**Agency Name**

**Transit Policies and Procedures**

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| **Subject** | Personal Use of Agency Vehicles |
| **Section**  | Personnel |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Provide guidance on the personal use of agency owned vehicles.

**Definitions**

*Agency Vehicle:* A vehicle owned by the Agency or acquired through an ALDOT program/grant.

**Procedure**

Establish a policy that prohibits the personal use of Agency vehicles during downtime and after hours. If drivers are required to take Agency vehicles home overnight, they shall not utilize the vehicles for personal use such as grocery shopping or picking up children from daycare.

Drivers may use agency vehicles to go to lunch if time restraints do not allow the drivers to return to their own personal vehicles, but the Agency vehicles shall not be parked in inappropriate areas during lunch breaks.

**Responsibilities**

The Operations Manager shall ensure that all employees comply with this policy.