



**State of New Jersey**  
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*The Adjutant General*

**DEPARTMENTAL BULLETIN NO. 19-03\***

**1 February 2019**

**STATE VEHICLES PARKING SUMMONSES (IASD-ASB)**

**1. References.**

a. Department Directive 451, Surface Transportation: Request and Utilization of State Vehicles, dated 16 March 2005, paragraph 9.1.

b. Department of Treasury Circular Letter 10-07-ADM, State Vehicle Parking Violation Control Policy, dated 23 July 2009.

**2. Applicability.** This bulletin applies to all DMAVA employees who operate State vehicles.

3. The law concerning unpaid parking summonses was changed to allow the courts to suspend the registration of a vehicle with an outstanding summons. Previously, the law did not contain this provision. Now, upon second notice to the State of an unpaid parking ticket, the State government vehicle's registration will be automatically suspended until the summons is satisfied. A vehicle driven with a suspended registration is not legal in the State of New Jersey and exposes the driver to additional tickets and possible vehicle impound.

4. It is, therefore, imperative that all drivers of both individually assigned and/or pool fleet vehicles belonging to our Department act immediately on receipt of a summons. It is the driver's responsibility to resolve with the appropriate court all parking violations issued against vehicles assigned to them. Drivers who fail to resolve such violations shall be subject to progressive disciplinary action.

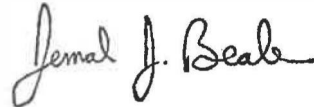
5. Supervisors must take immediate action when first notification is received by DMAVA or the Department of Treasury, Transportation Services of an unpaid summons notice for one of their employees to ensure timely resolution of violations issued against State vehicles assigned to their employees.

a. Upon receipt of a "Failure to Appear" notice, the NJ Department of Treasury will make payment to the issuing jurisdiction, notify DMAVA that the fine has been paid, and then bill DMAVA for the full value of the fine plus a twenty percent (20%) administrative charge.

b. DMAVA, in turn, will seek reimbursement from the individual employee for all fines and fees.

**\* - This Departmental Bulletin supersedes DB 4-16, dated 20 March 2016.**

6. Questions concerning this bulletin should be directed to the DMAVA Vehicle Coordinator, Mr. Shawn Hopkins at (609) 732-5972 or email at [shawn.hopkins@dmava.nj.gov](mailto:shawn.hopkins@dmava.nj.gov).



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