

## University Supervisor Travel Procedures (State Car):

### Use of State Vehicles:

The College of Education has two state cars assigned to the Office of Teacher Education for University Supervisor use when traveling to the internship sites. We strongly encourage all University Supervisors to utilize these vehicles when observing interns. You may reserve one of these cars by calling the Office of Teacher Education at 328-2156. Please let OTE know where the vehicle is parked when you return the keys to the office.

### Driver Verification Forms:

Prior to driving a state vehicle, you must complete an Authorization for Driving Record Verification form (*your departmental secretary may have already done this for you*). Please attach a copy of your driver's license and send to the following address for approval.

Central Motor Pool  
Attention: Robert Wall  
305 E. 10<sup>th</sup> Street  
Greenville, NC 27858

Return the approved form, along with a copy of your current driver's license, to our office immediately. A new form must be completed and approved at the beginning of each fiscal year.

**Please Note: If you have relocated to North Carolina within the past three years; you must obtain from the DMV office of your former state of resident, a driver history record covering the three years subsequent to your relocation to North Carolina. Please attach this record to your DRV-1 form along with a copy of your North Carolina driver's license. *There may be a charge for this report and the charge is the driver's responsibility. We do not reimburse for DMV Driver History Reports.***

### State Car Gasoline and Oil Purchases:

Please be reminded of Motor Fleet Management's policy regarding gasoline and oil purchases for state owned vehicles:

- Expenditures for gasoline and oil should be made at state locations whenever possible. The closest location to ECU is the Utility/Steam Plant located on 14<sup>th</sup> Street.
- Approved credit cards and gas keys are located in the plastic folder on the front passenger seat or in the glove boxes of each state vehicle. If out-of-pocket gasoline and oil expenses should occur, these expenses are reimbursable only if receipts and justification forms are returned to the Central Motor Pool office. To be honored, a receipt must show: date, amount, location, vehicle identification, license number and signature of the driver.
- If emergency repairs/services are required, procedures for handling emergencies are found in the Motor Fleet Management Regulations Manual located in the glove box of each vehicle. No repairs or services are to be rendered until Motor Fleet Management has given an authorization number. Failure to comply may cause charges to be paid by the driver or his/her department.

**State Car Travel Log Entry:**

Please be aware that the travel logs for state vehicles are closely monitored by Motor Fleet Management in Raleigh and must be submitted to them at the end of each month. Incomplete and/or incorrect travel logs require extensive reconciliation that becomes a time-consuming effort for OTE. Please fill out the log(s) as follows:

- **“TO”** column – Enter ***specific*** destination (i.e., **city/institution**)

Complete the two sections under the **“ODOMETER READING”** column as follows:

- **“OUT”** – The lower section is your ***first*** entry to record reading on **departure** from ECU.
- **“IN”** – The upper section is your ***last*** entry to record reading on **arrival** back at ECU.

**Contact Information:**

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| <p>Tina Clift<br/>Office of Teacher Education<br/>105 Speight Building<br/>Greenville, NC 27858<br/>Phone: (252) 328-2156<br/>Fax: (252) 328-0105</p> |
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