

POLICY / PROCEDURE NAME: Authorized / Unauthorized Use of State Motor Vehicles

POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 3.5

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REFERENCE / LEGAL AUTHORITY: ORC Section 125.832

3.5 Authorized / Unauthorized Use

Policy: State vehicles shall only be used for official state business. Listed below are some examples of authorized and unauthorized use of passenger type state motor vehicles. Each state agency may have additional restrictions or limitations on state vehicle use including operation of specialized vehicles and heavy-duty equipment.

3.5.1 Authorized Use

Policy: State motor vehicles are authorized for use in the performance of all travel or tasks necessary to accomplish official state business. Authorized use of state motor vehicles includes, but is not limited to:

- Travel between the place where the state vehicle is dispatched and the place where official state business is performed.
- When on official travel status, between the place of state business and the place of temporary lodging.
- 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 (i.e. dry cleaners) and similar places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.
- Travel between the place of dispatch and place of performance of state business to the traveler's personal residence when specifically authorized by the proper authority in the traveler's agency.
- Out-of-state travel when authorized by the proper authority in the traveler's agency.
- Transport of other officers, employees or guests of the state when they are on official state business.
- Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the state.