

400 BUSINESS, continued

402 Travel in ESD or Personal Vehicles

Employees traveling on ESD business will use ESD vehicles, unless it is more reasonable, practical or efficient to use a personal vehicle. In unusual circumstances, upon the approval of the supervisor and appropriate division head, employees may use commercial transportation.

R402.1 The procedures pertaining to the operation of the automobile pool will be developed by the Business Division and set forth in the ESD "Administrative Procedures - Agency Automobile Operation" and will be amended and updated as needed.

R402.2 Employees will not engage in any activity which could interfere with their ability to operate a vehicle in a safe manner while on ESD business.

R402.3 Employees are required to use seat belts when operating vehicles while on ESD business.