



ADMINISTRATIVE
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U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

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Distribution:
All Department of Education employees

Approved by: _____/s/_____
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Use of Official Headquarters Motor Pool Vehicles

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For technical questions regarding this directive, please contact the Motor Pool Coordinator on 202-401-3861 or via email at ED Motor Pool Services@ed.gov.

Supersedes OM:4-111, Use of Official Headquarters Motor Pool Vehicles, dated 03/28/2007.

I. Purpose

This directive establishes policy and procedures for the use of official motor vehicles leased by the U.S. Department of Education (ED) for official Government business.

II. Policy

Anyone who willfully uses or authorizes the use of an official motor vehicle for other than official purposes shall be suspended from duty without compensation for not less than one month or summarily removed from office when warranted by the circumstances (31 U.S.C. Section 1349(b)). It is ED's policy to interpret strictly the term "official purposes." Official and nonofficial business may not be intermingled.

Motor pool vehicles, or any government-owned or leased vehicles are not to be used to attend partisan political meetings or events, except in the case of Presidential Appointees with Senate confirmation, in which case the use of the vehicle must be cleared in advance with the Ethics Division so that arrangements may be made to reimburse ED.

III. Authorization

This directive is based on the policy contained in the Federal Property Management Regulations (FPMR), 41 CFR Subpart 102-34.

IV. Applicability

The policy that official motor vehicles may be used only for official purposes applies to all ED employees. The Office of Management (OM) has oversight responsibility for managing the headquarters motor pool. OM leases and maintains an official motor pool only at Headquarters so the procedures of this directive only apply to Headquarters.

This policy does not apply to the Secretary, Deputy Secretary, Under Secretary or the Secretary's protective detail or any vehicle or leased outside of OM.

V. General Responsibilities

The Transportation Services Team in the OM's Facilities and Management Services (FMS), Management Services Group (MSG), is responsible for implementing the regulations pertaining to the use of official motor vehicles leased by ED. The Dispatcher is responsible for scheduling passenger service and establishing priorities for the use of vehicles assigned to the motor pool. Administration officials (ED dignitaries or their designees) and employees using official motor vehicles are responsible for ensuring that their use of such vehicles is for official government business only and not for personal business or pleasure trips.

VI. Eligibility for Use of Official Motor Vehicles

A. Authorized passengers in order of preference are:

1. Under Secretary.
2. Heads of Principal Offices; Commissioner, Rehabilitation Services Administration; Commissioner, National Center for Education Statistics; and Secretary's Chief of Staff.
3. Senior Staff identified by the Secretary's Chief of Staff.
4. Heads of other Major Offices and White House Initiatives as identified by the Secretary's Chief of Staff.
5. Other users authorized by a Principal Officer in writing to FMS/MSG, on a per trip, case-by-case basis, dependent on the availability of motor pool vehicles.

B. Employee-driven Transportation

In special situations Principal Officers may authorize in writing to FMS/MSG that another person or persons may use official motor vehicles to fulfill requirements of a job-related special project or emergency. All vehicles must be returned to the official work site at the end of the work day.

VII. Requirements

A. Official motor vehicles may be used, if authorized by the Principal Office, to provide the following services for official purposes:

1. Passenger service provided by motor pool drivers for ED officials and employees.
2. Employee-driven transportation when the need has been determined to be job-related.
3. Special deliveries.

B. Official motor vehicles may not be used for the following services:

1. Transportation of officials or employees between their residence and place of work.
2. Transportation of officials or employees to and from non-official functions.

3. Transportation of spouses and dependents.

VIII. Procedures

Official motor vehicles and drivers are available for special deliveries, passenger service, and employee-driven transportation each workday between the hours of 7:30 a.m. and 7:00 p.m. Requests may be made only by a designee of the Principal Officer to ensure that unauthorized individuals do not use official motor vehicles.

- A. Authorized passengers (passenger) or his/her designee will call dispatcher at (202) 401-3861 or send an email to ED Motor Pool Services to schedule service and provide trip information, including contact phone number at time of pick-up. Service should be scheduled with as much advance notice as possible.
- B. The Dispatcher will schedule service on a first-come, first-served basis. Passengers will be contacted and rescheduled if an order-of-preference issue develops.
- C. The Dispatcher will schedule two or more passengers to the same vehicle when they are going to same or nearby location. The dispatcher will notify each passenger of vehicle sharing.
- D. Drivers are not permitted to wait for more than 15 minutes at departure, destination or pick-up location. It is the responsibility of the passenger or his/her designee to contact the driver or dispatcher if there is a delay.
- E. If at a destination and plans change unexpectedly, passengers should call the driver's cell phone or the dispatcher.
- F. During the trip, passengers may not alter or change the route or destination of a trip as this may cause a conflict for the drivers next scheduled trip.
- G. Authorized users of the motor pool may drive a motor pool vehicle when a driver is not available. A valid driver's license is required and a clear copy must be presented to the motor pool dispatcher.
- H. Vehicles may not be used for personal use under any circumstances.
- I. Vehicles are not to be used outside of the Washington, DC, standard metropolitan statistical area, generally a radius of 50 miles outside of ED.
- J. Whenever possible, for example airport pick-up, ED officials are encouraged to use commercial transportation (i.e., taxis, Metro, etc.). This will help ensure availability of vehicles for travelers who have no other means of reaching their destination.