

## Division of Public Health Administrative Manual

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<b>Chapter:</b>	<b>Travel</b>
<b>Title:</b>	<b>Use of Motor Fleet Management (MFM), Rental or Personal Vehicles</b>
<b>Current Effective Date:</b>	<b>7/01/11</b>
<b>Revision History:</b>	<b>7</b>
<b>Original Effective Date:</b>	<b>8/01/06</b>

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### PURPOSE

Guidance on acquisition and use of temporarily assigned vehicles and use of personal vehicles as needed to conduct official state business.

### POLICY

The Division of Public Health (DPH) vehicle use procedures are based on policies established by the Office of State Budget and Management and the Department of Administration. Policies cited in this document include:

State Budget Manual, Travel Policies & Regulations
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<a href="http://www.osbm.state.nc.us/files/pdf_files/2007BudgetManual.pdf">http://www.osbm.state.nc.us/files/pdf_files/2007BudgetManual.pdf</a>
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Department of Administration: Motor Fleet Management (MFM) Regulations
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<a href="http://www.ncmotorfleet.com/documents/mfmregs.pdf">http://www.ncmotorfleet.com/documents/mfmregs.pdf</a>
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Employees driving a state vehicle to carry out job duties must abide by the regulations put forth by MFM, Department of Administration [MFM Regulations](#). Selected portions of this document that are relevant to most DPH employees driving a state vehicle are copied below.

State vehicles shall be driven only by state employees and used for official state business only, with exceptions noted below. **It is unlawful for any state employee to use a state vehicle for any private purposes whatsoever.** Employees requesting a state vehicle must show a valid driver's license before obtaining a state vehicle.

### Exceptions

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

Non-state employees (temporary, contract, etc.) may accompany state employees driving a state vehicle when the purpose of the trip and their presence is related to state business. Students of universities and colleges may be passengers in state vehicles 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 vehicle, except for:

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

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**Commuting** - Commuting privileges approved by MFM are not considered for private purpose. An employee may drive a state 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 a state vehicle and approved and authorized by the Secretary 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 workstation and the vehicle is parked at home when not being used for official business.
4. A state 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.

When official state business requires the use of a state vehicle on weekends, a state holiday, the day following a state holiday or early departure on Monday, the vehicle may be assigned on the Friday afternoon or the afternoon before the holiday. Such assignments may be made after 5 p.m. with no charge for the day the vehicle is picked-up, or on the holiday or weekend the state vehicle is not being used.

**Accidents** - Accidents involving state vehicles or other property damage, regardless of the amount of damage, must be reported to MFM within 10 days, by calling 1-800-277-8181 (number in the upper left corner of the windshield) or 733-4043, in the Raleigh calling area. The information to be obtained from the other driver involved in the accident is:

- Name
- Address
- Telephone number
- License plate number
- Insurance company and policy number

The employee must notify his/her supervisor as soon as possible after an accident.

The Accident Reporting form, <http://www.ncmotorfleet.com/documents/fm-16var.pdf> must be completed and forwarded immediately to MFM, and a copy sent to the employee's supervisor.

The accident must also be reported on a State Property Incident Report (State Bureau of Investigation (SBI) and submitted to the DPH Budget Office.

[http://www.enr.state.nc.us/docs/SBI\\_78.doc](http://www.enr.state.nc.us/docs/SBI_78.doc)

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### PROCEDURE

#### Determining Vehicle Options

##### State Provided Vehicle

Employees are required to complete the [FM-2](#) online with the DPH's company (2B01), fund and center information. The DPH Budget Office will assure employees are aware of their fund and center information as requested. After completion, print the form and obtain a signature from the supervisor.

<http://www1.doa.state.nc.us/mfm/rqstMotorPoolVeh.aspx?n=1>

The MFM has a limited number of vehicles and it is advised to make a reservation two weeks in advance by calling (919) 733-7776. If a state vehicle is not available, the employee must have the FM-2 form stamped "No Vehicle Available" by MFM and signed by a motor fleet employee.

On the day the state vehicle is to be picked up call the MFM to confirm vehicle availability, then deliver the completed FM-2 form to the MFM location at 1915 Blue Ridge Road, Raleigh. MFM has parking available to leave personal vehicles. The parking lot gates are open Monday through Friday, 7:00 am to 5:00 pm.

Each state vehicle is issued a Department of Transportation (DOT) gasoline credit card and an electronic gasoline pump key. The credit card and pump key ***are to be used for that vehicle only and prohibited for any personal use.*** The pump key is to be used at DOT and MFM facilities having special self-service pumps. Most of these facilities offer gasoline 24-hours/7-days a week. An interactive map showing the location of DOT gasoline facilities and hours of operation can be found at:

[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)

When the state vehicle is returned to MFM, the employee will be issued a printed receipt. This receipt must be delivered to the DPH Accounts Payable Unit.

##### Procedures for Rental Vehicle and Personal Vehicle Use

Raleigh based employees are required to obtain a state vehicle at the Blue Ridge Road site. Since the number of cars previously maintained has been reduced, state employees may have to use other transportation options. The following link will calculate and compare whether personal vehicle or rental vehicle usage would be the most cost-effective option.

<http://www.ncpublichealth.com/employees/PDF/policy/MileageCalculator.xls>

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Information regarding the contract and procedure for making a reservation provided by Enterprise Rent-A-Car can be accessed on-line at:  
<http://www.doa.state.nc.us/PandC/975a.pdf>

**Rental Vehicle** - Rental vehicles are limited to:

- Compact
- Intermediate
- Standard
- Mini van (only available to 4 or more passengers)

Requests for exceptions must be submitted through the DPH Budget Office. The Budget Office will request approval for exceptions by the DHHS Division of Budget & Analysis.

It is mandatory for employees to adhere to the following rules:

- Conduct a walk around inspection and report any damages prior to driving from the rental facility.
- If vehicle cannot be returned as scheduled, contact the rental agency to extend the contract. Failure to do so will require the employee to cover the additional charges.
- Refuel the vehicle to the level when picked up before returning to the rental agency.
- Employees will not be reimbursed for delivery and pick up services offered by the rental agency.
- Employees are not to request a damage waiver on vehicles. This is not covered under the state contract.
- All gas receipts are to be submitted with the Travel Reimbursement form.
- The Motor Fleet form (FM-2) must be stamped and attached to the Enterprise invoice for documentation purposes. The Enterprise invoice and the FM-2 must be approved by the division's designated budget authority to approve and code prior to submitting to the DHHS controller's office General Accounting/Financial Management section for payment.

### **Personal Vehicle**

If an employee elects to drive his/her own vehicle, the stamped FM-2 form should be attached to the employee's travel reimbursement form, in order to claim mileage at the IRS rate. The reimbursement rates are explained in the chart below.

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<b>Mileage Reimbursement Chart Effective July 1, 2011</b>	
State vehicle available from MFM, but choose to drive own vehicle, roundtrip 100 miles or less.	55.5¢ per mile
State vehicle available, but choose to drive own vehicle, roundtrip more than 100 miles	30¢ per mile
State vehicle not available, any length of trip Must attach FM-2 form stamped " <i>Vehicle not Available</i> "	55.5¢ per mile

**Document History**

8/01/06: Initial approval of procedure  
2/05/07: Revision 1  
5/30/07: Revision 2  
7/01/07: Revision 3  
7/01/09: Revision 4  
1/01/10: Revision 5  
5/01/10: Revision 6  
7/01/11: Revision 7