

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)).

Chapter Expiration Date

Chapter 15. Central Motor Pool, expires on July 1, 2006.

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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. McGuinness | 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.

(e) Where emergencies arise and it is necessary to purchase supplies for State-owned vehicles while in the course of performing his duties, the employee shall obtain the best quality at the lowest possible price, commensurate with the situation. In filing the invoice for reimbursement, an explanation shall be made as to the necessity for making such a purchase.

(f) Where transportation is by State-owned vehicles, parking fees, parking meter and toll expenses are allowed. Employees are expected to look into the reasonableness of such charges, on the same basis as if they were paying these charges personally. The Central Motor Pool shall not pay daily parking fees or tolls. Such fees and tolls shall be assumed by the department.

(g) Charges for garaging of State-owned vehicles are permitted. However, no such garage rents shall be paid if the garage is owned by the employee or a member of his immediate family or if the garage is part of the premises rented to the employee and included in his total rent.

(h) The fact that an employee is authorized to drive a State-owned vehicle is not considered approval to use such vehicle for other than official business. Arrangements shall be made for storage of the vehicle immediately upon the close of business at the end of each day and at the end of the official working week. Where a State-owned vehicle is used at times other than official hours, approval shall be obtained from the Department head or his authorized agent.

(i) Where State-owned vehicles are used for travel beyond the borders of the State, advance approval shall be obtained from the Department head or his authorized agent.

17:15-2.4 Procedure for requesting vehicles

(a) Vehicles to be requested are considered in the following categories:

1. Temporary:
 - i. Trip basis—Less than 24 hours;
 - ii. Day basis—Approximately 24 hours;
 - iii. Three days—72 hours.
2. Permanent.

(b) Procedure for requesting a temporary vehicle is as follows:

1. Requisition form CMP-2 will be completed and signed by the agency head or his authorized agent. The completed form will be presented to the Central Motor Pool Dispatcher at the time of pick up;

2. Request will be placed by contacting the Motor Pool dispatcher on Extension 4891, 24 hours in advance of pick up;

3. CMP form 2 is available from the Department of Treasury, State House, Trenton, New Jersey. Attention is invited to the importance of indicating the correct account number or the agency form will not be accepted.

(c) Procedure for requesting a permanent assigned vehicle is as follows:

1. A permanent vehicle must be requested one month in advance of desired pick up date;

2. Requisition form CMP-3, also available from the Department of Treasury, State House, Trenton, New Jersey, completely filled out in duplicate, signed by the agency head or authorized agent will be forwarded to the Chief Transport Coordinator, Central Motor Pool, for review and approval. In the event that the request for a vehicle is denied, the Chief Transport Coordinator shall suggest a different means of transportation or basis of assignment;

3. The permanent assignment of any vehicle will not be made unless the agency provides the necessary funds to the Central Motor Pool for the original purchase of vehicle;

4. A daily log must be maintained by those offices having vehicles driven by different employees. This must be maintained at all times as it often becomes necessary to ascertain the name of the employee driving on a certain day or a particular time.

(d) Monthly usage report CMP-4 available from Department of Treasury, State House, Trenton, New Jersey:

1. CMP-4 form Vehicle Usage Monthly Report (sample below) must be submitted to the Central Motor Pool at the close of each month. The Motor Pool must receive this report form within five days after the end of the reporting month. Some agencies require the form to be submitted through their offices for record purposes. Check with your agency. Your correct account number must be indicated or the form will be returned.

2. *Loan car.* Do not submit a report on a temporary or loaned vehicle. However, a report must be submitted on a regular permanent assigned vehicle even though it is not in use. Rental will not be charged on a loan vehicle. Mileage will be picked up and charged when the loan vehicle is returned. Rental shall be charged to a permanent assigned vehicle.

3. Class numbers:

- i. Buick Electra Class Cabinet Members;
- ii. Buick LeSabre Class Division Directors;
- iii. Law Enforcement 8 cylinder;
- iv. Station Wagon 8 cylinder;
- v. Station Wagon 6 cylinder;
- vi. General Fleet 6 cylinder;

- vii. H.D. Trucks 1½ ton up;
- viii. M.D. Trucks ¾ ton; to 1½ ton;
- ix. L.D. Trucks up to ¾ ton and special purpose—such as Jeeps and Carryalls.

17:15-2.5 Rental rates

(a) The Central Motor Pool of the Division of Purchase and Property shall bear all operating, servicing, repair and replacement costs of all State-owned cars under its jurisdiction.

(b) Agency heads shall reimburse the Division of Purchase and Property at the end of each month on the basis of the following rates:

1. Minimum mileage charge for permanent assigned vehicles is based upon 600 miles per month;
2. Rental charge—Temporary assignment—\$2.00 per day; Permanent assignment—\$40.00 per month;
3. Mileage charge per mile—6 cylinder vehicle—\$0.025 per mile; 8 cylinder vehicle—\$0.03 per mile;
4. Trucks and special purpose vehicles—\$0.03 per mile.

17:15-2.6 Types of vehicles

(a) The Central Motor Pool provides transportation, service and maintenance to participating agencies at the lowest possible cost. The following types of vehicles are provided:

1. Fleet;
2. Cabinet;
3. Division Director;
4. Law enforcement;
5. Special purpose.

17:15-2.7 Assignment of permanent vehicle to State personnel

(a) The assignment of a permanent vehicle shall meet the provisions as set forth in subsections (b) through (k) of this Section:

(b) Cabinet officers.

(c) Division heads: providing the request is approved by the Department head and the nature of duties require vehicle. The Treasury Department reserves the right to review each application.

(d) Those requiring use of a vehicle on the average of three days per week, or more, and do not report to an office before traveling to assignment. Official business mileage must average 600 miles or more per month and must exceed incidental mileage.

(e) Official business mileage is that mileage from official station and return and only that mileage required to perform duties and that which would be reimbursable if the employee used his personal car.

(f) Permanent assignments shall not be made if it is possible and practicable to use a pool car on a daily basis.

(g) Office cars shall be stored overnight and weekends and holidays in the parking area adjacent to the office; they shall not be used for commuting.

(h) State operated vehicles shall be used for official business only. Any employee using the vehicle for unauthorized use may be suspended and shall be liable for any damages incurred when not being used for official business.

(i) All requests, CMP-3 forms, must be signed by the department head or person he has designated to approve requests.

(j) All permanently assigned vehicles which do not meet the above criteria will be returned to the Central Motor Pool immediately.

(k) *Regulation pertaining to assignment of vehicle to division heads.*

1. Class II vehicles (Buick LeSabre or equivalent) may be assigned to Directors of large divisions having a wide range of responsibilities due to the various bureaus and sections within their jurisdiction and that the nature of their duties require considerable travel and public appearances both during and outside normal business hours. All such assignments of Class II vehicles must be specifically requested by Department heads, even when obviously in conformance with the guidelines mentioned in subsections (b) through (j) of this Section.

2. Directors of small divisions may be assigned a vehicle of the regular fleet class (Plymouth or equivalent) providing a vehicle is required in performance of their official duties and that the Department head approves.

17:15-2.8 Storage of vehicles

(a) The Central Motor Pool will not be responsible nor assume the cost of day storage or parking fees nor will it assume the cost of overnight or garage storage when the vehicle is stored or garaged near the home or residence of employee.

(b) The Central Motor Pool will absorb up to \$15.00 per month for overnight weekend storage of those vehicles stored or garaged in the vicinity of State offices located outside of the Trenton area. Vehicles in the Trenton area shall be stored or garaged at the Central Garage or State-owned parking area.

(c) Approval must be obtained from the Chief Transport Coordinator, before making arrangements for monthly storage.

(d) Vehicles shall not be parked overnight on highways or streets if off road parking is available.

(e) Temporary assigned vehicles will be returned to the Central Motor Pool at the termination of assignment. Permanent assigned vehicles shall be brought to the Central Motor Pool or field inspection site every 6000 miles for inspection and servicing.

17:15-2.9 Gasoline and oil

(a) Through the cooperation of the State Department of Transportation, Department of Institutions and Agencies and Department of Conservation and Economic Development, arrangements have been made for use of State facilities to provide the servicing of vehicles with gasoline and oil. Savings of up to \$0.10 per gallon of gasoline and \$0.50 per quart of oil can be realized by obtaining gasoline and oil from State-owned and operated servicing facilities rather than Esso stations. Use of Esso stations is for emergency only.

(b) Central Motor Pool Vehicles shall use the State-owned gasoline and oil dispensing stations. Roadside stations (Esso) shall only be used in an emergency.

(c) A complete listing of all facilities available with location and hours of operation are as follows:

1. Atlantic County:
 - i. Hammonton—State Highway Garage No. 10 Egg Harbor Road & 11th Street, Monday through Friday, 7:00 A.M. to 4:30 P.M.
 - ii. McKee City Maintenance Yard, Route 40, 2 miles SE of Junction Routes 40 & 32 Monday through Friday, 7:30 A.M. to 8:30 A.M. and 3:00 P.M. to 4:00 P.M.
2. Bergen County:
 - i. Lodi—State Highway Garage No. 13, Lodi Armory Building No. 5 (one block off Route 17); Monday through Friday, 7:30 A.M. to 4:00 P.M.
3. Burlington County:
 - i. Edgewater Park—State Highway Maintenance Yard Route 130, Rear of State Police, Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - ii. Vincentown—Forest Fire Garage on Route 206-2½ miles north of Red Lion Circle Monday through Friday, 8:30 A.M. to 5:00 P.M.
4. Camden County:
 - i. Cherry Hill—Cherry Hill Garage & Office Building, Intersection of Route 70 & N.J. Turnpike Monday through Friday, 7:00 A.M. to 4:30 P.M.
 - ii. Pennsauken—Pennsauken Maintenance Yard, Route 130 & Federal Street Monday through Friday, 7:30 A.M. to 4:00 P.M.
5. Cape May County:
 - i. Middletown Township—Maintenance Yard, Route 9, Shore Road & Cedar Avenue Monday through Friday, 7:30 A.M. to 8:00 A.M. and 3:30 P.M. to 4:00 P.M.
6. Cumberland County:
 - i. Vineland—Vineland Garage No. 4, Delsea Drive & Elmer Road Monday through Friday, 7:00 A.M. to 4:30 P.M.
7. Essex County:
 - i. Newark—State Highway Garage No. 1 Junction Routes 21, U.S. 1 & U.S. 22, Monday through Friday 7:00 A.M. to 4:30 P.M.
8. Gloucester County:
 - i. Bridgeport—State Highway Maintenance Yard, Route 130 Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - ii. Glassboro—State Highway Maintenance Yard Grove Street Monday through Friday, 7:30 A.M. to 9:00 A.M. and 3:00 P.M. to 4:00 P.M.
9. Hunterdon County:
 - i. Clinton—Clinton Point Garage, Old Route 28 Near State Police, East of Clinton Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - ii. Flemington—Flemington Maintenance Yard Route 69 & CRR of N.J. Monday through Friday, 7:30 A.M. to 8:00 A.M. and 3:30 P.M. to 4:00 P.M.
 - iii. Bloomsbury Maintenance Yard Intersection of Route 22 & 78 Monday through Friday, 7:30 A.M. to 8:00 A.M. and 3:30 P.M. to 4:00 P.M.
10. Mercer County:
 - i. Trenton—Central Motor Pool 605 South Broad Street Central Motor Pool Garage—Service Station 3rd Street, Opposite State Prison Garage: Monday through Friday 7:30 A.M. to 6:00 P.M. Service Station: Monday through Friday, 8:00 A.M. to 5:00 P.M.
 - ii. Fernwood Service Station, 999 Parkway Avenue Trenton, N.J. Monday through Friday, 6:00 A.M. to 6:00 P.M.
 - iii. Hightstown—Highstown Maintenance Yard Maxwell Avenue Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - iv. Robbinsville—State Highway Maintenance Yard Junction Routes 33 & 130 at Robbinsville, N.J. Monday through Friday 7:30 A.M. to 4:00 P.M.
 - v. West Trenton—W. Trenton Yard, Bear Tavern Road Monday through Friday, 7:30 A.M. to 4:00 P.M.
11. Middlesex County:
 - i. Avenel—State Highway Garage No. 2, Route 35 & Jansen Avenue Monday through Friday, 7:00 A.M. to 4:30 P.M.
 - ii. Sand Hill Maintenance Yard Route No. 1, North of Sand Hill Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - iii. Sayreville—Maintenance Yard No. 21 Route 35 at Oak Street Monday through Friday, 7:30 A.M. to 4:00 P.M.

12. Monmouth County:
- i. West Belmar—State Highway Maintenance Yard No. 21, Junction Routes 35 & 38, Monday through Friday, 7:30 A.M. to 4:00 P.M.
 - ii. Neptune—Ocean Township Maintenance Yard, Route 66 & Browne Road, Monday through Friday, 7:30 A.M. to 4:00 P.M.
13. Morris County:
- i. Netcong—State Highway Garage No. 6, Route 206, South of Netcong, Monday through Friday, 7:00 A.M. to 4:30 P.M.
 - ii. Greystone Park—State Hospital, 2 miles north of Morristown, West of Morris Plains, Monday through Friday, 8:00 A.M. to 4:00 P.M.
 - iii. Dover—Dover Maintenance Garage, 232 East Blackwell Street, Monday through Friday, 7:30 A.M. to 8:00 A.M. and 3:30 P.M. to 4:00 P.M.
 - iv. Rockaway—Rockaway Maintenance Yard, Route 15, North of Route 80, Monday through Friday, 7:30 A.M. to 8:00 A.M.; and 3:30 P.M. to 4:00 P.M.
14. Ocean County:
- i. Toms River—State Highway Garage No. 3, Route 37, Cover Township, West of Toms River, Monday through Friday, 7:30 A.M. to 4:30 P.M.
 - ii. Manahawkin—State Highway Maintenance Yard No. 19, Intersection of Back Road and Grassy Hollow Road, Monday through Friday, 7:30 A.M. to 4:00 P.M.
15. Somerset County:
- i. Somerville—State Highway Maintenance Yard No. 17, Intersection of Routes 22, 206 and 202, Monday through Friday, 7:30 A.M. to 4:00 P.M.
16. Sussex County:
- i. Branchville Garage, Route 206, Branchville, N.J. Monday through Friday, 7:30 A.M. to 4:00 P.M.
17. Union County:
- i. Rahway—State Prison Farm Garage, Monday through Friday, 8:00 A.M. to 4:00 P.M. (Not to be used if any weapons or ammunition are in vehicle or driver or passengers are armed.)

17:15-2.10 Use of credit cards

(a) *In State.*

1. An Esso credit card (yellow and white) is issued to each Central Motor Pool vehicle so that a vehicle bearing the license number as indicated on the card can be serviced with gasoline, oil, grease, lube, filters and tire changes at any Esso station. Purchases from an Esso station by the credit card method are only permitted when it is impossible or impractical to obtain such supplies and services from State-owned and operated facilities. Credit card purchases should be kept to a minimum. Credit cards will not be used for car washes. (See N.J.A.C. 17:15-2.12 (Car washing) of this Chapter.)

2. Credit card purchases in the Trenton area are not permitted except in cases where State-operated facilities, Central Motor Pool and State Department Transportation at Fernwood are not open. An explanation must be given for any purchases in the Trenton area.

3. Credit card purchases are limited to gasoline, oil, grease, lube, filters and tire changes as indicated on the reverse side of the credit card and is valid in New Jersey only. Purchases and services other than those indicated on the reverse side of the credit card will not be approved nor will reimbursement be made for purchases paid by cash.

(b) *Out of State.*

1. A special credit card (red and white) must be obtained when a trip is being made out-of-State and gasoline and oil may be picked up. This card may be obtained from the office of the Chief Motor Transport Coordinator, Central Motor Pool. This card is valid for out-of-State purchases at Humble Oil Esso service stations. It is not valid for in-State purchases. Make certain that the license number of the vehicle is marked on the service slip. This must be done as it is not imprinted on the credit card.

2. On completion of an out-of-State trip, the credit card together with all gas slips must be returned to the Central Motor Pool.

3. Keep out-of-State purchases to a minimum as all out-of-State and local taxes must be paid by the State of New Jersey.

(c) Be certain that the car you are driving has received the correct quantity of supplies before signing for same. Your signature is the guarantee that amounts are correct and that all items have been received.

(d) *Lost credit cards.* In the event a credit card is lost, stolen, broken or misplaced, notify the Central Motor Pool immediately. Explain the circumstance. A new credit card will be ordered. This will take approximately one week.

17:15-2.11 Tires; batteries; anti-freeze

(a) Purchases of tires are not permitted. All requests for tires must be approved and obtained from the Central Motor Pool Garage or at scheduled inspection sites. Tires are purchased on contract basis only. Tires shall be checked frequently for correct tire pressure, tire wear and tire defects.

(b) Batteries may be obtained from the Central Motor Pool Garage at inspection sites by prior request or in case of emergency, at any of the Goodyear Dealer Stores listed below. Show registration card. No purchase order is required as this is an emergency pickup. The battery shall be installed in the vehicle and the employee shall be given a copy of the delivery slip which he shall sign and make certain it is filled out properly with the car number and other identification. The employee shall submit the slip to the Central Motor Pool and a confirming purchase order will be issued.

Dealers and Stores	Address	City
1. Goodyear Service Store No. 0934	54 N. Laurel St.	Bridgeton, New Jersey
2. Reader's Auto Accessories	100 New Broadway	Brooklawn, N.J. 08030
3. Jim Johnson Tire Co.	Rt 130	Burlington, N.J.
4. Goodyear Service Store No. 0930	3404 Federal Street	Camden, N.J. 08105
5. Goodyear Service Store No. 0924	328 Haddonfield Road	Cherry Hill, N.J. 08034
6. Goodyear Service Store No. 0732	1093 Central Avenue	Clark, N.J. 07066
7. Goodyear Service Store No. 0721	423 Lexington Avenue	Clifton, N.J. 07011
8. Goodyear Service Store No. 0927	816 Black Horse Pike	W. Collingswood Hts, N.J.
9. Goodyear Service Store No. 0720	450 N. Broad Street	Elizabeth, N.J. 07201
10. Goodyear Service Store No. 0730	41 S. Dean Street	Englewood, N.J. 07631
11. Mitchell Tire Service	Delsea Drive	Glassboro, N.J.
12. Goodyear Service Store No. 0722	340 River Street	Hackensack, N.J.
13. Goodyear Service Store No. 0728	360 W St George Avenue	Linden, N.J. 07036
14. Goodyear Service Store No. 0724	40 Parsonage Road	Menlo Park, N.J. 08827
15. Holly City Tire	800 W Main Street	Millville, N.J.
16. Mt. Holly Tire Center	Rt 38 & Madison	Mt. Holly, N.J. 08060
17. Goodyear Service Store No. 0729	Rt 35	Neptune City, N.J. 07753
18. Goodyear Service Store No. 0735	557 Milltown Road	N Brunswick, N.J. 08902
19. Goodyear Service Store No. 0933	Tilton Shopping Center	Northfield, N.J. 08225
20. Goodyear Service Store No. 0727	NY Hwy West 80, Rt 4	Paramus, N.J.
21. Goodyear Service Store No. 0738	205 Madison Street	Passaic, N.J. 07055
22. Goodyear Service Store No. 0733	239 Market Street	Paterson, N.J. 07505
23. Bunks Tire	62 N Broad Street	Penns Grove, N.J.
24. Eastern Tire Service Center	Rt 130 & Mapleton Road	Pennsauken, N.J.
25. Goodyear Service Store No. 0725	180 New Brunswick	Perth Amboy, N.J. 08861
26. Goodyear Service Store No. 0726	501 Elizabeth Avenue	Point Pleasant Beach, N.J.
27. Goodyear Service Store No. 0723	300 Ernston Road	Sayreville, N.J. 08859
28. E. L. Cook Tire Company	444 S Broad Street	Trenton, N.J. 08600
29. Goodyear Service Store No. 0736	2500 West Bound Rt 22	Union, N.J. 07083
30. Goodyear Service Store No. 0938	33-35 North Delsea Drive	Vineland, N.J. 08360
31. Millini Bros.	3rd & Wood Street	Vineland, N.J.
32. Goodyear Service Store No. 0740	Preakness Shopping Cen.	Wayne, N.J.
33. Goodyear Service Store No. 0944	Levitt Parkway & Route 130	Willingboro, N.J. 08046
34. Goodyear Service Store No. 0932	Fort Dix Road, PO 272	Wrightstown, N.J. 08562

Garage. No washes shall be by the credit card method through Esso stations.

(b) Whenever practical, Central Motor Pool vehicles shall be washed at the Central Motor Pool Garage in Trenton. Washing will be done from 7:30 A.M. to 11:00 A.M. and 1:00 P.M. to 3:45 P.M. weekdays.

(c) For cars not in the Trenton area or for those that cannot be washed or taken care of at the Central Motor Pool Garage, arrangements have been made at the following car wash establishments to wash Central Motor Pool cars at the price indicated. The Central Motor Pool will be billed on a monthly basis. The person having the vehicle washed must sign the slip, be certain the car license number and price is indicated. The Driver's slip shall be forwarded to the Central Motor Pool with the monthly report or in case of temporary assignment, at the time the car is checked in at the end of the month, whichever comes first. Washes shall be limited to a maximum of two per month.

(d) Car washing shall be done at any of the following authorized car washing establishments:

1. North Jersey.
 - i. Clifton N.J. \$1.50
OK Car Wash
630 Lexington Ave.
 - ii. Denville, N.J. \$1.50
T & B Car Wash
391 East Main St.
 - iii. Edison, N.J. \$2.00
Menlo Park Car Wash
Rt. 1 So. bound at Parsonage Rd.
 - iv. Elizabeth, N.J. \$1.50
G & M Automatic Car Wash
1184 Magnolia Avenue
 - v. Flemington, N.J. \$1.50
3 Minute Car Wash
Route No. 69 at Circle
 - vi. Hackensack, N.J. \$1.50
Kleen Rite Auto Laundry, Inc.
46 Essex Street
 - vii. Jersey City, N.J. \$1.75
Speedway Auto Laundry
304 Danforth Avenue
 - viii. Lodi, New Jersey \$1.50
Rocket Jet Car Wash
444 Main Street
 - ix. Long Branch, N.J. \$1.50
Conte Car Wash
684 Joline Avenue
 - x. Newark, N.J. \$2.00
Minit Man Car Wash
1105 Raymond Blvd.
 - xi. Newark, N.J. \$2.00
Presto Auto Laundry
217 Elizabeth Avenue
 - xii. Orange, N.J. \$1.25
Nick's Mobile Auto Lab (on Tuesdays)
460 Main Street
 - xiii. Paterson, N.J. \$1.75
Perfect Car Wash
16th Ave. & Summer Sts.
 - xiv. Plainfield, N.J. \$1.45
Hi-Speed Kar Wash, Inc.
472-78 West Front Street

(c) Anti-freeze may be obtained from the Central Motor Pool Garage, at the field inspection site, at authorized repair shops indicated in Section 2.13 (Authorized repair services) of this Chapter. All vehicles shall be checked and winterized during the month of October.

(d) It is the responsibility of each driver to check tires, batteries and anti-freeze and if required obtain same in conformity with procedures as outlined above. Snowtires are available for winter driving.

17:15-2.12 Car washing

(a) Car washing shall be done at any of the authorized car washing establishments listed in subsection (d) of this Section. A maximum of two wash jobs per month is permitted. Though we want the vehicles looking clean, we ask that washings be kept to a minimum. Washes in the Trenton area must be through the Central Motor Pool

- xv. Plainfield, N.J. \$1.50
Kleen Car Wash
200 Clinton Avenue
 - xvi. Somerville, N.J. \$1.45
Somerset Car Wash
Rt. No. 22, E. of Rt. 206 E.
 - xvii. Red Bank, N.J. \$1.65
Butch's Auto Car Wash
170 E. Newman & Springs Rd.
 - xviii. Union, N.J. \$1.50
Sparkle Plenty
Morris Avenue
 - xix. Wayne, N.J. \$1.00
Colonial Car Wash
847 Route 23
 - xx. Woodbridge, N.J. \$1.50
Woodbridge Car Wash
791 Rahway Avenue
2. *Central Jersey.*
- i. Freehold, N.J. \$1.50
The Magic Tunnel Car Wash
711 Park Ave.—Rt. No 33
 - ii. Toms River, N.J. \$1.50
Eddie's Car Wash
921 North Main St.
 - iii. Trenton, N.J. \$1.25
Auto Valet Car Wash
228 Lalor Street
3. *South Jersey.*
- i. Atlantic City, N.J. \$1.50
Brown's Garage
814 Arctic Avenue
 - ii. Berlin, N.J. \$1.50
Stagliano's Park Car Wash
White Horse Pike & Park Dr.
 - iii. Bridgeton, N.J. \$1.50
Super Sonic (2 Stations)
Carr's Corner
 - iv. Maple Shade, N.J. \$1.50
Route No. 73 Car Wash
Route No. 73
 - v. Northfield, N.J. \$1.50
Big Car Wash
Tilton Shopping Center
Tilton Road
 - vi. Vineland, N.J. \$1.50
Super Sonic
Park & Delsea Drive
 - vii. Woodbury, N.J. \$1.50
Broad-Glo Car Wash
738 North Broad

(b) *Caution.* Any repairs or adjustments on late model vehicles coming with new car warranty must be taken care of by an authorized dealer of the make of the vehicle. Familiarize yourself with the warranty term of the vehicle you are driving. If there is any question regarding this, contact Central Motor Pool Garage, 292-4891, Mr. Andrew Mitchell or Wilbur Holcombe.

(c) Approval from the Central Motor Pool must be obtained before repairs totaling \$25.00 or more can be made or contracted for.

(d) Approved service stations and their locations are as follows:

AREA	APPROVED REPAIR & SERVICE STATIONS
1. Atlantic City	Atlantic City Esso—Attn: J. Crawford 2611 Atlantic Avenue Phone: 348-9883
2. Berlin	Circle Esso—Attn: R. Passavel Route No. 73 & Circle Phone: 767-9849
3. Bridgeton	Cumberland Esso—Attn: Mr. Clark 2 Washington Street Phone: 451-3457
4. Camden	Girards Esso—Attn: Frank or Al 5th & Berkeley Streets Phone: 365-5694
5. Clifton	Hardley Esso—Attn: Al Ponterdoth 1045 Main Street Phone: 473-9260
6. Elizabeth	Le Rose Esso—Attn: Frank 400 Madison Avenue Phone: 353-9884
7. Hackensack	Court House Esso—Attn: Walt Vartanian 9 Essex Street Phone: 342-9790
8. Hammonton	Hammonton Esso—Attn: Tom Penza White Horse Pike & Middle Road Phone: 561-6869
9. Jersey City	Journal Square Esso—Attn: Bob Leonia 3140 Kennedy Blvd. Phone: 653-9716
10. Montclair	Elm Clair Esso—Attn: Frank or Ronnie O'Rourke 264 Bloomfield Avenue Phone: 744-9674
11. Mount Holly	Holly Edge Esso—Attn: Jack or Elton McGee Route No. 38 & Pine Street Phone: 267-9736
12. Newark	Eastern Esso—Attn: Joe Viscanio 625 McCater Highway Phone: 642-9025 West Side Esso—Attn: Pete South Orange & 16th Streets Phone: 622-8762 Beech Esso—Attn: George Werns Belleville Pike & Beech Street Arlington, New Jersey Phone: 991-9656
13. New Brunswick	Bossow & Morris Service Center—Attn: Ken Bossow or Ken (His son) Commercial Avenue & George Street Phone: 545-8076
14. Newton	Higgins Esso—Attn: Bob or Newell Woodside & Sparta Avenues Phone: 673-9832
15. Ocean Township	Asbury Circle Esso—Attn: Dave Nugent Rt. 35 at Traffic Circle Phone: 774-8777

17:15-2.13 Authorized repair services

(a) Whenever possible, repairs shall be made at the Central Motor Pool Garage in Trenton or the State Hospital Garage at Greystone Park. However, we realize that many times it is not possible nor practical to have repairs made at the Trenton garage or Greystone Park Garage. We therefore have made arrangements with the following service stations to make certain type repairs and perform certain services. These authorized or approved service stations will bill the Central Motor Pool on a State invoice form and fully understand our regulations.

AREA	<i>APPROVED REPAIR & SERVICE STATIONS</i>
16. Orange	<i>Tiger Esso Servicenter—Attn: Bill Ellis, Dealer 517 Main Street Phone: 673-9869</i>
17. Paterson	<i>Highway Esso Servicenter—Attn: Rich Malagna McLean Blvd. & 10th Avenue Circle Phone: 684-9606</i>
18. Point Pleasant	<i>Point Pleasant Esso—Attn: Bill Gorham Route 88 & River Road Phone: 892-9872</i>
19. Red Bank	<i>Hays Esso—Attn: Tony Routes 35 & 36 Eatontown Circle Phone: 542-9784</i>
20. Somerville Esso	<i>Somerville Esso—Attn: Bob Singer 158 East Main Street Phone: 725-9831</i>
21. Toms River	<i>Toms River Esso—Attn: Bob Snyder Routes 9 & 37 Phone: 349-2621</i>
22. Trenton	<i>Central Motor Pool Attn: Mitchell or Holcombe 605 South Broad Street Phone: 292-4891</i>
23. Vineland	<i>Tidewater Station—Attn: Ed Taminini South Delsey Drive & Hickory Road Phone: 691-5432</i>
24. Woodbury	<i>Woodbury Esso—Attn: Harry Lowe Broad & Hess Avenues Phone: 845-4148</i>
25. Lake Hopatcong	<i>Espanong Esso—Attn: Tony Lopez Espanong Road—Jefferson Township Phone: 398-9812</i>

17:15-2.14 Towing and emergency road service

(a) When towing services are required call the Central Motor Pool (609-292-4891) for instructions.

(b) When emergency road service is required, the driver shall contact the nearest garage for service.

17:15-2.15 Field inspection maintenance and service

(a) The field inspection service which was started in August of 1965 has proven to be very successful. Many have commended us concerning this program and are taking advantage of this service, which not only is beneficial to car users but also to the Motor Pool, in permitting us to render good service and keep operating costs low. However, there are many others not taking advantage of this service so we again call on them to cooperate as much as possible, as it is to their benefit as much as ours.

(b) On a regular scheduled basis, as listed below, our field inspectors will be at the locations on the dates and between the hours indicated. If tires, spark plugs, batteries, oil, air or gas filters, windshield wiper blades, antifreeze or any other supplies are required, please call the Central Motor Pool Garage. Mr. Andrew Mitchell or Mr. Wilbur Holcombe, three days prior to the day of inspection, Area Code 609-292-4891, and the inspectors will have the supplies at the inspection site. The field inspectors will, in addition to the inspection of vehicles, make minor adjust-

ments. If any major repairs are required authorization will be given for such repairs.

(c) The schedule is such and the locations picked so that with little inconvenience all cars can be inspected every two months. If for any reason it is impossible to have a car inspected at the time and place of the nearest location, the next location and date can be used.

1. Field Inspection Schedule (this form available from Department of Treasury, State House, Trenton, New Jersey.)

2. Field Inspection Locations

- i. Area 1—Newton
National Guard Armory, 50th Armored Div., Rt. 206, Newton, N.J.
- ii. Area 2—
North Jersey Training School,
Minnisink Road (off Route 46), Little Falls, N.J.
- iii. Area 3—Somerville
State Highway Maintenance Yard No. 17
Route 206, 22 & 202, North of Somerville, N.J.
- iv. Area 4—Newark
State Highway Garage No. 1, U.S. No. 1,
Junction Route 21, U.S. No. 1, 9 & 22, South of Newark
- v. Area 5—Camden
Girards Esso Station, South 5th & Berkeley Ave., Camden
- vi. Area 6—Toms River
State Highway Garage No. 3; Route 37, North West, Toms River
- vii. Area 7—Hammonton
State Highway Garage No. 10,
Egg Harbor Road & 11th St., Hammonton
- viii. Area 8—Atlantic City
Adjacent to Armory, Atlantic & New York Avenues, Atlantic City

(d) This inspection service is in addition to present field inspections at the various Children's Services & Parole District Offices. Such inspections will continue as in the past.

(e) In addition to the locations listed in this Section, vehicles can be taken to State Hospital Garage at Greystone Park.

(f) Attention is also directed to the various State Highway Gasoline service locations throughout the State. Please cooperate by using them whenever and wherever possible.

17:15-2.16 Executive Order—Accident Review Board

(a)

State of New Jersey
Executive Department
Executive Order No. 32

“Whereas, New Jersey State Government has long been concerned with improving Motor Vehicle Safety; and

Whereas, in order to achieve the highest degree thereof it is of extreme importance that the drivers of State-owned motor vehicles practice safety diligently, thereby setting an example to the entire driving public;

Now, therefore, I, Richard J. Hughes, Governor of the State of New Jersey, by virtue of the authority vested in me by the constitution and the statutes of this state, do hereby order and direct that:

1. There is hereby created within the Department of Treasury an accident review board which shall comprise one representative from the Department of the Treasury, Central Motor Pool, and four representatives from the Department of Law and Public Safety, being one each from the Division of Law, Division of Motor Vehicles, Division of State Police and Bureau of Claims.

2. It shall be the function of the Accident Review Board:

(A) To review each accident in which a Central Motor Pool vehicle shall have been involved, after submission to it of an investigation report thereof by the Division of Motor Vehicles;

(B) To recommend corrective measures in order to reduce accidents and increase safety;

(C) To maintain a driving record for each state employee who uses a Central Motor Pool vehicle; and

(D) To develop policies and procedures designed to improve the driving of State employees operating Central Motor Pool vehicles.

Given, Under my hand and seal this 23rd day of December in the Year of our Lord, one thousand nine hundred and sixty-six and of the independence of the United States, the one hundred and ninety-first.”

Richard J. Hughes

Governor

(b) Accident Review Board

1. Chairman: Mr. A. James Sherwood—Assistant Director Division of Motor Vehicles

2. Secretary: Mrs. Gladys Finkle

3. Members

i. Capt. John Dubusky—N.J. State Police

ii. Mr. Raymond Callahan—Claims Bureau

iii. Mr. Fred G. Poinsett—Dept. of the Treasury

iv. Mr. Ted Raczkowski—Office of the Attorney General

4. Liaison with accident investigators: Lt. John Wyckoff, Division of Motor Vehicles

17:15-2.17 Accident reports

(a) In the event of an accident, the driver will:

1. Stop to investigate;

2. If someone is injured, call an ambulance or doctor;

3. Call a police officer;

4. Make no committals, give out no information except as is required by authorities, do not sign any statement for anyone other than authorized representatives of the State Claims Bureau;

5. Do not become involved in controversies at scene of accident;

6. Telephone Central Motor Pool as soon as possible (602-292-4891).

(b) It is the driver's responsibility to report all accidents even though there are no apparent injuries or damage.

(c) Accidents must be immediately reported by phone to Mr. Andrew Mitchell, Supervisor—Central Motor Pool (609-292-4891).

(d) Within 48 hours the Central Motor Pool must receive five completed copies of the accident report (Form LC-3554-5) found in the glove compartment of the car. These reports shall be submitted through the respective departmental member of the Central Motor Pool Policy Board. The policy board member will forward all five copies of the report to Mr. Andrew Mitchell, Supervisor—Central Motor Pool.

(e) The Central Motor Pool must submit all reports within 72 hours to: State Claims Office, Hartford Insurance Office and the Bureau of Special Services. Do not hold up these reports.

(f) In the case of the inability of the driver to complete the accident report because of injuries or other reasons, it is the duty and obligation of his supervisor to fill out and submit the accident reports.

(g) The submission of the report to the Central Motor Pool does not relieve the driver of the requirement of filing an accident report with the Division of Motor Vehicles, Report Form SR-1. The filing of this report form directly with the Division of Motor Vehicles within five days is the responsibility of the driver.

(h) All accidents involving Central Motor Pool vehicles will be investigated and will be reviewed by the Accident Review Board as established by Executive Order No. 32.

(i) Should there be any questions regarding accidents, please contact Mr. Andrew Mitchell, Supervisor—Central Motor Pool, (609-292-4891).

(j) The Central Motor Pool will make arrangements for estimates and repairs. A replacement car will be assigned where required, if available.

17:15-2.18 Automotive insurance

(a) *Property damage and liability.*

1. All State-owned motor vehicles are covered by an automotive fleet policy which is purchased each year from a private insurance company on a bid basis. Coverage is as follows:

- i. Bodily injury—\$150,000.00 limit, one person; \$500,000.00 limit, one accident;
- ii. Property damage—\$50,000.00 limit, one accident. Fire and theft—Comprehensive full coverage. Glass breakage covered on passenger vehicles only.

2. The insurance company will pay all sums which the driver or State shall become legally obligated to pay up to the limits of the policy indicated above.

3. Fire and theft will provide full coverage actual cash value.

(b) *Fire, theft and comprehensive.*

1. Fire, theft, glass breakage, vandalism, malicious mischief, and storm damage shall be immediately reported by phone to Mr. Andrew Mitchell, Supervisor—Central Motor Pool (609-292-4891). Instructions will be given at that time.

(c) Our insurance provides the following:

1. Provides protection stated in this Section at all times without regard to hours of employment or nature of travel;

2. The company will defend any suit against the State or authorized driver and will pay all expenses in any such defending suit, subject to the policy limit;

3. Does not cover damage of a State vehicle as a result of collision. The State must pay such losses. Agencies may be charged for accident repair costs to motor pool cars when such costs result from the negligence of their employee;

4. Does not provide for bodily injury occurring to a State employee driving or riding in a State-owned vehicle. Protection would be afforded by Workman's Compensation, if traveling on official business. State Government has a sick leave injury policy which in cases of work

connected injury provides full-time compensation for such injury up to one year.

5. Does not cover guest passengers including wives, children or relatives of State employees. They therefore ride at their own risk;

6. Does not cover unauthorized drivers of State-owned vehicles.

(d) The Hartford Insurance Company, underwriter, for our fleet policy, advises that if a State vehicle is operated without authorization and is utilized for other than State business, there will be no liability coverage for the driver and/or any of the vehicle's passengers. The driver, in case of an accident, shall be responsible for any damages incurred to the vehicle.

(e) Unauthorized use subjects the operator to possible disciplinary action. An example of unauthorized use would be a vehicle designated as an "office car" being utilized for transportation from office to home.

(f) Office cars shall be stored overnight, weekends and holidays in a State parking area. They shall not be used for commuting or personal use.

17:15-2.19 State motor vehicle inspection

(a) It is the responsibility of each driver of a permanently assigned vehicle to insure that his vehicle has a proper dated inspection sticker on windshield at all times.

(b) Make certain that your car is inspected during the month indicated on sticker.

(c) State motor vehicle stations are conveniently located throughout the State of New Jersey. Make certain your car is inspected.

(d) No one shall drive a vehicle with an expired inspection sticker on windshield.

(e) Failure to comply with above regulation may result in a fine.

17:15-2.20 Marking of Central Pool vehicle

(a) The following regulation on marking of Central Motor Pool vehicles was approved by State Treasurer John A. Kervick and Director of Purchase and Property, Charles F. Sullivan, under date of October 1, 1964:

1. "All Central Motor Pool vehicles bearing SG series license tags shall be marked with standard nine inch State Seal decal on both right and left hand front doors;

2. Anyone removing or destroying State Seal decal on vehicle without written permission of the State Treasurer will lose privilege to drive a State-owned vehicle. Should this occur the vehicle assignment shall be terminated and vehicle shall be return to the Central Motor Pool Garage;

3. In event decals become defaced or detached either wholly or partially through no fault of person to whom vehicle is assigned arrangements must be made immediately with the Central Motor Pool to have decal replaced."

(b) This regulation was effective as of October 1, 1964.