

**ADMINISTRATIVE PROCEDURES**

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| **30.10 Use of TFS Vehicles** | **Revised: May 14, 2019** |

1. GOVERNING REGULATIONS

 The use of Texas A&M Forest Service (TFS) vehicles is governed by System Policy [33.04](http://policies.tamus.edu/33-04.pdf) Use of System Resources, TFS Administrative Procedure [30.03](http://tfsfinance.tamu.edu/modules/finance/admin/admin_procedures/3003%20Vehicle%20Fleet%20Management.docx) Vehicle Fleet Management, and the [TFS 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 TFS owned and leased vehicles.

3. USE OF TFS VEHICLES

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

3.1 Employees may use TFS owned or leased vehicles for official state business only.

3.2 Employees may not use TFS 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 TFS vehicles. TFS employees are allowed to transport non-TFS 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 a TFS business activity.

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

If an agency vehicle is pulling a float, the agency has no objection to allowing non-TFS 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 member.

3.5 An employee may drive a TFS 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, Employee Relocations for temporary use of TFS vehicles related to an employee relocation.

4. COMMUTING DURING HEIGHTENED FIRE DANGER CONDITIONS

An employee may use a TFS vehicle to commute from a predetermined remote public location to the assigned duty station under the following conditions:

4.1 The fire danger rating is Regional Preparedness Level 3 or higher.

4.2 The employee’s current position description includes emergency response duties.

4.3 The employee resides in an area remote to the assigned duty station.

4.4 The employee’s immediate supervisor grants prior approval.

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