

**MARKETING AND REGULATORY PROGRAMS (MRP)**  
**MOTOR VEHICLE MANUAL – MRP 5400**  
**March 2015**

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## **1. INTRODUCTION**

The MRP Motor Vehicle Fleet Management Manual has been organized to provide for the safe use and effective management of motor vehicles. The Manual provides guidance to MRP employees and contractors operating MRP-owned and -leased motor vehicles in support of the MRP mission. This Manual is intended to aid motor vehicle operators in maintaining vehicle safety, obtaining better fuel efficiency, and ensuring maximum vehicle utilization.

The Manual states the policies, responsibilities, and reporting requirements necessary for successful motor vehicle fleet management. The policies and procedures apply to all MRP-owned and -leased vehicles used for official Government business.

Specific guidance on the use of MRP-owned or -leased vehicles in foreign countries is contained in a supplement at the end of chapters 1, 2, 3, and 7.

Updates to this Manual will be transmitted with an Issuance Change Transmittal. Each transmittal will include specific instructions on how to update the Manual.

References to “days” as a time frame will be calendar days unless stated otherwise.

Forms mentioned in this manual may be found at:  
[www.aphis.usda.gov/mrpbs/emp\\_serv\\_forms.html](http://www.aphis.usda.gov/mrpbs/emp_serv_forms.html)

## **2. REPLACEMENT HIGHLIGHTS**

This Manual updates MRP 5400, Motor Vehicle Fleet Management Manual, dated October 2011.

## **3. AUTHORITIES**

MRP motor vehicle policy is set in accordance with the:

- a. Code of Federal Regulations, Title 41, Chapters 101 and 102.
- b. Agriculture Property Management Regulations.
- c. Departmental Regulation (DR) 5400-005, Use of Government Vehicle for Home-to-Work, dated 1/22/96.

- d. FMR Bulletins B-2 (March 1, 2002), B-3 (April 15, 2002), B-6 (Oct 22, 2004) , B-9 (August 26,2005), B-30 (August 22, 2011), B-35 (August 29, 2012)
- e. Executive Orders 13031 (Federal Alternative Fueled Vehicle Leadership), 13149 (Greening the Government through Federal Fleet and Transportation Efficiency), 12844 (Federal Use of Alternative Fueled Vehicles).
- f. USDA Directives and MRP policy, DR 4430-792-2, “Drug Free Workplace Program” and MRP Drug Free Workplace policy, MRP 4792, MRP Drug Free Workplace Program Handbook.

## DEFINITIONS AND ACRONYMS

4 x 2 Vehicles - Vehicles which have four wheels driven by two wheels.

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Accessories - Any equipment added to the base vehicle.

Accountability - Responsibility given to designated officials who must report, explain, and justify actions for vehicles under their control. This includes the assignment of custodial responsibility for the vehicle.

Accountable Property Officer - Designated Official, responsible for all property in his/her assigned area.

Acquisition - The act of obtaining property. This includes purchase, transfer, donation, lease, and assignment.

Alternative fuel- The [Energy Policy Act of 1992](#) defines an alternative fuel as:

- Biodiesel (B100)
- Natural gas and liquid fuels domestically produced from natural gas
- Propane (liquefied petroleum gas)
- Electricity
- Hydrogen
- Blends of 85% or more of methanol, denatured ethanol, and other alcohols with gasoline or other fuels
- Methanol, denatured ethanol, and other alcohols
- Coal-derived, domestically produced liquid fuels
- Fuels (other than alcohol) derived from biological materials
- P-Series fuels

Assigned Vehicles - General Services Administration (GSA) motor pool vehicles assigned for indefinite use (more than 30 days).

ASD - Administrative Services Division, responsible for developing and implementing MRP policy.

BOAC - The Billing Office Address Code assigned by GSA for use in processing invoices for assigned dispatched vehicles.

Clear and Present Danger - Highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where: (1) the danger is real, not imagined, and is immediate or imminent, not merely potential; and (2) a showing is made that the use of a Government vehicle would provide protection not otherwise available.

Compact - Five-passenger sedan/station wagon.

Compelling Operational Considerations - Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life threatening situations.

Cooperative Agreements - Written agreements stating the shared use of motor vehicles with federally assisted programs. The programs can be State or local government, private business, or commission based, working toward a mutual agricultural goal.

Dispatch - GSA vehicle assigned for short-term use (less than 30 days).

DR - Departmental Regulation, the regulations issued by the United States Department of Agriculture.

Emergency - A situation that exists whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur when there is a major disruption of available means of transportation to or from a work site, essential Government service must be provided, and there is no other way to transport an employee.

Excess Vehicles - Serviceable vehicles no longer needed by the holder to carry out programs as determined by the Vehicle Accountable Officer.

Exchange/Sale Vehicles - Required vehicles that either can be exchanged for a similar item or sold. Proceeds are to be used to buy similar property.

FMVRS - The Federal Motor Vehicle Registration System (FMVRS) provides access to information for all vehicles that are owned or commercially-leased by the Federal Government, with the exception of U.S.Postal Service vehicles.

Field Work - Official work performed by an employee whose job requires his/her presence at various locations that are at a distance from his/her place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or use outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of a Government vehicle for home-to-work transportation.

- a. Examples of employees involved in field work include, but are not limited to, meat inspectors and certain law enforcement officers, whose jobs require travel to several locations during the course of the work day. The field work exception may not be used  
(1) When the employee's workday begins at his/her official Government duty station, or

(2) When the employee normally commutes to a fixed location no matter how far removed from his/her official duty station; e.g., Plant Protection and Quarantine Officers assigned to airports since these employees are not performing field work.

Fleet Management Center (FMC) - Regional locations for GSA-leased vehicles.

Government-Owned Vehicle (GOV) - Any motor vehicle that is owned, leased, or rented by the U.S. Government.

Gross Vehicle Weight Rating (GVWR) - The maximum loaded weight in pounds of a single truck including vehicle weight, payload, passenger, and fuel.

Home-To-Work Transportation - The authority for Government employees to temporarily commute from home to work on normal duty (non-travel) status, to perform assigned duties using a Government vehicle.

Hybrid Electric Vehicle - HEVs are powered by an internal combustion engine that can run on conventional or alternative fuel and an electric motor that uses energy stored in a battery. The battery is charged through regenerative braking and the internal combustion engine and is not plugged in to charge.

International Location - Program/unit assigned outside of the U.S., its territories, or possessions.

Light Trucks - Vehicles with a GVWR of 8,500 pounds or less.

LFPC - Local Fleet Program Coordinator's (LFPC's) are appointed locally by the AFPCs or R/AFPCs. The LFPC is responsible for the day-to-day operations of the Fleet Charge Card Program at each site. This includes fleet charge card user training (e.g., AGPMR, policy and procedures), oversight of fleet charge card transactions, review of card limits, activation/deactivation of fleet charge card accounts, and maintenance of log books. See DR 5400-006 for additional information.

Maintenance - Routine work required to keep the vehicle in good operating condition. This includes tune-ups, oil and transmission changes, lubrications, tire rotations, etc.

Motor Vehicle - A vehicle designed and operated principally for highway transportation of property or passengers.

MRP - Marketing and Regulatory Programs.

Occasional Operator - Any individual who occasionally uses a motor vehicle for official business while temporarily away from his/her official duty station.

Official Duty Station - The duty station where the employee is permanently assigned.

Operator - Any individual who is required to operate a motor vehicle in order to properly carry out his/her assigned duties.

Options - Variations of equipment listed on the base vehicle (such as air- conditioning, mud and snow tires, and heavy-duty suspension).

Passenger Carrying Vehicles - Vehicles with the primary function of carrying up to 10 passengers.

Permanent Storage - Storage of MRP-owned or -leased vehicles at a residence or a commercial lot for 60 days or longer.

Place of Employment - Any place within the accepted commuting area as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.

Property Management Officer - Designated official responsible for administering the overall personal property management programs, including the development and enforcement of procedures.

Repairs - Replacement of parts, materials, and equipment. This includes major tune-ups, rebuilt engines or transmissions, or damage from collisions.

Residence - The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term "residence" is not synonymous with domicile as that term is used for taxation or other purposes.

Sedan Delivery - A vehicle with the primary function of carrying cargo. This is usually a station wagon with the rear seat permanently mounted down or removed. This vehicle falls into the same category as light trucks.

Serviceable Vehicles - Vehicles that can be repaired at reasonable expense, considering replacement criteria.

Special Equipment Operator - Any individual who operates vehicles used for transporting dangerous/hazardous materials, highway vehicles 16,000 pounds or more, specialized vehicles, or buses designed to transport 16 or more passengers, including the operator.

Specialized Vehicles - Equipment such as farm vehicles, industrial vehicles, and off-road vehicles.

State License - A valid driver's license for the type of vehicle being operated, which is issued by a State, the District of Columbia, Puerto Rico, or a possession of the U.S. where the employee resides or is principally employed; or that is issued by the governing body in international locations.

Note: A commercial driver's license (CDL) is required for employees operating special equipment which:

- a. Has a manufacturer's GVWR or gross combination weight rating of 26,001 pounds or more, or
- b. Is a towing vehicle exceeding 10,000 pounds GVWR.

Subcompacts - 4 passenger sedans/station wagons.

Surplus - Serviceable vehicles for which no Federal need exists.

Temporary Storage - Storage of an MRP-owned or -leased vehicle at a residence or commercial lot for 59 days or less.

Unserviceable Vehicle - Vehicles that are uneconomical to repair, or for which parts are no longer manufactured.

Vehicle Acquisition Methodology (VAM) - standard way to document the criteria and optimal vehicle allocation of a vehicle fleet.

Vehicle Accountable Officer (VAO) - The person designated responsibility for the use and operation of motor vehicles assigned to the work area.

Vehicle Sharing - The shared use of vehicles within MRP, or other Federal Government agencies and non-Federal activities for official purposes.

Vehicle Standards - The standard established classification of the various types of vehicles and equipment commercially available, which are authorized for Government use.

VIN - Vehicle Identification Number.

Wheel Base - The distance between the centerline of the front and rear axle.

## **CHAPTER 1**

### **OFFICIAL USE OF MRP MOTOR VEHICLES**

#### **1. PURPOSE**

This chapter describes the requirements and procedures for using MRP-owned or -leased motor vehicles in the United States and its territories.

#### **2. OFFICIAL USE**

- a. Official use means the use of MRP-owned or -leased motor vehicles, General Services Administration (GSA)-owned or -leased motor vehicles, or employee or agency-leased/rental motor vehicles for the purpose of transporting U.S. Government employees, contractors, cooperators, and private citizens and/or things directly related to conducting the MRP mission.
- b. MRP vehicles may be used only for the following official purposes:
  - 1) To travel to a location(s) in the performance of official duties. The use of Government vehicles between an employee's residence and his/her place of employment will be limited to employees engaged in field work. The Secretary has determined that the job series listed in Appendix A are authorized as home-to-work transportation when actually performing field work and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government. If circumstances require that field work only be performed on an intermittent basis, the agency must establish procedures to ensure that the Government vehicle is used only when field work is being performed.
  - 2) When use is in response to a highly unusual circumstance which presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business.
  - 3) By employees in official travel status.
  - 4) For programs conducted under a cooperative agreement, grant, or contract. Special terms and conditions, including those related to liabilities, are required in the award instrument. The contracting officer or grant/cooperative agreement awarding official is to be notified when these conditions exist so that special

terms and conditions can be included in the contract, grant, or cooperative agreement.

### **3. WHO MAY OPERATE GOVERNMENT MOTOR VEHICLES**

- a. MRP employees with a valid State driver's license may operate Government Motor Vehicles. (See Chapter 3, Requirements to Operate).
- b. Non-Federal employees with a valid State driver's license a operate Government motor vehicles under the conditions below:
  - 1) Government cooperators, contractors, and collaborators who conduct official business in support of the MRP mission may operate a Government-owned or -leased vehicle if they are subject to the direct day-to-day supervision of a Federal employee while engaged in the performance of their duties in accordance with the specifications set forth in each individual contract, grant, or cooperative agreement covering the activities in which they are assigned (APHIS assumes liability).
  - 2) Government cooperators, contractors, and collaborators who are not subject to the day-to-day supervision of a Federal employee may only use the Government-owned or -leased vehicle in accordance with the specifications set forth in each individual contract, grant, or cooperative agreement covering the activities in which they are engaged.

### **4. WHO MAY RIDE IN GOVERNMENT MOTOR VEHICLES**

Only persons who are traveling for the benefit of the Government may ride in Government vehicles. Their business must be specifically related to the MRP mission. Exceptions on who may ride will be made on a case-by-case basis by supervisors, considering:

- a. The impact on the MRP mission, and
- b. The ability to justify the action should there be a complaint or accident.

### **5. SMOKING IN GOVERNMENT MOTOR VEHICLES**

Smoking is **NOT ALLOWED** in GOVs; this includes **GSA-leased** vehicles.

### **6. WEAPONS**

Weapons are **NOT ALLOWED** in GOVs unless authorized by the Government for the purpose of carrying out official duties. Use and possession of firearms must be in accordance with all Federal, State, and local laws and regulations. MRP employees are charged with the responsibility of becoming familiar with the laws of the States and localities where they work and travel. MRP-provided and privately owned firearms used for Agency purposes will be transported in a safe and discreet manner. Firearms will be transported in an unloaded condition except under certain conditions allowed by program directives. If a weapon must be stored in an MRP vehicle, it will be secured by placing it out of sight as permitted by the State and the vehicle will be properly locked. Firearms and other weapons will not be kept in vehicles overnight except under certain conditions allowed by program directives.

## **7. PENALTIES FOR UNAUTHORIZED USE**

Persons who use GOVs without authorization or for purposes other than official business may have their authority to operate the vehicles temporarily or permanently withdrawn. The operator and the individual authorizing the non-official use may be subject to suspension from duty without pay for 30 days, or removal from Federal Service, if warranted. Any knowledge of misuse of vehicles must be reported immediately to the Vehicle Accountable Officer (VAO). The VAO is responsible for investigating any reports of vehicle misuse.

## **8. USE OF GOVERNMENT-OWNED OR -LEASED VEHICLES**

- a. The use of GOVs is restricted to official purposes, except to stop and eat lunch when traveling from one duty point to another. Breakfast and dinner are authorized only when the employee is working overtime and not in an official travel status. Operators must always be aware of the public's perception of how the vehicles are being used and should eat in appropriate dining facilities.
- b. Operators may not use GOVs as transportation to breakfast, lunch, or dinner when working in an office. Personal transportation must be used, unless used in conjunction with official travel to perform temporary duty assignments away from a designated or regular place of employment.
- c. The use of GOVs for doctor's appointments, personal shopping, and picking up children or spouses from school or work is **NOT ALLOWED**.
- d. MRP employees must obey all State and local laws pertaining to the use or prohibition from use of any wireless telephone equipment. MRP employees are prohibited from using hand-held wireless phones or other "hands free" equipment while driving an owned

or leased Government vehicle. The driver must pull safely to the side of the road or a parking area; then initiate the call.

- e. USDA employees are to always use caution and expertise while operating a motor vehicle owned or leased by the Federal Government. When it is necessary to operate a motor vehicle for extended periods of time, drivers are strongly encouraged to take at least a 15 minute break after each 3 hours of driving time, or more often, if they feel it will enhance their safe operation of the vehicle.

## **9. USE OF PRIVATELY OWNED VEHICLES**

- a. When an employee elects to use a POV for the purpose of official travel, the AD-202, Travel Authorization, must indicate the use of the POV.
- b. When employees use POVs on a regular basis, they are required to report such use to their personal insurance carrier. The company may require a rider on their policy. Employees whose POVs are damaged while engaged in official travel should seek reimbursement for the loss from their personal vehicle insurance -company.
- c. The USDA policy regarding the payment of claims under the Military Personnel and Civilian Employees Claims Act allows the recovery of the deductible amount in an employee's personal vehicle insurance policy only "in instances where the loss or damage to property of the employee was caused by extraordinary risks such as a civil disturbance, common or natural disaster, or efforts to save human life or Government property." Refer to MRP Directive 2301.1, MRP Supplement to the Agriculture Travel Regulations, for reimbursement entitlements.

## **10. STORAGE OF VEHICLES**

Government vehicles must be parked in an off-street, secured facility at the duty station. In the event secure parking is not available at the duty station, a secure storage facility accessible to the duty station will be used.

- a. When a Government parking facility is not available, use off-street or street parking near the duty station if:
  - 1) The vehicle does not contain visible equipment or items susceptible to theft,
  - 2) Parking is customary in the vicinity, and
  - 3) Reasonable protection of the vehicle and its contents is provided.

- b. Be sure to lock the vehicle and obey local parking ordinances.
- c. Use commercial lots or garages that are convenient to the duty station, if available.

## **11. SCOPE OF EMPLOYMENT**

- a. Generally, Government employees are protected from any action brought against them pursuant to the Federal Tort Claims Act based on their alleged negligence while performing official duties. This protection arises when employees are deemed to be “within the scope” of their employment.
- b. When an employee is sued either in State or Federal court as a result of alleged negligence occurring while performing official duties or any actions reasonably incidental or related to his/her duties, then the agency makes a recommendation to the Office of the General Counsel (OGC) that the employee was within the scope of employment at the time the alleged negligence occurred. OGC reviews such a determination and passes the recommendation along to the Assistant United States Attorney (AUSA) handling the case in court. At that point, the AUSA will motion the court to dismiss the employee from the lawsuit and substitute the United States as the proper party.
- c. Whether an employee was within the scope of employment is a legal determination reviewable by a court. The applicable law will be either that of the State where the alleged negligent act occurred or Federal law, depending where the suit was filed.
- d. The basic principles of scope of employment do not differ greatly from jurisdiction to jurisdiction. Therefore, it is safe to assert that any use of a GOV, or authorized use of a POV for official Government business, which is reasonably incidental to the performance of the employee’s duties is within the scope of employment. Any resulting negligent act while acting within the scope of employment will not result in personal liability to the employee.

## **12. ROAD TOLLS**

- a. In an attempt to minimize the paperwork associated with reimbursable expenses for employees paying bridge and highway toll fees, it is permissible for the programs to set up a corporate account to charge the program for these fees.
- b. Purchasing or leasing toll road or fast lane transponders will not be accomplished with the fleet card and should be treated as a controlled item.

- c. Programs should control the number and use of transponders to avoid abuse such as employees taking them home in the evenings and on weekends. Transponders should be used for official use only and used by MRP employees.
- d. Transponders may be used in GOVs while conducting official business or in POVs when such use is authorized in lieu of a GOV. Use of a transponder by an employee to commute between home and work is prohibited.

## **SUPPLEMENT 1**

### **OFFICIAL USE OF MOTOR VEHICLES AT INTERNATIONAL LOCATIONS**

#### **1. PURPOSE**

This supplement provides additional policy for the official use of motor vehicles at International locations.

#### **2. POLICY**

- a. In addition to Federal policy, MRP employees stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country.
- b. Official use of motor vehicles means the transportation of MRP employees and things directly related to, or of direct benefit to, the transaction of official business of the U.S. Government. It also includes transportation of MRP employees to and from official functions.
- c. Other authorized uses means transportation for employees and their dependents to and from medical and recreational facilities, schools, and other such uses as determined necessary when public transportation is unsafe or unavailable. **This is not a right or entitlement of any MRP employee.**
- d. Government vehicles may be made available for use by employees, on a case-by-case basis, but only when the good of the service is determined to be paramount. Some examples when the privilege can be extended to employees are:
  - 1) When a privately owned vehicle has not arrived at Post or when an employee is departing Post and is shipping/disposing of POV.
  - 2) When shipment of a privately owned vehicle is prohibited at the post.
  - 3) For security risk reasons, i.e., riots, civil war, kidnapping risk, or other instances when public transportation has been determined to be unsafe by the Embassy.
  - 4) To transport dependents to the hospital for emergency treatment.

#### **3. APPROVAL PROCESSES**

A written request will be prepared, prior to actual use, when an employee desires to use a vehicle for "other authorized uses," and will be approved by the immediate supervisor. A

copy will be forwarded to the VAO. The request will state the justification/purpose for the "other authorized use," the timeframe (time out and time back), insurance carrier, if required, and signature of the employee. See Chapter 3, Supplement 3, for insurance guidelines.

#### **4. COLLECTING AND DEPOSITING MILEAGE CHARGES**

- a. Employees incurring charges for "other authorized uses" will write a personal check at the end of the month, payable to USDA-APHIS, -AMS, or -GIPSA. The payment will be forwarded to the Minneapolis Business Site, Claims and Payments, for deposit. MRP Form 94, Record of Public Funds Received, will be used. Funds so collected will be credited to the program and will again become available for payment of vehicle maintenance costs. Payments must cite the appropriate accounting codes.
- b. No charges will be incurred for the following:
  - 1) Transportation of dependent children to and from school
  - 2) Transportation of employees and dependents to the hospital for emergency medical care.
- c. Mileage at the prevailing rate per mile will be charged when an official vehicle is used for the employee's convenience, under authorized circumstances. This includes:
  - 1) When an employee's personal vehicle has not arrived at the post.
  - 2) Transportation of employees and their dependents to and from recreation facilities.
  - 3) Transportation of employees and their dependents to and from medical facilities for routine medical treatment.

The above three uses are only examples of those for which mileage charges will be made. This applies to GOVs as well as any other vehicle provided to an MRP employee, such as cooperator-provided or jointly owned vehicles.

## **CHAPTER 2**

### **HOME-TO-WORK TRANSPORTATION**

#### **1. PURPOSE**

This chapter states MRP policy for home-to-work transportation. The information complies with Public Law 99-550 and Federal Property Management Regulations, Amendment A-42, and Departmental Regulation (DR) 5400-005, Use of Government Vehicle for Home-to-Work.

#### **2. POLICY**

- a. All instances of home-to-work transportation must be fully documented with reports, logs, or records of such use. Form AD-728, Request and Authorization for Home-to-Work Transportation, is to be used for this purpose.
- b. Depending on the nature of the use, home-to-work transportation is approved by either the immediate supervisor or the Secretary of Agriculture.
- c. The immediate supervisor can approve home-to-work transportation for:
  - 1) Some employees whose residences are their Official Duty Station (ODS).
  - 2) Programs which may have situations where it is more cost-effective to the Government to provide an employee a GOV for home-to-work use rather than have the employee travel long distances to pick up a vehicle, then drive back toward or beyond his/her residence to perform his/her job. In these situations, if practicable, the program should consider basing the vehicle at a Government facility located near the employee's job site. If such a solution is not feasible, the MRP program must decide if the use of the vehicle qualifies under the compelling operational consideration as defined in this Manual.
  - 3) Employees engaged in fieldwork.
- d. The Secretary of Agriculture must approve home-to-work transportation in the following instances:
  - 1) Circumstances that present a clear and present danger,
  - 2) Emergencies, or

- 3) Compelling operational considerations which make such transportation essential to the conduct of official business (cost effective reasons), and alternatives would involve additional expenditures of employee time. For example, an employee needs to take a vehicle home in the evening to go to a field location the next morning. The employee lives between the field location and the office, so rather than going to the office to pick up the vehicle, he/she prefers to take the vehicle home, with the justification that it is more cost effective to leave from the residence.
- e. Requests should be submitted in advance to the Secretary for approval. However, in cases where it is physically impossible to secure the prior approval of the Secretary, an agency official may authorize short-term uses of vehicles for home-to-work transportation if the circumstances meet one of the situations listed in Appendix B, Contingency Determinations-DR 5400-005. However, the requests must still be submitted for post-approval by the Secretary.
  - f. Should programs find that employees in other occupational series need to be included in Appendix A because they involve field-work; requests must be forwarded to MRPBS, Administrative Services Division (ASD). ASD will forward the request for approval to the Office of Procurement and Property Management (OPPM). Such requests should include the type of work performed and circumstances requiring use between an employee's residence and assigned workstation
    - 1) All instances of home-to-work transportation must be in accordance with DR-5400-005, and documented with the required reports, logs, and records, including Time and Attendance reports.
    - 2) Form AD-728 will be used to document home-to-work transportation. Employees must state the specific time frames of vehicle use, which cannot exceed one year.
      - a) Annually, employees and supervisors must sign the AD-728.
      - b) Form AD-728 cannot be approved for indefinite periods.
    - 3) Authorization for home-to-work transportation is **NOT ALLOWED** in the following instances:
      - a) For comfort and convenience of an employee,
      - b) For overtime or call back work at an employee's normal place of employment,

- c) For cooperators working under a cooperative agreement, or
- d) When an employee wants to store a GOV at his/her residence prior to going on official travel. For example, an employee is scheduled to depart his/her residence on a Monday morning for official travel via a GOV, which is authorized on an AD-202. The employee wants to take the vehicle home the Friday evening before the Monday that travel officially starts, storing the vehicle at his/her residence to eliminate the need to go to the office on Monday morning to pick up the vehicle, thus saving the employee personal time or effort.

In this example, the official travel does not begin until the day authorized by the AD-202. The previous authority for storing the vehicle at the residence was rescinded when Congress enacted the home-to-work transportation legislation in 1991.

- g. Exclusive representatives of bargaining units may negotiate parameters of local or national level GOV use policies so long as they are consistent with applicable law, Government wide regulations, and USDA DPM 5400.

### **3. PROCEDURES FOR REQUESTING APPROVAL FOR HOME-TO-WORK TRANSPORTATION**

- a. Program activities will:
  - 1) Ensure that a completed Form AD-728 is on file at the supervisor's ODS for each employee authorized the use of a GOV for home-to-work transportation.
  - 2) Ensure that a Form AD-728 is completed each time an employee is given an intermittent field duty assignment requiring the use of a GOV for home-to-work transportation.
  - 3) Maintain logs or other records necessary to document home-to-work transportation. These logs or records should contain the information described in DR-5400-005.
  - 4) Forward requests to MRPBS, ASD, Policy Support Branch (PSB), for occupational series that need to be added to DR 5400-005.
  - 5) For each request requiring the approval of the Secretary of Agriculture, submit the original AD-728 to MRPBS, ASD, PSB. These requests must be submitted by the

regional office or equivalent, and approved before participation in the home-to-work transportation.

- b. The initial approval is only for 15 calendar days. The Secretary may approve subsequent requests for 90 calendar days. At the end of the 90-day period, the Secretary may authorize an additional extension of 90 days and continue this process as long as circumstances justify that home-to-work transportation continue.
- c. MRPBS-ASD will:
  - 1) Coordinate all MRP requests for home-to-work transportation requiring the Secretary's approval.
  - 2) Return a signed copy of each approved authorization to the requesting program.

#### **4. TAXATION OF FRINGE BENEFITS**

- a. The Internal Revenue Service considers the use of a GOV for transportation between a residence and ODS or vehicle storage point as a noncash taxable fringe benefit.
- b. Exceptions to this are:
  - 1) An employee's residence is designated as the ODS
  - 2) A travel allowance would be authorized if other transportation were used.
  - 3) An employee is stationed abroad, and the U.S. Embassy in that country recommends that employees commute at the Government's expense for personal safety.
- c. MRP employees must maintain records on the use of vehicles for this purpose, report the number of trips per pay period on the Time and Attendance Report (T&A), and retain the records for 3 years after the date of submission. MRP Form 139, Employee Record of Commute in Government Vehicle, is to be used for this purpose. For detailed instructions on recording such information, refer to the National Finance Center Procedures (T&A Manual).

**SUPPLEMENT 2**  
**HOME-TO-WORK TRANSPORTATION AT INTERNATIONAL LOCATIONS**

**1. PURPOSE**

This supplement provides additional policy for home-to-work transportation at international locations.

**2. POLICY**

- a. In addition to Federal policy, MRP personnel stationed at international posts will follow local rules, as prescribed in writing by the U.S. Embassy in the applicable country. Home-to-work transportation at international locations will be allowed in the following instances:
  - 1) In accordance with DR 5400-005, Home-to-Work.
  - 2) When the Embassy has approved a policy of using official vehicles for transportation to and from the employee's residence for reasons of security.
- b. The employee must attach a copy of the post vehicle use policy, as provided by the Embassy, to the original AD-728.

**NOTE: Sometimes a GOV may be made temporarily available to employees at an international post when they first arrive, and are waiting arrival of their personal vehicles. A written justification must be approved by the regional director and liability insurance must be obtained by the driver.**

## **CHAPTER 3**

### **REQUIREMENTS TO OPERATE**

#### **1. PURPOSE**

This chapter describes MRP requirements for official use and operation of motor vehicles including special use vehicles. These provisions meet the guidelines and requirements contained in Chapter 930 of the Federal Personnel Manual and Part 104-38.5006 of the Agriculture Property Management Regulations.

#### **2. RESPONSIBILITIES**

- a. Any person operating a vehicle for official purposes as defined in Chapter 1 and Supplement 1 of this Manual will:
  - 1) Have a valid State/local motor vehicle driver's license and Government identification in his/her possession while driving a vehicle on official business. The employee must pay the cost incurred for obtaining the State's motor vehicle driver's license.
  - 2) Obtain the proper class of license needed to operate the types of vehicles assigned, including the Commercial Driver's License (CDL). If the CDL is required as a condition of employment, MRP will not pay for training and the CDL. However, if after the employee enters duty, MRP requires the employee to obtain a CDL, MRP will pay all related costs required, as determined by the agency. An employee holding a CDL license is required to participate in the Department's random drug testing program.
  - 3) Comply with Federal, State, and local regulations pertaining to the use of motor vehicles. The operator is personally responsible for any charges incurred for motor vehicle violations, i.e., traffic and parking tickets, and towing expenses related to illegal parking. An employee must report moving violations, accidents, suspended licenses, etc., to his/her supervisor within 24 hours.
  - 4) **NOT** drive a vehicle while under the influence of alcohol/drugs or when a medical condition or medication(s) interferes with driving abilities. An employee must notify his/her supervisors if conditions develop, or are prescribed medications which may affect safe vehicle operation. Many jurisdictions may require court permission in some instances.

- 5) Wear a seat belt and require all passengers to wear seat belts at all times.
- 6) Drive safely and defensively to avoid accidents.
- 7) Each vehicle will contain the U.S. Government motor vehicle self-insured information and the Federal vehicle registration card as cited in 41 CFR 102-34.135 and the Federal Tort Claims Act. ~~This information is printed on a 5x7-card and issued with the license plates when new vehicles are purchased.~~ This card will be kept in the glove compartment and produced when necessary to show the Government is self-insured and (with the exception of the District of Columbia) exempt from registration. Additionally, the Government is self-insured when obtaining leased or rental vehicles. GOVs that use State issued plates (typically for unmarked vehicles used for undercover work) will comply with State laws governing registration. Programs will be responsible for any cost related to state registration. The USDA issued plates should remain in the vehicle.

The registration and self-insured card is printed from the FMVRS on line.

<https://fmvrs.fas.gsa.gov/>

b. Each supervisor will:

- 1) Ensure that all operators use GOV's only for official purposes and possess a valid State/local driver's license for the class of vehicles they operate. Supervisors should review the license every 2 years.
- 2) Ensure that operators comply with any restrictions on their licenses.
- 3) Ensure that MRP Form 135-R, Motor Vehicle Authorization, is completed for all operators. The form will be updated as required, and filed at the supervisor's ODS.
- 4) Ensure that operators are familiar with and follow the guidelines in this Manual.
- 5) Evaluate operator's driving abilities, compliance with safety regulations, and defensive driving habits annually. If necessary, additional training will be required use of a GOV will not be permitted.
- 6) Ensure that the use of a GOV during irregular hours or on weekends is documented. Documentation on time and attendance sheets is sufficient.
- 7) Ensure that vehicle usage and operational costs are recorded and reports are maintained. Daily use of the vehicle will be recorded on Optional Form 108, title. Operational costs should be kept separately and will include all costs associated

with fuel and maintenance. Annual fuel costs should reflect the number of miles driven, fuel type, quantity in gallons, and fuel costs. The maintenance costs should include the amount spent on oil, lubricants, tires, replacement parts, fluids, car washes, and towing when not involved in an accident. Cost of repairs (including towing) for accidents should be captured separately.

- 8) Ensure that required payments contained in Chapter 13 are submitted.
- 9) Ensure that vehicles are protected against damage or theft, and maintained in safe operating condition.
- 10) Immediately suspend driving privileges if an employee fails a drug test or is charged with a serious driving offense (driving while under the influence, vehicular manslaughter, etc.) whether occurring on official time or not.

### **3. TRAINING REQUIREMENTS**

- a. Supervisors will ensure that operators of specialized vehicles have the proper training before use of the equipment.
- b. Operators who tow heavy equipment must be provided training and information on safe towing procedures. Exhibit 1 contains information necessary for safely towing equipment.
- c. Supervisors will ensure that all motor vehicle operators receive defensive driver training at least every 3 years. An initial 8 hour course must be completed within 90 calendar days of employment.
- d. Supervisors will ensure that an operator is referred to Federal or other medical officers for evaluation if there are medical questions or concerns about the operator's ability to operate motor vehicles.
  - 1) MRP will pay for the examination and travel costs if an operator is referred to a physician or optometrist for evaluation. The operator is responsible for any treatment costs, including glasses.
  - 2) The supervisor will complete the appropriate blocks of Standard Form 78, Certificate of Medical Examination, and give it to the operator. The employee will take the completed SF-78 to the examining physician. The examining physician will complete the form and forward it to the employee's supervisor. The supervisor will review the SF-78 and any bills

to verify the charges. The bill will be initialed and forwarded to the Financial Management Division, Accounting and Payments Section, Minneapolis, MN, for processing and payment.

#### **4. DEFENSIVE DRIVING**

- a. Defensive driver training is mandatory, every 3 years, for persons who operate motor vehicles on Government business. The training may be sponsored through program or regional safety and health councils, the local safety committees, or online. Defensive driver training also is highly encouraged for all employees of MRP, regardless of whether or not they operate a Government motor vehicle. Employees deploying overseas should take training prior to departure, and ask respective Embassy Officials about the availability of host nation training.
- b. Collateral Duty Safety and Health Officers will use the MRP Form 125-R, Defensive Driver Training Log, as a means to maintain defensive driver training records. The supervisor is responsible for ensuring that the employee's defensive driving training is current, and employees are to inform them of successful completion of training. Employees will keep their course completion card readily available in the event of emergency program call-up.
- c. Airport ramp safety training is an additional requirement for employees operating motor vehicles at airport facilities. Large airports or airlines may provide training for new employees through airport operations or security. When this is not available, it will be the responsibility of the local work unit or facility supervisor to develop a program addressing traffic patterns, jet way and ramp safety, aircraft operating areas, approaches to aircraft and other service vehicles, and localized rules and regulations.

#### **5. OPERATION OF A GOV AT MARITIME PORTS**

- a. MRP employees whose duties require them to operate motor vehicles within the boundaries of maritime ports are subjected to unique hazards. Employees must be aware of special port authority regulations regarding speed limits and operating vehicles near long shore activities. Ports will have areas with poorly discernible traffic signs and reduced visibility due to buildings, cargo containers, and equipment.
- b. For the above reasons, it is required that MRP employees who drive at maritime port activities take defensive driver training specific to the port(s) in which they are working. The port authority for the area is the best potential source of training. Other sources may include shipping lines or local trade unions at the facility.

- c. In the event that no source of training is available for the activity, the local MRP supervisor must ensure that employees are provided with orientation on operating vehicles on the port facility. The orientation, at a minimum, should include on-the-road time with a new employee to help in the recognition of hazardous areas, and familiarization with local traffic protocols. Where formal courses are not available, the development of structured training for employees, by the local MRP safety and health committees and management is encouraged

## **TOWING TRAINING GUIDELINES**

### **1. OBJECTIVE**

This exhibit provides a basic summary of employee responsibilities, safety, and operation for towing equipment and supplies.

MRP Form 124, Safety Checklist for Towing/Carrying Equipment, can be used to assist vehicle operators with general towing procedures.

Supervisors or VAOs should follow the guidelines listed below:

#### **a. BEFORE TOWING:**

- 1) Verify that the vehicle and equipment do not exceed the Gross Combination Weight Rating (GCWR).
- 2) Verify that the hitch is proper for the weight being towed.
- 3) Physically check the hitch and ball to ensure that they are properly secured and that the safety chains are in place. Safety lock the hitch with a padlock and bar
- 4) Physically check the trailer lights to ensure that all tail lights, running lights, directional signals, and brake lights are clean and operating.
- 5) Check mirrors on the vehicles to ensure adequate rear and side visibility.
- 6) Check the electronic braking system, as appropriate.
- 7) Ensure adequate tire pressure and tread.
- 8) Check the proper loading of the trailer and ensure it is properly locked.
- 9) Check the proper loading of the trailer and ensure it is properly locked.
- 10) Review the areas of the manufacturer's operation manual concerning proper loading and towing.

b. DURING TOWING

- 1) Avoid sharp turns. Normal turns should be wider to prevent jackknifing or curb jumping.
- 2) Allow ample room for the trailer when changing lanes.
- 3) Avoid sudden, hard stops
- 4) Be cognizant of cross winds.
- 5) When backing up, remember:
  - a) Opposite steering procedures, and
  - b) Sharp maneuvers result in jackknifing.
- 6) Spot check the trailer through the rearview mirrors.
- 7) Be sure to allow for proper clearances under trees, tunnels, bridges, etc.
- 8) Be aware of handling differences when towing an empty trailer versus a loaded trailer.

c. DISCONNECTING OR PARKING THE TOWED VEHICLE:

- 1) Check trailer wheels by placing blocks or wedges to keep wheels from moving.
- 2) Check the placement of the "fifth" wheel before removing the hitch.
- 3) Double check to ensure all chains and wires are disconnected before moving the towed vehicle.
- 4) Store the trailer on level ground with boards under each tire.
- 5) The tires should be off the ground, when possible, if storing the trailer for extended periods.

## **DRIVER TRAINING PROGRAM**

### **1. PURPOSE**

MRP requires defensive driver training for all GOV operators.

- a. New employees who will operate motor vehicles must participate in an 8-hour (or equivalent) defensive driving course. The course must be completed within 90 calendar days after the employee is authorized to operate a GOV on Government business.
- b. Employees who have been authorized to operate motor vehicles must be provided refresher defensive driver training every three years after participation in the initial course. Acceptable refresher driver training may be:
  - 1) Participation in a full 8-hour course;
  - 2) Participation in a modified version of the course, at least 4 hours in duration; or
  - 3) Participation in the GSA-sponsored driving training course.
- c. 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.
- d. 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, jet ways, 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 among MRP programs with duties at the airport.
- e. 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 3-year schedule. Supervisors may, at their discretion, schedule refresher sessions when deemed necessary because of accidents or changes in local airport procedures.

- f. 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.
- g. Supervisors should retain the completion certificate to document an employee's participation in an initial defensive driver-training course of 8 hours or more.

## **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 employees 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, Canada, or other countries. An employee performing official duties across borders must first purchase insurance coverage as required by the country.

- a. When a vehicle, whether it be Government furnished, rented, or privately owned is operated on official business in Mexico or Canada, the program is responsible for obtaining trip insurance to cover third party loss and damage claims. In addition, employees operating Federal motor vehicles in Canada or Mexico must have insurance coverage as required by the host country. For travel in Mexico, drivers must be covered by Mexican insurance. If drivers are willing and able to obtain a rider for trip insurance on the GOV from their own insurance company, they should obtain the insurance and seek reimbursement as a travel expense.
- 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.

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.

## **CHAPTER 4**

### **OPERATOR'S SAFETY AND ACCIDENT REPORTING PROCEDURES**

#### **1. PURPOSE**

This chapter states MRP safety and accident reporting procedures when using a GOV.

#### **2. VEHICLE SAFETY INSPECTIONS**

All operators using a GOV will be responsible for performing their own safety inspection on each vehicle driven prior to using it each day. The safety inspection will include at a minimum a check of the following:

- a. Vehicle fuel level;
- b. Engine fluid levels (brakes, oil, power steering, transmission, wipers, water overflow, etc.);
- c. Signal lights, brake lights, backup lights, and headlights (best method to use is the "buddy" method: one employee inside the vehicle, another one outside);
- d. Horn;
- e. Tire pressure and tread wear (including the spare);
- f. Brake pressure (faulty brakes require greater pedal pressure);
- g. Windows clean; and
- h. Accident and emergency kits are in the vehicle.

#### **3. OPERATOR'S SAFETY**

- a. Following the vehicle safety inspection, the operator must take the following steps to ensure his/her own personal safety:
  - 1) Adjust all mirrors for maximum visibility;

- 2) Ensure that driver and all passengers are wearing seat belts;
  - 3) Drive within the posted speed limit;
  - 4) Observe all local and State traffic laws;
  - 5) Be alert and drive defensively;
  - 6) Avoid risks (i.e., Aggressive driving, running yellow lights, weaving through traffic, driving too fast for conditions, and distractive acts such as eating, drinking, programming GPS, using cell phones or texting while driving. Follow all Federal, State and local laws and regulations.
  - 7) Do not drive while under the influence of alcohol or drugs. Some prescription and non-prescription medications can cause drowsiness; be alert for side effects; and
  - 8) Drive with the vehicle headlights on during daylight hours (when weather conditions dictate) to increase driver visibility.
- b. Regular vehicle inspections and maintenance will keep a vehicle in safe operating condition and will increase fuel efficiency. Inspections can provide advance warning of conditions that will need repair, thereby allowing maintenance to be scheduled. See Chapter 5 for vehicle inspection policies.

#### **4. ACCIDENT REPORTING KITS**

- a. All GOVs at a minimum will contain the following:
- 1) Form AD-651, Motor Vehicle Accident Report Kit, containing the following forms:
    - a) SF-91, Operator's Report of Motor Vehicle Accident.
    - b) CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
    - c) SF-95, Claim for Damage, Injury, or Death.
    - d) AD-112, Report of Unserviceable, Lost/Stolen, Damaged or Destroyed Property.

- 2) An emergency kit containing the following should be made available:
  - a) First aid kit,
  - b) Reflective triangles, warning cones, or flares,
  - c) Flashlight,
  - d) Small hand tools (i.e., tire pressure gauge, and any other tools needed for a proper safety check for vehicle type, ice scraper for climates that require it.) Any other tools are at the discretion of the program).
  - e) Any other items the program deems necessary.
- b. GSA motor pool vehicles are equipped with GSA Form 1627, Motor Vehicle Accident Reporting Kit. The GSA Form 1627 contained in GSA motor pool vehicles will be used in lieu of AD-651.
- c. Pressurized containers (i.e., tire sealants, tire inflators, or nonskid spray) are not authorized for transport in the GOV or use. They have the potential to explode.
- d. If authorized by respective management, fire extinguishers may be provided, but must be an approved type for vehicle use/storage. Management is responsible for fire extinguisher training, maintenance, and inspection programs per national safety standards.

## **5. REPORTING DAMAGES TO GOVs AND ACCIDENT REPORTING PROCEDURES FOR GOVs**

In the event of an accident involving a GOV, operators must take actions to ensure that reporting and post-accident requirements are met in accordance with applicable state laws and federal regulations.

At international locations, where there is a conflict between local policy and the requirements of this chapter, employees should abide by local policy.

Here are the required post-accident procedures when a GOV is involved in an accident:

The operator will report vehicle damages to a parked GOV which resulted from falling objects, fire, hailstorms, floods, vandalism, civil disturbances, and similar causes, through

supervisory channels, to MRPBS-Administrative Services Division (ASD), Property Team, on Form AD-112, Report of Unserviceable, Lost or Damaged Property. Although completion of form SF-91 is not required under these circumstances (vehicle damaged while parked), it is sometimes advisable for the operator to complete and submit the form to provide additional useful information for agency use.

a. When involved in an accident, the operator will:

- 1) Stop the GOV and assess if there is any additional threat from traffic or fire.
- 2) If the operator is injured, he/she assesses his/her injuries and stays in the vehicle if it is safe to do so.
- 3) Determine his/her location, call 911 and follow instructions.
- 4) Consider rendering first aid to injured persons if, in his/her judgment, it is necessary and safe to do so.
- 5) Take precautions to prevent additional accidents by having someone direct traffic or clear the roadway. Use signal or road flares, if they are available, to alert traffic.
- 6) Contact his/her supervisor so that an accident investigation can be made while evidence and witnesses are readily available. If the first line supervisor is not available, the operator will leave a message, and continue attempting to contact supervisors in the chain of command until personal contact is made, as time-sensitive post-accident testing may be required.
- 7) Provide the other accident party with his/her name, work address, work telephone number, Government self-insurance information, driver's license number, motor vehicle tag number, and organizational unit.
- 8) Obtain the other party's name, address, telephone number, insurance company, driver's license number(s) of all drivers involved in the accident, motor vehicle tag number of other vehicles involved in the accident, and names and addresses of witnesses.
- 9) Consider taking photographs of involved vehicles and the accident scene if you are able to do so without risking your safety or the safety of others.

10) Remove the Motor Vehicle Accident Report Kit from the vehicle and complete Form SF-91. All accident forms:

- must be sent through supervisory channels
- must be submitted to the MRPBS FMD Claims Team and the MRPBS ASD Property Team within three (3) business days of the accident.

11) If the operator chooses to pursue entitlement to Workers' Compensation benefits, the operator immediately notifies his/her supervisor to coordinate processing of applicable forms.

Notify the Vehicle Accountable Officer (VAO) and provide accident information so that Form AD-112 can be completed.

b. The operator will NOT:

- 1) Discuss the accident details with anyone except authorities, make admissions, or take any blame for the accident.
- 2) Sign any statements concerning the accident except when requested to do so by law enforcement authorities. Immediately notify MRPBS-Financial Management Division (FMD), Claims Team, Minneapolis, MN (612-336-3269), of the nature and content of any statement that law enforcement authorities request him/her to sign.
- 3) Encourage any private party to present a claim against the Government, or assist in the prosecution of claims against the Government.
- 4) Promise or imply that any form of settlement will be made for damages or personal injury, or under any circumstances make cash settlement.
- 5) Attempt or promise to compromise a claim for damages or injuries resulting from an accident.
- 6) Correspond with any claimant, unless specifically authorized by MRPBS-FMD, Claims Team.
- 7) Submit accident reports or release forms to any entity without receiving approval from MRPBS-ASD, Property Team.

## **6. SUPERVISOR ACCIDENT REPORTING PROCEDURES**

- a. After being notified of an accident, the supervisor will:
- 1) Ascertain the facts regarding the accident by gathering information from the operator or other available sources, including required accident documentation.
  - 2) Remind the operator of his/her responsibilities as listed in Section 5, above.
  - 3) Supervisors are responsible for determining if post-accident drug testing (and alcohol screening for Commercial Driver's License holders) requirement conditions are met. Supervisors may confer with the Agency Safety and Occupational Health Manager, the Drug Free Workplace Manager, or other designated official to make that determination. The following required process is in compliance with USDA Department Regulation 4430-792-2, "Drug Free Workplace Program".
    - a) Employees may be subject to testing when, based upon the circumstances of an accident, their actions are reasonably suspected of having caused or contributed to an accident that results in a death (of anyone involved in the accident) or personal injury requiring immediate hospitalization (of the GOV operator or anyone else involved in the accident), or results in combined damage to any government or private property (not just vehicles) estimated to be in excess of \$10,000.
    - b) All post-accident drug testing must be conducted "within 32 hours of the accident." Alcohol testing must be completed within two hours of the accident. Local authorities may also require additional testing, and health or law enforcement officials may conduct drug or alcohol testing at the accident scene or in the hospital. In some cases where the GOV operator is hospitalized, the APHIS Drug Testing Liaison may coordinate post-accident drug testing with the hospital and Pembroke Occupational Health, Inc., who contracts with USDA to conduct drug testing on Department personnel.
    - c) When employee negligence is suspected, the MRPBS-FMD, Claims Team will refer the case to upper management for review.
  - 4) If post-accident drug testing requirement conditions are met, the supervisor:

- a) Will ensure that required post-accident drug testing procedures are completed within the 32-hour time limit. If this requirement is not met, the supervisor must submit a written explanation to the Administrator, via supervisory channels, with complimentary copies to the agency Drug Free Workplace Manager, the agency Drug Testing Liaison, the Safety and Occupational Health Manager (SHM), and the Director of the Human Resources Division.
  - b) Immediately contacts the SHM, or other agency-designated contact person if the SHM is not available. The SHM contacts the Agency Drug Testing Liaison (DTL) or other designated official, who works directly with the supervisor to complete Form MRP 123 (Reasonable Suspicion and Post-Accident/Unsafe Practice Checklist).
  - c) Will arrange for the MRP operator to report to the collection site and complete drug testing requirements, pursuant to the completed Form MRP 123. Operators should not drive themselves to the drug test location.
  - d) Will conduct essential follow-up communication with the SHM and DTL.
- 5) Inform his/her chain of command so that managers are aware of the accident and implementation of post-accident testing procedures, as appropriate.
  - 6) Complete items 72 through 88 (as appropriate) on the SF-91 (Operator's Report of Motor Vehicle Accident); review and sign the form. Submit the SF-91 as soon as possible, but no later than 3 days after the accident, to MRPBS ASD, Property Team.
  - 7) Ensure all accident reports are completed in their entirety and sent to MRPBS-ASD, Property Team, with copies to the VAO, the specific MRP Agency SHM, and the supervisor's internal chain of command within 3 business days of the accident.
  - 8) Ensure that all accidents are investigated by the police or other appropriate authorities within 24 hours after being reported. Provide a copy of the investigation report to MRPBS-ASD, Property Team; the VAO; and the local Collateral Duty Safety and Health Officer (CDSHO). The report will be sent to the CDSHO no later than 3 days after completion of the investigation.

- 9) Accidents wherein an MRP operator was fatally injured or a member of the public was fatally injured in an accident involving an MRP operator will be investigated by no less than the CDSHO. This investigation will not intrude upon, but will be performed with the knowledge of the investigating body for the accident. The Program manager may request the assistance of, or the lead to be taken by the national safety program office and other trained employees.

## **7. VAO ACCIDENT REPORTING PROCEDURES**

- a. When notified of an accident, the VAO will complete and submit Form AD-112 to MRPBS-ASD, Property Team. The following information must be included:
  - 1) The operator's name;
  - 2) The date and time of the accident;
  - 3) License Tag No., GSA (G) No., or Leased (L) No., model year, and description of the vehicle;
  - 4) The estimated cost of repairs; and
  - 5) A description of the accident.
- b. If the vehicle is damaged beyond repair (i.e., totaled), indicate preference of either GSA or agency disposal.

## **8. ADDITIONAL ACCIDENT REPORTING REQUIREMENTS FOR GSA AND COMMERCIALY LEASED VEHICLES**

- a. Vehicle operators will always request a copy of the accident report from GSA. Send a copy of the accident report, through supervisory channels, to MRPBS-ASD, Property Team along with copies of Forms SF-91, AD-112, and all related documents.
- b. Promptly report any damage to commercially leased vehicles (through channels) on Form AD-112 to MRPBS-ASD, Property Team. When employee negligence is suspected, MRPBS-FMD, Claims Team will refer the case to upper management for review.

## **9. EMPLOYEE LIABILITY**

- a. Under the Federal Tort Claims Act, a Government employee is entitled to legal counsel and protection from claims and suits of private parties arising from motor vehicle accidents that occur during performance of official duties in the United States.

- b. Operators using GOVs or POVs for "other authorized uses" in a foreign country may be held personally liable for accidents.
- c. Operators using GOVs for official purposes are not required to purchase liability insurance. However, an employee not conducting official business at the time of an accident may be found financially liable for damages incurred.
- d. An operator who damages his/her POV while performing official duties must make their own arrangements for repairs or replacement, per Tort law. This may be done through the employee's insurance company or through their own personal suits against private individuals that were involved. An employee should ensure that his/her insurance policy covers a POV while on official business. Contact your agency claims personnel for further clarification and exceptions.
- e. Under the provisions of the Military Personnel and Civilian Employees Act of 1964, employees may submit a claim when the vehicle was subjected to extraordinary risks in the performance of duty. Such risks would include those connected with civil disturbance, common or natural disaster, or efforts to save Government property or human life.

## **10. PRIVATE PARTY LIABILITY**

MRPBS-FMD, Claims Team, will determine financial liability of private parties for damages to a GOV; secure estimates from the field station, if not previously furnished; and authorize replacement as appropriate.

MRPBS-FMD, Claims Team, will be responsible for ensuring that the Government's claim against a private party is collected.

## **11. REPAIR TO GOV**

- a. Commercial Leased Vehicles. Submit all required accident forms to MRPBS-FMD, Claims Team and MRPBS-ASD, Property Team. A representative from the Claims Team will advise you on procedures regarding vehicle repair of the commercially leased vehicle.
- b. GSA - Leased Vehicles. Submit all required accident forms to MRPBS-FMD Claims Team, MRPBS-ASD, Property Team and the local Fleet Management Center (FMC). The FMC will advise you on where to take the GSA-leased vehicle for repairs.

- c. Agency Owned Vehicles. Submit all required accident forms to MRPBS-FMD, Claims Team and MRPBS-ASD, Property Team. Do not repair the vehicle until you receive approval from the Property or Claims Team. Estimates for repair in excess of \$3,000 will require a value/loss analysis from the Fleet Manager prior to repair of the agency owned vehicle.

## **CHAPTER 5**

### **ALTERNATIVE FUELS, MAINTENANCE, AND THE USE OF FLEET CARD**

#### **1. PURPOSE**

This chapter states MRP policies and requirements for the use of alternative fueled vehicles (AFVs), alternative fuels, and motor vehicle maintenance. This chapter also provides information on the use of the fleet card.

#### **2. POLICY**

- a. MRP agencies will adhere to Executive Order 13423 and Executive Order 13514, which requires Federal agencies to implement aggressive plans to acquire alternative fueled vehicles as established by the Energy Policy Act (EPACT). EPACT requires Federal agencies to acquire AFVs for 75 percent of new acquisitions in FY 2000 and beyond. These requirements apply to all vehicle acquisitions that are located in metropolitan statistical areas (MSAs) with populations of 250,000 or more.
- b. Operators using MRP-owned or -leased vehicles must purchase and use alternative fuels when available at prices comparable to regular unleaded gasoline.
- c. Operators must use "self-service pumps" unless:
  - 1) Such pumps are not available.
  - 2) The operator's physical condition does not permit such use.
  - 3) A service station refuses to honor the Fleet credit card (US Bank card) for self-service pumps.
  - 4) Severe weather conditions make use of self-service pumps impractical.
- d. MRP-owned vehicles must be scheduled for regular maintenance and repairs to ensure safety and fuel efficiency.

#### **3. MOTOR VEHICLE MAINTENANCE**

- a. Use of a purchase card instead of an authorized fleet charge card to buy fuel or maintenance services for USDA fleet vehicles, non-fleet vehicles, and non-fleet equipment is prohibited, unless authorized by the Charge Card Program Office or Fleet Departmental Program Manager. See USDA Directive 5400-06, dated 03/06/2009 for additional information.
- b. Follow the manufacturer's recommendation in the vehicle owner's manual for the type of fuel required. Do not use premium gasoline unless it is required for the vehicle.
- c. Follow the manufacturer's recommendations for maintenance frequency unless use or other conditions require servicing more frequently.
- d. Routine maintenance and repairs should be performed at Government facilities (if available), companies that have contracts with GSA, or other commercial garages or service stations. Estimates should always be obtained before the work is started. Question costs of completed work that exceeds the estimate.
- e. Repairs covered by warranty will be performed by the dealer or warranty issuer.

#### **4. PROCEDURES FOR MOTOR VEHICLE INSPECTIONS AND EMISSIONS TESTING**

- a. Each vehicle must be inspected by a qualified mechanic at least once a year even if the State does not require it. The operator should schedule the inspection, if possible, when regular maintenance and repairs are scheduled. Inspections may be obtained from a Government facility, an authorized dealer, or a qualified commercial garage or service station.
- b. The VAO must ensure that all inspections required by the State are obtained at the required time for each vehicle. Tickets or fines imposed for failing to comply with State inspection guidelines and emissions tests will be paid by the program.
- c. Vehicles must have yearly emissions testing as required by the State.

#### **5. USE OF THE FLEET CARD**

- a. MRP agencies will adhere to DR 5400-006 and this manual on the control and use of the Fleet card. The fleet card is assigned to a vehicle and managed by the LFPC. Only Federal employees may possess and use fleet fuel cards. The exception to this policy is cooperative agreements that allow State employees or cooperators to drive MRP vehicles. Under the cooperative agreement, the fleet card may be used by the driver of the vehicle

in accordance with the provisions of this Manual. Cooperative agreements that specifically identify USDA Vehicles that are purchased with cooperator funds and used by State employees or cooperators will not be issued a fleet card. The fleet card is the USDA credit card approved for obtaining gasoline and other services for vehicles. Use of the fleet card is restricted to the purchase of fuel, oil and other lubricants and fluids, maintenance, repairs, towing, tires, car washes, annual inspections, and emissions tests, when required by the State.

**NOTE: Operators working in an emergency program must receive approval from the appropriate Agency Administrative Official to use a personal credit card to obtain services and claim reimbursement on the travel voucher.**

- b. Operators are responsible for properly using and safeguarding the fleet card. The following precautions will be taken:
  - 1) Remove the fleet card from the vehicle when leaving the vehicle at a garage or service station for services or repairs.
  - 2) Return the fleet card along with the vehicle keys to the location from which they were obtained.
  - 3) Store the fleet card in a locked safe, file cabinet, or glove compartment when the vehicle is not being used.
- c. Operators must notify the LFPC when a fleet card is damaged, lost, or stolen. If lost or stolen immediately inform the LFPC and the bank government services.

The agency is responsible for all charges made until the card is reported as lost/stolen. Call Customer Service at 1-888-994-6722 to report lost or stolen cards. This will stop any further use of the card. The bank will immediately establish a new account number, reissue a card, and tie all transactions from the lost/stolen card to the new account number. The LFPC should then monitor transactions on the replacement card account for a month to assure that all charges are valid. Any fraudulent charge that is made after the card has been reported lost/stolen must be disputed through the EAS. LFPCs and offices responsible for oversight of fleet cards and motor vehicles should keep the telephone number on file to help ensure prompt reporting.

- d. The LFPC will:



- 1) Destroy any fleet cards which are recovered after being reported lost or stolen.
- 2) Destroy damaged fleet cards when new cards are received

## CHAPTER 6

### VEHICLE ALLOCATION METHODOLOGY (VAM) THE PLAN

#### 1. PURPOSE

VAM provides a framework for right-sizing an agency's fleet. It requires, creating a baseline fleet profile, developing minimum vehicle utilization criteria, compare the existing fleet composition to its mission task needs (Creating a Fleet Management Plan), develop vehicle acquisition plan that supports the Fleet Management Plan, and reviewing and updating the plan requirement annually.

This chapter describes the MRP requirements and procedures for validating the need to retain and acquire vehicles given the Fleet Management plan and established utilization criteria that are based on the specific mission of the vehicle(s) in its fleet and provides for the efficient use of each vehicle while guarding against underutilization.

#### 2. POLICY

In order to justify the number and type of vehicles that constitute each fleet, programs will create a Fleet Management Plan and conduct an annual review of vehicle use to ensure that decisions to acquire and retain vehicles are based on this plan.

#### 3. BACKGROUND

GSA FMR §102-34.50, Executive Order EO13514, GSA Bulletins B9,B30, and Chapter 3 of this manual, require Federal agencies to establish a structured VAM to determine the appropriate size and number of motor vehicles. The guidelines for the VAM are contained within this manual and those documents.

The Code of Federal Regulations has established recommended utilization guidelines for vehicles where miles traveled are used to measure retention of vehicles. Since the mission and the programs of MRP are so diverse, using one established criterion would not be practical when validating a quantifiable need. In order to allow for flexibility among the various programs and provide an accurate method to justify the vehicles in the fleet, multiple factors will be used.

#### 4. The VAM Fleet Management Plan

- a. Each program will establish a Fleet Management Plan table that is approved by Program level Fleet manager utilizing the sample Table 6a. Owned vehicles and leased vehicles will be created on separate tables as annual statistical and budget reports require the data separately. Changes to VAM plan will be completed annually, approved by Regional level Fleet manager, consolidated and forwarded to the ASD Fleet manager by November 30th each year. The years on this sheet will change annually to reflect the last completed FY and the plan for the next three. (Note: The APHIS budget office will require vehicle totals and future year projections using this Table 6a. for annual OMB reporting which in turn can be used to complete the annual VAM plan with only minor corrections.) Changes to the VAM may be required due to emergencies or if the unit's mission or employee staffing level changes.
- b. The top third of the table is your current VAM plan, the programs current fiscal year end authorizations, identifying the program, driver pools, vehicle types, and numbers of employees assigned these vehicles. An annual end of fiscal year personnel spreadsheet will be provided to assist with vehicle to persons allocations. Similar positions may be combined into personnel pools or multiple similar personnel groups, if this is performed, attach a separate paper showing the breakdown of the pools. The second third of the table shows the plan to meet the optimal fleet condition out to three years (increasing, decreasing, or changing vehicle type mix). The last third describes the utilization, current fleet condition and what elements are affecting the fleet. **These will be your details as to why these vehicles are required to meet your mission requirements.** Operational area could be simplified as "Continental United States, all seasons". The goal is to match the current fleet state to the optimal fleet state out to 3 years, to ensure the personnel to vehicle ratio is as required to meet the mission requirements and utilization is per OPPM requirements. (See Section 5). Supplement 1 to Chapter 6 may be used to assist with completing Table 6a.
- c. Each program may establish multiple Fleet Management plans with their own quantifiable requirements at each location. If multiple plans are completed they will be combined into a single plan at the Headquarters level for the annual October submission to MRP ASD for Administrator and Department level review.

# SAMPLE FY12 FLEET MANAGEMENT PLAN OWNED or LEASED Table 6a

Office/Program	Ratio Driver/Vehicle (# : 1)	Number of Employees	Vehicles Authorized	Light Duty Vehicles (less than 8,500 lbs.)				Medium Duty Vehicles (8,500 - 16,000 lbs.)				Heavy Duty Vehicles (more than 16,000 lbs.)		
AC				Sedans & Station Wagons	Vans	SUVs	Light Trucks		Buses	Vans	SUVs			Trucks
Personnel "Pool" Requiring Vehicles Use Dropdown Menu							4x2	4x4						
Animal Health Pool	1.09	95	87	9		78								
Compliance & Enforcement Pool	1.20	12	10	8		2								
Laboratory Pool	1.37	63	46	6		35		5						
Mgmt & Support Pool	7.83	47	6	5		1								
			0											
FY 2012 Totals	1.46	217	149	28	0	116	0	5	0	0	0	0	0	
INVENTORY PROJECTIONS (FY 2013, FY 2014, and FY 2015)														
FY 2013	Total FY Purchases	15												
New/Addition			3					3						
Replacements						12								
Reduction/Retirement			3	2		1								
Projected Change		0	0	-2	0	-1	0	3	0	0	0	0	0	
FY 2013 Projected Totals	1.46	217	149	26	0	115	0	8	0	0	0	0	0	
FY 2014	Total FY Purchases	15												
New/Addition			1		1									
Replacements						14								
Reduction/Retirement			1			1								
Projected Change		0	0	0	1	-1	0	0	0	0	0	0	0	
FY 2014 Projected Totals	1.46	217	149	26	1	114	0	8	0	0	0	0	0	
FY 2015	Total FY Purchases	15												
New/Addition			1		1									
Replacements						14								
Reduction/Retirement			1			1								
Projected Change		0	0	0	1	-1	0	0	0	0	0	0	0	
FY 2015 Projected Totals	1.46	217	149	26	2	113	0	8	0	0	0	0	0	
Pool Vehicle Utilization, estimated annual miles per vehicle, estimated days in use.														
Animal Health Pool		Estimated 8000 Miles Annual usage, minimum of 150 days use annually												
Compliance and Enforcement Pool		Estimated 10000 Miles Annual usage, minimum of 220 days use annually												
Laboratory Pool		Estimated 5000 Miles Annual usage, minimum of 100 days use annually												
Management and Support Pool		Estimated 5000 Miles Annual usage, minimum of 240 days use annually												
Vehicles are considered fully utilized, per OPM requirements or by Personnel utilization mileage and/or estimated days in use listed above, whichever is higher. Ready for dispatch day with driver on standby is a utilization day.														
Operational Area: United States all geographic areas														
Fleet Condition (Average Age and Mechanical State of Fleet):														
Items affecting utilization, fleet size and composition changes:														
Other Criteria/Comments:														

## 5. The VAM Utilization Criteria

Minimum USDA utilization standards, Table 6b, have been established by USDA OPPM based on vehicle size and type. Vehicles meeting or exceeding minimum annual mileage are considered fully utilized and no other action is necessary. Vehicles and equipment not meeting mileage must provide daily utilization data. Daily utilization is documented by use of log books (or equivalent records), as directed by FMR §102-34.335 thru §102-34.345, DR 5400-006 and MRP 5400 fleet manual. Vehicles not meeting annual mileage but meeting the minimum daily utilization are considered fully utilized. Vehicles not meeting utilization standards are considered underutilized and require further justification in Section 3a of the VAM Worksheet 54a. Worksheet 54A requirements are in Chapter 7 and 10 of this manual. The justification should take into account using a pool vehicle or renting/leasing short term to fulfill the requirement.

Vehicle/Equipment Type	Minimum Utilization (Annual Mileage or Hours)	Minimum Utilization (Days per Year)
Passenger carrying vehicles – sedans, station wagons, vans, buses	7,500 mi	80 Days
All 4x4, 4x2 trucks, 4x2 carryalls and SUV's (< 10,000 GVWR)	5000 mi	80 Days
All Trucks ( 10,001 to 20,500 GVWR)	4000 mi	60 Days
Heavy trucks (>20,501 GVWR)	4000 mi or 400 hrs.	60 Days

Table 6b

CHAPTER 6 SUPPLEMENT 1  
INSTRUCTIONS

Office/Program	Ratio Driver/Vehicle (# : 1)	Number of Employees	Vehicles Authorized	Light Duty Vehicles (less than 8,500 lbs.)				Medium Duty Vehicles (8,500 - 16,000 lbs.)				Heavy Duty Vehicles (more than 16,000 lbs.)														
AC				Sedans & Station Wagons	Vans	SUVs	Light Trucks		Buses	Vans	SUVs	Trucks														
Personnel "Pool" Requiring Vehicles Use Dropdown Menu							4x2	4x4																		
Animal Health Pool	1.09	95	87	9		78																				
Compliance & Enforcement Pool	1.20	12	10	8		2																				
Laboratory Pool	1.37	63	46	6		35		5																		
Mgmt & Support Pool	7.83	47	6	5		1																				
			0																							
<b>FY 2012 Totals</b>	<b>1.46</b>	<b>217</b>	<b>149</b>	<b>28</b>	<b>0</b>	<b>116</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>													
<b>INVENTORY PROJECTIONS (FY 2013, FY 2014, and FY 2015)</b>																										
<b>FY 2013</b>	<b>Total FY Purchases</b>	<b>15</b>																								
New/Addition			3					3																		
Replacements						12																				
Reduction/Retirement			3		2	1																				
Projected Change		0	0	-2	0	-1	0	3	0	0	0	0	0													
<b>FY 2013 Projected Totals</b>	<b>1.46</b>	<b>217</b>	<b>149</b>	<b>26</b>	<b>0</b>	<b>115</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>													
<b>FY 2014</b>	<b>Total FY Purchases</b>	<b>15</b>																								
New/Addition			1		1																					
Replacements						14																				
Reduction/Retirement			1			1																				
Projected Change		0	0	0	1	-1	0	0	0	0	0	0	0													
<b>FY 2014 Projected Totals</b>	<b>1.46</b>	<b>217</b>	<b>149</b>	<b>26</b>	<b>1</b>	<b>114</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>													
<b>FY 2015</b>	<b>Total FY Purchases</b>	<b>15</b>																								
New/Addition			1		1																					
Replacements						14																				
Reduction/Retirement			1			1																				
Projected Change		0	0	0	1	-1	0	0	0	0	0	0	0													
<b>FY 2015 Projected Totals</b>	<b>1.46</b>	<b>217</b>	<b>149</b>	<b>26</b>	<b>2</b>	<b>113</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>													
<b>Pool Vehicle Utilization, estimated annual miles per vehicle, estimated days in use.</b>																										
Animal Health Pool	Estimated 8000 Miles Annual usage, minimum of 150 days use annually																									
Compliance and Enforcement Pool	Estimated 10000 Miles Annual usage, minimum of 220 days use annually																									
Laboratory Pool	Estimated 5000 Miles Annual usage, minimum of 100 days use annually																									
Management and Support Pool	Estimated 5000 Miles Annual usage, minimum of 240 days use annually																									
Vehicles are considered fully utilized, per OPM requirements or by Personnel utilization mileage and/or estimated days in use listed above, whichever is higher. Ready for dispatch day with driver on standby is a utilization day.																										
Operational Area: United States all geographic areas																										
Fleet Condition (Average Age and Mechanical State of Fleet):																										
Items affecting utilization, fleet size and composition changes:																										
Other Criteria/Comments:																										

Section 1

Section 2

Section 3

## CHAPTER 6 SUPPLEMENT 1 INSTRUCTIONS

These are the instructions for a completed Fleet Management Plan to be turned into MRP Fleet Management annually by headquarters of each program by November 30th. Programs may use this table to be completed by their states or sub-units to be returned to their headquarters for consolidation and turn in to MRP. Understand this is a living document and unforeseen changes happen, this document allows you to document the changes and prepare for the next year.

### SECTION 1:

- ①. **Enter name of Office or Program:** Example “(AC) Animal Care”, “(WS) Wildlife Service’s”, “(PPQ) Plant Protection Quarantine”, “(AMS) Agricultural Marketing Services”, or “GIPSA” etc.
- ②. **List the Driver Pool, which is combined job series for positions that have the similar Person/Vehicle ratios and scope.**
- ③. **List the ratio of driver pool per vehicle rounded to 2 decimal points. To determine the column total divide the total number of employees by total vehicles authorized. Example  $218/149=1.46$ .**
- ④. **Enter the number of employees in each group or title and total them at the bottom of the column.**
- ⑤. **Enter the vehicles authorized in each pool and total them at the bottom of the column. Example: For pool title VMO, 91 employees divided by 1.05= 86.66, round up to 87.**
- ⑥. **List your vehicle mix or composition per group or title. Explain your mix on a separate sheet. Example: *Of our 87 vehicles for pool title VMO, 90% are driven in conditions that require a 4x4 vehicle and need approximately 10 cu ft. of protected space for equipment. 10% of the vehicles are highway vehicles only and do not need the extra storage space.***

### SECTION 2:

- ⑦. **Enter the total number of vehicles to be purchased for the fiscal year in the third box. This is usually determine to maintain a certain age of the fleet to create the most efficient cost effective fleet. Average of 5-6 years old has been identified as the most cost effective through industry data. Example: To maintain 149 vehicles at the current age (5) (entered in Section 3, #11.), multiply average age (in years) of the fleet by 2 and divide the result by the total number of vehicles.  $149/(5*2)=14.9$  or 15 vehicles. If the average age of the fleet wanted was 6 year then... $149/(6*2)= 12.4$  or 13 vehicles to be replaced per year.**
- ⑧. **Enter your planned changes for the new fiscal year and enter the estimated forecast changes for the next 2 fiscal years in the box that coincides with the column of the vehicle type purchase using the directions to follow. Document reasons for composition and quantity changes in your forecast in section 3, #13.**

- **New/Addition:** This should be the number of new vehicles that will be purchased/leased, and that **will not** replace any existing vehicle. These transactions will increase the size of the fleet.
- **Replacements:** This represents vehicles that are being traded in, terminated or otherwise disposed of, and will be replaced with a new vehicle of the same type. Because one vehicle will be removed from the fleet, and one will be added to the fleet, these transactions will result in no net change to the total number of vehicles in the fleet for this type of vehicle.
- **Reduction/Retirement:** This represents existing vehicles that will be traded in, terminated or otherwise disposed of, with no plans for a replacement. These retirements/disposals will decrease the size of the fleet.

### SECTION 3:

- ⑨ Enter driver pool and provide anticipated vehicle utilization to include estimate average annual miles driven and estimated days utilized. This data can be obtained from the VAM current baseline inventory data spreadsheet. Average the data for mileage and usage and list it here. This gives a snapshot of utilization per driver pool. **If all vehicles are not being utilized in accordance with table 6b of this chapter, provide a brief justification as to why these vehicles are being retained and why rentals or sharing cannot fulfill the requirements.** Example: In the unforeseen chance of breakdown VMO, vehicles are being retained as spares at a ratio of 1 in 20 drivers in areas of mission essential tasks and there are no rentals or sharing capabilities within a 100 mile radius.
- ⑩ Example: Continental US, in Flat, Mountainous, off-road in all weather conditions, extreme heat, rain, and snow.
- ⑪ Average age in years is determined by averaging the year of the total of every vehicle in the program fleet. Mechanical state, Example: *Average to good, we expect the average age of the fleet to remain constant as long as budget allows the purchase of vehicles replacements; this will allow maintenance and fuel expenses to remain constant with only inflation cost increases.*
- ⑫ Example: *Expect these areas to remain constant until FY15 when we are forecasting an office opening in Wichita, Kansas adding 7 drivers, which will require an additional 5 vehicles.*
- ⑬ Enter any notes or comments that will support current composition or future changes that are not an option in any other location. Example: *To reduce our spares requirements they are strategically located at Fort Collins, Co. and Riverdale, MD.*

## **CHAPTER 7**

### **VAM: ACQUISITION, REPLACEMENT, AND DISPOSAL OF MRP-OWNED VEHICLES**

#### **1. PURPOSE**

This chapter describes the MRP requirements and procedures for the acquisition, replacement, and disposal of MRP-owned motor vehicles. The MRP goal is to right size the fleet and achieve the optimal fleet inventory level in accordance with the VAM Fleet Management Plan (chapter 6).

#### **2. POLICY**

- a. MRP will procure and assign vehicles based on the type needed to meet the Agency's mission requirements based on the Fleet Management Plans submitted annually by each program. The basic vehicle types and equipment options are listed in the GSA Federal Standards and on GSA Auto Choice online.
- b. Fleet Managers will annually review vehicle utilization against the VAM utilization criteria and their program Fleet Management plan. If vehicles do not meet the programs' utilization criteria, managers will reassign vehicles to ensure efficient use, replace with more efficient vehicles for the mission, or dispose of as unnecessary, adjustments will be made to the VAM Fleet Management plan.
- c. MRP must adhere to the vehicle acquisition and disposal restrictions listed below:
  - 1) All acquisitions are replacements of existing vehicles. The disposal will be identified on the AD999 (Tag, VIN, mileage) this disposal cannot be transferred to any APHIS program without another disposal identified. Any additions to the fleet will be explained on worksheet MRP 54a and noted in block 68 of the AD999.
  - 2) Vehicles being replaced must meet the following minimum age or mileage criteria:
    - a) Passenger sedans and station wagons may be replaced after 3 years or 60,000 miles, whichever occurs first.

- b) Trucks may be replaced in accordance with the following years or miles, whichever occurs first:

<b>Maximum Pounds Gross Vehicle Weight Rating (GVWR)</b>	<b>Total Years</b>	<b>Total Miles</b>
Less than 12,500	6	50,000
12,501 - 23,999	7	60,000
24,000 and over	9	80,000
4 or 6 wheel drive vehicles	6	40,000

- 3) Select motor vehicles that use alternate fuels unless unavailable. Section 701 of EPCA 2005 requires agencies to use alternative fuel in all dual-fueled AFVs, except in vehicles for which the agency received a waiver from DOE. Waivers are granted due to the unavailability of alternative fuel or if the fuel is unreasonably more expensive than gasoline. Unavailable means that alternative fuel cannot be obtained within a 15-minute drive or within 5 miles (one way) from the vehicle's garaged location.
- 4) Limited in motor vehicle body size, engine size, and optional equipment to what is essential to meet agency mission.
- 5) When selecting sedans you must purchase and/or lease midsize (class III) or smaller sedans and not exceed the ceiling limitation Congress sets on the number of passenger carrying vehicles an agency may acquire or replace each year.
- d. A motor vehicle damaged beyond economical repair (including wear caused by abnormal operating conditions) may be replaced without regard to the replacement criteria. Program managers must justify the need for replacement and submit the justification along with Form AD-700 to ASD Contracting, Minneapolis, MN.
- e. Vehicles being purchased must be in accordance with annual forecasted replacements and the VAM Fleet Management Plan to achieve the optimal fleet inventory level.
- f. Vehicles acquired by MRP must meet the fleet average fuel economy rating established each year by the Environmental Protection Agency. MRPBS-Administrative Services Division (ASD), Personal Property Section, maintains this information.

### **3. ACQUISITION**

Per FMR Title 41 § 101–26.501–1 Vehicles purchases must be acquired through GSA unless certain criteria are met. Acquiring a vehicle also can be accomplished through leasing, either commercially or through GSA. A completed and approved worksheet MRP 54a is required on all acquisitions whether a replacement or addition to the fleet.

### **4. GSA AUTO CHOICE**

- a. GSA is the mandatory source to purchase new vehicles in the 50 United States, Guam and Puerto Rico. Auto Choice is GSA's state-of-the-art online vehicle ordering system that allows Government agencies to compare vehicle models, base prices and optional equipment, identify alternate fuel vehicles (AFVs) choose colors, order vehicles online, and check order status.
- b. The normal window to purchase through Auto Choice begins in October and terminates between April and June. Programs should plan to replace vehicles during that timeframe. Delivery time for most locations is approximately 90 days; estimated delivery date will be listed on the delivery order. The vehicle is built to your specifications at the manufacturer's plant and shipped to a dealer near you.
- c. Auto Choice can be accessed through the internet at [www.autochoice.gsa.gov](http://www.autochoice.gsa.gov). Register as a new user and use number 12 for the agency code and 34 for the bureau code when prompted.

### **5. GSA EXPRESS DESK**

Purchasing through the express desk is available year round. It is highly discouraged and is used only in emergency situations. A written justification must be submitted through this office to GSA citing an urgent and compelling reason. GSA will canvas the United States to locate the vehicle you require that is already built and sitting on a dealers lot. You will pay the dealers' list price (which can be as much as 1/3 higher than the Auto Choice cost) plus a 5 % surcharge to GSA for this service. There is no guarantee GSA will find exactly what you want. Delivery time is approximately 30 days.

### **6. LOCAL PURCHASE**

- a. New vehicles may be purchased locally only at international locations, Guam, and Puerto Rico without a waiver from GSA.

- b. Used vehicles may be purchased locally in the United States and at foreign locations. Approval from the APHIS Fleet Manager is required.

## **7. LEASED VEHICLES**

- a. Commercial leased vehicles are recommended only for program emergencies or seasonal employees. **Commercial leases for 120 days or longer** require approval from the ASD Director. Regardless of the duration of the lease, the request must come through the APHIS Fleet Manager. See Chapter 10.
- b. GSA - leased vehicles are long term leases based on vehicle availability from the servicing GSA Fleet Management Center (FMC). Programs must contact the FMC and establish a BOAC (Billing Office Address Code) in order to receive vehicles. Send a copy of your completed and accepted VAM worksheet MRP 54a to the ASD Fleet Manager. See Chapter 10.

## **8. ORDERING PROCESS**

- a. For new vehicles ordered through Auto Choice, submit a completed and approved worksheet MRP 54a and the procurement request via an AD-700 through your program Fleet Manager (if required) to the Property Team Fleet Manager, Minneapolis, MN. Identify the vehicle by the Auto Choice item number (if purchasing through GSA) or by the model (if making a local purchase) and include the desired options required for operational necessity.
- b. Vehicle selection will be based on the options required and the availability of an Alternate Fuel Vehicle (AFV). By law, the Federal Government must purchase AFVs when they are available. Once those requirements are met, the least expensive vehicle will be considered and the order placed.
- c. For agency owned and ~~and commercial leased~~ **commercial leased vehicles**, when the required information is received the Property Team will send out the license plates and order the fleet gas card. GSA will provide license plates and fleet cards for GSA-leased vehicles. **Commercial leased vehicles will be supported per requirements and regulations.**
- d. Prepare a procurement request for each separate vehicle destination and vehicle type. All requests for vehicle acquisitions must be approved in accordance with the programs policy or protocol and should include the following:

- 1) Procurement Request Number

- 2) Federal Standard Number (AutoChoice item number, e.g., 46C, 105A).
- 3) Options required (AutoChoice Code i.e.; E85, PWL,T6A, CR, RH4).
- 4) Contact person and phone number (Usually Office Manager or LFPC).
- 5) Accounting code, FMMI Longhand code in this configuration:

CostCntr	WBS	Fund	Period	FuncArea
APPQER1212	AP.EX.DIST.RG	AP001600AD	1212	AP00AGDISTRIB000

- 6) Delivery location.
- 7) Tag number of trade-in vehicle and current mileage of trade in.
- 8) Waivers as required by Executive Order, Departmental regulation, or other directives.
- 9) Completed and approved Worksheet MRP 54a.
- 10) Copy of the Auto Choice fully configured price comparison.

## 9. EXCESSED VEHICLES

- a. Prior approval must be obtained from MRPBS-ASD, Fleet Manager, Personal Property Section, in order to acquire any excess vehicle. VAM Worksheet MRP 54a and SF-122, Transfer Order, Excess Personal Property, must be completed.
- b. The VAO must notify the regional office or equivalent if a vehicle is no longer needed at the location.
- c. The regional office will determine if the vehicle can be used within the region. If not, the regional office will notify the other regional offices within the program. Regions will have 5 working days to respond to the notice.
- d. If no response is received, the regional office or equivalent will notify ASD, Personal Property Section, who will notify other MRP units. MRP units wanting to acquire the vehicle must respond to ASD, Personal Property Section, within 10 working days.

- e. If the vehicle can be used elsewhere in MRP, the VAO who declared it as excess will prepare Form AD-107, Report of Transfer of Property, and submit it to APHIS Fleet Manager, ASD, Personal Property Section, for processing. Program should submit required documentation for a new fleet card.

## **10. VEHICLES TO BE SOLD**

- a. Vehicles identified as trade-ins will be sold by GSA through an auction.
- b. Before a vehicle is sold, the VAO or designee will ensure that:
  - 1) The vehicle is parked in a secure area at a Government facility until he/she is notified of other action to take. Contact ASD, Personal Property Section, if free storage cannot be obtained at or near a Government facility.
  - 2) All Government identification decals, license plates, and MRP-owned items are removed from the vehicle. The license plates will be returned to Unicor for disposal per their standard procedures.
  - 3) The interior and exterior of the vehicle is clean.
  - 4) The engine is periodically started, fluid levels and tire pressure are checked, and any other corrective action necessary to maintain the vehicle is taken.
  - 5) The vehicle is available for inspection.
  - 6) The Fleet card has been canceled.
- c. ASD, Personal Property Section, will:
  - 1) Send the VAO materials and instructions for selling the vehicle.
  - 2) Assist the VAO in preparing Form SF-126, Report of Personal Property for Sale.
  - 3) Contact the field office and/or GSA to ensure that the vehicle is sold within 60 days after GSA receives the SF-126.
- d. GSA will:
  - 1) Acknowledge receipt of the Form SF-126.

- 2) Notify the field office to deliver the vehicle to a designated sale location if necessary.
  - 3) Award the vehicle to the highest bidder and prepare GSA Form 27, Notice of Award, indicating the specified timeframe for the buyer to remit full payment and claim the vehicle.
  - 4) If the buyer remits full payment, GSA will prepare the purchase receipt and distribute copies of GSA Form 27 to the buyer.
  - 5) Process buyer defaults and re-offer the vehicle for sale.
- e. The VAO or designee will:
- 1) Release the vehicle to the buyer after he/she signs the purchaser's receipt. Do not release the vehicle if a "Notice of Award" is presented.
  - 2) Return the signed copy of the Purchaser's Receipt to GSA, APHIS Fleet Manager, and ASD, Personal Property Section.
  - 3) Notify the GSA office identified on the purchaser's receipt if the buyer does not pick up the vehicle within the specified timeframe.
- f. Sales proceeds: When replacing agency-owned vehicles under the exchange/sale provisions of the Federal Management Regulations, sale proceeds will be retained and applied to the purchase of replacement motor vehicles. Block 13 on the SF-126 should reflect the accounting code and agency order number for the Budget Clearing account.

## **11. VEHICLES PURCHASED BY MRP EMPLOYEES**

An employee (or member of the employee's immediate household) may not purchase any MRP vehicle directly or indirectly, if the employee was formerly accountable for the vehicle formerly used the vehicle, or was in any way connected with the vehicle being declared for sale. Employees may bid on/purchase vehicles if they were not involved in its use, acquisition retirement, or sale.



## SUPPLEMENT 7


### ACQUISITION AND DISPOSAL OF VEHICLES

#### AT INTERNATIONAL LOCATIONS

##### 1. PURPOSE

This supplement provides additional requirements for the acquisition and disposal of MRP-owned vehicles at international locations.

##### 2. POLICY

- a. Vehicles at international locations are eligible for replacement after 4 years  or 40,000 miles, whichever comes first.
- b. ASD, Personal Property Section, must be notified of acquisitions or disposals, a completed and approved worksheet MRP 54a will be submitted for all acquisitions and disposals.

##### 3. MOTOR VEHICLE ACQUISITION

- a. New and used vehicles may be purchased locally by submitting a purchase request. Guidance on proper procedures should be obtained through the host country embassy. Locally purchased vehicles will not be brought back to the United States.
- b. Vehicles may also be purchased through Auto Choice. GSA may ship directly to an overseas location at an additional cost paid separately but added to the original procurement request. It will be the programs' responsibility to arrange for shipping and payment from the U.S. to its final destination if GSA cannot ship to the location. Programs will be responsible for identifying a shipping company and GSA will deliver the vehicle to a dealer near the port of debarkation.

##### 4. EXCESSED VEHICLES

- a. The Form SF-122, Transfer Order, Excess Personal Property, must be completed and submitted to RMS for approval.
- b. The Administrative Officer will forward the SF-122 to ASD, Personal Property Section.

- c. Vehicles identified as trade-ins are generally sold by the embassy. This applies to vehicles that were purchased at an international location.

## **5. DONATED VEHICLES**

- a. Donations of MRP-owned vehicles are not allowed without authorization. To obtain authorization, the program donating the vehicle(s) must submit a written request to its Administrative Officer or equivalent. The request must contain:
  - 1) The reason why the following disposal methods are not preferred:
    - a) Redistribution to establishments within the parent agency;
    - b) Transfer of replacement property and/or foreign excess property to another agency;
    - c) Sale/exchange of replacement property, foreign excess property, and scrap or salvage; or
    - d) Grant-in-aid or project contribution (Agency for International Development only).
  - 2) A description of the condition of the vehicles, maintenance status, and local road conditions.
- b. The Administrative Officer or equivalent will forward the request to ASD, Personal Property Section.

## **6. VEHICLES TO BE SOLD**

- a. Operators or VAO designees will ensure that the vehicle is delivered to the sale location designated by GSA or the embassy.
- b. The embassy should issue a general receipt on the sale of the vehicle. The VAO will forward the receipt to ASD, Property Section.

## **CHAPTER 8**

### **VEHICLE IDENTIFICATION AND DECALS**

#### **1. PURPOSE**

This chapter describes the requirements for the identification of MRP-owned or –leased motor vehicles or vehicles obtained through GSA for 120 days or more.

#### **2. POLICY**

Motor vehicles assigned within the United States, its territories, or possessions must be identified as GOVs. These vehicles can be used only to conduct official Government business. The vehicles must have Government license plates, unless used in surveillance work.

#### **3. GENERAL PROCEDURES**

- a. ASD, Personal Property Section, assigns license plates for inventory and recordkeeping purposes to all MRP motor vehicles used in the U.S. and foreign countries.
- b. Employees must include the license number or Vehicle Identification Number (VIN) in any correspondence, accident reports, vehicle operational reports, or other documents.

#### **4. MOTOR VEHICLE DECALS**

- a. MRP vehicle decals must be placed on all vehicles owned or leased by MRP for 60 days or more.
- b. MRP utilizes TWO different types of decals to identify MRP-owned and –leased vehicles.

The first type of decal will be placed in the lower left hand corner of the rear window. This decal contains the following wording:

U.S. Department of Agriculture  
U.S. Government  
For Official Use Only

The second decal, Form AD-185, Penalty for Unofficial Use of Government-Owned or

-Leased Motor Vehicle, will be placed inside each MRP-owned vehicle on the instrument panel in a location where it is visible. This decal explains the penalty for misuse of a Government vehicle and reminds drivers and passengers to fasten their seat belts.

GSA vehicle decals are used on all vehicles obtained through GSA. These decals contain the following wording:

For Official Use Only  
U.S. Government  
General Services Administration

- c. ASD, Personal Property Section, will furnish MRP decals when new vehicles are received. VAOs will contact ASD, Personal Property Section, to obtain replacement decals. VAOs requesting replacement decals will indicate if the vehicle is a light or dark color. The vehicle color will be used to determine the color of the decal.
- d. VAOs will obtain decals for GSA vehicles from the local GSA Fleet Management Center.
- e. VAOs will remove all decals before a vehicle is sold, donated, or transferred to another agency.
- f. Decals are not to be placed on vehicle doors. This decreases the value of the vehicle when it is sold

## **5. LICENSE PLATES**

- a. ASD, Personal Property Section, furnishes Government license plates for new MRP-owned vehicles and registers the vehicles and plates into the FMVRS System.
- b. VAOs will mount one license plate on the front and one on the rear of each vehicle.
- c. Only one license plate is issued for mounting on the rear of trailers, ATVs, motorcycles, scooters, trail bikes, snowmobiles and boat trailers.
- d. VAOs will remove the license plates when renewal plates are received or when a vehicle is being sold. Include a statement on the SF-126, Report of Personal Property For Sale, that the license plates have been destroyed, and sign and date the form.
- e. Vehicle operators or VAOs will immediately notify the local police if license plate(s) are lost or stolen. If the license plates are recovered, the police will be notified.
  - 1) Vehicle operators or VAOs will destroy the remaining license plate, if only one is lost or stolen, and include a statement to that effect on Form AD-112.

- 2) VAOs will complete Form AD-112 and submit to ASD, Personal Property Section, to report the loss, theft, or damage of license plates.
- 3) VAOs will submit requests for new license plates to ASD, Personal Property Section, through channels. ASD will update FMVRS with new information.
- 4) VAO or LFPC will submit a request for a new fleet card to ASD for all new license plate requests if required.

## **6. USE OF UNMARKED VEHICLES**

- a. Motor vehicles may be exempt from identification requirements in situations where the safety of employees and/or property may be at risk (e.g., Mexican border duty locations) or where prescribed by local U.S. embassies in foreign countries.
- b. Requests for exemptions will be sent to the regional office or equivalent, through channels. The requests will include the following:
  - 1) A description of duties that require the use of an unidentified vehicle.
  - 2) Reasons why the use of an unidentified vehicle is essential.
  - 3) Location of the vehicle.
  - 4) The Vehicle Identification Number.
  - 5) A description of the vehicle.
- c. Regional offices or equivalent must ensure that proper program concurrences have been obtained before submitting requests to ASD-Personal Property Section, for final approval. For GSA-leased vehicles, the Fleet Management Center is the approving authority.
- d. Vehicles exempt from Government identification requirements must be licensed through the State or country where the vehicle is located. VAOs will provide ASD-Personal Property Section, with State/country and license plate number.
- e. Untraceable plates are not authorized

## **CHAPTER 9**

### **INSPECTION AND ACCEPTANCE OF NEW VEHICLES**

#### **1. PURPOSE**

This chapter describes the inspection and acceptance requirements for new vehicles purchased or leased by MRP.

#### **2. POLICY**

- a. GSA requires manufacturers to conduct an inspection of each new vehicle prior to shipment.
- b. Upon completion of this inspection, the manufacturer prepares GSA Form 1398, GSA Purchased Vehicle, or an equivalent decal/sticker. The GSA Form 1398 is affixed to the right front door.
- c. A final pre-delivery inspection will be made ensuring that the vehicle and equipment are ready for use. The inspection will include adjustments and cleaning.

#### **3. INSPECTION OF NEW VEHICLES**

- a. Authorized dealerships at or near the delivery destination will perform the final pre-delivery inspection. The cost for this pre-delivery servicing has been included in the contract price. Refer the dealer to the manufacturer if there are any questions or contact ASD immediately.
- b. The VAO or designee must promptly inspect a new vehicle when it is received.
- c. The VAO or designee prepares SF-368. The SF-368 describes the defects, deviations from the purchase order, or other problems identified during the inspection. The form also outlines the corrective actions to be taken.
- d. The VAO also should use the SF-368, Product Quality Deficiency Report to report the dealer's refusal to correct vehicle deficiencies covered by the warranty.
- e. The manufacturer must provide MRP with any recall notices. These notifications will be sent to the local field office and to MBS. Upon receipt, the field office must promptly take action(s) as instructed by the notice.

- f. The VAO will submit Form AD-999, Motor Vehicle Accountability and Data Record, to ASD, Personal Property Section, within 5 days after receipt of the vehicle.

## **CHAPTER 10**

### **VAM: ACQUISITION, REPLACEMENT, AND DISPOSAL OF GSA OR COMMERCIALLY LEASED VEHICLES**

#### **1. PURPOSE**

This chapter describes the MRP requirements for the acquisition, replacement and disposal of vehicles obtained through GSA or commercial leasing companies. The MRP goal is to right size the fleet and achieve the optimal fleet inventory level in accordance with the VAM Fleet Management Plan (chapter 6).

#### **2. POLICY**

- a. Area, local, and laboratory offices must contact the appropriate regional office or equivalent when there are any requirements for additional vehicles.\
- b. Before requesting commercially leased or GSA Fleet Management Center (FMC) vehicles, the regional office or equivalent will determine whether the reassignment of a currently owned or leased vehicle, use of a privately owned vehicle, or vehicle sharing can meet the program need. Worksheet MRP 54a is required to be completed and accepted by ASD Fleet manager prior to requesting a leased vehicle. All requests are entered into the online GSA Fleet Drive-Thru and must be approved by both a Mid-level reviewer and the HQ final approver before GSA will order the vehicle. When complete, worksheet MRP 54a fulfills the functional needs requirement of EISA 141.
- c. The local FMC office will be contacted by the regional office before commercially leased vehicles may be obtained.
- d. All invoices will be submitted to the National Finance Center (NFC) for payment. NFC will charge the invoice amounts to the appropriate accounting code. It is important that the local office compare the receipts for services against the transaction reports received from NFC. If there are errors in charges, notify MRPBS, Claims and Payments Section, immediately.

#### **3. GSA FMC VEHICLES**

- a. GSA-leased vehicles are long term leases for a minimum of 3 years. The regional office or equivalent will provide the following information to the FMC nearest to the location where vehicles are needed:

- 1) The quantity and type of vehicles (e.g., compact sedan, 4x4 pickup truck, 4x2 mini-van) needed;
  - 2) A list of desired options (e.g., 6-cylinder engine, air- conditioning, automatic transmission);
  - 3) Specific reason(s) why additional vehicles are needed;
  - 4) A brief description of the proposed use and estimated length of time the vehicle will be required.
  - 5) Estimated monthly mileage per vehicle;
  - 6) Location(s) where the vehicles will be used;
  - 7) BOAC and Fund Code; and
  - 8) The driver's name and telephone number.
- b. The FMC will provide any instructions pertaining to the use of the vehicles and establishing a BOAC if needed. If the FMC cannot provide the vehicles, request that the response be documented.
- c. The FMC has the right to withdraw any of its vehicles from MRP use if:
- 1) The GSA Fleet Credit Card is not used or misused.
  - 2) A vehicle is misused or improperly operated.
  - 3) The operator is at fault in an accident or is charged with reckless driving or other traffic violations.

#### **4. COMMERCIALLY LEASED VEHICLES**

- a. The regional office must contact the Personal Property Section, ASD, to request the use of commercially leased vehicles if the FMC cannot furnish the vehicles.
- 1) Submit requests through IAS.
  - 2) Include the information in 3.a. above on the request.

- b. The local FMC must be contacted to determine if the vehicles required are available through GSA. If GSA cannot provide the vehicles, commercial leasing may be authorized.
- c. Commercial lease in excess of 120 days requires approval from the Director, ASD. The Minneapolis Fleet Manager will submit your request to obtain approval prior to leasing the vehicle.

## **5. RETURNING VEHICLES**

The regional office will:

- a. Notify the FMC or the commercial leasing company to arrange for the return of vehicles.
- b. Ensure the removal of all MRP-owned items, including identification and decals, from vehicles before they are returned.
- c. Provide the following information on commercially leased vehicles to ASD, Personal Property Section, after return:
  - 1) Total number of vehicles leased and the cost (returned vehicles).
  - 2) Year, make, and model of each leased vehicle (returned vehicles).
  - 3) VIN and license plate numbers.
  - 4) Total gasoline cost, separately identifying alternative fuels.
  - 5) Total maintenance and repair cost.
  - 6) Total number of day's used and total miles driven.

## **CHAPTER 11**

### **VEHICLE SHARING AND COOPERATIVE AGREEMENTS**

#### **1. PURPOSE**

This chapter states MRP policy for vehicle sharing and loaning.

#### **2. POLICY**

- a. MRP employees will share vehicle resources, when possible, within their program and with collocated or other nearby Federal offices.
- b. An 8-hour defensive driver-training course must be given to MRP and non-MRP operators as a part of the vehicle sharing agreement.

#### **3. PROCEDURES FOR VEHICLE SHARING**

- a. MRP programs using shared vehicles are accountable for the official use, protection, and recordkeeping requirements.
- b. Programs using shared vehicles are responsible for reimbursing the owning program/agency and/or paying the costs of fuel, maintenance, repairs, and tort claims for which their responsibility has been determined by MBS or equivalent authority for non-MRP agencies and cooperators
- c. VAOs will identify vehicles that can be shared with other programs or periods of time when MRP could use another Federal agency's vehicles.
- d. Local program officials will notify other MRP programs which are collocated when a vehicle will be available for vehicle sharing or when a vehicle is needed. The number, type of vehicles available/needed, and the dates of availability/need should be identified.
- e. Area/State/regional offices will notify other Federal agencies within the immediate geographic location of vehicle availability. All offices should send a copy of the notice to ASD, Personal Property Section.

#### **4. WRITTEN AGREEMENTS FOR VEHICLE SHARING**

- a. MRP programs must enter into formal written agreements when sharing vehicles with other MRP programs for more than 30 days or with other Federal Government agencies or cooperators for more than 1 week.
- b. The area/State/regional director is authorized to enter into a vehicle sharing agreement with other MRP programs or Federal agencies.
- c. The written agreement will cover the terms and conditions under which the owning and using programs/agencies agree to share the vehicle(s). At a minimum, the agreement will contain the following:
  - 1) The names and locations of the owning and using program/agency, or organization.
  - 2) The official purposes for which the vehicle will be used.
  - 3) The requirements to operate the motor vehicle, (e.g., State driver's license).
  - 4) The period of time the using program/agency will have access to the vehicle and the number of days of advance notice the owning agency requires to borrow the vehicle.
  - 5) The number of days advance notice required when the using program/agency wants to extend the established date of return. The extension must be documented in writing with copies distributed as stated above.
  - 6) The VIN and license plate numbers.
  - 7) The requirements for the completion of any reports required to reflect mileage, accidents, and costs with instructions on where, how, and who to submit the forms and to remit payment.
  - 8) The requirements and procedures for vehicle storage.
  - 9) The procedures for obtaining maintenance and repairs.
  - 10) The requirements for financial reimbursement or payment of expenses for operating the vehicle.

- 11) The requirements for repairs that result from an accident and replacement of the vehicle if it is declared a total loss as a result of an accident. Include instructions on billing and payment methods.
  - 12) A statement that the using program/agency is responsible for all tort claims resulting from an accident.
- d. MRP Form 74, Vehicle Sharing Checklist, will be completed before and after the vehicle is shared.
  - e. After the agreement has been signed by both parties, copies will be distributed to the appropriate area/State/regional office, and to ASD, Personal Property Section.
  - f. Both parties involved in the vehicle sharing must cancel the agreement, in writing, once the vehicle is returned and inspected.

## **5. VEHICLE SHARING/LOANING UNDER COOPERATIVE AGREEMENTS**

- a. MRP employees working under a cooperative agreement must:
  - 1) Follow all MRP and Federal regulations when operating the motor vehicles.
  - 2) Use the vehicles for official business only, see Chapter 1.
- b. MRP-owned or-leased vehicles must be stored in a secured area.
- c. Federal assistance employees (cooperators, State and local government, and commission) are not subject to all Federal regulations. However, they must have a valid driver's license.
- d. Supervisors must evaluate an operator's driving abilities, compliance with safety regulations, and attention to driving defensively to determine if additional training or other corrective action is needed.
- e. Operators are responsible for the protection, proper use, and service of vehicles.
- f. Work plans must be developed between MRP and cooperators, establishing the criteria for official use, maintenance and repairs, liability, accident reporting, and data submission. The agreement must clearly state the criteria for the return of the vehicles, i.e., returned in the same condition as borrowed, less normal wear.

## **CHAPTER 12**

### **ACQUISITION OF MOTOR VEHICLES FOR EMERGENCY PROGRAMS**

#### **1. PURPOSE**

This chapter describes the requirements and procedures for the acquisition of motor vehicle required for emergency programs/projects.

#### **2. POLICY**

- a. Vehicles will be obtained for emergency programs from the most cost effective source available with due regard for the agricultural emergency situation.
- b. An 8-hour defensive driver training course must be given to employees who will be driving MRP-owned or -leased vehicles during an emergency program.

#### **3. ACQUISITION OF MOTOR VEHICLES**

- a. The following list states in priority order the sources that will be contacted to meet emergency program requirements:
  - 1) MRP-owned vehicles must be used if available and practical. Type/size, etc., must be considered before acceptance.
  - 2) If vehicles are available, Form AD-107, Report of Transfer or Other Disposition of Property, will be prepared for transfer. Form AD-107 will state that the vehicles are on temporary loan to the director of the emergency program or his/her designated accountable officer. The form also will identify any special purpose equipment required (i.e., radios and mounted equipment).
- b. The GSA Fleet Management Center (FMC) will be contacted to request vehicle support. Information and justification should be provided on the nature of the emergency. The following information must be furnished:
  - 1) BOAC number and address.
  - 2) Name of the emergency program director or designated accountable officer.

- 3) Number and type of vehicles requested.
  - 4) Estimated monthly mileage.
  - 5) Anticipated pickup and return dates.
- c. Short term (59 days or less) immediate vehicle support may be acquired through GSA Federal Supply Schedule Contracts.
  - d. ASD, Personal Property Section, will be contacted for support and assistance for commercially leased vehicles if the FMC cannot provide the requested vehicles.
  - e. If a POV is authorized for an employee assigned to the program, the current rate of mileage specified in the Federal Travel Regulations will be paid.

#### **4. OPERATION AND MAINTENANCE**

- a. Use of MRP-owned or -leased vehicles is limited to official business (see Chapter 1).
- b. Operators of MRP-owned or -leased vehicles must have a valid State driver's license (see Chapter 3). Operators are responsible for the protection, proper use, and service of vehicles as well as the safeguarding of the gasoline credit card.

The emergency program director or his designee must physically examine each vehicle operator's State driver's license before allowing the operation of a GOV or POV. This also applies to temporary hires in emergency situations.

- c. The Fleet Credit Card is the only credit card authorized for gasoline purchases and minor repairs.
- d. The emergency program director will designate an employee as the motor pool manager to control the maintenance and repairs of assigned vehicles. Commercial vendors or Government controlled facilities will be utilized to perform all maintenance necessary. All repairs in excess of \$3,000 require advance approval by ASD, Personal Property Section (see Chapter 5).
- e. All vehicles, when not in official use, must be parked at a pre-selected site. The emergency program director may approve transportation to and from hotel/motel and the work site.

- f. The AD-728, Request and Authorization for Home-to-Work Transportation, will be prepared and signed by the director (see Chapter 1 and Chapter 2).
- g. All vehicles leased for 120 days or longer (long term) will display the proper Government identification and decals (see Chapter 8).

## **5. RECORDKEEPING AND REPORTS**

- a. Vehicle operators will maintain a daily record of vehicle mileage, associated costs, and return all gas receipts to the motor pool along with the ending odometer reading.

## **6. SAFETY AND ACCIDENT REPORTING**

The motor pool manager will ensure that the policy and procedures for safety and accident reporting are followed (see Chapter 4).

## **7. VEHICLE RETURN**

- a. The motor pool manager will:
  - 1) Ensure that all identification, decals, and Government property are removed from the vehicles.
  - 2) Ensure that the interior and exterior are cleaned before the vehicles are returned and vehicles are in good operating condition.
- b. The emergency program director will ensure that vehicles are returned to the proper source at the conclusion of the emergency program.
  - 1) As soon as possible, notify the GSA motor pool of the tentative date of return. Arrange actual return through motor pool personnel.
  - 2) Return MRP-owned vehicles to the vehicle custodian or VAO. Indicate the date of return on Form AD-107.
  - 3) Return commercially leased vehicles to the leasing vendor and send all bills to MRPBS-ASD, Claims and Payments Section.

## CHAPTER 13

### DEPARTMENT REGULATIONS/BULLETINS

Directive	Title
<b>DR 2600-1</b>	<b>Taxation of Taxable Fringe Benefits</b>
<b>DR 5400-005</b>	<b>Use of the Government Vehicle for Home-to-Work</b>
<b>DR 5400-006</b>	<b>Use of the Fleet Card</b>
<b>Dr 5400-007</b>	<b>Text Messaging</b>
<b>FMR-B9</b>	<b>Vehicle Allocation Methodology for Agency Fleet</b>
<b>FMR-B30</b>	<b>Vehicle Allocation Methodology</b>
<b>EO 13514</b>	<b>Federal Fleet Management Handbook</b>

## CHAPTER 14

### FORMS AND REPORTING REQUIREMENTS

#### 1. PURPOSE

This chapter summarizes all forms referenced throughout this Manual.

#### 2. POLICY

The forms listed in this manual will be used for the acquisition, operations, and disposal process for motor vehicles.

Go to this website to access these forms:

<http://www.aphis.usda.gov/mrpbs/forms/mrpforms.html>

#### 3. FORMS USED FOR MOTOR VEHICLE ACQUISITIONS

Form Number	Title of Form
AD-700	Procurement Request
AD-999	Motor Vehicle Accountability and Data Record
GSA-1781	Motor Vehicle Requisition - Delivery Order
SF-368	Product Quality Deficiency Report
GSA-8002-1	Motor Vehicle Delivery Report
MRP 54a	VAM Vehicle Acquisition Form

#### 4. FORMS USED FOR MOTOR VEHICLE OPERATIONS

Form Number	Title of Form
AD-185	Penalty Decal
AD-728	Authorization and Request for Home-To-Work Transportation
GSA 3807	Vehicle Condition Questionnaire

MRP 65	Annual Vehicle Inspection
MRP 74-R	Vehicle Sharing Checklist
MRP 135-R	Motor Vehicle Authorization
MRP 124-R	Safety Checklist for Towing/Carrying Equipment
MRP 125-R	Defensive Driver Training
MRP 139-R	Employee Record of Commute in Government Vehicle
OF 108	Daily Vehicle Use Record
SF-78	Certificate of Medical Examination
SF-182	Request, Authorization, Agreement, and Certification of Training

## 5. FORMS USED FOR THE MOTOR VEHICLE DISPOSAL PROCESS

<b>Form Number</b>	<b>Title of Form</b>
AD-107	Report of Transfer or Other Disposition of Property
APHIS 94	Record of Public Funds Received
GSA-27	Notice of Award
SF-97	Certificate to Obtain Title to a Vehicle
SF-122	Transfer Order, Excess Personal Property
SF-126	Report of Personal Property for Sale

## 6. FORMS USED FOR ACCIDENTS AND DAMAGE TO MOTOR VEHICLES

Form Number	Title of Form
AD-651	Motor Vehicle Accident Report Kit
AD-112	Report of Unserviceable, Lost or Damaged Property
SF-91	Operator's Report of Motor Vehicle Accident
SF-91A	Investigation Report of Motor Vehicle Accident
SF-94	Statement of Witness
SF-95	Claim for Damage, Injury or Death
SF-368	Product Quality Deficiency Report
CA-1	Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation

OCCUPATIONS/TITLES APPROVED FOR FIELD WORK

<b>Job Series</b>	<b>Occupations/Titles</b>
341	Administrative Officer
393	Communications Specialist
401	General Biological Science
404	Biological Technician
414	Entomologist or Quality Control
421	Plant Protection and Quarantine Aid
435	Plant Pathologist
436	Plant Protection and Quarantine Officer
440	Research Geneticist, Plant
454	Range Conservationist
455	Range Technician
457	Soil Conservationist
458	Soil Conservation Technician
460	Forestry
462	Forestry Technician
470	Soil Scientist
471	Agronomy
475	Agricultural Management Specialist
482	Fishery Biologist
486	Wildlife Biologist
487	Animal Scientist
499	Biological Science Student Trainee
510	Accountant
701	Veterinary Medical Officer
704	Animal Health Technician
711J	Automation Coordinator
801	General Engineering
802	Engineering Technician
807	Landscape Architect
808	Architecture
809	Construction Control
810	Civil Engineering
811	Engineer
811J	County Office Reviewer
817	Surveying Technician
828	Construction Analyst
830	Mechanical Engineering
890	Agricultural Engineer

<b>Job Series</b>	<b>Occupations/Titles</b>
1101	General Business and Industry
1130	Public Utilities Specialist
1145	Agricultural Program Specialist
1147	Market Reporter
1165	Loan Specialist
1171	Staff Appraiser
1320	Chemistry
1382	Food Technologist
1801	General Inspection, Investigation and Compliance
1802	Compliance Inspections and Support
1810	Investigator
1811	Criminal Investigating
1850	Warehouse Examiner
1863	Food Inspector
1899	Student Trainee, Investigator
1980	Agricultural Marketing Specialist or Inspector
2181	Aircraft Operator
3502	Laboring
4742	System Repair Operator
4749	Maintenance Mechanic
5715	Road Sweeper Operator
5823	Automotive Mechanic
—	Program Manager for Quality Control (Job Series will vary, depending on program)

Helpful Websites

To access AutoChoice go to:

[www.AutoChoice.gsa.gov](http://www.AutoChoice.gsa.gov)

To access E-85 locations go to:

<http://www.afdc.energy.gov/afdc/locator/stations/>

To access MRP Property go to:

[http://inside.aphis.usda.gov/mrpbs/property\\_personal.shtml](http://inside.aphis.usda.gov/mrpbs/property_personal.shtml)

To access FMVRS:

<https://fmvrs.fas.gsa.gov/>