



Procedures & Forms

Rules Governing the Use of State-Owned Vehicles

The following rules govern the use of state-owned vehicles:

State-owned vehicles are for official state business use only. Authorized drivers must comply with Minnesota Statute 16B.55 and the policies and procedures of the departments of Finance and Administration regarding the use of state vehicles.

Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles.

All drivers must have in their possession a current and valid driver's license.

Authorized drivers are:

- State employees
- Contract employees if authorization to drive a state vehicle is specifically cited in their contract
- Students who have been granted permission by college or university administration
- Drivers for certain disabled employees with the permission of that employee and the approval of his/her supervisor.

Only authorized persons are permitted to ride in state-owned vehicles.

Authorized persons include:

- State employees
- Other persons participating in state programs or functions
- Individuals assisting disabled employees with prior approval as described above.

Family members, unless otherwise qualified under these rules, are not allowed in state vehicles.