



Mike DeWine, Governor
Jon Husted, Lt. Governor

Department of
Administrative Services

Matt Damschroder, Director

State of Ohio
Administrative Policy

No:

Motor Vehicle Fleet
VF-01

Employee's Use of Employer
Provided Vehicles

Effective:

September 4, 2020

Issued By:

Matthew M. Damschroder, Director

1.0 Purpose

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

A glossary of terms found in this policy is located in Appendix A - Definitions. The first occurrence of a defined term is in bold italics.

2.0 Policy

Ohio Revised Code (R.C.) 125.832 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 or non-state employees that are covered by Ohio Administrative Policy VF-02, *Self-Insured Vehicle Liability Program* section 2.1, paragraph B, may use a state motor vehicle.

2.1 Authorized Use

- 2.1.1 Travel between the place where the state motor vehicle is dispatched and the place where official state business is performed.
- 2.1.2 When on ***paid travel status***, between the place of state business and the place of temporary lodging.
- 2.1.3 When on paid 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; cleaning establishments and similar places required to sustain the health, welfare or continued efficient performance of the driver, exclusive of places of entertainment.

- 2.1.4 Transport of other officers, employees or guests of the state when they are on official state business.
- 2.1.5 Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the state.
- 2.1.6 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.

2.2 Unauthorized Use

- 2.2.1 Any use for personal purpose, other than commuting which has been authorized as specified in Authorized Use.
- 2.2.2 Travel or tasks which are beyond the vehicle's rated capability.
- 2.2.3 Transport of family, friends, associates or other persons who are not employees of the state or serving the interest of the state (i.e. hitchhikers).
- 2.2.4 Transport of cargo which has no relation to the performance of official state business.
- 2.2.5 Transports of acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization, or in an emergency situation.
- 2.2.6 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.
- 2.2.7 Extending the length of time, the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- 2.2.8 Operating a state motor vehicle while under the influence of drugs that could impair driving.
- 2.2.9 Operating a state motor vehicle after the consumption of alcohol is strictly prohibited.
- 2.2.10 **Texting** while operating a state motor vehicle is strictly prohibited.

2.3 Responsibilities

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

- 2.3.2 Unauthorized use of state motor vehicles may result in disciplinary action from the operator's agency, up to and including termination.
- 2.3.3 The driver shall comply with all applicable state and local traffic and parking laws. In the event of a violation of such state and local traffic and 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 tickets as soon after receipt as possible and prior to the payment due date or scheduled court date. Such driver shall also provide his or her supervisor proof that (a) such ticket has been paid within 10 working days after the payment of such ticket or (b) in the case of appeal, the court's final decision.
- 2.3.4 The driver shall possess a valid driver's license from the state 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 (ORM). In the case of a suspended or revoked license, the driver shall not operate a state motor vehicle until such privileges have been acknowledged by the ORM.
- 2.3.5 The driver shall be responsible for checking the state motor vehicle before operating to ensure that the vehicle lights, turn signals, brake lights and other safety equipment is functional on the state motor 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.

2.4 Placement of Policy in State Motor Vehicles

- 2.4.1 A copy of this statewide administrative policy shall be placed and kept in all state motor vehicles.

2.5

- 2.5.1 Ohio law requires you to show proof of financial responsibility. Each state vehicle shall keep a copy of the State's Certificate of Self-Insurance in the glove box of the vehicle for proof of financial responsibility. You may download copies of the Certificate of Self-Insurance from the ORM website at:
<https://das.ohio.gov/Divisions/General-Services/Risk-Management>

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

3.0 Authority

R.C. 121.07, 125.832, and title 45.

4.0 Revision History

Date	Description of Change
09/01/2009	Original policy, published as GS-D-02.
07/13/2015	Reformatted and renumbered, updated sections 1.0, 2.1, 2.2 and 2.3, and addition of Appendix A - Definitions.
07/13/2016	Scheduled policy review.
02/21/2020	Reformatted, updated contact information in section 5.0 and links in sections 2.5.1 and Appendix A OBM Travel Rule 126-1-02.

5.0 Inquiries

Direct inquiries about this policy to:

Office of Fleet Management
General Services Division
Ohio Department of Administrative Services
4200 Surface Road, Columbus, Ohio 43228

614-466-6607 | dasfleet@das.ohio.gov

State of Ohio Administrative Policies may be found online at
<https://das.ohio.gov/Divisions/Administrative-Support/State-Administrative-Policy>

Appendix A – Definitions

- a. **Paid travel status** – As defined in OBM [Travel Rule 126-1-02](#), the designation given to a state agent who is traveling on behalf of the state and is in an active pay status.
- b. **Texting** – As defined in R.C. 4511.204 (A), using a handheld electronic wireless communications device to write, send, or read a text-based communication.