

## **GUIDELINES FOR USE OF PRIVATE VEHICLES FOR OFFICIAL BUSINESS**

Specific approval is required for each individual allowed the privilege of routine use of a private vehicle for official business. All requests for approval will be made to the appropriate supervisor via a letter containing all provisions listed in the attached sample letter. Unit Heads and Division Engineers are responsible for approving requests from their eligible subordinates. The Chief Engineer will approve requests of the Division Engineers.

It is the approving supervisor's responsibility to make certain the vehicle to be furnished is appropriate for the job responsibility. Full size extended cab pickup trucks are allowed. However, they must be capable of carrying four adults with all passengers facing forward.

Mileage logs, as required by the terms of the sample letter, will be those as furnished by Motor Fleet Management, or equivalent. If deemed appropriate, individual supervisors may require more detailed information. Log sheets must be submitted for the supervisor's approval and signature, along with Form 600-EXP and Form 1012-E. The mileage log will be retained in the Unit/Division offices as source documents for audit purposes.

**The Director Field Operations is to receive copies of all approval letters in order to maintain a Department-wide inventory of private vehicle usage.** The Director will periodically request information from Division Engineers and Units relative to private vehicle utilization in order to keep the inventory up-to-date.

The following classifications have been approved for the routine use of private vehicles in the carrying out of their job responsibilities:

### **Operations Units:**

Division Engineers (7/86)  
Deputy Division Engineers (7/86)  
Division Construction Engineers (7/86)  
Division Maintenance Engineers (7/86)  
Division Operations Engineers (7/86)  
Division Traffic Engineers (12/95)  
Division Equipment Superintendents (1/02)  
Division Design Construct Engineer (6/02)  
Division Project Manager – TE III (3/31/03)  
District Engineers (7/86)  
Resident Engineers (3/91)  
Area Bituminous Inspectors (7/86)  
Area Equipment Superintendents (7/86)  
Bridge Inspection Supervisors (8/88)  
Area Bridge Inspection Supervisors (8/88)  
Safety Officers (7/99)  
Safety Consultants (7/99)  
Regional Intelligent Trans. Sys. Engr (9/00)  
Environmental Officers (1/02)

### **Preconstruction Units:**

Area Traffic Engineers (7/86)  
Traffic Engineering Signal Optimization  
Personnel (8/88)  
Right of Way Agent I and up (employees eligible  
to drive MFM vehicles) (7/86)  
Right of Way Agent Trainees (2-90)  
Area Geologists (7/86)  
Area Location Engineers (7/86)  
Area Structure Engineers (7/86)

### **Program Delivery Units:**

Area Construction Engineers (7/86)  
Roadside Environmental Engineers (1/02)  
Area Roadside Environmental Engineer (7/86)  
Roadside Field Operations Engineers (7/86)  
Materials Operations Engineer (7/86)  
Structural Members Section Engineer (8/92)  
Section Materials Specialists – TTS III (1/02)  
Prestressed Concrete Inspectors – (7/89)  
Structural Steel Inspectors – TT IV (8/92)  
Sign Inspectors – TT IV (8/92)  
Castings Inspectors – TT III (8/92)  
Chemical Testing Technicians – TT III (8/92)  
Right of Way Agent I and up (employees eligible  
to drive MFM vehicles) (7/86)  
Right of Way Agent Trainees (2-90)