

NC DIVISION OF PARKS AND RECREATION

May 23, 2014

STAFF DIRECTIVE 14-2

TO: Division Staff
FROM: Carol Tingley, Acting Director
SUBJECT: DPR Fuel/Vehicle Use Reporting



This staff directive applies to all employees assigned a Division-owned motor vehicle or who are responsible for completing or filing monthly vehicle travel logs; or entering data in the Vehicle/Trailer Use database.

The assigned driver is responsible for the completion of the travel log on a daily basis. Daily entries must include the user's initials, the type of use or destination of travel, the beginning and ending mileage and any gasoline, oil or other fluids used for the vehicle. Responsibility for vehicles without an assigned driver, such as those driven by seasonal employees, must be assigned to a permanent employee. This employee will be responsible for the vehicle, including daily travel log entries.

Each assigned driver must submit a travel log on a monthly basis for review by his/her supervisor. It is the supervisor's responsibility to review each travel log for completeness and accuracy. Supervisors must sign each travel log to indicate their approval.

A designated permanent employee at each park will be responsible for entering travel log information into the Vehicle/Trailer Use database. Complete information must be entered for every vehicle no later than the 5th of the following month, and the original copy is to be kept on file in the park office.

Each park superintendent or program manager is responsible for the overall vehicle use and mileage reporting for his/her park or program. The park superintendent or program manager is also responsible for ensuring the following:

- The travel logs are being completed and submitted by the assigned driver in a timely manner;
- Each supervisor is reviewing and approving every travel log;
- Complete and accurate data is entered into the Vehicle/Trailer Use database by the deadline, and,
- The original copies are kept on file in the park office.

Any questions or comments concerning this directive should be addressed to your district superintendent, chief of maintenance or section chief.

Attachment

VEHICLE/TRAILER USE REPORTING - DATABASE INSTRUCTIONS

A Form – On-Road Monthly Vehicle Log

1. Entries should be completed monthly for each vehicle and retained in a file for each vehicle by calendar year (January – December).
2. Entries must be completed even if the vehicle was not driven that month. A “0” should be entered for vehicles not driven.
3. A supervisor must review and sign each monthly travel log. In most cases, this should be done by the immediate supervisor or the park superintendent in their absence.
4. This information must be entered into the database for each vehicle by the 5th day of the following month.
5. Supervisors should ensure that the vehicle ending mileage on the travel log matches the information in the database.
6. Supervisors should periodically audit the vehicle’s ending mileage on the travel log and the total vehicle mileage in the database ensuring that it matches the actual vehicle odometer reading.

B Form – Off-Road Monthly Vehicle Log

1. Entries should be completed monthly for each vehicle and retained in a file for each vehicle by calendar year (January – December).
2. This information must be entered into the database for each vehicle by the 5th day of the following month.
3. Supervisors should ensure that the monthly fuel use information matches the information in the database.