



**GENERAL LETTER
NO. 115**

**POLICY FOR THE USE
OF STATE-OWNED
MOTOR VEHICLES AND
PERSONALLY-OWNED
MOTOR VEHICLES ON
STATE BUSINESS**

NOVEMBER 1997

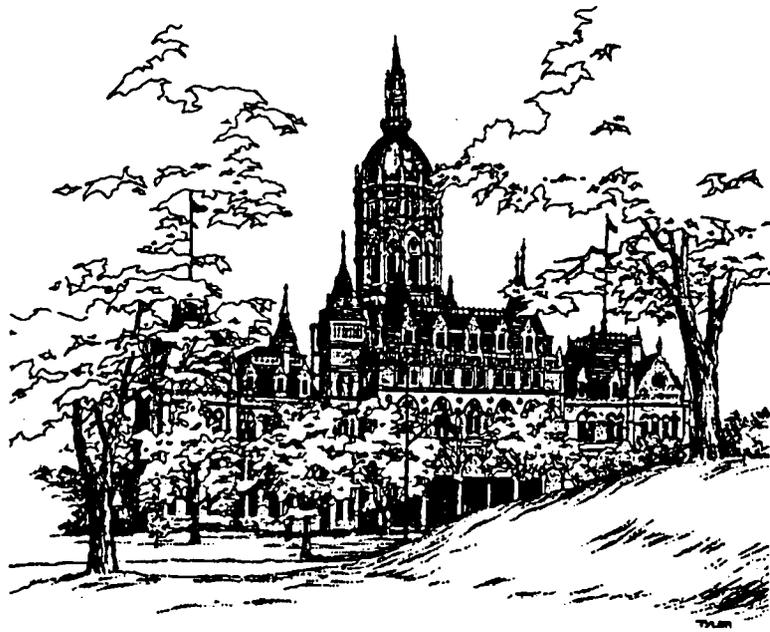


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Attachment

Home-To-Office Travel Policies and Procedures for Appointed Officials



DAS General Letter No. 115 - Policy for the Use of State-Owned Motor Vehicles and Personally-Owned Motor Vehicles on State Business

Overview

Purpose These policies were developed to administer the use of state-owned motor vehicles and personally-owned motor vehicles on state business.

Policy Affects These policies apply to all executive branch agencies of State Government (except State Police).

They:

- ◆ replace previously published policies
- ◆ do not supersede any language or benefits provided under an applicable collective bargaining contract.

Use of State-Owned Motor Vehicles

Definitions An **Official-Duty-Station** is the building or location where an employee reports for duty. This may include a state-owned or leased parking area, **only if approved by the Director of Fleet Operations**. Requests should be directed, in writing, to the Director of Fleet Operations.

The term **motor vehicle** means automobiles, trucks, buses, emergency vehicles, and motorcycles.

Agency Responsibility Agency heads are responsible for:

- ◆ enforcing these policies at their agency
- ◆ ensuring the efficient use of state vehicles consistent with their agency's mission
- ◆ making sure that each operator of a state-owned motor vehicle is:
 - ◇ aware of these policies
 - ◇ is physically qualified
 - ◇ has the knowledge, skill, experience and appropriate license to operate the type of vehicle assigned.
- ◆ obtaining any necessary permits or permission for any equipment added to a state vehicle, in writing, from the Director of Fleet Operations.

Administrative Services Responsibility The Department of Administrative Services is responsible for insuring the efficient and orderly use of motor vehicles used for state business.



**Director of Fleet
Operations
Responsibility**

The Director of Fleet Operations is responsible for:

- ◆ reviewing the use of state-owned vehicles and personally-owned vehicles used on official state business to ensure full compliance with these policies
- ◆ allocating safe and well maintained state-owned motor vehicles
- ◆ making long term assignments of state-owned motor vehicles to an agency
- ◆ operating DAS regional motor pools
- ◆ conducting investigations and recommending remedial or disciplinary action for violation of statute or policy
- ◆ establishing standards of safe practice in the operation of motor vehicles
- ◆ requiring drivers to participate in designated driver education programs when appropriate
- ◆ approving written requests from department heads to park vehicles at an employee's home
- ◆ collaborating with the DAS Commissioner to suspend temporarily all or part of these policies in the event of a riot, natural disaster, patient emergency, employee strike or job action, or other emergency situations
- ◆ prohibiting employees from using a state vehicle under the following circumstances:
 - ◇ non-compliance with policies or laws
 - ◇ engaging in unsafe practices with a motor vehicle
 - ◇ involvement in an excessive number of preventable accidents
 - ◇ improper or discourteous conduct while the motor vehicle is under their control
 - ◇ improper use of a motor vehicle
 - ◇ violation of any provisions of these policies.



**Driver
Responsibility**

Drivers are expected to:

- ◆ be knowledgeable of, and compliant with, all of the policies and procedures outlined in this policy
- ◆ drive courteously and obey all motor vehicle laws
- ◆ ensure that vehicles are serviced at proper intervals and that the Office of Fleet Operations is notified of needed repairs
- ◆ ensure that fluid levels are checked and replaced when low (engine oil, transmission fluid, radiator coolant and window washer fluid)
- ◆ ensure that vehicles are brought in for emissions tests before the expiration date on the window sticker
- ◆ ensure that vehicles' interiors are kept clean
- ◆ promptly pay parking fines and other liability charges incurred while operating the motor vehicle.

Drivers are permitted to use state vehicles only to conduct official state business:

- ◆ personal use for social, recreational, religious, educational or any other such purpose, whether on duty or off, is not permitted
- ◆ transportation of passengers, including state employees, is not permitted, unless this transportation is necessary to perform official state business. For appointed officials, see "Home-To-Office Travel Policies and Procedures For Appointed Officials".

**Agency Vehicle
Assignments**

Long term assignments are made to agencies:

- ◆ for use by elected officials
- ◆ for use by appointed officials, see "Home-To-Office Travel Policies and Procedures For Appointed Officials"
- ◆ if it is essential to the conduct of agency business
- ◆ if it is the most effective method of providing transportation to employees on state business.

Requests for vehicle assignment must be made, in writing, to the Director of Fleet Operations. Complete justification, including usage, estimated mileage and garaging location must be described.

Vehicles are not considered to be permanently assigned to agencies or to specific individuals.

Vehicles may not be loaned, leased or rented to any person, organization, business, or other governmental jurisdiction except when approved by the Commissioner of Administrative Services.

Special Vehicle Requests	Special vehicle requests due to specific laws, mandates or programs, which affect an agency's transportation requirements, should be put in writing to the Director of Fleet Operations.
Excess Vehicles	All motor vehicles in excess of an agency's requirements, as determined by the Director of Fleet Operations and/or the agency, shall be returned to the Office of Fleet Operations. The Director of Fleet Operations may transfer agency fleets, or portions of fleets, to the Office of Fleet Operations, as required.
Agency Allocation of Vehicles	<p>Agency motor pools of vehicles may be operated by an agency under the guidance of the Director of Fleet Operations. The use of motor pools is encouraged wherever possible.</p> <p>Vehicles may be assigned to individual employees if a vehicle is required to perform job duties and when the use of a privately owned vehicle is inappropriate or not feasible.</p>
Seasonal Vehicles	Fleet vehicles are to be utilized on a seasonal basis where it is functionally required and economical to do so, and when an assessment has been conducted before each season. Seasonal vehicles are to be returned to Fleet Operations after seasonal activities are concluded.
Confiscated Vehicles	Motor vehicles confiscated by the State for any reason shall immediately be turned over to the Director of Fleet Operations.
Motor Vehicle Rentals	Agencies renting Fleet Operations' motor vehicles are billed monthly at established rental rates. Authorized expenses for routine servicing, maintenance and the replacement of motor vehicles are included in these rates.
Additional Costs	<p>Agencies are billed separately for:</p> <ul style="list-style-type: none"> ◆ accident or vandalism damage to a vehicle which is not collectible from another party ◆ repairs necessary due to negligence, abuse or misuse of a vehicle, including failure to maintain proper fluid levels ◆ fuel and replacement oil between servicing ◆ costs associated with installation, removal and purchase of specialized equipment.
Purchase, Lease or Transfer of Motor Vehicles	No state agency may acquire a motor vehicle from any other source unless approved in writing by the Director of Fleet Operations. This applies whether or not the acquisition is the result of a gift, purchase, lease



or transfer.

**Overnight
Parking of State-
Owned Vehicles**

In general, all state vehicles will be parked at state-owned or leased facilities. It is the policy of the State to park vehicles at:

- ◆ a regional or agency pool location
- ◆ the building or office where principal drivers are assigned
- ◆ an approved location which most coincides with the employee's normal travel patterns. Employees whose assigned geographic area is state-wide shall park their assigned vehicles at a facility approved by the Director of Fleet Operations
- ◆ an approved state-owned or leased facility within the employee's assigned geographic area.

Vehicles shall not be parked overnight on any street, highway, or commuter parking lot except under emergency conditions.

**Out of State
Travel**

An employee must have an approved travel authorization form before taking a vehicle out of state.

**Parking of
Vehicles at an
Employee's
Home**

Agency heads may approve the garaging of a vehicle at the home of an employee for no more than five (5) days in a month when it is deemed to be in the best interests of the State.

Parking of a vehicle at home for more than five (5) days in a month is subject to the approval of the Director of Fleet Operations.

The Director of Fleet Operations may approve written requests from department heads to park vehicles at an employee's home that meet one or more of the following guidelines :

- ◆ appointed officials who reimburse the State for home to office travel
- ◆ employees who are subject to 24 hour calls and must respond to emergencies such as riots, natural disasters, patient emergencies, accidents, complaints, investigations, etc. Such exceptions can only be given if the agency head certifies that the individual does in fact respond to emergencies. Past mileage reports must support the fact that this individual has been required to respond to emergencies outside normal work hours
- ◆ employees whose collective bargaining contract requires garaging of a vehicle at home
- ◆ employees involved in dangerous investigative or undercover work who might be subject to bodily harm or discovery of their identity by parking vehicles on state-owned property
- ◆ field personnel who carry state-owned weapons, traps, etc. in a vehicle which cannot be practicably garaged in a secure area



**Parking of
Vehicles at an
Employee's
Home**

- ◆ field inspection personnel who are required to regularly begin work prior to 7:00 a.m., or end work after 6:30 p.m. Mileage reports must support these requests
- ◆ field personnel required to regularly attend late night meetings (at least 6 times a month)
 - ◇ this does not apply to non-field employees whose job requires them to attend evening meetings. Individual exceptions may be granted by the State Fleet Operations for these individuals
- ◆ certain field inspection and laboratory personnel who are required to store specimens or samples in a refrigerator at their home
- ◆ certain vehicles which have been subjected to repeated acts of vandalism or theft at state-owned parking locations. This will only be permitted when there is no other practicable alternative
- ◆ on rare occasions, vehicles in which valuable equipment is stored. This will only apply to equipment that is highly visible or is highly likely to be attractive as an object of theft.

Overnight parking of a state vehicle at an employee's home, which is outside the borders of Connecticut, must be on an approved out of state travel authorization.

NOTE: Per Federal Public law 99-44, effective 1-1-86, overnight parking of a state vehicle at an employee's home for more than one night per month may be classified as fringe benefit taxable income and reported to the Internal Revenue Service as such. Agencies should contact the Office of the State Comptroller for further information and reporting requirements.

Authorization to park at home may be removed at any time if determined to be in the best interest of the State, subject to collective bargaining requirements.

**Use of Vehicles
by Volunteers
and Contract
Employees**

Vehicles may not be driven by anyone other than an employee of the State or a volunteer worker approved by the agency head. Individuals contractually employed by the state may not drive state vehicles unless permission is first obtained from the Director of Fleet Operations.

**Vehicle
Markings**

All state-owned motor vehicles shall be identified in a manner prescribed by the Director of Fleet Operations. No equipment, decoration or advertisement shall be affixed to a state vehicle without prior approval from the State Fleet Operations.



Vehicle Registration	The State Fleet Operations is responsible for registration of state-owned vehicles. No agency is authorized to apply directly to the Department of Motor Vehicles for registration plates without written permission from the Director of Fleet Operations.
Accidents	<p>Agency heads and drivers are responsible for:</p> <ul style="list-style-type: none"> ◆ ensuring compliance with all state accident procedures issued by either the State Comptroller or the Director of Fleet Operations ◆ submitting Accident Reports (MVCU-1) within 48 hours ◆ submitting reports for any incident which results in bodily injury or damage to property owned by the State, or by others, no matter how slight.
Complaints	<p>All complaints concerning state vehicles, drivers and passengers, regardless of the source, shall be immediately investigated by the agency head. The results of the investigation shall be reported promptly in writing to the Director of Fleet Operations. The report shall contain:</p> <ul style="list-style-type: none"> ◆ name, address, and telephone number of complainant, if known ◆ summary of the complaint ◆ investigation findings ◆ remedial action taken, if warranted ◆ name, address, and operator's license number of driver.
Fuel	State vehicle drivers must obtain fuel and replacement oil at state-owned stations located throughout the State. In an emergency, or when vehicles are operating outside of normal work hours, out of state, or on weekends, sufficient gasoline and/or oil may be purchased from a commercial station. Agency heads will be required to submit any reports required by the Director of Fleet Operations concerning gasoline and oil purchases.
Monthly Usage Reports	<p>Monthly Usage Reports (CCP-40) for state-owned vehicles are to be completed in every detail as specified. These reports shall be forwarded to the Director of Fleet Operations by the 15th of the following month, and shall be:</p> <ul style="list-style-type: none"> ◆ certified by the operator as true and correct ◆ certified by the agency head as travel essential to that agency's official state business. <p>Lack of submittal of two or more Monthly Usage Reports (CCP-40) may result in the immediate recall of the vehicle by the Director of Fleet Operations.</p>



Fines and Charges

Parking fines or other violation charges are the personal liability of the motor vehicle operator and are to be paid promptly within the specified time frame indicated.

Penalties

The following sanctions shall be in effect:

- ◆ violation of any specific policy governing the use of a state-owned motor vehicle may result in the immediate recall of the vehicle by the Director of Fleet Operations
- ◆ continued violation of policy by an agency may result in suspension of all motor pool privileges
- ◆ the agency head should take appropriate disciplinary action in the case of a violation of these policies, or for the unsafe operating practices of a motor vehicle. A full report of this action shall be forwarded to the attention of the Director of Fleet Operations
- ◆ the willful neglect or misuse of any state-owned vehicle is cause for disciplinary action under the provisions of state statutes or applicable collective bargaining contracts, and such misuse or false statements about the use of said vehicles may subject the employee to civil action. (See Connecticut General Statutes 4-165 and Regulations of Connecticut State Agencies 5-240-1a (c) 7)
- ◆ if an employee or driver is involved in an accident as a result of his/her own willful or wanton misconduct while in the operation of a state-owned motor vehicle, the agency head may assess the responsible party for property damage to state property
- ◆ an agency will be charged the daily rental rate for any vehicle not picked up within three days after servicing has been completed and they have been notified.

Use of Personally-Owned Motor Vehicles on State Business

Proof of Insurance

All state employees who are authorized by their agency head to use their own motor vehicles in the performance of their duties, must carry at least the minimum insurance coverage of:

- ◆ liability \$50,000/\$100,000
- ◆ property damage \$5,000

It is the responsibility of the agency head to see that a statement of insurance with minimum liability is on file with the agency for each employee authorized to use a personally-owned vehicle on official state business.

Reimbursement for Use of Personally-Owned Vehicles

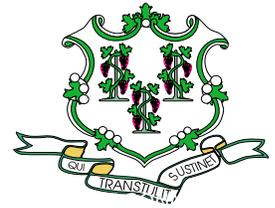
Reimbursement for use of an employee's personally-owned vehicle will be made in accordance with

- ◆ State Standard Travel Regulations (5-141c-1 to 5-141c-11)
- ◆ and/or the applicable collective bargaining agreements.

If the use of a personally-owned motor vehicle by an employee is authorized by the agency head to be used for official state business, the employee shall be reimbursed at an established mileage rate for travel on official state business **less their normal round-trip commute from home to their official duty station**, unless another method of calculating mileage has been provided under the applicable collective bargaining agreement.

No payment for use of personally-owned vehicles is permitted for

- ◆ travel from home to official duty station
- ◆ any activity except official state business or
- ◆ participation in any activity in which an honorarium, stipend, monetary fee or gift of any value is given to the employee involved.



Hartford, CT 06106-1658

To: All Appointed Officials

From:	Barbara A. Waters, Commissioner
Date:	August 20, 2001
Subject:	HOME-TO-OFFICE TRAVEL POLICIES AND PROCEDURES FOR APPOINTED OFFICIALS

This letter supersedes all previous letters and memoranda concerning home-to-office travel and the provisions in the "Handbook for Appointed Officials" concerning the use of state vehicles. It is effective immediately.

The following are revised policies and procedures concerning the use of state vehicles for home-to-office travel by appointed officials:

USE: Home-to-office use is permitted for appointed heads of departments, their appointed deputies, and certain other appointed officials. The state vehicle cannot be driven by family members or friends, but can be used for transportation of immediate family members to a state work-related function, local school or day care service. The vehicle may also be used to transport other state employees to and from their place of employment if such travel is reasonably within the normal route of the official's home-to-office travel. Both state employees and others not employed by the state may be transported to locations within and outside the state on government related business. The vehicle can be used for driving to lunch on workdays. Incidental stops during the course of travel are also permitted. However, that does not include politically sponsored events. The vehicle's main purpose is for state business.

FINANCIAL RESPONSIBILITY: The monetary value of using a state vehicle for home to office travel is subject to federal income tax requirements. Per Federal Public Law No. 99-44, effective January 1, 1986, overnight parking of a state vehicle at an employee's home for more than one night per month may be classified as fringe benefit taxable income and reported to the Internal Revenue Service.

MILEAGE REPORTS: An electronic form for reporting monthly vehicle usage will be transmitted at the end of each monthly reporting period. Drivers must record total ending mileage for the month and verify the average number of round trip miles from home-to-office (including incidental stops) and the actual number of days the vehicle is used for the home-to-office travel. This information will be used to determine fringe benefit taxable income.

If there are any questions concerning home-to-office travel, please contact Stephen Dygus, Director of Fleet Operations at (860) 566-5940 or e-mail him at tom.yuhas@po.state.ct.us