Use of Private Vehicles on State Business

Revision and Approval

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<th>Revision</th>
<th>Date</th>
<th>Nature of Changes</th>
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<td>0</td>
<td>12-05-2017</td>
<td>Original issue.</td>
<td>Steve Altman</td>
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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for use of private vehicles on State business, including:

1. When use of private vehicles on State business is allowed.
2. Forms to complete.
3. Procedure for reimbursement.

The use of private vehicles for State business has a role in the delivery of SC products and services. An employee may use his or her privately-owned vehicle on official business if approved by his/her supervisor. However, it is necessary to know and follow the established rules for use and reimbursement of private vehicle usage.

Process Inputs

1. Project assignment.
2. Rotation assignment.
3. Training assignment.

Procedure

1. Complete and process annually (or when a change affecting certification occurs), form FA-0205A, Authorization to Use Privately-Owned Vehicles on State Business.
2. Determine if a privately-owned vehicle is allowed for usage based upon guidelines established in the Caltrans Travel Guide.
b. Call Back.

3. Request and receive supervisor approval to use a privately-owned vehicle on State business prior to use of privately-owned vehicle.
   
a. Supervisor assigns staff to work-required travel and assesses availability of State Vehicles.

b. Supervisor determines optimal mode of transportation, verifies that there are sufficient funds allocated for travel, and economic advantages to the use of a personal vehicle over a State vehicle.
   
   • Personal vehicles will not be taken into lane closures and construction zones.

4. For reimbursement, employee completes and submits form **FA-0302, Travel Expense Claim** to SC HQ in accordance with **BCM B-4.01, Travel Expense Claims**.

**Process Outputs**

1. Completed and approved form **FA-0205A, Authorization to Use Personal-Vehicle on State Business**.

2. Completed and approved form **FA-0302, Travel Expense Claim**.

**Attachments**