

MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

CHAPTER 12

ACQUISITION OF MOTOR VEHICLES FOR EMERGENCY PROGRAMS

1. PURPOSE

This chapter describes the requirements and procedures for the acquisition of motor vehicles 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. A 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 utilized 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 will also identify any special purpose equipment required (i.e., radios and mounted equipment).
- b. GSA Interagency Fleet Management System (IFMS) 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) Billing Office Address Code (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.

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- (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 IFMS 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 drivers 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 Voyager 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 \$1,000 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 a hotel/motel and the work site.

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).

- f. All vehicles leased for 60 days or longer (long term) will display the proper Government identification and decals (see chapter 8).

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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.
- b. The emergency program director will submit to ASD, Personal Property Section, the rental agreements for long term, commercially leased vehicles, including renewals. If the agreement does not provide the following information, it will be submitted as an attachment (Ref. FPMR 101- 28.1306-2.):
 - (1) Year, make, model and VIN of the vehicle(s).
 - (2) Transmission type (if manual, number of forward speeds).
 - (3) Cubic inch displacement.
 - (4) Fuel system (fuel injection or carburetor-number of barrels).
 - (5) Location of the rental agreement.

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 vehicle is 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.

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- (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 MRP-BS-ASD, Claims and Payments Section.