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| SUBJECT PERSONAL USE OF LOANED VEHICLES AND AIRCRAFT | POLICY NUMBER 10.08 |  |
| POLICY MAINTENANCE ADMINISTRATOR: Director, Florida Highway Patrol | | |
| PURPOSE/SCOPE: To establish policy and procedures prohibiting the personal use of loaned vehicles and aircraft by members of the Department. | | |

I. AUTHORITY

Section 321.02, Florida Statutes, Powers and Duties of Department, Highway Patrol

Chapter 60B, Florida Administrative Code, Division of Motor Pool

Rule 15-1.012 (5), Florida Administrative Code, Delegation of Authority

II. RELATED POLICIES

MP 10.02, Department Vehicles and Aircraft Use

III. DEFINITIONS

A. Loaned Vehicle or Aircraft- A vehicle or aircraft which has been loaned without charge to the Department.

IV. POLICY

All members of the Department of Highway Safety and Motor Vehicles are prohibited from making personal use of a loaned vehicle or aircraft (to include all use not consistent with the proper performance of their public duties).

Vehicles and aircraft loaned or furnished to the Department can only be authorized and accepted by the Executive Director or designee. After acceptance, any test and evaluation records, in addition to those records required for Department-owned vehicles, will be maintained by the division assigned the vehicle.

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| Executive Director SIGNED ORIGINAL ON FILE | Effective Date 07/01/1983 |
| Page 1 of 2 | Revision Date 04/22/2014 |

STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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V. PROCEDURES

A. Use of Loaned Vehicles and Aircraft

1. Upon prior written approval from the Executive Director or designee, the Department may receive, on loan, vehicles or aircraft.
2. A written agreement between the Department and the loaner will be prepared by the division assigned the vehicle or aircraft, in conjunction with the Bureau of Purchasing and Contracts. The agreement will specify the responsibilities of each supplier as to costs, insurance, length of the loan period, purpose and written results of any tests conducted.
 - a. All correspondence between DHSMV and the loaner will be made part of the files relating to the loan.
 - b. This agreement will be routed by the Bureau of Purchasing and Contracts in compliance with contract routing procedures.
 - c. A copy of the executed agreement will be forwarded to the Bureau of Purchasing and Contracts and properly maintained by the Contract Manager.
3. Non-law enforcement vehicle and aircraft use will be in accordance with Management Policy 10.02, Department Vehicles and Aircraft Use, as prescribed by Chapter 60B, Florida Administrative Code.
4. The use of loaned vehicles and aircraft furnished for the Florida Highway Patrol will be the same as that for vehicles and aircraft owned by the State and operated by sworn law enforcement officers of the Patrol, in accordance with Florida Highway Patrol Policy 6.03, Vehicle Equipment and Maintenance.
5. The same cost procedures as a vehicle or aircraft owned by the Department shall apply to a loaned vehicle or aircraft. The loaned vehicle or aircraft will be assigned to the respective division. All expense records will be maintained in accordance with Department policy and division procedures.

B. Evaluation

1. The affected division will develop performance criteria to consistently evaluate and report any applicable test results.
2. The affected division will regularly monitor the use and evaluation of loaned vehicles and aircraft and forward results through their normal chain of command.