



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

DATE: January 11, 2018
TO: Division Engineers
Unit Heads
FROM: T. M. Little, PE
Chief Engineer
SUBJECT: Use of Private Vehicles for Official Business

Recent changes have brought about the need to update our guidelines for employees using their private vehicle for official business.

One change has been made to the classifications approved for routine use of private vehicles to include Division Project Team Leads.

Please keep in mind that a copy of any request to use a personal vehicle will no longer need to be sent to the Chief Engineer's Office. The Director of Field Support is no longer responsible for maintaining an inventory of all employees authorized to drive their private vehicles. Each Unit/Division will now be responsible for maintaining their own inventory.

If you have any questions, please contact Kristen Wallace at (919) 707-2505.

Tml/kmw

Attachments

Cc: J. W. Rouse, PE
L. L. Mitchell, PE
G. R. Perfetti, PE
R. A. Hancock, PE

GUIDELINES FOR USE OF PRIVATE VEHICLES FOR OFFICIAL BUSINESS

Specific approval is not required by Chief Engineer for each individual allowed the privilege of routine use of a private vehicle for official business. All requests for approval will be made to the appropriate supervisor via a letter containing all provisions listed in the attached sample letter. Unit Heads and Division Engineers are responsible for approving requests from their eligible subordinates. The Deputy Chief Engineer will approve requests of the Division Engineers.

It is the approving supervisor's responsibility to make certain the vehicle to be furnished is appropriate for the job responsibility. Full size extended cab pickup trucks are allowed. However, they must be capable of carrying four adults with all passengers facing forward.

Mileage logs, as required by the terms of the sample letter, will be those as furnished by Motor Fleet Management, or equivalent. If deemed appropriate, individual supervisors may require more detailed information. The mileage log will be retained in the Unit/Division offices as source documents for audit purposes.

The following classifications have been approved for the routine use of private vehicles in the carrying out of their job responsibilities:

Divisions

Area Equipment Superintendents (7/86)
Assistant Division Const. Engineers (4/15)
Assistant Division Maint. Engineers (9/17)
Deputy Division Engineers (7/86)
Deputy Division Traffic Engineer (4/15)
Director of Outreach & Community Affairs (5/14)
District Engineers (7/86)
Division Bridge Managers (3/10)
Division Construction Engineers (7/86)
Division Design Construction Engineer (6/02)
Division Engineers (7/86)
Division Equipment Superintendents (1/02)
Division Freeway Program Manager (3/11)
Division Maintenance Engineers (7/86)
Division Planner (10/12)
Division Project Development Engineers (9/17)
Division Project Manager (3/03)
Division Project Team Leads (1/18)
Division Traffic Engineers (12/95)
Division Utility Coordinator (6/13)
Environmental Officers (1/02)
Information and Communications Specialist (8/15)
Resident Engineers (3/91)
Right of Way Agent I + (employee's eligible to drive MFM vehicles) (7/86)
Right of Way Agent Trainees (2/90)
Roadside Environmental Engineers (1/02)
Safety Consultants (7/99)
Safety Officers (7/99)

Structures

Area Bridge Inspection Supervisors (8/88)
Bridge Inspection Supervisors (8/88)

Construction

Area Bridge Construction Engineers (7/86)
Area Roadway Construction Engineers (7/86)

Roadside Environmental

Area Roadside Environmental Engineer (7/86)
Roadside Field Operations Engineers (7/86)

Materials & Tests

Area Materials Engineer (6/11)
Asphalt Analysis Engineer (11/10)
Asphalt Pavement Specialists (7/86)
Castings Inspectors (8/92)
Chemical Testing Engineers (4/10)
Chemical Testing Technicians (8/92)
Coating and Corrosion Engineer (6/10)
Materials Operations Engineer (7/86)
Prestressed Concrete Engineers (5/10)
Prestressed Concrete Inspectors (7/89)
Section Materials Specialists (1/02)
Sign Inspectors (8/92)
Soils Lab Field Engineer (10/13)
Structural Materials Engineer (2/14)
Structural Members Section Engineer (8/92)
Structural Steel Inspectors (8/92)

Transportation Mobility & Safety

Central Office Signal Timing Section Personnel (8/88)
Eastern, Central, Western Regional Operations Engineers (7/86)
Regional Intelligent Trans. Sys. Eng. (9/00)
Regional Traffic Engineers (7/86)
Regional Traffic Safety Engineers (7/86)

Technical Services Units

Regional Geological Engineers (7/86)

Locations and Surveys

Regional Location Engineers (7/86)