

12 FAH-3 H-220 VEHICLES

(TL:FOMH-1; 12-04-1995)

12 FAH-3 H-221 GENERAL

(TL:FOMH-1; 12-04-1995)

Special Agents may use a variety of vehicles in performing official duties. The U.S. Government (GSA) may own or lease vehicles from a commercial source. In all cases, however, DS considers them “official vehicles” which are for official use only. All agents must read and sign the “Policy for Use of Official Vehicles” statement (12 FAH-3 Exhibit H-221) before operating an official vehicle. The field office will keep the signed statement on file.

12 FAH-3 H-221.1 Vehicle Coordinator

(TL:FOMH-1; 12-04-1995)

Each field office must have a vehicle coordinator who is responsible for maintaining the field office vehicle log. Agents should direct any and all requirements, questions, and problems regarding official vehicles to the vehicle coordinator. The vehicle coordinator acts as the point of contact to deal with any issues that concern official vehicles whether originating inside or outside the field office. The assignment of a vehicle coordinator in no way relieves the actual operator of responsibility for his or her assigned vehicle.

12 FAH-3 H-221.2 Vehicle Equipment

(TL:FOMH-1; 12-04-1995)

- a. SACs must ensure that the following equipment is maintained in every official field office vehicle:
 - (1) Spare tire;
 - (2) Jack;
 - (3) Jack handle;
 - (4) First aid kit;
 - (5) Fireball (removable flashing red light);
 - (6) Flashlight;
 - (7) Flares;

- (8) Accident packet (a package of accident report forms);
 - (9) Vehicle forms;
 - (10) Local map; and
 - (11) DS placard (obtained from the local police department or State government office).
- b. Vehicles used for criminal investigations and protective security details may from time to time require additional equipment. The SAC may do this at his or her discretion.

12 FAH-3 H-221.3 Maintenance, Licensing, and Inspection

(TL:FOMH-1; 12-04-1995)

The SAC must carry out maintenance, licensing, and inspection of GSA vehicles in accordance with the instructions received with every GSA vehicle.

12 FAH-3 H-221.4 Parking Violations

(TL:FOMH-1; 12-04-1995)

Whenever an agent receives a parking or moving violation, he or she must notify and forward the violation to his or her supervisor. The agent must also provide to the supervisor a statement of the facts surrounding the incident. The agent must attach the statement to the violation and submit it to the supervisor. The agent's supervisor will determine what further action is warranted.

12 FAH-3 H-221.5 Rental Vehicles

(TL:FOMH-1; 12-04-1995)

Agents will only use rental vehicles for official government business when an agent is on a protective or investigative assignment. The SAC will issue the agent the field office car rental credit card to rent the vehicle. Agents are to refuse to accept auto insurance from a rental agency when renting a vehicle. All official U.S. Government vehicles are self-insured; and DS does not authorize agents to obtain additional insurance from rental agencies. When the agent returns the vehicle, the agent must obtain a copy of the invoice receipt and submit it to the field office vehicle coordinator, who will transmit it to the DS, Dignitary Protection Division (DS/P/PD). DS/P/PD is responsible for managing the DS vehicle fleet and will coordinate with DS/OA/ASD for payment.

12 FAH-3 H-222 TO AND FROM HOME/WORK (TFU)

(TL:FOMH-1; 12-04-1995)

- a. Agents may use official vehicles only for official purposes. DS requires all agents to certify on a daily basis by log and diary entries and to justify each to and from home/work use (TFU) of an official vehicle.
- b. The SAC may grant permission for TFU of an official vehicle when justified in the U.S. Government's interest for operational purposes. An agent must perform official investigative or protective activity, either en route to his or her residence or en route to the field office the next working day, to justify TFU use of an official vehicle. When an agent's regular work day is split between investigative and protective security, the SAC may approve TFU, provided it is solely for official U.S. Government use. The SAC or ASAC must approve the use of official vehicles for protective security. The SAC or ASAC may also approve TFU when it is necessary to report to and from protective security details outside of normal working hours when reimbursable transportation would otherwise be authorized. Duty officers and special on-call situations may also justify TFU as the SAC determines on an ad hoc basis.

12 FAH-3 H-223 MOTOR VEHICLE REPORTING REQUIREMENTS

(TL:FOMH-1; 12-04-1995)

Copies of the following reports are required to be sent to DS/DSS/FLD:

- (1) Monthly Mileage Report; and
- (2) Monthly Motor Vehicle Use Record.

12 FAH-3 H-223.1 Monthly Mileage Report

(TL:FOMH-1; 12-04-1995)

- a. Each agent must complete a Monthly Mileage Report (report number F-93-4). This report should include:
 - (1) The gallons of fuel purchased;
 - (2) The cost of the fuel;
 - (3) The total miles driven;
 - (4) The odometer reading at the beginning of the month;
 - (5) The odometer reading at the end of the month; and

- (6) The total cost of miscellaneous charges.
- b. The agent will attach receipts for all purchases and expenses to the report and submit it to the field office vehicle coordinator by the 23rd of each month.
- c. Field offices maintain records from the 23rd of one month to the 22nd of the following month. Upon receipt of Monthly Vehicle Mileage reports, the vehicle coordinator should complete a consolidated master report. The coordinator should report the data by vehicle including identification number, make, model and state license plate number. The vehicle coordinator should transmit this report to DS/P/PD by the 25th of each month.

12 FAH-3 H-223.2 Vehicle Coordinator Monthly Report

(TL:FOMH-1; 12-04-1995)

The Vehicle Coordinator is also responsible for completing a Monthly Motor Vehicle Use Record (GSA Form 464), and forwarding it to the GSA Fleet Management Program Office in the Federal region that services the field office location.

12 FAH-3 H-224 ACCIDENTS

12 FAH-3 H-224.1 Report Forms

(TL:FOMH-1; 12-04-1995)

The Vehicle Coordinator is responsible for ensuring that the following forms are placed in the glove compartment of every field office vehicle:

- (1) Standard Form 91, Operator's Report of Motor Vehicle Accident;
- (2) Standard Form 94, Statement of Witness;
- (3) Standard Form CA-1, Federal Employees Notice of Injury or Occupational Disease (if operator is injured);
- (4) Optional Form 26, Data Bearing on Scope of Employment of Motor Vehicle Operator; and
- (5) Auto Accident or Loss Report (for commercially leased Protective Security Vehicles).

12 FAH-3 H-224.2 Procedure

(TL:FOMH-1; 12-04-1995)

- a. If an agent is involved in an accident while operating an official U.S. Government vehicle, the agent will:
 - (1) Take necessary emergency action, regardless of how slight the accident;
 - (2) Always stop and investigate;
 - (3) Take steps to prevent another accident at the scene;
 - (4) If anyone appears to be injured, summon an ambulance and notify the police;
 - (5) Not make a statement or sign anything denoting responsibility for the accident;
 - (6) Only make a statement to his or her supervisor or a government investigator;
 - (7) Not engage in arguments over fault at the accident scene;
 - (8) Obtain the names and addresses of all persons involved in the accident and the extent of their injuries, if any;
 - (9) Acquire registration information on the other vehicle involved;
 - (10) Obtain the other driver's permit data and give similar information or registration permit data to the other driver and to the police upon request;
 - (11) Notify the following persons of the situation immediately, either in person or by telephone:
 - (a) Immediate supervisor;
 - (b) Field office vehicle coordinator;
 - (c) The manager of the GSA motor pool;
 - (d) The State, county, or municipal authorities, as required by law; and
 - (e) DS Coordination Center (S/S-OCDS);
 - (12) In the event that the operator is injured, prepare form CA-1 (section E.3) and describe the injuries in full detail;
 - (13) Submit completed accident forms to the vehicle coordinator within 24 hours;
 - (14) Forward copies of completed Standard Forms 91 and 94, and Optional Form 26 within 5 working days after the accident to the motor pool where the vehicle belongs;
 - (15) Complete an Auto Accident or Loss report when an accident involves a commercially leased protective security vehicle; and

- (16) Make a written report to the State Motor Vehicle Department or other competent authority.
- b. It is the operator's responsibility to know and comply with local laws. The SAC will request forms and information from the police.

12 FAH-3 H-224.3 Claims for Damages

(TL:FOMH-1; 12-04-1995)

- a. If parties involved in the accident desire to file a claim for damages or injury against the U.S. Government, the agent will refer them to the operator's supervisor, who in turn will contact the appropriate DS/P/PD personnel.
- b. Any claims for property damage, personal injury, or death resulting from the operation of a U.S. Government vehicle will become a claim against the U.S. Government rather than the operator as an individual, provided such operation was within the scope of the operator's employment.
- c. In the event the operator receives a legal notice of summons arising out of an accident, he or she will promptly notify his or her immediate supervisor and deliver all legal processes, pleadings, and papers to the supervisor. The SAC will contact the Department's Legal Office (L/CID) for guidance and provide copies of paperwork if necessary.

12 FAH-3 H-224.4 SAC Accident Investigation

(TL:FOMH-1; 12-04-1995)

- a. Upon notification that a DS employee has been involved in a motor vehicle accident while operating an official vehicle, the SAC or ASAC must immediately assign a supervisory agent to conduct a preliminary investigation of the accident.
- b. Following the investigation, the supervisory agent must complete and forward to the SAC or ASAC a Standard Form 91A, Investigative Report of Motor Vehicle Accident. The SAC or ASAC will review the SF-91-A and, if necessary, make appropriate annotations.
- c. The supervisory agent will then forward:
 - (1) The completed SF-91-A;
 - (2) The SF-91 (Operator's Accident Report); and
 - (3) Copies of the police report of the accident to DS Resource Management (DS/OA/ASD) and DS/DSS/FLD.

12 FAH-3 H-225 UNSCHEDULED REPAIRS

(TL:FOMH-1; 12-04-1995)

- a. If an official vehicle needs unscheduled or emergency repairs, the SAC or ASAC will report the condition to the appropriate motor pool and make arrangements to have the vehicle repaired.
- b. When an emergency condition occurs while the vehicle is outside the vicinity of the motor pool and the SAC or ASAC cannot reach the motor pool to arrange for repairs in accordance with the instructions that are provided with the vehicle, DS authorizes operators to spend up to fifty dollars for any needed services. The motor pool manager, however, must provide authorization before any shop makes repairs. DS/P/PD must authorize all repairs over fifty dollars for all vehicles used for protective security operations.

12 FAH-3 H-226 CREDIT CARDS

(TL:FOMH-1; 12-04-1995)

- a. Operators will use the credit card issued with each GSA vehicle exclusively for that vehicle. Operators may use the card for the purchase of fuel and oil and for the purchase of other services listed on the back of the credit card.
- b. The operator is responsible for obtaining a copy of the receipt for each purchase made. Agents must verify that all information is recorded correctly. Agents must enter the odometer reading on the receipt at the time of the purchase. At the end of each month, agents must attach all purchase receipts to the monthly mileage report and submit them to the Vehicle Coordinator.

12 FAH-3 H-227 THROUGH H-229 UNASSIGNED

12 FAH-3 EXHIBIT H-221 OFFICIAL VEHICLE STATEMENT

(TL:FOMH-1; 12-04-1995)

POLICY FOR USE OF OFFICIAL VEHICLES

In compliance with the Inspector General's recommendations for the use of official vehicles, in general terms and for use to and from home/work, all personnel must be aware of the responsibilities and conditions for the use of official vehicles, prior to operating them.

- ▮ Must have the approval of the employee's supervisor
- ▮ Must be related to official business
- ▮ Must maintain a vehicle log, containing the following:
 - Driver's name
 - Mileage reading
 - Date
 - Time out
 - Time in
 - Purpose of travel
- ▮ Must submit completed vehicle logs to the Equipment Officer
- ▮ Must not use the vehicle for personal business
- ▮ Must comply with all Department and U.S. Government regulations, unless an appropriate authority has granted an express exemption
- ▮ Any use, outside of official use, is the employee's risk and the employee must bear any liability resulting from such unauthorized use.

I have read the above conditions and fully understand the policy for use of an official vehicle and the potential liability for using an official vehicle for other than official business

Signature, Date