

1.27	Private Vehicle Use	Page 1 of 1
Issue date: 12/99	Revision date: n/a	Division Staff
Form(s): None		

Procedure

1. Employees should always use a State vehicle when doing state business if a vehicle is available.
2. When a state vehicle is not available, employees may use their own vehicle.
3. Private vehicles may also be used when there is a significant time or public relations advantage.
4. Employees should keep an accurate record of the miles accrued doing state business during each pay period.
5. Employees should attach a *Division of Finance Private Vehicle Usage Report* to the time sheet in the pay period mileage is accrued.
6. To be cost effective, mileage submitted for reimbursement should not usually exceed 250 miles per week. Otherwise, a state car should be used.
7. Supervisors will monitor private vehicle usage.
8. Private insurance must be maintained on private vehicles used for work.
9. Employees should not transport youth without the presence of a legal guardian or parent.

NOTE: If employees transport an adult client, and that is part their job description, the employees are covered for liability.