

Federal Grain Inspection Service

FGIS Directive 5400.1

10/11/94

MOTOR VEHICLE MANAGEMENT

1. PURPOSE

This Directive establishes motor vehicle policy for the Federal Grain Inspection Service (FGIS) and implements the FGIS Vehicle Operator's Guide.

2. REPLACEMENT

This Directive replaces FGIS Directive 211.1, Motor Vehicle Management, dated 1/29/91.

3. AUTHORITIES

The Code of Federal Regulations (CFR), Title 41, Part 101-38 and 39; Departmental Regulation (DR) 5400-5, Use of Government Vehicle for Home-to-Work Transportation; Agriculture Property Management Regulation (AGPMR) Parts 104-38 and 39.

4. DEFINITIONS

- a. Field Work. Official work performed by an employee requiring the employee's presence at a location other than the employee's official duty station during his/her tour of duty.
- b. Official Duty Station (ODS). The duty station where the employee regularly reports based on the SF-50, Notification of Personnel Action.

5. POLICY

- a. Official Use. Vehicles driven for conducting official business may only be used for the following purposes:
 - (1) To travel to a location(s) other than an employee's ODS in the performances of official duties.
 - (2) In emergencies threatening loss of life or property.
 - (3) By employees in travel. status (See Federal Travel Regulations).
- b. Who May Operate Government Vehicles. Only FGIS employees, other Federal/State Government employees, or individuals who conduct official Agency-related duties may operate vehicles which the Agency owns or leases for official business.
- c. Requirements To Operate. Operators must possess a valid State/local motor vehicle operator's license while driving a vehicle on official

business. Employees must pay the cost incurred for obtaining the State/local motor vehicle driver's license.

- d. Who May Ride In Government Vehicles. Only persons who are traveling for the benefit of the Government may ride in Government vehicles. Decisions on who may ride will be made on a case-by-case basis by supervisors considering:

- (1) The impact of the FGIS mission, and
- (2) The ability to justify the action should there be a complaint or accident.

- e. Smoking In Government Motor Vehicles.
The Department of Agriculture prohibits smoking in Agency-owned and commercially leased motor vehicles. The General Services Administration (GSA) prohibits smoking in all GSA-leased vehicles.

- f. Home-To-Work Transportation.
An employee is allowed to use an FGIS-owned/leased vehicle in accordance with DR 5400-5. All instances of home-to-work transportation must be documented with the required reports, logs, and records. The use of Government vehicles between an employee's residence and his/her place of employment is limited to:

- (1) The Secretary and Deputy Secretary of Agriculture.
- (2) Employees engaged in field work as defined in DR 5400-5.
- (3) Circumstances which show a clear and present danger, emergencies, or when other compelling operational considerations make such transportation essential to conduct official business.

The Form AD-728, Request and Authorization for Home-To-Work Transportation, will be used to document home-to-work transportation under the field work definition and to document vehicle use for employees whose residences are designated as his/her ODS.

Form Ad-728 must be completed annually for employees whose residences are designated as his/her ODS. Employees using vehicles under the field work definition must state the specific time frames of vehicle use, not to exceed a 1 year period.

Authorization for home-to-work transportation is not allowed in the following instances:

- (1) For the comfort and convenience of an employee.
- (2) Overtime or call-back work.
- (3) Employees working under a cooperative agreement, unless the agreement specifically states the conditions for use.

- g. Use of Privately owned Vehicles. In some instances it is more advantageous to the Government for employees to use privately owned vehicles (POV) for official purposes. Use of POV's is considered an alternative to replacement of

low mileage vehicles.

h. Penalties For Unauthorized Use. Individuals who use vehicles for purposes other than official business may have their authorization temporarily or permanently withdrawn. The operator and the individual authorizing the use may be subject to suspension from duty for 30 days, or removal from office, if warranted, and prosecution under Title 18, U.S.C. 641.

I. Defensive Driver Training.

(1) Defensive driver training is mandatory, every 3 years, for persons who operate motor vehicles on Government business. The training may be sponsored through the regional safety and health councils and/or the local Safety Committees.

(2) Defensive driver training is encouraged for all FGIS employees whether or not they operate a Government vehicle.

j. Use of the SF-149. U.S. Government National Credit Card. The SF-149 is the only Government credit card authorized for the purchase of gasoline and minor maintenance and repairs. However, if a vendor refuses to accept the SF-149, the Commercial Credit Card can be used.

k. Vehicle acquisition.

(1) GSA Vehicles. The Agency must submit all requests for vehicles which are needed on a temporary or permanent basis to the appropriate GSA Fleet Management Center.

(2) Commercially Leased Vehicles. The Agency may obtain vehicles on a long-term basis from commercial leasing companies through the Property Section, Procurement and Realty Services (PRS), Field Servicing office (FSO).

(3) Agency-Owned Vehicles. GSA regulations specify several requirements on the acquisition and replacement of Agency-owned vehicles. The Property Section, PRS, FSO, will provide specific information upon request.

l. Vehicle Disposition.

(1) GSA Vehicles. Contact the appropriate GSA Fleet Management Center or regional office for instructions. GSA may remove a vehicle from the Agency if it is determined that the operator improperly uses the vehicle, is a reckless driver, abuses or misuses the SF-149, repeatedly violates traffic ordinances, or was at fault in an accident.

(2) Commercially Leased Vehicles . Follow the instructions provided by the leasing company.

(3) Agency-Owned Vehicles. The disposal method varies depending on whether the vehicle is a trade-in, not economical to repair, or is excess to the Agency's needs. Contact the Property Section, PRS,

FSO for further instructions.

6. INQUIRIES

Contact the Property Section, PRS, FSO for information on operational aspects of using motor vehicles. Contact the Policy and Safety Management Branch, Management Services Division for policy guidance on Managing vehicles.

/s/ David R. Shipman
Acting Administrator