

SUBJECT: CONTROL & UTILIZATION OF VEHICLES

EFFECTIVE  
DATE: 03-18-11 (replaces 12-23-09)

APPROVED BY:

Reviewed (no changes): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Director

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POLICY

It is the policy of McIntosh Trail Community Service Board that vehicles owned, titled, or leased through the Department of Human Services will be assigned on a functional basis and used exclusively in the performance of official business.

PROCEDURE

Vehicles owned by, titled to, or otherwise controlled by DHS are authorized for use in performance of all essential travel and transportation duties. Use is not authorized for unofficial travel duties or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capabilities of the vehicle. When in doubt, the deciding criteria must be based on the performance of the travel tasks under consideration which will actually serve the interests of DHS and will be defensible in the event of public criticism or questions by higher authority. The two uses are listed:

AUTHORIZED USE

1. Travel between the place where the state vehicle is dispatched and the place where the official state business is performed.
2. When on official travel status, between the place of state business and the place of temporary lodging.
3. When on official travel status and not within reasonable walking distance, between either of the above places and:
  - a. Places to obtain meals
  - b. Places to obtain medical assistance, including drug stores.
4. Transport of other officers, employees, or guests of the State when they are on official state business.
5. Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the State.
6. Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interest of the State.
7. Transport of any person or item in an emergency situation.
8. Travel between the place of dispatch or place of performance of state business to personal residence when specifically authorized by the proper authority in your agency. Be aware that a recent federal government regulation now classifies such use of a vehicle as a taxable fringe benefit.
9. Transport of DHS consumers including pickup, delivery, and planned/supervised trips.

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PROCEDURE (Continued)

UNAUTHORIZED USES

Be advised that any unauthorized use of state vehicles will result in immediate disciplinary action from the Community Service Board. Such action may include suspension of all privileges to operate state vehicles, and in some cases, dismissal. Further, be advised that state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles. The following uses of vehicles are prohibited:

1. Travel or task performance of a personal nature having no connection with the accomplishment of official business or beyond the stated capabilities of the vehicle.
2. Transport of families, friends, associates, or other persons who are not employees or consumers of the Community Service Board or serving the interest of the Community Service Board.
3. Transport of hitch-hikers.
4. Transport of items or cargo having no relation to conduct of official business.
5. Transport of acids, explosives, weapons, ammunition or highly flammable material except in an emergency situation.
6. Transport of any item, equipment, or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving, to pedestrians or to other vehicles.
7. Extending the length of dispatch beyond that required to complete the official business purpose of the trip.
8. Transportation between place of residence and place of employment, other than as specified in No. 8 of "Authorized use".
9. Sporting events including hunting and fishing except planned/supervised consumer related activities.
10. Transport of employees from headquarters to restaurants, cafes, drugstores, and other places for the purpose of obtaining meals or other refreshments except for planned/supervised consumer activities.
11. Loan of vehicles for use on non-Community Service Board authorized functions.

Reference:  
Motor Vehicle Management Manual Chapter II