

TITLE 8 - TRANSPORTATION SERVICES BUREAU

CHAPTER 1 - USE OF VEHICLES FOR STATE BUSINESS

01. SCOPE AND AUTHORITY. These rules and regulations govern the use of state-owned and personal vehicles for official state business under authority of Neb. Rev. Stat. §§ 81-1008 through 81-1025 and are prescribed by the Transportation Services Bureau (TSB) of the Department of Administrative Services (DAS). These Rules and Regulations are effective until amended or revoked.

02. DEFINITIONS.

02.01 AGENCY. Any unit of state government including, but not limited to, a department, board, bureau, or commission.

02.02 AGENCY HEAD. The director, chair, or head of any Agency.

02.03 AUTHORIZING AGENCY. The Agency that authorized the employee or contractor to drive a vehicle for official state business.

02.04 CHIEF OF TRANSPORTATION SERVICES BUREAU. The Administrator of the TSB.

02.05 VEHICLE COORDINATOR. Appointed representative of any Agency who is responsible for coordinating the use of assigned vehicles with the TSB.

02.06 STATE-OWNED VEHICLE AND BUREAU FLEET VEHICLE. These terms are defined in Neb. Rev. Stat. § 81-1011.

02.07 TSB POLICIES. Policies and procedures issued by the TSB.

02.08 PERSONAL VEHICLE. A privately-owned or privately-leased vehicle used for official state business.

03. QUALIFICATION OF OPERATOR OF A STATE-OWNED VEHICLE.

03.01 Prior to operating a State-Owned Vehicle, each authorized individual needs to complete the defensive driving course designated by the TSB and the TSB policies and procedures manual and attest to such completion.

04. USE OF STATE-OWNED VEHICLES.

04.01 All Agency Heads and Vehicle Coordinators are responsible for the utilization, administration, operation, and maintenance of State-Owned Vehicles assigned to their Agency in accordance with the TSB policies.

04.02 Bureau Fleet Vehicles will be operated, maintained and serviced in accordance with TSB Policies.

04.03 Ethanol-blended fuel is the mandated fuel to be used in all State-Owned Vehicles whenever practical.

04.04 Official travel logs for fleet vehicles are to be completed in accordance with Neb. Rev. Stat. § 81-1025. Any vehicle deficiencies or malfunctions noted during use are to be reported to the TSB.

05. USE OF PERSONAL VEHICLE FOR OFFICIAL STATE BUSINESS.

05.01 Agency Head, or their designee, may approve the use of personal vehicles for official state business.

05.02 Expenses related to the use of a privately-owned vehicle will only be reimbursed as authorized by Neb. Rev. Stat. §§ 81-1014 and 81-1176 pursuant to the policies of State Accounting. Maintenance, insurance, and depreciation costs are not eligible for reimbursement.

06. PERMANENT ASSIGNMENT OF STATE-OWNED VEHICLE.

06.01 Bureau fleet vehicles may be permanently assigned to an Agency in accordance with TSB policies and Neb. Rev. Stat. § 81-1020.

07. DISCIPLINARY ACTION FOR MISUSE OF STATE-OWNED VEHICLES.

07.01 Authorized Individuals must abide by all applicable motor-vehicle and traffic laws, including these rules and regulations and policies and procedures of the Authorizing Agency and TSB, while driving for official state business.

07.02 Authorized Individuals are personally and individually responsible for all traffic violations.

07.03 A violation of motor-vehicle or traffic laws, these rules and regulations, or policies and procedures of the Authorizing Agency or TSB while operating a vehicle for official state business may result in employee discipline, including possible dismissal from employment. The Authorizing Agency is responsible for discipline.

08. REPORTS OF COMPLAINTS OF MISUSE OF STATE-OWNED VEHICLE.

08.01 Any report of complaint received by any Agency will be investigated by the Authorizing Agency. A copy of any report will be furnished to the TSB.

08.02 A response may be made by the Authorizing Agency to the complaining party concerning the alleged misuse of the State-Owned Vehicle. A copy of the response is to be furnished to the TSB.

