Ohio Department of Administrative Services Ted Strickland, *Governor* Hugh Quill, *Director* 

# **DAS** Directive



Directive No. **GS-D-02** Effective Date: **09-01-2009** 

To: All Departments, Offices, Agencies, Commissions, Boards, Bureaus and Institutions

From: Hugh Quill, Director of Administrative Services

Re: Employee's Use of Employer Provided Vehicles

#### **PURPOSE**

The purpose of this directive is to establish a statewide, uniform policy on the use of state vehicles.

#### GENERAL

Section 125.832 of the Ohio Revised Code provides that the Director of the Department of Administrative Services may promulgate rules and procedures for implementing a comprehensive state fleet management program. The following are parameters in which state employees may use a state vehicle.

### **Authorized Use**

- 1. Travel between the place where the state vehicle is dispatched and the place where 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 places to obtain meals; places to obtain medical assistance (including drugstore); places of worship; barber shops or hair salons; cleaning establishments and similar places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
- 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.
- Travel between the place of dispatch or place of performance of state business to your personal residence when specifically authorized by the proper authority in your agency.

Ohio Department of Administrative Services Ted Strickland, *Governor* Hugh Quill, *Director* 

# **DAS** Directive

**OhioAS** 

Directive No. **GS-D-02** Effective Date: **09-01-2009** 

### **Unauthorized Use**

- 1. Any use for personal purpose, other than commuting which has been authorized as specified in Authorized Use.
- 2. Travel or tasks which are beyond the vehicles rated capability.
- 3. Transport of family, friends, associates or other persons who are not employees of the state or serving the interest of the state.
- 4. Transport of hitchhikers.
- 5. Transport of cargo which has no relation to the performance of official state business.
- 6. Transport of acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization, or in an emergency situation.
- 7. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
- 8. When on official state business yourself, transport of other employees from headquarters to restaurants, cafes, drugstores or to other places which are not in the service of state business.
- 9. Attending sporting events, including hunting and fishing, which are not in the service of state business is prohibited.
- 10. Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- 11. Operating a state vehicle while under the influence of alcohol or drugs is prohibited.

#### Responsibilities

Heads of all departments, offices, agencies, commissions, boards, bureaus and institutions are responsible for implementation of this directive.

Unauthorized use of state vehicles may result in immediate disciplinary action from the operator's agency.

Ohio Department of Administrative Services Ted Strickland, *Governor* Hugh Quill, *Director* 

# **DAS** Directive

**Ohio AS** 

Directive No. **GS-D-02**Effective Date: **09-01-2009** 

All drivers and passengers of a state vehicle must comply with all applicable state and local traffic laws, including but not limited to:

- The driver and all passengers shall wear seat belts as required by section 4513.264
  of the Revised Code.
- The driver shall possess a valid driver's license from the state or Canadian province in which he/she lives or in the case of a suspended or revoked license, special work privileges must be awarded by a court and copies of the order provided to the Office of Risk Management.
- 3. The driver and all passengers shall comply with all applicable state and local traffic laws. The driver shall be personally liable for any criminal or civil penalty incurred.
- 4. The driver shall comply with all applicable state and local parking laws. In the event of a violation of such state and local parking laws, the driver shall be personally liable for any criminal or civil penalty incurred. All drivers shall be required to notify his or her supervisor of any parking tickets as soon after receipt as possible. Such driver shall also provide his or her supervisor proof that such parking ticket has been paid, within 10 working days of receipt of such parking ticket.
- 5. The driver shall be responsible for checking the state vehicle before operating to ensure that the vehicle lights, turn signals, brake lights and other safety equipment is functional on the state vehicle. If the driver finds any of this equipment is not functioning properly, the driver shall report malfunctions to his or her supervisor as soon as possible in order to arrange for repairs.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

### **AUTHORITY & REFERENCE**

ORC 121.07 ORC 125.832 ORC 4513.264