



Mn/DOT POLICY GUIDELINE

Date: March 17, 2003
Reference: Guidelines
Human Resources
Administration No. 3.20.G-1
Take-home vehicles

Guideline:

The goal of these guidelines is to provide statewide consistency in assigning take-home vehicles to eligible employees.

I. Responsibilities

A. Employees who are eligible for a take-home vehicle must:

1. Maintain a valid driver's license.
2. Use the vehicle only for authorized state business.
3. Comply with the travel practices in Mn/DOT's Travel Procedures Manual.
4. Relinquish the take-home vehicle when the conditions for eligibility end.
5. Observe all ordinances and laws pertaining to the operation of motor vehicles.

B. Manager/Supervisor:

1. Verify that the employee has a valid driver's license.
2. Assign a take-home vehicle only to those employees who meet the eligibility requirements.
3. Ensure employee compliance with the travel practices in Mn/DOT's Travel Procedures Manual.
4. Withdraw the use of a take-home vehicle whenever an employee's work fails to meet the eligibility requirements.
5. Consult with Office of Maintenance Director as needed.

C. Office Director/Transportation District Engineer:

1. Submit all requests for a take-home vehicle to the Commissioner of Transportation or his/her designee for approval.
2. Periodically consult with managers and supervisors to ensure that any employee who has been assigned a take-home vehicle continues to meet the eligibility requirements.
3. Consult with Office of Maintenance Director as needed.

Lt. Governor/Commissioner, Carol Molnau

Any questions regarding this guideline should be directed to:

Director, Office of Maintenance, Mail Stop 700, Transportation Building, Telephone 651-297-3590.