STANDARD FORMAT FOR POLICIES AND PROCEDURES

DEPARTMENT OF HUMAN SERVICES	**POLICY NUMBER:** I-2.3 **PAGE:** 1 **OF** 3 **SUPERSEDES:** 20A 03-01-83
CHAPTER:	**EFFECTIVE DATE:** 1-28-97 **DISTRIBUTION DATE:** 1-28-97 **SCHEDULED REVIEW DATE:** 1-28-98 **REVISED DATE:**
SUBJECT: **AUTOMOBILE USAGE (GENERAL INFORMATION FOR THE USE OF PRIVATE AND MOTOR POOL VEHICLES FOR OFFICIAL BUSINESS)**	**RELATED MANDATES, STATUTES, STANDARDS, OR EXECUTIVE ORDERS:**
APPROVED BY: Barbara McDonnell **EXECUTIVE DIRECTOR**	1-28-97 **DATE**

BACKGROUND/PURPOSE

The purpose of this procedure is to set forth Departmental policies and procedures governing the use of privately-owned automobiles for in-state or out-of-state travel on official business with the intent of minimizing the use of privately-owned automobiles commensurate with sound business practices and the policies outlined below.

POLICY

State Controller's Fiscal Rule, Chapter 1, Sections 1.28.

It is department policy that the use of privately-owned automobiles for official business shall be authorized only when:

1. A State-owned automobile is not available and the trip cannot be rescheduled, or it is more economical to utilize a privately-owned automobile as set forth in paragraph 5 below. If traveling beyond 65 miles, employee should use a state vehicle.

2. A Request to Use Privately-Owned Automobile for official business form is no longer required.

3. Employee must have written proof of a valid current drivers license and adequate insurance coverage--$50,000 Bodily Insurance, $100,000 per occurrence, and $10,000 property damage.

4. Other modes of transportation for out-of-state travel are not feasible or are less economical, and in the judgment of the Executive Manager, Division Director, or designated supervisor the use of a privately-owned automobile is in the best interests of the Department.

5. In determining the choice between using a privately-owned or a State-owned vehicle, the anticipated trip should be estimated for both modes. (Motor Pool charges are set forth in ATTACHMENT 1. Note that vehicles may be picked up after 4:30pm the day before travel and returned prior to 8:30am the day following required travel, at no additional charge).

6. Executive managers are responsible to ensure compliance within their organization.

PROCEDURES

A. Certification of Valid Drivers License and Adequate Insurance Coverage

1. Employees using privately-owned vehicles must have prior approval for their use or follow procedures established by the appropriate Executive Manager, Division Director or designated supervisor.

2. Executive Managers or Division Directors must establish procedures to ensure that employees using private vehicles for State business have a valid drivers license and adequate insurance coverage.

3. The attached **Valid Drivers License and Insurance Certification Form** may be used.

An employee may use a private vehicle if a State vehicle is not available and it is determined that:

1. All travel by personnel based in the Denver-Metropolitan area is within a radius of sixty-five miles of the Department.

2. Personnel are outside the Denver-Metropolitan area and do not have access to State vehicles.

3. The individual is a: Board Member, Volunteer worker, or Advisory Committee member, who by Federal or State legislation, rules or regulations, is authorized reimbursement for travel.

4. The individual required to make the trip has less than seventy-two hours notification.

B. Reimbursement for Use of Privately-Owned Automobiles

1. Individual Responsibility

Employee must complete a travel expense form and have it approved by either the Executive Manager, Division Director or designated supervisor. (TRVREIM.FRM in the Accounting Sub Directory of the WordPerfect Read Only directory).

2. Division of Accounting

The Office of Accounting is to allow only those claims for mileage reimbursement which are approved and signed by either the Executive Manager or Division Director or designated supervisor.

DEFINITIONS

A. In-State Travel is to areas within the State of Colorado and to the immediate areas outside the State as a necessary part of the trip.

B. Out-of-State Travel includes any travel to any state within the continental United States including the District of Columbia, or to other North American Counties (Canada, & Mexico).

C. Denver-Metropolitan Area is the area within a radius of sixty-five miles of the Department.

D. Executive Managers are defined as: the management level reporting directly to the Executive Director.

E. Division Directors are defined as: the management level reporting directly to the Executive Managers.

FORMS (OPTIONAL)

MISCELLANEOUS (OPTIONAL)