

STANDARD OPERATING PROCEDURE USE OF GOVERNMENT-LEASED VEHICLES

Purpose: To establish procedures and controls for the use of government-leased vehicles for work-related site visits or temporary duty (TDY) travel so that effective and efficient use can be made of district financial resources.

Applicability: The guidelines and instructions set forth in this SOP are applicable to all personnel assigned to the DoDDS-E Kaiserslautern District.

Procedures:

1. The employee's supervisor must approve all local travel in advance with approval based on mission requirements versus individual convenience. All use of government-leased vehicles is "For Official Business Only."
2. U.S. employees must have a valid USAREUR license and Local National employees must have a valid military-issued driver's license to operate a US government-owned/leased vehicle. Alcohol consumption within six hours before operating a vehicle is prohibited.
3. Employees are required to sign a memorandum outlining the use of official vehicles (see Atch 1). Usage logs are maintained by the vehicle control secretary as an internal control mechanism to monitor usage and compliance.
4. Once the supervisor has approved local travel, the leased vehicle must be requested via e-mail no later than one week prior to when the vehicle is needed for scheduled trips and as soon as possible for unscheduled events. These requests will be sent to the vehicle control secretary.
5. A District Vehicle Use Log must be completed prior to departure and upon return.
6. The vehicle must be cleaned (interior and exterior) and fuel tank refilled (if there is less than half a tank of fuel in the vehicle) prior to turning the vehicle and keys in to the vehicle control secretary. The vehicle control secretary, in coordination with the District Transportation Supervisor (DTS), is responsible for ensuring that appropriate fuel keys and fuel cards for use with the government-owned/leased vehicles are on hand.
7. There are specific requirements for the operation, maintenance, refueling and care for vehicles leased from the **Interagency Fleet Management System (IFMS)** a.k.a. GSA. The monthly cost paid by DoDDS for IFMS vehicles includes fuel, maintenance and repairs.
 - a. Refueling will be done at authorized DoD fueling points located throughout Germany. Locations within the Kaiserslautern District are shown on strip maps included in each vehicle

dispatch package. A list of fueling points outside of the Kaiserslautern District is available from the DTS or vehicle control secretary.

b. Each IFMS vehicle has an orange-colored fuel key attached to the ignition key. The fuel key is required for obtaining fuel from any DoD refueling facility. All DoD fueling pumps are automated with instructions readily posted at or near the pump. Users must ensure they have the current vehicle mileage available to enter into the system and also make sure they select the appropriate pump number, especially if there is more than one pump available. The IFMS vehicles assigned to the Kaiserslautern District are diesel-powered. Use ONLY DIESEL fuel in a Diesel-powered vehicle. DO NOT USE JP8 or UNLEADED fuel.

c. Using cash payment for reimbursement or an AAFES fuel card for refueling IFMS vehicles should be avoided except for emergencies. Since the cost of fuel is already included in the IFMS vehicle lease cost, IFMS reserves the right to bill DoDDS-E for the cost of commercially obtained fuel in excess of the DoD fuel cost. This excess cost charge will be passed along to the driver who incurred it.

d. IFMS vehicles are government-owned vehicles and therefore may be cleaned at any military vehicle washing facility. IFMS has local agreements with specific commercial car washes that allows for commercial cleaning no more than twice a month. Prior to using the commercial car wash, contact the DTS or vehicle control secretary for approval and directions to the commercial facility. This is to preclude excess use of the commercial facility which could result in the operator having to reimburse IFMS for the excess cost.

e. Employees who drive IFMS vehicles assume operator care responsibilities to include assuring fluid levels are proper, adding fluids as needed, verifying lights/turn signals function properly, and reporting any apparent malfunction of a vehicle as soon as possible to the DSO POC or vehicle control secretary. Oil, antifreeze, and other automotive fluids, wiper blade refills, light bulbs, etc., are available from an "over-the-counter" vendor for IFMS vehicles. No prior authorization is needed, but the vendor needs the IFMS vehicle identification number and license number to document what items are issued to which vehicle and the name and signature of the person to whom the items are given. The name and address of current vendors is available from the DTS or vehicle control secretary.

f. IFMS will notify DSO when assigned vehicles are required to undergo scheduled, preventative maintenance. The Preventative Maintenance Service Notice includes all necessary details for the vendor's use. The DTS or vehicle control secretary will contact the appropriate vendor to make an appointment. Any user of assigned vehicles may be asked to, and is expected to, assist in the delivery and or pickup of vehicles at the vendors or IFMS facility. Unscheduled maintenance (including roadside recovery) can be arranged as needed without prior IFMS approval. Unscheduled maintenance must be coordinated with the DTS or vehicle control secretary who will in turn coordinate with vendors or authorize the direct turn-in of the vehicle to a repair shop. Roadside recovery is available through special arrangements between IFMS and commercial towing services. A list of the current vendors with phone numbers and hours of operation are in the vehicle dispatch package. For roadside recovery, drivers may contact vendors directly with follow-up notification to DSO.

g. In case of an accident (or any incident that results in damage to an IFMS vehicle), the military police (and polizei if it occurs off-installation) are to be notified as soon as possible.

Standard safety and first aid efforts to assist any injured parties should be performed, but the discussion of accident details, fault, etc., should not be discussed with anyone other than the investigating military police. The driver should complete a Standard Form 91, Motor Vehicle Accident Report (located in the glove box of each vehicle) as soon as possible after the accident and submit it to the vehicle control secretary or the DTS, who in turn will forward it to the area IFMS management office. There is no requirement to provide police with a copy of the SF 91, since they use their own forms for accident reporting and processing.

8. Every effort should be made to coordinate travel schedules so that transportation can be shared, particularly when a van is being used for local travel or when traveler(s) are on an extended trip (more than two days).
9. Employees authorized to use Government-leased vehicles are responsible for vehicle security. At a minimum, this includes removal of keys/credit cards from the vehicle, locking the vehicle, removal of all equipment/personal belongings from visible sight, and other safeguards that may be required.
10. Transportation of nonofficial passengers in a vacant space of a vehicle on official business shall be avoided. An exception may be granted only when the Superintendent or other appointed individual with authority delegated in writing authorizes the incidental transportation of nonofficial passengers, provided that:
 - a. the vehicle is being used for and the trip is connected with the conduct of official Government business;
 - b. space is available (does not require use of a larger vehicle) and is not needed in connection with the accomplishment of official business;
 - c. must be without expense to the Government;
 - d. must not delay Government business or result in circuitous routes, and
 - e. must not involve private profit making activities.
11. A nonofficial passenger is a passenger who is not expected to participate in any business being conducted by the Government; for example, a spouse or a child accompanying an employee on a trip. Likewise, picking up strangers or "hitchhikers" is prohibited.
12. At no time may a non-employee/nonofficial passenger in a government-leased vehicle operate the vehicle. The employee authorizing a non-employee to operate such a vehicle is subject to a mandatory one-month suspension from duty without pay.
13. If an employee decides to use their POV when a government vehicle is available, the employee may receive partial reimbursement for use of that POV. The terms of that reimbursement are outlined in the Joint Travel Regulations, Volume II, Paragraph C2510, and at whatever rate is in effect at the time the travel is performed.
14. When submitting an SF 1164 for POV mileage reimbursement, the employee should include email correspondence with the KDSO vehicle control secretary that confirms a government vehicle was not available on the dates reimbursement is being claimed for POV use. Otherwise, the employee will be reimbursed at the lower rate described in #13 above.

Prohibitions: Employees may not use any government-leased vehicle for personal use. The following examples distinguish between official and personal use of a vehicle:

1. Domicile to duty transportation is NOT official.
2. Carrying unauthorized persons is NOT official.
3. Stopping at the Commissary, PX/BX, Laundry or Post office, etc. while on government business is NOT official (excluding meal consumption when away from home station).
4. Having a Government-leased vehicle at a domicile is NOT official.

Penalties for Misuse: Laws and regulations for unofficial use of government-owned or leased vehicles prescribe the following penalties:

1. Any employee who willfully uses or authorizes the use of a Government-owned/leased vehicle for other than official purposes will be suspended from duty for not less than 30 days without pay.
2. Any supervisor knowingly authorizing misuse of a Government-owned/leased vehicle will be suspended from duty for not less than 30 days without pay and lose the privilege of operating a government vehicle for not less than 30 days.
3. Any fines or citations assigned to the employee while using a Government-owned/leased vehicle or issued against the vehicle during its use by the employee shall be the sole responsibility of the employee.
4. Responsibility for any Government-owned/leased equipment that is stolen from or damaged while in a Government-leased vehicle due to carelessness of the employee rests with the employee.

Controls:

1. DoD Directive 4500.36R, Management, Acquisition and Use of Motor Vehicles
2. Suppl to Federal Property Management Regulations, Part 38, 114S-38.3
3. District Motor Vehicle Utilization Record

// original signed by //

DR. DELL MCMULLEN
Superintendent

Attachments

1. Memorandum for DoDDS-E Employees
2. Motor Vehicle Utilization Record



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE SUPERINTENDENT
KAISERSLAUTERN DISTRICT
UNIT 3405
APO AE 09094**

3 April 2009

MEMORANDUM FOR KAISERSLAUTERN DISTRICT EMPLOYEES

SUBJECT: Use of Leased Vehicles

1. The misuse of U.S. government-owned or leased vehicles (GOV) is a serious offense. The MINIMUM penalty for civilian employees is a mandatory one-month suspension from work without pay. This is not a discretionary action. A supervisor MUST impose it under DoD 4500.36R, Management, Acquisition, and Use of Motor Vehicles, and 31 U.S.C. 1344. The penalties for deliberate misuse will increase, depending on the circumstances of the incident.
2. GOVs are for official use only. It is not difficult to distinguish between official and personal use of a vehicle. Under DoD Regulation 4500.36R, there are a few, rare exceptions allowing the use of GOV for personal use. Employees authorized to use such a vehicle should become thoroughly familiar with the provisions of this regulation.
3. All DoDDS personnel must conduct themselves in a manner that is always above reproach when using GOVs. When questions arise about the official use of a vehicle, they will be resolved in favor of strict compliance with DoD Regulation 4500.36R.

// original signed //

DR. DELL MCMULLEN
Superintendent

I have read and understand the guidance provided in this memorandum. I will comply with this policy.

Employee Signature

Date

Atch 1

