



3.2 Authorization for Vehicles to be Driven Home Overnight

Policy Statement

The University of Georgia is required by the Board of Regents of the University System of Georgia (USG) and DOAS Fleet Management to comply with vehicle policies.

The Georgia Office of Planning and Budget Memorandum NO 10, Section 3.3 states:

3.3 Authorization for Vehicles to Be Driven Home Overnight on a Daily

Basis

3.3.1 Agency heads must certify that individuals meet the requirements of this section by signing and submitting the MV-1 form discussed in Section 4.1 of this document. Employees are authorized to drive State vehicles to and from their residences if otherwise eligible to be assigned a vehicle based on previous provisions listed above and if one of the following conditions apply:

- An employee whose position requires him or her to perform the duties of a Sworn POST-certified/registered law enforcement officer, and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their jobfunctions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.
- There is no overnight security at the employee's work site where there is evidence of vandalism, and security cannot be obtained for modest cost nearby.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. When appropriate, agencies should establish a "designated first responder", thus limiting the number of individuals who are on-call". An employee who is *on call* after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.
 - Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - A vehicle is for emergency use or is specially equipped and used for a related mission -- such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle -- and the vehicle is rarely driven to a central work site from employee's home; or
 - Is required to be driven in sites or under conditions that would endanger a privately owned vehicle.

On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis. Only those individuals who have 12 call-outs per year will be authorized for a vehicle assignment. This information must be documented on the individual MV-1 form submitted to the Office of Fleet Management.

Procedures

To obtain permission to drive a state vehicle to an employee home overnight the employee must complete the MV1 form and send a copy to Asset Management. Approval or denial of the request by DOAS should also be copied to Asset Management.

Forms/Instructions

The MV1 Form is a state form and can be found at the following site:

<http://doas.ga.gov/searchcenter/Pages/results.aspx?k=mv1>

Additional contacts

Asset Management, 706-542-4390, property@uga.edu

Policy definitions

MV1

Motor Vehicle Assignment and Use form

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: [Associate Vice President for Finance Division](#)

Policy Owner: [Asset Management](#)

Policy Contact: [Craig Mathews](#)

Phone Number: 706-542-4390

[‹ UGA Vehicle Rental Pool | Safety and Seat Belts ›](#)

Policy Dates

Effective Date:

Date Last Updated: 04/25/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: