

DRIVER TRAINING PROGRAM

MRP requires defensive driver training for all GOV operators.

- (1) New permanent employees who will operate motor vehicles must participate in an 8-hour defensive driving course. The course must be completed within 3 months after the employee is authorized to operate a GOV on Government business.
- (2) Employees who have been authorized to operate motor vehicles must be provided refresher defensive driver training every third year after participation in the initial course. Acceptable refresher driver training may be:
 - (a) Participation in a full 8-hour course;
 - (b) Participation in a modified version of the course, at least 4- hours in duration; or,
 - (c) Participation in the GSA sponsored driving training course.
- (3) Nonpermanent employees, seasonal, temporary, and cooperator employees, who operate motor vehicles must be given driver safety orientation. The training must be provided immediately after the employee is hired, but no later than 1 week from the first day of employment.
- (4) Employees who drive and are located at airports, or who must conduct business at airport facilities, must participate in an airport ramp safety course. This course may be presented by the airport authority, operations or security, major airlines, or the program may be locally developed. Programs should address aircraft working areas, jetways, taxi areas, local regulations, approaches, and associated hazards from aircraft. Locally developed programs may be coordinated through local safety and health committees, regional safety and health councils, or between MRP programs with duties at the airport.

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- (5) Supervisors are responsible for coordinating training for new employees before they are allowed to drive on the ramp areas. Refresher training will be given on a three-year schedule. Supervisors may, at his/her discretion, schedule refresher sessions when deemed necessary because of accidents or changes in local airport procedures.
- (6) Other Federal/State employees, cooperators, contractors, or individuals who operate motor vehicles on Government business must be given a 4-hour defensive driver training course. Training provided by the employer may be substituted if it was completed within the previous year and covered comparable subject material.
- (7) Supervisors must retain the completion certificate to document an employee's participation in an initial defensive driver-training course of 8 hours or more.

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SUPPLEMENT 3

REQUIREMENTS TO OPERATE MOTOR VEHICLES AT INTERNATIONAL LOCATIONS

1. PURPOSE

This supplement provides additional policy on the requirements to operate motor vehicles at international locations.

2. LICENSE/PERMITS

Laws governing requirements to operate motor vehicles vary geographically. MRP personnel should contact their local program coordinators or the Embassy for additional information.

3. INSURANCE

GOVs are self-insured for the U.S. and its territories. This coverage does not extend to Mexico and Canada. An employee performing official duties across the border must first purchase insurance coverage.

- a. Employees are required to obtain insurance on Government vehicles from a local insurance company before they authorize its use for “other authorized uses.” However, if the Embassy already requires MRP to carry third party liability on its vehicles, employees do not have to include it in their policies.
- b. The insurance will include collision, liability, and medical payment for at least the minimum amount required by the Embassy or host country, whichever is more stringent, for privately owned vehicles of American personnel in the host country.

When a POV is used, employees must obtain insurance prior to arriving at the international location. Employees should check with their insurance company to see if there are riders on their personal insurance to cover the POV or GOV when used for personal business. If a rider or extended coverage is purchased, the employee can be reimbursed for mileage. However, the agency does not recommend an employee use their POV for assignments at international locations if a GOV is available. The Secretary of Agriculture has the authority to pay a tort claim in accordance with title 28 of the US Code, if the claim arises outside of the US in connection with activities of individuals who are performing services for the Secretary.

The Federal Tort Claims Act (FTCA) protects employees from liability and imprisonment in the event of an accident only under the jurisdiction of the United States. The FTCA does not apply in foreign countries.

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