

5.5.20 Use of Privately Owned Vehicles and Rental Vehicles in the Conduct of State Business

(a) Policy

- (1) California Correctional Health Care Services (CCHCS) headquarters Business Operations Section (BOS) shall ensure all CCHCS and Division of Health Care Services (DHCS) employees located at the Elk Grove Campus, Central Fill Pharmacy, Health Records Center, regional and satellite offices abide by all policies and procedures pertaining to the use of privately owned or rental vehicles in the conduct of state business as established by the Department of General Services (DGS).
- (2) In the event that a state-owned pool vehicle is unavailable, CCHCS and DHCS employees may use a state-contracted rental vehicle. Privately owned vehicles (POV) on state business may be used if approved by a supervisor/manager. CCHCS shall not require employees to use their POV unless it is a formal condition of employment.

(b) Applicability

All CCHCS and DHCS employees at the following locations who operate a vehicle in the conduct of state business shall comply with this policy.

- (1) Headquarters – Elk Grove Campus
- (2) Health Records Center
- (3) Central Fill Pharmacy
- (4) Regional and satellite offices

(c) Use of Rental Vehicles

- (1) Driver Responsibilities
 - (A) If pool vehicles from BOS are not available, a rental car may be reserved through Concur Travel Services, which is located in the Travel Portal on Lifeline.
 - (B) Defensive Driver Training (DDT) must be completed prior to use of any vehicle for state business. Once completed, a copy of the DDT certificate shall be given to the supervisor/manager and a copy shall be submitted to the Staff Development Unit at CCHCSSDULMSTrainingHelp@cdcr.ca.gov and renewed every four years.
 - (C) Fines imposed on an employee for traffic offenses committed in a rental vehicle while conducting state business are the responsibility of the employee including, but not limited to, parking and toll violations.
- (2) Vehicle Accidents – Driver Responsibilities

In the event of an accident in a rental vehicle, the driver shall:

 - (A) Obtain the other party's information, e.g., name, address, and insurance carrier. The [STD 269, Accident Identification](#), can be used for this purpose. Copies can be kept with the employee when traveling on state business.
 - (B) Report the accident immediately to DGS, Office of Risk and Insurance Management (ORIM). ORIM is available 24 hours a day, seven days a week at (916) 376-5300, (916) 376-5302, or (800) 900-3634. Voicemail is available on evenings, weekends, and state holidays.
 - (C) Complete a [STD 270, Report of Vehicle Accident](#), and distribute as noted on the STD 270.
 - (D) Have the supervisor/manager review the circumstances of the accident, complete a [STD 274, State Driver Accident Review](#), and submit with the STD 270 to ORIM within two business days after the accident.

(d) Use of Privately Owned Vehicles

- (1) Driver Responsibilities
 - (A) A POV shall not be utilized unless it is verified by BOS that:
 1. State-owned pool vehicles are not available first, and;
 2. State-contracted rental vehicles are also not available.
 - (B) DDT shall be completed prior to use of vehicle for state business. Once completed, a copy of the DDT certificate shall be given to the supervisor/manager and a copy shall be submitted to the Staff Development Unit at CCHCSSDULMSTrainingHelp@cdcr.ca.gov and renewed every four years.
 - (C) [STD 261, Authorization to Use Privately Owned Vehicles on State Business](#), shall be signed by employee and supervisor/manager and renewed annually.
 - (D) The STD 261 shall be retained by a supervisor/manager.
 - (E) Employees shall receive prior approval from their immediate supervisors/managers for each use of their POV for state business.

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- (F) Personal automobile insurance is the primary mechanism for monetary restitution for damages arising from automobile accidents.
 - (G) Employees shall be covered by liability insurance for the minimum amount prescribed by state law (\$15,000 for personal injury to, or death of, one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 for property damage.) Vehicle Code, Section 16020, requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
 - (H) Employees must properly safeguard all belongings (personal and state-owned) in their POV.
 - (I) Fines imposed on an employee for traffic offenses committed in a POV while conducting state business are the responsibility of the employee including, but not limited to, parking and toll violations.
- (2) Supervisor/Manager Responsibilities
- (A) Approve use of POV for state business.
 - (B) Retain copies of the STD 261, which shall be renewed annually.
 - (C) In case of an accident, the supervisor/manager shall review the circumstances of the accident, complete the STD 274, and submit with the STD 270 to DGS ORIM within two business days after the accident.
- (3) Vehicle Accidents – Driver Responsibilities
- In the event of an accident in a privately owned vehicle, drivers shall:
- (A) Obtain the other party’s information, e.g., name, address, and insurance carrier. The STD 269 can be used for this purpose. Copies can be placed in the POV when traveling on state business.
 - (B) Report the accident immediately to DGS, ORIM. ORIM is available 24 hours a day, seven days a week at (916) 376-5300, (916) 376-5302 or (800) 900-3634. Voicemail is available on evenings, weekends and state holidays.
 - (C) Complete a STD 270 and distribute as noted on the STD 270.
 - (D) Have the supervisor/manager review the circumstances of the accident, complete a STD 274, and submit with the STD 270 to ORIM within two business days after the accident.

Forms

- [STD 261, Authorization to Use Privately Owned Vehicles on State Business](#)
- [STD 269, Accident Identification](#)
- [STD 270, Vehicle Accident Report](#)
- [STD 274, State Driver Accident Review](#)

References

- [Vehicle Code Section 16020](#)
- [Management Memo 11-04](#)
- State Administrative Manual Sections [0750](#), [0752](#), [0753](#), [2420](#)

Revision History

Effective: 10/2019