

**Authorization to Transport Non-State Employee Passengers in a  
Commonwealth-Owned Vehicle**

**This authorization supersedes all previous waivers or authorizations regarding the transport of non-state employees in Commonwealth-owned vehicles.**

I (we) hereby request that authorization be given to allow the transport of non-state employees in a Commonwealth-owned vehicle for the reason and time-period stated below:

**Justification**

**Destination(s)** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**SIGNATURES**

I (we) understand that our agency is required to have a state employee always driving the vehicle, and that the non-state employee passenger(s) will be made aware of the state's policies on the use of Commonwealth-owned vehicles via the Agency and Driver's Guides located on Fleet's website as well as any other applicable statutes or regulations.

[Fleet Guidance and Rates - Finance and Administration Cabinet \(ky.gov\)](#)

By virtue of this request, I am certifying that all non-state employee passengers will be advised of the formal policies on the use of state vehicles before riding in a Fleet vehicle. **(Applicable policies on reverse side)**

**Requesting  
Employee**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Employee's  
Director**

\_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name**

\_\_\_\_\_

- Return completed form and send to [fleet.managementsupport@ky.gov](mailto:fleet.managementsupport@ky.gov) for review/approval
    - Allow at least 48 hours to review the agency's request
  - Do not transport non-state employees in Fleet motor vehicles until you receive approval
- See reverse side for selected information for drivers and passengers of Fleet vehicles.**

Complete information is located in the Finance and Administration Cabinet, Guide for Drivers of the Commonwealth's Vehicles available at: [Fleet Guidance and Rates - Finance and Administration Cabinet \(ky.gov\)](#)

**Additional policies or restrictions may be established by your agency.**

**Authorization:** The Executive Director of Fleet Management reserves the right to withhold authorization.

**Permitted Drivers:** Must be an employee or approved "authorized agent" of the Commonwealth; possess a valid driver's license; and be at least eighteen (18) years of age.

**Permitted Vehicle Use:** Commonwealth vehicles are only for official business of the Commonwealth. The driver and passengers must comply with all eligible state and local laws, policies, rules and regulations and drive in a legal, safe and courteous manner. This applies while operating a Fleet motor vehicle in-state or out-of-state. **(200 KAR 40:020, Section 5)**

- A state employee and passengers shall comply with 200 KAR 40:010 when using a state passenger motor vehicle.
- It shall be the responsibility of each agency head to ascertain that state-owned motor vehicles are used only for official purposes in accordance with KRS 44.045(2) and that the use of these vehicles is not abused.

**Permitted Passengers:** Passengers in state vehicles are limited to state government employees and persons associated with approved official state business via the FM6 Form.

**Prohibited Vehicle Use:** Inappropriate and prohibited use includes, but is not limited to:

- Reckless driving, speeding, or any other traffic violation
- Personal use or convenience travel (i.e. transporting family members, shopping or dining trips outside of incidental use while traveling for official purposes)
- Using alcohol, tobacco products, illegal drugs or other illegal substances while operating a motor vehicle
- Transporting or possessing alcohol, illegal drugs or other illegal substances unless required as part of your approved official job duties
- Tampering with or removal of any vehicle markings, GPS device or component thereof
- Any electronic communications including text messaging while driving a state vehicle
- A trip that is exclusively, or in part, for the purpose of campaigning in support of or in opposition to any candidate for national, state or local office

**Traffic Violations:** Any traffic violation incurred while operating a Fleet Management vehicle is the personal responsibility of the driver. Drivers shall be responsible for promptly paying all vehicle fines. A driver must notify Fleet Management, through the agency contact, within 24 business hours of receiving a citation in a Fleet Management-owned vehicle.

**Child Safety Restraints:** Children transported in a state vehicle shall be properly secured in a child restraint system that meets federal motor vehicle safety standards per **KRS 189.125**.

**Seat Belts:** Drivers and all passengers in state vehicles shall comply with any Kentucky seat belt laws.

**Tobacco:** Smoking or use of any tobacco products is strictly prohibited in all Commonwealth-owned vehicles.

**Illegal Drugs or Alcoholic Beverages:** Individuals under the influence of illegal drugs or alcoholic beverages shall not operate Commonwealth-owned vehicles. Transport or possession of illegal drugs or alcoholic beverages is always prohibited in state fleet vehicles. (Unless documented as a required as part of your official job duties)

**Vehicle Tracking (GPS):** State vehicles are equipped with automatic telematics tracking devices. Information from these devices will assist the Commonwealth to ensure safe and efficient vehicle operation. Items such as mileage, speed, idle times, utilization, or travel routes may be monitored by Fleet or other approved state agencies without the driver's knowledge. Tampering with or removing a GPS device or component thereof from a state vehicle is strictly prohibited.

**Complaints and "How's My Driving" program:** To promote safe and appropriate vehicle use, the Office of Fleet Management operates a "How's My Driving" campaign, allowing citizens to contact Fleet Management if a vehicle is being inappropriately operated. Complaints are documented and forwarded to the appropriate agency for action and response. Appropriate actions will be reviewed, addressed, and documented on a case-by-case basis.

**Breakdown and emergency information:** Phone numbers are in the fuel card key pouch. (In vehicle glove box)