

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 7 FY 77/78  
DATE October 24, 1977

POLICY AND PROCEDURE ON THE USE OF STATE-OWNED VEHICLES

WHEREAS, the State of Maine government has operated approximately 28 months under Executive Order No. 10 FY '74-'75 and,

WHEREAS, our experience during that period indicates that continued review and update in that area of State-operated motor vehicles is important,

NOW THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine, do hereby direct all department and agency heads to incorporate the amendment to Executive Order No. 10 '74-'75 attached hereto and made a part thereof.

  
JAMES B. LONGLEY  
Governor

Attachment

AMENDMENT TO  
POLICY AND PROCEDURE ON THE USE OF STATE-OWNED VEHICLES

Section 4.0 and previously granted exceptions to Section 4.0 rescinded and replaced by the following:

4.0        Storage Policy

- 4.1        State vehicles shall be stored on State grounds at all times, except as provided herein.
- 4.11       A vehicle may be garaged off State grounds when it is being used to transport State employees while on overnight travel.
- 4.12       A. State vehicles may be garaged off State grounds after the late conclusion of a day's work.
- B. State vehicles may be garaged off State grounds in order to allow an employee to take a vehicle home when the next day's assignment will require the use of the vehicle for travel beyond and in the same general direction as the employee's residence.
- 4.13       Law enforcement personnel (those classifications found in the State Police and the Law Enforcement employee bargaining units) regularly assigned to field duty and field personnel directly concerned with the maintenance and operations to transportation facilities who are frequently called for emergency duty during other than regular working hours may garage a State vehicle at their residence when the vehicle is an instrumental part of the employee's equipment, needed to fulfill the employee's job function, and the employee is subject to respond to emergencies involving public protection or safety on a 24-hour basis. This exception is not meant to include administrative personnel of

agencies involved in protection of the public interest.

4.14 Other State employees will be subject to the following regulations:

- A. An employee who reports to work at a State-owned or leased facility three or more days per week on the average, will not commute to and from work in a State-owned vehicle. These vehicles must be stored on State-owned or leased property at the official headquarters. "Reports to work" means at normally designated work hours for reassignment of work at a different location.
- B. An employee who is permanently or seasonally assigned a State-owned passenger vehicle and is field assigned (meaning that no more than two days per week on an average does the employee report to work at a State-owned or leased facility) may store that vehicle off State property and on his personal property.
- C. Any employee who qualifies for storing a State vehicle on his personal property under Section B must live within the geographic district in which he/she works. Where an employee lives outside of his/her geographic district, the employee must store the vehicle on State-owned or leased property within the boundaries of the geographic district.

D. Any exceptions to the above must be approved by the Governor's Office. A written exception request with justification must be provided.

E. A report on the status of the implementation of these guidelines must be submitted within five weeks to the Department of Finance and Administration.

4.15 A vehicle may be garaged off State grounds when certified by the Bureau of Public Improvements that there is no space available on State grounds or certified by the Department of Public Safety that the space available does not provide adequate protection for the vehicle.

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