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| UTAH DEPARTMENT OF HEALTH AND HUMAN SERVICES POLICY AND PROCEDURES | | |
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| APPROPRIATE VEHICLE USE | | |
| <p>RATIONALE: 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 Utah Administrative Code 27-7-4.</p> <p><i>Related Policies, Applicable Standards, Statutes: Utah Administrative Code R27.</i></p> | | |
| Original Effective: July 26, 2022 | Revision: December 2, 2024 | Next Review Due: December 1, 2029 |

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. **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.
- B. **DHHS or department:** The Utah Department of Health and Human Services and any operational unit within.
- C. **Driver Eligibility Board:** The panel formed to determine an authorized driver's state vehicle driving privileges.
- D. **Driver Safety Committee:** The DHHS committee established with the

purpose of increasing the safe operation of state vehicles, per R27-7-4. The committee reviews things such as driver appeals of preventable accident determinations, the validity of citizen complaints, and driver suspensions.

- E. **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.
- F. **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. In addition to the following policies, DHHS employees shall adhere to the following:
 - 1. Utah Administrative Code R27-3. Vehicle Use Standards.
 - 2. Utah Administrative Code R27-7. Safety and Loss Prevention of State Vehicles.
- B. The Driver Safety Committee
 - 1. DHHS Driver Safety Committee Includes the following members:
 - a) Executive director, or their designee;
 - b) DHHS risk coordinator;
 - c) DHHS fleet manager;
 - d) A representative from the Division of Human Resource Management; and
 - e) At least one DHHS employee.
 - 2. The Driver Safety Committee shall meet all of the requirements included in Utah Administrative Code 27-7-4-6.
- C. Employees shall not transport clients in a personally owned vehicle at any time.
- D. Any overnight use of a state vehicle shall be preapproved using the Motor Pool Special Request form.
 - 1. Limited overnight use: An employee, with approval from the employee's direct supervisor may request a limited overnight use of a state vehicle.
 - a) The request shall be supported with explanation meeting either the "practical" 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 employee's direct supervisor shall approve the limited overnight 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 request.
 - 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.
- E. Inappropriate use of a state vehicle
 - 1. Employees shall 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.
 - 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 and if so, the following applies:
 - a) If driving is an essential function of their job, the employee may not be permitted to continue in that position.
 - b) 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.

IV. PROCEDURE

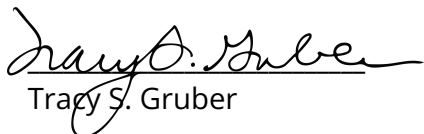
- A. All accidents involving a state vehicle shall be reported to the state fleet by going to fleet.utah.gov and selecting "Submit Accident Report."
- B. The employee of any vehicle accident involving a state vehicle and a personally owned vehicle shall call the police and have an officer complete

an accident report.

- C. Employees utilizing a state vehicle overnight shall complete the Motor Pool Special Request form and obtain supervisor signature before taking the car overnight. When utilizing a state vehicle overnight, employees shall park the vehicle in a safe location.
- D. An employee who wishes to appeal a vehicle driving suspension shall email the office director of the Office of Administrative Services.

V. EXCEPTIONS

- A. The executive director may make exceptions to this policy, in accordance with procedures outlined in DHHS Policy 01-01.



Tracy S. Gruber

Executive Director

December 2, 2024

Date