



State Take-Home Vehicle Policy Example

Guideline:

The goal of these guidelines is to provide statewide consistency in assigning take-home vehicles to eligible employees.

I. Responsibilities**A. Employees who are eligible for a take-home vehicle must:**

1. Maintain a valid driver's license.
2. Use the vehicle only for authorized state business.
3. Comply with the travel practices in the Travel Procedures Manual.
4. Relinquish the take-home vehicle when the conditions for eligibility end.
5. Observe all ordinances and laws pertaining to the operation of motor vehicles.

B. Manager/Supervisor

1. Verify that the employee has a valid driver's license.
2. Assign a take-home vehicle only to those employees who meet the eligibility requirements.
3. Ensure employee compliance with the travel practices in the Travel Procedures Manual.
4. Withdraw the use of take-home vehicle whenever an employee's work fails to meet the eligibility requirements.
5. Consult with Office of Maintenance Director as needed.

C. Office Director/Transportation District Engineer:

1. Submit all requests for a take-home vehicle to the Commissioner of Transportation or his/her designee for approval.
2. Periodically consult with managers and supervisors to ensure that any employee who has been assigned a take-home vehicle continues to meet eligibility requirements.
3. Consult with Office of Maintenance Director as needed.

Position Statement:

It is the policy of the 'State' DOT to comply with the state statute which states that a state vehicle may be used only for authorized state business. Specifically, a state vehicle may not be used for transportation to or from the residence of a state employee except:

1. On a day on which it may be necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working; OR
2. If the employee has been assigned the use of a state vehicle for authorized state business on an extended basis, and the employee's primary place of work is not the state work station to which the employee is permanently assigned; OR
3. If the employee has been assigned the use of a state vehicle for authorized state business away from the work station to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct the business, will be minimized if the employee uses a state vehicle to travel to the employee's residence before or after traveling to the place of state business; OR
4. If the employee is authorized to participate in a ridesharing or vanpooling program.

Any authorization of a take-home vehicle that meets the above requirements must also have written prior approval from the Commissioner of Transportation or his/her designee.

Unauthorized use of a state vehicle may be grounds for disciplinary action.

Background:

The purpose of this policy statement is to clarify the circumstances in which an employee may be eligible for a take-home vehicle.

1. If an employee is on call, he/she may take home a state vehicle, but only on those days that he/she is actually on call and expected to quickly respond to work-related emergencies after hours. If the on-call responsibility is part of the position description and extends 365 days a year, then a take-home vehicle may be assigned on an extended basis.

Work related emergencies are incidents that have the potential to impact the safety of the motoring public. They carry a high risk of injury, damage to vehicles or property, or severe congestion causing millions of dollars worth of delay and potential secondary accidents.

Specific examples of emergencies include:

- Assisting the State Patrol
- Roadway shutdowns
- Serious accidents/fatalities on the freeway system
- Spills/hazardous material leaks
- Pavement blowups
- Snow and ice storms/tornadoes
- Flooding on the roadway
- Emergency signing
- Bridge hits (with or without structural damage)
- Guardrail and crash attenuator hits
- Fires along or on the roadway
- Accidents in work zones (Maintenance responds most quickly)
- Building/facility alarms and security
- Check security of critical structures (code orange)

An employee who is expected to respond to an emergency after hours and determine what action needs to be taken may be eligible for a take-home vehicle. Such an employee would be expected to go directly to the site and communicate via cell phone/radio what personnel and equipment are needed to address the situation, thus reducing the potential for further damage and accidents.

2. If any employee is temporarily assigned to report to a work location other than a normal permanent location, he/she may be assigned a take-home state vehicle. The duration of an assigned vehicle shall not exceed the duration of the temporary assignment, e.g. the duration of a construction project or mobility assignment.

3. If, for example, an employee who lives in a suburb of a certain city location but works in the Central Office, has an early morning meeting at the suburb location, that employee may be authorized to take home a vehicle the previous day. Such authorization will be allowed only if taking the vehicle home the night before would not add appreciable miles to the state work trip and would save the employee's productivity time by not having to drive to the Central Office to pick up the state vehicle.

4. As long as a rideshare agreement remains in effect and the vehicle is used for rideshare commuting, an employee is eligible for a take-home state vehicle on an extended basis.