



USE OF DEPARTMENT FACILITIES AND EQUIPMENT

Purpose

The purpose of this policy is to implement Board policy 4051 and requires the Director to establish requirements for the use of Department facilities and equipment.

Legal Authority

Idaho State Constitution Article VII, Section 10 – Making profit from public money prohibited.

Idaho State Constitution Article VII, Section 17 – Gasoline taxes and motor vehicle registration fees to be expended on highways.

Idaho Code 21-211 - All Aeronautic funds must be used for State aeronautic purposes, and may not be used for private or personal purposes.

Idaho Code 40-311(4) - The Board shall sell, exchange, or convey real property under their jurisdiction.

Idaho Code 40-707 - State highway funds are appropriated only for specific Idaho Transportation Department (ITD) functions related to state highway purposes, and are not appropriated for private or personal activities.

Idaho Code 67-5309(n)(7) – Property, equipment, and funds of the State can only be used for state business, and cannot be used for private or personal reasons.

The facilities and equipment of the Idaho Transportation Department are public property, paid for and maintained by highway user funds or aeronautics user funds. Department shops, equipment, or materials are not to be used for repairs or maintenance of private vehicles or property. No personal property (all property belonging to the state of Idaho other than real property), regardless of value, may be taken, salvaged or used by Department employees for personal purposes.

Office and engineering equipment and supplies may not be taken from the Department premises for personal purposes. Equipment may be taken home to complete official work assignments, but only with the permission of the supervisor. Miscellaneous office supplies and other materials are distributed for Department work only. Section Managers can approve a system of recycling supplies that would otherwise be considered waste, i.e. scrap labels, computer paper, etc., to donate to charitable organizations, agencies or schools.

The Chief Administrative Officer (CAO) or a delegate has responsibility for screening and scheduling the use of the auditorium, conference rooms, and similar facilities. The following guidelines shall be used when scheduling Department facilities:

- Each request shall be evaluated to ensure that Department facilities, built with funds designated specifically for highway and aeronautic purposes, are not used by groups whose affiliation could be questioned.
- Department work-related activities have first priority. Employee organizations can use the facilities when approved by the CAO. The facilities may also be scheduled for tax-supported agencies and non-profit groups when the activity relates to a function of the Department.

- In special or unusual circumstances, other non-profit organizations may use Department facilities at the discretion of the CAO.
- Salespeople offering personal products or services to individual employees cannot use Department facilities or infringe on employees' normal work hours without approval of the CAO or delegate.
- In election years, the facilities shall be available on Election Day to election officials to facilitate polling.

For large accommodations or events, market rates shall be determined or negotiated through contracts prior to approval by the CAO.

Signed _____

Date: _____ March 26, 2014 _____

Brian W. Ness
Director