

**EMPLOYEE RESPONSIBILITIES
FOR USING
GOVERNMENT VEHICLES**



December 3, 2010

DRIVER RESPONSIBILITY

Persons (federal employees or non-federal personnel*) herein referred to as “Persons” assigned the use of Government-owned or –leased motor vehicles are responsible for ensuring that vehicles are used only for official purposes. Persons shall exercise discretion to avoid, wherever possible, any situation which may tend to convey an impression to the public that the assigned motor vehicle is being used for unofficial purposes.

*NOTE: Any person driving a federal vehicle MUST currently have a direct association with federal funds (paid from an RSA, SCA, UW Farm Account or as a federal employee).

SUPERVISORY RESPONSIBILITIES

Supervisory control over Persons assigned the use of Government-owned or –leased motor vehicles include:

1. Advising Persons of the regulations governing the use and maintenance of Government-owned or –leased motor vehicles.
2. Establishing prior approval procedures for use of motor vehicles at irregular hours, or under circumstances where motor vehicle use may create an unfavorable public reaction.
3. Ensuring that Persons are properly licensed to operate such motor vehicles as appropriate.
4. Providing appropriate training to all Persons who operate special purpose vehicles and equipment

PENALTIES FOR UNOFFICIAL USE

An employee who willfully uses or authorizes the use of a Government-owned or –leased motor vehicle for other than official purpose is subject, where appropriate, to suspension or removal from office.

EMPLOYEES IN TRAVEL STATUS

Employees in travel status may use a Government-owned or –leased vehicle to travel between places of temporary lodging and places where the employee’s presence is required, and where public transportation is not available or impractical. Such

facilities include restaurants, drug stores, barber and beauty shops, cleaners, places of worship, and similar places essential to employees health and comfort.

HOME TO WORK TRANSPORTATION

In accordance with AGPRM104-38.5003, Approval for use of vehicles for home-to-work transportation, unless Persons are engaged in field work must be approved by the Secretary of Agriculture and documented on AD-728, Request and Authorization for Home to Work transportation. Persons engaged in field work as defined in the Personal property and Motor Vehicle Manual, Exhibit 21 will only need approval from the Administrative Officer (AO) and Location Coordinator.

The procedures for Persons not identified in the above property manual are as follows:

1. The employee will complete an AD-728 and forward it to their immediate supervisor for concurrence.
2. Upon concurrence, by their immediate supervisor, the AD-728 will be forwarded to the AO for recommendations.
3. The AO will then forward the AD-728 to the ASO for authorization.
4. If authorized, the AO will forward the AD-728 to the PMO for final Agency approval before forwarding to the Office of Operations for Departmental authorization.

The AO's and Location Coordinators may also authorize an employee to store a vehicle at a private residence overnight for travel purposed on a case-by-case basis.

TRANSPORTATION OF NON ARS EMPLOYEES AND SPOUSES

Non ARS employees may be authorized to operate a government-owned or -leased vehicle if the following conditions are met:

1. The use of the vehicle must be documented in a agreement or contract.
2. The vehicle must be used for official business.
3. The individual was directed to use the vehicle by a Government official.

Non ARS employees include cooperator, volunteers, students, and other Government employees.

Spouses of ARS employees are not authorized to operate a Government-owned or –leased motor vehicle. However, spouses may ride in a government-owned or –leased motor vehicle if the following procedures or requirements are met:

1. The employee should submit in advance of the trip, a written request to his/her supervisor. The request should include a planned itinerary which included the name of the spouse.
2. Following approval by the employee’s supervisor, an approval statement shall be included on the AD-202, Travel Authorization.
3. The use of the Government vehicle must be for purposed directly in support of official Government business.
4. Transportation of spouses should be on a space available basis, e.g., if by virtue of transporting spouses in government vehicles, other government officials are required to use other means of transportation, no approval should be given.

MOTOR VEHICLE OPERATOR LICENSING **REQUIREMENTS**

1 State Drivers License

All persons operating Government-owned or –leased motor vehicles shall have a valid state drivers license in his/her possession at all times.

Visiting foreign scientists, research associates and students, must have a valid International Driver’s license or have a state drivers license issued by one of the States of the United States. If the individual has neither but has a valid license from his country of residence, special approval must be obtained for this individual to drive a government vehicle. See the Location Administrative Officer for details.

All University of Wisconsin students must complete a UW form, “Student or Volunteer Driver Authorization Form” to be filed with the UW and a copy to the Administrative Officer.

2 Commercial Drivers License

Persons who operate a commercial motor vehicle must possess a State issued CDL from the State in which the employee resides.

SMOKING IN MOTOR VEHICLES

Smoking is prohibited in ARS-owned or –leased vehicles.

TEXTING WHILE DRIVING

Texting while driving a government-owned vehicle is strictly prohibited.

VIOLATION OF STATE & LOCAL TRAFFIC LAWS

Operator of Government-owned or –leased motor vehicles shall obey all motor vehicle traffic laws of the State(s) and local jurisdiction in which the vehicle is operated. Persons operating U.S. Government vehicles are responsible for payment of fines imposed on them while in the performance of the employee’s official duty. This includes, but is not limited to, fines for parking or speeding while operating a government-owned or leased motor vehicle.

SAFETY BELTS

All drivers and passengers shall use safety belts, while the motor vehicle is in motion.

OPERATIONAL RECORDS

A detailed record of all costs associated with the operation of each ARS motor vehicle shall be provided to the Administrative office monthly. Operational cost refers to the type, quantity, and cost of fuel purchased. Maintenance costs include all other costs associated to the vehicle, i.e., car washes, oil changes, wiper blades, belts, tires, parking, etc.

MAINTENANCE

ARS shall maintain its motor vehicle fleet in a safe operating condition by performing scheduled routine maintenance. The appropriate property official (custodian of the vehicle and accountable officer for the custodian) is responsible for ensuring that all vehicles will be maintained in a safe operating condition. In addition, all government-owned or –leased vehicles must comply with State and Federal inspection regulations.

REPAIRS

Prompt attention shall to be given to all mechanical trouble. **Under no circumstances** is a motor vehicle to be operated with mechanical problems (identified or suspected) or conditions which are safety hazards (human or environmental) or may cause damage to the vehicle, including faulty brakes, exhaust systems, lights, steering gear, tires, etc.

ACCIDENT REPORTING

A motor vehicle accident/incident is any occurrence which involves a Government-owned, rented, or –leased motor vehicle, or a privately owned vehicle operated on official business, resulting in property damage, injury, or death regardless of the extent of injuries or the dollar amount.

- 1 In the event of an accident, the motor vehicle operator shall:
 - a **Obtain a police report.** The police should be called on all accidents/incidents involving a federally owned vehicle.
 - b Notify his/her immediate supervisor.
 - c Complete and sign a SF-91 (found in glove compartment), Operator's Report of Motor Vehicle Accident, within 3 days of the accident.
 - d Have the witnesses, if any, complete and sign a SF-94, Statement of Witnesses.
 - e Forward completed forms and information to the AO.
- 2 The employee's official supervisor shall investigate the incident and submit the supervisor portion of SF-91, Investigation Report of Motor Vehicle Accident, to the AO.
- 3 The AO shall prepare an AD-112, to include the following information:

- a A description of the damage.
- b The cost of replacement if the vehicle was destroyed.
- c Submit the AD-112 and the following forms and information to the Area Office:
 - (1) SF-91, Operator's Report of Motor Vehicle Accident.
 - (2) SF-94, Statement of Witnesses.
 - (3) A copy of the police report.
 - (4) Photographs.
 - (5) A recommendation for the use or disposition of the vehicle if it is not repaired.
 - (6) Completion of Section II on determination of whether negligence on behalf of the Person operating (or responsible for maintaining) the vehicle is involved.

SUMMARY

Persons operating or controlling government owned or leased vehicles shall do so for official purposes only. Failure to abide by federal laws and regulations may result not only in employee personnel action (including but not limited to suspension or termination) but also assumption of personal liability for any and all costs associated with vehicle damages, accidents and/or incidents.

EMPLOYEE RESPONSIBILITIES

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I have read the “Employee Responsibilities for Using Government Vehicles” as provided and will adhere to the policies and procedures identified.

YES, I affirm my completion and understanding of the course. (Credit will not be recorded and driving privileges will not be granted if you do not affirm that you have completed the review of the material contained herein.)

Check appropriate Employee Status:

Federal RSA NACA UW Farm Account

Signature: _____

Name (please print): _____

Supervisor Signature: _____

Management unit: ADMIN CCRU CWBURU DFRU MKE
 VCRU EIDMRU MFI Farm PDS Farm

Date: _____