

EEP PPPM Section 7.1.3		Document No.: ADM.POL.04.04.01	
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## GENERAL

The purpose of this document is to describe the proper use of State Motor Vehicles. N.C. Ecosystem Enhancement Program staff must comply with all applicable State Motor Fleet Management Regulations.

## VEHICLE USE

### 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 Motor Fleet Management (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 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.

### 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 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)

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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.

### **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.**

### **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.

### **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.

### **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.

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## HITCHHIKERS

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

## 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.

## 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.

## REFERENCES

Motor Fleet Management Regulations Manual  
<http://www.doa.state.nc.us/mfm/mfmregs.pdf>