



**KENTUCKY FINANCE AND ADMINISTRATION CABINET
Division of Fleet Management**

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

This authorization supersedes all previous waivers or authorizations regarding the transport of non-state employees in Commonwealth-owned vehicles.

I (we) hereby request that authorization be given to allow the transport of non-state employees in a Commonwealth-owned vehicle for the reason and period of time stated below:

Reason _____

Location _____

Date From _____ **Date To** _____

SIGNATURES

I (we) understand that our agency is required to have a state employee driving the vehicle at all times, and to have the non-state employee passenger(s) made aware of the state's policy on the use of Commonwealth-owned vehicles. By virtue of this request, I am certifying that all non-state employees riding in this vehicle are being advised of the policies on the use of state vehicles.

State Employee _____ **Date** _____

Print Employee's Name _____

Non-State Employee _____ **Date** _____

Print Non-State Employee's Name _____

Employee's Director _____ **Date** _____

Print Employee's Director Name _____

Director of Fleet Management _____ **Date** _____

**Return completed form to Director, Division of Fleet Management
For Approval Prior to Travel**

See reverse side for selected information for drivers and passengers of Division of Fleet Management vehicles.

Complete information is located in the Finance and Administration Cabinet, Guide for Drivers of the Commonwealth's Vehicles available on the web at: <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/manual/>

Additional restrictions may be established by your agency.

Authorization: The Director of Fleet Management reserves the right to withhold authorization.

Permitted Drivers: Must be an employee or "authorized agent" of the Commonwealth; possess a valid driver's license; and be at least eighteen (18) years of age.

Permitted Vehicle Use: Commonwealth of Kentucky vehicles are for official business of the Commonwealth. The driver and passengers must comply with all state and local laws, policies, rules and regulations and drive in a legal, safe and courteous manner.

Permitted Passengers: Passengers in state vehicles are limited to state government employees and persons associated with official state business. Transport of non-state employees must be approved via Authorization to Transport Non-State Employee Passengers in a State-Owned Vehicle, FM-6.

Prohibited Vehicle Use: Inappropriate and prohibited use includes, but is not limited to:

- Reckless driving, speeding, or any other traffic violation
- Use of radar detection devices
- Personal use or convenience travel
- Using alcohol, illegal drugs or other illegal substances while operating a motor vehicle
- Transporting or possessing alcohol, illegal drugs or other illegal substances unless required as part of your official job duties
- Transporting non-state employee passengers unless authorized
- Transporting hitchhikers or other unauthorized passengers, including family members
- Tampering with or removal of any GPS device or component thereof
- Electronic communications including text messaging while driving a state vehicle
- A trip that is exclusively, or in part, for the purpose of campaigning in support of or in opposition to any candidate for national, state or local office
- Any other use not expressly authorized by KRS 44.045

State agencies may impose additional restrictions or prohibitions regarding state vehicle use.

Traffic Violations: Any traffic violation incurred while operating a Fleet Management vehicle is the personal responsibility of the driver. Drivers shall be responsible for promptly paying all vehicle fines. A driver must notify Fleet Management, through the agency contact, within 24 hours of receiving a citation in a Fleet Management-owned vehicle.

Child Safety Restraints: Children transported in a state vehicle shall be properly secured in a child restraint system that meets federal motor vehicle safety standards per KRS 189.125.

Seat Belts: Drivers and all passengers in state vehicles shall comply with the Kentucky seat belt law.

Smoking: Smoking is strictly prohibited in all Fleet Management or Commonwealth-owned vehicles.

Illegal Drugs or Alcoholic Beverages: Individuals under the influence of illegal drugs or alcoholic beverages shall not operate Commonwealth-owned or Fleet Management--owned vehicles. Transport or possession of illegal drugs or alcoholic beverages is prohibited in state fleet vehicles at all times.

Vehicle Tracking (GPS): State vehicles may be equipped with automatic tracking devices. Information from these devices will assist the Commonwealth to ensure efficient vehicle operation. Items such as mileage, speed, idle times, utilization or travel routes may be monitored without the driver's knowledge. Tampering with or removing a GPS device or component thereof from a state vehicle is strictly prohibited.

Complaints and "How's My Driving" program: To promote safe and appropriate vehicle use, the Division of Fleet Management operates a "How's My Driving" campaign, allowing citizens to contact Fleet Management in the event that a vehicle is being operated in an inappropriate manner. Complaints are documented and forwarded to the appropriate agency for action and response. Appropriate actions will be reviewed and determined on a case by case basis.

Breakdown and emergency information: Phone numbers are located on the vehicle windshield as well as the key pouch.

15-Passenger Vans: Before an employee or authorized agent is permitted to drive a 15-person van, a mandatory driver safety training course must be completed. See [Guide for Drivers of the Commonwealth's Vehicles](#) for more information.