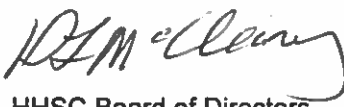
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>	<b>Department:</b>  <b>Human Resources</b>	<b>Policy No.</b>  <b>HR 0018A</b>
		<b>Supersedes Policy No.</b>  <b>ADM 0006A</b>
<b>POLICY</b>	<b>Approved By:</b>   HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	<b>Approved Date:</b>  September 23, 2021
<b>Subject:</b>  <b><i>Use of HHSC/State Vehicles</i></b>		<b>Last Reviewed:</b>  January 26, 2021

**I. PURPOSE:**

To ensure that the Hawaii Health Systems Corporation (HHSC)/State passenger vehicles are used only for HHSC/State business. This applies to all employees of HHSC and its subsidiaries, including officers, managers, supervisors, and non-supervisory employees.

**II. DEFINITION:**

- A. "Business Purposes" means for the purpose of this policy, use of a government vehicle for direct travel between an employee's home and his/her place of work, and such travel as would be incidental to driving to and from work; e.g., stopping at the grocery store on the way home, seeing the doctor, dropping a fellow employee off at his/her home, dropping the children off at school, etc.
- B. "Prohibited Use" means for the purposes of this policy, the use of government vehicle, in the absence of a waiver, for pleasure or personal uses, such as, traveling to sporting events, entertainment venues, restaurants, or family.
- C. "Business Use" means errands and other tasks that require the use of an HHSC/State vehicle to further the operations of the facility. Examples of business use, include but are not limited to, post office purchases for the facility and other types of facility related purchases, airport runs to transport off island dignitaries and employees for meetings, delivery of documents or equipment for the facility, and any other trips in the HHSC/State vehicle that benefit the facility or HHSC.

**III. POLICY:**

HHSC/State vehicles shall be used solely for Business Purposes unless the employee obtains an exception for personal use through a facility specific waiver process. Under no circumstance shall an HHSC/State vehicle be used for pleasure trips.

**IV. AUTHORITY:**

- Sections 105-1 and 105-2 Hawaii Revised Statutes ("HRS")
- Chapter 84, HRS

**V. RELATED PROCEDURE(S):**

HR 0018B

**VI. REFERENCE(S):**

None.