

DHHS POLICIES AND PROCEDURES

Section II:	Budget and Analysis
Title:	State Vehicles
Current Effective Date:	5/31/05
Revision History:	8/1/02
Original Effective Date:	2/1/96

Purpose

The purpose of this policy is to establish how state-owned vehicles will be permanently and/or temporarily assigned to employees of the Department of Health and Human Services (DHHS).

Policy

1. The definitions, conditions, and requirements for the use of state-owned vehicles are found in the Regulations Manual issued by the DHHS Division of Motor Fleet Management. The manual is located at <http://www.doa.state.nc.us/doa/mfm/page1000.htm>.
2. Each division/office director or designee must authorize the temporary use of state-owned vehicles.
3. The division/office director or designee and the DHHS Director of the Division of Budget and Analysis must review and approve any request for a permanently assigned state-owned vehicle.

Implementation

1. Each division/office will establish its own internal procedures for authorizing and securing the use of state-owned vehicles.
2. Once a request is submitted to the DHHS Division of Budget and Analysis for approval, any problems or concerns with the request will be resolved in accordance with DHHS directive number II-10.

For questions or clarification on any of the information contained in this policy, please contact [The Division of Budget and Analysis](#). For general questions about department-wide policies and procedures, contact the [DHHS Policy Coordinator](#).