

0410.06 Driver Privilege Termination

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PURPOSE

To specify when driver privileges to operate a state-provided motor vehicle may be terminated.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations that utilize state motor vehicles provided by the Department of Technology, Management & Budget, Vehicle and Travel Services.

CONTACT AGENCY

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SUMMARY

DTMB VTS may terminate driver privileges to operate a state-provided vehicle based on certain criteria. Agencies are required to fulfill their motor vehicle responsibilities and conduct investigations for non-compliance as needed.

APPLICABLE FORMS

None.

PROCEDURES

DTMB VTS

- May terminate driver privilege to operate a state-provided vehicle assignment based on an unacceptable driver record, driver abuse or neglect of a vehicle, failure to report monthly mileage, fraud, excessive complaints about the driver, or failure to comply with regulations.
- Investigates complaints or evidence of misuse in conjunction with involved agency. Investigation may include use of satellite navigation systems, radio frequency identification, wireless internet, or other similar technologies to track vehicles.

- In cases of driver privilege termination, formally advises agency of results and actions required.

Agency

- Fulfills agency responsibilities outlined in Administrative Guide Procedure 0410.01 State Government Motor Vehicles – General Responsibilities.
- Ensures that drivers follow all vehicle policies and regulations.
- Conducts investigations as required.
- May implement appropriate disciplinary action with involved employees up to and including dismissal from the classified service.
