

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 11.04.001	PAGE 1 of 2
	EFFECTIVE DATE March 28, 2008	
SUBJECT Authorized Use of State Equipment		SUPERSEDES 11.04.001 DATED December 15, 1993
CHAPTER State Equipment Fleet	SECTION Equipment Use, Care & Maintenance	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the rules, regulations, and restrictions regarding the use and storage of State Equipment Fleet (SEF) vehicles and equipment.

POLICY

It is the policy of the department that use and storage of SEF vehicles and equipment be in accordance with the intent of Alaska statutes governing the use of state owned vehicles.

In brief, state statute requires that state owned vehicles may be used only in the conduct of state business. No state officer or employee may use or permit the use of a state owned vehicle except in the conduct of state business.

Furthermore, it is the policy of the department to prohibit state employees under the age of 18 from driving SEF or personal vehicles to conduct state business.

Current state statutes and federal regulations concerning the operation of motor vehicles by minors are so restrictive, that it is in the department's best interest to implement this restriction.

PROCEDURE

Specific procedures implementing this policy shall be included in the SEF portion of the department's procedure manual.

AUTHORITY

AS 44.68.010 – 040
AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Regional/division directors, system directors and managers, statewide equipment fleet manager; regional SEF managers and superintendents.

DISTRIBUTION

All department employees via the DOT&PF website