WEST VIRGINIA CODE: §5A-12-5

§5A-12-5. Rule-making authority; emergency rules.

- (a) The director shall propose legislative rules as may be necessary to implement this article, in accordance with §29A-3-1 et seq. of this code. Those rules shall include, but not be limited to:
- (1) Requirements governing the use of state vehicles;
- (2) Reporting requirements and responsibilities for fleet coordinators;
- (3) Requirements and responsibilities for each driver or operator of a state vehicle;
- (4) Information to be collected and maintained on state vehicle log sheets, including information related to mileage, destinations, and purpose of use;
- (5) The form and manner for each spending unit fleet coordinator to report to the division, including any electronic format as deemed necessary by the director;
- (6) The information that each spending unit fleet coordinator shall collect and maintain regarding state vehicle use by the spending unit;
- (7) The information for spending unit fleet coordinators to annually report to the division regarding state vehicle use;
- (8) Requirements and policies governing commuting in and taking home state vehicles; and
- (9) Requirements and policies governing volunteer and non-public employee drivers.
- (b) All rules of the Fleet Management Office in effect on the effective date of this article shall remain in effect until they are amended, replaced, or repealed: Provided, That these rules shall expire on July 1, 2021, if not sooner superseded.
- (c) On or before June 15, 2018, the director shall propose emergency legislative rules which may amend or modify existing legislative rules governing the use of state vehicles pursuant to §5A-12-1 et seq. of this code to implement the provisions of this article.