



Approved by: Christi W. Branscom, Commissioner	Policy Number: VAM-3
Signature:	Supersedes: 3 (02/11/14), 4 (02/11/14)
Application: All Agencies/Subdivisions that Use State Vehicles and Equipment	Effective Date: 05/20/24
Authority: Tenn. Code Ann. §§ 4-3-1102, 4-3-1104, 4-3-1105(9)	

Subject:

Assignment of Vehicles and Equipment

If any portion of this policy conflicts with the applicable State and Federal laws or regulations that portion shall be considered void. In such an event, the remainder of this policy and the procedures described within shall not be affected and thereby remain in full force and effect.

- I. **POLICY STATEMENT:** Vehicles and equipment shall be assigned and utilized in the most efficient and effective manner for any employee to fulfill the Agency's mission requirements, regardless of vehicle location and/or location of employee assignment.
- II. **PURPOSE:** To establish procedures and guidelines to ensure proper assignment and accountability of State vehicles and equipment.
- III. **RESPONSIBILITY:** The DGS Vehicle and Asset Management division (VAM) is responsible for assigning all State vehicles and equipment.
- IV. **DEFINITIONS:**
 1. State employee – Any authorized State employee, elected official, appointee, or other individual as provided by law who is in control of a State vehicle or State equipment and possesses a valid driver's license for the type of vehicle being operated or a valid license for the type of equipment being operated. Part-time and seasonal employees are considered State employees.

2. Agency/subdivision – Any department, office, board, bureau, commission, or other unit of Tennessee State government.
3. State vehicle – Any motor vehicle owned, rented, borrowed, or leased by the State of Tennessee that is used primarily to transport people or property over roads, highways, or State property. Rental vehicles are considered State vehicles when rented by a duly authorized State employee and while used for official State business.
4. State equipment – Any motorized equipment owned, rented, borrowed, or leased by the State of Tennessee with an acquisition cost of \$5,000 or more. Rental equipment is considered State equipment when rented by a duly authorized State employee and while used for official State business.
5. Agency assigned vehicle – Any State vehicle or State equipment assigned to an agency/subdivision for use by State employees. Agency assigned vehicles are not assigned to individual State employees and are not used for commuting.
6. Individual assigned vehicle – Any State vehicle or State equipment assigned to a specific State employee, including but not limited to public safety and law enforcement State employees, that may be used for commuting to work or for personal use, depending on the assignment classification.

V. PROCEDURES:

1. In order to request a change in assignment of a State vehicle or equipment, the requesting agency/subdivision must submit an [Assignment Change form](#). The requestor must attach a signed memo indicating the requesting agency/subdivision and the reason for the requested change.
2. It is the responsibility of the requesting agency/subdivision to ensure that assignments are in conformance with that agency's/subdivision's established policies or regulations.

VI. ASSIGNMENT CLASSIFICATIONS: All assignments must be categorized in one of the following class restrictions. Once a vehicle assignment is designated a certain class, uses of that vehicle during the assignment are restricted as follows.

1. Class A – Limited-Use Assignment. This is the classification for agency assigned vehicles. Vehicles assigned under this classification may not be used by employees to commute to and from work.

2. Class B – Commuting Vehicle Assignment. This is the classification for individual assigned vehicles. This classification is sub-classified as follows:
 - i. Assignment 1: This is the classification for assignments to State employees who are authorized unlimited personal use of their assigned vehicle. This generally includes, but is not necessarily limited to, agency/subdivision heads, elected State officials, and constitutional officers. This classification allows the assignee to use the vehicle as their personal vehicle. Therefore, usage under this assignment is not limited to commuting for work, and passengers are not required to be engaged in official State business (see policy #VAM-2, “Utilization of Vehicles and Equipment”). Assignees who are assigned a vehicle under this classification must report the vehicle as a taxable fringe benefit.
 - ii. Assignment 2: This is the classification for assignments to State employees whose program responsibilities require them to perform duties after normal working hours or whose duties regularly require travel, for which changing vehicles frequently is impractical. Assignees may only use the assigned vehicles while performing their official work duties and while commuting to and from performance of those duties.
 - iii. Assignment 3: This is the classification for assignments to employees whose homes are their official base of operation or duty station, and their official work duties require the regular daily use of a vehicle. Assignees may only use the assigned vehicles while performing their official work duties and while commuting to and from performance of those duties.
 - iv. Assignment 4: This is the classification for assignments of State vehicles and equipment that are equipped to perform public safety or law enforcement functions to employees whose duties require the regular use of such vehicles or equipment. Assignees may only use the assigned vehicles while performing their official work duties and while commuting to and from performance of those duties. While assignees are using these assigned vehicles to perform their work duties, passengers are not required to be engaged in official State business (see policy #VAM-2, “Utilization of Vehicles and Equipment”).