



NO. 10 FY '74-'75 May 23, 1975 DATE

## POLICY AND PROCEDURE ON THE USE OF STATE OWNED VEHICLES

WHEREAS, the State of Maine operates a large fleet of motor vehicles and,

WHEREAS, it is essential that the public interest in the operation of these vehicles be protected, and,

WHEREAS, in view of the foregoing, it is encumbent on all public officials to take appropriate measures to insure the proper utilization of the resources of the State.

NOW, THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine, do hereby direct all department and agency heads to abide by the Policy and Procedure on the Use of State Owned Motor Vehicles attached hereto and made a part hereof.

Implementation of said Policy and Procedure on the Use of State Owned Motor Vehicles is defined as follows:

> 1. Within 30 days of the issuance of the Executive Order, each department/agency, which presently operates stateowned vehicles, shall prepare an implementation plan and submit said plan to the Governor and the Commissioner of Finance and Administration.

Within 60 days of the issuance of the Executive Order, 2. each department/agency shall effectuate the plan of implementation.

Governor

Encl.

OFFICE OF