

CHAPTER 15

CENTRAL MOTOR POOL

Authority

Unless otherwise expressly noted, all provisions of this Chapter 15 were adopted by the Director, Division of Purchase and Property, pursuant to authority delegated in Executive Order No. 2 issued July 26, 1962, and were filed and became effective October 2, 1969 as R.1969. d.6. (See: 1 N.J.R. 15(c)).

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SUBCHAPTER 1. CENTRAL MOTOR POOL POLICY BOARD

17:15-1.1 Organization

(a) In 1966 Mr. Kervick, State Treasurer, gave his approval and directed that immediate steps be taken to implement the Central Motor Pool policy board. Each State Department serviced by the Central Motor Pool was directed to appoint one of its key personnel to serve this board.

(b) The policy board was formed and conducted its first meeting on January 18, 1967.

(c) The policy board consists of a chairman, secretary, and 12 board members.

1. The chairman is elected by the board members;

2. The secretary is designated by the chairman;
3. The board members are appointed by the heads of their respective departments.

17:15-1.2 Purpose

(a) The Central Motor Pool policy board has the responsibility to:

1. Establish close liaison between the agencies concerned and the Central Motor Pool in the following areas:
 - i. Problems of the departments;
 - ii. Relations with the Central Motor Pool;
 - iii. Specific problems;
 - iv. Suggestions.
2. Make recommendations and establish policies for the efficient operation of the Central Motor Pool;
3. Enforce the Central Motor Pool rules and regulations;
4. Promote and encourage safe driving habits and reduce accidents;
5. Follow through on the recommendations of the accident review board with appropriate judgment and firmness.

17:15-1.3 Summary

(a) The Central Motor Pool policy board meets every two months at the Health-Agriculture Building on call by the Chairman.

1. Fred G. Poinsett, Chairman;
2. Mary J. Southard, Secretary.

(b) The board members are as follows:

- | | |
|-------------------------|------------------------------------|
| 1. Frank Taylor | Dept. of Agriculture; |
| 2. Robert C. Knott | Dept. of Banking; |
| 3. Thomas F. Keating | Dept. of Civil Service; |
| 4. Samuel Lipira | Dept. of Community Affairs; |
| 5. Joseph T. Barber | Dept. of Environmental Protection; |
| 6. Orville G. Parrish | Dept. of Education; |
| 7. Joseph M. Olex | Dept. of Health; |
| 8. Joseph L. Grodeck | Dept. of Institutions & Agencies; |
| 9. Frank Nixon | Dept. of Law & Public Safety; |
| 10. George D. McGuiness | Dept. of Labor and Industry; |
| 11. Frank Cahill | Dept. of State; |
| 12. John T. Flynn | Dept. of Treasury. |

SUBCHAPTER 2. CENTRAL MOTOR POOL RULES AND REGULATIONS

17:15-2.1 Facilities

(a) The Central Motor Pool Garage is equipped and staffed to provide gasoline, oil, servicing and repairs.

(b) Parking space for the personal cars of those using pool vehicles will be available at no cost adjacent to the central garage.

(c) A regularly scheduled taxi service will be operated between the State House and Central Garage. (Monday through Friday).

Leaving garage at 9:00 A.M.—10:00 A.M.—11:00 A.M.

Leaving Side Entrance State House at 9:15 A.M.—10:15 A.M.—11:15 A.M.

(d) Location.

1. Garage and Administrative Offices
605 South Broad Street, Corner of Third Street
Trenton, New Jersey 08611
2. Gasoline Service Station
Third Street, opposite New Jersey State Prison

(e) Hours of operation and phones: Area Code 609.

1. Garage	7:30A.M.—8:00P.M.	292-4891;
2. Dispatcher	7:30A.M.—8:00P.M.	292-4891;
3. Supervisor	8:30A.M.—4:30P.M.	292-4891;
4. Service Manager	8:00A.M.—4:00P.M.	292-4891;
5. Repairs	8:00A.M.—4:00P.M.	292-4891;
6. Washing	8:00A.M.—11:00A.M.	292-4891;
	1:00P.M.—3:30P.M.	292-4891;
7. Tire Changes	8:00A.M.—11:00A.M.	292-4891;
	1:00P.M.—3:30P.M.	292-4891;
8. Lube-Oil Changes	1:00P.M.—3:30P.M.	292-4891;
9. Gasoline Service	7:30A.M.—6:00P.M.	No Phone;
10. Accounting Off.	8:30A.M.—5:00P.M.	292-4892;
11. Admin. Off.	8:30A.M.—5:00P.M.	292-4894.

(f) Emergency-after hours.

1. Mr. Andrew Mitchell—Supervisor, C.M.P.
Edinburg—Windsor Road, Edinburg, N.J.
Area Code 609-448-6467
2. Mr. Fred G. Poinsett—Chief, Motor Transport
Coordination
65 Smithfield Avenue, Trenton, N.J.
Area Code 609-882-6806
3. State Capitol Police—New Jersey State Police
State House—Area Code 609-292-4653

17:15-2.2 General rules

(a) Drivers of State-owned vehicles are continually under scrutiny of the public and are vulnerable to criticism. By careful adherence to the rules and regulations listed in this Chapter criticisms can be kept to a minimum.

1. Drivers must have valid driver's license.
2. State-owned vehicles shall be used for official State business only.
3. Drivers shall drive carefully; set an example to the general public.
4. Drivers shall obey all traffic rules and regulations.
5. Violation fines, under control of driver, shall be the responsibility of the driver involved.
6. Drivers shall not exceed posted speed limit, nor operate vehicle above safe driving speed for road conditions.
7. Drivers shall use good judgment in keeping safe road distance between vehicles.
8. Before backing car, drivers shall stop, blow horn, look and be certain that area is clear, then back car with caution.
9. State-owned vehicles shall be kept in a state of cleanliness at all times.
10. No driver will operate a State-owned vehicle unless the vehicle is in a safe mechanical condition.
11. *Definition of an office car.* Any State-owned vehicle, under jurisdiction of Motor Pool, not permanently allocated to an individual, which has been assigned to a State agency for use by multiple drivers.

17:15-2.3 State travel regulations pertaining to use of State-owned vehicles

(a) State-owned vehicles shall be operated only by authorized State officials and employees possessing driver licenses valid in New Jersey. Only State employees and persons on official State business are permitted as passengers.

(b) Operators of State-owned vehicles are personally responsible for vehicles assigned to or operated by them. If damages result through negligence, misuse or abuse, the operators shall be charged for such damage and may be subject to suspension.

(c) Fines for traffic violations, including overtime parking, shall be paid by the operator of the vehicle responsible for the violation. Fines shall not be reimbursed.

(d) The purchase of all gasoline and oil is handled by the Division of Purchase and Property, Department of the Treasury, on an annual contract basis, and employees driving State vehicles are furnished with credit cards for this purpose. In addition, tires, batteries and other accessories purchased at State prices are made available through the Division of Purchase and Property. None of these supplies shall be obtained in any other manner except for emergencies. In accordance with instruction of the Central Motor Pool, operators of State cars should obtain gasoline and other authorized services which may be available at State facilities.