



UNIVERSAL POLICY

Driving Standards

Introduction and Statement of Purpose

The Driving Standards Universal Policy (the “Policy”) establishes expectations for employees operating a State-owned vehicle. This Policy provides standards for departments to manage the use of these vehicles while increasing safety for State employees and all those who drive on Colorado roads.

The Department of Personnel & Administration (“DPA”) provides comprehensive self-insurance coverage for state employees using State-owned vehicles for State business purposes, and provides higher liability limits than many personal and commercial auto insurance policies. As with all commercial or personal auto insurance coverage, the State Office of Risk Management (“Risk Management”) must take steps to ensure that only safe drivers are insured to drive State-owned vehicles. Eligibility requirements are necessary to enhance safety and also to minimize financial exposure for automobile accident claims to protect the interests of Colorado taxpayers.

This Policy is effective on **March 31, 2025**. However, employees and agencies are encouraged to follow the driving standards outlined in this Policy prior to this effective date in order to ensure the safety of state employees and the public.

Application of This Policy

This Policy applies to all classified employees within the state personnel system (see Title 24 Article 50 of the Colorado Revised Statutes) and non-classified employees in Executive Branch departments (see Executive Order D 2013-003) and authorized volunteers for those departments. This Policy does not apply to non-classified employees in institutions of higher education, state elected officials, and non-classified employees not covered by Executive Order D 2013-003 including but not limited to the Judicial Branch, Legislature, and

Department of Law. Any of these state entities may opt to implement and follow this Policy at their discretion.

State Vehicle Driver Eligibility

Requirements to drive a State Fleet vehicle include:

- Drivers must comply with the [Telematics Universal Policy](#), all [State Fleet policies and vehicle operations manual](#), and agency fleet policies. Among other requirements under those policies, employees who operate State Fleet vehicles are responsible for the following:
 - Be a State of Colorado employee;
 - Maintaining a valid, non-restricted Colorado driver license;
 - Be at least 18 years of age when operating a state fleet vehicle;
 - Obeying all traffic laws and associated regulations;
 - Adjusting behavior to account for variable traffic, road, and weather conditions;
 - Reporting to their supervisor on any traffic citations received or accidents occurred while in a State-owned vehicle;
 - Maintaining a safe driving record;
 - Ensuring that they are able to safely operate a motor vehicle;
 - Paying any traffic or parking citations received in an agency State vehicle;
 - Using the State-owned vehicle for proper work-related purposes;
 - Driving experience should be appropriate to the job responsibilities; and
 - Must hold a proper Colorado driver license appropriate for the vehicle type and position responsibilities (out of State driver license exceptions require agency appointing authority approval)

- All drivers with a Commercial Driver's License (CDL) must adhere to current [Federal Motor Carrier Safety Administration](https://www.fmcsa.dot.gov/) (FMCSA) (<https://www.fmcsa.dot.gov/>)
- **Safe Driving Record.** Prior to driving any State owned vehicle, drivers shall maintain a safe driving record. As per standards commonly applicable to Commercial auto insurance policies, a safe driving record generally requires the following:
 - No convictions within the last seven (7) years for:
 - Reckless driving;
 - Vehicular manslaughter;
 - Driving under the influence (DUI);
 - Two (2) or more driving while ability impaired (DWAI) convictions;
 - One (1) conviction related to bodily injury or death to another person as described in C.R.S. 42-4-239.
 - Eluding the police; or
 - Street racing.
 - No convictions within the last five (5) years for:
 - Three (3) or more careless driving convictions; or
 - Speeding 20 mph over the speed limit.
 - Two (2) convictions related to distracted driving or use of a mobile electronic device as described in C.R.S. 42-4-239.
 - No convictions within the last three (3) years for:
 - Three (3) or more moving violations with a total of more than seven (7) points assessed on the license; or
 - Suspension or revocation of driver license (unless for unpaid child support or other suspension not related to a moving violation).

- Drivers shall **NOT** drive any State-owned vehicle if:
 - Their driver license is canceled, non-renewed, or suspended. At no time may an employee drive a State-owned vehicle with a suspended license, regardless of the cause of the suspension;
 - The driver fails to comply with applicable policies and requirements for operating a State-owned vehicle;
 - The driver has not been approved to drive a State-owned vehicle by the driver's supervisor and Human Resources Director or designee; or
 - The driver requires a breath monitoring device, also known as Interlock, to operate a motor vehicle.

Employee Responsibilities

The following are the employee's responsibilities prior to driving a State-owned vehicle:

- Maintain a safe driving record and a valid driver license (as described above in the State Vehicle Driver Eligibility section). Fully comply with this Policy and other related policies, requirements, and guidance issued by State Fleet, State Risk Management, and the employee's agency.
- Report any citation for a motor vehicle violation as listed above to the employee's supervisor and the agency Human Resources Director or designee.
- Report a conviction for a motor vehicle violation as listed above to the employee's supervisor and agency Human Resources Director or designee.

Agency Responsibilities

The following are the agency's responsibilities regarding this Policy:

- Enforce this Policy, the Telematics Universal Policy, and any State Risk Management or State Fleet guidance regarding driving a state vehicle.

- Contact Risk Management and State Fleet when an employee who is required to operate a State-owned vehicle no longer meets the standards of this Policy in order to discuss next steps.
- Develop agency policies and procedures that ensure the application of this Policy. Agencies policies shall be reviewed by the Division of Human Resources and State Risk Management prior to adoption by the agency.
- At least annually, each state agency must confirm that each State-owned vehicle driver's motor vehicle record (MVR) meets the minimum requirements listed in this Policy. MVR can be checked through an employee background check, a third party vendor software, or through the Colorado Department of Revenue.
- Agencies may not purchase separate liability insurance for employees that do not meet the standards in the Policy.
- Agencies should not allow an employee to use their personal vehicle for work purposes upon loss of state-owned vehicle privileges.

Violations of This Policy

- Failure of the employee to comply with this Policy may result in suspension of State vehicle driving privileges. It may also result in corrective and/or disciplinary action, up to and including termination, as determined by the employee's Appointing Authority and in compliance with State Personnel Rules and related requirements.
- The Appointing Authority should coordinate with Risk Management and State Fleet of enforcement or violations about this Policy.
- Failure of agencies to enforce this Policy may result in loss of authority over State-owned vehicles or other remedial measures for the state agency or program.

Authority

- Notwithstanding the requirements of this Policy, the Appointing Authority reserves the right to determine that an employee is not eligible to drive a State-owned vehicle at any time.