**DELEGATED AUTHORITY AGREEMENT FOR**

**STATE- OWNED PASSENGER VEHICLES**

**NC DEPARTMENT OF ADMINISTRATION, MOTOR FLEET MANAGEMENT DIVISION**

As agency head for *Agency*,

I acknowledge and agree that:

* The Department of Administration (DOA) is the agency authorized by statute to establish and operate a central motor fleet and to adopt and enforce rules and policies related to the management of state-owned passenger vehicles. ([NCGS §](https://ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-341.pdf) [143-341](https://ncleg.gov/EnactedLegislation/Statutes/PDF/BySection/Chapter_143/GS_143-341.pdf)(8)i)
* Any policies adopted by the Agency governing state-owned passenger motor vehicle assignment and use must conform with the NC law, DOA Motor Fleet Management (MFM) rules and manual. Agency’s proposed policies and amendments will be submitted to MFM at least 30 days prior to the proposed adoption date. The Agency agrees that MFM may review proposed policies for consistency with applicable laws, rules and policies and advise on necessary changes to prevent inconsistencies with legal requirements.
* The Agency is responsible for appointing an Agency Fleet Coordinator (AFC) to serve as the liaison for fleet matters involving all state-owned vehicles (agency-owned vehicles and MFM-assigned passenger vehicles).
* The AFC shall perform the duties described in the Motor Fleet Management Manual.
* I accept delegation of enforcement responsibility in the management of state-owned vehicles as defined in the North Carolina General Statutes, NC Administrative Code and Motor Fleet Management Manual.
* I agree to ensure that these laws, rules, and policies are dutifully carried out within the Agency, including:
  + Agency is responsible for monitoring driver use of vehicles for official state business.
  + Agency has processes in place for determining underutilization of all state- owned passenger vehicles and for maintaining a file of underutilized justifications for continued assignment or ownership for all state-owned vehicles.
  + Agency requires travel logs to be completed and maintained for all use of state- owned vehicles and has processes in place for tracking and recording vehicle drivers, trips taken, and miles driven.
  + Agency is responsible for monitoring telematics data produced from the operation of state-owned vehicles.
  + Agency has established vehicle assignment and driver approval processes for agency-owned vehicles and MFM-assigned vehicles. Agency is responsible for ensuring vehicle maintenance and repair occur at scheduled intervals and/or as needed, maintaining maintenance and repair documents, and taking appropriate action in incidences of noncompliance.
  + Agency is responsible for ensuring all state-owned passenger vehicles are inspected annually.
  + Agency is responsible for ensuring vehicles and keys are stored in a manner that best protects the asset.
  + Agency is responsible for any costs for modifications to any state-owned passenger motor vehicles.
  + Agency is responsible for ensuring that use of state-owned passenger motor vehicles for commuting is limited to those specific cases in which MFM has received and accepted written justification, verified by historical data, and has provided written authorization of approval.
  + Agency acknowledges that employees approved to commute must make reimbursement for commuting unless exempt from the reimbursement requirement by law.
  + Agency is responsible for ensuring the state is reimbursed for commuting via employee payroll deduction at the rate established by MFM.
* Agency records pertaining to state-owned passenger motor vehicles are subject to inspection and audit by MFM, the DOA internal auditor and the State Auditor.
* Agency will provide all required reports as requested by MFM, including:
  + Any instance of vehicles used for non-official business (other than approved commuting)
  + Commuting reporting
  + Underutilization Justification Reporting
  + Annual Assigned Vehicle Verification Report
  + State-owned passenger vehicle policies
  + Information regarding agency-owned vehicles
  + Mileage logs
  + Any other reports developed by MFM in its oversight authority.

Agency Head Signature Date

*Agency Head Printed Name*

*Agency Head Title*

*Agency Name*

MFM Director’s Signature Date

Robert Riddle

Motor Fleet Management Director

NC Department of Administration

Submit to [motorfleet@doa.nc.gov](mailto:motorfleet@doa.nc.gov)