



State of South Carolina

Department of Motor Vehicles

TO: Administrators, Managers and Supervisors

FROM: Marcia S. Adams, Executive Director

Date: September 2, 2005

RE: Curtailing of Non-Essential Travel

In response to the recent gas shortages, Governor Sanford has asked all state agencies to curtail non-essential travel for the immediate future. This travel includes both state vehicles and reimbursable mileage in personal vehicles.

In an effort to comply with the Governor's request, I have identified those functions with the DMV where I believe travel is essential at this time. These functions include: bus driver testing; CDL Inspectors; Dealer Agents; New Entrant Agents; Livescan Agents; IFTA/IRP Auditors; Administrative Hearing Officers; Driver Improvement Analysts involved with hearings or school bus testing; field office bank detail and Relief Examiners; Internal Affairs Inspectors; and Mail Couriers. Individuals working in these areas will be allowed to continue to use assigned state vehicles or be reimbursed for mileage in their personal vehicles.

All other travel, whether in a state vehicle or personal mileage reimbursement, must be approved by me or my designee, Steven Lake, prior to occurrence. All employees that have vehicles permanently assigned to them, who are not in one of the essential areas, must park them and obtain approval prior to use. Non-essential areas that have state vehicles sub-assigned to them must return the keys and mileage books to Lane Warren in Support Services today.

I realize that this situation creates inconveniences for all of us. However, I believe that these changes will only be necessary for the next few weeks or until our state's gas supply returns to normal. I want to thank you for your understanding and assistance in this matter.