

Agency Name
Transit Policies and Procedures

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.