

State-owned or state-operated Vehicle Policy and Certification

Effective 10-7-08

The Department of Health and Human Services is committed to ensuring that its employees who operate state-owned or state-operated* vehicles do so in a safe and responsible manner, complying with all motor vehicle laws and regulations. Poor driving habits reflect negatively on the State and this Department. But more importantly, poor driving habits could result in or contribute to serious bodily injury, property damage, or even death.

As a DHHS employee, you have an obligation to exercise safe and courteous driving habits while operating a state-owned and state-operated vehicle, obeying all state motor vehicle laws and regulations, Motor Fleet Management regulations, and Department policies. Before you are allowed to operate a state-owned and state-operated vehicle, you must read and certify that you understand the Department's policy as presented below.

By my signature below, I certify that I understand that:

1. State-owned and state-operated vehicles are provided for conducting State business only and not for personal use.
2. The gas credit card and pump key card issued with vehicle are for fueling that vehicle only. Using the credit card or pump key for any personal use whatsoever is strictly prohibited.
3. I have a responsibility to observe all state motor vehicle laws, ordinances, Motor Fleet Management regulations, and Department policies. Driving a state-owned and state-operated vehicle is a privilege that can be revoked if I fail to abide by any of these requirements.
4. Abuse of motor vehicle laws and ordinances, including excessive number of accidents, moving, or standing violations; disregard for proper operation of the vehicle; substantiated violation of the state's motor vehicle laws; or willful violations, may result in loss of the privilege of driving a state-owned and state-operated vehicle. I will be held personally liable for violations and fines.
5. I cannot operate a state-owned and state-operated vehicle while impaired or under the influence of intoxicating beverages, drugs or substances. Likewise, I cannot transfer or possess these items in a state-owned and state-operated vehicle.
6. Possession of firearms or any weapons, concealed or otherwise, is prohibited except as allowed by State law.
7. I must wear a seat belt at all times.
8. I must maintain a valid and current Driver's License.

9. I must limit my distractions—i.e., map reading, applying make-up, eating, using hand-held devices, etc.
10. Using a cell phone while operating a state-owned and state-operated motor vehicle is prohibited unless using a hands-free device.

Violation of this policy is considered unacceptable personal conduct and grounds for disciplinary action, up to and including dismissal.

** State-operated vehicles are motor vehicles leased by the state or the Department from private entities for conducting state business.*

CERTIFICATION

Employee Signature / Date

Supervisor Signature / Date

Note: A signed original of this certification should be maintained in the individual personnel file of all DHHS employees that operate state-owned or state-operated vehicles.