

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

- A:**
1. The agency must verify that the driver has a current valid driver's license
 2. The agency must have the driver review the Governor's Administrative Policy regarding employee use of employer provided vehicles and complete DOA-FM-011 to be maintained within the agency. The link to the Governor's Policy can be found on our website at fleet.wv.gov under the AFC Resources tab. Form DOA-FM-011 can also be found there under the AFC and Driver Based forms.
 3. The driver must complete any additional training that the agency requires. The agency must supply driver training as required by the spending unit.