

## DIVISION OF PARKS AND RECREATION

February 24, 2006

### **STAFF DIRECTIVE 06-01**

TO: Division Staff

FROM: Lewis R. Ledford, Director

SUBJECT: State Vehicle Use, Photocopy and Retention of Driver's License

This staff directive, effective immediately, is for all division employees who operate a motor vehicle in the performance of their job duties.

North Carolina General Statute (NCGS) 143-341 (8)(i)(5) notes that, "An agency assigned a motor vehicle may not allow a person to operate that motor vehicle unless that person displays to the agency and allows the agency to copy that persons' valid drivers license." Motor Fleet Management (MFM) regulations require that, "persons who will be driving a state-owned motor vehicle must have a valid driver's license and must show the license prior to obtaining a vehicle. All persons responsible for agency-assigned MFM vehicles are required by legislation to photocopy the driver's license of all persons who operate the vehicle and to retain these photocopies on file. Whenever drivers have six or more points on their license, MFM will notify the agency that the driver's agency will be held financially responsible for accidents by the driver."

To ensure compliance with the NCGS and MFM regulations, all Division parks, district offices and program sections must maintain a driver's license photocopy on file of all employees that drive State-owned vehicles. Employees must maintain a current and appropriate driver's license for the type of vehicle they are assigned to operate. This would include all vehicles owned by the Division, MFM or any other vehicle being operated on official business for the Division of Parks and Recreation. Supervisors are responsible for verification of an employee's driver's license before an employee is allowed to start work on their first day of employment.

Each park, district office and program section shall maintain a file with a copy of the driver's license of all employees, permanent and temporary, who may operate a motor vehicle while in the performance of their job duties. This file will be kept secure at that park/section office or in a designated secure location for that section. This file must be audited at least once a year with a physical verification of each employee's driver's license. All current employees shall provide an updated license if the current one on file is expired or missing. It is the employees' responsibility to notify their supervisor of any change in the status of their driver's license.

For clarification or questions you may have concerning this directive, please contact the Division Safety Officer.

LRL/YK