



EXECUTIVE CHAMBERS  
HONOLULU

NEIL ABERCROMBIE  
GOVERNOR

February 7, 2011

**ADMINISTRATIVE DIRECTIVE NO. 11-01**

TO: All Department and Agency Heads

SUBJECT: Personal Use of Government Vehicles

The purpose of this directive is to allow the State Comptroller of the Department of Accounting and General Services to administer section 4 of §105-2, Exceptions, Hawaii Revised Statutes.

The statute reads "Any officer or employee of the State who, upon written recommendation of the state comptroller, is given written permission by the governor to use, operate or drive for personal use (but not for pleasure) any motor vehicle owned or controlled by the State..."

The authority and responsibility to approve departmental policies and designated employees personal use of government vehicles is delegated to the State Comptroller of the Department of Accounting and General Services or designee. In addition, the State Comptroller shall develop procedures for the application and approval for personal use of government vehicles.

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