

DEPARTMENT OF NATURAL RESOURCES

ADMINISTRATIVE POLICY NO.: 6

EFFECTIVE DATE: FEBRUARY 18, 2020

SUBJECT: HOME STORAGE – STATE VEHICLES

AUTHORIZATION: THOMAS F. HARRIS, SECRETARY

I. POLICY

The Department of Natural Resources (DNR) provides a fleet of vehicles for its employees for business use only. Home storage of such vehicles is permitted on an ongoing basis only for those employees who have received written authorization in accordance with the guidelines promulgated by the Division of Administration. Occasional overnight home storage of a vehicle is permitted, with supervisory approval, when an employee will be departing for or returning from a business trip away from the employee's official domicile either before or after normal working hours or when the employee's residence is in route between the employee's official domicile and the location wherein the employee is to commence work the next work day.

II. PURPOSE

This policy serves to identify the requirements and prohibitions applicable to home storage of a department vehicle.

III. APPLICABILITY

This policy applies to all DNR employees who have been authorized home storage of a department vehicle on an ongoing or intermittent basis.

IV. REQUIREMENTS/PROHIBITIONS

- 1) Department vehicles are provided for business use only. Use of such vehicles for personal reasons is strictly prohibited.
- 2) Only DNR employees and authorized individuals engaged in official department business are permitted to operate or ride as passengers in a department vehicle.
- 3) Employees operating a department vehicle must possess and maintain a valid Louisiana driver's license.

- 4) Employees operating a department vehicle must complete the Defensive Driving Course required by ORM within ninety (90) days of employment by DNR and every three (3) years thereafter.
- 5) Vehicle operations must be in strict compliance with applicable state and local traffic laws and ordinances, and also comply with department policies and directives regarding vehicle use.
- 6) No employee who has used or has within his/her system alcohol or an illegal controlled dangerous substance in any measurable quantity is permitted to operate a department vehicle.
- 7) No employee who has used or has within his/her system medication, prescribed or otherwise, which impairs his/her ability to operate a motor vehicle is permitted to operate a department vehicle.
- 8) The use, possession or presence of alcohol or illegal controlled dangerous substances within a department vehicle are strictly prohibited.
- 9) All traffic accidents in a department vehicle, regardless of severity, damage or injury, must immediately be reported to supervisory personnel and the appropriate law enforcement authority.
- 10) Drivers are personally responsible for traffic tickets, citations and fines received while operating a department vehicle except those due to the condition of the vehicle.
- 11) All tickets, citations or arrests for any violation of law (traffic or criminal) while operating a department vehicle must be reported to supervisory personnel within one day of occurrence.
- 12) Smoking is strictly prohibited within department vehicles by both drivers and passengers.
- 13) Seat belts must be worn at all times. This requirement applies to drivers and passengers.
- 14) Unless a vehicle is lawfully parked, in compliance with the Office of Risk Management directive, use of a wireless telecommunications device while operating a department vehicle is strictly prohibited. This includes writing, sending or reading a text-based message or e-mail; reading or posting to social media; taking photographs or video records; and engaging in a call (on both hand-held and hands-free devices).

- 15) Department vehicles must be maintained in compliance with law (lights, mirrors, horns, etc.) and display safety inspection stickers, license plates and department decals.
- 16) Department vehicles are to remain locked and parked in a secure area when not in use.
- 17) Employees are required to routinely inspect their assigned vehicles to ensure proper oil levels, water, coolant, antifreeze, belt wear and tire inflation. Preventive and scheduled maintenance requirements, as recommended by the manufacturer, must be timely performed.
- 18) Department vehicles shall remain clean and be washed on a regular basis.

NOTE: Employees authorized home storage also must fully comply with the requirements of the department's Vehicle Operations and Monitoring Policy.

V. TAX OBLIGATION

Home storage of a department vehicle on an ongoing basis is considered by the Internal Revenue Service to be a taxable, non-cash fringe benefit. All taxes applicable to home storage are the responsibility of the employee who benefits from this privilege. The Administrative Program Specialist/Fiscal Services will provide to Human Resources an updated list of all employees with approved Home Storage at the beginning of the calendar and fiscal years, with updates provided as needed at other times.

VI. VIOLATIONS

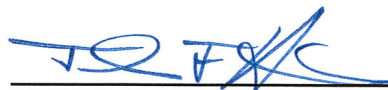
Any employee failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination. Non-compliance likewise may result in withdrawal of the home storage privilege and/or the employee being prohibited from operating a department vehicle.

VII. EXCEPTIONS

Exceptions to the requirements/prohibitions of this policy require the approval of the Property Control Manager and Undersecretary.

VII. QUESTIONS

Questions regarding this policy should be directed to the Property Control Manager.



THOMAS F. HARRIS, SECRETARY

2-18-2020

DATE

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INITIAL ISSUE DATE: 07/15

REVISION DATE: 02/20