

 <p style="text-align: center;"><b>STATE OF ALASKA</b> DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;"><b>Policy and Procedure</b></p>	POLICY AND PROCEDURE NUMBER <b>11.04.015</b>	PAGE 1 of 3
	EFFECTIVE DATE December 22, 2010	
SUBJECT <b>SEF Ignition Interlock Devices</b>	SUPERSEDES <b>11.04.015</b>	DATED July 23, 2010
CHAPTER <b>State Equipment Fleet</b>	SECTION <b>SEF Equipment Use, Care, and Maintenance</b>	APPROVED BY <b>Signature on File</b>

## PURPOSE

This formalizes the policy and procedure (P&P) of the department regarding employees who are convicted of an offense involving the use, consumption, or possession of an alcoholic beverage and are required by sentence to only operate a vehicle equipped with an ignition interlock device or receives limited privileges to drive a motor vehicle for their job.

## POLICY

It is the policy of the department that the State Equipment Fleet (SEF) will not install ignition interlock devices on state-owned, leased vehicles. SEF will allow employees who are permitted a waiver from using the ignition interlock device under AS 12.55.102 for employment purposes to operate state equipment if they have a letter from their division director authorizing them to drive the vehicle.

## PROCEDURE

Requirement to Report Convictions:

1. Pursuant to 2 AAC 07.416, employees who receive a citation requiring a court appearance, or who are arrested or convicted for a misdemeanor or felony, must report the citation, arrest, or conviction to their division director by the end of the following workday.
2. Employees whose position requires possession of a driver's license must keep the employer apprised of the status of their license. Failure to immediately notify the employer upon suspension or revocation of an employee's driver's license may be subject to disciplinary action, up to and including dismissal.

3. Employees who are required to use an ignition interlock device as a condition of their probation and who are not given limited driving privileges for employment purposes under AS 12.55.102 may be subject to disciplinary action up to and including dismissal. The supervisor should address this situation in consultation with Human Resources.
4. Pursuant to AS 12.55.102, employees who have been convicted of an offense involving the use, consumption, or possession of an alcoholic beverage and have limited privileges to drive a motor vehicle without an ignition interlock device for employment purposes must notify their employer immediately of these limited privileges. The employee must provide court documents showing the duration of their limited driving privileges.
5. The employee's division director will complete a letter (Attachment A) authorizing the employee to drive a state vehicle for employment purposes.
6. The employee must keep the letter authorizing them to drive state equipment without an ignition interlock device with them at all times while operating state equipment.
7. Failure to comply with this policy may result in revocation of driving privileges for state-owned equipment, which may result in termination of employment.

## **AUTHORITY**

AS 12.55.102  
2 AAC 07.416

## **IMPLEMENTATION RESPONSIBILITY**

SEF headquarters, SEF district and office managers, SEF user agencies, and all employees.

## **DISTRIBUTION**

All department employees via the DOT&PF website

**Attachment A**

Date

Employee Name  
Address

Mr./Ms. \_\_\_\_\_:

On [DATE] you notified the employer you have limited privileges under AS 12.55.102 to drive a motor vehicle without an ignition interlock device for employment purposes. This letter is your authorization to drive a vehicle owned by the State of Alaska without an ignition interlock device in the course of performing your official duties. You must carry this letter with you at all times while operating a state vehicle. Failure to do so may result in loss of these privileges.

This authorization is valid through [DATE]. You must present a copy of your valid driver's license without restrictions to the employer by [DATE] to continue operating a state-owned, leased vehicle. You are reminded operating a state vehicle without a valid driver's license or this letter will subject you to discipline, up to and including dismissal. You must notify the employer immediately if there are any changes in your probation under AS 12.55.120.

Sincerely,

Division Director