

<b>UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES</b>		
<b>Policy: 01-12</b>	<b>Page 1 of 4</b>	
<b>APPROPRIATE VEHICLE USE</b>		
<p><b>RATIONALE:</b> To provide guidelines for department staff regarding the use of both state and personal vehicles for state business. Also establishes standards for DHHS Driver Safety Committee, as required by State Rule 27-7-5.</p> <p><i>Related Policies, Applicable Standards, Statutes: Utah Administrative Code R27, Administrative Rule 27-3-7, Administrative Rule 27-3-4</i></p>		
<b>Original Effective: July 26, 2022</b>	<b>Revision: August 3, 2023</b>	<b>Next Review Due: July 26, 2025</b>

## I. DESCRIPTION

The Driver Safety Committee meets monthly to review accidents in state vehicles. The committee is composed of management representatives from the operational units within the Department of Health and Human Services. The committee shall include the DHHS risk manager, DHHS fleet manager, and a representative of the Division of Human Resource Management (DHRM) and shall have a minimum of five voting members at each meeting. This policy supersedes any previous policy governing this subject matter. It does not supplant any existing state or department policies to which the department shall adhere.

## II. DEFINITIONS

The following terms are defined for this policy as:

- A. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- B. **Driver Eligibility Board:** The Driver Eligibility Board can review state driver complaints or convictions and is comprised of the DHHS deputy director of Operations, the Department of Government Operations Division of Fleet director, and the Division of Risk Management director.
- C. **Defensive driver training:** The Department of Government Operations Division of Fleet and the Division of Risk Management require all employees

who operate a state-owned vehicle to complete the defensive driver training upon issue of a fleet operator ID and every two years thereafter.

- D. **OU:** Operational units within DHHS, including divisions, offices, or standalone operations whose director reports to the executive director, a deputy director, or an assistant deputy director. The Utah State Hospital and Utah State Developmental Center are considered OUs.
- E. **State vehicle:** Any motor vehicle owned, leased, operated, or in possession of the department, including but not limited to state fleet vehicles and rentals. Personally owned vehicles are not state vehicles.

### III. POLICY

- A. Department employees shall not operate a state vehicle without a valid driver's license, a fleet operator ID, and complete defensive driver training. If any OU is notified that an employee's license is no longer valid, the OU shall not permit the employee to operate any state vehicle until the employee's license and operator ID are reinstated.
- B. Employees shall follow all applicable state laws, rules, and policies.
- C. All accidents involving a state vehicle shall be reported to the state fleet.
- D. Driver Safety Committee
  - 1. All accidents involving a state vehicle shall be reviewed by the Driver Safety Committee.
  - 2. Information reviewed by the Driver Safety Committee shall include driver's license information provided to the DHHS risk manager and reports of accidents and damage to state vehicles.
- E. Employees shall not transport clients in a personally owned vehicle at any time.
- F. Reimbursement for private vehicle use shall be at the lower of the reimbursement rates authorized by state finance policy.
- G. Any overnight use of a state vehicle shall be pre-approved (Motor Pool Special Request form).
  - 1. Limited take-home use: An employee, with approval from the employee's supervisor or manager, may request a limited take-home use of a state vehicle.
    - a) The request shall be supported with explanation meeting either the "practicality" or the "24-hour on-call emergency" requirements of Administrative Rule 27-3-7. For practicality, the user shall document that it is more practical for the employee to go directly to the alternate worksite rather than report to a specific office to obtain a state vehicle.
    - b) Employees shall not use the vehicle for personal use.

- c) The OU director shall approve the limited take-home use through written approval on the Motor Pool Special Request form.
  2. Extended take-home use: Under rare circumstances, an employee may be assigned a take-home state vehicle for extended use.
    - a) The request, with approval from the employee's supervisor or manager, shall meet the "virtual office" requirement of Administrative Rule 27-3-7.
    - b) Employees shall not use the vehicle for personal use.
    - c) OU directors shall scrutinize and rarely approve an extended take-home use.
    - d) EDO written approval shall be obtained (documented on the Motor Pool Special Request form, extended take-home use).
  3. Commute tax: This tax is not applicable for the proper use of an overnight state vehicle and for normal processing in accordance with state and department policy.
- H. Inappropriate use of a state vehicle
  1. Employees may also be subject to disciplinary action for inappropriate use of a state vehicle independent of actions taken by the Driver Safety Committee. Serious violations may result in corrective action, suspension, or termination of employment. Unauthorized use examples can be found in Utah Administrative Rule 27-3-4.
  2. The employing OU, in cooperation with DHRM, shall determine whether loss of driving privileges constitutes an employee's inability to perform the essential functions of the job. If driving is an essential function of their job, the employee may not be permitted to continue in that position. The employee shall not be permitted to use a personal vehicle to perform their work during any suspension of driving privileges.
  3. In addition to any penalties imposed by DHHS, the employee may be subject to additional disciplinary actions imposed by the state Driver Eligibility Board.
  4. The Driver Eligibility Board may suspend the employee's state vehicle driving privileges for up to three years.

#### **IV. PROCEDURE**

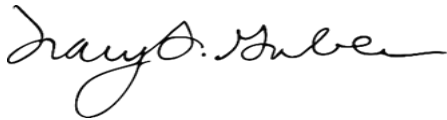
- A. All accidents involving a state vehicle shall be reported to the state fleet by going to [fleet.utah.gov](http://fleet.utah.gov) and selecting "Submit Accident Report."
- B. The employee of any vehicle accident involving a state vehicle and a

personally owned vehicle shall call the police and have an officer complete an accident report.

- C. Employees utilizing a state vehicle overnight shall complete the Motor Pool Special Request form and obtain supervisor signature prior to taking the car overnight. When utilizing a state vehicle overnight, employees shall park the vehicle in a safe location.

**V. EXCEPTIONS**

- A. EDO may make exceptions to this policy as necessary.



Tracy S. Gruber

**July 26, 2022**

Date

Utah Department of Health and Human Services Executive Director