

United States Department of Agriculture
Animal and Plant Health Inspection Service

WS Directive

4.150 10/11/12

VEHICLE USE

1. PURPOSE

To provide guidelines for the use of Government-owned, leased, or privately owned vehicles used for official Government business.

2. REPLACEMENT HIGHLIGHTS

This directive revises WS Directive 4.150 dated 10/08/2003.

3. POLICY

a. Travel in a Government-owned, leased, or privately owned vehicle will be permitted in the following situations:

1. When the Government-owned, leased, or privately owned vehicle is used for the performance of official duties,
2. In emergencies, such as those threatening loss of life or property, or
3. When employees are in an official travel status.

Overnight storage of a Government-owned or leased vehicle at an employee's residence may be authorized. This action is to be documented on Form AD-728, Request for Authorization for Home to Work Transportation. The AD-728 will be forwarded to the District Supervisor, State Director, or Project Leader as appropriate, for approval.

b. To reduce the possibility of injury to citizens and / or resultant tort claims there from, passengers who are not APHIS employees, other Federal government employees, State collaborative WS employees under direct supervision of WS employees, other program employees supervised by a WS employee, official WS volunteers, or other previously approved passengers, may ride in Government-owned or leased vehicles only:

1. When their presence enhances accomplishment of the WS mission and their business is specifically related to the WS program, or
2. In emergencies, such as those threatening loss of life or property.

Decisions to permit persons not expressly authorized by this

directive to ride in Government-owned or leased vehicles, or privately owned vehicles being used for official business will be made on a case-by-case basis by the WS supervisor.

All accidents are to be reported to the WS supervisor and processed in accordance with Chapter 4 of the APHIS Motor Vehicle Fleet Management manual.

WS employees who use official vehicles without authorization or for purposes other than official business are subject to penalties under MRPBS Human Resources Desk Guide, Subchapters 4752 and 4735 (5/12, 10/90 respectively) which provides guidance on employee conduct and discipline, and Chapters 1 and 2 of the APHIS Motor Vehicle Fleet Management manual which addresses official use and storage of motor vehicles.

4. TRAINING REQUIREMENTS

See Chapter 3 of the APHIS Motor Vehicle Fleet Management manual for specifics.

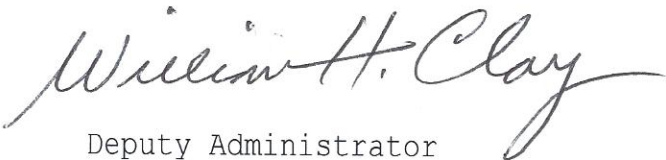
5. REFERENCES

MRPBS Human Resources Desk Guide, Subchapter 4752, Disciplinary or Alternative Actions (5/12),
http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/4752/index.shtml.

MRPBS Human Resources Desk Guide, Subchapter 4735, Conduct and Responsibilities (10/90),
http://www.aphis.usda.gov/mrpbs/publications/hr_desk_guide/index.shtml.

APHIS Motor Vehicle Fleet Management. (Manual 5400) (October 2011; <http://www.aphis.usda.gov/library/manuals/>).

MRPBS Human Resources Desk Guide, Request for Authorization for Home to Work Transportation, Form AD 728 (12/88),
<http://www.aphis.usda.gov/library/forms/pdf/ad728.pdf>.

Handwritten signature of William H. Clay in cursive script.

Deputy Administrator