



## POLICY AND PROCEDURE STATEMENT ADM 12.1.0 Board of Tests Vehicles

Purpose: This Policy and Procedure Statement provides guidance on the appropriate use of vehicle(s) owned and/or operated by staff of the Board of Tests for Alcohol and Drug Influence.

Effective Date: August 1, 2014

Superseded Policy: N/A

References: 47 O.S. §759, 40 O.A.C. 1-1-3

Related Forms: None

Approved By: Kevin Behrens

1. Vehicles assigned to BOT may be used only for business purposes of the BOT.
2. On occasion, an employee may drive a vehicle home at the end of the workday to leave directly from home the following workday for BOT business. Any overnight use of a BOT vehicle must be approved by the Director. Permission to take a BOT vehicle home for the evening does not allow for the conducting of personal business, or the carrying of unauthorized passengers in the BOT vehicle.
3. Any vehicle assigned to BOT will be maintained in accordance with the schedule created by OMES – Fleet Services. Fleet Services should be contacted for any maintenance or repairs related to the BOT vehicle(s).
4. Seat belts shall be worn at all times when BOT vehicles are in operation.
5. BOT employees will not engage in text messaging or e-mailing while driving when:
  - a. Driving BOT vehicles or driving personal vehicles on BOT business;
  - b. Using electronic equipment provided by BOT.

**END OF POLICY AND PROCEDURE STATEMENT**