



## Maintenance Innovation State of the Practice

**Maintenance Innovation:** Commuter Policies

**Description:** Agency policies vary regarding allowable uses for and restrictions on agency vehicles and using personal vehicles for work purposes.

**Requester Name/Agency:** Keith Thomas, Maryland Department of Transportation

**Date of Request:** February 29, 2024

**Queries:** Commuter Policies

- What are your agency’s vehicle commuting policies?
- Are there stipulations for mileage, out-of-state travel or residence restrictions?

**Summary of Responses:**

State	Policy	Mileage Stipulations	Out-of-State Travel	Residence Restriction
Illinois	Field personnel are generally assigned a take-home vehicle for official state use only. Motor pool vehicles are available for office staff travel to meetings, field checks, etc.	Mileage is reimbursed for personal vehicle use for official state business.	Out-of-state travel must be preapproved if using a state vehicle.	None
New York	Certain employees (generally only Highway Maintenance Supervisor 2 and Bridge Maintenance Supervisor 2 staff positions) may use state vehicles to respond to after-hours emergencies.	Mileage for official travel is reimbursed based on U.S. General Services Administration <a href="#">mileage reimbursement rates</a> from either the employee official work location or home, whichever is less.	Out-of-state travel must be submitted for approval by agency executives and governor’s office for an ethics review.	None
Ohio	The agency’s <a href="#">Vehicle Use Standard Procedure</a> defines authorized uses of agency vehicles, employee responsibilities, short- and long-term vehicle assignments, personal vehicles, and cell phone use.	Mileage is reimbursed for personal vehicles, when state vehicles are unavailable, within state policy limits.	Out-of-state travel must be preapproved if using a state vehicle.	None
Utah	Utah DOT’s <a href="#">Vehicle Commuting and Take-Home Policy</a> provides definitions regarding use and equipment, and specifies which employees can use agency vehicles for commuting between home and work locations. Agency vehicles are for in-state use only.	Mileage is reimbursed for personal vehicle use for in-state (no maximum) and out-of-state travel.	Personal vehicles must be used for out-of-state travel or a rental car through Utah DOT’s contract with Enterprise may be used.	All Utah DOT employees must live in Utah.

## References

[Standard Procedure for Vehicle Use](#), Ohio Department of Transportation, 2022.

[06-02 UDOT Vehicle Commuting and Take-Home Policy](#), Utah Department of Transportation, 2022.

**Note:** *Select 06 - Operations Policies* to see 06-02, Vehicle Commuting and Take-Home Policy.