Purpose
To comply with the State of Utah and the Utah Department of Transportation (Department) rules and regulations concerning the use of all State equipment.

Policy
The use and protection of State property is primarily the responsibility of the user and his or her organization.

1. State owned equipment is to be used by authorized people for official State business including State issued credit and gas cards.

2. State vehicles are for the use of Department employees in conducting their official activities. Employees must adhere to the following:
   a. Personal use of a State vehicle must be approved and used according to the current Administrative Rule R27-3.
   b. Each employee authorized to operate State owned equipment is required to hold a valid operator's license (Commercial Driver's License [CDL] where required) and operate the equipment in a safe and prudent manner. The valid license is to be in the employee's possession at all times when operating equipment.
   c. All operators and passengers in state vehicles will wear seat belt restraints while in a moving motor vehicle. Refer to Utah Traffic Code 41-6a-1803 and Administrative Rule R27-3-15.
   d. Prohibited activities while operating a moving motor vehicle are:
      • Write, read, or send a written message
      • Manually dial a phone number
      • Access the internet
      • View or record a video
      • Enter data into the device
   e. Use of a handheld wireless communication device is permitted anytime during an emergency procedure, when reporting a safety hazard, when reporting a criminal activity, or when the communication device system such as a State installed two-way radio is physically or electronically integrated into the motor vehicle.
   f. State of Utah employees from other agencies may accompany an authorized driver in a state vehicle, as long as the trip is for business purposes only.
   g. The Department Executive Director has given pre-approval for non-State of Utah employees doing business with the Department for example consultants, contractors, media, academia, and other Government Officials to accompany an authorized driver in a state vehicle, as long as the trip is only for business purposes.
h. Pre-approval must be given by the Department Executive Director for passengers that are not employed by the State of Utah or those that are not doing business for the Department.

3. Copy machines, printers, and FAX machines are for official State business. Personal use is not allowed unless the cost is reimbursed to the State by the user.

4. Data processing equipment and the use of other information technology assets are defined in UDOT Policy 07A-1.

5. Telephones are to be used for State business. It is recognized that occasional personal use may be required. The call is to be of short duration when this is the case. The employee must make arrangements to pay for a long distance call.

6. Taping or recording communications between State employees or State officers and other people is prohibited except with the express approval of the Governor upon the recommendation of the Recording Policy Review Board. This board consists of the Attorney General or designee and the Governor’s General Counsel with the Commissioner of Public Safety as an advisor to the Board.

7. Incidence of theft, loss, vandalism, or misuse of State property that identifies employee’s failure to promptly report such events or negligence as enabling such incidents to occur will be investigated and appropriate disciplinary action taken.

8. Personal safety protective equipment provided by the Department will be worn on the job and maintained in a sanitary and reliable condition according to adopted policy or procedure wherever it is necessary by reason of hazards of process, environment, chemical hazards, or specified work activity. Refer to UDOT Policy 06E-2.

9. Any employee found abusing or misusing State equipment including using State equipment for personal use will be subject to disciplinary action.