

Q: “What is required for an employee to drive a state vehicle?”

A:

1. AGENCY MUST VERIFY THAT THE DRIVER HAS A CURRENT VALID DRIVER’S LICENSE
2. AGENCY MUST HAVE DRIVER REVIEW THE GOVERNORS ADMINISTRATIVE POLICY REGARDING EMPLOYEE USE OF EMPLOYER PROVIDED VEHICLES AND COMPLETE DOA-FM-011 TO BE MAINTAINED WITH THE AGENCY. BELOW IS A LINK TO FMD’S WEBSITE FOR THE GOVERNOR’S POLICY FOR EMPLOYEE USE OF EMPLOYER PROVIDED MOTOR VEHICLES AND FORM DOA-FM-011

[HTTPS://FLEET.WV.GOV/AFC_RESOURCES/PAGES/DEFAULT.ASPX](https://fleet.wv.gov/afc_resources/pages/default.aspx)

FMD Policies and Procedures

The Fleet Management Division operates in accordance with the following:

[House Bill 4015](#) Effective June 7, 2018 Sections §5A-12-1 through §5A-12-14, §17A-3-23, and §17A-3-25 through §17A-3-27

[House Bill 103](#) Effective June 5, 2018

[Legislative Rule 148 - effective March 2018 REVISED.pdf](#)

 [Governor's Policy effective 10-31-18.pdf](#)

3. DRIVER MUST COMPLETE ANY ADDITIONAL TRAINING THAT THE AGENCY REQUIRES. AGENCY MUST SUPPLY DRIVER TRAINING AS REQUIRED BY THE SPENDING UNIT.