



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 25-10-ADM	ORIGINATING AGENCY: DIVISION OF ADMINISTRATION	PAGE 1 OF 9
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 17-05-ADM 10-07-ADM
SUBJECT: STATE VEHICULAR ASSIGNMENT, USE, AND VIOLATION POLICY		
ATTENTION: ALL DEPARTMENTS AND AGENCIES		
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#### I. GENERAL

##### A. PURPOSE

The purpose of this Circular is to establish uniform guidelines on the assignment and use of State vehicles, as well as the responsibility for the resolution of parking tickets and violations written against State vehicles. Within this context, State vehicle means any Executive Branch vehicle, owned or leased, that must be registered with or licensed by the Motor Vehicle Commission, except aircraft and watercraft. Vehicles titled and registered to autonomous agencies are exempt.

##### B. AUTHORITY

Pursuant to Executive Orders 4 and 33 (Florio), the Department of the Treasury, Division of Administration (the "Division") is responsible for the management and control of all State vehicles.

Pursuant to N.J.S.A. 39:4-139.5a, vehicle owners and drivers are jointly responsible for parking violations. Therefore, the State of New Jersey and its employees who drive State vehicles are liable for all parking tickets and other violations issued against State vehicles.

##### C. POLICIES AND PROCEDURES

1. The State Treasurer, through the Director of the Division (the "Director"), is responsible for the management and control of all State vehicles and shall promulgate from time to time additional or supplementary regulations necessary to implement the provisions of this Circular.
2. Each State department and agency (hereinafter, collectively referred to as "Agency") shall promulgate internal policies and procedures necessary to ensure compliance with this Circular and all other subsequent rules and regulations issued under the guidance of this Circular. Those internal policies should be filed with the Director. Internal policies should include an annual review to determine that the need for the assigned vehicle continues. The Director may request justification of assignments as deemed necessary.

## II. VEHICLE ASSIGNMENT

The Director or the Director's designee may authorize the assignment of State vehicles for the conduct of official State business. The vehicles may be assigned either to individuals or to agencies for pool use according to the classifications below. Such assignments shall be made upon application by the head of the agency with the approval of the Director or the designee.

### A. EXECUTIVE ASSIGNMENTS

Vehicles shall be assigned permanently to the head of each principal department of State government, to the Chairman of the Board of Public Utilities, to the Chairman of the Casino Control Commission, to the Chief of Staff for the Governor's Office, and to such other members of the Governor's staff as shall be designated by the Chief of Staff.

### B. AGENCY POOL ASSIGNMENTS

An agency may be assigned a State vehicle permanently only if employees of the agency will collectively use the vehicle for more than an average of 750 miles per month on official State business.

Individual exceptions to this policy may be considered on a case-by-case basis by the Director when justified by extenuating circumstances.

Pool vehicles shall remain at the office location when not in official use. In special cases when secured/designated parking is not available, an alternate plan shall be submitted to the Director for approval.

### C. INDIVIDUAL ASSIGNMENTS

State employees not covered under Section II.A may be assigned vehicles permanently if required by their formal job duties. Such vehicles shall be assigned only if they will be used on official business for more than an average of 1,250 business miles per month.

Individual exceptions to this policy may be considered on a case-by-case basis by the Director when justified by extenuating circumstances.

Vehicles cannot be assigned under any circumstances for any of the following reasons:

1. Sub-cabinet, Board, Commission, except those identified in Section II.A of this Circular, and any assignments to administrative personnel where business miles do not exceed 1,250 miles per month.
2. Assignments whereby the primary purpose is commutation when comparing business miles to commutation miles.

## III. RESPONSIBILITIES

### A. DIVISION OF ADMINISTRATION

1. Complaints made to the State Vehicle Abuse Hotline regarding a potential misuse of a State vehicle shall be coordinated by the Division. The Division shall disseminate complaints to the corresponding agency for appropriate and timely resolution. A record of the disposition of the complaint shall be kept by the Division as part of the vehicle's history.
2. The standard Executive cabinet (Class A) vehicle may be a full size or intermediate, four-door sedan. All other permanent and temporary fleet vehicles shall be compact sedans, unless the requesting agency demonstrates, in writing, that special passenger, cargo, equipment, or use requirements make the standard fleet vehicle unsuitable for agency needs. Replacement vehicles must be of similar class and all requests will be reviewed by the Division for appropriate class size based on intended use.

3. The purchase cost and costs associated with special requirements will be the responsibility of the using agency. The Division will promulgate, via communication with agency heads and/or vehicle coordinators, policy, procedures, and other regulations required for the replacement of vehicles, additions of vehicles to the fleet, and recalls of fleet vehicles as necessary.
4. Fleet vehicles may be equipped with a telematics device, which sends wireless communication data from the fleet's onboard computer to the fleet management software. This data will be used by the Administration to comprehensively manage the fleet.

#### B. AGENCY / VEHICLE COORDINATOR

1. Appropriate vehicle use is the responsibility of the using agency. The agency fleet must be managed in a manner consistent with this Circular.
2. Agencies shall appoint a person to act as the Agency's Vehicle Coordinator(s) who will be responsible for ensuring the compliance of the Agency and its drivers with this and other applicable Circulars. When there is a change made to Vehicle Coordinator(s), it is the Agency's responsibility to notify Administration. Agencies shall promulgate internal policies and procedures necessary to ensure compliance with this Circular and all other subsequent rules and regulations issued under the guidance of this Circular. Those internal policies should be filed with the Director. Internal policies should include an annual review to determine that the need for the assigned vehicle continues. The Director may request justification of assignments as deemed necessary.
3. Agencies are responsible for disseminating applicable policies to all drivers of State vehicles, ensuring employee compliance with such policies and any related, available training.
4. Agencies shall maintain a list of drivers of State vehicles and obtain, on an annual basis, a Driver's Abstract from the Motor Vehicle Commission, to ensure that drivers have a valid license and acceptable driving history. Agencies shall ensure compliance with mandatory training requirements, including the mandatory defensive driving course as outlined in Section V below, and submit reporting to the Division of Risk Management as required. Agencies must provide a list of drivers to the Division on an annual basis and when additions are made.
5. Vehicle use logs must be maintained for all pool and individual assignments. Vehicle logs should include the time and mileage for all stops, including lunch and breaks. Such logs shall be kept on file with the Vehicle Coordinator for the period of time in accordance with the State's General Records Schedule and made available for audit to the Division.
6. All changes to vehicle assignment, whether pool or individual, must be reported to Transportation Services within 10 working days on form ADMV-103.
7. Fleet vehicles may be equipped with a telematics device which will gather and transmit information that will allow fleet managers to have real-time information regarding State vehicles, driver safety, and vehicle diagnostics. Fleet managers will have supervisory capacity within the fleet management software, if applicable.
8. The telematics devices are not to be removed by anyone except for Transportation Services.
9. An exemption to the installation of the telematics device must be submitted in writing to the Director and must include sufficient business justification.
10. Upon receiving a complaint regarding the potential misuse of a State vehicle, the agency shall fully investigate the complaint to the fullest extent possible and advise the Division as to the complaint's disposition as soon as practicable.  
When disciplinary action is necessary, progressive, uniform, and mandatory penalties should be applied. The burden of determining the severity of the abuse and for taking appropriate disciplinary action (and referral to Employee Advisory Service) lies with the agency manager, who has the flexibility to consider such factors as willful intent. Should the agency fail to act in the best interest of the State (i.e., appropriate disciplinary action for the inappropriate use of a State vehicle), the Director or the

designee may find it necessary to revoke the State vehicle driving privileges of the offending employee, or recall the vehicle from the offending agency.

11. When a pool vehicle is due for preventative maintenance, the Vehicle Coordinator for an agency pool vehicle is responsible for ensuring that the vehicle receives the required service. Failure to adhere to this requirement could result in the vehicle being recalled and the agency being charged for damage that results from non-compliance. Transportation Services' maintenance interval is eight months or 7,500 miles, whichever comes first.
12. When State vehicles are used for travel 25 miles or more beyond the borders of the State, and a credit card is required, advance notice is to be given to Transportation Services by filing the appropriate form (ADMV-106).
13. Assignment of commercial credit cards for the purchase of gasoline, oil, or emergency minor repairs (under \$100), after work hours or on weekends may be requested through Transportation Services in accordance with the provisions of Circular 10-06-ADM, Motor Fuel Credit Card Assignment and Use.
14. No physical alterations shall be made to a State vehicle without proper approval from the Chief of Transportation Services. This regulation applies to the installation of communications or audio equipment that would deface the vehicle, physical changes to the body or engine, additions of agency logos or insignias, or the removal of the vehicle abuse hotline stickers.
15. The Vehicle Coordinators must monitor the use of pool and individually assigned vehicles to ensure that the vehicles are being used in accordance with this Circular. Coordinators must demonstrate official State business usage in excess of the applicable miles per month, unless a frequency of use for less mileage can be satisfactorily justified to the Director, or the designee. Failure to justify usage less than required by this Circular could result in a recall of the vehicle.
16. Vehicle coordinators must report both official business and commutation miles for each pool vehicle on the appropriate form, Vehicle Usage Report (ADMV-104). For the purpose of this Circular, commutation is defined as direct travel between an employee's residence and official work station. All mileage for Central Motor Pool-managed vehicles is to be submitted to Transportation Services on a monthly basis within five working days of the close of the reporting month. Three periods of non-use in one year will be considered reason to recall the vehicle.
17. All damage to State vehicles, regardless of cause, must be reported to the Division of Risk Management ("DRM") as soon as possible, but no later than 72 hours or three business days from the date of accident or incident, and in accordance with the procedures set forth by DRM, (see Section IV Damage to State Vehicles and the DRM website <https://www.nj.gov/treasury/riskmgmt/forms.shtml>). A fine of \$500 per incident will be imposed on the State driver's agency for failure to comply.
18. All accidents and incidents shall be reviewed by the State Accident Review Board, which shall report its findings and recommendations to the appropriate agency. The agency's personnel officer shall take action as appropriate.

#### C. DRIVER

1. Drivers of any State vehicle must possess a valid driver's license to operate a motor vehicle in the State of New Jersey.
2. Drivers will submit proof of a valid driver's license and provide the number upon request so that the agency can obtain a Driver's Abstract from the Motor Vehicle Commission.
3. Any infraction that results in the loss of driving privileges must be reported to the agency and the driver may not continue to operate a State vehicle without a valid license.
4. Drivers are required to take training on applicable policies when issued and assigned through the Learning Management System.

5. Drivers are required to take and successfully complete a Defensive Driving Course as outlined in Section V below.
6. Drivers are responsible for operating safe vehicles and, as such, must report unsafe conditions as soon as possible to Transportation Services. Prior to the operation of any State vehicle, it shall be the individual driver or pool leader's responsibility to complete a pre-trip visual inspection of the vehicle. A pre-trip inspection shall include checking all fluid levels. In addition to the physical condition of the vehicle, safe operation will include obeying all State and local motor vehicle laws, possessing a valid driver's license, registration, motor vehicle identification card, and inspection sticker. Drivers are not permitted to operate a State vehicle which is unsafe or which is not properly equipped for the foreseeable road, weather, and light conditions. Pre-inspections of a vehicle will include the presence of the vehicle abuse hotline bumper sticker.
7. When a vehicle is due for preventative maintenance, the driver of an individually assigned vehicle is responsible for ensuring that the vehicle receives the required service. Failure to adhere to this requirement could result in the vehicle being recalled and the agency being charged for damage that results from non-compliance. Transportation Services' maintenance interval is eight months or 7,500 miles, whichever comes first.
8. A driver assigned a State vehicle is responsible for the security of the vehicle and its contents. The vehicle must be legally parked with the engine off and doors locked when left unattended.
9. Drivers must record information on a vehicle use log. Vehicle logs should include the time and mileage for all stops, including lunch and breaks. Such logs shall be provided to the Vehicle Coordinator.
10. Drivers should be aware that the use of a telematics device in fleet vehicles may be utilized. The device will gather and transmit information that will allow Transportation Services and fleet managers to have real-time information regarding State vehicles, driver safety, and vehicle diagnostics.
11. The personal use of a State vehicle is prohibited. However, during normal work hours the vehicle may be used for authorized lunch and break periods, which must be recorded in the use log. The use of a State vehicle for personal errands, any form of shopping (with the exception of obtaining food for the break period), or personal business activity during the authorized lunch or break period is prohibited. The need for emergency medical treatment, or prescription drugs in an urgent situation, would not be considered unauthorized use.
12. Drivers must report all damage to State vehicles, regardless of cause, to their supervisor and/or Vehicle Coordinator within 24 hours or one business day from the date of accident or incident, and in accordance with the procedures set forth by the Division of Risk Management (see Section IV Damage to State Vehicles and <https://www.nj.gov/treasury/riskmgmt/forms.shtml>). A fine of \$500 per incident will be imposed on the State driver's agency for failure to comply.
13. Drivers of State vehicles may bring vehicles to their residences and drive vehicles to and from their official work stations when required by work assignment and approved by the agency. It should be noted that commutation is not the primary purpose of individually assigned vehicles. In those cases when a pool vehicle is relocated because of the lack of a secure parking facility, those vehicles could be assigned on a priority basis to those employees whose residences are the nearest to that unit's parking facility.
14. Drivers of State vehicles, other than cabinet vehicles, must report both official business and commutation miles for each vehicle on the appropriate form. For the purpose of this Circular, commutation is defined as direct travel between an employee's residence and official work station. All mileage for Transportation Services-managed vehicles is to be submitted to Transportation Services using a monthly Vehicle Usage Report (ADMV-104), within five working days of the close of the reporting month. Three periods of non-use in one year will be considered reason to recall the vehicle.
15. The use of a cell phone while driving a State vehicle is only permitted when conducting official State business and only when a hands-free device is utilized. An effort to park the vehicle off the roadway and in a safe area shall be made prior to using a hand held cell phone.

16. Use of any electronic device for video chatting, texting, or viewing any digital media, even if factory installed, is strictly prohibited while the vehicle is in motion.
17. The use of radar detectors in State vehicles is not permitted, unless it is approved for law enforcement purposes.
18. If the "Check Engine Light" comes on and stays on, first check the gasoline fuel cap to make sure it is tight. If the light stays on for several trips after tightening the cap, schedule a maintenance appointment to have the vehicle inspected. If the "Check Engine Light" comes on and is flashing, proceed to the nearest safe location and seek immediate maintenance assistance. A flashing "Check Engine Light" means a severe engine problem has occurred that could damage the vehicle if not repaired.
19. If a State vehicle is misused in any of the following ways, the driver's State vehicle driving privileges may be suspended or revoked, and the driver may be subject to disciplinary action by the agency.
  - a) Frequent violation of motor vehicle laws, as shown on the Driver's Abstract.
  - b) Flagrant violation of the motor vehicle laws.
  - c) Operation of a vehicle in a grossly negligent, wanton, reckless, or intentional manner that causes an accident.
  - d) Use of a vehicle for unauthorized personal or commutation use.
  - e) Violation of Circulars governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for preventative maintenance.
  - f) Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes.
  - g) Use of a State vehicle by an unauthorized individual while assigned to an employee. An employee shall mean any officer, employee, or other individual authorized to operate a State vehicle on official State business.
    - i. Persons working for the State who are hired through temporary employment agencies and are not paid directly by the State are not permitted to operate State vehicles.
    - ii. Contract repair vendors, whose employees may operate State vehicles in the performance of the contract, must be insured to the limit of the standards and terms of the contract.
    - iii. Agencies who use non-contract vendors, whose employees may be required to operate a State vehicle in the performance of a service to the State, must contact the Division of Risk Management for guidance before any such person is allowed to operate any State vehicle.
    - iv. Any question concerning the eligibility of a driver to operate a State vehicle should be referred to the Division of Risk Management.
  - h) The use of a State vehicle to transport any person, other than in the course of assigned duties and responsibilities, is prohibited.
  - i) While in a State vehicle, the driver and any passengers are prohibited from smoking any type of tobacco product (e.g., cigarettes, cigars, pipes, vaping products).
20. State drivers are required to operate State vehicles in an energy-efficient manner. Drivers are required to fuel eligible dual-fuel, flex-fuel, or alternative fuel State vehicles with the cleanest compatible fuel type available for the vehicle. This minimizes fuel consumption and cost, reduces greenhouse gas emissions, and reduces air pollution. Energy-efficient vehicle operation includes the following practices:
  - a) Plan vehicle trips in advance to minimize distances traveled.
  - b) Carpool with others when feasible to maximize vehicle occupancy.
  - c) When using a pool vehicle, select the most fuel-efficient vehicle possible.
  - d) Schedule regular maintenance for State vehicles, as required, to ensure efficient operation.
  - e) Do not allow a State vehicle to idle longer than three minutes while parked, excluding law enforcement.
  - f) Utilize cruise control to maintain steady speeds during highway travel when safe to do so.
  - g) Check tire pressure every two months, to maintain the recommended air pressure specified on the tire sidewall.

- h) Obey posted speed limits and avoid rapid acceleration (excluding law enforcement activities).
- i) Remove unnecessary items from the passenger compartment or trunk to reduce vehicle weight.

#### D. TRANSPORTATION SERVICES

1. All cabinet vehicles shall have standard New Jersey license plates. All other vehicles shall be marked as official State vehicles with the approved State seal in accordance with State statute N.J.S.A. 52:31-13 and shall display the vehicle abuse hotline bumper sticker. Failure to maintain required seals and stickers will be considered misuse of a State vehicle. Fines and penalties for violations are at the discretion of the Director of Administration. An exemption to this policy can be requested for vehicles that are to be used strictly for investigative or other work where anonymity is necessary. Exemptions must be submitted to the Director in writing and must fully document the nature of work and need for confidentiality.
2. Transportation Services shall collect and review Vehicle Usage Reports (ADMV-104s), and shall conduct monthly vehicle use audits for all Pool-managed vehicles.
  - a) All Usage Reports submitted to Transportation Services by the 5th working day of each new month shall be summarized into a fleet usage report.
  - b) Transportation Services shall audit the fleet usage report for each agency as follows:
    - Ensure a monthly odometer entry for each vehicle.
    - If odometer reading is missing, a notification requesting the completion and return of the ADMV-104 will be sent to the Vehicle Coordinator.
    - If the outstanding ADMV-104 is not received within 15 days, recall and vehicle collection efforts will begin through the Chief of Transportation Services.
  - c) Review monthly average mileage figure against the mileage criteria for pool assignments and for individual assignments.
    - If mileage is within 10% compliance range, assignment and use is deemed satisfactory, and no further action is required.
    - However, if mileage is consistently lower than assignment criteria, after checking three (3) month and six (6) month records, a review of the ADMV-103 justification shall be conducted. If no justification has been substantiated by using agency, (e.g.: vehicle use for short trips, mail delivery, etc., and has high user frequency but low miles per month) and no administrative exceptions are noted in the vehicle record, a notice will be sent to the Vehicle Coordinator advising of non-compliant use and requesting justification for the differential.
    - If valid justification is not provided, the agency is to be so advised and the vehicle is to be reassigned in accordance with policy guidelines or returned to Transportation Services for disposition.

#### IV. DAMAGE TO STATE VEHICLES

- A. The State driver (or the driver's supervisor, if the driver is incapacitated), of a vehicle involved in any damage-related incident or accident resulting in damage to the State vehicle or other property must file, within 24 hours of the accident or one business day a fully completed written accident report RM1, with the department's Vehicle Coordinator, pursuant to the procedures set forth by the Division of Risk Management. Please refer to the DRM website <https://www.nj.gov/treasury/riskmgt/forms.shtml>.
- B. The Vehicle Coordinator or designee shall submit the RM1, as soon as possible, but no later than 72 hours or three business days upon receipt, to the Division of Risk Management ("DRM"). Please refer to the DRM website <https://www.nj.gov/treasury/riskmgt/forms.shtml>.
- C. Police shall be notified of an accident by the driver (or agency Vehicle Coordinator if the driver is incapacitated). A copy of the police report must be submitted to Risk Management as soon as it is

available.

- D. Driver, designee, or Vehicle Coordinator shall make every attempt to take pictures of the damaged vehicles and submit them to the Division of Risk Management along with the RM1-State Vehicle Accident form. Please refer to <https://www.nj.gov/treasury/riskmgmt/forms.shtml>.
- E. Transportation Services' body shops will continue to provide photographs to Risk Management as is the current policy. Non-Motor Pool vehicles, for example, State Police, DOT, Agency owned, will have their Vehicle Coordinators forward photographs, if not already submitted by the employee, to the Division of Risk Management. Please refer to <https://www.nj.gov/treasury/riskmgmt/forms.shtml>.
- F. Failure to comply with the aforementioned can result in appropriate departmental disciplinary action or in recall of the vehicle by the Director. Any fee charged for a police report will be borne by the using agency or driver.
- G. Drivers are required to inspect their vehicles each day before use for any damage that may have occurred during idle periods. Noted damage should be reported to the Vehicle Coordinator immediately.

#### V. MANDATORY DEFENSIVE DRIVING COURSE

- A. Prior to any assignment whether it be individual, agency pool, or executive assignment of any State owned, leased, or rental vehicle, the State employee must take and successfully complete the State-sponsored Defensive Driving Course ("DDC"), which is designated by the State Accident Review Board ("ARB") and the Division of Risk Management ("DRM") and administered by the Civil Service Commission ("CSC"), via the LMS e-learning system.
- B. All State employees whose job duties require the operation of a State vehicle, motorized equipment, or those who use their personal vehicles in the performance of their job duties, regardless of whether this use is on certain occasions, intermittent or on a regular basis, are required to take the course.
- C. The Defensive Driving Course shall be taken once every three (3) years. Employees who have not taken the State-sponsored class in the last three (3) years must complete the course within 120 days of the effective date of the revisions to this Circular, and within the time period proscribed in the e-learning system.
- D. The three (3) year DDC course is in addition to any accident prevention module or refresher DDC abridged course the ARB, DRM, or CSC may designate or assign via the LMS system.
- E. Employees are responsible for providing a copy of the Certificate of Completion of the course to their Supervisor and Fleet Vehicle Coordinator for record-keeping purposes.
- F. State Departments, agencies, or institutions that are already under contract with a vendor to provide a defensive driving course, whether it be in a classroom setting or via the internet, may continue to utilize said course. Employees who successfully complete a defensive driving course from these agencies are exempt from the State-sponsored online course. However, these agencies are bound by the other requirements set forth above, and must forward to the DRM Director, on a quarterly basis, a list of their employees that have completed the course. Said list shall include the name of the employee, title, Division/Section, the course name, and completion date.

#### VI. PARKING TICKETS AND OTHER VIOLATIONS

##### A. DRIVERS

- 1. Drivers are personally responsible for all fines accrued as a result of moving, parking, or EZ Pass violations related to the operation of State vehicles.
- 2. Drivers of State vehicles shall be responsible for resolving with the appropriate court all parking violations issued against vehicles assigned to them. Drivers who fail to resolve such violations shall



be subject to progressive disciplinary action.

## B. AGENCIES

1. Agency heads shall be responsible for ensuring timely resolution of all violations issued against vehicles assigned to its agency or employees. This responsibility includes, but is not limited to, identifying the driver and ensuring payment of fines. If the agency must pay a fine on a driver's behalf, the agency shall attempt to collect the full amount of the fine from the driver responsible for the violation.
2. Agencies shall be required to maintain current accurate records regarding the assignment and use of all individual and pool vehicles and to document parking violation resolution efforts.

## C. DIVISION OF ADMINISTRATION

1. It shall be the policy of the State to resolve (i.e., contest or pay fines against) all violations issued by any Federal, State, County, or municipal court against any State-owned or leased vehicle so as to avoid the costly process of registration reinstatement.
2. The Administrative Office of the Courts will notify Transportation Services periodically of all "Failure to Appear" violations against State vehicles.
  - a) Upon receipt of the "Failure to Appear" notice, the Division will make payment to the issuing jurisdiction; notify the appropriate agency that the fine has been paid, then bill the agency on the monthly Transportation Services Billing Report for the full value of the fine plus a 20% administrative charge. Agencies shall seek reimbursement from individual employees for all fines and fees.
    - Agency payment of parking violations shall be made from object account 38.
    - Drivers whose fines have been paid by the State shall reimburse the State for the full amount of the fine by check payable to Treasurer, State of New Jersey.
    - Monies received from an employee must be deposited to the General State Fund and credited to the agency's 38 object account as a refund of disbursement.
  - b) In the event that a notice of violation was issued in error and paid by the Division, agencies bear the burden of proof that the violation was resolved. If such proof is available, the Division will credit the agency's monthly transportation services bill for the fine plus the penalty charge. The Division will seek reimbursement from the issuing jurisdiction.
  - c) If an agency has a vehicle that receives two "Second Notice" violations within a three year period that require the Division to pay the fine, the agency head may be required to surrender the cited vehicle to Transportation Services without reimbursement and satisfy all fines, administrative costs, and reinstatement fees.
  - d) The Division will be responsible for the proper debiting and crediting of agency accounts and for the processing of State payments to the courts, as well as resolution and processing for reinstatement of a vehicle registration.

  
Amanda Truppa, Director  
Division of Administration