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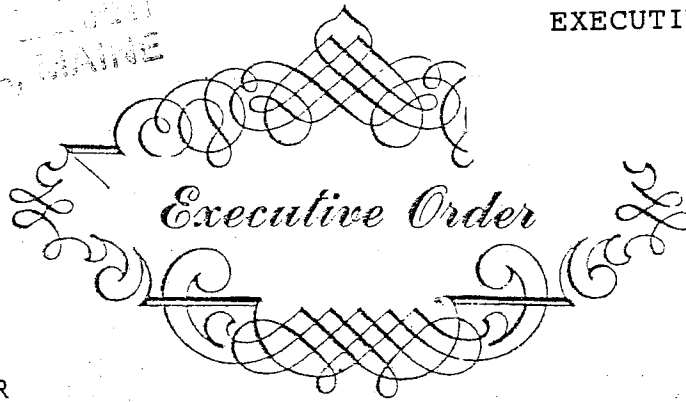


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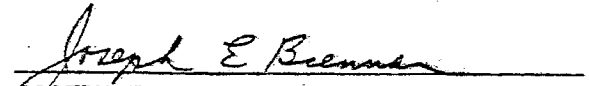
NO. 4 FY 83/84
DATE September 22, 1983

POLICY AND PROCEDURE ON THE USE OF STATE OWNED VEHICLES

WHEREAS, the Legislature has enacted 5 M.R.S.A. § 7-A which requires the Governor to establish criteria relating to the assignment of state vehicles to state employees, and

WHEREAS, 5 M.R.S.A. § 7-A will be effective on September 23, 1983.

NOW, THEREFORE, I, JOSEPH E. BRENNAN, Governor of the State of Maine, do hereby direct all department and agency heads to abide by the Policy and Procedure on the Use of State Owned Vehicles attached hereto and made a part hereof.



JOSEPH E. BRENNAN
Governor

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

2.0 USE

2.1 State vehicles are furnished for use by state personnel exclusively on state business. Occupancy of state-owned vehicles by persons other than state employees is not permitted except when such persons are travelling for the convenience of the state and in connection with state business. Nothing in this paragraph shall preclude the use of state-owned vehicles in emergency situations involving the preservation or protection of life, property or the public welfare.

3.0 AUTHORIZATION FOR USE

3.1 Department heads are responsible for the effective and efficient utilization of vehicles in their respective organizations.

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 temporarily garaged off State grounds when it is being used to transport state employees while on overnight travel.

4.12 State vehicles may be temporarily garaged off State grounds after the late conclusion of a day's work.

4.13 State vehicles may be temporarily 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.

4.14 A vehicle may be temporarily 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.

5.0 ASSIGNMENT

5.1 Assignment of a vehicle to an individual means that the vehicle is garaged at the individual's residence rather than at a State facility.

5.2 5 M.R.S.A., Section 7-A (P.L. 1983, Ch. 477, Part E, Subpart 20) reads in part: . . . "no state-owned vehicle may be assigned to or used exclusively by any individual employee other than those instances where the Governor deems such assignment and use to be clearly necessary in order to carry out programs that have been approved by the Legislature." Further, various Private and Special Laws in recent years include the sentence: "Under no circumstances are any state vehicles to be used primarily for commuting purposes."

- 5.3 In accordance with 5 M.R.S.A. § 7-A, assignment of a state vehicle to an individual employee will be made only when that assignment is clearly necessary and meets one or more of the following criteria:
- 5.31 Sworn law enforcement personnel with powers of arrest regularly assigned to field duty.
- 5.32 Field personnel directly concerned with the maintenance and operation of highway facilities who are frequently called for emergency duty at other than regular working hours.
- 5.33 Employees identified by the Governor, the Commissioner of Public Safety, the Commissioner of Defense and Veterans' Services or the Commissioner of Transportation to be available for call beyond the normal workday on a regular basis to protect the public safety.
- 5.34 Employees who are officially headquartered at their residences and carry unusual materials or equipment which make up an integral part of the employee's ability to perform his or her job function on a regular basis and would be dangerous, unsanitary or too large to carry in that employee's personal vehicle.
- 5.35 Employees who are officially headquartered at their residences provided the department head determines annually that the assignment is more effective than reimbursement for mileage.

16.0 ANNUAL REPORT

16.1 It is the responsibility of each department and agency operating state vehicles to report to the Governor or his or her designee on each January 31 the following information:

- a) The name of each individual assigned a state vehicle during the preceding calendar year; the reason for the assignment; the type of vehicle; the registration number; the number of miles travelled during the reporting period; and, the total operating costs including fuel, repairs and maintenance related thereto.
- b) The name of any individual storing a state vehicle off State grounds because of lack of space or lack of security; the type of vehicle; its registration number; and, the number of miles the vehicle is driven between the garage location and the employee's official headquarters.