



CG BASE PORTSVA INST 11240.1

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BASE PORTSMOUTH INSTRUCTION 11240.1

Subj: ISSUANCE AND USE OF GOVERNMENT VEHICLES

Ref: (a) Motor Vehicle Manual, COMDTINST M11240.9C  
(b) CG Safety and Environmental Health Manual, COMDTINST M5100.47

1. PURPOSE. To establish policies for inspecting, maintaining, issuing, and operating government vehicles assigned to Base Portsmouth Motor Pool.
2. ACTION. All Base Portsmouth Division Officers and Commanding Officers and Officers-in-Charge of commands that use vehicles assigned to the Base Portsmouth Motor Pool shall comply with this instruction and ensure that their vehicle operators are aware of and comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. CG ISC PORTSVA INST 11240.1H is cancelled.
4. DISCUSSION.
  - a. Coast Guard Base Portsmouth Motor Pool controls, maintains, and dispatches government vehicles for use by Base Portsmouth staff, tenant commands, and visiting cutters. The Motor Pool is committed to issuing all government vehicles in a clean and safe condition. This is achieved through routine safety inspections, strict compliance with preventive maintenance schedules, and timely corrective maintenance. Customer cooperation is essential. Customers must ensure that vehicles are held no longer than necessary, that any mechanical deficiencies and accidents are reported promptly, and that vehicle use data is properly recorded on the Motor Pool Trip Ticket, enclosure (1). Customers must also perform all required safety checks, use seat belts and drive defensively. Ultimately, a successful trip is a safe trip.
  - b. The motor pool is managed through a web-based reservation system. Customers can access the reservation system via the Coast Guard Motor Pool website at <http://apps.mlca.uscg.mil/motorpool/default.aspx> to enter a vehicle reservation request. The system provides a list of available vehicles for the customer to choose from. The Motor Pool Manager will review vehicle requests.
5. DUTIES AND RESPONSIBILITIES.
  - a. The Property & Logistic Branch Chief, Base Portsmouth Comptroller Division, is designated as the Motor Pool Officer and shall manage all government vehicles assigned to Base Portsmouth in accordance with reference (a) and this instruction.

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- b. The Regional Vehicle Manager, Property & Logistic Branch, Base Portsmouth Comptroller Division, is designated as the Motor Pool Manager and shall supervise the dispatch and use of all government vehicles assigned to Base Portsmouth. The Motor Pool Manager may permanently assign a vehicle to a tenant command or Base Portsmouth staff element if authorized vehicle use justifies such an assignment. The Motor Pool Manager shall:
- (1) Designate one or more members of the Property & Logistics Branch to serve as dispatchers;
  - (2) Administer all routine provisions of reference (a) and this instruction, and ensure a copy of this instruction is in the glove box of each government vehicle assigned to the Base Portsmouth Motor Pool;
  - (3) Inspect and maintain all government vehicles assigned to Base Portsmouth;
  - (4) Secure all vehicle keys when not in use in the key lock box in the Property & Logistics Branch Shipping & Receiving Office in the Supply Building Warehouse, and that a key to that lock box is on the Base Portsmouth OOD key set.
- c. The Motor Pool Dispatcher shall maintain the government vehicle dispatch log ensuring vehicles are prepared for dispatch, responding to reservation requests, ensuring the vehicles are safe to operate and clean, and complete weekly inspections upon return when the dispatch exceeds one week. The Dispatcher shall deliver keys and trip ticket sheets to the OOD by 1600 each day when any vehicles are expected to be checked in or out after normal working hours. The Dispatch Log in the Motor Pool Vehicle Reservation System on the Coast Guard Motor Pool website provides dispatch control.
- d. The Base Portsmouth OOD is the vehicle dispatcher after normal working hours. The OOD must ensure that returned vehicles are parked and locked in the designated spaces in the command parking lot. The keys and fuel cards are deposited in the drop box at the Base Portsmouth warehouse. In an emergency, the OOD has access to the Property & Logistics Branch Shipping & Receiving Office in the Supply Building Warehouse and can dispatch additional vehicles to meet mission requirements. The Base Portsmouth OOD also has read-only access to the electronic reservation list in the Motor Pool Vehicle Reservation System. This view of the motor pool database gives the OOD complete reservation information, including user point of contact information. The website link to the OOD view of the Motor Pool Reservation can be found in the Base Portsmouth OOD instructions.
- e. The vehicle operator is responsible for the vehicle's use and condition until the vehicle is returned and inspected. The operator will be subject to disciplinary action if the vehicle is used for personal business or if any other vehicle regulations are violated. The vehicle operator shall return the vehicle in a clean condition. The Dispatcher will direct the vehicle operator to clean the returned vehicle if it is deemed unacceptable. Enclosure (1), the Motor Pool Trip Ticket, lists the basic requirements for the vehicle operator. Vehicle

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operators shall comply with the direction in enclosure (2) and must always ensure that the health and safety of the driver and all passengers are protected, equipment is safeguarded and the vehicle is used efficiently.

- f. All units will notify the Base Portsmouth Motor Pool Manager when a vehicle is damaged while dispatched to their unit and complete a Vehicle Operator Accident Report for submission to the Motor Pool Manager. The Motor Pool Manager will coordinate repair of the damaged vehicle with GSA as applicable. The Base Portsmouth Comptroller will initially fund the cost of repairs and take action to charge the repair costs back to the responsible unit's OPTAR as appropriate.
- g. Vehicle keys and credit cards will be returned to the Motor Pool Dispatcher at the end of trips during regular hours of operation or placed in the drop box located outside of the Base Portsmouth Warehouse Shipping and Receiving Office. A government vehicle lock box is maintained and secured in the Property & Logistics Branch Shipping and Receiving Office in the Supply Building Warehouse. All vehicle dispatches will be completed from the Shipping and Receiving Office.
- h. Smoking in government vehicles is prohibited.
- i. Cell phone use in government vehicles is prohibited.
- j. Texting in government vehicles is prohibited.

6. SAFETY.

- a. Any vehicle with a discrepancy that causes the vehicle to be unsafe shall be returned to the Motor Pool Dispatcher. Operators and passengers must wear a seat belt at all times when the vehicle is in motion. Failure to wear a seatbelt in a government vehicle violates the direction contained in of reference (b). All vehicle operators must perform a vehicle safety inspection each time a vehicle is used. The inspection should be completed as outlined in enclosure (1).
- b. In the event of an accident or roadside emergency, call 1-866-400-0411. This number is printed on the Base Portsmouth Motor Pool Trip Ticket, enclosure (1).

7. WORK-TO-HOME USE OF GOVERNMENT VEHICLES. Federal regulations strictly prohibit government vehicle use from work-to-home.

8. PROCEDURES.

- a. Vehicles will be issued for authorized government business only and for those tasks for which the vehicle is designed. The Motor Pool Dispatcher may exchange an assigned vehicle to better match the vehicle to the intended task. Unless approved by the Base Portsmouth Executive Officer, vehicles requested for MWR purposes will be dispatched only for Category "A" MWR activities, such as transportation to or from intramural

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athletic events. The Base Portsmouth Executive Officer may approve requests to use government vehicles for other MWR activities.

- b. Requests for vehicles will be made electronically using the Motor Pool Vehicle Reservation System on the Base Portsmouth Intranet: <http://apps.mlca.uscg.mil/motorpool/default.aspx>. However, emergency requests may be made by calling the Motor Pool Manager at (757) 483-8507.
  - c. Vehicles are dispatched to the Base Portsmouth Divisions, tenant commands and visiting vessels on a first come, first serve basis. Government vehicles can be reserved for a period of one week locally and two weeks for out of area trips. The Base Portsmouth Motor Pool Manager will evaluate requests for periods of more than two weeks against mission requirements for approval. Vehicles may not be reserved for medical appointments; however, vehicles will be dispatched for medical appointments if available on the day of the appointment.
9. ENVIRONMENTAL ASPECTS AND IMPACTS CONSIDERATION. Environmental considerations were examined in the development of this instruction and have been satisfied.
10. FORMS/REPORTS. No forms or reports are required. Enclosure (1) may be reproduced locally.

  
F. J. SOMMER

Encl: (1) CG Base Portsmouth Motor Pool Trip Ticket  
(2) Rules and Regulations for Operators of Government Vehicles  
(3) Safety Inspection Check Off

Dist: Base Portsmouth List I, II and III

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**BASE PORTSMOUTH  
MOTOR POOL TRIP TICKET**

TAG NO.	UNIT:	DRIVER:	ENDING ODOMETER:
TIME ISSUED:	DATE ISSUED:	DESTINATION:	STARTING ODOMETER:
DATE AND TIME VEHICLE MUST RETURN:	PHONE NUMBER:	MILES DRIVEN:	

**DRIVER MUST INSPECT VEHICLE PRIOR TO LEAVING AND UPON RETURN**

OUT	VEHICLE CHECK OFF	IN
	Cleanliness – Inside/Out	
	Mirrors	
	Knobs/Handles	
	Tires/Wheel Covers/Spare	
	Jack/Lug Wrench	
	Lights/Turn Signals	
	Windshield Wipers	
	Brake Fluid Level	
	Seatbelts	
	Credit Card	
	Body Damage	
	Fuel Level/Oil Level (upon return, engine hot)	

**REMARKS:** Smoking is not allowed in government vehicles. Drivers and passengers must wear seatbelts at all times. Failure to wear a seatbelt is punishable under Article 92 of the UCMJ. Vehicle must be filled with regular unleaded fuel only or diesel, depending on the type of vehicle. Fuel receipt must be filled out completely and must include mileage. Driver must inspect the vehicle prior to leaving the base and immediately upon returning using the above checklist. Government vehicles are for official use only. For emergency repairs or in the case of an accident call 1-866-400-0411. By signing below you acknowledge you are aware of the regulations for operating a government vehicle, and the contents of CG BASEPORTSVA INST 11240.1. The number to the Base Portsmouth Motor Pool is (757) 483-8507. Keys returned after hours shall be placed in the Motor Pool drop box.

**Signatures Out**

**Signatures In**

DRIVER: \_\_\_\_\_

DRIVER: \_\_\_\_\_

DISPATCHER: \_\_\_\_\_

DISPATCHER: \_\_\_\_\_

TIME OUT: \_\_\_\_\_

DATE/TIME IN: \_\_\_\_\_

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RULES AND REGULATIONS FOR OPERATORS OF GSA VEHICLES

1. The driver is entirely responsible for the use and care of the vehicle from the time the vehicle is checked out until it is returned.
2. The driver shall perform a safety check each time the vehicle is used. Additional daily safety check sheets will be provided to the driver for dispatches lasting more than one day.
3. Property & Logistics Branch personnel will conduct weekly safety checks on all GSA vehicles per enclosure (3). Daily safety checks for permanently assigned GSA vehicles are not required.
4. Drivers shall use the Motor Pool Trip Ticket to log motor pool vehicle trip information. Drivers of permanently assigned vehicles will enter mileage in the mileage log stored in the vehicle.
5. No one shall operate a government vehicle without a valid state driver's license. No one shall operate a government vehicle weighing more than 5 tons without a valid government driver's permit, OF 346.
6. The driver shall remove the credit card and keys from the vehicle whenever parked. If the parking facility requires the key be left in the car, the operator shall remove the credit card. When parking on the street, windows shall be closed, and the doors locked.
7. Drivers must comply with all federal, state, local and GSA motor vehicle safety regulations and traffic laws and regulations.
8. Government vehicles are for official business only.
9. A seat belt shall be available for and used by each person riding in an automobile or cab of a truck.
10. Drivers are prohibited from picking up hitchhikers or giving rides to any unauthorized personnel.
11. Personnel are prohibited from riding in the back of an open truck.
12. Drivers are responsible for the cleanliness of the vehicle, inside and out. All vehicles shall be returned free of interior debris. If a vehicle is returned dirty, the Dispatcher will require that the vehicle be washed and vacuumed prior to acceptance.
13. When drivers refuel government vehicles at self-service pumps, the specific fuel required for that vehicle (regular unleaded gasoline or natural gas) must be used. Diesel fuel will be used for 5-ton trucks or whenever indicated.
14. Driver must refuel the vehicle if the fuel tank is less than  $\frac{3}{4}$  full.

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15. Regular unleaded gasoline, alternative fuel, diesel fuel, motor oil, anti-freeze, tire repairs, and battery service may be purchased on the vehicle credit card, however, no charge is to exceed \$100.00. Keep all receipts and turn them in to the Motor Pool Dispatcher. In extremely rare cases when there is no other option but to use cash, the driver shall keep all receipts, note mileage and notify the Motor Pool Dispatcher. To be reimbursed for purchases not made with the government credit card, the operator may bring the receipts to the Finance Branch Chief, Comptroller division of Base Portsmouth for reimbursement.
16. Vehicles that are returned after working hours shall be parked in the designated parking area and properly secured. The keys, credit card, and trip ticket shall be turned in to the Base Portsmouth Motor Pool drop box located outside of the Base Portsmouth Warehouse Shipping and Receiving office.
17. Any discrepancies discovered while driving the vehicle will be written on the trip ticket and reported to the Dispatcher when the vehicle is returned.
18. Vehicles are only allowed on the Piers for loading and unloading and should not be left unattended while on the Piers.

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**SAFETY INSPECTION CHECK-OFF**  
Completed by Motor Pool Staff

Tag # \_\_\_\_\_ Date \_\_\_\_\_ Inspected by \_\_\_\_\_  
(Print Name)

**1. Daily:**

- a. Head light, tail light and signal light operation.
- b. Wiper Operation.
- c. Horn operation.
- d. Tires, check inflation.
- e. Glass/mirrors condition.
- f. Brakes, operation.
- g. Fuel level.
- h. Cleaned of all trash and debris.

**2. Weekly:**

- a. Radiator coolant level.
- b. Battery, clean/liquid level
- c. Brake master cylinder fluid level.
- d. Windshield wiper washer level.
- e. Engine oil level.
- f. Power steering fluid level.
- g. Automatic transmission fluid level.