

Department of Administration			
Division of Motor Fleet Management			
Agency Guide - Compliance Review Checklist			
<i>Motor Fleet Management regulations apply to all state-owned vehicles, including both MFM-owned and agency-owned vehicles.</i>			
<i>The following checklist is designed to assist agencies in preparing for the Motor Fleet Management (MFM) Compliance Reviews of Passenger Motor Vehicles which will be conducted at state agencies. The scope includes cars (sedans), mini-vans, SUVs, transport vans and non-commercial trucks.</i>			
		In Compliance	Work-in-Progress
I.	Agency Policies and Procedures Governing Passenger Motor Vehicles		
	N.C.G.S. 143-341(8)i, sections 7, 8		
	<p><i>Agencies shall have policies and procedures governing passenger motor vehicles. The policies shall, at a minimum, include the MFM policy and include vehicle acquisition, assignment, driver eligibility, commuting, vehicle maintenance, authorized use and driver acknowledgement of understanding and a responsibility to comply with such policies and procedures.</i></p> <p><i>Agencies may establish their own fleet policies to meet their business needs; however, these policies must not conflict with or be less restrictive than MFM statutes, rules, regulations, and policies.</i></p>		
II.	Designated Agency Fleet Coordinator		
	<i>Agency Heads shall provide MFM the name, phone number and email address of the Agency Fleet Coordinator. The Agency shall immediately provide to MFM any changes in Agency Fleet Coordinator assignment.</i>		
III.	MFM-Owned Vehicles Leased to Agencies (*Individual-Assigned & Agency-Assigned)		
	<i>* Individual-Assigned - one driver; Agency-Assigned - multiple drivers</i>		
	N.C.G.S. 143-341(8)i, sections 5, 6, 7, 8		
	The following shall be maintained on file for each vehicle (captured on Form FM-30):		
	1. Vehicle Information		
	a. Vehicle Type		
	b. Assigned Division		
	c. Assignment Type (Individual/Agency-Assigned)		
	d. Assigned Driver (Individual-Assigned)/Assigned Custodian (Agency-Assigned)		
	e. Vehicle Physical Location (parking location)		
	f. Driver/Custodian or Agency Fleet Coordinator email address		
	g. Driver/Custodian or Agency Fleet Coordinator phone number		
	h. Driver/Custodian mailing address		
	i. Billing Fund Number		
	j. Billing Center Number		
	2. Mileage logs, which includes at a minimum, the following:		
	a. Trip date		

	b. Driver name		
	c. Trip purpose		
	d. Miles driven		
	3. Non-compliance - Documentation supporting instances of noncompliance related to the following: use of any vehicle for purposes other than official state business, abuse of vehicle or any other violations of statutes, rules, regulations or policies governing state-owned vehicles.		
IV.	MFM-Owned Vehicles Leased to Agencies (Agency-Assigned)		
	N.C.G.S. 143-341(8)i, sections 5, 7, 8		
	The following shall be maintained on file:		
	1. List of all drivers (Name, Division) authorized by the agency to drive the vehicle and supporting authorization forms of approval.		
	2. A copy of the driver license for all authorized drivers.		
	3. Driver acknowledgement and acceptance of compliance with MFM and agency policies and procedures governing passenger motor vehicles.		
V.	MFM-Owned Vehicles Leased to Agencies - Commuting		
	N.C.G.S. 143-341(8)i, sections 7, 7a, 8		
	The following shall be maintained on file for individuals authorized to commute:		
	1. List of individuals authorized to commute and required to reimburse the State through payroll deduction. Information on file includes the following:		
	a. Name, Division, applicable IRS reimbursement rule, payroll wage type		
	2. List of individuals authorized to commute and exempt by statute from reimbursement to the State. Information on file includes the following:		
	a. Name, Division, applicable exemption reason		
	3. Documentation supporting agency approval of authorized commuters.		
	4. Documentation supporting employee payroll deduction for reimbursement.		
VI.	Agency-Owned Vehicles		
	N.C.G.S. 143-341(8)i, sections 5, 7, 7a, 8, 9		
	The following shall be maintained on file:		
	1. Vehicle Information		
	a. List of agency-owned passenger motor vehicles		
	b. Maintenance schedules and records supporting maintenance performed		
	c. Evidence of annual vehicle inspections		
	d. Evidence of liability insurance		
	e. Vehicle title		
	2. Authorized Driver Information		
	a. List of all drivers (Name, Division) authorized by the agency to drive vehicles and supporting authorization forms of approval.		
	b. A copy of the driver license for all authorized drivers.		

VI. Agency-Owned Vehicles		
c. Driver acknowledgement and acceptance of compliance with MFM and agency policies and procedures governing passenger motor vehicles.		
3. Commuting		
a. List of individuals authorized to commute and required to reimburse the State through payroll deduction. Information on file includes the following:		
i.. Name, Division, applicable IRS reimbursement rule, payroll wage type		
b. List of individuals authorized to commute and exempt by statute from reimbursement to the State. Information on file includes the following:		
i. Name, Division, applicable exemption reason		
c. Documentation supporting agency approval of authorized commuters.		
d. Documentation supporting employee payroll deduction for reimbursement.		
4. Mileage logs, which includes at a minimum, the following:		
a. Trip date		
b. Driver name		
c. Trip purpose		
d. Miles driven		
5. Justifications for continued assignment of vehicles not meeting the statutory mileage threshold (3,150 miles/quarter).		
6. Non-compliance - Documentation supporting instances of noncompliance related to the following: use of any vehicle for purposes other than official state business, abuse of vehicle or any other violations of statutes, rules, regulations or policies governing state-owned vehicles.		