

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

Motor Fleet Management Vehicle Use Policy and Acknowledgement

Effective Date: August 15, 2005
Original Effective Date: August 15, 2005
Reference(s): [Motor Fleet Management Regulations, Maintenance and Care of Vehicles, Section VI, pages 12 – 14; Motor Fleet Management Regulations, Vehicle Use, Section VII, pages 16 – 21; Motor Fleet Management Regulations, Termination of Vehicle Assignments, Section VIII, pages 22 – 23; State Personnel Manual, Disciplinary Action, Suspension and Dismissal, Section 7, pages 1 – 22](#)

By virtue of my signature below, I acknowledge receipt and understanding of the following Motor Fleet Management (MFM) regulations as they pertain to the use and maintenance of lease vehicles obtained through the Department of Administration:

1. Vehicles assigned through MFM are for official, work-related purposes only. It is unlawful for any state employee to use a state-owned vehicle for private purposes whatsoever. A state employee may use a state-owned vehicle for obtaining meals and/or other necessities when in travel status, in an approved home work station (during approved travel status), or approved commuter status.
2. Employees who routinely drive any state-owned vehicle between their home and work station shall reimburse the state for mileage except under the following circumstances:
 - a. When approval has been obtained from the Secretary of Administration when an individual's position entitles them to use the vehicle in this manner;
 - b. When the employee's duties are related to public safety;
 - c. When the employee's home is his/her official work station; and/or
 - d. When the use of the vehicle is required for a trip the next day and the 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.
3. Parking citations are the responsibility of the assigned driver or the driver's agency at the time of issue. Excessive unpaid parking citations received by MFM for the same driver may constitute vehicle abuse.
4. Abuse of motor vehicle laws (including speed limit violations) may result in the denial of the use of a MFM-owned vehicle.

5. Under no circumstances may a state employee operate a MFM-owned vehicle while under the influence of intoxicating beverages, drugs, or substances OR transport these items in a state-owned vehicle.
6. Any damage to a MFM-owned vehicle 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. Costs for damage resulting from normal wear and tear are not billed to the leasing agency.
7. 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 and the employee has secured his/her manager's advanced approval.
8. The possession of firearms and weapons, concealed or otherwise, is prohibited in state-owned vehicles except by sworn law enforcement officers.
9. All maintenance and repairs must have prior authorization, which can be obtained by calling 1-800-277-8181 or (919) 733-4043 (in the Raleigh area). Any unauthorized repair expense will be billed to the agency to which the vehicle is assigned.
10. All accidents, regardless of the amount of damage, must be reported to MFM by calling 1-800-277-8181 or (919) 733-4043 (in the Raleigh area). Additionally, an FM-16 must also be completed immediately and forwarded to MFM. Immediately upon contacting MFM, the employee must contact his/her direct supervisor or their designee to inform them of the accident. This assumes that the employee is in a physical condition that allows him/her to make that call; it is understood that in the event of injury that MFM and the supervisor will be contacted as soon as the employee is able.
11. MFM vehicle use may be terminated under the following circumstances:
 - a. If the vehicle is used for any purpose other than official state business;
 - b. If reports (including car logs) are not submitted within 30 days of completion and/or are inaccurate or incomplete;
 - c. If false information is willfully or knowingly submitted on any report or application;
 - d. If reports or forms are not signed properly and correction is not made within 30 days of a request to do so;
 - e. If vehicle abuse occurs (which includes but is not limited to: improper care and maintenance of the vehicle), willful damage to the vehicle, excessive number of accidents, and reckless disregard for the proper operation of the vehicle; if substantiated violations of motor vehicle laws are committed (violation of speed limits, use of vehicle for personal purposes); and
 - f. If other rules and regulations or policies are willfully violated.

Failure to adhere to these procedures may not only result in the revocation of driving privileges (for an MFM lease vehicle), but may also result in the receipt of disciplinary action, up to and including dismissal.

Employee Name/Signature

Date