

Appropriate Use of State Vehicles

The following is important information for Air Resources Board (ARB) employees regarding use of State vehicles. ARB is responsible for ensuring that our employees are using State vehicles appropriately. The operation of a State vehicle is a highly visible activity. The public's awareness of State vehicles and their concerns about proper use have been heightened by the current economic situation. All employees who drive State vehicles should be aware of their responsibilities and be familiar with the following State fleet rules:

1. State vehicles shall be used only when conducting official State business.
2. Employees driving State vehicles must have a valid California Driver License.
3. A [Home Storage Permit](#) is required if a State vehicle is frequently kept overnight at or in the vicinity of a State employee's home.
4. Employees are responsible for properly reporting personal use of State provided vehicles, considered compensation by the Internal Revenue Service and Franchise Tax Board. Refer to [Administrative Services Letter \(ASL\) 09-03](#).
5. Carrying any persons in the vehicle, other than those directly involved with official State business, is prohibited unless permission is obtained in advance for each trip by the employee's supervisor.
6. Accidents must be reported to [ARB's Health and Safety Officer](#) within 48 hours or within 24 hours if there is a bodily injury.
7. Smoking in State vehicles is prohibited [State Administration Manual Section 4102](#).

For your protection, please follow the Department of General Services' and ARB's policies and procedures. The following links have been provided for more detailed information regarding the use of State vehicles:

- [Fleet Management Policies - Administrative Services Letters \(ASL\)](#)
- [Barclays Official California Code of Regulations, Article 15. Use of State-Owned Vehicles § 599.802. Misuse.](#)
- [State of California Fleet Handbook: A guide to Fleet, Travel, and Parking Policies](#)