

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## 1. INTRODUCTION

The MRP Motor Vehicle Fleet Management Manual has been organized to provide for the safe use and effective management of motor vehicles. The Manual provides guidance to MRP employees and contractors operating MRP-owned and leased motor vehicles in support of the MRP mission. This Manual is intended to aid motor vehicle operators in maintaining vehicle safety, obtaining better fuel efficiency and ensuring maximum vehicle utilization.

The Manual states the policies, responsibilities, and reporting requirements necessary for successful motor vehicle fleet management. The policies and procedures apply to all MRP-owned and leased vehicles used for official Government business.

The "MRP Vehicle Operator's Guide" contains specific information on the operation of MRP-owned and leased motor vehicles. A copy will be kept in all vehicles.

Specific guidance on the use of MRP-owned or leased vehicles in foreign countries is contained in a supplement at the end of chapters 1, 3, and 7.

Updates to this Manual will be transmitted with an Issuance Change Transmittal. Each transmittal will include specific instructions on how to update the Manual.

## 2. REPLACEMENTS

This Manual replaces APHIS 5400, Motor Vehicle Fleet Management Manual dated January 1994, and AMS 211.1, Motor Vehicle Management dated April 16, 1991.

## 3. AUTHORITIES

MRP motor vehicle policy is set in accordance with the Code of Federal Regulations, Title 41, Chapter 101.38; Agriculture Property Management Regulations; and Departmental Regulation (DR) 5400-5, Home-to-Work Transportation.