


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: State-Owned Vehicles		Policy Number: 3	
Number of Pages: 4		Section: I	
Attachments		Related Standards & References	
A. State-Owned Vehicle Use and Responsibility Form B. State-Owned Vehicle Use Form C. Vehicle Log		N/A	
Effective Date: April 1, 2004		Approved:  Kathy Pittman, Director	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (DYS), with the approval of the campus or facility administrator, division director, other organizational head, or their designee (all hereinafter referred to as "administrator"), that the administrator will assign state-owned vehicles to an employee or group of employees, based upon job descriptions and responsibilities. If the state-owned vehicle is a multi-user vehicle, the administrator will designate an employee from the multi-user group (i.e., security staff, kitchen staff, etc.), as the primary user who will be responsible for the state-owned vehicle.

II. DEFINITIONS

None

III. PROCEDURE

- A. The following items will be explained by the administrator to each employee who has authorization to utilize a state-owned vehicle. If an employee is assigned or is designated as the primary user of a state-owned vehicle for a multi-user group, the employee will sign the State-Owned Vehicle Use and Responsibility Form indicating acceptance of responsibility for the vehicle, and this form must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located. All other employees who utilize state-owned vehicles must read and sign a State-Owned Vehicle Use Form and this form must be maintained in the administrative and/or personnel records of the campus or facility at which the employee is located.
- B. Other rules and regulations related to the use, assignment, and responsibility of state-owned vehicles include, but are not limited to, the following areas:
 1. Traffic Violations: Receipt of a citation for a traffic violation while driving a state-owned vehicle is a Group One Offense (refer to

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Mississippi State Employee Handbook for listing and explanation of all offenses and/or disciplinary actions).

2. **Lending and Borrowing of Vehicles:** Vehicles may be lent only in an emergency situation, and only to authorized same-campus employees. This policy does not apply to employees who are within or part of a multi-user group. Vehicles may be lent to state office personnel, on an as-needed basis and as approved by the Division Director, without the need for an emergency situation to be present.
3. **Campus Rules Concerning Vehicles:** The speed limit on all campuses is 10 miles per hour. Parking is allowed only in designated areas. Off campus, drivers and vehicles are subject to all Federal, State, and Local laws, whichever may be applicable.
4. **Maintenance, Upkeep, and Repair:** The employee is responsible for maintenance, upkeep, and repair of the state-owned vehicle if the employee is the assigned user or the primary user of a multi-user group. This can be accomplished by making a request through appropriate channels to the designated administrator or staff member who is in charge of vehicle maintenance and repair. The employee will be responsible for making sure that the vehicle has a current inspection sticker. If the vehicle's user is a borrower or a part of a multi-user group to which the state-owned vehicle is assigned, the user is responsible for notifying the assigned user or the primary user, whichever is applicable, of any necessary maintenance, upkeep, and repair which the employee may be aware.
5. **Log Sheets (required by law):** A current Vehicle Log Sheet will be maintained in all state-owned vehicles. It is the responsibility of every DYS employee who is a user of any state-owned vehicle to complete the information on the Vehicle Log Sheet as indicated. The responsibility for the maintenance and replacement of Vehicle Log Sheets is the state-owned vehicle's assigned employee or primary user of a multi-user group. Vehicle Log Sheets will be kept on a monthly basis and will be submitted to the appropriate administrator or staff member who is in charge of property no later than 3:00 p.m. on the second business day of each month.
6. **Automobile Insurance:** Automobile insurance coverage is not provided for the state.
7. **Automobile Accidents Occurring in State-Owned Vehicles:** If a state-owned vehicle is involved in an accident on DYS campus or facility:
 - a. The driver/employee must notify the appropriate administrator immediately.

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- b. The administrator will collect information as to the specifics of the accident and how it occurred, who or what may be at fault if determinable, and provide a written report to the division director within 48 hours of the accident's occurrence.

8. Automobile Accidents Occurring in State-Owned Vehicles: If a state-owned vehicle is involved in an accident outside of a DYS campus or facility:

 - a. The driver/employee must notify the appropriate local law enforcement agency (i.e., local police, county sheriff, state highway patrol, etc.) and file an accident report.
 - b. The driver/employee must notify the appropriate administrator as soon as possible, but not later than 24 hours after the occurrence of the accident.
 - c. The administrator will collect information as to the specifics of the accident, including a copy of the accident report obtained from the appropriate law enforcement agency, and provide a written report to the division director within 48 hours of the accident's occurrence. If the accident report from the appropriate law enforcement agency is not readily available, the campus or facility administrator's report will be sent without it, but the accident report will follow immediately upon its availability.

9. Employees involved in accidents, either as a driver or passenger in a state-owned vehicle, will not make comments concerning the accident to any other parties other than the appropriate law enforcement officials, DYS administrators and state office personnel, or designated personnel of MDHS, or the state's Tort Claims Board. Comments or questions related to any accident will not be commented upon to other parties to the accident, witnesses, members of the press, or others, but will be referred to the appropriate person or entity for disposition.

10. Depending on the severity of the damage to the automobile, the administrator will determine whether the state-owned vehicle can be repaired (and if so, by available DYS funding or by filing a claim with the Tort Claims Board), or should be disposed of as surplus state property if the state-owned vehicle is beyond repair within economical means (i.e., the cost to repair the vehicle would be more than the current fair market value of the vehicle).

11. If it is reasonably determinable that the driver/employee is at fault, the employee/driver may be subject to disciplinary actions at the discretion of the administrator or the employee's supervisor (refer to the

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Mississippi State Employee Handbook for listing and explanation of all offenses and/or disciplinary actions).