

APHIS DIRECTIVE 5400.1
2/7/94

MOTOR VEHICLE FLEET MANAGEMENT

1. PURPOSE

This Directive implements the Animal and Plant Health Inspection Service (APHIS) Motor Vehicle Fleet Management Manual.

2. AUTHORITIES

The Code of Federal Regulations (CFR), Title 41, Part 101-38 and 39, Motor Equipment Management; CFR, Title 26, Part 1.61-21, Taxation of Fringe Benefits; Department Regulation (DR) 2600-1, Taxation of Fringe Benefits; DR 5400-5, Use of Government Vehicle for Home-to-Work Transportation, and Agriculture Property Management Regulations, Part 104-38 and 39.

3. POLICY

- a. The APHIS Motor Vehicle Fleet Management Manual contains the policies and procedures for the operation of APHIS-owned, -leased, and cooperative vehicles. All vehicle operators are subject to these policies and procedures and must become familiar with the Manual and/or the Operator's Guide.
- b. Employees must follow the established guidelines in the APHIS Motor Vehicle Fleet Management Manual for the acquisition and disposal of APHIS-owned and -leased vehicles.
- c. Copies of the APHIS Motor Vehicle Fleet Management Manual must be kept in areas accessible to all employees.
- d. Copies of the APHIS Motor Vehicle Operator's Guide must be kept in all APHIS-owned vehicles.

4. INQUIRIES

- a. Operational Information. Contact the Vehicle Accountable Officer in the appropriate area or regional office, or the Field Servicing Office, Accounting and Property Section, if you need additional information on the acquisition or disposal of motor vehicles.
- b. Policy Guidance. Contact your Resource Management Staff or the Management Services Division (MSD), Policy and Safety Management Branch, for questions on policy issues.

- c. Additional Copies. Contact MSD, Documents Management Branch, Printing and Distribution Section, for additional copies of the APHIS Motor Vehicle Fleet Management Manual or the APHIS Motor Vehicle Operator's Guide.

Acting Deputy Administrator
for Management and Budget

DISTRIBUTION: G03, F30

OPR: MSD