

Kansas Administrative Regulations

Department of Administration

Article 17.—Use of State-Owned or -Operated Motor Vehicles on Official State Business

1-17-6. Requests for state-owned or leased motor vehicles on a daily or trip basis.

Requests for motor pool vehicles shall be made of the motor pool's administrative officer by the requesting operator submitting a requisition form to the motor pool at the time the vehicle is needed, or as the secretary may otherwise allow. The following information shall be required on the requisition form: (a) Name of driver and driver's license number;

(b) Agency;

(c) Date and hour the vehicle is needed;

(d) Type of vehicle (sedan, station wagon, van, pickup, etc.); and

(e) Destination and time of return.

If it is later determined that the vehicle is not needed, the motor pool shall be notified promptly. If the agency requesting the vehicles does not give prompt notice of cancellation, the motor pool may charge the minimum daily rate. A requisition form shall be completed by the agency and signed by the agency head or a designee. The form, in duplicate, shall be presented to the motor pool. One copy shall be retained by the operator as authority to use the vehicle. Upon completion of the trip, the vehicle shall be returned to the motor pool and the operator shall indicate operation of the vehicle and list defects, if any, on the requisition form. The form shall be completed by the motor pool. The operator shall take one (1) copy for the agency and one (1) copy will be used for billing.

Procedures for the assignment on a daily or trip basis of state-owned or leased motor vehicles not within the central motor pool or a branch thereof, shall be approved by the secretary.

(Authorized by K.S.A. 75-3706, 75-4601 &et seq.&; effective, E-74-4, Nov. 2, 1973; effective May 1, 1975; amended May 1, 1979.)

***** Authenticated Kansas Administrative Regulation *****