

Minnesota Department of Transportation
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TO: Douglas Differt
Division Directors
District Engineers
Office Directors
Assistant District Engineers
Operations Management Group
Maintenance Superintendents
Shop Supervisors

FROM Mark Wikelius
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SUBJECT: Vehicle Assignment Guidelines

Background

From a fleet management perspective vehicle assignments to individual employees should be minimized. Reasons for this are:

- Decreases the opportunity for maximizing utilization on individual vehicles
- There is greater pressure on growth in fleet size to accommodate all employees needs for transportation
- Fleet size is the number one contributor to overall fleet cost to the department
- Pooling, open sharing, of the equipment resource assures higher average utilization

For purposes of this guideline, **assigned vehicle is defined** as any vehicle whose operation is predominantly performed by one individual employee, or at times by other employees under the knowledge or permission of that one individual employee. In other words, even if at times operators other than the predominant operator may operate the particular vehicle, it would still be considered "assigned" if the additional operator had to seek approval from the predominant operator.

Under direction from the Commissioner's Staff (4/21/03), the following guidelines should be used in considering when to assign a vehicle to an individual employee:

ASSIGNED VEHICLE GUIDELINE

When to assign a vehicle to an individual employee:

- 1. When a vehicle is equipped with specialized equipment that is required for an employee to carry out their primary work responsibilities (An example of this would be a Field Mechanic), or**
- 2. When the assigned vehicle will meet a minimum daily business usage need of 150 days per year (as measured by RCA equipment usage reporting). For seasonal or temporary assignments, this minimum should be prorated accordingly. For example: the vehicle assignment criteria for a particular construction project of 6 months duration would be 75 days.**

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CONTACTS:

Questions should be directed to John Howard, State Equipment Engineer, at 612-725-2354.