

Procurement of Cars

Transportation Planning Branch		Revised: October 20, 2010 Approved: January 24, 2008 Version 1.2
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Purpose

The purpose of this procedure is to ensure a consistent course of action within the Transportation Planning Branch (TPB) for requesting the use of a car for travel purposes. (This includes the use of any of the following: 1) TPB staff car/van; 2) Motor Fleet vehicle; 3) rental car, or 4) personal vehicle.)

Background

This procedure is based on TPB and NCDOT guidelines regarding use of vehicles for travel purposes, as well as the Department of Administration's guidelines for procuring a Motor Fleet vehicle.

Responsibility

- **TPB staff members** will fill out the appropriate forms and get their supervisor's signature. They are also responsible for picking up and returning vehicles at the agreed upon time(s) with all personal items, including trash, removed.
- The **assigned administrative staff** will process forms; enter TPB vehicle reservations on the TPB calendar; and contact Motor Fleet or the rental company as necessary.

The Transportation Planning Branch's (TPB) designated administrative staff is responsible for following the set guidelines and assisting TPB staff members in obtaining a vehicle for travel purposes.

Policy, Regulatory, and Legal Requirements

[NCDOT Travel Policy and Procedures \(Chapter 6, Section 6\).](#)

Scheduling and Time Constraints

When possible, the vehicle request form(s) shall be submitted at least two weeks in advance of designated travel time.

Procedures

Procedure Input(s) – Completed Motor Vehicle Request/Travel Form (in-house TPB form)

Procedure Output(s) – vehicle assignment (e.g., TPB staff car, Motor Vehicle car, rental car)

TPB staff members will follow the procedures below to obtain a vehicle for travel purposes.

Step	Action
1	<ol style="list-style-type: none"> 1. The TPB staff member will download the Motor Vehicle Request/Travel Form. This form is used for TPB staff vehicles, Motor Fleet vehicles, rental vehicles or personal vehicles. 2. The TPB staff member will fill out the information on the form. 3. The TPB staff member will obtain their supervisor’s signature. 4. The TPB staff member will give the Motor Vehicle Request/Travel form (completed and signed) to the designated TPB Administrative staff (currently Shirley Foye).
2	<p>Procuring a TPB staff car or van:</p> <ol style="list-style-type: none"> 1. The designated TPB Administrative staff receives the Motor Vehicle Request/Travel Form (completed and signed) from a TPB staff member requesting a staff vehicle for travel purposes. 2. The Administrative staff checks the monthly calendar for an available staff vehicle. If a staff vehicle is available, it is assigned to the TPB staff member who submitted the request and entered the assignment of the vehicle on the monthly calendar. 3. At the time of the trip, the TPB staff member will get the key for the designated vehicle from the designated place in the Administrative office. 4. At the conclusion of travel, the TPB staff member <ul style="list-style-type: none"> • Fills tank with gas • Logs mileage file • Returns the vehicle key BY THE TIME NOTED ON THE TRAVEL FORM to the designated place in the TPB Administrative office.
3a	<p>Procuring a Motor Fleet vehicle:</p> <ol style="list-style-type: none"> 1. The designated TPB Administrative staff receives the Motor Pool Vehicle Request (DOA form) and enters all required information from the online TPB Motor Vehicle Request/Travel Form. 2. The Administrative staff then calls Motor Fleet (919-733-7776) and verifies the request for a vehicle for the designated travel start and return dates/times. 3. If there is a vehicle available, a trip number is assigned by Motor Fleet. This number is given to the TPB Administrative staff during the phone call and is noted on the form by the TPB Administrative staff (usually in red ink). If no Motor Fleet vehicle is available, go to Step 3b. 4. The Administrative staff stamps the form with the date and signature and initials it. 5. The TPB staff member takes the authorized/signed form to the Motor Fleet when picking-up the vehicle (at the time designated on the form). At that time, the TPB staff member will be required to show a valid driver’s license and to sign the form.
3b	<p>Procuring a rental car from a private rental company, when a Motor Fleet vehicle is unavailable:</p>

	<ol style="list-style-type: none"> 1. If a Motor Fleet vehicle is unavailable, the designated TPB Administrative staff calls the car rental company to request a car. 2. The following information will be given to the car rental company: the departure time/date and the return time/date of the travel; the destination; the customer PIN number assigned to TPB; and the name of the TPB staff member requiring a car for travel purposes. 3. The car rental company assigns a confirmation number and the TPB Administrative staff writes that number on the Motor Pool Vehicle Request form (usually in red ink). 4. The Administrative staff stamps the form with the date. 5. The Administrative staff gives the form to the Branch Manager to initial, then the form is returned to the Administrative staff. 6. The Administrative staff signs the form and then gives the authorized/signed form back to the TPB staff member who requested the vehicle. 7. The TPB staff member takes the authorized/signed form with them to the car rental company to pick-up the assigned vehicle. <p>Note: In the event that a Motor Fleet vehicle is not available, the TPB staff member may choose to drive his/her own private vehicle instead of a private rental car. In this case, the staff member will submit the Motor Pool Vehicle Request form that verifies the unavailability of a Motor Fleet vehicle in order to obtain the appropriate mileage reimbursement rate per NCDOT Travel Policy and Procedures (Chapter 6, Section 6).</p>
<p>4</p>	<p>Use of Personal Car:</p> <ol style="list-style-type: none"> 1. The designated TPB Administrative staff receives the Motor Vehicle Request/Travel Form (completed and signed) from a TPB staff member requesting use of personal vehicle. The TPB staff member must obtain approval from their supervisors to use their personal vehicle.

Warnings and Precautions

When traveling on state business, whether in a TPB staff vehicle, a Motor Fleet vehicle, a private rental car, or a personal car, TPB staff members are responsible for paying any speeding/parking illegally tickets, and are also accountable for any traffic citations or violations. Disciplinary action will be taken for any speeding, accident, red light violation or other traffic citations.

Resources and Tools

[Motor Vehicle Request/Travel Form \(TPB form\)](#)

[Motor Pool Vehicle Request \(DOA form\)](#)

[NCDOT Travel Policy and Procedures](#) (NCDOT Fiscal Homepage, Chapter 6, Section 6)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 733-4705
- For questions about performing this procedure contact: Danny Bridgers (919) 733-4705

Glossary

None

User Access

NCDOT Internal Use Only

Flowchart

None

Version	Section Affected	Description	Effective Date
1.1	Procedures and links update	Updated Procedure Action Steps 2 and 3a.	07/7/2009
1.2	Updated Link	Updated link to NCDOT Travel policy&procedures	10/20/10