



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: <b>Vehicle Usage</b>	AUTHORIZED BY:
POLICY: <b>C-15</b>	PAGE: <b>1 of 5</b>
ISSUED: <b>April 1, 2000</b>	REVISED:

## I. GENERAL STATEMENT

Vehicles of the Office of Administration (OA) are to be used for official business only, as stated in the provisions of Section 301.260, RSMo and the policy directives below. Hereinafter, **motor pool vehicles** will refer to vehicles administered by Division of General Services for use by all OA employees and certain other agencies. **Assigned vehicles** will refer to vehicles assigned to a division/unit/individual within OA.

## II. PURPOSE

Vehicles play an important role in the delivery of state services. To ensure these services are effectively delivered, it is essential that drivers operate these vehicles in a safe and efficient manner.

## III. VEHICLE ASSIGNMENT

- A. Motor pool vehicles - vehicles utilized by multiple individuals on a temporary basis for the general use of department/state employees.
- 1) As a general guideline, motor pool vehicles should average at least 15,000 miles per year. If the average is less, the pool may need to be reduced accordingly.
  - 2) Motor pool vehicles are available to employees in the conduct of state business. A rental vehicle may be utilized when it is more cost effective or beneficial to the State. Rule 9 of the "State of Missouri Travel Regulations" instructs the employees to use the travel method which "serves the state most economically and advantageously."
- B. Permanently assigned vehicles - vehicles dedicated to a single job function/person based on travel needs for a semi-permanent time period. In general, vehicles should not be assigned unless one of the following conditions are met:
- 1) Vehicles assigned to an individual must travel more than 15,000 miles per year while conducting official state business.
  - 2) A vehicle may be assigned to job functions/employees that require special equipment, (e.g. mounted radios/emergency response equipment or other programmatic needs.)



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- 3) A vehicle may be assigned to job functions/employees that require frequent transportation in the performance of duties (e.g. mail, delivery, or facility support).

Permanently assigned vehicles are not to be used for commuting purposes-unless the employee works from his/her home, needs to operate a specially equipped vehicle, or if it is deemed to be in the best interests of the state. Employees using assigned vehicles for commuting purposes are subject to IRS reporting requirements (contact your payroll officer for further information).

#### IV. VEHICLE USAGE

- A. State vehicles are to be operated only for the performance of official state business by state employees who possess a valid drivers license for the class of vehicle being operated. Unless otherwise provided by law, non-state individuals such as volunteers, spouses and children should not operate state vehicles. Further, they should not be passengers in a state vehicle unless they are on official state business. Contractors are prohibited from operating state vehicles unless they adequately indemnify the State of Missouri (contact Risk Management for further information).
- B. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle will be covered by the state, provided the employee had been authorized to use said vehicle and was operating the vehicle while conducting **official business** within the scope of his/her employment. However, if an accident occurs during an unauthorized use of a state vehicle, the driver assumes full responsibility for damages to the vehicle and/or third party vehicle and bodily injury.
- C. Personal property in state vehicles is **not insured**. Coverage for these items may be provided by the employee's personal homeowner's, renter's, or private automobile insurance policy. Employees should check their personal policy or contact their insurance agent for clarification.
- D. Animals are allowed in state vehicles only when required to conduct official business or when accompanying an employee with a disability that requires the aid of a specially trained animal.
- E. All supervisors are responsible for ensuring adherence to this policy.



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## V. EMPLOYEE AND VEHICLE SAFETY

- A. Employees should drive with extreme care and comply with state, municipal and local laws and regulations. The official license plates should be the badges of careful, courteous and law-abiding drivers.
- B. Seat belts are to be used at all times in all vehicles as required by law.
- C. Operators of state vehicles are prohibited from using alcohol, any illegal drug or any other substance that may impair their ability to drive.
- D. Smoking is prohibited in all state vehicles.
- E. In the event of an accident, the employee should refer to the "Guide for Drivers on State Business" brochure included in the vehicle packet. Report all accidents, no matter how minor, to your supervisor immediately.
- F. For vehicles assigned to a division/unit, any mechanical or other deficiencies in the vehicle should be reported to the individual responsible for the vehicles in that division/unit.
- G. Parking and moving violation citations are the personal responsibility of the employee operating the vehicle at the time of the violation.

## VI. DRIVER REVIEW

- A. Employees who operate state vehicles administered by the Office of Administration are subject to a drivers license review from data supplies by the Department of Revenue. These checks will ensure the employee possesses a valid operator license for the type of motor vehicle to be driven. An employee identified as having no valid operator's license or a suspended/revoked license will be denied access to operate a state vehicle.
- B. Before an employee is permitted to operate a state vehicle, the employee's drivers license record will be reviewed. The employee's driver license status will be verified every six months if he/she continues to operate a state vehicle or as the need may arise. The results of the review process will be held in confidence in accordance with state laws. Information will only be discussed with other individuals to the extent necessary to complete the review.
  - 1) For drivers of motor pool vehicles, the OA motor pool manager will conduct periodic driver license reviews on all drivers who utilize the motor pool.



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- 2) For drivers of vehicles assigned to divisions/units, the division must request the OA motor pool manager conduct the periodic reviews as they come due. If the employee does not have a valid driver license, this information will be communicated to the employee's immediate supervisor or divisional/unit designee.

## C. Employee Responsibility

It is the responsibility of employees to immediately notify their supervisor if their driving privileges have been suspended or revoked.

## VII. GUIDELINES FOR MOTOR POOL VEHICLES

- A. Employees have the option of using the OA motor pool or their personal vehicle when conducting state business. Employees electing to utilize their personal vehicle are reminded of Rule 12 of the "State of Missouri Travel Regulations" which states that the reimbursement rate received represents full compensation for all costs of operation including insurance coverage.
- B. OA vehicles assigned to the motor pool will be scheduled on a first-come, first-served basis. Personnel requiring the use of a motor pool vehicle may call 751-0929 or go to Room 760 of the Harry S Truman State Office Building to schedule use of a vehicle.
- C. To assure that motor pool vehicle requests and records coincide and to provide accountability, motor pool vehicles should be reserved under the name of the employee who will be operating the vehicle.
- D. To assure that motor pool vehicle records are accurate, a vehicle may not be exchanged with a vehicle checked out to another employee unless permission is received from the motor pool scheduler (751-0929). A trip ticket must be completed in full and returned with the vehicle packet. The person operating the vehicle, if different from the person who requested the vehicle, must be registered on the trip ticket.
- E. To assure that motor pool vehicles are available for the next scheduled use, employees may not keep a vehicle for more than the allotted time unless permission is received from the motor pool scheduler.
- F. Trips should be by the shortest and/or quickest travel route unless inclement weather or other road conditions dictate a modified route.



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- G. The OA motor pool scheduler will advise employees of opportunities to rideshare when trips are scheduled by more than one employee traveling to meetings, conferences, etc. at a particular location.
- H. Employees are expected to plan ahead when possible and pick up vehicle packets between the hours of 7:30 a.m. and 4:30 p.m. at the front desk in Room 760 of the Harry S Truman State Office Building.
- I. If a trip is canceled, be sure to notify the motor pool scheduler as soon as possible.
- J. A cellular phone is available for business use on a first-come, first-served basis, and may be reserved when scheduling a vehicle. For safety reasons, the driver should use caution when using a cellular phone while the vehicle is in motion.
- K. Any deficiencies in maintenance and/or cleanliness (e.g. bad wiper blades, seat belt broken, etc.) should be indicated on the user comments section of the Vehicle Trip Ticket and returned to the motor pool scheduler.
- L. Vehicles should be filled with gasoline upon completion of each out of town trip.
- M. Employees must remove all trash and debris before returning vehicles to the assigned lot.
- N. The motor pool manager will notify the employee's immediate supervisor or designated contact person in cases of suspected misuse of motor pool vehicles.

### VIII. MISCELLANEOUS

There are safety-driving videos available for drivers of state vehicles to review. Please contact the Risk Management Section in General Services to check out a safety video.