Use of State Vehicle At A Glance

Reference: OSM Manual, Section 5, DOA Motor Fleet Management Regulations

General Information:
1. Non-state employees may accompany state employees in state owned vehicles when they have a business interest in the trip and their presence is related to state business.
2. Spouses and children of state employees may accompany the employee if there is room and the travel is for state business.
3. Pets are not allowed in state cars.
4. Employee is responsible for paying any parking citations received.
5. If employee locks key in the car, they are responsible for cost of unlocking.
6. Hitchhikers are not allowed in state cars.
7. An employee who has a permanently assigned state car may not use this car for personal use. For example: home-based employee has a state car. Car is used Monday-Friday for work. On weekends, car should be parked and employee must use personal car for personal business.
8. Employee has state car on the road traveling. Allowed to use car for purpose of obtaining meals and other necessities.
9. Seat belts must be used while driving or riding in a state car.
10. Obey all the State Motor Vehicle Regulations. A member 1-800- number is displayed on each vehicle encouraging citizens to report violators.

Type of Car Assignments:
- Temporary – One to ten days travel can be checked out from Motor Pool. Temporary car assignments will be billed for minimum of 60 miles if checked out for less than 24 hours.
- Permanently – Can be permanently assigned to an agency or an individual (such as a home-based employee). Usually need to travel at least 3,150 miles per quarter to consider. Will be billed for 1,050 per month or actual mileage, whichever is greater. Travel logs should be maintained on a daily basis.

Maintenance, Operation & Repair of State Cars:
1. Gasoline should be obtained from MFM facilities or other state owned facilities across the state.
2. When commercial facilities are used to purchase gasoline, purchase only regular unleaded and use self-service (unless physical handicap prevents employee from pumping gas).
3. Each state car has a commercial credit card, DOT issued credit card and DOT gasoline pump key to be used for that particular vehicle only. The pump key can be used at DOT and MFM facilities that offer self service pumps and are usually open seven days a week, 24 hours a day.
4. Employees are responsible for routinely checking their vehicle (oil level, water and anti-freeze, battery, wear of belts, proper inflation of tires). Check at least weekly.
5. Routine preventive maintenance is conducted by MFM and a schedule is on the reverse side of sun visor. Failure to have maintenance performed within 500 miles of schedule, can result in termination of vehicle use.
6. Maintenance and repairs must have prior approval by calling MFM at 1-800-277-8181 or if in Raleigh at 633-4043.

Accidents/Breakdowns:
1. All accidents must be reported, regardless of amount of damage. Call 1-800-277-8181 located in the upper left hand corner of windshield or in Raleigh 733-4043.
2. Accidents involving injury to damage to state car must be reported to Travelers Insurance Company at 1-800-762-3804. Several counties must call a different number. Refer to MFM Regulations handbook.