

**ADMINISTRATIVE PROCEDURES**

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| **30.10 Use of Agency Vehicles** | **Revised: June 26, 2024** |

1. GOVERNING REGULATIONS

 The use of Texas A&M Forest Service vehicles is governed by System Policy [33.04](http://policies.tamus.edu/33-04.pdf) *Use of System Resources*, Administrative Procedure [30.03](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3003%20Vehicle%20Fleet%20Management.docx) *Vehicle Fleet Management*, and the agency [Safety Manual](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/TFS%20Safety%20Manual%20%28General%20Hazards%29.pdf?n=7062).

2. PURPOSE

 This procedure provides guidelines to employees and supervisors regarding the limitations on use of agency owned and leased vehicles.

3. USE OF AGENCY VEHICLES

The use of agency vehicles (owned or leased) is subject to the following use limitations.

3.1 Employees may use agency vehicles for official state business only.

3.2 Employees may not use agency vehicles in connection with any political campaign or for any personal or recreational activity.

3.3 Vehicle operators must ensure that only individuals with an appropriate agency purpose are passengers in agency vehicles. Employees are allowed to transport non- employees (i.e., retirees, employees of cooperators, employees of state/local agencies, volunteers, and program participants) in agency vehicles, as long as the individual is being transported for an agency business activity.

3.4 Employees are not allowed to transport family members (i.e., spouse, children, parent, and other relatives) who are not agency employees in agency vehicles. This includes agency vehicles participating in parades.

If an agency vehicle is pulling a float, the agency has no objection to allowing non-employees to ride on the float; however, they need to be associated with the program or activity that the float is for. This can include family members of employees but should not be exclusively family members.

3.5 An employee may drive an agency vehicle to their home and retain it overnight on specific occasions when doing so allows the employee to gain significant time savings for a specific out-of-town trip to conduct agency business. Prior to the trip, the employee will request in writing (email acceptable), approval from their supervisor. The request will need to be completed for a specific trip; blanket approvals are not allowed. The request should include a brief statement regarding the time savings for the employee and explain that there is no added trip mileage due to the request.

3.6 See Administrative Procedure [40.10](https://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/4010%20Employee%20Relocations.docx), *Employee Relocations* for temporary use of agency vehicles related to an employee relocation.

4. COMMUTING DURING HEIGHTENED FIRE DANGER CONDITIONS

An employee in the Field Operations Department may take an agency vehicle to their place of residence each evening and on weekends if all of the following conditions exist:

4.1 The fire danger rating is Regional Preparedness Level 3 or higher and extended hour standby is being utilized in the Region.

4.2 The employee’s current position description includes emergency response duties, and the employee is available and expected to perform emergency response outside of normal business hours and extended hour standby times during the time the vehicle is positioned away from its normal duty station.

4.3 The employee is responsible and will likely be tasked with filling a leadership position during emergency response e.g., District Foresters, Task Force Coordinators, Fire Coordinators and or NWCG qualified leaders at the ICT4 level and above.

4.4 The employee is not responsible for manning fire response equipment such as an Engine, Dozer, Motor Grader and/or Tractor Plow.

4.5 The employee’s immediate supervisor provides written approval via email and notifies the chain of command of all authorized personnel.

4.6 The employee must follow all other procedures for use of agency vehicles, including documenting each time the vehicle is used in the Monthly Vehicle Use Report/Fuel Card Transaction Log.

CONTACT: Associate Director for Finance and Administration, (979) 458-7301