

KENTUCKY FINANCE AND ADMINISTRATION CABINET

**Agency Guide for the
Commonwealth's Vehicles**

Agency Guide for the Commonwealth's Vehicles

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Address Correspondence to:

Division of Fleet Management
369 Warsaw Street
Frankfort KY 40601
Fax: 502-564-2010

Contact Numbers:

Fuel Cards: 502-782-0102 or
502-564-2260
Help Desk: 800-928-4649
Billing Questions: 502-564-2260
Wrecks and Damage: 502-564-2746
State Service Garage:
502-564-4090

Fleet-Owned Vehicles

Guide for Agencies

Per KRS 44.045, Commonwealth of Kentucky vehicles shall be used for official purposes only. Access to and driving a Fleet-owned vehicle is a privilege afforded to employees and authorized agents of the Commonwealth and not a right.

The Finance and Administration Cabinet, Division of Fleet Management (DFM) provides and coordinates safe transportation services to agencies throughout state government as required to perform official business of the Commonwealth of Kentucky. DFM operates a full-service vehicle fleet center (motor pool), preventive maintenance and service garage, car wash and repair services. Additionally, DFM assists agencies in assessing and selecting cost-effective solutions to meet their transportation needs.

The Commonwealth has four (4) categories of vehicle assignments. DFM works with agencies to assess, evaluate and select the fleet assignment model that best meets their needs. Categories include:

- Agency-assigned vehicles
- Agency-owned vehicles
- Fleet-owned vehicles
- Exempt vehicles

Additional information about services available from DFM is available at <http://finance.ky.gov/offices/adminservices/pages/fleetmgmt.aspx>.

APPLICABILITY

This guide, in conjunction with the *Guide for Drivers of the Commonwealth's Vehicles*, provides information for state agencies that have or use agency and Fleet-owned non-exempt vehicles. All agency staff that oversees, approves or supports these vehicles must also adhere to and enforce the provisions contained in both *Guides* as well as other pertinent documents.

Agencies with exempt vehicles are encouraged to adopt these or equivalent guidelines for vehicles under their control.

The provisions of the permanently-assigned vehicle section apply to ALL permanently assigned vehicles regardless of the fleet assignment category -- agency-assigned, agency-owned, Fleet-owned, exempt or any other Fleet Management model.

Agency Fleet Contact

Each agency shall identify an Agency Fleet Contact (Contact) to coordinate motor pool issues, report mileage for each agency-assigned vehicle, billing, and the like.

A list of Contacts is available on the web at: <http://finance.ky.gov/ourcabinet/caboff/OAS/fleet/> . It is the agency's responsibility to ensure their Contact information is correct. To update contact information for your agency, please call the DFM Inventory and Surplus Section at 502-564-4090.

MILEAGE CALCULATOR

The Division of Fleet Management assists agencies and staff to plan and select the most cost efficient method of travel for official state business. In the very near future, agencies will be able to enter trip-specific information such as destination, duration of trip, number of passengers, etc. in a self-service tool to identify the most cost effective mode of transportation.

The mileage calculator is available on the DFM web site, <http://finance.ky.gov/services/fleet/pages/milagecalculator.aspx>.

GENERAL PROVISIONS

Vehicle Damage

Agencies may be held responsible for any damage or repair costs to Fleet-owned vehicles resulting from misuse or neglect by drivers or passengers.

Vehicle Insurance

The Commonwealth carries liability insurance on all of the Commonwealth's vehicles. Any state employee operating a Fleet-owned vehicle has this coverage.

If an agency considers carrying additional coverage on a Fleet-owned or maintained vehicle, the agency must notify the Finance and Administration Cabinet, Division of Risk Management, at 502-564-6055 **PRIOR** to obtaining a policy for additional coverage.

Complaints and Disciplinary Actions

To promote safe and appropriate vehicle use, the Commonwealth operates a "How's My Driving" program, allowing citizens to contact DFM in the event a vehicle is being operated in an inappropriate manner. Complaints received by DFM are documented and forwarded to the appropriate agency for action and response. In most cases, agencies are responsible for any disciplinary action resulting from these complaints. However, DFM and the agency may coordinate efforts regarding disciplinary actions in some instances.

Non-Employee Passengers

Requests for passengers who are not employees or agents of the state must be submitted on form FM-6, Authorization for a State Employee to Carry Non-State Employee Passengers in State-Owned Vehicles. Submit the form to the Director, Division of Fleet Management; it must be approved by the Division of Fleet Management prior to transporting non-employee or agent individuals in a state vehicle.

Wex Card

A Wex Fuel Card is assigned to each Division of Fleet Management owned or managed vehicle. The card is located in the pouch attached to the vehicle keys. Wex Cards may be used only for fuel purchases for the vehicle to which the card is assigned and only at locations that participate in the Wex program.

A listing of Wex participant locations may be found after downloading Wex Connect Mobile Fuel App from the Google or Apple Store.

If a Wex Card is lost, stolen, damaged or otherwise requires replacement, immediately contact DFM at **502-782-0102** or **502-564-2260**. Before a replacement card is issued, a written request detailing the reason for replacement must be submitted to DFM.

From time to time, employees may find it impossible to purchase fuel using the Wex Card. In these circumstances, employees shall request reimbursement for these purchases using normal expense reimbursement procedures specified by the agency and the Finance and Administration Cabinet.

Vehicle Fuel Receipts

Agencies shall comply with the appropriate disbursement Document Retention Schedule and retain Fleet One fuel receipts within their agency.

Wex Fuel Audits

The Division of Fleet Management monitors fuel transactions for discrepancies. When a potential discrepancy is found, the agency contact is notified.

- Within ten (10) business days, the agency must complete an internal review and provide a written explanation of the findings and the actions taken to prevent future violations to DFM.
- Agencies will be billed for the amount of fuel found to have been purchased in violation of policy.
- Disciplinary actions are the responsibility of the agency.

Vehicle Markings and Identification

All Commonwealth-owned vehicles are required to have official license plates unless exempt under KRS 44.045. One door on each side of the vehicle shall be identified with the great seal of the Commonwealth and the words "*For Official Use Only*".

Requests for alternate seal packages and/or regular license plates must be submitted to the Secretary of the Finance and Administration Cabinet for approval before they are affixed to these vehicles.

Vehicle Modifications

No modifications to vehicles may be made without the prior written approval of the Director, Division of Fleet Management. Requests will only be accepted from the agency Contact. Costs for any special equipment or installation, including partitions required for transporting cargo, are the responsibility of the agency.

Vehicle Inventory

If agencies have questions about whether the vehicles they operate should be included in the eMARS asset inventory system, please contact the Finance and Administration Cabinet, Office of the Controller or the Division of Fleet Management.

Vehicle Tracking

Fleet-owned vehicles may be equipped with automatic tracking devices. Information from these devices will assist agencies to ensure efficient vehicle allocation and operation. Items such as mileage, speed, idle times, utilization, routing, etc. will be monitored by each agency. DFM may also monitor information provided by the GPS devices.

Tampering with or removing a GPS device or component thereof from a Fleet-owned vehicle is strictly prohibited.

DFM is available to consult with agencies to review and recommend ways to maximize fuel efficiency and decrease the operating costs of their vehicles. Information regarding access to and use of GPS information may be obtained by contacting DFM.

EXEMPT VEHICLES

Exempt vehicles include those purchased or owned by Kentucky State Police and state-supported universities as well as non-passenger carrying motor vehicles with a weight rating greater than three-fourths (3/4) ton.

MOTOR POOL

Before a motor pool reservation can be made, an individual must file a Motor Pool Customer Form FM-09 with DFM and have a record established in the Fleet Operating System (FOS) in their name.

When a vehicle is picked up, the driver must submit a Trip Ticket Form FM-3 to Motor Pool staff. Trip tickets must be authorized by the employee's supervisor. If agency internal procedures require a copy of the completed Trip Ticket Form for their records, the driver must bring multiple copies of the form to the Motor Pool. Trip tickets include an acknowledgement, adjacent to the driver's signature, of compliance with the Guide for Drivers of the Commonwealth's Vehicles.

Each vehicle must be returned in the condition in which it was issued. DFM may assess additional charges to the agency for any cleaning that has to be done above and beyond what is required during normal vehicle use.

If a scheduled vehicle pick up or return time changes please notify DFM as soon as possible. The vehicle may already be reserved by another agency or individual.

AGENCY-OWNED VEHICLES

Definition

An agency-owned motor pool is a fleet of passenger-carrying motor vehicles owned, operated and maintained by a state agency other than the Finance and Administration Cabinet, Division of Fleet Management.

An agency must request authorization from the Secretary, Finance and Administration Cabinet to establish or retain an agency-owned motor pool, hereafter referred to as agency-owned vehicles.

Unless approved by the Finance and Administration Cabinet Secretary as a permanently assigned vehicle, agency-owned vehicles shall remain at an agency location (central office, field office, etc.) when not in use.

See the *Permanently Assigned Vehicles* section of this document for additional requirements that must be met before an agency-owned vehicle may be permanently assigned to an individual.

Justification

Agency heads must provide in writing the following information, at a minimum, when requesting to establish or retain an agency-owned motor pool:

- The cost and benefits that will accrue to the Commonwealth if an agency-owned motor pool is established and operated
- How the vehicles support the accomplishment of the agency mission
- Services that will be provided with the vehicle
- Number and type of each vehicle that will be included in the agency-owned motor pool
- Number of trips per day or days per month the vehicle will be used
- Assurance that the agency will timely submit complete vehicle reports
- Assurance that appropriate records and files will be maintained including, but not limited to, recording pertinent information in the eMARS inventory system
- Assurance that the agency will adopt, maintain and enforce internal policies designed to operate and manage vehicles in a safe and cost effective manner that delivers maximum value to the Commonwealth, and that are equivalent to or exceed those established by the Finance and Administration Cabinet for Fleet-owned or agency-assigned vehicles

If an agency desires to designate an agency-owned vehicle as permanently-assigned, all provisions for a permanently assigned vehicle shall apply in addition to those within this section.

Annual Reporting

Before the end of the fiscal year, agencies shall submit cost effectiveness and inventory reports for all agency-owned vehicles to the Secretary, Finance and Administration Cabinet. Additional information regarding the reports will be provided to agencies each year.

Failure to timely submit these reports may result in termination of the agency's delegated authorization to maintain agency-owned vehicles.

These reports may also be requested by the Finance and Administration Cabinet at other times during the year.

AGENCY-ASSIGNED

Definition

Agency heads may request Fleet-owned vehicles be assigned for the exclusive daily use of their agency. These vehicles remain at an agency location and are not returned to the DFM at the end of each trip. Hereafter, these vehicles are referred to as agency-assigned vehicles.

Unless a vehicle has been approved as permanently assigned by the Finance and Administration Cabinet, agency-assigned vehicles shall be parked on state property each night as well as any time the vehicle is not in use.

See the *Permanently Assigned Vehicles* section of this document for additional requirements that must be met before an agency-assigned vehicle may be permanently assigned to an individual.

Request an Agency-Assigned Vehicle(s)

Requests from agency heads for agency-assigned vehicles shall include, at a minimum, the following information:

- The cost and benefits that will accrue to the Commonwealth if the vehicle is not returned to the Frankfort motor pool at the end of each trip
- How an agency assigned vehicle supports the accomplishment of the agency mission
- Services that will be provided with the vehicle
- Number and type of each vehicle that will be assigned to the agency
- Number of trips per day or days per month the vehicle will be used
- Assurance that appropriate records and files will be maintained
- Assurance that the agency will distribute and enforce all applicable guides and policies related to the operation of Fleet-owned vehicles.

If an agency desires to designate an agency-assigned vehicle as permanently-assigned, all provisions for a permanently assigned vehicle shall apply in addition to those within this section.

Changes in Vehicle Use

Changes in the use of or assignment of a vehicle, including but not limited to change in location, driver, organizational unit, purpose, etc., is prohibited without prior written approval from the Director, DFM. Adequate time for consideration should be allowed.

Underutilized Vehicles

If, at any time, an agency-assigned vehicle does not meet established requirements for agency-assignment, the agency must furnish the Finance and Administration Cabinet with justification for continued retention of the vehicle. Upon review, the assignment may be continued, modified or rescinded. Commuting miles will not be considered in the review for assignment or retention of an agency assigned or permanently assigned vehicle.

Monthly Mileage Reporting

Accurate and timely monthly mileage reporting for each agency-assigned vehicle is essential to accurate billing and fleet management activities. Between the 25th and 30th of each month, the agency fleet contact must report monthly mileage via the Fleet Operating System (FOS).

Agency failure to timely report mileage may result in additional charges.

Fleet Operating System

Information regarding access to and use of FOS may be obtained from Division of Fleet Management.

PERMANENTLY ASSIGNED VEHICLE(S)

This section applies to **ALL permanently assigned vehicles** regardless of the fleet assignment model -- agency-assigned, agency-owned, Fleet-owned, exempt or any other fleet management model vehicle. On occasion it may be beneficial or necessary for a vehicle to have limited overnight at an employee's residence. Written prior approval by the employee's supervisor and agency contact is requisite.

Definition

A permanently assigned vehicle is allocated for the exclusive use of a specific employee who uses it in the performance of his or her official duties. These vehicles may be parked at a private residence and are sometimes referred to as "take home" vehicles.

Permanent assignment may be requested when one or more of the following classifications are met:

- Vehicle required for the sole use of the Governor, Lieutenant Governor, Secretaries of the Executive Cabinet or Constitutional Officials
- Specialty use vehicle assigned to a full-time Kentucky State Police line duty law enforcement officer
- Vehicle assigned to an employee whose principal job function is law enforcement as documented on the relevant record(s) as part of the statewide human resources management system
- Vehicle assigned to a First Responder in accordance with the definition in this document
- When the state employee's official workstation as documented on the relevant record(s) as part of the statewide human resources management system is his or her residence and ALL of the following are met:
 - Vehicle is driven more than 10,000 miles per year for official business excluding commute miles; and
 - Employee does not go to an agency office or other agency facility more than once each week.
- Permanently assigning a vehicle to an employee is financially beneficial to the Commonwealth

Request and Justify Permanent Assignment

Requests for permanently assigned vehicles must be made in writing by an agency or cabinet head to the Secretary of the Finance and Administration Cabinet. Approval must be received BEFORE permanent assignment of a Commonwealth-owned vehicle is permitted.

Justification for vehicles permanently assigned to the Governor, the Lieutenant Governor, Secretaries of the Executive Cabinet, or Constitutional Officials shall include:

- Driver name and position title;
- Vehicle identification information (tag, make, model, year);
- Affirmation that the vehicle will be used exclusively by the assigned employee;
- Workstation and home county listed on the employee's relevant record(s) in the statewide human resources management system;
- Estimated miles the permanently assigned vehicle will be driven monthly for commuting;
- Estimated miles the permanently assigned vehicle will be driven monthly for business.

Justification for permanently assigned specialty use vehicle(s) assigned to full-time law enforcement personnel shall include:

- Affirmation that the vehicle(s) will be used exclusively by the assigned officer(s) for official business and commuting; and
- Count of the number of marked, official unmarked, confidential, and special purpose vehicles that are permanently assigned.

Justification for all other permanently assigned vehicles shall include:

- The specific classification that qualifies the employee for a permanently assigned vehicle;
- Affirmation that the vehicle will be used exclusively by the assigned employee;
- Driver name and position title;
- Workstation county and home county listed on relevant record(s) in the statewide human resources management system;
- Vehicle identification information (tag, make, model, year);
- Estimated miles and number of trips the vehicle will be driven monthly for commuting;
- Estimated miles and number of trips the vehicle will be driven monthly for business;
- What services are provided with the vehicle;
- If trying to gain approval of a permanently assigned vehicle by showing a financial benefit to the commonwealth, then please provide supporting documentation detailing such benefit. (Classification "other")

The Finance and Administration Cabinet may request documentation in addition to that specified within this section or other sections of this document.

Revocation of Permanent Assignment

Permanent assignment of a vehicle may be revoked at any time, with or without cause. Grounds for revocation include, but are not limited to:

- The vehicle is used for any purpose other than official state business
- The vehicle is driven less than required miles annually
- The assignment of the vehicle is no longer reasonably justified
- An unauthorized person is permitted to use the vehicle
- All reporting requirements are not timely met
- False information is willfully and knowingly submitted on a report
- Proper vehicle accident reports are not filed
- Other policies or stipulations contained in the *Guide for Driver's of the Commonwealth's Vehicles* are violated

Annual Reporting

Agency or Cabinet heads must submit an annual request for continued designation of a permanently assigned vehicle each year. The request must include justification for continuation of the assignment, the criteria the assignment meets and any additional information as requested by the Secretary of the Finance and Administration Cabinet.

For audit and verification purposes, the agencies with permanently assigned vehicles for law enforcement purposes shall maintain a list of officers who are permanently assigned a vehicle, their home address and vehicle identification information.

Change in Assignment

Notice of any change in permanent assignment, i.e. individual's address, workstation, job duties, retirement, etc., must be given to the Secretary, Finance and Administration Cabinet, within 30 days of the change.

If the agency requests a new assignment (new driver, change in job duties), a letter of justification, including the criteria the assignment meets, must be submitted and approved **BEFORE** the assignment.

Commuting

Commuting may be authorized only if it is in the best interest of the Commonwealth and not solely for the benefit of or as a prerequisite for state employment. Commuting mileage shall not be used in calculating official business mileage if required for justification of a permanently assigned vehicle.

Individual Tax Responsibilities

Employees who have a permanently assigned vehicle may have individual tax reporting responsibilities and liabilities. Drivers of permanently-assigned Commonwealth-owned vehicles are encouraged to review the current guidelines provided by the Internal Revenue Service, the Kentucky Department of Revenue and other information at <http://finance.ky.gov/services/fleet/pages/fleetguidanceandrates.aspx>.

Trip Log Required

With the exception of line duty law enforcement officers and other employees primarily engaged in law enforcement as shown in the relevant information in the statewide human resources management system, each employee driving a permanently assigned vehicle shall fill out a log for each trip, including at minimum the beginning odometer reading, the ending odometer reading, the name of the employee driving, the date, time and purpose of the trip. Should the Finance and Administration Cabinet or the State Auditor of Public Accounts request a vehicle log for audit or review, each using agency shall comply with the request for the dates requested.

The Finance and Administration Cabinet will provide optional formats that may be used to capture the required information. Optional formats for the trip log are available on the web at: <http://finance.ky.gov/services/fleet/pages/fleetguidanceandrates.aspx>

VEHICLE REPLACEMENT

Agencies needing to purchase vehicles to establish, expand, replace or upgrade agency-owned, permanently-assigned, or exempt vehicles shall follow the provisions established by their Cabinet, the Office of Procurement Services and the Finance and Administration Cabinet.

All requests for purchase of vehicles must be approved by the Exceptions Committee and the Vehicle Technical Review Committee. To facilitate a timely and accurate review, provide all information requested as completely as possible on the EO1 document in eMARS.

Failure to provide all of the required information may result in a delayed consideration of the request. It is important to note that this section addresses only the purchase of vehicles. Requirements and processes regarding the assignment and utilization of vehicles are addressed elsewhere in this document.

VEHICLE MAINTENANCE AND SERVICE

Routine maintenance and care of agency-assigned vehicles and permanently-assigned vehicles are the responsibility of the agency.

Routine maintenance and care of agency-owned vehicles are the responsibility of the agency.

Preventive Maintenance and Service

Whenever cost effective, all vehicle repairs and service shall be performed by the State Service Garage or authorized KYTC maintenance garage.

A listing of routine services available from DFM is available on the web at: <https://finance.ky.gov/services/fleet/Pages/default.aspx>.

DFM vehicles are scheduled to be serviced and the oil changed every 5,000 miles or every six months, whichever comes first. As soon as a vehicle problem is identified the customer should call the Help Desk at **502-564-4649** or **800-928-4649** if the vehicle is located outside of Frankfort. If the vehicle is located in Frankfort, the customer will bring the vehicle to the State Service Garage.

State Service Garage

The State Service Garage is located at 513 Barrett Street in Frankfort (502-564-4090). The garage operates on a "first-come, first-served basis", with all levels of repairs and maintenance service available. Routine services and associated costs can be found on the web at: <https://finance.ky.gov/services/fleet/Pages/default.aspx>. Other services will be provided by or arranged by the State Service Garage.

When arranging for service at the State Service Garage, please provide the following:

- License Plate Number
- Odometer Reading
- Customer Name
- Work Number
- Whom to Contact When Vehicle Is Ready
- Description of the Services Needed

Questions regarding service shall be directed to the Director, Division of Fleet Management at (502) 564-2260.

Repairs and Roadside Assistance

The Help Desk is open weekdays from 7:00 a.m. to 5:00 p.m. eastern time.

If the vehicle is located out of the Frankfort area and is in need of repair or roadside assistance, including wrecker service, during normal business hours please call the Help Desk at 800-928-4649.

Within Kentucky, after-hours wrecker and towing service is available by calling the TOC at 502-564-2080.

Outside of Kentucky, after-hours wrecker and towing service is not available. Please call the Help Desk at 800-928-4649 during normal business hours for assistance.

If necessary, the agency is responsible for any additional travel arrangements for the employee.

It is the responsibility of the agency (agency contact, driver or supervisor) to notify DFM at the first indication of a problem. The Help Desk will arrange for the most cost efficient and expeditious repair.

If extended repair time is necessary to return a vehicle to safe operating condition, a limited number of loaner vehicles may be available from DFM. All other provisions in this guide as well as the *Guide for Drivers of the Commonwealth's Vehicles* apply to a loaner vehicle. The loaner vehicle must be returned prior to picking up the repaired vehicle.

Repairs or service not authorized in advance by DFM are the responsibility of the agency.

Car Wash

DFM operates a car wash for state vehicles at 368 Warsaw Street in Frankfort. It is adjacent to the Frankfort Motor Pool location. Car wash operating hours are 12:30 to 4:30 p.m. Monday, Tuesday, Thursday and Friday.

The cost of routine car washes is included in the monthly rate charged for vehicles that are owned or managed by DFM. Vehicles which are not part of the DFM managed pool of vehicles will be assessed a nominal charge to off-set the cost of providing this service. Agencies will be invoiced for this service by DFM on a monthly basis.

MORE INFORMATION

More information about the services provided by the Division of Fleet Management is available at <https://finance.ky.gov/services/fleet/Pages/default.aspx>

Definitions

Agency-Assigned Vehicle means a state-owned vehicle that is assigned to a specific organizational unit for daily use. Such vehicles would normally remain parked at the unit's office location overnight and when not in use for official business.

Agency-Owned Vehicle means a fleet of passenger carrying motor vehicles owned, operated, and maintained by a state agency other than the Finance and Administration Cabinet. 200 KAR 40.020

Commonwealth-Owned means any licensed motor vehicle owned, rented, or leased by the Commonwealth of Kentucky.

Commuting means an employee is traveling regularly between home and work station.

Emergency means a situation in which property or human life is in jeopardy and the prompt summoning of aid is essential. KRS 438.160

Exempt Vehicle include vehicles purchased by the Kentucky State Police and state-supported universities, and non-passenger carrying motor vehicles with a weight rating greater than three-fourths (3/4) ton. 200 KAR 40.020

First Responder is a person who is required to act immediately in regard to an incident or emergency. He or she provides for the protection and preservation of life, property, evidence, and environment. The first responder's function is to stabilize a crisis situation in preparation for the arrival of emergency equipment and response teams. He or she administers the appropriate support and aid indicative of the emergency and according to his or her area of specialized training. This does not include an administrator or manager who arrives at the scene subsequent to the first responder, unless his or her job responsibilities include those defined herein.

Fleet-Owned means the fleet of passenger carrying motor vehicles owned, operated and maintained by the Finance and Administration Cabinet's Division of Fleet Management. 200 KAR 40:020

Line Duty Law Enforcement Officer means an individual employed on a full-time basis by the Kentucky State Police or other agency, who is authorized by law to carry firearms, execute search warrants and make arrests.

Passenger Vehicle means a motor vehicle whose primary purpose is to transport people. Passenger vehicles include vehicles with a weight rating of $\frac{3}{4}$ ton or less such as cars, sport utility vehicles, trucks, and vans.

Permanently Assigned Vehicle means a vehicle that is assigned to an individual who may park the vehicle at a private residence, which is approved by the secretary of the Finance and Administration Cabinet in accordance with KRS 44.045(2) and 200 KAR 40:020. These vehicles are sometimes referred to as "take home vehicles".

Secretaries of the Executive Cabinet means agency heads who comprise the Governor's Executive Cabinet.

Specialty Use Vehicle means state vehicles specially equipped for a specific function or purpose.

Take Home Vehicle means a vehicle that is assigned to an individual who may park the vehicle at a private residence, which is approved by the Secretary of the Finance and Administration Cabinet in accordance with KRS 44.045(2) and 200 KAR 40:020. These vehicles are sometimes referred to “permanently assigned vehicles”.

Trip means traveling from one location to another for job purposes or commuting. (An inspector going to five gas stations in a single town would not have to log five individual trips because of the proximity of the gas stations and the similar justifications for each visit.)