



Commonwealth of Kentucky
Finance and Administration Cabinet

OFFICE OF ADMINISTRATIVE SERVICES

Room 183, Capitol Annex
702 Capital Avenue
Frankfort, KY 40601-3462
(502) 564-5781
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Steven L. Beshear
Governor

Lori H. Flanery
Secretary

Robin Kinney
Executive Director

MEMORANDUM

To: Cabinet Secretaries
Constitutional Officers
Agency Heads

From: Robin Kinney, Executive Director
Office of Administrative Services
Finance and Administration Cabinet

Date: May 9, 2011

Re: Permanently Assigned Vehicles

As part of Governor Beshear's Smart Government Initiative (SGI), the Commonwealth has recently adopted revised eligibility criteria for permanently assigned vehicle use. (These vehicles are sometimes referred to as "take home" vehicles.) Because of the revisions to eligibility criteria, per KRS 44.045, your agency is required to provide new written justification to the Finance and Administration Cabinet on or before May 30, 2011 for each driver and vehicle for which you request permanent assignment consideration. This applies to all drivers; new or previously approved.

Permission for employees to use state vehicles and the permanent assignment of a state owned vehicle to an employee is approved exclusively for the financial and/or efficiency benefit of the Commonwealth, not the driver. With this in mind, agencies are encouraged to carefully examine the new criteria and the need for permanent assignment of a vehicle prior to submitting a request for consideration to the Finance and Administration Cabinet.

For access to information on prior requests submitted by your agency, contact Becky Joyce, Office of Administrative Services, at Becky.Joyce@ky.gov or by calling (502) 564-8644. A listing of all vehicles assigned to your agency by the Division of Fleet Management may be provided upon your request to Jeff Kaiser, Division of Fleet Management at Jeff.Kaiser@ky.gov or by calling (502) 564-2260.

The new eligibility classifications for consideration of approval of a permanently assigned vehicle, definitions and a spreadsheet format to submit your requests are attached herewith. Additional responsibilities of agencies related to permanently assigned vehicles include the following:

- Agencies are strongly encouraged to ensure that all employees read and become familiar with the contents of the Fleet Guide prior to operating a state vehicle.
- With the exception of law enforcement personnel, drivers of permanently assigned vehicles are required to complete travel logs to document use and location of all travel. Travel logs are subject to audit and should be retained by the agency.

- It is the responsibility of the agency to inform each driver who is approved to utilize a permanently assigned vehicle of his or her responsibility to comply with tax reporting obligations.
- The agency is responsible for notifying the Finance and Administration Cabinet of any requests for new drivers or changes in the status of an approved driver, such as retirement, change of position, extended leave, driving status or eligibility status, or change in the approved use of a vehicle within 30 days of the change in status. This should occur throughout the fiscal year.
- Agencies should advise all approved drivers who utilize a permanently assigned vehicle that their names and titles will be listed on the Commonwealth's transparency website, Open Door, as part of the continuing effort to make public information available regarding government expenditures and use of state resources. For safety and security reasons, law enforcement personnel will be excluded from this new policy.

Fleet Guides, information on statutes and regulations, a sample travel log and information on tax reporting responsibilities may be found on the Division of Fleet Management's website at <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/>. As a result of SGI and the implementation of some new vehicle policies, Fleet Guides, regulations and forms are currently being updated and will be added to the site as they become available.

Requests for consideration of permanently assigned vehicle approval should be sent to:

Robin Kinney
Executive Director
Office of Administrative Services
Finance and Administration Cabinet
Room 183, Capitol Annex
Frankfort, Kentucky 40601

If you have any questions, please do not hesitate to contact Becky Joyce or me at 564-5781 or Robin.Kinney@ky.gov. Thank you in advance for your assistance and I look forward to receiving your requests on or before May 30, 2011.

Sincerely,



Robin Fields Kinney

cc: Secretary Lori Flanery
Deputy Secretary Jamie Link
Carla Wright
Forrest Banta
Jeff Kaiser
Becky Joyce

Attachments

Permanently Assigned Vehicle information sheet
Definitions Document
Spreadsheet Format Sample