MV1 Form Training Aid/Instructions

You can locate the MV1 Form in ARI insights. 1. Click on <u>Customer</u> in the black menu ribbon 2. click on <u>State of Georgia Forms</u> 3. In the dropdown choose <u>MV1 Form</u>.

Enter the information of the employee applying for the vehicle assignment (MV1) and choose the affiliated agency. *Note: type the first few characters of the agency name in the box and a drop down will appear with the agency list. Click your agency to add it to the field.* *New to this section is the Employee ID Field.* Click the Save button at the bottom of the page to move forward.

MV1 Form 🖨 ❓

⊞ Expand All Sections

Header Information		
MV1# 1015955	Status New	Created Date 09/11/2020

Employee Information

First Name	Joe	Middle Initial	M	Last Name	Fleet

Agency	DOA		★Employee ID	, 13956067

4033-DOAS SURPLUS
PROPERTY DIVISION

Vehicle Assignment

Assigned Vehicle Use

Overnight Vehicle Use (Only drivers that qualify for Assignment[Above] can apply for Overnight Use [Below])

Comments

Employee Certification

Agency Recommendation

OPB Authorization

Audit Details

Save   Submit   Exit

Note: *the MV1 Form has multiple sections. You can have all the sections open at once on your computer if you click on* Expand All Sections *(green arrow).*

Under the Vehicle Assignment section 1. Enter the State ID # associated with this vehicle to be assigned 2. Enter the effective date the vehicle will be assigned 3. Enter the anticipated commute miles during the course of a fiscal year. 4. Click on the Add Vehicle button.

The vehicle information will populate on your form.

Note: If the wrong vehicle has been selected click the delete button which will clear the field and update with the correct State ID.

To be eligible for assignment including for overnight use, one of the following conditions below must be met. 1. Select one of the options below. 2. *New to this section: Please provide justification for the vehicle type chosen for the assignment along with the justification for the assignment selection. (Ex. This employee is a law enforcement officer assigned to overnight duty and requires an SUV to carry equipment and weapons for his assignment.)

MV1 Form 🖨 ⓘ

⊞ Expand All Sections

Header Information

Employee Information

Vehicle Assignment

Assigned Vehicle Use

1

AV1: Is this assignment for a state employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer and the motor vehicle assigned to the state employee is specially equipped for law enforcement purposes and having the motor vehicle is essential for the state employee to carry out their job functions?

Yes ▽

If yes, enter justification reasons for assignment and vehicle type here **2**

AV2: Does the state employee travel to different work sites as part of routine duties?

No ▽

If yes, enter justification reasons for assignment and vehicle type here

AV3: Does the vehicle have special equipment other than a radio or cellular telephone, is used to transport equipment, which is too large or heavy, or has special features which make it impactical to be transferred between motor vehicles or between a motor vehicle and a fixed location?

No ▽

If yes, enter justification reasons for assignment and vehicle type here

AV4: Is the vehicle for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from the state employee's home?

No ▽

If yes, enter justification reasons for assignment and vehicle type here

AV5: Is the vehicle required to be driven in sites or under conditions that would endanger a privately-owned vehicle?

No ▽

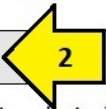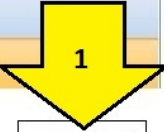*If yes, enter justification reasons for assignment and vehicle type here*

The employee being assigned the MV1 will certify the information is correct with an (online signature) and date.

Employee Certification

I certify the above listed information is complete and accurate for the purpose of this request.   Approved Signature

Lori Barmann   09/11/2020

The Agency Approver (and/ or) Agency Head will approve the assignment, with an online signature, date and entering the contact information required.

Agency Recommendation

Employee is recommended for authorization of individual assignment of a vehicle   ✗   No

Agency Approved Signature   Agency Head or Designee Signature

09/11/2020   09/11/2020

Email Address   Phone Number

After final review for accuracy, 1. click the <u>Save</u> button at the bottom of the screen 2. Click the <u>Submit</u> button.

MV1 Form 🖨 ❓

☐ Expand All Sections

| Header Information |
| Employee Information |
| Vehicle Assignment |
| Assigned Vehicle Use |
| Employee Certification |
| Agency Recommendation |

1 ⬇ **2** ⬇

MV1 successfully saved on Friday, September 11, 2020 at 8:02 PM MICHAEL MARSH

[Save] [Submit] [Exit]

Note: to print a copy (paper or electronic format) for your records 1. click on the <u>Expand All Sections</u> . 2.Click on the small printer icon and then your printer options will appear.

MV1 Form 🖨 ❓

1 ➡ ☐ Expand All Sections

2 ⬆

| Header Information |
| Employee Information |
| Vehicle Assignment |
| Assigned Vehicle Use |
| Employee Certification |
| Agency Recommendation |

MV1 last saved on Friday, September 11, 2020 at 12:18:02 PM by MICHAEL MARSH

[Save] [Submit] [Exit]