

**200 KAR 40:010. Motor pool procedure.**

RELATES TO: KRS 42.0171(2), 44.045

STATUTORY AUTHORITY: KRS 44.045(6)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 44.045(6) authorizes the secretary of the Finance and Administration Cabinet to promulgate an administrative regulation governing the use of state-owned vehicles. This administrative regulation establishes the procedures by which a state employee may use a motor pool vehicle and the employee's resulting responsibility for the motor vehicle.

Section 1. In order to facilitate the administration and operation of the state motor pool, the Guide for Drivers of the Commonwealth's Vehicles and the Agency Guide for the Commonwealth's Vehicles shall govern the use and assignment of state motor pool vehicles, the operation and care of those vehicles, and the use of fuel credit cards.

Section 2. Any employee who fails to adhere to the requirements of this administrative regulation is subject to disciplinary action pursuant to KRS 18A.095.

Section 3. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Guide for Drivers of the Commonwealth's Vehicles", 2/2015; and

(b) "Agency Guide for the Commonwealth's Vehicles", 2/2015.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Finance and Administration Cabinet, 392 Capitol Annex, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m., and is available from the Division of Fleet Management Web site at <http://finance.ky.gov/services/fleet/Pages/FleetGuidanceandRates.aspx>.

(11 Ky.R. 523; eff. 10-9-84; Am. 1074; eff. 2-12-1985; 14 Ky.R. 55; eff. 8-5-1987; 19 Ky.R. 208; 869; eff. 10-8-1992; Recodified from 600 KAR 1:070; 8-2-2006; 41 Ky.R. 1701; 1973; eff. 4-3-2015; Crt eff. 3-29-2022.)