

**Q: What is permissible use of a state-owned vehicle?**

**A:** IT IS THE RESPONSIBILITY OF THE SPENDING UNIT TO MONITOR VEHICLE USE AND TAKE APPROPRIATE ACTION WHEN AN EMPLOYEE'S USE OF THE VEHICLE IS NOT IN ACCORDANCE WITH THIS RULE.

ONLY USED FOR OFFICIAL STATE BUSINESS ONLY

2.1 AUTHORIZED USE STATE VEHICLES MAY ONLY BE USED FOR THE TASKS OUTLINED BELOW. LAW ENFORCEMENT VEHICLES ARE EXEMPT FROM THESE RESTRICTIONS.

2.1.1. TRAVEL BETWEEN THE PLACE WHERE THE STATE MOTOR VEHICLE IS DISPATCHED AND THE PLACE WHERE OFFICIAL STATE BUSINESS IS PERFORMED. AGENCIES MUST DETERMINE THE LOWEST COST OPTION BEFORE TRAVELING BY USING TRAVEL MANAGEMENT'S "VEHICLE VS. REIMBURSEMENT CALCULATOR".

2.1.2. WHEN ON PAID TRAVEL STATUS, BETWEEN THE PLACE OF STATE BUSINESS AND THE PLACE OF TEMPORARY LODGING OR FOR OBTAINING FOOD.

2.1.3. WHEN ON PAID TRAVEL STATUS AND NOT WITHIN REASONABLE WALKING DISTANCE, BETWEEN EITHER OF THE ABOVE PLACES AND PLACES TO OBTAIN MEALS; PLACES TO OBTAIN MEDICAL ASSISTANCE (INCLUDING DRUGSTORE); CLEANING ESTABLISHMENTS AND SIMILAR PLACES REQUIRED TO SUSTAIN THE HEALTH, WELFARE OR CONTINUED EFFICIENT PERFORMANCE OF THE DRIVER, EXCLUSIVE OF PLACES OF ENTERTAINMENT.

2.1.4. TRANSPORT OF OTHER OFFICERS, EMPLOYEES OR GUESTS OF THE STATE WHEN THEY ARE ON OFFICIAL STATE BUSINESS.

2.1.5. TRANSPORT OF CONSULTANTS, CONTRACTORS OR COMMERCIAL FIRM REPRESENTATIVES WHEN SUCH TRANSPORT IS IN THE DIRECT INTEREST OF THE STATE.

2.1.6. TRAVEL BETWEEN THE PLACE OF DISPATCH OR PLACE OF PERFORMANCE OF BONA FIDE STATE BUSINESS PURPOSE TO YOUR PERSONAL RESIDENCE WHEN SPECIFICALLY AUTHORIZED BY THE PROPER AUTHORITY IN YOUR AGENCY.

A STATE EMPLOYEE MAY PARK A STATE VEHICLE OVERNIGHT AT THE EMPLOYEE'S RESIDENCE IF:

- THE VEHICLE IS ASSIGNED AS A TAKE HOME VEHICLE.
- FOR POOL VEHICLES, WHEN THE EMPLOYEE'S HOME IS LOCATED SOME DISTANCE FROM THE VEHICLE POOL LOCATION AND SUCH RETENTION WOULD RESULT IN A SAVINGS IN TIME AND DISTANCE TRAVELED. C. TRAVEL TO THE PLACE OF PERFORMANCE OF STATE BUSINESS MUST BEGIN TOO EARLY IN THE MORNING TO ALLOW FOR THE EMPLOYEE TO SECURE A STATE VEHICLE BEFORE DEPARTING THAT DAY.
- THE EMPLOYEE RETURNS FROM THE PLACE OF PERFORMANCE OF STATE BUSINESS TOO LATE IN THE DAY TO RETURN THE STATE VEHICLE THAT DAY.

2.2 UNAUTHORIZED USE STATE VEHICLES MAY NOT BE USED AS OUTLINED BELOW, EXCEPT FOR DE MINIMIS PERSONAL USE (SUCH AS A STOP FOR LUNCH WHILE TRAVELING ON STATE BUSINESS). LAW ENFORCEMENT VEHICLES ARE EXEMPT FROM THESE RESTRICTIONS.

2.2.1. ANY USE FOR PERSONAL PURPOSE, OTHER THAN COMMUTING WHICH HAS BEEN AUTHORIZED AS SPECIFIED IN AUTHORIZED USE.

2.2.2. TRAVEL OR TASKS WHICH ARE BEYOND THE VEHICLE'S RATED CAPABILITY.

2.2.3. TRANSPORT OF FAMILY, FRIENDS, ASSOCIATES OR OTHER PERSONS WHO ARE NOT EMPLOYEES OF THE STATE OR SERVING THE INTEREST OF THE STATE (I.E. HITCHHIKERS).

2.2.4. TRANSPORT OF CARGO WHICH HAS NO RELATION TO THE PERFORMANCE OF OFFICIAL STATE BUSINESS.

2.2.5 TRANSPORT OF PETS, LIVESTOCK, DOMESTIC OR WILD ANIMALS EXCEPT IN THE CONDUCT OF OFFICIAL STATE BUSINESS.

2.2.6. TRANSPORT OF ACIDS, ALCOHOL, EXPLOSIVES, WEAPONS, AMMUNITION OR HIGHLY FLAMMABLE MATERIAL, EXCEPT BY THE COURSE OF OFFICIAL DUTIES, SPECIFIC AUTHORIZATION, OR IN AN EMERGENCY

SITUATION. TRANSPORT OF THESE RESTRICTED ITEMS MUST BE IN COMPLIANCE WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL LAWS.

2.2.7. TRANSPORT OF ANY ITEM OR EQUIPMENT PROJECTING FROM THE SIDE, FRONT OR REAR OF THE VEHICLE IN A WAY WHICH CONSTITUTES AN OBSTRUCTION TO SAFE DRIVING, OR A HAZARD TO PEDESTRIANS OR TO OTHER VEHICLES.

2.2.8. EXTENDING THE LENGTH OF TIME, THE VEHICLE IS IN YOUR POSSESSION BEYOND THAT WHICH IS REQUIRED TO COMPLETE THE OFFICIAL PURPOSE OF THE TRIP.

2.2.9. OPERATING A STATE MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF DRUGS THAT COULD IMPAIR DRIVING.

2.2.10. OPERATING A STATE MOTOR VEHICLE AFTER THE CONSUMPTION OF ALCOHOL IS STRICTLY PROHIBITED.

2.2.11 TRANSPORT OF EMPLOYEES FROM THE NORMAL PLACE OF BUSINESS TO RESTAURANTS OR OTHER PLACES WHILE NOT ON OFFICIAL STATE BUSINESS.

2.2.12 ENGAGING IN ANY ACTIVITY THAT WOULD IMPEDE THE SAFE OPERATION OF THE VEHICLE.

2.2.13 ATTENDING SPORTING EVENTS, INCLUDING HUNTING AND FISHING, WHICH ARE NOT IN THE SERVICE OF STATE BUSINESS.

2.2.14 UNREASONABLY EXTENDING THE LENGTH OF TIME THE VEHICLE IS IN YOUR POSSESSION BEYOND THAT WHICH IS REQUIRED TO COMPLETE THE OFFICIAL PURPOSE OF THE TRIP.

2.2.15 ALL STATE EMPLOYEES, WITH THE EXCEPTION OF LAW ENFORCEMENT OFFICERS CARRYING OUT AUTHORIZED UNDERCOVER OPERATIONS, ARE PROHIBITED FROM OPERATING STATE VEHICLES AT ANY TIME WITH ANY MEASURABLE AMOUNT OF ALCOHOL FROM ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES IN THEIR BODIES.

2.2.16 OPERATING A STATE VEHICLE WITHOUT A VALID DRIVER'S LICENSE OR WHILE SAID LICENSE IS UNDER SUSPENSION OR REVOCATION.

2.2.17 SMOKING, INCLUDING "VAPING", WHILE IN A STATE VEHICLE.

2.2.18 ADDING ANY NON-STATE ISSUED DEVICES, APPLIANCES, RADIOS, ANTENNAS, SEATS, OR OTHER AFTER-MARKET EQUIPMENT TO A STATE VEHICLE, INCLUDING BUT NOT LIMITED TO RADAR DETECTORS, CB RADIOS, SATELLITE RADIOS, NON-STATE OWNED FIXED-MOUNT GPS DEVICES, SPEAKERS OR CAR HEATERS TO A STATE VEHICLE. ANY AFTERMARKET PRODUCTS INCLUDING STICKERS AND DECALS. EXEMPTIONS MUST BE APPROVED IN WRITING BY THE FLEET MANAGEMENT DIVISION.

2.2.19 REMOVING OR DISABLING ANY ITEM FROM A STATE VEHICLE THAT WAS EITHER INSTALLED ON THE VEHICLE BY THE MANUFACTURER OR BY THE STATE, INCLUDING BUT NOT LIMITED TO CRUISE CONTROL, RADIO, SPARE TIRE, JACK, STATE AGENCY DECALS, DOOR OR SEAT BELT WARNING BUZZERS, AIR BAGS, SEATS, SEAT BELTS, SPEAKERS, OR ON-STAR EQUIPMENT, OR STATE-OWNED GPS DEVICES.

2.2.20 AGENCIES HAVE THE AUTHORITY AND RESPONSIBILITY TO RESTRICT STATE EMPLOYEES FROM OPERATING STATE VEHICLES WHEN THE EM