



**U. S. DEPARTMENT OF THE INTERIOR  
OFFICE OF SURFACE MINING  
RECLAMATION AND ENFORCEMENT**

**DIRECTIVES SYSTEM**

Subject Number:

ADS-7-2

Transmittal Number:

668

Date:  
**APR 15 1991**

Subject:

Motor Vehicle Management

Approval:

Title: Director

OSM Directive ADS-7, Motor Vehicle Management, dated March 29, 1989 is changed as follows: This change adds the requirement for an annual vehicle utilization review.

1. On page 6 add to Section I, Utilization, Control and Limitations:  
" M. Annual Utilization Review.....page 13.1"
2. Add the attached page 13.1 to the body of the directive.

**CHANGE NOTICE**

M. Annual Utilization Review. In order to fully document compliance with the vehicle utilization provisions of 412 DM, the Office of Surface Mining Reclamation and Enforcement will conduct an annual vehicle utilization review. Each Field Office and Support Center will conduct an annual utilization review during the months of January/February. Reports will be sent to the Headquarters Division of Management Services (DMS) by March 15. The DMS will consolidate the data, analyze responses and prepare recommendations for the Assistant Director, Budget and Administration to provide to the Assistant Deputy Director, Operations and Technical Services for concurrence. The following questions, as a minimum, will be addressed and justification prepared, if necessary:

- (1) Does each vehicle meet utilization standards as defined in 412 DM, Chapter 2, paragraph 2.3A?
- (2) Does the ratio of vehicles to employees exceed the 1:4 standard prescribed in the Departmental Motor Vehicle Handbook (412 DM 2.3E)? If so, provide justification which demonstrates the necessity for each vehicle exceeding the 1:4 ratio.
- (3) Are new or replacement vehicles required or can any vehicles be declared excess as a result of this study? Are vehicle replacement/repair standards being met? (412 DM, Chapter 2, paragraph 2.3R & C)
- (4) Are all vehicles equipped with required safety items listed in this directive, Section I, paragraph H?
- (5) Are appropriate vehicle records being maintained for each vehicle (Form DI-120)?