

Proper Use of State Vehicles (FS-2)

Regulation Governing Use of State Vehicles:

- **State vehicles are to be used for official University business only.**
- Using a state vehicle for commuting between an employee's home and office is prohibited unless a specific exemption is granted by the Executive Vice President and Chief Operating Officer for those employees required to respond to job-related emergencies and commuting is the only cost-effective or practical alternative.
- Using a state vehicle for transportation for personal business or pleasure is prohibited.
- Individuals driving state vehicles are authorized to use such vehicles to obtain meals and other necessities for travel when traveling on official university business.
- Only individuals on official university business are allowed to ride in state vehicles. Individuals not employed by the state may accompany state employees operating state vehicles when they are needed to support the purpose of the trip (i.e. official university business). Non-state employees on university business could include students, volunteers, vendors, spouses, or official university visitors.
- State employees need to use a non-state vehicle when joined by a non-state employee who is not involved with university business. The reimbursement rate for mileage may differ based upon the availability of a state vehicle. Mileage reimbursement and other automobile related travel procedures are located on the Controller's Office web page at www.controller.vt.edu under the "Travel" heading. If there are questions or concerns about the presence of the non-state employees in the state vehicle contact the Manager of Fleet Services.
- Operators must observe all traffic laws applying to the area in which the vehicle is being operated.
- Taking state vehicles home is prohibited. However, if an individual is using a Fleet Services daily rental vehicle and is leaving on a trip before Fleet Services opens or, returning after normal business hours, then taking state vehicles home is allowed.
- Smoking in a state vehicle is prohibited.
- Accidents or damage to state vehicles should be reported as required under the Risk Management procedures at www.controller.vt.edu/risk.

I verify that I have a valid driver's license, and that I will report, to my department head, any revocation, suspension, restrictions, and will cease operating state vehicles until the matter is resolved.

Printed name: _____

Signed: _____ Date: _____

Notes Regarding Changes to License:

This form must be retained for the entire time this individual is associated with the department.