

VEHICLE USE POLICY EXCEPTION REQUEST

Use this form to request an exception for parking a University of Michigan (U-M) vehicle at location that is not U-M property. The following is an excerpt of the current policy regarding vehicle use:

U-M Logistics, Transportation & Parking (LTP) - Fleet Services Vehicle Use Policy

- Vehicles owned or leased and furnished by the U-M are to be used exclusively for university business.
- All vehicles must be parked on U-M property (owned or leased) when not in use.
- Personal use of U-M vehicles is prohibited.

Exceptions

Short term

- The Executive Director of LTP, a Dean or Department Director may allow a staff member or employee a short term Exception to park a U-M vehicle at their residence when parking at their residence is a more efficient and economical use.

Long Term

- Long term exceptions to the vehicle use policy, those covering more than a few days, must be approved through a three step process.
 - **Step One:** Application is submitted and then reviewed by Fleet Manager. Fleet Manager grants initial approval. Applicant may begin parking off campus.
 - **Step Two:** General Manager of Transportation monitors usage for 30 days to make sure it complies with established guidelines. If usage conformity confirmed, then the application proceeds to step three.
 - **Step Three:** Executive Director of LTP forwards the application to the EVP CFO for final approval

Vehicle Monitoring:

- Using departments are required to use our GPS monitoring software to confirm proper vehicle usage. LTP staff will assist using department in getting access to and training in the GPS system.
- LTP will do a random monthly audit of the vehicle. Violations to the use policy may result in the loss of vehicle usage.

Form Instructions:

- **One** form per vehicle
- **Print, sign and email** to ltp-fleet@umich.edu

U-M Vehicle and Driver Information

Date(s) for exception request (not to exceed one year) Start Date _____ End Date _____

U-M vehicle # _____ Using Department _____

Driver's name _____

Home Address _____

City _____ State _____ Zip Code _____

Requested parking location (if other than home address)

Address _____

City _____ State _____ Zip Code _____

Contact Information

Contact Name _____

Phone # _____ Email _____

Department _____

Explanation of vehicle use exception

Note: Be as thorough as possible and state the business case and/or administrative need for the request for an exception.

Driver Responsibility Acknowledgement

- ✓ I attest that the use of the U-M vehicle conforms with U-M vehicle use policy and will not be utilized for personal use.
- ✓ I understand that any violation of the U-M vehicle use policy can lead to disciplinary actions up to and including loss of vehicle and/or discharge.
- ✓ I further understand that U-M Using Department, LTP, University Audits and others may investigate vehicle use to confirm compliance.

Driver signature Date

Contact person signature Date

Dean, Director or Department Head signature Date

<h2>Step one Approval</h2>	<h2>Step two Approval</h2>
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Signature Fleet Manager of LTP Date

Signature of General Manager of LTP Date

Final Approval

Signature ED of LTP Date

Signature of EVP CFO Date