
 HAWAII HEALTH SYSTEMS CORPORATION <i>Quality Healthcare for All</i> PROCEDURE	Department: Human Resources	Procedure No. HR 0018B
		Supersedes Procedure No. ADM 0006B
Subject: <i>Use of HHSC/State Vehicles</i>	Approved By:  By: Linda Rosen, M.D., M.P.H. Its: President & CEO	Approved Date: September 23, 2021
		Last Reviewed: January 26, 2021

I. PURPOSE:

To establish procedures for the administration of the Use of Hawaii Health Systems Corporation (HHSC)/State Vehicles Policy.

II. PROCEDURES:

A. Use of HHSC/State Vehicle Where the Employee has a Permit for the Vehicle

1. If the employee obtains a permit to use the HHSC/State Vehicle, the employee shall use the HHSC/State vehicle for Business Purposes only or in accordance with the terms of the permit, e.g., in to and from work only.
2. HHSC employees who have a waiver for their HHSC/State vehicle (i.e., Regional CEOs) may use the vehicle for personal uses such as attending a doctor's appointment, going to the grocery store, drop a fellow employee off at his/her home, take children to and from school, and make similar personal uses; provided, however such personal use occurs between the employee's home and the employee's place of work.
3. The waiver is obtained through the facility administrator on an annual basis (See guidelines on the use of a State vehicle where a permit has been issued to the employee).

B. Other Use of the HHSC/State Vehicle (Trip by Trip or Daily Basis)

1. The HHSC/State vehicle may be signed out by licensed HHSC employees solely for the purposes of Business Use. Each facility shall assign a manager to be responsible for the use of the HHSC/State vehicles and shall use the HHSC/State Vehicle Form (Attachment 1) to track and monitor the use of the HHSC/State Vehicles.
2. Except where a waiver has been obtained, all employees shall use the HHSC/State Vehicle for Business Purposes. Any other use shall be deemed a Prohibited Use including any stops or extra trips that do not have a Business Use.
3. All managers shall be responsible for monitoring the appropriate Business Use of the HHSC/State vehicle by their employees.

C. Misuse of the HHSC/State Vehicle

1. Employees who are found in violation of the use of this policy and procedure may be subject to suspension from the use of HHSC/State vehicles and/or disciplinary action in accordance to the appropriate collective bargaining agreement, or HHSC policies, or applicable law.

III. ATTACHMENT(S):

Attachment 1: HHSC/State Vehicle Usage Form

