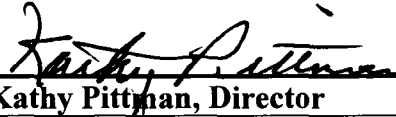


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: State-Owned Vehicles	Policy Number: 16
Number of Pages: 2	Section:
Attachments: A. State-Owned Vehicle Use and Responsibility Form B. State-Owned Vehicle Use Form C. MDHS/Division of Youth Services Vehicle Log Sheet D. MDHS/Division of Youth Services Log Sheet Sample	Related Standards & References:
Effective Date: 10-1-11	Approved:  Kathy Pittman, Director

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services, with the approval of the campus or facility administrator, division director, other organizational head, or his/her designee (all hereinafter referred to as “administrator”), that the administrator will assign state-owned vehicles to an employee or group of employees, based upon job descriptions and respectabilities. If the state-owned vehicle is a multi-user vehicle, the administrator will designate an employee from the multi-user group (i.e., security staff, kitchen staff, etc.) as the primary user who will be responsible for the state-owned vehicle.

II. DEFINITIONS

None

III. PROCEDURE

The following items shall be explained by the administrator to each employee who has authorization to utilize a state-owned vehicle. If an employee is assigned or designated as the primary user of a state-owned vehicle for a multi-user group, the employee shall sign the **State-Owned Vehicle Use and Responsibility Form** (see page 4) indicating acceptance of responsibility for the vehicle, and this form must be maintained in the administrative and/or personnel records of the campus or facility

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at which the employee is located. All other employees who utilize state-owned vehicles must read and sign a **State-Owned Vehicle Form** (see page 5) and this form must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located.

Other rules and regulations related to the use, assignment, and responsibility of state-owned vehicles include, but are not limited to, the following areas:

1. **Traffic Violations:** Receipt of a citation for a traffic violation while driving a state-owned vehicle is a Group One Offense (refer to Mississippi State Employee Handbook for listing and explanation of all offenses and/or disciplinary actions).
2. **Loaning and Borrowing of Vehicles:** Vehicles may be loaned only in an emergency situation, and only to authorized same-campus employees. This policy does not apply to employees who are within or part of a multi-user group. Vehicles may be loaned to state office personnel, on an as-needed basis and as approved by the Division Director, without the need for an emergency situation to be present.
3. **Campus Rules Concerning Vehicles:** The speed limit on all campuses is 10 miles per hour. Parking is allowed only in designated areas. Off campus, driver and vehicles are subject to all Federal, State, and local laws, whichever may be applicable.
4. **Maintenance, Upkeep, and Repair:** The employee is responsible for maintenance, upkeep, and repair of the state-owned vehicle if the employee is the assigned user or the primary user of a multi-user group. This can be accomplished by making a request through appropriate channels to the designated administrator or staff member who is in charge of vehicle maintenance and repair. The employee will be responsible for making sure that the vehicle has a current inspection sticker. If the vehicle's user is a borrower or a part of a multi-user group to which the state-owned vehicle is assigned, the user is responsible for notifying the assigned user or the primary user, whichever is applicable, or any necessary maintenance, upkeep, and repair which the employee may be aware.
5. **Log Sheets (required by law):** A current **Vehicle Log Sheet** (see page 6) will be maintained in all state-owned vehicles. It is the responsibility of every DYS employee who is a user of any state-owned vehicle to complete the information on the Vehicle Log Sheet as indicated. The responsibility for the maintenance and replacement of Vehicle Log Sheets is the state-owned vehicle's assigned employee or primary user of a multi-user group. Vehicle Log Sheets will be kept on a monthly basis and will be submitted to the appropriate administrator or staff member who is in charge of property no later than 3:00 p.m. on the second business day of each month.

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6. **Automobile Insurance:** Automobile insurance coverage is not provided for the state (see Policy #7.3, Staff Travel).