U.S. Department of Homeland Security

United States Coast Guard

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FEB 18 2010

SECDELBAYINST 11240.9A

SECTOR DELAWARE BAY INSTRUCTION 11240.9A

Subj: SECTOR DELAWARE BAY GSA VEHICLE MANAGEMENT AND ADMINISTRATION

Ref: Motor Vehicle Manual, COMDTINST M11240.9(series)

1. **PURPOSE.** This instruction establishes policies and procedures concerning the administration and management of the Sector GSA motor vehicle fleet. The fleet of the Sector GSA motor vehicles are leased through the U.S. General Services Administration and managed by the local transportation office (Supply Branch). These vehicles are provided to support official US Coast Guard transportation for Sector Delaware Bay. The Vehicle Manager will provide for the proper management of the GSA vehicles to ensure maximum benefit to the Sector at minimal operating cost.

2. **ACTION.** All personnel assigned to Sector Delaware Bay are hereby required to read and comply with the policies set forth in this directive.

3. **DIRECTIVES AFFECTED.** None.

4. **PROCEDURE.**

   a. **Chain of Command**:

      (1) **Logistics Department Head**: The overall program manager.

      (2) **Vehicle Officer:** An E-7 or above in the Supply Office who is responsible for oversight of the Government Vehicle Car Pool Program and enforcement of policies and regulations. The vehicle officer will prioritize vehicle requests, authorize usage, approve all replacements or upgrades, oversee financial aspects of the motor vehicle fleet, and ensure all accidents are properly documented and processed. Any discussions with GSA regarding either the replacement of a government vehicle or leasing an additional government vehicle within any department of the Sector or outlying unit in the AOR will be conducted by the Vehicle Officer.

      (3) **Vehicle Manager**: A collateral duty for an E-5 or above from the Supply office who is responsible to oversee the scheduling of the vehicles from the car pool, maintaining key control, and conducting vehicle inspections. The Vehicle Manager will make recommendations to the Vehicle Officer regarding the replacement of any government vehicles.

(4) **Vehicle Engineer**: Appointed by the senior engineer at Sector Delaware Bay. The Vehicle Engineer will track, schedule and follow-up all vehicle maintenance, complete mileage reports, notify the vehicle manager once a vehicle is to be replaced and provide assistance when a government vehicle is involved in an accident. All vehicle responsibilities or concerns will be discussed with the senior engineer and Vehicle Manager. Each outlying Unit that has government vehicles assigned will have an engineer appointed to ensure the required maintenance and mileage reports are completed. The Unit POC should report any discrepancies or issues to the Vehicle Engineer at the Sector.

b. **Responsibility**. The Motor Pool Vehicle Manager is directly responsible for the management and administration of the GSA motor vehicle fleet. The Vehicle Officer approves all requests.

c. **Funding**. The GSA motor vehicle fleet is supported, fueled, maintained and insured using funds from the Sector's operating budget. The vehicle funding does not cover repairs resulting from accidents. The Sector is responsible for returning the vehicles in working condition with no physical damage at the end of the GSA lease term. As a result, the division or tenant command requesting the vehicle is expected to cover the costs of vehicle repairs resulting from accidents where the driver is deemed at fault.

d. **Primary Use**. The GSA motor vehicle fleet's primary use is to provide transportation to military personnel and federal employees in the accomplishment of Coast Guard missions. Authorized uses of government vehicles are: Travel in conjunction with official orders, miscellaneous government work (inspections, investigations, supply runs, and meetings). TAD Orders, Medical appointments and Professional Development activities are authorized use of the GSA vehicles, but **subject to operational readiness availability.** All personnel utilizing a government vehicle must possess a valid license and must be familiar with local traffic rules and patterns.

e. **Unauthorized Uses**. In accordance with reference (a), the Coast Guard Sector's policy is that the following uses of government vehicles are unauthorized, including but not limited to: travel under permissive orders; leave, liberty, or returning from emergency leave; travel for revenue-generating activities, including volunteer work; and coffee, doughnut, or lunch errands. Vehicle requests for a dry dock period will not be accepted due to limited number of vehicles available. All cutters should ensure a rental vehicle is part of their dry dock package.

f. **Sector GSA vehicles**. The Sector GSA fleet consists of 18 vehicles, which are divided between the motor pool use and those assigned to a specific department. Any department with a vehicle assigned must ensure their vehicle is utilized first prior to making a reservation for one from the motor pool. The following is a breakdown of vehicles and the department to which they are assigned.

(1) **Motor Pool Vehicles**:

(a) One 15-passenger van
(b) One 10-passenger van
(c) Three 7-passenger vans
(d) Two SUV's
(e) Four sedans

(2) **Assigned Vehicles**:

(a) Command: Sedan
(b) Response (PS): SUV/Van
(c) Response (MAHR): Pick-Up Truck
(d) Prevention: Two 7-passenger Vans
(e) Engineer: Pick-up truck
(f) OOD Emergency Vehicle – Sports Utility

g. **Reservations for Vehicles**. The Transportation Office at Sector (Supply Branch) will manage all reservations for the Motor Pool Vehicles. All reservations must be requested electronically via e-mail and should be scheduled at least a week in advance.

(1) The following information must be provided to reserve a vehicle:

(a) Date(s) requested

(b) POC – Driver

(c) Destination

(d) Est. Number of Occupants

(e) Departure and Return Time

(2) A blanket request for a vehicle will not be accepted. The need for the vehicle must be confirmed prior to the reservation. Requests for a vehicle over an extended period will only be considered and approved when availability permits. The type of vehicle can be requested but will not be guaranteed or known until the day of departure. Vehicles will be assigned at least 24 hours in advance based on the information provided from all of the requests. Last minute reservations should be limited to emergencies only. The POC for the reservation is responsible to ensure the driver has a valid license. Reservations for the Captain's Vehicle will be handled by the Command Administrative Assistant and is limited to the Department Heads and Command Master Chief. Outlying Units may request a vehicle be reserved, but confirmation may be delayed since Sector personnel have first rights to the vehicles. The

Sector OOD's Emergency vehicle will not be issued out for daily use. The vehicle will be utilized for emergencies and will be driven by a duty driver assigned by the command.

(3) Visiting units are only authorized to use Sector's government vehicles for official business (purchasing supplies, etc.).

h. **Retrieving Keys.** The Transportation Office will be open between the hours of 0730 and 1600. Keys will not be available prior to 0730 without special arrangements and permission from the Vehicle Manager. Generally, if a vehicle is required earlier, the POC for the reservation is responsible to make arrangements to pick up the keys the day prior at or around 1600. The keys may not be turned in or kept at the quarterdeck for any reason. Each POC is responsible to sign out the keys upon retrieval and acknowledging the policies and regulations concerning government vehicles. If a vehicle is needed after hours due to an emergency, such as an oil spill, the OOD will have access to the keys for a few vehicles. For any need beyond those vehicles, the Vehicle Manager and Vehicle Officer must be contacted for approval.

i. **Returning the Keys**. The vehicle keys must be returned to the Transportation Office immediately upon returning to the sector. It's the responsibility of the driver to ensure the vehicle is returned clean, fueled and any discrepancies are reported immediately. Failure to do so could result in suspension of the right to utilize the vehicle pool. To return the keys after hours, keys must be placed in the key drop box located outside the Transportation Office. Keys may not be given to the quarterdeck.

j. **Cancellations.** All cancellations of reservations must be done electronically by the individual who made the original request providing as much notice as possible. Consistent failure to utilize a reserved vehicle could result in suspension of the right to utilize the car pool.

k. **Duty Drivers.** The Transportation Office is not responsible to arrange or provide duty drivers for the vehicle. The MAA duty section is responsible to drive for the Command Cadre only. Each department must utilize personnel within their own department as duty drivers. The MAA duty section is not responsible to drive members to scheduled medical appointments. If parking is a concern, individuals should utilize other members from their own department.

5. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.

6. **FORMS/REPORTS.** None.

Meredith L. Austin, CAPT

Encl: (1) GSA Vehicle Request Form
(2) GSA Vehicle Policies
(3) GSA Vehicle Inspection Forms

Motor Pool Vehicle Request

All information is required.

Request By: _____ (Print) **Tel No:** _____

Department: _____ **Division:** _____

Driver's Name: _____ (Print) **Driver License No:** _____

No. of passengers: _____

Type of Vehicle: (If Available)
- Sedan _____
- SUV _____
- P/U Truck _____
- 15 Pax Van _____
- Mini Van _____

Request Date: _____ (MM/DD/YY)

Destination: _____ **Purpose:** _____

Check appropriate days if the vehicle will be used for more than one day:
Mon____ Tue_____ Wed_____ Thu _____ Fri _____ Sat _____ Sun ____

Departure Time: _____**AM/PM** **Return Time:** _____**AM/PM**

Additional Requirements: _____

_____

_____

_____

_____

_____

Unit: Sector Delaware Bay **Rate/Rank:** _____

Print Name: _____ **Sign/Date:** _____

All requestors must read and sign Motor Pool Policies and conduct Vehicle Inspection.

MOTOR POOL POLICIES

References: COMDTINST M11240.9(Series), Motor Vehicle Manual

1. All Government vehicles are for ***official business*** only.
2. All drivers are to have current driver's license, upon pick-up of vehicle and during operation of vehicle.
3. Drivers are to consolidate trips whenever possible.
4. Vehicles are not to be used on a recurring full-time basis, for the sole purpose of one person.
5. All government vehicles are prohibited from drive-thru's of any kind (i.e. fast food restaurants)
6. All passenger vehicles are not to be used as utility vehicles.
7. All loads are to be tied down in the truck's bed.
8. Personnel with Medical Appointments for more than 45 minutes are to have a driver drop them off and pick them up. Otherwise, they are to use their own POVs.
9. All vehicles dispatched are required to be kept clean.
10. All accident/incident reports are to be turned into Motor Pool no later than ONE DAY after incident occurred.
11. Mileage is to be logged inside the "Log Book" located inside the vehicle.
12. Fuel vehicles before check-in if tank is less than half full. Failure to fuel vehicle when less than half full may result in loss of Motor Pool privileges for 30 days. If failure to refuel vehicles becomes a reoccurring issue loss of Motor Pool privileges will be permanent.
13. Exact mileage must be entered into the pay station when fueling.
14. Turn in GSA credit card receipts to Motor Pool upon vehicle check-in.
15. Do not smoke in vehicles or while fueling.

UNIT: _____ RATE/RANK: _____

PRINT NAME: _____ SIGN/DATE: _____

VEHICLE INSPECTION FORM
(VAN)

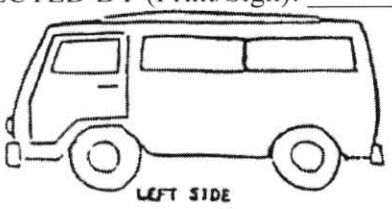
GSA Vehicle Tag Number: _____
Motor Pool Person Issuing Vehicle: _____
Driver's Name/Rank (Print): _____
Unit/Ship's Name: _____ Date: _____

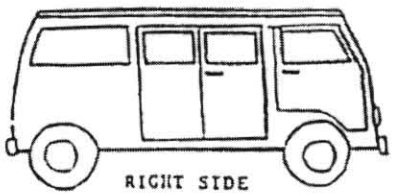
ITEMS — VEHICLE CHECK-OUT & CHECK-IN LIST

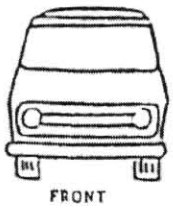
	Good	Fair	Poor	Remarks (Damages):
1. Tires	□	□	□	_____
2. Horn	□	□	□	_____
3. Mirrors/Glass	□	□	□	_____
4. Exterior	□	□	□	_____
5. Interior	□	□	□	_____
6. Gas (Fill if less than ½ tank)	□	□	□	_____
7. Emergency Lights	□	□	□	_____
8. Other Lights	□	□	□	_____

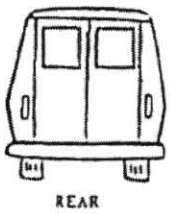
9. Read and sign Motor Pool Policy on back of this sheet.

INSPECTED BY (Print/Sign): _____









Note: All damages must be identified prior to driving away or user will be charged upon return of vehicle. Mark all damages using the following letters:

D – Dents S-Scratches B-Broken M-Missing

VEHICLE INSPECTION FORM
(TRUCK)

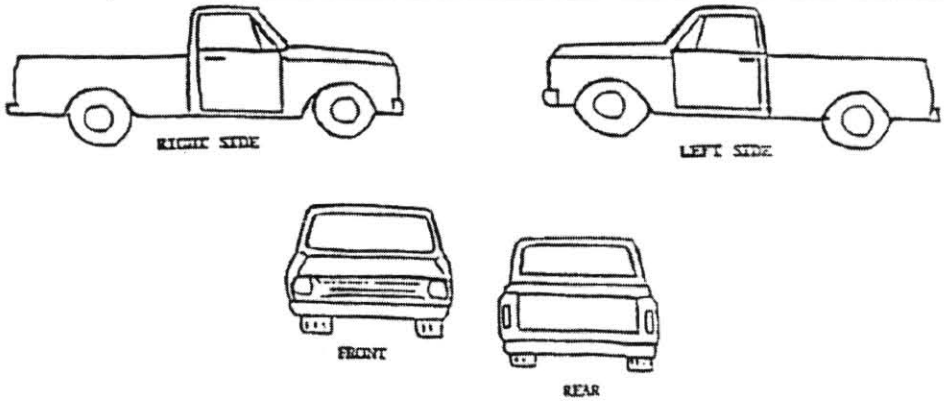
GSA Vehicle Tag Number: _____
Motor Pool Person Issuing Vehicle: _____
Driver's Name/Rank (Print): _____
Unit/Ship's Name: _____ Date: _____

ITEMS — VEHICLE CHECK-OUT & CHECK-IN LIST

	Good	Fair	Poor	Remarks (Damages):
1. Tires	□	□	□	_____
2. Horn	□	□	□	_____
3. Mirrors/Glass	□	□	□	_____
4. Exterior	□	□	□	_____
5. Interior	□	□	□	_____
6. Gas (Fill if less than ½ tank)	□	□	□	_____
7. Emergency Lights	□	□	□	_____
8. Other Lights	□	□	□	_____

9. Read and sign Motor Pool Policy on back of this sheet.

INSPECTED BY (Print/Sign): _____



Note: All damages must be identified prior to driving away or user will be charged upon return of vehicle. Mark all damages using the following letters:

D – Dents S-Scratches B-Broken M-Missing

VEHICLE INSPECTION FORM
(CAR)

GSA Vehicle Tag Number: _____
Motor Pool Person Issuing Vehicle: _____
Driver's Name/Rank (Print): _____
Unit/Ship's Name: _____ Date: _____

ITEMS — VEHICLE CHECK-OUT & CHECK-IN LIST

	Good	Fair	Poor	Remarks (Damages):
1. Tires	□	□	□	_____
2. Horn	□	□	□	_____
3. Mirrors/Glass	□	□	□	_____
4. Exterior	□	□	□	_____
5. Interior	□	□	□	_____
6. Gas (Fill if less than ½ tank)	□	□	□	_____
7. Emergency Lights	□	□	□	_____
8. Other Lights	□	□	□	_____

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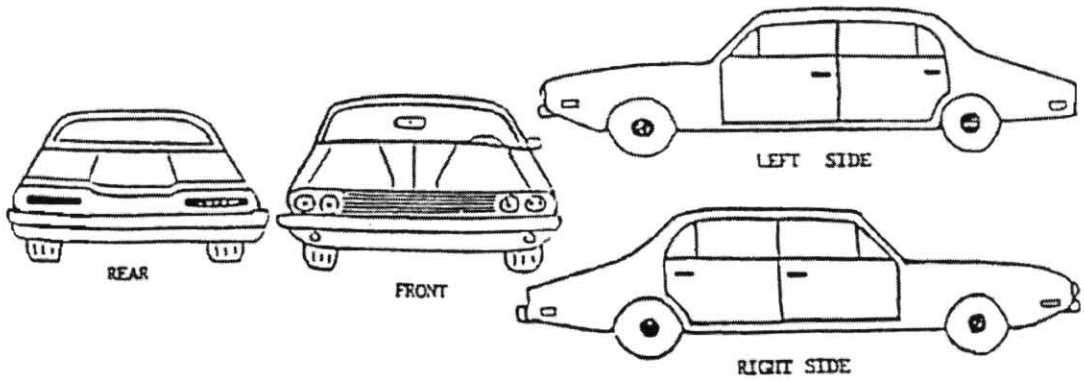

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