DIVISION OF PARKS AND RECREATION

August 31, 1999

STAFF DIRECTIVE 99-13

TO:

Division Staff

FROM:

Phil McKnelly

SUBJECT:

Carpooling Statistics

As part of the Department's initiative to implement an Environmental Sustainability Action Plan, each Division has formed an Environmental Sustainability Committee. The Committee serves two purposes:

- To review and recommend environmentally sustainable initiatives that can be undertaken at the Department level, the Division level, or on an individual level.
- To track, measure, and report on a quarterly basis the initiatives implemented by either the Department or the Division.

As part of the action items included in phase I of the Department's Environmental Sustainability Action Plan, each Division has been directed to organize in-state travel by carpooling.

At the suggestion of the Committee, the travel logs for all permanently assigned vehicles should be modified according to the attached sample to include information on carpooling. Entries in this column should reflect the number of individuals riding in the vehicle for each trip.

PKM/GSR

Attachment

FM-12 (was GS-12) INSTRUCTIONS:

Issue to each driver of permanently assigned vehicle.

- assigned vehicle.

 2. Driver makes entries for each trip.

 3. At end of each month: send white and yellow copies to agency budget officer, pink copy stays in vehicle.

 4. Agency budget officer sends white copy to Motor Fleet Management.

 5. Motor Fleet Management bills agency.

STATE OF NORTH CAROLINA

DEPARTMENT OF ADMINISTRATION

MOTOR FLEET MANAGEMENT DIVISION RALEIGH

Total Miles	
Rate per Mile	1
Mileage	1
Charge	1
Minimum	1
Amount	1
	1

LERS

TRAVEL LOG

TOTAL AIT	ouni	
/Off No	Fund No.	PCC No.

_		ement bills agency.		Agenc			Dept /O	Total Amount I./Off. No. Fund No. RCC No.			
ept. ndividual Responsible for Vehicle:				Agenc	,						
				Approval of Agency Head or Supervisor:				Vehicle No., For Month of			
RIP DATES OFFICIAL TRAVEL			DRIVER'S CERTIFICATION				ODOMETER		MILES		
e	Return From To		Purpose of Trip Signature				RE	ADING	TRAVELED		
								IN			
_				-				_			
							The same	IN		-	
		-		-			_	IN			
							_	TUC			
								IN			
							C	TUC			
								IN			
								TUC			
							_	IN		-	
_										1	
							The second second	IN			
								IN			
							1	TUC			
								IN			
							(TUC			
								IN			
							(TUC			
							- Innie	IN			
_								TUC			
							_	DUT		-	
								IN			
								TUC			
								IN			
							(TUC			
							-	IN			
_								TUC			
								IN		-	
							_	IN			
								TUC			
							_	IN			
								TUC			
								IN			
							(TUC			
								IN		-	
_					1			TUC		-	
							_	TUC		+	
-							-				
							-	IN			
-								IN			
							-	OUT			