

DIVISION OF GUARDIANSHIP Use of State Vehicles	DGS-GField 31
Effective Date: September 16, 2015 Revision Date: April 27, 2021	Page 1 of 1

Policy Statement:

Employees of the department are encouraged to utilize state vehicles to conduct state business when available and feasible. Use of the state vehicles shall be limited to conducting official state business and only state employees shall ride in a state vehicle unless prior written approval is obtained.

Legal Authority:

- [200 KAR 10:010 Motor Pool Procedure](#)
- [Guide for Drivers of the Commonwealth's Vehicles](#)
- [Agency Guide for the Commonwealth's Vehicles](#)

Procedure:

- (1) The driver must have a current and valid driver's license, be an employee or "authorized agent" (contract employee) and be at least 18 years of age to operate the state car.
- (2) At any time the employee's driving status or condition changes, the employee shall notify their supervisor and the Division of Fleet Management within 24 hours of the change.
- (3) Passengers of state vehicles are limited to state employees, and authorized agents.
- (4) Persons associated with official state business with prior written permission from the Directors Office may be passengers of a state vehicle.
- (5) Vehicles owned by the Commonwealth are for official business of the Commonwealth only. The driver and all passengers must comply with all state and local laws, policies, rules and regulations.
- (6) Each employee driving the state vehicle shall complete the departments state car driving log and each address the car is visiting shall be recorded on the log with the mileage in and out and the time in and out.
- (7) Any traffic violation incurred while operating a state vehicle is the personal responsibility of the driver. The driver shall notify Fleet Management, through the agency contact within 24 hours of receiving a citation.
- (8) Vehicle accidents are to be reported to the agency contact no later than the next business day. Within 24 hours, complete and submit a Commonwealth of Kentucky, Civilian Traffic Collision Report or obtain a copy of an official accident report and provide a copy to the agency contact.
- (9) Vehicle tracking of mileage, speed, idle times, utilization and routing may be monitored without the driver's knowledge.