

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

6848 South Revere Parkway
Centennial, Colorado 80112
Phone (720) 250-1500
Fax (720) 250-1509



John W. Hickenlooper
Governor

Major General
H. Michael Edwards
The Adjutant General

October 26, 2011

Policy Title: State and Federal Vehicle Usage Policy

Effective Date: 1 November 2011

Summary: Provides policy on use of state and federal vehicles by State employees

Applicability: DMVA State Employees

Staff Proponent: Resource Director

Supersedes: All previous policies written or otherwise relating to vehicle use by State employees.

Purpose: Ensure understanding of the relevant State and Federal rules regarding the use of State and Federal vehicles by State Employees, Federal Technicians, AGR Service Members and Traditional Members of the Colorado National Guard.

Background: Due to a myriad of guiding regulations, the usage of State and Federal vehicles has been unclear to the divisions of the DMVA. The intent of this document is to provide a clarification of the aforementioned regulations as well as the Departmental guidance on vehicle usage.

Definitions: Cooperative Agreement – An agreement and funding mechanism between the Colorado Department of Military Affairs (as represented by the Adjutant General) and the Federal government (as represented by the US Property and Fiscal Officer).

Federal Vehicle – A vehicle, regardless of funding mechanism, that has Government Services Administration or “GSA” license plates.

State Vehicle – A vehicle, regardless of funding mechanism, that has Colorado State government “GVT” license plates.

Policy:

1. Federal Vehicles:

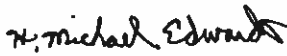
- a. The guiding regulation for the use of Federal vehicles is NGR 5-1, Para. 8-4. “Use of Federally Owned Equipment by State Employees.”
- b. This memo authorizes the operation of Federal government owned/leased equipment (e.g. military equipment, GSA vehicles) while performing official duties in support of cooperative agreements.
- c. State employees using such equipment must be properly trained, qualified and licensed to operate the equipment in accordance with ARNG and ANG directives and State and local laws. **EXAMPLE:** If ARNG or ANG policy requires an additional, military issued driver’s license to operate a military vehicle, then a State Employee must have that license to operate said military vehicle.

- d. The State of Colorado is insured and will provide coverage to reimburse the US Government for any loss or damage to Federal owned/leased equipment (e.g. GSA vehicle) as a result of operation by a State Employee.

2. State Vehicles:

- a. State vehicles which are funded through a Cooperative Agreement Appendix may only be used in support of the assigned Appendix. They may be utilized by State or Federal employees working in support of the assigned Appendix.
- b. State vehicles which are funded through the General Fund of the State of Colorado may be utilized by any State employee for the purpose of conducting official business.
- c. State vehicles will remain under the control of the CFMO vehicle manager, but will be allocated for use in accordance with paragraphs (a.) and (b.) of this section.
- d. The Adjutant General's state assigned vehicle is funded through the General Fund for the purpose of individual conveyance and is not subject to use by any other individual.
- e. Smoking is prohibited in state vehicles.
- f. Any and all vehicle accidents with state vehicles, or property damage to state or citizen property by a state employee during work hours, is to be immediately reported to the Department's Risk Manager and the employees supervisor.
- g. A State Vehicle Accident Report should be stored in each vehicle and completed and turned into the Department's Risk Manager in the event of an accident.
- h. Any moving violation and/or tickets received during the use of a state vehicle are the responsibility of the individual named in said ticket and/or summons. Fines must be paid within the appropriate time period specified in the ticket.
- i. Failure to comply with any of these policies may result in corrective action.

Official:



H. Michael Edwards, Maj Gen COANG
The Adjutant General

Distribution: All State Employees
Federal Supervisors