedures](#)

Personal use of a State vehicle is prohibited except when employees are required to travel for business on a regular basis, and it is inefficient and more costly to return to a central point and exchange a State vehicle for a personal vehicle.

1. Personal use (as defined above) must be authorized in advance by the vice president or dean. Exceptions to this policy must be approved by the dean or vice president and the senior vice president for business and finance.
2. In such cases, the individuals are required to keep documentation for tax and benefit purposes as directed by the associate vice president for human resources.

This form authorizes non-University business in cases where it is inefficient and more costly to return to a central point and exchange a state vehicle for a personal vehicle. The named employee may use the assigned State vehicle for occasional personal use when the distance to return to a central location is greater than ten miles, the use cannot feasibly be completed with a personal vehicle on non-University hours, and the use upholds the integrity and reputation of OSU and OSU Extension. In addition, this person is authorized to keep this vehicle at an off-campus location as needed with the understanding that at any time OSU or auditors can ask for the mileage logs and/or to have the vehicle returned to a specified location immediately.

Basic Information: *Upon renewal of your Driver's License*

If you are assigned sole use of a State vehicle, you must review, complete and sign the following information upon renewal of your driver's license. You are additionally responsible for completing the [Driver Registration Form](#)

Employee Name: _____ License Expiration: _____ State Vehicle Plate #: _____

Briefly explain why an assigned car is needed (i.e. primary job duties): _____

Employee Responsibilities:

The individual assigned to this vehicle is to use this vehicle responsibly, must be familiar with and adhere to all Federal, State and University guidelines for its use, including having personal car insurance. University policies and procedures on the use of University vehicles can be found at: <http://ttm.osu.edu/fleet-services>

Usage of University vehicles must be documented on a mileage/use log. This log should include destinations, dates and business purposes, and miles traveled. http://ttm.osu.edu/sites/default/files/forms/mileage_log.pdf For personal use miles, the individual is required to keep documentation for tax and benefit purposes as directed by the OSU Associate Vice President for Human Resources. All personal use miles must be documented and a [tax certificate](#) must be turned in to payroll services by November 4th each year. Payroll Services – 901 Woody Hayes Drive, Room #2050, Columbus, OH 43210. The employee will be taxed on the annual lease value of the vehicle for the percent of personal use identified. If documentation designating the percent of personal vehicle usage is not maintained or it is not submitted to the Payroll Office, the employee will be taxed on the entire annual lease value.

The employee is aware that this vehicle is the property of Ohio State University, and that he/she is required to submit the vehicle for routine maintenance and repair.

This authorization expires when the individual's [Driver Registration Form](#) expires and upon the expiration of the employee's license.

Employee Signature	Date	Supervisor Signature	Date
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Sign and send form to 4 AA, 2120 Fyffe Road, Columbus, Ohio 43210 for remaining signatures.

Vice President for Agricultural Administration	Date	Senior Vice President for Business and Finance	Date
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