

## 9.04 Transportation by State Vehicles

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### 9.04.01 General Guidelines

When travel by vehicle is determined to be feasible, a State vehicle, when available, should be used instead of a private vehicle. State-owned vehicles shall be used for official state business only. State vehicles shall not be used while the employee is in vacation status. It shall be unlawful for any state employee to use a state-owned vehicle for any private purpose whatsoever (Motor Fleet Regulations – VII A).

### 9.04.02 Reserving a State Vehicle

Motor Pool vehicles may be used for University business travel at rates ranging from \$.48-\$.51 per mile for sedans and station wagons, and \$.66-\$.77 per mile for vans. Policies and procedures applicable to reserving a State vehicle and purchasing gasoline for use in State vehicles are available from the University Motor Pool (telephone 7224).

### 9.04.03 Commuting

Permanently assigned state-owned vehicles may not be used for commuting between an employee's official workstation and his home. Every individual who uses a permanently assigned state-owned passenger motor vehicle, pickup truck, or van to drive between his official workstation and his home, shall reimburse the state for these trips at a rate computed by the Department of Administration.

No state employee shall be exempt from payment of reimbursement for commuting except as provided for in G.S. 143-341(7a). The provisions of this rule do not apply to clearly marked police and fire vehicles or unmarked law enforcement vehicles that are used in undercover work and are operated by full-time sworn law enforcement officers whose **primary duties** include carrying a firearm, executing search warrants, and making arrests. The Department of Administration shall report quarterly to the Joint Legislative Commission on Governmental Operations on individuals who use state owned vehicles between their official work stations and their homes, who do not reimburse the State for these trips.

The rate of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law and shall be determined by the Department of Administration. Reimbursement shall be for 20 days per month regardless of how many days the individual uses the vehicle to commute during the month. Reimbursement shall be made by payroll deduction each month from the employee's check and deposited as a refund of expenditure to the fund and account where the motor fleet or motor pool bill is paid.

#### **9.04.04 Non-State Employee Riders**

- **Non-state employees** may accompany state employees in state vehicles when they have a business interest in the purpose of the trip and their presence is related to state business.
- **Students** of state universities, colleges, and institutions 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.
- **Spouses and children of state employees** may accompany them in state-owned vehicles if ample space is available and all travel is strictly for official state business.
- **Hitchhikers** are not permitted to ride in state-owned vehicles.

#### **9.04.05 State Vehicle Use at Destination**

At the employee's destination, state-owned vehicles may be used prudently for travel to obtain meals, but not for private purposes or for entertainment while off duty. No common carrier or public transportation fares are reimbursable on a trip in which an employee uses a state-owned vehicle unless it is shown that such transportation was more economical in a particular situation.

#### **9.04.06 Repairs**

If a Motor Fleet Management vehicle (sedans and station wagons) requires repairs, prior authorization for repair must be obtained from Motor Fleet Management in Raleigh by calling toll-free 1-800-277-8181 twenty-four hours a day with the details of the maintenance and an estimate of the cost. There is no preset minimum or maximum allowance for costs of repair. Properly authorized charges for maintenance or repairs should be billed to Motor Fleet Management for payment.

At any time that a University van requires repairs that exceed a cost of \$100.00, the driver must call the University Motor Pool (828-227-7224) to obtain permission for repairs.