NORTH CAROLINA DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
MEAT AND POULTRY INSPECTION DIVISION
Raleigh, North Carolina

Steve Troxler, Commissioner

MPID NOTICE	**4-26**	**3-30-2026**

MPID State Vehicle Policy

I. PURPOSE:

This policy serves to clarify Division-specific application of the framework for the use of state vehicles as set forth in OSBM, Motor Fleet Management and NCDA&CS policies.

II. CANCELLATION:

MPID Notice 14-25, dated 7-31-2025

III. REFERENCE:

North Carolina Motor Fleet Management Manual, July 2025

IV. ASSIGNMENT:

A. MPID employees who drive an average of 1,050 miles per month (quarterly average) and are headquartered at home are eligible for assignment of state vehicles. MPID employees who are headquartered in the Raleigh office may be eligible to use a state vehicle assigned to MPID's Raleigh Office when traveling on official business.

B. State vehicles are assigned to inspectors by request from the Area Supervisor (AS) once they determine that an inspector's assignment and routine travel justify an assigned state vehicle. Requests for state vehicle assignment should be submitted by the AS to the Accounting Technician (AT) with cc to the TA Coordinator. The Compliance Supervisor, TA Coordinator and Technical Assistance Manager may likewise submit requests to the AT for their staff. The AT completes a Motor Fleet form FM30 for the State Director's review and signature.

C. State vehicles should remain with the assigned individual when patrol assignment changes are made if the employee is still eligible for a state vehicle. Inspectors should not make requests directly to the AT for vehicle assignment or reassignment.

D. Four-wheel/all-wheel drive vehicles may be provided to MPID personnel (e.g., AS, Relief Inspectors, Veterinarians, and Compliance Officers) assigned to western/mountain regions where daily travel could be affected by inclement weather and/or ground clearance issues. Requests for larger vehicles (i.e. compact to full-size sedan) may be considered on an as needed basis.

E. Electric Vehicles provided by NC Motor Fleet Management are not currently a viable option for MPID employees due to a lack of charging stations at assignments of MPID personnel.

V. DOCUMENTATION

A. State vehicle assignments are tracked through Travel Logs (FM-12e), Assignment Staff Year Worksheets, and Patrol/Headquarter Assignment Forms (MPIS Form-1b) as well as through the AT's office.

B. State vehicle drivers are responsible for keeping a current valid driver's license on file and for informing the AT of any change of address for where the vehicle is being kept. Changes to this information should be submitted immediately but no later than when submitting their current travel log.

C. Headquarter assignment changes are based on the daily routine travel of the employee and made by the AS with the approval of the TA Coordinator and Raleigh Office. Such changes are documented on Patrol/Headquarter Assignment Forms (MPIS Form-1b) and are updated on an as-needed basis. AS submits any Patrol/Headquarter Assignment Forms to the TA Coordinator who reviews and shares with the Administrative Services Manager and TA Office Administrative Staff as soon as possible after changes occur. Assignment changes that impact eligibility for state vehicles should be promptly addressed by the TA Coordinator and AT.

VI. EXCEPTIONS

A. Private vehicles may, on occasion, be used by staff with assigned state vehicles and mileage still submitted for reimbursement. Private vehicle use in these circumstances must be limited to when usage is still deemed efficient and at reasonable cost to the agency as determined by the supervisor. Inspectors must have prior approval in each instance from both the AS and the TA Coordinator. Examples include:

   a. Conducting personal business (such as doctor's appointments for themselves or dependents) during or immediately before/after work hours
   b. Traveling out of state for official state business. Note that mileage accrued on personal business will not be eligible for reimbursement.
   c. During inclement weather if the assigned vehicle is not a four-wheel/all-wheel drive vehicle
   d. Unavailability of assigned state vehicle due to a maintenance issue

B. Current MPID employees may drive assigned state vehicles to internal interviews. Supervision should take measures to schedule interviews within a reasonable distance to the employee's assignment to provide for continuity of business.

VII. ACCIDENTS

A. Accidents involving state vehicles must be reported immediately to Holman by the driver, when possible, or the driver's supervisor by calling 1-800-277-8181 or by completing and emailing the Holman Accident Report Form to fleetclaims@holman.com. Use client number 5EH0. Accidents should also be reported to the Raleigh Office via email to the AT, Administrative Services Manager, State Director, and both TA Coordinators as soon as possible. The email should include the Holman claim number. Holman Accident Report Form must be completed and submitted to Motor Fleet Management and Holman in a timely manner.

B. Any accident resulting in injury to MPID personnel should be reported immediately via telephone to the Raleigh Office per MPID Workers' Compensation Claims Notice and to the State's claims administrator for Worker's Compensation per NC OSHR Worker's Compensation Program Policy. See details at this website: NC OSHR: Workers' Compensation Program.

C. Accident report must include:

- The date, time, and exact location of the incident
- Year, make, model, license plate #, color of all involved vehicles
- Contact information of all involved parties, witnesses, and responding officers
- Insurance company and policy numbers from all involved parties
- The responding police department and police incident report number
- All injuries
- Supervisor name, number, & email address
- Weather and traffic conditions.

VIII. MISUSE

Misuse of state vehicles according to the conditions set forth by the MPID State Vehicle Policy or Motor Fleet Management Regulations will be addressed by supervisory personnel and may include termination of state vehicle assignment, official disciplinary action, or both.

IX. TRAINING

MPID employees who either drive a state vehicle or drive at least 3,000 miles per year on official state business in their personal vehicles are required to complete driver safety training through the North Carolina Department of Motor Vehicles every 5 years. Training may be required more frequently when deemed necessary by the State Director.

X. ADDITIONAL INFORMATION:

If you have any questions or need additional information, contact the Raleigh Office.

Dr. Karen Beck
State Director

DISTRIBUTION:	**SUBJECT CATEGORY:**
All MPID Personnel	Administrative