

## **OPERATION OF MOBILE EQUIPMENT**

**6750**

(No. 136 December 2011)

## **VEHICLE USE**

**6751**

(No. 136 December 2011)

It is the general responsibility of all departmental managers and supervisors **and the specific responsibility of Unit Chiefs and Program Managers** to:

- Determine which employees may operate equipment or vehicles on state business.
- Determine the type or types of vehicle(s) that may be used by or assigned to an employee: privately-owned, commercial, county, district, or state-owned, and to ensure that employees have written authorization to use personal vehicles on state business ([see 6755](#)).
- Ensure that all appropriate safety and operational training has been met by each employee for each vehicle type. This includes responsibility to perform an annual check of defensive driver training records and to provide such training at least every four years for any employees in need of it ([SAM 0752](#)).
- Ensure that employees who operate vehicles on official state business and all passengers use seat belts and all available safety equipment in the vehicle being operated.
- Ensure that fully-approved Home Storage Permits are issued to employees meeting home storage criteria and in need of such permits ([see 6765](#) and [6766](#)).

Managers and supervisors are responsible for informing each authorized driver of the laws and policies relating to state and private vehicle use.

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[\(see Forms or Forms Samples\)](#)