



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86-23-1
EFFECTIVE DATE: Immediately
EXPIRATION DATE: Indefinite
DATE OF ISSUE: October 3, 1986

SUBJECT: Vehicle Use

This is to remind departments of their responsibility regarding vehicle use while on State business.

Section 0750 of the State Administrative Manual (SAM) requires that management within each State agency be responsible for determining who will be authorized to drive on official State business and the types of vehicles they may use: State owned, privately-owned and/or commercially-owned.

For employees who are authorized to operate vehicles on official State business, agencies shall request a copy of each employee's driving record from the Department of Motor Vehicles once every four years. Form DL 254 should be used and may be obtained from the Division of Driver Safety and Licensing, P.O. Box 11231, Sacramento, California 95853. This report will be the basis for determining that employees have a valid driver's license of the appropriate type and a good driving record. No employee may be authorized to use a vehicle on State business if that employee has a poor driving record.

Although employees may use their privately-owned vehicles on official State business if authorized to do so, no State agency shall require them to do so unless such a provision is a formal condition of employment.

State agencies must ensure that all authorized drivers are kept informed of applicable changes to the Vehicle Code and State policies regarding vehicle use.

All employees who drive on official State business:

1. Shall possess a valid driver's license appropriate to the type of vehicle(s) operated. It is each employee's responsibility to ensure his/her license is renewed on time and is valid.
2. Shall attend and successfully complete an approved defensive driver training course at least every four years.
3. Shall use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and shoulder harnesses.

The following mileage reimbursement rates are appropriate for employees who are authorized to use a private vehicle on State business:

1. Employees may claim 16.5¢ per mile even though a State car may be available.
2. Employees may claim 20.5¢ per mile without certification when a State vehicle is not available.
3. Employees may certify rates in excess of 20.5¢ when a State vehicle is not available or when the agency has determined that it is more advantageous economically to the State. To claim mileage rates in excess of 20.5¢ but not to exceed 30¢ per mile, employees must sign the certification statement on the Travel Expense Claim.
4. Employees may claim the appropriate rate as defined in Section 0755 of the SAM because such use is economically advantageous to the State. In determining the economic advantage of State versus private vehicle, a supervisor will include consideration of: the location of the employee's residence, regular workplace, destination, and location and availability of State vehicles as these factors affect employee time and distance traveled.
5. If a State vehicle is not available, employees may use alternate modes of transportation that are in the best interest of the State.

Employees with questions regarding vehicle use should be directed to their supervisor or the appropriate department representative. Accounting Officers or other department administrative staff who have questions may call Diane Hachey at (916) 324-0439, (ATSS) 454-0439.


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