### Purpose
- To ensure that DPPEA staff use environmentally friendly transportation choices when getting a vehicle from the motor pool.
- To help DPPEA staff minimize air pollution and the creation of other vehicle pollutants in the performance of their duties.

### Responsible Staff
All DPPEA

### Procedure
1. All DPPEA staff shall effectively plan ahead in their travel and transport needs so as to minimize the need for an additional temporary-use vehicle from the N.C. Motor Fleet Motor Pool. This does not preclude getting a specific motor pool vehicle that is better for a DPPEA business activity than any of the existing DPPEA vehicles available.

2. When a temporary use vehicle is needed from the motor pool, DPPEA staff should request the most fuel-efficient vehicle available, based on their travel and transport need. For example, one staff member traveling to a meeting may only need a small alternative fuel car, while four staff members may need a van to transport equipment to run a workshop.

3. DPPEA staff can get temporary use vehicles from N.C. Motor Fleet Management's Motor Pool at 220 East Peace Street in Raleigh. To get a vehicle from the motor pool:
   - The motor pool should be called at least two weeks ahead of time to reserve the most fuel-efficient vehicle available for the travel and/or transport needs. The East Peace Street Motor Pool phone number is (919) 733-7776.
   - Motor Fleet vehicle form FM-2 (filled out and signed by a DPPEA supervisor) must be presented upon picking up a vehicle. This form is available through the DPPEA administrative staff.
   - The DPPEA staff driving the vehicle must present a valid driver's license upon picking up the vehicle.
   - A temporary-use vehicle must be returned to the same motor pool where it was picked up.
   - Temporary vehicle use is defined as use from one to 10 days, with a 30-day maximum for justifiable reasons. Greater than 30 days requires the permanent assignment process of a vehicle to DPPEA.
   - Limited parking is available at the motor pool for personal vehicles by requesting approval from the Motor Pool staff. The Motor Pool staff will provide temporary parking stickers.
4. To pick up a vehicle at the motor pool, all DPPEA staff will make a reasonable effort to get a ride with someone already going to or near the motor pool, before asking someone to drive them to the motor pool. If several vehicles are to be picked up together a carpooling effort should be made.

5. To return a vehicle to the motor pool, all DPPEA staff will make a reasonable effort to get a ride back to the office with someone already going to or is already near the motor pool, before asking someone to drive over to give a ride back to the office.

6. When choosing replacements for a DPPEA vehicle, DPPEA management will endeavor to select the most environmentally friendly vehicle available to meet DPPEA business travel needs.

**Monitoring and Measurement**

1. The Administrative Secretary will record all vehicles checked out of the motor pool on the required report. The administrative secretary will also ensure that all employees are informed about requesting the most appropriate environmentally friendly vehicles available.

2. DPPEA management will make periodic inquiries and/or surveys to ensure DPPEA staff are making the best possible environmentally friendly vehicle use choices.