

CMAST Policy on Use of State Vehicles

University employees using state-owned vehicles (Ford F-250 and Dodge van) must adhere to the following policies and guidelines.

1. All users must be NC State University employees.
2. First priority is given to CMAST residents. Reservations for use by non-residents may be made by contacting Ms. Marlu Bolton (marlu_bolton@ncsu.edu, 252-222-6302). Reservations by non CMAST-residents may be cancelled with reasonable notification time (5 days) if the vehicle is needed by a CMAST resident.
3. A valid driver's license must be on file in the CMAST front office prior to use of all state vehicles.
4. Reserve vehicles by writing your name on the calendar in the break room (rm. 114) indicating the time and destination.
5. Long-term use (greater than three nights) of state vehicles must be prior approved in writing by the Center director.
6. Mileage must be recorded on the daily use form for each trip along with the purpose and account information for billing (mileage rate is the same as leasing from the motor fleet division).
7. State vehicle shall be returned in the same condition (cleanliness and gas) or better in which it was signed out.

Failure to comply with CMAST vehicle policies will result in loss of use privilege.

Gasoline and Maintenance Guidelines

1. The CMAST truck should be filled with gasoline at Division of Marine Fisheries upon departure and return from a trip. The pump is located inside the fence at DMF. **Fill out the ticket located in the black mailbox with the number of gallons purchased, sign/print name and WRITE CMAST ON THE TICKET. The CMAST van should always be filled with gasoline using the Wright Express Card.**
2. The Wright Express Card may be used for gasoline purchases out-of-town and minor repairs needed while on the road.
3. Routine maintenance will be scheduled by the Facilities Coordinator—please notify the Facilities Coordinator of any necessary repairs or maintenance.
4. Please leave at least one half a tank of gasoline and the vehicle clean for the next user.

