




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-056 (Rev. 07/01/2024)
<b>Signature:</b> 	<b>Supersedes:</b> 11-001; 03-034
<b>Application:</b> Executive Branch Employees	<b>Effective Date:</b> October 3, 2012
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-203, T.C.A. § 55-8-101 et seq., T.C.A. § 55-10-101 et seq.	<b>Rule:</b> Chapter 1120-10

## Operation of Motor Vehicles by State Employees

State employees who are required to drive state-owned and/or personally owned vehicles in the course of their employment in order to perform official state functions shall do so legally, safely, and defensively. In addition, state-owned vehicles shall be operated in compliance with the policies of the Vehicle and Asset Management ("VAM") Division for the Department of General Services ("DGS"). Employees are required at all times to comply with any and all laws when operating any motor vehicle on official state business.

An employee who is in a position that requires a valid vehicle operator's license, or who operates a motor vehicle for state business, must possess a valid driver's license. Regardless of whether a state, personal, or rental vehicle is being used in the course of state business, the state may be held liable for the actions of the employee. Therefore, all employees shall abide by the following:

- Any employee operating a state, personal, or rental vehicle for official state business is required to possess a valid driver's license from the employee's domicile state.
- When required, the license must have the appropriate commercial endorsement.
- Under no circumstances shall an employee whose license is revoked, suspended, expired, or otherwise invalidated operate a motor vehicle for official state business.
- For employees who are required to maintain a valid driver's license as part of their official duties, driving record convictions may be considered as grounds for disciplinary action, up to and including dismissal, whether the offenses and infractions occurred during or outside work hours. This includes driving under the influence as defined in Tenn. Code Ann. § 55-10-401.
- Any employee whose position requires a valid driver's license as a job qualification shall advise his or her supervisor within twenty-four (24) hours of the employee's next scheduled workday of any conviction, suspension, revocation, expiration, or invalidation of the employee's driver's license. Failure to notify the supervisor of any such conviction,

# DOHR Policy:

## Operation of Motor Vehicles by State Employees

**Policy Number:** 12-056  
(Rev. 07/01/2024)

suspension, revocation, expiration, or invalidation may be cause for disciplinary action, up to and including dismissal.

- Any state employee who fails to comply with motor vehicle laws while driving a state, personal, or rental vehicle on official state business, is subject to discipline, up to and including dismissal.
- An employee who is not required to possess a valid driver's license in the performance of his or her job duties may be disciplined for driving under the influence while off-duty when an agency determines that the conduct adversely impacts the employee's ability to effectively perform his or her job duties or the best interest of the State.

Appointing authorities shall be responsible for ensuring all employees receive a copy of this policy. Employees are required to sign the acknowledgement below upon receipt of this policy for inclusion in the employee's personnel file. Employees who are required to maintain a valid driver's license as part of their official duties shall provide proof of a valid driver's license at the time of acknowledgement. This policy does not restrict agencies from augmenting the provisions of this policy with additional policies and procedures.

Per VAM's Utilization of Vehicles and Equipment Policy, #VAM-2, all State employees with driving privileges will be enrolled in the State Agency Motor Vehicle Records ("AMVR") monitoring program, which serves to ensure the employee retains a valid driver's license. The AMVR program is applied to existing employees whose job description includes driving as an essential function. Notwithstanding, the AMVR program may also be applied to current or potential employees whose job descriptions may involve driving but not necessarily an essential function. The AMVR program is intended to look for DUIs, reckless driving, license suspensions, and moving violations over a five-year period. Agencies do have the discretion to grant an exception should a current or potential employee's profile reflect a violation. Exceptions are evaluated on a case-by-case basis and must be reviewed and approved by the Agency's appointing authority.

Additionally, with limited exceptions, employees whose position requires them to utilize a state-owned vehicle shall be subject to vehicle monitoring via VAM-approved software fixtures on state-owned vehicles. This is for monitoring metrics for efficiency. Any misuse as defined by VAM may subject an employee to disciplinary action. For more information, please see DGS' VAM-2 Policy.

Employees are required to complete and sign an "Operation of Motor Vehicles by State Employees Acknowledgement" form (PR-0397, attached below). All employees shall then review and acknowledge this policy on an annual basis.

Questions regarding the portion of this policy as it pertains to employee discipline may be directed to the Department of Human Resources Office of General Counsel. Questions pertaining to the operation of motor vehicles should be directed to the Department of General Services.

# DOHR Policy:

## Operation of Motor Vehicles by State Employees

**Policy Number:** 12-056  
(Rev. 07/01/2024)

### Operation of Motor Vehicles by State Employees Acknowledgement

I certify that I have received, read, and understand the above policy regarding my conduct while operating motor vehicles. Furthermore, I understand that violation of this state policy may lead to disciplinary action, up to and including dismissal from state service.

Employee's Name (*Print or Type*): \_\_\_\_\_

Edison Employee ID Number: \_\_\_\_\_

Employee's Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State License Issued: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

This form shall be completed, signed, and returned to the employee's immediate supervisor. Supervisors are responsible for forwarding all forms to the agency's human resources officer or inclusion in the employee's personnel file.

\* If acknowledging this policy via the Edison system for purposes of annual review, I agree that my acknowledgement is the equivalent to my handwritten signature.

PR-0397

---

**Tennessee Department of Human Resources**

Guiding "people solutions" to attract, grow, and keep top talent.