

**Idaho Division of Human Resources**  
Executive Branch Statewide Policy  
Section 17: Safe Driving

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**17A. General Information**

The State of Idaho expects all employees who operate a state vehicle, rental vehicle, rented through the Statewide contract, or operate a personal vehicle, for the purpose of conducting state business, to conduct themselves in a safe, lawful, and courteous manner. The purpose of this policy is to ensure the safety of employees and the public when employees are operating vehicles<sup>1</sup> and conducting state business. It is the employee’s responsibility to operate a vehicle while conducting state business, in a safe manner to prevent injuries and/or property damage.

If an employee chooses to use their personal vehicle for the purpose of conducting state business, they must maintain a motor vehicle liability policy that has at least the minimum level of automobile liability insurance required by state law. If an employee is unsure of the level of insurance required, they can contact the State of Idaho [Department of Risk Management](#).

**17B. Eligibility Requirements**

Employees who operate a vehicle for the purpose of conducting state business must meet the below criteria. The use of a state vehicle for personal or other non-official business purposes is generally prohibited<sup>2</sup>.

- a. Be a current employee of the State of Idaho.

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<sup>1</sup> Unless otherwise specified, when vehicle is used by itself in this policy it is meant to include a state vehicle, rental vehicle rented through the statewide contract, and personal vehicle. Vehicle is not meant to include recreational vehicles.

<sup>2</sup> Driving for minimal or negligible purposes are permitted. An example is driving to a grocery store while on a work trip.

- b. Possess and maintain a valid and current driver's license<sup>3</sup>.
- c. Complete the State of Idaho Defensive Driving training on an annual basis.
- d. Review and sign the State of Idaho's Vehicle Usage Acknowledgement on an annual basis.

### **17C. Operating Standards**

Employees who are operating a vehicle for the purpose of conducting state business must comply with the below in addition to the State of Idaho's Vehicle Usage Acknowledgement:

- a. Obey all applicable laws, including but not limited to, wearing a seatbelt, maintaining a valid driver's license, and using electronic communication devices in accordance with Idaho State Law.
- b. Operate state vehicles only for the purpose of conducting state business.
- c. Refrain from using any intoxicating substances that would impair one's ability to safely operate a vehicle.
- d. Ensure the state vehicle has the required forms inside of the vehicle. These include:
  - o [State of Idaho Auto Accident Report Guide](#)
  - o [Certificate of Financial Responsibility](#)
  - o [Citizen's Claim Filing Procedure](#)
  - o [Notice of Claim by Citizen to The State of Idaho](#)

State vehicles should not be operated or used to transport individuals who are not directly involved in conducting official state business unless the appointing authority has granted prior approval. Additional information can be found on the [State Controller's website](#).

### **17D. Reporting Requirements**

Accident Reporting: All vehicle accidents that occur while conducting official state business, regardless of severity or injury, must be reported to the State of Idaho's Department of Administration Risk Management (Risk Management) as soon as possible using the [State of Idaho Auto Accident Report Guide](#). Accidents are to be reported immediately to the employee's supervisor. Upon notification of an accident, supervisors must report accidents to the agency human resources department.

Once completed, the State of Idaho Auto Accident Report Guide should be submitted to the agency individual(s) listed as the vehicle accident claims contact on Risk Management's contact list. The agency individual will submit the completed form to Risk Management and provide a copy to the human resources department.

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<sup>3</sup> Agencies may have a specific process to verify driver's licenses.

Traffic Violation Reporting: Employees must immediately report any traffic violations where the employee received a uniform traffic citation while operating a vehicle and conducting state business. Employees should report the traffic violations to their supervisor and the agency human resources department. Employees who are required to drive as part of their job duties must also notify their supervisor and the human resources department immediately, if their driver's license becomes invalid, revoked, or suspended.