



# ADMINISTRATIVE POLICY MANUAL

<b>SUBJECT:</b> Use of State Vehicles for Official State Business	<i>Chapter: 21</i>
	<i>Section: 21.1</i>
<b>REFERENCES:</b> State of Missouri Travel Regulations and State Vehicle Policy SP-4	<i>Page: 1 of 8</i>
	<i>Revised Date: 04-15-16</i>

## USE OF STATE VEHICLES FOR OFFICIAL STATE BUSINESS

### I. PURPOSE:

To ensure state vehicles are assigned, utilized and maintained in the most efficient and effective manner to conduct official state business.

### II. SCOPE:

This policy applies to all Department of Health and Senior Services (DHSS) employees for usage of state vehicles for official state business.

### III. POLICY:

All use of state vehicles to conduct official state business must comply with department policies, procedures, and operational directives; with the State Vehicle Policy (SP-4) and State Vehicular Travel Policy (SP -12) available at [http://oa.mo.gov/sites/default/files/State\\_Vehicle\\_Policy\\_04.pdf](http://oa.mo.gov/sites/default/files/State_Vehicle_Policy_04.pdf) ; and with State of Missouri Travel Regulations available at <http://s1.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c10-11.pdf> Department policies and procedures may be more restrictive than the State of Missouri regulations. See Financial Policy 1.3 – Reimbursable Travel Expenses and Monthly Expense Report Form for information regarding travel reimbursements.

### IV. PROCEDURES:

Many general provisions regarding use of state vehicles apply to all state vehicles. However, because the Office of Administration (OA) has consolidated Jefferson City-area vehicles, some provisions apply differently to use of OA pool vehicles versus DHSS-owned vehicles (those outside of Jefferson City). The policy clearly delineates the differences.

#### A. PROCEDURES APPLICABLE TO USE OF ALL STATE VEHICLES

1. Individuals who are not state employees (such as volunteers, spouses, children, etc.) must not operate state vehicles. Further, they must not be passengers in a state vehicle unless they are on official state business.



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2. Operators of state vehicles must possess a valid driver's license for the class of vehicle operated. Operators and passengers shall comply with all state and local motor vehicle laws.
  
3. Parking and moving violation citations are the personal responsibility of the employee operating the state vehicle at the time of violation. An employee convicted of a traffic violation while operating a state vehicle may be subject to disciplinary action.
  
4. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle is covered by the state, provided the operator was authorized to use the vehicle and was operating the vehicle while conducting **official state business** within the scope of his/her employment. It is permissible to use a state vehicle for travel to meals or to attend other necessities of the operator or authorized passenger when away from their official domicile on state business. Some examples of **unauthorized** use of state vehicles include:
  - a. Travel to entertainment facilities.
  - b. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
  - c. Transporting family members, dependents, friends or pets.
  - d. Traveling to daycare, medical appointments, social events, or other non-work activities.
  - e. Transporting personal items that may cause damage to a state vehicle and are not required for official state business.
  
5. Use of state vehicles is normally the most cost-effective travel option, followed by a rental vehicle. However, that may not be the case in some instances, such as when an employee is traveling to the airport. If a state vehicle owned by DHSS is left at the airport, then other DHSS employees would be unable to make use of the vehicle during that time—a poor use of state resources. It would also be problematic if an OA vehicle was left at the airport since DHSS would be charged for the time during which the vehicle sat idle. Therefore, state vehicles should not be used when traveling to/from an airport. DHSS would also incur unnecessary charges if a rental car was left at the airport. However, employees should know that one-way rentals are now available so that rental cars may be accessed and/or left at the airport without resulting in unnecessary charges to DHSS.
  
6. When state vehicles are damaged due to any unauthorized use of a state vehicle, the operator is responsible for all associated damage and claims.



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7. Personal property in state vehicles is **not insured** by the state. Coverage for these items may be provided by the employee's personal homeowner's, renter's, or private automobile insurance policy.
8. Smoking is prohibited in all state vehicles.
9. Seat belt usage is required at all times in state vehicles.

### B. PROCEDURES APPLICABLE TO USE OF OFFICE OF ADMINISTRATION VEHICLES

1. State vehicles located in Jefferson City are managed and maintained by the Office of Administration for use by DHSS staff based in Jefferson City. These vehicles are located at several parking lots throughout Jefferson City. DHSS staff are required to reserve an OA pool state vehicle through the Carpool Automated Reservation System (CARS), and must be established as a driver in CARS prior to submitting a reservation request. The CARS System Users Guide is available at <http://oa.mo.gov/general-services/state-fleet-management/carpool-information> (reference second bullet to open guide). Please review this information prior to using an OA pool vehicle. If there is a specific or unique situation that requires additional assistance, please contact the OA Carpool Administrator at (573) 526-1988 or (573) 751-0929 to discuss the matter.
2. The employee utilizing the vehicle is responsible for the vehicle. If the employee determines the vehicle is not needed, he/she should ensure the reservation is cancelled as soon as possible. If an employee elects not to use an OA vehicle but fails to cancel the reservation, OA may assess DHSS a \$20 penalty.
3. When work departure before 8 a.m. is required, DHSS employees may take a state vehicle home if their home is in the direction of their business travel, and the individual's residence is located outside of Jefferson City. Individuals who reside in Jefferson City must depart from the old Missouri State Penitentiary (MSP) location if an early departure or weekend travel is required. If there is a specific or unique situation that requires additional assistance, please contact the OA Carpool Administrator at (573) 526-1988 or (573) 751-0929 to discuss the matter. Late returns are available in all pool lots. DHSS incurs charges for an OA pool vehicle beginning when the vehicle is taken from the lot. A one-day OA vehicle rental can be as long as 26 hours (24 hours plus a two-hour grace period). Please refer to



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<http://oa.mo.gov/sites/default/files/FY%2016%20Rates%20Effective%20February%201%202016.pdf> for OA vehicle rental rate information.

4. The OA pool parking lot at MSP is staffed with support personnel 24/7. OA staff will distribute and collect the vehicle packet upon your departure and return to the MSP lot. The remaining OA pool lot locations are equipped with a drop box for late returns. If a vehicle is returned between 8 a.m. and 5 p.m., the packet may be returned directly to the vehicle dispatcher. Please refer to <http://oa.mo.gov/general-services/state-fleet-management/carpool-information> for OA pool locations, pickup and drop off procedures.
  
5. When using OA pool state vehicles:
  - a. Record the ending odometer reading on the trip ticket.
  - b. Return the trip ticket, all receipts, and the packet to the dispatcher of the lot where the business trip originated.
  - c. Notify OA if the vehicle needs to be cleaned or has mechanical problems. Please refer to the packet for contact information.
  - d. Return the vehicle with the fuel tank full.
  
6. Fuel receipts and repairs for OA pool vehicles:
  - a. Fuel, oil, etc., purchases must be made using the vehicle fuel card. If the fuel card is not accepted at the fueling station, the driver should contact WEX (see packet instructions) and ask for assistance with the WEXPay method of payment. If the WEXPay method is unsuccessful, the driver may use a personal credit card. When a personal credit card is used, the driver should notify OA and submit a request for reimbursement through DHSS. OA will then credit DHSS on the next monthly invoice for the total cost of the transaction. Submit receipts and trip ticket to the vehicle dispatcher or deposit in the drop box for late returns. Note: since your original credit card receipt will be required by the Division of Administration Accounts Payable Unit, you may submit a copy to OA.
  - b. Please contact OA for assistance if the need for repair or towing service should arise. The contact information is located in the vehicle packet. The fuel card company also provides roadside assistance. This contact information is located on the back side of the fuel card.



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### C. PROCEDURES APPLICABLE TO USE OF DHSS VEHICLES (THOSE LOCATED OUTSIDE OF JEFFERSON CITY)

1. A Vehicle Expense form shall be maintained in each vehicle belonging to DHSS that is available for use by multiple staff. The Vehicle Expense form (DH-84) is available on the DHSS intranet. Each employee using the vehicle will be responsible for recording the information accurately pertaining to his/her use of that vehicle. This includes travel date, destination/purpose, commute (yes, no), beginning and ending odometer reading, mileage, fuel (gallons, cost), fuel type, driver, and repair data. This form will be sent to the DHSS Bureau of General Services (BGS), 920 Wildwood, at the end of each month.
2. Minor damage (i.e., rock chip; curbed tire; hit a large pot hole) should be reported immediately to the Local Vehicle Coordinator (LVC) in charge of the vehicle by means of a phone call or email. Record the damage on the current monthly Vehicle Expense form (DH-84) also.
3. All vehicles are to be returned with the fuel tank full.
4. When returning pool vehicles to base, park pool vehicles in designated areas only (each site shall designate an area in which to park state vehicles).
5. No person or office will be given preference for use of pool vehicles except in emergency situations or when it is more cost-effective to do so.
6. The employee utilizing the vehicle is responsible for the vehicle. If the employee determines the vehicle is not needed, he/she should ensure the reservation is cancelled as soon as possible.
7. Employees are responsible for ensuring that the interior and exterior of the vehicles are kept clean.
8. All expenses associated with each vehicle must be recorded on the respective Vehicle Expense form. This includes all gas, oil, routine maintenance, repairs, towing, safety inspections, car washes, etc. Each monthly Vehicle Expense form shall contain every expense for the vehicle being logged.



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9. Fuel card receipts and expense receipts:

- a. Receipts for all DHSS vehicle purchases made with the fuel card must be submitted to the BGS with the Vehicle Expense form at the end of each month. BGS is responsible for maintaining the records of vehicle usage. If a DHSS employee has to purchase fuel, oil, etc., with personal funds, they will be reimbursed if they claim this expense on their Monthly Expense Report form and attach the receipt with the vehicle license number noted on it.
- b. No food, drink, or miscellaneous charges are permissible on the vehicle fuel card receipts.
- c. If a DHSS vehicle fuel card is lost or stolen, please notify BGS at (573) 751-6040 immediately so the card can be cancelled. If a card is lost or stolen over a weekend or holiday, call the fuel card company at (866) 544-5796 to report the missing card. Report the loss to BGS the next business day so a replacement card may be ordered.

10. Repairing DHSS state vehicles:

- a. Major repair needs shall be reported to the BGS prior to having any work performed. The vehicle license number must be noted on all repair/maintenance invoices.
- b. If emergency repairs are needed, the employee shall attempt to contact BGS at (573) 751-6040 for instructions as to where to take the vehicle and authorization for the repair. Additional contact information is available in the vehicle packet. If an employee is unable to contact BGS, the employee may authorize repairs up to \$200, if needed, to return the vehicle safely to its normal base. Upon return to work, the employee must notify BGS of the repairs.

11. In every office or facility located outside of Jefferson City at which vehicles are based, there must be a designated Local Vehicle Coordinator (LVC) serving as liaison between that office or facility and DHSS BGS. Employee questions related to the functioning of LVCs should be directed to BGS. The duties of the LVC include:

- a. Schedule local office/facility vehicle use.
- b. Maintain two sets of keys for each local vehicle.



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- c. Maintain and track local vehicle keys and fuel credit cards (e.g., report any lost, stolen, or additional keys/credit cards needed to BGS).
- d. Ensure that employees within their office/facility follow the guidelines for proper use of state vehicles as outlined in DHSS policy.
- e. Ensure that assigned vehicles undergo safety inspections at least every two years and inspection stickers are appropriately displayed on the windshields. The original inspection certificate must be sent to BGS at the end of the month in which the inspection was performed, and a copy must be placed in the glove box.
- f. Ensure that warranty and recall work is completed on assigned vehicles and include detailed information regarding the work on the Vehicle Expense form.
- g. Follow-up on operator notification that a repair may be needed for an assigned Vehicle, and upon obtaining approval from BGS, take the vehicle (or assure that the vehicle is taken) to the establishment that will repair the vehicle.
- h. Ensure that employees complete a Vehicle Expense form each time the vehicle is used.
- i. Ensure that all repairs and routine maintenance, including washes and safety inspections, are included on the Vehicle Expense form.
- j. At the end of each month, forward original Vehicle Expense forms, along with copies of all expense and repair receipts (if applicable, any warranty/recall documentation), to BGS.
- k. Report vehicle accidents to BGS at (573) 751-6040, OA Risk Management at (573) 751-2837 or (888) 622-7694 and forward copies of accident reports to OA-Risk Management and BGS.
- l. Maintain a cumulative record of all state vehicles assigned via copies of Vehicle Expense forms, expense and repair receipts, etc.
- m. Function as contact person for the vehicle operator in the event of a situation where the state vehicle becomes disabled while in use.

12. The BGS will routinely review the utilization of state vehicles and reassign state vehicles to other locations to ensure the maximum utilization of fleet vehicles. Divisions/Centers may submit requests to reassign vehicles to other locations to the BGS for approval.

13. Individuals who are assigned DHSS vehicles for exclusive use shall only use the vehicles for official state business travel. Such employees may drive their personal vehicle if the assigned state vehicle—or a state pool vehicle—is unavailable.



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