

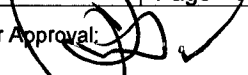


# DEPARTMENT OF TRANSPORTATION POLICY/PROCEDURE

Policy No. 109

Supersedes:  
109 (10/10/2008)  
215 (12/5/2008)

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<b>SUBJECT:</b>  <b>VEHICLE ASSIGNMENT AND USE POLICY</b>	Effective Date: <b>1 JUNE 2016</b>	Commissioner Approval:  Sponsor Approval: Andrew Tunnard, Assistant Commissioner, Operations Contact Telephone: (609) 530-2590
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## I. PURPOSE & AUTHORITY

It is the policy of the New Jersey Department of Transportation that all vehicle assignments shall be administered in accordance with, and per any updates to, the following statewide policies:

- State of New Jersey, Department of Treasury Circular No: 12-11-ADM, "State Vehicle Assignment and Use Policy" (April 20, 2012),
- State of New Jersey, Department of Treasury Circular No: 12-14-OMB, "Travel Regulations" (June 25, 2012),
- State of New Jersey, Department of Treasury Circular No: 15-02-OMB, "Taxability of the Personal use of State Provided Vehicles and Driver Services" (January 1, 2014)

This NJDOT policy is intended to recognize and address how the Department handles its unique additional responsibilities, including but not limited to:

- 24-hour-per-day, 7-day-per-week weather emergency response duties;
- 24-hour-per-day, 7-day-per-week emergency response duties;
- the Department's duties to maintain structures, including specialized equipment and lighting on New Jersey's State roads and bridges
- the Department's duty to deliver a multi-billion dollar capital construction program, necessitating the use of State vehicles to construct, inspect, and survey geographically diverse active work sites; and
- the Department's roadside assistance duties, including those offered to citizens by the Safety Service Patrol

in compliance with statewide policy.

## II. RELATED STATEWIDE & DEPARTMENT POLICIES

Employee drivers accepting responsibility for State vehicles are required to familiarize themselves with the related State circulars above and Departmental policies below, which address other subjects beyond vehicle assignment and use.

- A. NJDOT Policy 336, "Travel Regulations" (CFO June 25, 2012)
- B. NJDOT Policy 916, "Reporting Accidents Involving Motor Vehicles, Road Equipment & Safety Devices" (Operations September 1, 2012)
- C. NJDOT Policy 527, "Driver License Checks" (OIG April 15, 2008)
- D. NJDOT Policy 528, "Loss of Driver's License" (Administration January 24, 1992)
- E. NJDOT Policy 516, "Commercial Vehicle Driver Licensing" (Administration June 1, 1999)

**III. TRAINING REQUIREMENTS**

- A. Employees who may be required to drive a State vehicle due to the nature of their work assignment, or the requirements of their job title, are required to take a 3-hour driving awareness class offered by the Department within six months of employment and a refresher class at least every three years thereafter.

**IV. DEFINITIONS**

The words and terms used in this Policy and Procedure shall have the following meanings unless the context clearly indicates otherwise.

- A. **Business Invitee** – a non-employee present in a NJDOT vehicle who falls into one of the following categories: (1) the non-employee's presence at the destination/job site is required for the performance of that particular NJDOT contract with a private contractor and the non-employee is employed by the private contractor or subcontractor; (2) the non-employee is authorized by law, regulation, or State of Emergency to inspect and/or audit the destination/job site.
- B. **Driver Awareness Training** – a mandatory, three-hour course required of all employees who may be required to drive a State vehicle. The course is offered through the Department's Administrative College.
- C. **Director** – a Department employee who has responsibility for a Division and reports directly to an Assistant Commissioner or the equivalent.
- D. **Division Pool** – a limited number of vehicles central to the function of, and assigned to, a specific Division or Business Area.
- E. **Division Pool Coordinator** – a Department employee who is designated by an Assistant Commissioner and/or Director to track, assign and ensure the maintenance of the Division Pool vehicles utilizing the fleet management system.
- F. **Employee-Driver** – a Department employee to whom a NJDOT State vehicle has been assigned on a temporary or permanent basis.
- G. **Facility Pool Coordinator** – a Division of Operations employee, designated by an Operations Regional Director or the Manager of the Bureau of Equipment, to track, assign and ensure the maintenance of the Facility's Pool Vehicles.
- H. **Facility Pool Location** – any of the following NJDOT facilities at which pool vehicles will be "stationed" for reservation and use by Employee-Drivers:
- Ewing Headquarters
  - Mt. Arlington Regional Offices
  - Cherry Hill Regional Offices

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- I. **Field** – a location associated with work performed by any operating Division of the New Jersey Department of Transportation. Does not include “field offices.”
- J. **Field Office** – a temporary or permanent office which serves as a primary job location for a NJDOT employee for the duration of a particular project or set of projects.
- K. **Fleet Assigned Vehicle** – a vehicle deployed out of a DOT location and assigned by form EQ-25, used by an Employee-Driver at the direction of a supervisor to complete daily or short-term work (examples: maintenance yard vehicles, Safety Service Patrol vehicles). A Fleet Assigned Vehicle is never used for employee commutation.
- L. **Fleet Management System** – computerized fleet tracking and management software which is the system of record for all NJDOT vehicular information.
- M. **Global Positioning System (GPS)** – a satellite-based resource management tool installed in NJDOT vehicles and equipment to provide data to management, the features of which may include direction of travel, location, speed, plow up/down, spreader on/off, body up/body down, and/or safety lights on/off.
- N. **Indemnification** – the State of New Jersey, under, the provisions of N.J.S.A. 59:10-1 et seq., will hold a State employee harmless while in the performance of official State business. In the event that a State employee is involved in a motor vehicle accident while operating a privately owned vehicle and within the scope of employment, the State of New Jersey will defend and indemnify the employee under the provisions of the statutes N.J.S.A. 59:10-1 et seq. and N.J.S.A. 59:10A-1 et seq. The exception to this defense and indemnification is where the State employee has committed a crime or other intentional wrong.
- O. **Job Site** – a construction site or other location where an employee performs his/her assigned work.
- P. **Motor Pool Vehicle** – a NJDOT vehicle assigned to the vehicle fleet for use by all NJDOT Employee-Drivers.
- Q. **Official Work Station** – either the NJDOT headquarters in Trenton, or any one of the other NJDOT facility locations to which an employee is assigned. Each employee shall be assigned to an official work station on the basis of the divisional unit, region, or district, to which the employee is assigned.
- R. **Regional Director** – a Director within the Business Area of Operations who has responsibility for Regional Operations.
- S. **Special Purpose Vehicle** – a vehicle whose purpose and/or installed equipment is central and indispensable to the performance of a Department Employee-Driver’s job function, e.g., the Retro-Reflectivity Van. Special Purpose Vehicles are not part of the Motor Pool.
- T. **Supervisor** – a Department employee who has responsibility for a unit or group and to whom an Employee-Driver directly reports.

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- U. **Taxability Coordinator** – an employee appointed by the Assistant Commissioner of Administration to coordinate and report the taxable fringe benefit of State vehicle use to the NJ Department of Treasury, in accordance with State of New Jersey, Department of Treasury Circular No: 15-02-OMB, “Taxability of the Personal Use of State Provided Vehicles and Driver Services.”
- V. **Vehicle Fleet** – all passenger vehicles bearing State or “TD” license plates which may be signed out by NJDOT employees to perform official business. The vehicle fleet includes State owned or leased passenger automobiles, vans of various sizes, pick-up trucks and utility trucks.

V. **VEHICLE ASSIGNMENT**

A. **Levels of Vehicle Assignment**

All Employee-Driver use of the Department’s vehicle fleet must occur with a documented use of one of the following subcategories of the vehicle fleet:

1. **Facility Pool.** A specified number of motor pool vehicles assigned to a particular NJDOT facility which may be signed out by NJDOT employees to perform official business. Facility Pool locations include: Ewing Headquarters, Mount Arlington Regional Offices, Cherry Hill Regional Offices, and Newark Office Halsey Street.
2. **Motor Pool.** A specified number of fleet vehicles assigned broadly to the entire Department for periodic use by any licensed and authorized Department employee. “Motor Pool” is equivalent to the total of all facility pools.
3. **Division Pool.** A specified number of fleet vehicles assigned to a particular NJDOT operating Business Area or Division by the Department’s Chief of Staff to address that Business Area or Division’s needs which cannot be addressed through the use of Motor Pool Vehicles. Division Pool vehicles may be signed out by a particular Division’s employees to perform official business.
4. **Fleet Assigned Vehicle.** A vehicle deployed out of a DOT location and assigned by form EQ-25 or an equivalent diary system, used by the employee at the direction of a supervisor to complete daily or short-term work (examples: maintenance yard vehicles, Safety Service Patrol vehicles). Fleet Assigned Vehicle is never used for employee commutation.

B. **Standards Applicable to All Fleet Assignments & Record Keeping**

1. **Data Analysis Required.** The Chief of Staff shall apportion the fleet between Operating Divisions annually on the basis of statistical material provided in the annual report.

2. **Standard Department Vehicle Identification.** With the exception of Special Purpose Vehicles, all assigned vehicles shall have State or NJDOT (TD) license plates, vehicle abuse hot line bumper stickers, and NJDOT seals.
3. **Mandatory Tax Reporting.** Using the Fleet Management System, all Facility and Division Pool Coordinators shall report business and commutation miles to the Taxability Coordinator annually. Vehicle use will be reported to the Department of Treasury annually, by the Taxability Coordinator, for fringe benefit tax purposes.
4. **Fiscal and Administrative Limitation.** This policy recognizes that the size of the NJDOT fleet is constrained by fiscal and administrative caps. NJDOT will not purchase or assign any vehicle in excess of those caps.

**C. Full-Time Assignment Of Vehicles To Individual Employee-Drivers**

1. **Conditions for Individual Vehicle Assignment.** Approval of vehicle assignments to individuals shall only be approved provided that the Employee-Driver has obtained supervisory approval as described below and one or more of the following criteria is met.
  - a. *Executive Assignment.* The Employee-Driver's vehicle assignment satisfies the definition of executive assignment in the statewide State Vehicular Assignment and Use Policy.
  - b. *Utilization Threshold Satisfied.* The Employee-Driver has a projected or demonstrated utilization of more than an average of 1,250 business miles each month, excluding commutation.
  - c. *Frequent Emergency Response.* The Employee-Driver satisfies all of the following conditions relating to direct emergency response:
    - i. the Employee-Driver has a 24/7 duty to respond directly to geographically diverse field emergencies;
    - ii. the Employee-Driver frequently does respond directly to geographically diverse field emergencies; and
    - iii. it would be impossible or impractical for the Employee-Driver to secure a Division or Facility Pool Vehicle prior to reporting to the site of the emergency.
  - d. *Direct Response With Specialized Equipment.* The Employee-Driver satisfies all of the following conditions relating to specialty equipment:
    - i. the Employee-Driver has 24/7, region-wide or greater duty to respond to specialized equipment failure in the field;
    - ii. the Employee-Driver frequently does respond directly to specialized equipment failure in the field;
    - iii. it is impractical to store specialized tools in a personal vehicle; and

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- iv. it would be impossible or impractical for the Employee-Driver to secure a Division or Facility Pool Vehicle prior to reporting to the site of the equipment failure in the field.
- e. *Regular Field Survey or Roadway Patrol.* The Employee-Driver satisfies all of the following conditions relating to regular roadway patrol:
  - i. the Employee-Driver's job duties require that Employee-Driver to field survey or patrol identified sections of roadway;
  - ii. the patrols are required to be regular in nature; and
  - iii. it would be impossible or impractical for the Employee-Driver to secure a Division or Facility Pool Vehicle prior to conducting the field survey or patrol.
- f. *Regular Job Site Visitation.* The Employee-Driver satisfies all of the following conditions relating to regular job site visitation:
  - i. the Employee-Driver's job duties require that Employee-Driver to visit many job sites and/or be physically present on a regular basis at job sites for long durations of time;
  - ii. the job site visits are required to be regular in nature; and
  - iii. it would be impossible or impractical for the Employee-Driver to secure a Division or Facility Pool Vehicle prior to conducting the regular job site visits.

**2. Additional Assigned Vehicle Standards**

- a. *Only Business Use Considered.* Consistent with statewide policy, no individual assignment request will be granted for the primary purpose of commutation.
- b. *Frequency & Regularity.* Frequency and regularity shall be defined by the Assistant Commissioner in charge of each affected Operating Division, subject to review by the Department's Chief of Staff.
- c. *Limited, Statewide Standard Describing Effect of Rank and Title.* Beyond the statewide standard of "Executive Assignment," NJDOT will not assign a vehicle to any individual on the basis of rank or title.

**3. Procedure for Requesting Assigned Vehicle**

- a. *Form of Request.* Individual requests for employee vehicles shall be made using form AD-275. That form shall be submitted to a Director or equivalent title unless the Employee-Driver has a rank of Director or above. Directors and above shall submit form AD-275 to the Department Chief of Staff. All AD-275s shall be evaluated using the Department's standard assignment criteria above.

- b. *Specialized Vehicle Request.* Employee-drivers who believe that they require a particular type of assigned vehicle in order to perform specialized job duties should include that request in the justification for vehicle assignment section of the AD-275.
- c. *Vehicle Transfers Abolished.* All individually assigned vehicles **MUST** be returned to the Manager of the Bureau of Equipment or his designee upon any of the following:
  - i. changes in Employee-Driver's job duties;
  - ii. change in Employee-Driver's work station;
  - iii. loss of Employee-Driver's license; or
  - iv. Employee-Driver's separation from employment.

Transfers between Employee-Drivers are prohibited. Reassignment will occur in accordance with the criteria in this Policy.

- d. *Mandatory Tax Reporting.* For taxability reporting purposes, the Bureau of Equipment will provide a copy of the final AD-275 to the Taxability Coordinator indicating the TD vehicle assignment. While the Department will keep a record of all reported vehicle use for required retention periods, Employee-Drivers bear ultimate responsibility for the tax consequences of vehicle use.

**D. Occasional Assignment of Pool Vehicle**

**1. Standards Applicable to All Pool Vehicles**

- a. *Use of Fleet Management System Mandatory.* All Facility Pool Coordinators and Division Pool Coordinators must use the Fleet Management System to track vehicle use, including but not limited to, separate tracking of business and commutation miles in order to track tax consequences of Employee-Driver vehicle use.
- b. *Permission to Commute in Pool Vehicle.* A Facility Pool Coordinator or Division Pool Coordinator may approve an Employee-Driver's request to take a pool vehicle home overnight if needed for official travel at such time and location that it would be inefficient not to store the pool vehicle at home overnight. No Facility Pool Vehicle or Division Pool Vehicle shall be taken home on a regular basis.
- c. *Pool Vehicles Not Assigned to Individuals.* No Motor Pool or Division Pool vehicle may be treated as an assigned vehicle.

**2. Procedure for Reservation of a Motor Pool Vehicle.**

- a. *Purpose of a Motor Pool Vehicle Request.* An employee needing a State vehicle to perform official state business on an occasional or intermittent basis should request a Motor Pool Vehicle from any of the Department's Facility Pools.

- b. *Timeliness of Request.* All requests for Motor Pool Vehicles must be submitted at least four (4) hours in advance of the time the vehicle is needed, except in an emergency.
- c. *Manner of Requesting Pool Vehicles.* Motor Pool Vehicles may be requested online, in person or by proxy.
  - i. Online requests for Motor Pool Vehicles are preferred. Online requests may be made via the online Motor Pool Vehicle Request form.
  - ii. In-person requests may be made at any designated Facility Pool location.
  - iii. Vehicles requested by proxy must be picked up by the person to whom the vehicle is assigned.
- d. *Employee Notification of Outcome of Vehicle Request.*
  - i. If a Motor Pool Vehicle is available, the Bureau of Equipment will respond with an e-mail confirmation that a vehicle is available and reserved.
  - ii. If a Motor Pool Vehicle is not available on the date(s) requested, the Bureau of Equipment will send an email notifying the employee that no vehicle is available. Employee-Drivers must retain that notification as documentation that a vehicle was not available when submitting a vehicle mileage reimbursement request.

**3. Procedure for Reservation of a Division Pool Vehicle.**

- a. *Purpose of a Division Pool Vehicle Request.* An Employee-Driver needing a State vehicle to perform official state business may choose to request a vehicle from that Employee-Driver's Division Pool if the Employee-Driver's Division maintains such a pool.
- b. *Timeliness of Request.* All requests for Division Pool vehicles must be submitted at least four (4) hours in advance of the time the vehicle is needed, except in an emergency.
- c. *Manner of Requesting Division Pool Vehicles.* Division Pool Vehicles may be requested online or in person.
  - i. Online requests for Division Pool Vehicles are preferred. Online requests may be made via the online Division Pool Vehicle Request form.
  - ii. In person requests may be made at any Division Pool location.
  - iii. Requests for vehicles may be made by proxy, however, the vehicle must be picked up by the individual to whom it is assigned.
- d. *Employee Notification of Outcome of Division Pool Vehicle Request.*
  - i. If a vehicle is available, the Division Pool Coordinator will respond with an e-mail confirmation that a vehicle is available and reserved.
  - ii. If a vehicle is not available on the date(s) requested, the Division Pool Coordinator will send an email notifying the employee that no vehicle is available. Employee-



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Drivers must retain that notification as documentation that a vehicle was not available when submitting a vehicle mileage reimbursement request.

**E. Employee Use of Personal Vehicle**

In accordance with State of New Jersey, Department of Treasury Circular No: 12-14-OMB, "Travel Regulations" (June 25, 2012), State-owned vehicles are the preferred means of ground transportation because they are the most cost-effective to the State. Consistent with State and Department policy, mileage reimbursement for the use of a personal vehicle is not permitted when a State-owned vehicle is available from the pools closest to the Employee-Driver's official work station.

Employee-Drivers can establish non-availability of a pool vehicle by either: (1) documenting that there exists no Facility Pool or Division Pool at the Employee-Driver's Official Work station; or (2) providing written proof from both the Facility Pool Coordinator and Division Pool Coordinator that no Facility Pool or Division Pool vehicle was available for the date of use. If no Division Pool is available at the Employee-Driver's Official Work Station, a notice of non-availability from the facility pool will be sufficient.

The following exceptions apply to that general rule:

1. If an employee demonstrates that a State-owned vehicle is not available on the designated travel days, a personal vehicle may be used for official business.
2. An employee may also elect to use a personal vehicle if the employee demonstrates to the satisfaction of his supervisor that the employee must take a personal vehicle on a particular date in order to accomplish a personal errand.
3. At the discretion of an Employee-Driver's manager, an employee may be permitted to use a personal vehicle regularly because the employee has caregiving obligations. Alternatively, a manager may require use of a fleet vehicle and make an accommodation for storage of an Employee-Driver's personal vehicle on DOT premises.
4. An employee may also elect to use a personal vehicle on intermittent occasions if the employee or a family member has an appointment or obligation which if performed during work hours would authorize that employee to take leave time under the Family Medical Leave Act (FMLA) or the New Jersey Family Leave Act.

All vehicle mileage reimbursement shall be in accordance with State and Department travel regulations and policies.

**VI. VEHICLE USE**

**A. Appropriate Use Of State Vehicle**

1. **Adherence to State Law and Department Policy Required.** All Employee-Drivers must use State vehicles in accordance with motor vehicle laws, State-wide policy articulated in the Treasury Circulars above, and Department policies. Employee-Drivers' responsibilities include those listed in the "Responsibilities" section below.
2. **Business Invitees Permitted in Fleet Vehicles.** The Department bears the duty to deliver a multi-billion dollar capital construction program, involving the construction and inspection of geographically diverse active construction sites. Consistent with State policy, in the course of assigned duties, Employee-Drivers may be authorized to transport business invitees, such as consultants, contractors, and other government employees required by performance of their contractual or employment obligations to visit a job site or field location. However, no business invitee may operate a State vehicle.
3. **Best Practices for Return of Vehicles.** It is the Department's expectation that all vehicles will further be returned to their pools with a full tank of gas except in event of emergency.

**B. Misuse of State Vehicle**

1. **State Policy.** State policy provides nine examples of vehicle misuse which may result in administrative revocation or suspension of driving privileges and discipline. As applied to NJDOT, those examples of vehicle misuse include but are not limited to:
  - a. Frequent or flagrant violation of traffic laws, as shown on the driver's abstract or through the review of GPS System location reports as determined by the Employee-Driver's Supervisor, the Manager of the Bureau of Equipment, or the Inspector General.
  - b. Failure to report involvement in an accident as required by NJDOT Policy 916, "Reporting Accidents Involving Motor Vehicles, Road Equipment & Safety Devices" (September 1, 2012).
  - c. Failure to address traffic or E-ZPass violations issued while driving a State vehicle as required by Treasury Circular No. 10-07-ADM, "State Vehicle Parking and Violation Control Policy" (July 23, 2009) and NJDOT Policy 925, "Motor Vehicle Violations" (Operations July 10, 2005).
  - d. Failure to report vehicle or equipment damage promptly to the Bureau of Equipment, in writing, utilizing:
    - i. form RM-1 as required by NJDOT Policy 916, "Reporting Accidents Involving Motor Vehicles, Road Equipment & Safety Devices" (September 1, 2012) or
    - ii. form IG-99, as required by NJDOT Policy 203, "Reporting Losses, Thefts, or Vandalism" (OIG July 1, 2000).

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- e. Operation of a vehicle which causes a preventable accident as determined by the Accident Review Board as described Treasury Circular No: 12-11-ADM, "State Vehicle Assignment and Use Policy," (April 20, 2012), and in NJDOT Policy 213, "Accident Review Board" (OIG July 1, 2013).
  - f. Use of a vehicle for unauthorized personal use, business use, or commutation, as per Treasury Circular 12-11-ADM.
  - g. Violation of Treasury Circular Letters governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for preventive maintenance.
  - h. Operation of a vehicle while driving ability is impaired to any degree, or while under the influence of alcohol or narcotics as defined by State statutes.
  - i. Use of a State vehicle by an unauthorized individual while assigned to an employee.
  - j. Use of a State vehicle to transport any person, other than in the course of assigned duties and responsibilities.
  - k. Smoking or allowing others to smoke in a State vehicle.
2. **Department Policy.** Beyond the statewide examples of misuse, NJDOT provides the below additional examples of vehicle misuse which may result in administrative revocation or suspension of driving privileges and discipline:
- a. Misuse of an EZPASS transponder assigned to a State vehicle for personal use.
  - b. Taking any action or installing any unauthorized equipment which has the effect of tampering with, destroying, or subverting the efficacy of a vehicle's communication with the GPS System.
  - c. Failure to report any known vehicle safety or operating problems.
  - d. Failure to maintain the proper interior cleanliness of the vehicle.
  - e. Transportation of plows or other attachments to NJDOT vehicles away from NJDOT facilities and job sites. For example, it is impermissible to take a NJDOT plow home.
  - f. Alterations or installations to a vehicle without permission of the Manager of the Bureau of Equipment. This provision applies to the installation of unauthorized equipment, changes to the body or engine, unauthorized addition or removal of Department logo, State seal, or vehicle abuse hotline stickers.
  - g. Any other intentional misuse of a state vehicle not covered above.

## **VII. RESPONSIBILITIES**

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**A. Employee-Drivers And Their Supervisors**

**1. Employee-Driver**

- a. Comply with motor vehicle laws, State policy governing the use of State vehicles expressed in Treasury circulars, and NJDOT policies governing the proper use of state vehicles.
- b. Maintain a valid driver's license and/or required endorsement(s) when driving in the course of official NJDOT business.
- c. Promptly report any traffic violations, vehicular or equipment accidents, vehicular or equipment damage upon identification to the supervisor, and/or Bureau of Equipment upon receipt of ticket or citation.
- d. Ensure valid vehicle registration is securely stored in assigned vehicle.
- e. Regularly inspect vehicle for safe operation. (e.g. check tires; lights; mirrors; radio; etc.)
- f. Ensure that the vehicle interior is clean.
- g. Schedule and attend the Department's Awareness Driving course within six months of employment and at least every three years thereafter.
- h. Immediately report any known unsafe conditions or problems with the vehicle to the Bureau of Equipment and refrain from operating any vehicle which is unsafe.
- i. Present the vehicle for New Jersey State Motor Vehicle inspection when so directed by Manager, Bureau of Equipment, Division Pool Coordinator, or Facility Pool Coordinator.
- j. Present vehicle for regular maintenance when notified by Manager, Bureau of Equipment, Division Pool Coordinator, or Facility Pool Coordinator.
- k. Accurately and completely fill out any paperwork required by Manager, Bureau of Equipment, Division Pool Coordinator, or Facility Pool Coordinator, including but not limited to records of miles traveled, number of commutes, condition of vehicle, and employee license status.
- l. Immediately submit form AD-275 to return the individually assigned vehicle to the Manager, Bureau of Equipment or his designee, upon:
  - i. A change in job duties, including promotions and reassignments;
  - ii. A change in the Employee-Driver's official work station;
  - iii. Suspension of a valid driver's license and/or required endorsement(s); or

iv. Termination or retirement.

**2. Supervisor of Employee-Driver(s)**

- a. Prior to approving employee use of a pool vehicle, ensure that the employee has a legitimate business need to use a State vehicle. If no State vehicle is available, confirm that a legitimate business need exists prior to authorizing the use of the Employee-Driver's private vehicle.
- b. Memorialize Employee-Driver use of Fleet Assigned Vehicles using EQ-25s or equivalent diary system. Any substitute diary system must enable retrieval of assignment data for a minimum of 2 years.
- c. Ensure that the Bureau of Equipment is notified when an Employee-Driver experiences a change of duties, change of Official Work Station, suspension of driver's license and/or required endorsement(s), or separation to ensure the prompt return of any individually assigned vehicle and reassignment, if appropriate.
- d. Monitor the utilization of all pool vehicles. Generate and review, on a regular (weekly) basis, GPS System location reports on vehicles assigned to staff to determine whether Employee-Drivers are speeding or otherwise misusing their vehicles. Take appropriate action when warranted.
- e. Ensure the employee has scheduled and attended the Department's Driver Awareness training within the required timeframe after hire, and within the recurring 3-year refresher periodicity thereafter.

**3. Director**

- a. Review all requests for initial assignment of a State vehicle to ensure usage and purpose are appropriate to Treasury Regulations and NJDOT Policies. Perform periodic reviews of all vehicle assignment to ensure that the assignments are still appropriate.
- b. Designate a Division Pool Coordinator, if and only if the Chief of Staff has authorized the creation of a Division Pool.

**4. Assistant Commissioner and Equivalent**

- a. Ensure that their respective Divisions are complying in all respects with State and Departmental Policy and Procedure.
- b. Require staff to utilize Fleet Management System;

- c. As guided by section IV.C.1, memorialize in writing an objective and verifiable definition for frequency and regularity to determine whether the criteria for full time assignment are met within that Assistant Commissioner's Division. The basis for that definition should be grounded in the Division's demonstrated past usage and demonstrated future need. Those definitions are subject to review by the Department's Chief of Staff.
- d. Analyze annual report of active vehicle assignments;
- e. Resolve Employee-Driver disputes as to the appropriateness of the vehicle assigned;
- f. Receive and process notifications of traffic and E-ZPass violations received from Manager, Bureau of Equipment, ensuring appropriate financial and disciplinary action is taken by Employee-Drivers' supervisors; and
- g. Duties Particular to Division Pools.
  - i. In the event that the needs of an Assistant Commissioner's Division cannot be satisfied by the Motor Pool, the Assistant Commissioner may explain that special need to the Chief of Staff and propose a number of vehicles to be designated as a Division Pool.
  - ii. If the Chief of Staff approves the creation of a Division Pool, the Assistant Commissioner must then:
    - A) Designate a Division Pool Coordinator;
    - B) Annually review need for and size of Division Pool on the basis of the annual report.

**B. Vehicle Fleet Leaders**

**1. Manager, Bureau of Equipment**

- a. Assign appropriate number of vehicles to Facility Pools when so authorized by the Assistant Commissioner of Operations.
- b. Assign appropriate number of vehicles to Division Pool when so authorized by Chief of Staff.
- c. Within the financial limitations of the Department, and within the limitations of the existing vehicle fleet, the Manager, Bureau of Equipment will endeavor to assign the appropriate type of vehicle to the employee based on that Employee-Driver's field responsibilities. For example, field personnel with winter readiness responsibilities may request a four-wheel drive vehicle for that purpose. Disputes as to the appropriateness of the vehicle assignment may be appealed to the Employee-Driver's Assistant Commissioner.

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- d. Promote maximum utilization of vehicles in the fleet (i.e., relatively equal mileage on all vehicles of equal age prior to trade in) by transferring vehicles, on the basis of statistical data, and other considerations.
  - e. Monitor the utilization of all pool vehicles for purposes of assignment and distribution.
  - f. Notify Employee-Driver's Assistant Commissioner or equivalent of any notices of motor vehicle and traffic violations, including E-ZPass violations.
  - g. Assist the Assistant Commissioner of Operations to develop annual report of vehicle use using data from fleet management system.
  - h. Ensure that no State vehicle is authorized for use unless the vehicle is equipped with a fully functional Vehicle Occupant Restraint System (seat belts) unless exempted by Federal Law.
  - i. Promptly evaluate any Employee-Driver's request to make an alteration to a State vehicle or to add authorized equipment to any State vehicle, memorializing action in writing.
2. **Regional Directors, Division of Operations.** Designate a Facility Pool Coordinator for the Director's assigned region to track, assign and ensure the maintenance of the Facility's Pool Vehicles. Notify Manager, Bureau of Equipment, of the designation.
3. **Facility Pool Coordinators & Division Pool Coordinators.**
- a. Maintain the electronic vehicle use log established by the Motor Pool and the Fleet Management System.
  - b. When permanently relinquishing a vehicle or relinquishing a vehicle so that it may be transferred, submit signed form AD-275 in advance to the Manager, Bureau of Equipment, or his designee.
  - c. Ensure that the Employee-Drivers who are to be assigned vehicles have valid driver's licenses and/or required endorsement(s) and maintain a record thereof.
4. **Assistant Commissioner of Operations**
- a. Analyze the annual report of active vehicle assignments compiled by the Manager, Bureau of Equipment.
  - b. Finalize the annual report for the benefit of the Chief of Staff, making recommendations for vehicle redistribution consistent with State and Department policy, if any are required.
  - c. Brief Senior Leadership on annual report and recommended vehicle fleet alterations.

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- d. Establish size of each Facility Pool based upon empirical data presented in annual report.
- e. Designate a Manager of the Bureau of Equipment.

**C. Division Of Administration**

**1. Taxability Coordinator**

- a. In coordination with the Manager of the Bureau of Equipment, report all NJDOT Assigned vehicles use and related information to the Department of Treasury annually, in order to assist that Department in determining the value of the vehicle fringe benefit.
- b. Provide written notification to all drivers of the valuation method that will be utilized in calculating the assigned vehicle fringe benefit.

**2. Assistant Commissioner of Administration**

- a. Regularly offer live or computer-based training of all Employee-Drivers on the basics of statewide and Departmental driving policies.
- b. Track employee participation in required training.
- c. Designate a Department Taxability Coordinator by delegation of authority.

**D. Chief of Staff**

- 1. Analyze annual report of active vehicle assignments.
- 2. Establish pools, particularly:
  - a. Establish and annually review Division Pools, if and when warranted by the inability of Motor Pool to satisfy needs of a particular division under the criteria described above; and
  - b. Establish and annually review size of Motor Pool under the criteria described above.
- 3. Evaluate any request for assigned vehicle (Form AD-275) made by an employee of a rank of Director or above.
- 4. Resolve any dispute as to frequency and regularity definitions developed by Assistant Commissioners.

**E. Inspector General**



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The Internal Investigation Unit under the direction of the Inspector General shall:

1. Conduct investigations regarding alleged misuse of State vehicles.
2. Generate and review, on a quarterly basis, speeding status reports to identify egregious offenders, recommending removal of driving privileges when warranted.
3. Refer cases of misuse to Management and/or Human Resources for appropriate administrative/corrective action.

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