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TO: Cabinet for Health and Family Services

FROM: John E. Ard, Executive Director
Office of Fleet Management

DATE: May 6, 2026

SUBJECT: Authorization to Transport Non-State Employee Passengers in a Commonwealth-Owned Vehicle

The Office of Fleet Management (Fleet) has recently reviewed several policies, including the Form FM-6 (Authorization to Transport Non-State Employee Passengers in a Commonwealth-Owned Vehicle) and has made the following determination regarding this policy that may affect your agency.

The "Guide for Drivers of the Commonwealth's Vehicles", incorporated by reference in 200 KAR 40:010, states on page 5 that "passengers in Fleet-owned vehicles are limited to state government employees and persons associated with official state business". After reviewing this language and discussing the issue internally, Fleet provides the following clarification:

If a state employee transports an individual that is not a state employee, but that particular individual is "associated with official state business" in some capacity, it is Fleet's opinion that the government employee does not have to submit a Form FM-6 to Fleet for prior approval. This applies when the individual is someone the employee would reasonably encounter in the normal performance of their job duties.

Examples include:

1. Transporting a parent or legal guardian to a court-ordered hearing, parental capacity assessment, drug test or visitation.
2. Transporting a security guard accompanying a child in state custody due to the child's prior aggressive behavior, for the safety of both the driver and the child.

3. Transporting endangered or at-risk minors and adults to safety from environments where they face threats.
4. Transporting any other non-state employee when doing so is a routine and necessary part of the employee's official job duties.

If you encounter a situation during the normal course of official state business that you believe fits within these guidelines but is not listed above, please contact Fleet to discuss whether it should be added to this memo.