

USE OF PRIVATELY-OWNED VEHICLES

6755

(No. 136 December 2011)

A CAL FIRE manager or supervisor may authorize an employee to use a privately-owned vehicle on state business. Before being authorized, the employee must complete the certification portion of the form [STD 261](#), Authorization to Use Privately Owned Vehicles on State Business. Authorization will be valid for one year. Once approved, the STD. 261 may be initialed and dated annually by the employee to certify continued authorization. However, an employee will not be required to use a privately-owned vehicle on state business unless such a requirement is a formal condition of employment. Unit Chiefs and Program Managers are responsible for ensuring authorizations are prepared for new employees and they are updated annually thereafter.

USE OF LEASED AND LOCAL GOVERNMENT-OWNED VEHICLES

6755.1

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Use of leased and local government vehicles by a CAL FIRE employee will be monitored by supervisors and managers. All use records necessary for a state vehicle such as daily mileage, storage location, trip records, and driver's signature will be reported on the appropriate forms, e.g. [ME-101](#), [ME-102](#), and submitted the same as for a state vehicle. If the local entity has a published policy relative to storage and use, that policy will be applied; however, state employee use will also be reported to CAL FIRE as described herein for state vehicles.

[\(see next section\)](#)

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