

USE OF STATE VEHICLES QUICK TAKES

- Refer to JMU Policy 4303 for more details on official use of State-owned vehicles.
- Vehicles are for State business only. No personal use of vehicles is permitted.
- Family members of state employees are permitted to ride in fleet vehicles only when travel is directly related to official state business. Documentation must be provided to the Transportation office.
- No hitchhikers or pets (other than service animals) are allowed in the vehicle.
- No eating or smoking in the vehicle.
- No alcohol or illegal drugs are permitted in the vehicle.
- The driver is responsible for any and all moving and parking violations.
- Use of cell phones while operating a state vehicle is prohibited. You should find a safe place to pull off the road to make a phone call.
- Departments are responsible for the first \$1,000 of damage if the employee is involved in an accident.
 - Employees may be held financially responsible for the accident for grossly negligent or reckless acts.
- Departments are responsible for all costs associated with lost keys.
- **All** accidents must be reported to the police immediately. There is an instruction packet located in the glove box of your vehicle.
- Within 48 hours all damaged departmental vehicles must be taken to the Transportation complex at 1603 S. Main St. for an estimate to be performed.
- For breakdowns or flat tires, call 800-451-0459. (For Motor Pool Vehicle Only)
- Use extreme care when driving in adverse weather conditions. Pull off the road and seek shelter if necessary.