



Title: Use of State Vehicles and Other Assets

Effective Date: 02/10/08

Date of Last Revision: 02/10/08

Review Date: 02/10/08

Cancellation:

Office: Property (PR 700)

Use of State Vehicles and Other Assets

All employees of the Louisiana Technical College (LTC) are forbidden from conducting private business using College staff, equipment, systems, information processing resources, supplies or facilities, nor are they to transport or use College equipment, systems, supplies or facilities for any purpose other than conducting official state business.

Policy Reference: LCTCS Policy #6.025 Code of Conduct
Article VII, Section 14 of the Louisiana Constitution
State of Louisiana, Fleet Management Regulations, Revised 1997, Title 34,
Government Contracts, Procurement and Property Control
Part XI, Fleet Management

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Information Technology	10/07/05	
X	LTC Statewide Finance Staff	09/28/05	
X	Human Resources	10/07/05	
X	Facilities Management	10/24/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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SIGNATURE

James R. Sawtelle, III
Vice President for Career & Technical Education



*Use of State Vehicles and Other Assets
Procedures and Specific Information*

1. Scope and Applicability

The LTC strictly prohibits all of its employees and staff from using state owned or leased vehicles and other assets for personal reasons.

2. General Provisions

All employees of the Louisiana Technical College (LTC) are forbidden from conducting private business using College staff, equipment, systems, information processing resources, supplies or facilities, nor are they to transport or use College equipment, systems, supplies or facilities for any purpose other than conducting official state business.

Furthermore, when operating a state owned or leased vehicle, all LTC administrators, faculty, and staff are **required** to do the following:

- ✓ Annually complete and sign the LA State Employee Driver Safety Program Authorization/Driving History Form (DA2054).
- ✓ Complete ORM Defensive Driver Program within first 90 days of employment and then every three years thereafter
- ✓ Record every trip taken in the vehicle log
- ✓ Record all points visited for each trip
- ✓ Record the purpose of each trip

The Fleet Rules and Regulations of the Fleet Management Program of the State of Louisiana Title 34, Part XI state:

“No state vehicle owned or leased shall be used by a public or private individual for other than performing official state business. The personal use of a state-owned or leased vehicle is prohibited with the exception of home storage commute miles if approved by the commissioner of administration via the DOA form MV-2”.

Additionally, when operating a state owned vehicle, employees should examine the odometer at the beginning of each trip to make sure that the beginning mileage reading is indeed the same as the ending mileage reading of the preceding trip. This will ensure that the current driver is not held responsible for unrecorded miles. In the event that the actual vehicle mileage reading is different from what was previously logged as the ending mileage, the employee should report this finding to the Campus Property Manager and/or the Regional Facilities and Property Manager for further action.

3. Vehicle Storage and Commuting

Each fleet vehicle shall have a designated overnight storage site on property owned or leased by the state regardless of whether the vehicle is personally assigned or a pool vehicle, except when home storage is approved. Home storage of fleet vehicles is prohibited unless required and/or permitted and approved by the Commissioner of Administration via the DOA form MV-2. The criterion by which merit request for home storage is granted is outlined in the Fleet Rules and Regulations of the Fleet Management Program of the State of Louisiana Title 34, Part XI.

4. **Definitions**

Home Storage: means the assigned off-duty storage location of the fleet vehicle is off state property and the individual to whom authorization for home storage is given uses the vehicle for commuting, as defined by the Internal Revenue Service.

Personal Assignment: the exclusive assignment of a fleet vehicle to one particular employee for permanent use in accomplishing the duties of the employee's position.

State Employee: any classified or unclassified employee of the state of Louisiana; any duly appointed member of a state board, commission, or advisory council; and any other person who has received specific approval from the Division of Administration to operate or travel in a fleet vehicle.

State Fleet Manager: the commissioner of administration or the person appointed by the commissioner of administration as responsible for the implementation, monitoring, and overall administration of the Statewide Fleet Management Program.

Policy Reference: LCTCS Policy #6.025 Code of Conduct

Article VII, Section 14 of the Louisiana Constitution

State of Louisiana, Fleet Management Regulations, Revised 1997, Title 34,
Government Contracts, Procurement and Property Control - Part XI, Fleet Management

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