

**INSTITUTIONAL POLICY: GA-24**

**CATEGORY:** General Administration

**SUBJECT:** Use of State Motor Vehicles

**EFFECTIVE DATE:** February 1, 1990

**LAST REVISION DATE:** [N/A]

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Use of vehicles owned by the State of West Virginia (WVSOM) is limited only to State of West Virginia employees or person(s) approved or acting as agent(s) for the West Virginia School of Osteopathic Medicine. Under no circumstances may a non-state employee drive or ride in a state vehicle unless acting as an agent for WVSOM.

Whenever a non-state employee is acting as an agent for WVSOM and/or the State of West Virginia, a prior written authorization must be obtained approving this individual to act as an agent for the State of West Virginia and WVSOM. This must be signed by the appropriate administrator.