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APR 28 1999

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LINCOLN, NE 68508

STATE *of* NEBRASKA  
EXECUTIVE OFFICE  
LINCOLN

EXECUTIVE ORDER

No. 99-01

WHEREAS, the effective and efficient use of state-owned vehicles and privately-owned vehicles requires policies and procedures to govern their use by state employees for state business; and

WHEREAS, the privilege of operating a state-owned vehicle within the scope of one's employment shall be considered incidental to employment and under no circumstances shall rise to the status of an assumed right; and

WHEREAS, it is incumbent upon all state agency heads to take appropriate actions to ensure compliance with applicable laws during the operation of state-owned motor vehicles,

NOW, THEREFORE, I, Mike Johanns, Governor of the State of Nebraska, do hereby issue the following Executive Order:

1. This Executive Order shall apply to all state employees who drive state-owned vehicles provided by the Department of Administrative Services-Transportation Services Bureau, the State Patrol, the University of Nebraska, the Department of Roads, the Game and Parks Commission, and any other state-owned vehicles.

2. The use of all state-owned vehicles will be strictly limited to conducting official business of the state. Any private use of a state-owned vehicle, including commuting to and from work, shall be cause for disciplinary action in accordance with Neb. Rev. Stat. § 81-1024 (Reissue 1994).

3. No employee will be allowed to drive a state-owned vehicle home except for the reasons set forth below:


- (a) An employee is required by an agency head to perform work using a specially-equipped vehicle after-hours. The agency head shall submit a written request to the Director of Administrative Services for authorization prior to an employee taking a specially-equipped vehicle home. Such request shall provide the employee's job title, the type of vehicle and equipment carried on the vehicle, the dates of usage, and the reason for the request. Automobiles will not be considered specially-equipped vehicles.
- (b) The agency head approves a vehicle going home for one night, for a specific, scheduled event, e.g., traveling to an out-of-town conference. Agencies are required to report these trips to the Accounting Division of the Department of Administrative Services for submission to the Internal Revenue Service.
- (c) If an employee does not report to work at a specific location, but works out of his or her vehicle, then that employee may take the state vehicle home.
- (d) Nebraska State Patrol emergency service personnel who have the need to respond promptly to emergency situations.
- (e) If an agency head determines there is a special circumstance for an employee to take a vehicle home on a regular basis, a written request may be sent to the Director of Administrative Services. Written requests shall include: the employee's job title; vehicle license number; the type of vehicle; and the reason for the request. If it is an on-call situation, the history of the frequency of the use per vehicle should be included.

4. Employees who use a personal vehicle for state business may be reimbursed in accordance with Neb. Rev. Stat. § 81-1176 (Reissue 1994), at the rate per mile established by the Department of Administrative Services. An employee must maintain a mileage log detailing the miles traveled for state business to be eligible for reimbursement while using a personal vehicle. This information shall be included on the "Expense Reimbursement Document." Employees shall not be reimbursed for driving between places of employment and residences.

5. Vehicle Pools have been established by the Transportation Services Bureau. It will be the responsibility of each agency to effectively utilize pool vehicles assigned to its agency and to keep internal records of usage sufficient to charge mileage to the appropriate budgets. State-owned vehicles shall be made available to those employees who, because of business mileage driven or type of work performed, have the greatest need for a state-owned vehicle.

6. This Executive Order shall take effect on April 19, 1999.

IN WITNESS WHEREOF, I have hereunto set my hand, and caused the Great Seal of the State of Nebraska to be affixed this 31<sup>st</sup> day of March, in the year of our Lord one thousand nine hundred and ninety-nine.



Mike Johanns  
Governor of Nebraska

Attest:



Scott Moore  
Secretary of State