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Jackie McClaskey, Secretary

Governor Sam Brownback

Kansas Department of Agriculture

Vehicle Use Policy

Purpose:

It is the policy of the Kansas Department of Agriculture (KDA) that each employee must take personal responsibility for operating state vehicles. For the purpose of this policy, a state vehicle is defined as a vehicle owned or leased by the state, or a vehicle rented by the state. Progressive disciplinary action will be taken against employees who are involved in accidents that involve their failure to observe traffic laws, negligence or other avoidable factors.

Expectations:

1. State-owned or leased motor vehicles shall only be operated by an employee of the state of Kansas. Only employees of the state or a person or persons reasonably engaged in and accompanying a state employee on official state business shall be allowed to ride in a state-owned or leased motor vehicle. The provisions of this subsection do not apply to privately-owned motor vehicles.
2. Employees must obey all traffic laws while operating a state vehicle and the documented failure to do so will be considered misconduct.
3. Employees must use a seat belt at all times.
4. Employees whose job requires that they maintain a valid driver's license must immediately notify their supervisors if their license has been suspended, cancelled or has had limitations placed on it.
5. Employees are to take all necessary precautions to ensure the safe operation of a state vehicle or personal vehicles used for official business.
 - a. Employees must avoid situations that are likely to damage state vehicles, e.g., driving through high water, non-maintained roads, ice storms, etc. Employees should discuss questionable road and weather conditions with their supervisor and the decision should be made with safety in mind.
 - b. Employees whose job duties require remote or off-road driving should also use prudence to avoid unnecessary risk of damage to state vehicles.
6. Employees are not to drive state vehicles or personal vehicles used for official business when under the influence of alcohol, drugs, or medication that impairs judgment or the ability to safely operate a vehicle.

7. Employees must immediately notify their supervisor if a traffic citation is issued to them while driving a state vehicle.
8. Employees are allowed to utilize cell phones in accordance with state law to make calls while operating a state vehicle or personal vehicles used for official business. Employees are prohibited from texting or using any other written communication features of the phone while driving a state vehicle or personal vehicle used for official business.
9. Smoking, including the use of E-Cigarettes in a state vehicle is prohibited.
10. Employees shall comply with KAR 1-17-19 which states "No agency or operator shall permit any sign, decal or bumper sticker to be affixed to or remain on any state-owned or leased motor vehicle unless it has been placed there under the written authority of the secretary."
11. The interior and exterior of state vehicles should be kept in good order. This includes vacuuming and washing when necessary. State-issued supplies and equipment stored in the state vehicle should be kept in an orderly manner.
12. Pets are not allowed in state owned or leased vehicles at any time.
13. All supervisors are responsible for ensuring that new employees have reviewed the policy and this policy is followed by all employees. Supervisors are also expected to set an example for safe and responsible driving.
14. Supervisors are responsible for investigating each accident, including reviewing a police report if one is made, to determine if the employee was at fault. Supervisors are to take the appropriate disciplinary action based upon their findings consistent with this policy. At a minimum, any employee deemed to be at-fault in police report shall be required to take a defensive driving course.
15. The operator of the state owned or leased vehicle is responsible for the proper use, servicing and protection of the vehicle while in the employee's possession. Employees should follow KDA Fiscal policy on vehicle care, maintenance, repair and expense reporting.
16. Supervisors are responsible for inspecting an employee's state owned or leased vehicle at least twice per year or as often as needed. The results of this review should be reflected on the performance evaluation under maintenance of state-issued equipment.
17. Employees are responsible for following this policy. Failure to comply with the policy may result in disciplinary action, up to and including suspension, termination, or participation in a safe driving course, depending upon the circumstances.



Jackie McClaskey, Secretary of Agriculture

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Date

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