

POLICY / PROCEDURE NAME: Authorized / Unauthorized Use of State Motor Vehicles
POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 3.5
DATE ISSUED: March 31, 2004
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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.

3.5.2 Unauthorized Use

Policy: Use of state motor vehicles is not authorized for unofficial travel, transport of unauthorized persons or items, or the performance of tasks outside the rated capacity of the vehicle. Examples include, but are not limited to:

- Operating the motor vehicle for personal business, gain or profit.
- Operating the motor vehicle under the influence of alcohol or drugs.
- Operating the motor vehicle during the commission of a crime.

3.5.2.1 Unauthorized Travel

Policy: The state prohibits travel or tasks of a personal nature having no connection with the accomplishment of official business. Examples include, but are not limited to:

- Use for personal purpose, other than commuting that has been authorized as specified in Authorized Use.
- Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- Attending sporting events, including hunting and fishing, which are not in the service of state business.

3.5.2.2 Unauthorized Transport of Persons

Policy: The State prohibits transport of any person for any purpose other than in the service of State business. Examples include, but are not limited to:

- Transport of family, friends, associates or other persons who are not employees of the state or serving the interest of the state.

- Transport of hitchhikers.
- When on official state business, transport of other employees from headquarters to restaurants, cafes, drugstores or to other places which are not in the service of state business.

3.5.2.3 Unauthorized Transport of Items or Cargo

Policy: The State prohibits transport of items or cargo which has no relation to the performance of official state business. Examples include, but are not limited to:

- Transport of any item or equipment projecting from the side, front or rear of the motor vehicle in a way which constitutes an obstruction to safe driving, or a hazard to pedestrians or to other vehicles.
- Transport of acids, explosives, weapons, ammunition, non-prescribed medicines, illegal drugs, alcoholic beverages, highly flammable material except by specific authorization or by a duly commissioned law enforcement officer acting within his/her assigned duty;
- Animals are not allowed in state motor vehicles unless they are transported in the performance of state business or are required by an authorized passenger's disability.
- Any other travel or tasks which are beyond the motor vehicles rated capability.