

**Q: “Who is an authorized passenger in a state vehicle?”**

**A:** PERSONNEL CLASSIFICATION SUCH AS AGENCY, BROKER, CONTRACTOR, PERSONS INVOLVED IN MISSION OR MERCY OR MEDICAL EMERGENCY: VOLUNTEER ACTING IN AN OFFICIAL CAPACITY, OTHER PERSONNEL NOT EMPLOYED BY THE STATE OF WEST VIRGINIA WHO HAVE AN OFFICIAL BUSINESS RELATIONSHIP WITH THE STATE; AND RECIPIENTS OF HEALTH, PUBLIC SAFETY, AND WELFARE SERVICES PERFORMED BY THE STATE AND WHO ARE FORMALLY AUTHORIZED BY THE SPENDING UNIT DIRECTOR.

**2.6 AUTHORIZED PASSENGERS**

**2.6.1 THE FOLLOWING INDIVIDUALS MAY RIDE AS PASSENGERS IN A STATE VEHICLE:**

- 1. A STATE EMPLOYEE CONDUCTING BUSINESS ON BEHALF OF THE STATE.**
  - 2. WARDS OF THE STATE.**
  - 3. A PASSENGER TRANSPORTED BY A LAW ENFORCEMENT OFFICER.**
  - 4. PASSENGERS TRANSPORTED AS PART OF AN OPERATOR’S SPECIFIC DUTIES, SUCH AS LAW ENFORCEMENT OR CHILD PROTECTIVE SERVICES WORKERS.**
- A NON-STATE EMPLOYEE WHO IS AN INDEPENDENT CONTRACTOR OR AGENT CONDUCTING BUSINESS ON BEHALF OF THE STATE. ALL NON-STATE EMPLOYEES TRAVELING IN A STATE-OWNED VEHICLE, EXCEPT AS DEFINED IN NUMBER 2, 3 AND 4 ABOVE, MUST SIGN STATE (WAIVER OF LIABILITY FORM BEFORE TRAVELING IN A STATE VEHICLE.**
  - ANY REQUEST FOR EXCEPTION TO THIS POLICY MUST BE SUBMITTED IN WRITING TO THE SECRETARY OF THE DEPARTMENT, REQUESTING THE EXCEPTION. THE REQUEST MUST BE APPROVED BY THE SECRETARY, OR THEIR DESIGNEE, BEFORE THE EXEMPTED PASSENGER TRAVELS IN A STATE OWNED, STATE-LEASED OR STATE-RENTED VEHICLE.**