

<b>DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES</b>		
<b>Reference: 01-12</b>	<b>Effective Date: June 15, 2010</b>	<b>Page: 1 of</b>
<b>SUBJECT: APPROPRIATE VEHICLE USE</b>		

**RATIONALE:** To provide guidelines for Department staff regarding the use of vehicles, both state owned and personal vehicles used for state business.

**POLICY**

1. Employees must follow applicable State Rules and policy. Please see Department of Administrative Services Rules and policy, and other applicable State Rules and policy. (The current reference as of the effective date of this policy is R27 Fleet Administrative Rules.)
2. Reimbursement for private vehicle use will be at the lower of the reimbursement rates authorized by State Finance policy.
3. The Department does not have commute vehicles.
4. Any overnight use of a state vehicle must be pre-approved. See attached form.
5. Transportation of non-state employees, with the exception of clients or individuals serving the interests of the State, must be pre-approved. See attached form.
6. Disciplinary action will be taken for inappropriate use of a state vehicle, to include corrective action, suspension, and termination. Employees driving state vehicles at excessive and reckless speeds will face suspension or termination.



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Lisa-Michele Church, Executive Director  
Department of Human Services

DATE: 06-15-10



State of Utah

GARY R. HERBERT  
Governor

SPENCER J. COX  
Lieutenant Governor

DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON  
Executive Director

MARK L. BRASHER  
Deputy Director

Office of Fiscal Operations  
JENNIFER C. EVANS  
Director

Bureau of Administrative Support  
KEITH DAVIS  
Director

STATE MOTOR POOL VEHICLE

SPECIAL USE REQUEST

\_\_\_\_\_ is hereby authorized to:  
(Print Driver's Name)

- Take a non-state employee in a state vehicle on \_\_\_\_\_, 20\_\_\_\_\_.  
The driver understands that by giving permission for the individual to be a passenger in the vehicle, the State of Utah accepts no liability for the non-state employee.
- Keep a state vehicle overnight on \_\_\_\_\_, 20 \_\_\_\_\_. The vehicle is to be parked in the close proximity to the employee's home to accommodate early/late travel for a meeting or trip.
- Use a state vehicle from \_\_\_\_\_, 20 \_\_\_\_, to \_\_\_\_\_, 20 \_\_\_\_, for a special work assignment as outlined below. The state vehicle must be parked off the street, as close to the employee's home as possible.

Work Assignment \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ License Plate Number of Assigned Vehicle