

# **VDOT GOVERNANCE DOCUMENT**

## **VDOT Maintenance and** **Construction Directive:** **Vehicle Use**

**MAINTENANCE DIVISION**  
**CONSTRUCTION DIVISION**

**DATE OF ISSUANCE: 09/01/2021**

**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**Maintenance Division and Construction Division**  
**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM**

GENERAL SUBJECT: <i>Vehicle Use</i>	NUMBER: Maintenance: IIM-MD-2021.09.01 Construction: IIM-CD-2021-01.01
SPECIFIC SUBJECT: Official Vehicle Storage Locations	DATE: September 1, 2021
	SUPERSEDES: <i>N/A</i>
APPROVED: Robert Prezioso, PE State Maintenance Engineer	Kerry Bates, PE State Construction Engineer

**PURPOSE**

To provide direction and requirements for official vehicle storage locations. This instructional and informational memorandum is a supplement to Department Policy Memorandum 1-16 – Vehicle Use and provides additional direction. Department Policy Memorandum 1-16 takes precedence in any interpretation conflicts between the two documents.

**PROCEDURES – Official Storage Locations**

- Employees assigned a vehicle will store the vehicle at their normal work station.
  - Normal work station for Construction staff will be identified by the District Construction Engineer. This will typically be either the District Office or a Residency Office (including former Residency Offices).
- Exceptions/Clarifications:
  - Employees approved to commute in VDOT owned or leased vehicle will store the vehicle at the location identified on the approved ED-60.
  - District Engineers/Administrators will approve any alternate storage locations that are not the employees normal work location. This authority can be delegated to the Deputy District Administrator. Chiefs or Division Administrators will approve for Central Office.
- Official Storage Locations other than the employees normal work location are to be selected to enhance VDOT’s mobility and effectiveness. Official storage shall not create a daily commute for non-approved staff.  
(Questions related to employee pay are referenced in the VDOT Overtime Toolkit and should be directed to the Human Resources Division.)
- Official Storage Locations will be tracked in the agency fleet management system (FleetFocus/M5). Districts will create a shared file location for approval correspondence. For commuters, all completed and approved ED-60 forms will be uploaded in the M5 system for the commuter vehicle. Any change in storage location must be approved and communicated to CO or District Equipment staff to ensure it is recorded in the fleet management system within 30 days.
- When selecting a storage site other than the normal work station, approval shall also be secured from the manager in charge of the storage site.

**Reference:**

[Department Policy Memorandum 1-16](#)

[Office of Fleet Management Services Policies and Procedures Manual](#): see page 10

[VDOT Overtime Toolkit \(currently IIM-HR-2018-406.1\)](#): see page 28

[Guidelines/Requirements for Verifying State Vehicle Commuting Use](#) (currently IIM-MD-2020-12-14)