

TITLE 8 - DEPARTMENT OF ADMINISTRATIVE SERVICES, TRANSPORTATION SERVICES BUREAU

Chapter 1-RULES AND REGULATIONS GOVERNING USE OF STATE- OWNED AND PERSONAL VEHICLES FOR OFFICIAL STATE BUSINESS

Subject of Title	Statutory Authority	Code section
Definitions	Sections 81-112, 81-1008 through 81-1020, and 84-306 through 84-310, R.R.S. 1943	001
Disciplinary Action	Sections 60-1004, 60-1005, 60-1006, 81-112, 81-1008, 81-1010 and 81-1016 R.R.S. 1943	008
Permanent Assignment of State-owned Vehicle	Sections 81-1016, 81-1020, R.R.S. 1943	006
Qualification of Operator-Employee	Sections 81-1008 through 81-1020, R.R.S. 1943	003
Reports or Complaints of Misuse of State-owned Vehicles	Section 60-1004, 81-1008 through 81-1020, R.R.S. 1943	009
Scope and Application	Sections 60-1001, 60-1004, 60-1005, 60-1006, 81-112, 81-1008 through 81-1020, and 84-306 through 84-310, R.R.S. 1943	001
Use of Personal Vehicle For Official State Business	Sections 81-1008, 81-1014, 81-1016 and 84-306 through 84-310 R.R.S. 1943	005
Use of Seatbelts and Available Safety Restraint Devices	Sections 81-1008, 81-1016, R.R.S. 1943	007
Use of State-Owned Vehicle	Sections 81-1008 through 81-1020, 60-1001, and 60-1006, R.R.S. 1943	004

001 Scope and Application.

These rules and regulations govern the use of state-owned and personal vehicles by state employees in their official duties for official state business under authority of Sections 60-1001, 60-1004, 60-1005, 60-1006 (Reissue 1984), and Section 81-112 and 81-1008 through 81-1020, and 84-306 through 84-310 (Reissue 1981). The following rules and regulations are prescribed by the Transportation Services Bureau, Department of Administrative Services and are effective until amended or revoked.

002 Definitions

002.01 Agency Head - The Head of any department, agency, board, bureau, commission or other administrative office or unit of State Government.

002.02 Chief of Transportation Services Bureau - The Administrator of the Transportation Services Bureau of the Nebraska Department of Administrative Services.

002.03 Vehicle Coordinator - Appointed representative of any department, board, bureau, commission or other administrative office of State Government, who is responsible for coordinating the use of assigned vehicles with the Transportation Services Bureau.

002.04 State-Owned Vehicle - For purposes of these rules and regulations, state-owned vehicles are those vehicles owned and operated by the State of Nebraska acquired for the purposes of transporting state employees in their official duties from one job location to another, but does not include special-use vehicles, military trucks and cars; vehicles which are considered a duty station, such as vehicles used by the Nebraska State Patrol, the Nebraska Oil and Gas Conservation Commission, or game wardens; or those vehicles which, by nature of their usage, require the installation or carrying of special equipment which precludes the use of such vehicles for multiple agency transportation usage.

002.05 Personal Vehicle - Vehicles, other than state vehicles, which are privately-owned or leased and used for official state business.

003 Qualification of Operator-Employee of a State-Owned Vehicle

003.01 Every state employee or representative authorized to operate a state-owned vehicle shall have a valid driver's license and a State of Nebraska Identification Card issued or authorized by the Transportation Services Bureau.

003.02 Every state employee or representative authorized to operate a state-owned vehicle shall complete a Defensive Driving Course within the first six months of her or his employment.

003.03 Every such employee or representative shall have read the Policies and Procedures Manual of the Transportation Services Bureau and he or she shall have completed an affidavit stating that the employee has read the Manual.

004 Use of State-Owned Vehicles

004.01 All Agency Heads and Vehicle Coordinators are responsible for the utilization, administration, operation and maintenance of state-owned vehicles assigned to their agency, board, bureau, commission or other administrative office of State Government, in accordance with policies and procedures of the Transportation Services Bureau.

004.02 All state-owned vehicles, unless exempted by statute, shall be identified by the prescribed indicia and description set forth in Neb. Rev. Stat. Section 60-1001 (Reissue 1984).

004.03 State-owned vehicles shall be maintained and serviced in accordance with the maintenance schedule set forth in the Policies and Procedure Manual of the Transportation Services Bureau. Preventive maintenance shall be accomplished in accordance with procedures on the maintenance card and so recorded.

004.04 Gasohol is the mandated fuel to be used in all state-owned vehicles and whenever possible, shall be purchased from state-owned facilities. Location of state-owned facilities shall be set forth in the Policies and Procedures Manual of the Transportation Services Bureau.

004.05 Gasohol, oil and other lubricants may be purchased from other facilities only when unavailable from a state-owned facility. When other facilities are used for these purposes, the State of Nebraska credit card assigned to the vehicle is to be used.

004.06 Official Travel Logs for both permanently assigned and daily dispatch vehicles shall be completed in accordance with instructions contained in the Policies and Procedures Manual of the Transportation Services Bureau. Any vehicle deficiencies or malfunctions noted during use are to be reported on the memo - Operating Deficiencies - provided in the Vehicle Log Book.

005 Use of Personal Vehicle for Official State Business

005.01 Personal vehicles may be used for official state business with the approval of the Agency Head.

005.02 Only the expenses authorized by Neb. Rev. Stat. Sec. 84-306.03 (Reissue 1981) will be reimbursable to state employees for use of privately owned vehicles when utilized for official state business. No expenses or allowances will be reimbursed for maintenance, insurance, depreciation, or other costs associated with the use of privately owned vehicles. The only reimburseable costs shall be parking fees and the mileage rates established by statute and the Transportation Services Bureau.

005.03 Actual expenses of rental vehicles leased or rented by state employees and used only for official state business will be reimbursed in accordance with policies of the Department of Administrative Services.

006 Permanent Assignment of State-Owned Vehicle

006.01 State-owned vehicles may be permanently assigned to state agencies, boards, commissions and bureaus in accordance with policies of the Transportation Services Bureau of the Department of Administrative Services. The procedure for permanent assignment of vehicles is set forth in the Policies and Procedures Manual of the Transportation Services Bureau.

006.02 The written approval of the Administrator of the Transportation Services Bureau must be obtained prior to assignment of a state-owned vehicle on a twenty-four hour basis to an employee by the agency, board, commission or bureau.

007 Use of Seatbelts and Available Safety Restraint Devices

007.01 All agencies, boards, commissions and bureaus are required to have adopted a policy requiring use of seat belts and other safety restraint devices available in the vehicles when the vehicles are used for official state business. Use of seatbelts and safety restraint devices is required by both the operators and passengers in the state-owned or personal vehicle.

007.02 The operator or driver of the vehicle is responsible for requesting that seat belts or other available safety restraint devices be used by the passengers.

007.03 Failure to use seat belts and safety restraint devices considered to be a misuse of vehicle and will result in disciplinary action as provided in Section 008 of these Rules and Regulations and in accordance with the Rules and Regulations of the State Personnel Department.

008 Disciplinary Action For Misuse of State-Owned Vehicles

008.01 Personal use of a state-owned motor vehicle is prohibited. Any violations constitute a Class V misdemeanor and official misconduct in office which may result in removal from office or loss of employment.

008.02 It is the responsibility of the state employee to promptly pay all traffic violations unless the violation is being contested. Each employee must report to their Agency Head, in writing within 3 working days of the occurrence of any moving violation in which a citation was issued while operating a state-owned vehicle. If a violation is contested, the employee shall so inform the Administrator of the Transportation Services Bureau.

008.03 Repeated offenses of traffic laws and these rules and regulations while operating a vehicle may result in employee counseling, repeating completion of the Defensive Driving Course, and possible dismissal from employment. Procedures for employee disciplinary matters

will be completed in accordance with the Rules and Regulations of the State Personnel Department.

009 Reports or Complaints of Misuse of State-Owned Vehicles

009.01 Any report of complaint received by any state employee, agency, board, bureau, commission or other subdivision of state government will be investigated by the agency having assignment or use of the state-owned vehicle. A copy of any report or complaint is to be furnished to the Transportation Services Bureau.

009.02 A response will be made to the complaining party concerning the alleged misuse of the state-owned vehicle by the agency, board, bureau or commission, or other subdivision of State Government having assignment or use of the vehicle. A copy of the response is to be furnished to the Transportation Services Bureau.

009.03 If the investigation results show that misuse of a state-owned vehicle has taken place, disciplinary proceedings against the employee, as provided in Section 008 of these Rules and Regulations and in accordance with the Rules and Regulations of the State Personnel Department, may be commenced. The State of Nebraska Identification Card authorized by the Transportation Services Bureau may be revoked for repeated violations by State employees.