

# **MOTOR FLEET MANAGEMENT**



## **REGULATIONS**

**BEVERLY EAVES PERDUE, GOVERNOR**

**MOSES CAREY, SECRETARY**

**N.C. DEPARTMENT OF ADMINISTRATION**

**JULY 2010**



## Table of Contents

I. GENERAL .....	1
A. ORGANIZATION .....	1
B. MISSION .....	1
C. DEFINITIONS .....	1
D. EMERGENCIES AND AFTER-HOURS CALLS .....	1
II. LOCATION OF FACILITY .....	2
A. PHONE NUMBERS .....	2
B. MFM WEB SITES .....	2
III. ASSIGNMENT OF VEHICLES .....	3
A. TYPES OF ASSIGNMENTS .....	3
B. DRIVER'S LICENSE .....	3
C. REQUESTS FOR PERMANENT ASSIGNMENT OF VEHICLES .....	3
D. DENIAL AND APPEAL PROCEDURES .....	3
E. REQUEST FOR TEMPORARY ASSIGNMENT OF VEHICLES .....	4
F. REMOVAL OF VEHICLES FROM ASSIGNMENT .....	4
G. RETURN OF PERMANENTLY ASSIGNED VEHICLES .....	4
IV. RATES AND BILLING .....	5
A. TRAVEL LOGS .....	5
B. MILEAGE CHARGES FOR USE OF VEHICLES .....	5
C. MINIMUM CHARGES FOR VEHICLE USE .....	5
D. WEEKEND AND HOLIDAY ASSIGNMENT .....	5
V. FLEET OPERATIONS AND SERVICES .....	6
A. LIABILITY INSURANCE .....	6
B. GASOLINE PURCHASES .....	6
C. CREDIT CARDS AND PUMP KEY .....	6
D. TRANSPORTATION TO AND FROM MFM FACILITIES .....	6
VI. MAINTENANCE AND CARE OF VEHICLES .....	7
A. GENERAL .....	7
B. ROUTINE MAINTENANCE .....	7
C. VEHICLE WASHING .....	7
D. PREVENTIVE MAINTENANCE .....	7
E. REPAIRS AND MAINTENANCE .....	7
F. ANNUAL SAFETY INSPECTION .....	7
G. ACCIDENT REPORTING .....	8
H. DECALS ON VEHICLES .....	8
I. INSTALLATION OF SPECIAL EQUIPMENT .....	8
J. TIRE CHAINS .....	9
K. KEYS .....	9
VII. VEHICLE USE .....	10
A. OFFICIAL USE ONLY .....	10
B. COMMUTING POLICY .....	10
C. REIMBURSEMENT AT STATUTORY RATE .....	11
D. TOLL CHARGES .....	11
E. PARKING CITATIONS .....	11
F. MOTOR VEHICLE LAWS AND ORDINANCES .....	11
G. PARKING AND STORAGE OF VEHICLES .....	11
H. FIREARMS AND WEAPONS .....	11
I. ALCOHOLIC BEVERAGES AND DRUGS .....	12
J. HITCHHIKERS .....	12
K. RELATIVES .....	12
L. NON-STATE EMPLOYED PERSONS .....	12
M. USE OF STATE-OWNED VEHICLES FOR PRIVATE PURPOSES .....	12
N. OUT-OF-STATE TRAVEL .....	12
O. DRIVING UNDER ADVERSE WEATHER CONDITIONS .....	13

P.	SEAT BELTS .....	13
Q.	SMOKING IN STATE-OWNED VEHICLES.....	13
R.	TEXTING .....	13
VIII.	TERMINATION OF VEHICLE ASSIGNMENTS.....	14
A.	TERMINATION PROCEDURES.....	14
B.	APPEAL PROCEDURE.....	14
C.	REQUEST AFTER TERMINATION .....	14
IX.	USE OF PRIVATE LICENSE PLATES FOR STATE BUSINESS .....	15
X.	VIOLATIONS .....	15
XI.	ALTERNATIVE FUELS.....	15
XII.	HIGHWAY PATROL STATIONS .....	16
XIII.	COUNTY MAPS SHOWING DOT GAS PUMP LOCATIONS .....	17

## I. GENERAL

### A. ORGANIZATION

Motor Fleet Management, hereafter referred to as MFM, is an organization within the North Carolina Department of Administration.

### B. MISSION

MFM provides safe and efficient management, maintenance, repair and storage of state-owned passenger motor vehicles. MFM provides savings to the taxpayers of North Carolina by supplying a centralized source of passenger transportation for all state agencies and to all state employees in the performance of their official duties in the most cost-effective way.

### C. DEFINITIONS

1. **State Employee:** For purposes of vehicle assignment, a state employee is any individual working for the State of North Carolina for wages or salary.
2. **Office:** The building or other fixed location at which an employee reports for duty.
3. **Office-In-Home:** "Office-in-Home" is determined by these guidelines:
  - a) The employee's home is his/her official base of operation.
  - b) The employee normally begins and ends his/her workday from his/her home.
  - c) The employee does not begin travel from his/her home to a state office on any two consecutive days, or travel to any one state office more than two days a week. (Exceptions are permitted when attendance to non-routine meetings and seminars are required by the employee's supervisor.)
4. **State-Owned Passenger Motor Vehicle:** Any automobile sedan, station wagon, pickup truck, four-wheel-drive utility vehicle, or passenger-type minivan.
5. **Travel Status:** Employees are considered to be on travel status whenever they are required to be away from their normal duty station in the performance of their job.

### D. EMERGENCIES AND AFTER-HOURS CALLS

In case of emergency, Motor Fleet Management employees answer the 1-800-277-8181 telephone line from 7 a.m. until 5 p.m. during the workweek. After 5 p.m. until 7 a.m. the next morning and during weekends and holidays, the State Capitol Police answer calls to the 1-800-277-8181 number.

In case of emergency (after hours or on holidays) where the MFM vehicle is not drivable, and the driver rents a vehicle from the state's contracted private vehicle rental company, the cost of the rental and gasoline expenses are the responsibility of the driver's agency, not Motor Fleet Management.

## II. LOCATION OF FACILITY

Motor Fleet Management's physical address in Raleigh is 1915 Blue Ridge Road. Drivers of state-owned vehicles may obtain gasoline and E-85 at this facility:

### **Motor Fleet Management Facility**

#### ***Administrative Office Motor Pool and Garage***

1915 Blue Ridge Road  
Raleigh, NC 27607

#### ***Mailing Address***

1308 Mail Service Center  
Raleigh, North Carolina 27699-1308

## A. PHONE NUMBERS

(919) 733-6540 MFM Administration  
(919) 733-4074 Fax-Administration

(919) 733-7773 Vehicle Assignment  
(919) 733-2432 Fax-Vehicle Assignment

(919) 733-4043 Repair Authorization  
or 1-800-277-8181 (24-Hour Service)

(919) 733-7772 Garage  
(919) 715-4099 Fax-Garage, Parts, and Repair Authorization

(919) 733-7776 Motor Pool – Temporary Vehicles  
(919) 715-2678 Fax-Motor Pool

1-800-266-2025 Vehicle Safety Hotline (Bumper Sticker)  
Monday - Friday, (7 a.m. – 5 p.m.)

## B. MFM WEB SITES

Regulations and General Information: <http://www.ncmotorfleet.com>

Motor Fleet System and Travel Log Entry  
<https://www.ncmotorfleetsys.com>

### III. ASSIGNMENT OF VEHICLES

#### A. TYPES OF ASSIGNMENTS

1. **Individual Permanent Assignment:** State-owned passenger-carrying vehicles may be permanently assigned to state employees for official state business when the vehicle is expected to be driven a minimum of 3,150 miles per quarter. Individuals whose duties are routinely related to public safety or who are exposed to life-threatening situations are exempt from the 3,150-miles-per quarter requirement.
2. **Agency-Assigned Vehicles:** State-owned passenger carrying vehicles may be assigned to a state agency or institution when the vehicle is expected to be driven an average of 1,050 miles per month to conduct official state business. Vehicles may also be assigned to a state agency or institution when the vehicle is needed for a minimum number of low-mileage trips per month as determined by the agency for unique use and approved by MFM. The vehicle cannot be driven continuously by one employee and must be made regularly available to all persons in the agency. Agency-assigned vehicles must consistently be driven the 3,150-miles-per-quarter minimum.
3. **Temporary Assignment:** State-owned vehicles may be temporarily assigned to state employees for official state business or while permanently assigned vehicles are being repaired. Vehicles for temporary assignment will be centrally controlled and housed by MFM, assigned from the Motor Pool for a specific purpose, and returned to the Motor Pool at the end of the assignment.

#### B. DRIVER'S LICENSE

Persons who will be driving a state-owned motor vehicle must have a valid North Carolina driver's license and must show the license prior to obtaining a vehicle. All persons responsible for agency-assigned MFM vehicles are required by administrative code (NCAC 38.0302(b)) to photocopy the driver's licenses of all persons who operate the vehicles and retain these photocopies on file. Whenever drivers have six or more points on their license, MFM will notify that the driver's agency will be held financially responsible for accidents by the driver.

Motor Fleet Management checks the driving record of state employees permanently assigned a vehicle. If the employee's driving record shows driving infractions that are so severe that DMV designates the employee as "**Ineligible Permanently to Drive a School Bus**," MFM will not process the request to assign this person an **Individually Assigned** Motor Fleet vehicle. However the vehicle can be assigned to the Agency and the agency will be held financially responsible for accidents by the driver.

#### C. REQUESTS FOR PERMANENT ASSIGNMENT OF VEHICLES

Request for vehicles to be assigned to individuals or agencies on a permanent or indefinite basis or for a period in excess of 30 calendar days shall be made on Form FM-30, signed by the department head, and forwarded to MFM at least 10 calendar days prior to date of need. Request for a change of address or other driver information or to change the name of the driver when a new employee takes over the duties for an existing vehicle assignment shall be made on Form FM-30. Four-wheel-drive or special-use vehicles require written justification, verified by historical data and accepted by the Secretary of the Department of Administration. This information should be submitted 30 days prior to date of need. A photocopy of the assigned driver's valid driver's license shall be submitted with the FM-30.

#### D. DENIAL AND APPEAL PROCEDURES

Should a request for a permanent individually or agency-assigned vehicle be denied, the requesting agency head may appeal the denial through MFM to the Secretary of the Department of Administration within 10 days of the denial.

## **E. REQUEST FOR TEMPORARY ASSIGNMENT OF VEHICLES**

Requests for temporary assignment of vehicles shall be made on an FM-2, signed by the proper agency supervisor and presented to the dispatcher at the assigning motor pool. In cases where a temporary vehicle is being assigned while a permanent vehicle is being repaired, no supervisor signature is required.

Forms shall be provided by MFM to all requesting agencies. Vehicles dispatched from the Motor Pool are assigned on a first-come, first-served basis, with the exception of service vehicles (such as cargo vans). Before a vehicle may be picked up, a valid driver's license shall be presented to the Motor Pool dispatcher by the assigned driver and all other passengers who are subject to drive the vehicle during its temporary assignment.

Temporary assignments are intended to meet the needs of state employees who require transportation on a short-term (one to 10 days) or trip basis. All temporarily assigned vehicles shall be returned immediately upon completion of a trip or at the end of use. With proper justification temporary assignments may be made for up to 30 days.

If the vehicle assignment is originally requested for a period in excess of thirty (30) days, the request should be processed as a permanent assignment (see "Permanent Assignments"). Temporary vehicle assignments will be monitored to determine the feasibility of assigning permanent vehicles to those agencies who are frequent users of temporary vehicles. All temporarily assigned vehicles shall be brought back to the Motor Pool from which they were originally dispatched. During the temporary assignment, the driver should make note of any malfunctions encountered and any repairs and adjustments needed and report them to a dispatch agent when returning the vehicle to the Motor Pool.

## **F. REMOVAL OF VEHICLES FROM ASSIGNMENT**

Vehicles permanently assigned to individuals or agencies may be recalled if any of the following occur:

1. If the vehicle is used for any purpose other than official state business.
2. If reports are not submitted to the Department of Administration, or if the reports are inaccurate, incomplete or unacceptable to MFM and corrections are not made within 30 days of request.
3. If false information is willfully and knowingly submitted on any report or application.
4. If reports or forms are not signed properly and correction is not made within 30 days of a request to do so.
5. If vehicle abuse occurs. Abuse includes, but is not limited to, improper care and maintenance of the vehicle (excess and extended filth of vehicle), willful damage to the vehicle (destruction of interior or exterior with foreign objects), excessive number of accidents, and reckless disregard for the proper operation of the vehicle (excessive moving or standing violations).
6. If the vehicle is not being driven the 3,150 quarterly minimum mileage requirement and lower mileage cannot be justified.
7. If substantiated violations of motor vehicle laws are committed.
8. If other rules and regulations or policies are willfully violated.

## **G. RETURN OF PERMANENTLY ASSIGNED VEHICLES**

MFM will schedule replacement of vehicles based on mileage, time in service, economy and nature of use of each vehicle subject to the availability of a replacement. If a suitable replacement is not available, MFM will work with an agency to identify other options available to them.. If turn-in or replacement is required, all permanently assigned vehicles must be returned to the MFM Garage on Blue Ridge Road. When returning a permanently assigned vehicle, all credit cards assigned to that vehicle, gasoline key, vehicle registration, and any other materials issued by MFM must be returned. Drivers must turn their cars in to Assignment personnel and provide the assigned vehicle's ending odometer reading or the turn-in will not be recognized by MFM, and the agency will continue to be charged for the assignment until the matter is handled properly.

#### **IV. RATES AND BILLING**

##### **A. TRAVEL LOGS**

Travel logs (Form FM-12) for permanently assigned vehicles are to be filled out on a daily or trip basis when the vehicle is in use. Log entries should accurately reflect the use of the vehicle. Travel logs are to be entered via the MFM Web site by the 15th calendar day following the month of use. The agency assigned the vehicle is responsible for keeping the log sheets available for audit for three years.

Mileage for the use of a temporarily assigned vehicle is recorded on the FM-2 form when the temporary car is returned to the Garage, Motor Pool, or other rental facility.

##### **B. MILEAGE CHARGES FOR USE OF VEHICLES**

Each agency is to be charged for its proportionate share of the cost associated with operating a MFM-owned vehicle.

##### **C. MINIMUM CHARGES FOR VEHICLE USE**

MFM's mileage rate includes all expenses for operating, servicing, repairing (except in cases of abuse and installation of equipment and decals) and replacing all vehicles under MFM's jurisdiction. Vehicles permanently assigned to agencies or individuals will be billed for 1,050 miles per month or for actual mileage, whichever is greater. Vehicles temporarily assigned to state employees will be billed for 60 miles per day or for actual mileage, whichever is greater. If a Motor Pool vehicle is checked out after 4 p.m., no minimum fee will be collected for that day. If a vehicle is returned before 8 a.m., no minimum fee will be assessed for that day. A minimum fee, however, will be assessed for a temporary assignment of less than 24 hours if the 60-mile minimum is not met.

##### **D. WEEKEND AND HOLIDAY ASSIGNMENT**

When official state business requires the use of a Motor Pool vehicle on weekends, on a state holiday, early departure on Monday, or the day following a state holiday, the employee may be assigned a vehicle on Friday afternoon or on the afternoon preceding the holiday. Such assignments may be made after 4 p.m. with no charge for the day that the vehicle is picked up or for the holiday or weekend if the car is not being used.

## V. FLEET OPERATIONS AND SERVICES

### A. LIABILITY INSURANCE

Liability insurance is provided for all MFM-owned vehicles only. The coverage is in the amount of \$1 million bodily injury/property damage per person and up to \$10 million bodily injury/property damage aggregate amount per accident. Workers' compensation protection and/or state-provided insurance should cover medical expenses incurred by any state employee while operating a state-owned vehicle and conducting official state business. MFM does not carry medical payment insurance through the state insurance provider.

### B. GASOLINE PURCHASES

Gasoline purchases should be obtained from MFM facilities or other state-owned facilities except when state-owned facilities are closed, when travel is out-of-state, or when it is more cost-effective to buy commercially. When available, E-85 or E-10 fuel should be purchased for flex-fuel vehicles. Otherwise, only regular unleaded gasoline from self-service pumps (except those who have a physical handicap that would prevent the pumping from self-service pumps) is permitted to be purchased from commercial pumps.

### C. CREDIT CARDS AND PUMP KEY

Issued to each vehicle are gasoline credit cards and an electronic gasoline pump key used to access the 24-hour fueling stations. The commercial credit cards and the Department of Transportation electronic fuel pump keys (used at DOT and state facilities) are issued to each vehicle **and are to be used for that vehicle only**. This key is to be used at DOT and Motor Fleet Management facilities having self-service pumps. Most of these facilities offer gasoline on a 24-hour, seven-day-per-week basis. It is prohibited to use either the credit cards or pump key for any personal use whatsoever. A listing of county maps showing the location of DOT gasoline facilities and hours of operation is at the back of this manual.

### D. TRANSPORTATION TO AND FROM MFM FACILITIES

Transportation to and from office or home for persons who must leave their vehicles for service, **will not be provided by MFM's Garage**. Also, transportation to the Motor Pool, when a temporary vehicle is to be picked up at the beginning of a trip, **will not be provided by the Motor Pool**. Parking for your privately owned vehicle is available at the Motor Pool.

Arrangements should be made for local transportation prior to arriving at the Garage or Motor Pool.

## **VI. MAINTENANCE AND CARE OF VEHICLES**

### **A. GENERAL**

The maintenance of permanently assigned and agency-assigned vehicles is the responsibility of the individual and agency to which the vehicle is assigned.

### **B. ROUTINE MAINTENANCE**

Drivers shall routinely check their assigned vehicles to ensure proper oil level, water and antifreeze for radiators, water for battery, wear on belts, and proper inflation of tires. This service should be performed at least weekly.

### **C. VEHICLE WASHING**

It is the responsibility of persons assigned a MFM-owned vehicle(s) to keep the vehicle(s) clean. Motor Fleet Management no longer pays for vehicle washes. The cost of washes is the responsibility of the person or agency assigned the vehicle.

### **D. PREVENTIVE MAINTENANCE**

Preventive maintenance on vehicles is to be performed at scheduled intervals established by MFM. The proper schedule for this maintenance is provided for each vehicle by MFM at the time of assignment. If maintenance is not performed within plus or minus 500 miles of the schedule, the vehicle assignment is subject to termination.

### **E. REPAIRS AND MAINTENANCE**

The driver or agency may obtain required maintenance or repairs at MFM's Garage, other state-owned facilities or authorized commercial facility. **ALL MAINTENANCE AND REPAIRS MUST HAVE PRIOR AUTHORIZATION BY CALLING 1-800-277-8181 OR 733-4043 (IN RALEIGH CALLING AREA) WITH THE DETAILS OF THE MAINTENANCE AND AN ESTIMATE OF THE COST.** Properly authorized charges for maintenance or repairs should be billed to MFM for payment. Repair invoices from authorized vendors are required to be signed by the driver and sent to MFM for payment. If the driver's agency requires a copy of the invoice for their record of service, make a copy for the agency and send the original to MFM. In case of holidays, nights or weekends, a 24-hour on-call staff member will receive your call. Any unauthorized repair expense will be billed to the agency to which the vehicle is assigned.

### **F. ANNUAL SAFETY INSPECTION**

State law requires all motor vehicles to be inspected for safety, annually. **It is the responsibility of the permanently assigned driver or agency to ensure that the vehicle is up to date on inspections.**

## G. ACCIDENT REPORTING

All accidents involving state vehicles or other property damage, regardless of amount of damage, must be reported, within 10 days, by calling the 1-800-277-8181 number in the upper left corner of the windshield or 733-4043 (in Raleigh calling area). Information which should be obtained from the other driver involved in the accident is: name, address, telephone number, license plate number, insurance company and policy number. An Accident Reporting form, FM-16, must be completed and forwarded immediately to Motor Fleet Management. All accidents involving injury or damage to a state vehicle must be reported to Travelers Insurance Company promptly as follows:

In North Carolina, call 1-800-238-6225 to report accidents to Travelers Insurance Company, the state's insurance provider.

Remember, report all accidents to MFM.

## H. DECALS ON VEHICLES

Agencies wishing to use decals on MFM-owned vehicles may possibly do so provided the following guidelines are obeyed:

1. The decal and method of application must be approved in writing by MFM before application is made.
2. The decal may not be larger than 200 square inches.
3. No more than two decals may be applied to the vehicle, one to each front door.
4. Decals must be removed without damaging the vehicle in any way.
5. Cost of decals, material, application and removal must be paid by the using agency.
6. Should damage occur when removing a decal, the using agency must pay for repairs to restore vehicle to original condition.
7. **The (800) 266-2025 Motor Fleet Management bumper sticker must be displayed at all times on Motor Fleet Management-owned cars that have yellow and black license plates. Other bumper stickers are not allowed on MFM-owned vehicles unless approved by MFM.**
8. Any exceptions to the above guidelines must be approved by MFM in advance.

## I. INSTALLATION OF SPECIAL EQUIPMENT

Agencies requiring special equipment to be installed on permanently assigned vehicles may do so by following these guidelines:

1. Written approval by MFM prior to installation.
2. The agency requesting the equipment must pay for the equipment, installation cost, maintenance and removal of equipment.
3. Any damage to the vehicle caused by the installation or removal of the equipment must be paid by the using agency.
4. Radar detectors are not allowed in state vehicles.

## **J. TIRE CHAINS**

The purchase, installation and removal of tire chains shall be the responsibility of the using agency. The following precautions shall be observed:

1. Tire chains will not be used on front-wheel-drive vehicles.
2. Only tire chains designed for radial tires should be used with radial tires.
3. Any damage resulting from use of tire chains is the responsibility of the using agency.

## **K. KEYS**

Motor Fleet Management provides two sets of keys with each vehicle. **If keys are lost or additional keys are desired, the cost will be the responsibility of the agency to which the vehicle is assigned.** Please call Motor Fleet Management if you are locked out of your vehicle; key numbers are kept on file that can be used by dealers to cut new keys. Whenever keys are locked in the car or in the trunk, the cost for a service call by a locksmith is the responsibility of the agency to which the vehicle is assigned.

## VII. VEHICLE USE

### A. OFFICIAL USE ONLY

State-owned passenger-carrying vehicles shall be driven only by state employees and used for official state business only, except as may be allowed under Paragraph K of this section. **It shall be unlawful for any state employee to use a state-owned vehicle for any private purpose whatsoever.** Commuting privileges approved by MFM are not considered a private purpose. An employee with an individual permanently assigned vehicle may drive the vehicle to and from his/her home when one or more of the following conditions exist:

1. By virtue of his/her position, the employee is entitled to use the vehicle and is so approved and authorized by the Secretary of the Department of Administration.
2. Employee's duties are routinely related to public safety or are likely to expose him/her to life-threatening situations.
3. Employee's home is his/her official work station and the vehicle is parked at home when not being used for official business.
4. State-owned vehicle is required for a trip the following workday and employee's home is closer to the destination than the regular work station, and the employee does not have to report to his/her regular work station before beginning the trip. Frequent occurrence of this situation requires MFM approval.
5. Temporary and agency-assigned vehicles may not be driven to an employee's home unless one of the above four conditions applies.

### B. COMMUTING POLICY

Employees who routinely drive any state-owned vehicle between their home and work station shall reimburse the state for mileage. Reimbursement shall be made by payroll deduction. The amount of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law at a rate established by Motor Fleet Management and shall be for 20 days per month. Commuting privilege requires prior approval of Agency Head and MFM.

Commuting, for purposes of this paragraph, does not include those individuals whose office is in their home, as determined and approved by the Office of State Budget and Management. Also, this paragraph does not apply to the following vehicles: (i) clearly marked police and fire vehicles, (ii) delivery trucks with seating only for the driver, (iii) flatbed trucks, (iv) cargo carriers with over a 14,000-pound capacity, (v) school and passenger buses with over 20-person capacities, (vi) ambulances, (vii) hearses, (viii) bucket trucks, (ix) cranes and derricks, (x) forklifts, (xi) cement mixers, (xii) dump trucks, (xiii) garbage trucks, (xiv) specialized utility repair trucks (except vans and pickup trucks), (xv) tractors, (xvi) unmarked law enforcement vehicles that are used in undercover work and are operated by full-time, fully sworn law enforcement officers whose primary duties include carrying firearms, executing search warrants, and making arrests, and (xvii) any other vehicle exempted under Section 274 (d) of the Internal Revenue Code of 1954, and Federal Internal Revenue Service regulations based thereon.

### **C. REIMBURSEMENT AT STATUTORY RATE**

The statutory rate for use of a private vehicle is the rate of reimbursement set by the Legislature. Employees may be reimbursed by their agency at statutory rates when using their personal vehicles for state business when the round trip does not exceed 60 miles and travel is approved by their agency head.

When trips are to exceed 60 miles, agencies shall use a state vehicle if one is available within the Raleigh servicing area. If a motor pool vehicle cannot be supplied, the motor pool dispatcher will stamp the FM-2 form before the trip is made in a private vehicle, indicating a motor pool vehicle is unavailable when needed.

Statutory rates may also be paid to employees with physical handicaps when equipment for operating a vehicle is not available on state-owned vehicles. Also, when use of a private vehicle is in the best interest of the state and results from the particular requirements of the employee's duties, statutory rates may be paid.

Reimbursement at statutory rates shall be limited to actual miles driven on official state business only.

### **D. TOLL CHARGES**

All toll charges incurred will be paid by the employee and the employee may be reimbursed by his/her agency.

### **E. PARKING CITATIONS**

**Parking citations are the responsibility of the assigned driver or the driver's agency at the time of issue.** If a parking citation is not paid within a two-week period, a notice is sent to MFM and forwarded to the assigned driver. Excessive unpaid parking citations received by MFM for the same driver may constitute vehicle abuse.

### **F. MOTOR VEHICLE LAWS AND ORDINANCES**

It is the responsibility of the individual driver to observe all state motor vehicle laws and ordinances. All violations and fines shall be the responsibility of the driver or agency. Abuse of motor vehicle laws and ordinances may result in denial of the use of a MFM-owned vehicle.

### **G. PARKING AND STORAGE OF VEHICLES**

Individuals and agencies are responsible for secure and safe storage and parking of vehicles. Repeated acts of vandalism may result in the agency being charged for repairs. State-owned vehicles shall not be left on non-residential streets or highways overnight unless it is necessary due to mechanical failure or emergency. When a state-owned vehicle is parked on a municipal street, it shall be the responsibility of the driver or the driver's agency to pay all parking fees and any parking fines or other fines assessed against the vehicle. The vehicle may be parked in a commercial or municipal parking facility provided the driver or the driver's agency pays for any parking fees. The assigned driver shall be responsible for any towing fees resulting from improper parking.

MFM shall not be responsible for property left in parked vehicles at any location including the Motor Pool and Garage. Further, MFM shall not be responsible for the cost of duplicate keys other than those that are issued when the car is assigned. Also, MFM shall not be responsible for the cost associated with locking a key in a vehicle.

### **H. FIREARMS AND WEAPONS**

The possession of firearms and weapons, concealed or otherwise, is prohibited in state-owned vehicles except by sworn law enforcement officers.

## **I. ALCOHOLIC BEVERAGES AND DRUGS**

Under no circumstances may a state employee operate a state-owned vehicle while under the influence of intoxicating beverages, drugs or substances, or transport (except in performance of law enforcement duties) these items in a state-owned vehicle.

## **J. HITCHHIKERS**

Hitchhikers are not allowed to ride in any state-owned vehicle.

## **K. RELATIVES**

Spouses and children are permitted to accompany state employees on trips in state-owned vehicles when sufficient space is available and when all travel is strictly for official state business.

Family pets are not permitted in state-owned vehicles. Leader dogs for blind persons and other officially certified assistance dogs are excluded from this restriction.

## **L. NON-STATE EMPLOYED PERSONS**

Non-state employed persons may accompany state employees driving state-owned vehicles when they have an interest in the purpose of the trip and their presence is related to state business. Students of universities and colleges may be passengers in state cars to attend athletic events and other activities officially sanctioned by the institution, provided the proper account is reimbursed at the standard mileage cost rate by the student activity fund involved. Non-state employed persons, however, are not allowed to drive a state-owned vehicle, except for:

- a) Drivers of blind or permanently disabled state employees or
- b) Graduate or professional students enrolled in a state-supported college or university whose educational training requires the use of a state-owned vehicle and whose use of the state-owned vehicle is supervised and permitted by an authorized college or university official.

## **M. USE OF STATE-OWNED VEHICLES FOR PRIVATE PURPOSES**

When an employee is required to use a state-owned vehicle for travel while away from his/her work station, the vehicle may be used for travel to obtain meals and other necessities, but not for entertainment or any personal purposes. **A state employee may not use a state-owned vehicle for obtaining meals and other necessities unless he/she is in travel status, approved commuter status, or approved office-in-home.**

## **N. OUT-OF-STATE TRAVEL**

There are no special requirements to use a state-owned vehicle for travel in the continental U.S. If a vehicle is to be driven to Canada or Mexico, the driver must contact MFM 30 days ahead of time so the proper automotive insurance protection may be obtained.

## **O. DRIVING UNDER ADVERSE WEATHER CONDITIONS**

Temporarily assigned vehicles will not be issued during adverse weather conditions such as accumulated snow, sleet or ice on roadways. Temporarily assigned vehicles already requested may be canceled or delayed at the discretion of MFM in the event of any adverse weather conditions. Drivers of vehicles on permanent assignment who drive during adverse weather conditions are cautioned to take extreme care and employ safety measures to ensure the safety of driver and passengers. Any damage to MFM-owned vehicles operated during adverse weather conditions shall be paid by the using agency when it is found that such damage resulted from negligence on the part of the driver. Drivers are requested to turn on headlights while driving during inclement weather and are required by state law to turn on headlights when operating windshield wipers.

## **P. SEAT BELTS**

In accordance with the General Statutes of North Carolina and Motor Fleet Management regulations, the driver and all passengers must wear seat belts (lap and shoulder belt even if the vehicle is equipped with an air bag) whenever the vehicle is in motion.

The General Statutes of North Carolina also requires children to be protected by safety restraints. All children less than age 8 or who weigh less than 80 pounds, must be in a child restraint system that meet federal standards when riding in passenger vehicles. The law covers all persons, not just parents, who operate a vehicle in which a child is a passenger.

## **Q. SMOKING IN STATE-OWNED VEHICLES**

In accordance with North Carolina General Statute; **GS130A-493**, smoking is prohibited in state-owned vehicles.

## **R. TEXTING**

In accordance with North Carolina General Statute **GS20-137.3(a)(1)**, using additional technology (ie, text messaging, etc.) while operating a vehicle. Is unlawful.

(1) Additional technology. – Any technology that provides access to digital media such as including, but not limited to, a camera, electronic mail, music, the Internet, text messaging, or games.

**N.C. General Statute 20-137.4A. 13 (a).** – It shall be unlawful for any person to use additional technology, as defined in G.S. 20-137.3(a)(1), associated with any mobile phone, while operating a vehicle on a public street or highway or public vehicular area.

## VIII. TERMINATION OF VEHICLE ASSIGNMENTS

### A. TERMINATION PROCEDURES

Motor Fleet Management shall revoke the assignment or require the department owning the vehicle to revoke the assignment of a state-owned passenger motor vehicle, pickup truck or van when any one of the conditions set forth in Paragraph III. F. cited previously has been established to a reasonable certainty. Agencies may cite abuse or any one of the other conditions set forth in Paragraph III. F. for appropriate agency disciplinary action. The following procedures shall be used by MFM:

1. ***Complaints, concerns and questions received by MFM are acted upon and a written or electronic notice is sent to the proper department head.***
2. Notification by MFM of a vehicle complaint will include specific documentation to support such claim. Within 10 days a written reply should be received by MFM regarding the complaint unless an extension is granted.
3. MFM will review the allegation and verify all documents supporting the allegation. Further, MFM will review the response received by the agency head and/or alleged offender.
4. After a full evaluation of the allegation and response, the Director of MFM will determine if the vehicle assignment shall be revoked. No revocation will occur based on an anonymous call.
5. MFM reserves the right to temporarily terminate a vehicle assignment during the course of an investigation. This shall definitely be the case under citation of driving while impaired or without a valid driver's license or any other major allegation.

### B. APPEAL PROCEDURE

If a vehicle assignment is revoked, the offender may appeal the decision of MFM's Director to the Secretary of the Department of Administration. Any appeal to the termination of a vehicle assignment will be sent to the agency head who will forward the appeal to MFM. MFM will send the appeal to the Secretary of the Department of Administration.

### C. REQUEST AFTER TERMINATION

If an appeal is denied and the vehicle assignment is revoked, a new requisition shall not be honored until the Secretary of the Department of Administration is assured that the violation for which the assignment was previously revoked will not recur.

## **IX. USE OF PRIVATE LICENSE PLATES FOR STATE BUSINESS**

The use of private license plates on state-owned vehicles is governed by G.S. 20-39.1. Agencies that require the use of private license plates in the discharge of their duties shall follow the requirements of this statute.

## **X. VIOLATIONS**

Any traffic violations by state employees operating any MFM vehicle, justifies a misuse/abuse letter from the Director of Motor Fleet Management to the driver's Department Head. A letter of inquiry is sent to the department head and a response is requested. If a state employee is involved in repeated infractions, he/she may be subject to denial of the use of any state-owned vehicle.

## **XI. ALTERNATIVE FUELS**

Motor Fleet Management promotes the use of alternative fuels.

At the Motor Fleet Management facility located on Blue Ridge Road, the following alternative fuels are available:

- Ethanol (E-85)
- E-10

Drivers are required to use alternative fuel in their assigned vehicle whenever the alternative fuel is available.

**A current list of commercial E-85 fueling sites can be found at:** <http://www.e85fuel.com/>

## **XII. HIGHWAY PATROL STATIONS**

Listed below are the telephone numbers of the Highway Patrol Stations for each county. MFM strongly urges you to report any suspected drunken driving or other violations of traffic laws that you may observe. We also urge you to use personnel at the stations as a resource in emergencies.

### ***NORTH CAROLINA HIGHWAY PATROL COMMUNICATION CENTERS***

#### **TROOP A - WILLIAMSTON RADIO**

1-252-792-4101                      1-800-441-6127

Martin, Pitt, Beaufort, Washington, Tyrrell, Hyde, Pamlico, Carteret, Jones, Craven, Lenoir, Dare, Currituck, Camden, Bertie, Chowan, Gates, Pasquotank, Perquimans, Hertford.

#### **TROOP B - ELIZABETHTOWN RADIO**

1-910-862-3134                      1-800-334-7411

Robeson, Sampson, Duplin, Bladen, Columbus, Onslow, Pender, New Hanover, Brunswick, Cumberland, Harnett.

#### **TROOP C - RALEIGH RADIO**

1-919-733-3861                      1-800-662-7956

Nash, Edgecombe, Vance, Warren, Franklin, Durham, Granville, Wake, Wilson, Greene, Johnston, Wayne, Halifax, Hampton.

#### **TROOP D - GREENSBORO RADIO**

1-336-334-5500                      1-800-445-8621

Caswell, Person, Alamance, Orange, Randolph, Chatham, Lee, Guilford, Rockingham.

#### **TROOP E - SALISBURY RADIO**

1-704-855-1047                      1-800-233-3151

Davidson, Stanly, Montgomery, Davie, Rowan, Cabarrus, Stokes, Forsyth, Yadkin, Surry.

#### **TROOP F - NEWTON RADIO**

1-828-466-5500                      1-800-445-1779

Ashe, Alleghany, Watauga, Wilkes, Caldwell, Alexander, Iredell, Burke, Catawba.

#### **TROOP G - ASHEVILLE RADIO**

1-828-298-4252                      1-800-445-1772

Transylvania, Madison, Avery, Henderson, Yancey, Mitchell, McDowell, Cherokee, Graham, Swain, Clay, Macon, Jackson, Haywood, Buncombe, Polk, Rutherford.

#### **TROOP H - MONROE RADIO**

1-704-292-1539                      1-800-572-8765

Mecklenburg, Cleveland, Union, Anson, Gaston, Moore, Hoke, Richmond, Scotland.

### **XIII. COUNTY MAPS SHOWING DOT GAS PUMP LOCATIONS**

Maps showing the location of DOT fuel sites can be found at the following link

[http://www.ncdot.org/doh/operations/dp\\_chief\\_eng/EquipInvent/FUELDIST/fuel\\_map.html](http://www.ncdot.org/doh/operations/dp_chief_eng/EquipInvent/FUELDIST/fuel_map.html)