U.S. Department of Homeland Security

United States Coast Guard

Government Vehicle Management Tactics, Techniques, and Procedures (TTP)

Force Readiness Command (FORCECOM)

CGTTP 4-01.3
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U.S. Department of Homeland Security
United States Coast Guard

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COAST GUARD TACTICS, TECHNIQUES, AND PROCEDURES 4-01.3

Subj: GOVERNMENT VEHICLE MANAGEMENT

Ref:
(a) Motor Vehicle Manual, COMDTINST M11240.9 (series)
(b) Antideficiency Act, 31 U.S.C. §§ 1341(a)
(c) Motor Vehicle Management, Federal Management Regulation, Title 41, Subtitle C, Chapter 102, (41 CFR 102-34.35)
(d) Personal Property Management Manual, COMDTINST M4500.5 (series)
(e) COMDT COGARD Washington DC 1113444Z MAY 12/New Standard Vehicle Types, ALCOAST 234, CG-4, COMDTNOTE 11240
(f) Commercial Driver's License Standards; Requirements and Penalties, 49 CFR, Section §383.5
(g) Safety and Environmental Health Manual, COMDTINST M5100.47 (series)
(h) Department of Homeland Security, Management Directives System, MD Number: 11015, Emergency Signaling Devices in DHS Vehicles
(i) Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors, 49 CFR, Section §391.41-39, Federal Motor Carrier Safety Administration
(j) Non-Standard Boat Operator's Handbook, COMDTINST M16114.28 (series)
(k) Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series)
(l) Administrative Investigations Manual, COMDTINST M5830.1 (series)
(m) Administrative Claims under Federal Tort Claims Act, 28 CFR, Part 14
(n) Personal Property Management TTP, CGTTP 4-09.3 (series)
(o) Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series)

1. PURPOSE. To provide Government Vehicle Motorpool Fleet Managers and Unit Vehicle Officers with a job aid to assist with managing a vehicle program.

2. ACTION. The provisions of this CGTTP apply to all personnel involved in managing government vehicle motor pools or programs. Internet release is authorized.

3. DIRECTIVES/TTP AFFECTED. None.

4. DISCUSSION. Frequently, motorpool management is a collateral duty, and the majority of the expertise in managing government vehicles comes from pass down, on the job training, or self-instruction. This CGTTP will serve as a training aid for new and current motor pool managers, and a tool for commands to use in the administration of their GV training programs. All government vehicle drivers should also read this TTP.

5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It provides guidance for Coast Guard personnel and does not impose legally-binding requirements on any party outside the Coast Guard.

6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this publication and have been determined to not be applicable.

7. DISTRIBUTION. FORCECOM TTP Division posts an electronic version of this TTP publication to the CGTTP Library on CGPortal. In CGPortal, navigate to the CGTTP Library by selecting **References > Tactics, Techniques, and Procedures (TTP)**. FORCECOM TTP Division does not provide paper distribution of this publication.

8. RECORDS MANAGEMENT CONSIDERATIONS. This publication has been thoroughly reviewed during the TTP coordinated approval process. It has been determined there are no further records scheduling requirements in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This publication does not have any significant or substantial change to existing records management requirements.

9. FORMS/REPORTS. None.

10. REQUEST FOR CHANGES. Submit recommendations for TTP improvements or corrections via email to FORCECOM-PI@uscg.mil or through the TTP Request form on CGPortal. In CGPortal, navigate to the TTP Request form by selecting **References > Tactics, Techniques, and Procedures (TTP) > TTP Request**.

    Send lessons learned applicable to this TTP publication via command email to FORCECOM TTP Division at CMD-SMB-CG-FORCECOM.

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Chapter 1: Introduction

Introduction

This chapter overviews the contents of this TTP publication. It also defines the use of notes, cautions, and warnings in TTP publications.

In This Chapter

This chapter contains the following sections:

Section A: Introduction

A.1. Introduction

The intention of this TTP is to help vehicle managers acquire, track, and dispose of their vehicles, manage proper training and qualification for unit drivers, and guide managers through recurring maintenance and reporting requirements. Additionally, this TTP includes a section for vehicle operators, which supports policy by providing best practices for driver qualification programs, as well as procedures drivers should take both before getting behind the wheel, while driving, and after completing the trip.

A.2. Scope

This TTP is for Cutter, Base, Sector XOs, Motor Pool Managers, any unit that owns or leases a GV and all vehicle operators at these units. The publication addresses management and usage of standard and non-standard Interagency Fleet lease (e.g., GSA Fleet Lease), U.S. Coast Guard (USCG) owned vehicles, commercially leased vehicles and Short Term Rentals (e.g. cutter port calls or surge need).

Where conflicts exist between this TTP and reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), reference (a) takes precedence.

Section B: Notes, Cautions, and Warnings

B.1. Overview The following definitions apply to notes, cautions, and warnings found in TTP publications.

NOTE: **An emphasized statement, procedure, or technique.**

CAUTION: **A procedure, technique, or action that, if not followed, carries the risk of equipment damage.**

WARNING: ***A procedure, technique, or action that, if not followed, carries the risk of personnel injury or death.***

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Chapter 2:
Motor Pool Basics

Introduction

This chapter discusses basic motor pool management. Section A describes the roles and responsibilities of a motor pool manager, the driver, and the USCG programs that standardize policy for the vehicle fleet. Section B instructs on selecting vehicles that meet unit needs. Section C guides vehicle acquisition (e.g. GSA leased versus USCG owned).

In This Chapter

This chapter contains the following sections:

Section A: Roles and Responsibilities

A.1. Facilities Operations and Support Division (CG-435)

Fleet vehicle program management falls under the Fleet Vehicle Program run by the Facilities Operations and Support Division, COMDT (CG-435). CG-435 owns the policy and answers any questions pertaining to interpretation.

A.2. Shore Infrastructure Logistics Center (SILC, ESD-FOB)

The Shore Infrastructure Logistics Center (SILC), Engineering Services Division – Facility Operations Branch (ESD-FOB) assists COMDT (CG-435) in enacting USCG motor vehicle policies.

The SILC certifies funding, approves new or replacement vehicles, and manages all vehicle allowances. SILC-ESD-FOB can be reached via email at: SILCVEHICLEMANAGEMEN@uscg.mil.

SILC also manages the USCG Motor Vehicle Portal at: https://cg.portal.uscg.mil/communities/motor-vehicle-fleet-management/default.aspx

A.3. Regional Motor Vehicle Fleet Managers (MFMs)

The Regional Motor Vehicle Fleet Manager (regional MFM) supports vehicle management activities at local units throughout their respective Area of Responsibility (AORs). This includes answering common policy questions, directing units on best practices, efficient GV usage, and making any required changes to vehicle property in ORACLE FAM (see Chapter 3, Section B.3)

All USCG bases, recruiting commands, and the USCG Investigative service have regional MFMs. Local MFMs should direct questions to Regional MFMs. There are approximately 18 Regional MFMs throughout the Coast Guard.

A.4. GSA Fleet Services Representative (FSR)

The local MFM interacts directly with their GSA Fleet Service Representative (FSR) for most GSA leased vehicle related issues including regular maintenance, accidents, and replacement eligibility.

The GSA FSR authorizes work on a vehicle. However, local MFMs should keep their regional MFM apprised of all non-routine actions taken.

NOTE:

GSA determines *when* a vehicle replacement will occur via replacement standards. However, the USCG approves the *type* of replacement vehicle. The chain of command for the latter goes through SILC, CG-435, and DHS.

A.5. Local Motor Pool Fleet Manager (MFM)/Unit Vehicle Officer

The Local Motor Pool Vehicle Fleet Manager (local MFM) has general oversight of all vehicles in the motor pool or unit. In this publication, the term "MFM" is equivalent to the term "Unit Vehicle Officer" (designation used on cutters), as these terms are inter-changeable. Local MFM responsibilities include, but are not limited to:

- Maintaining Vehicle Mileage Logs (Appendix B & C);
- Providing a secure location for keys (key box) and fuel cards (with key clips) – a distinct key box is typically kept for spare keys;
- Keeping the regional MFM current on vehicle and trailer inventories;
- Ensuring operator training requirements are met;
- Ensuring alternative fuels are considered, if applicable;
- Serve as the property custodian for all vehicles in their AOR if so designated;
- For GSA leased vehicles
  - Updating PM Express (Chapter 5, Section A.3) in the GSA database when oil changes or other preventive maintenance occurs (include date and mileage);
  - Updating monthly mileage status in the GSA database (Drive-thru). Ensure all monthly and periodic updates including mileage reports and maintenance are included;
- For USCG owned vehicles
  - Matching one DHS license plate per vehicle; that is, vehicle registration should match the VIN number;
  - Verify accuracy of all information entered in Oracle FAM.

A.6. Vehicle Operators

After government vehicle operators complete required vehicle training, they are responsible for their vehicle during use. The following are a list of tasks associated with operating a vehicle:

- GET TRAINED: Review unit training requirements in the Unit Motor Vehicle Safety Plan. Complete appropriate training. Request either formal or informal training to operate any vehicle;
- GET ID CARD: Obtain from local MFM, an OF-346 (see Chapter 4, Section A.5), U.S. Government Motor Vehicle Operator's Identification Card, if required. Some motor vehicles and all Special Purpose Motorized Equipment (SPME) require an OF-346. Typically, an OF-346 is not required to operate administrative vehicles;

- INFORM MFM: Inform the local MFM (motor pool or unit vehicle manager) of any legal restriction to driving (e.g., loss of state driver's license or impairments), and always use the Check In/Check Out sheet (Appendix C) or other unit-specific use logs (Appendix B);
- OBEY LAWS: Operate vehicles in a safe, prudent, and professional manner. Remember the driver is responsible for all traffic citations received while operating a government owned, managed, or rented vehicle. Government vehicles are subject to all applicable municipal, state, and federal motor vehicle regulations.
- OPERATE SAFELY: Ensure all vehicles are in safe and operable condition. This includes performing pre-trip checks on vehicles (see Appendix C). Properly secure vehicles and their contents when leaving the vehicle unattended;
- REPORT VIOLATIONS: Report all traffic violations and citations issued by law enforcement personnel, or electronic traffic surveillance equipment. Also report accidents and/or mishaps to immediate supervisor and the MFM. Complete and submit the SF 91, Motor Vehicle Accident Report to the MFM. See reporting guidelines (Chapter 4, Section C)

Section B: Vehicle Selection and Types

B.1. Introduction

This section will help local MFMs understand the types of available vehicles, and guide proper selection of a standard vehicle type that meets their needs and current standards.

Presidential mandate requires all federal agencies to limit the size, type, and number of owned or operated motor vehicles. As a result, the USCG has been downsizing its vehicle fleet and is replacing gasoline fueled vehicles (through attrition) with alternative fuel vehicles (AFV), hybrid vehicles, and low "green house gas" (GHG) emitting vehicles.

Always select a vehicle with the greatest fuel efficiency, smallest body size, and smallest motor size that meets mission requirements.

The General Services Administration (GSA) uses Standard Item Numbers (SINs) to describe standard vehicle types. For one SIN, there are often more than one make and model described. The most common SINs in the USCG are SINs 8C/H, 20, 50 and 55.

NOTE: **See reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series) for current definitions of vehicle types. Reference (a) supersedes this document's definitions.**

B.2. Vehicle Types (General Purpose vs. SPME)

There are two major vehicle types, classified by their Gross Vehicle Weight Rating (GVWR). Vehicles less than 8,500lbs are General Purpose Vehicles. Vehicles over 8,500lbs are Special Purpose Motorized Equipment (SPME). There are further divisions of vehicles and sub-types within the major categories that organize vehicles by use, capability, etc.

For more information on vehicle types and their associated SIN classification, go to GSA webpage:
http://vehiclestd.fas.gsa.gov/CommentCollector/Home

Tutorial for GSA webpage site:
https://apps.fas.gsa.gov/vehiclestandards/federal_vehicle_standards_tutorial.pdf

	MVM Vehicle Type	Examples	Weight GVWR (lbs)	VIN	Serial #
General Purpose Vehicles*	**Administrative Vehicles****	Sedans, Minivans, Vans up to 15 passengers. ***	Under 8501	Yes	Yes
	Available TMT Code: MOTO15PV. A vehicle used to facilitate administrative transportation of personnel. This includes, but is not limited to, attending meetings and other routine transportation that does not require special equipment.				
	Light Utility Vehicles	Small utility carts, cargo vans, utility trucks, any vehicle under 8,501 GVWR. Does not include Truck/Trailer combinations. ***	Under 8501	May	May
	The primary purpose of a utility vehicle is one whose primary function is not personnel transport.				
	Low Speed Vehicles	Neighborhood Electric Vehicles. ***	Under 8501 lbs	May	May
	A category of vehicles that are “street legal” on roads with speed limits less than 35 miles per hour as describe by 49 CFR Part 571, also known as Neighborhood Electric Vehicles (NEV). LSVs require license plates. See the SEH, COMDTINST M5100.47 (series) for safety requirements.				
Special Purpose Motorized Equipment *	**Base Support Vehicles (BSV)**	Boom trucks, garbage trucks, fuel trucks, vacuum trucks. ***	N/A	Yes	May
	Available TMT Code MOTOSPME: Base support vehicles do have a VIN and must be registered or made "road legal".				
	Ground Support Equipment (GSE)	Cranes, derricks, road graders, tractors, bulldozers, back hoes, fork lifts, lawn tractors, high mobility multipurpose wheeled vehicles (HMMWVs), all-terrain vehicles (ATV), modified golf carts, Aerial work platforms, snow blowers, snow graders, material handling equipment, boat and travel lifts, etc. ***	N/A	No	May
	Available TMT Code MOTOSPME: This equipment may look like a vehicle, but will not have a VIN making it capable of registration or being "road legal." They may, however, have a serial number. Any commercially manufactured self-propelled motorized equipment designated for a special purpose. All SPME not designed for roadway use, are considered industrial and construction equipment, or GSE.				
	Utility Vehicles (UV) (Available thru GSA)	Utility truck, cargo van, work trucks, any vehicle over 8,500 lbs. Includes any size truck/trailer combinations under 26,001 lbs.***	8,500<x <26,001	Yes	Yes

	Available TMT Code MOTOSPME or MOTOTRLR: The primary purpose of a utility vehicle is one whose primary function is not personnel transport.				
Other*	**Emergency Vehicles (EV)**	Fire and Rescue Trucks, Ambulances, LE Vehicles, FPS and CGIS vehicles, etc.***	N/A	Yes	Yes
	Available TMT Codes: (MOTOEVOC). Any vehicle equipped with emergency lights and audible devices to enable a vehicle to negotiate traffic and respond to an emergency situation. All EV operators should read and become familiar with reference (a), DHS Instruction Manual – 112-05-001, Home-To-Work Transportation Department of Homeland Security, Management Directives System, MD Number: 11015. This six page directive addresses authorized users of EVs (including CG), dictates how emergency signals can be used, and what vehicles are authorized to carry emergency signals. All EVs must be registered with DHS (through SILC & CG-435).				
	Commercial Vehicle	Tractor type trucks, truck/trailer combinations, buses, delivery trucks, etc. ***	Over 26,000	Yes	May
	Available TMT Codes MOTOCDL: Commercial trucks or buses are vehicles that have Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs or passenger capacity of more than 15 people (including the driver).				

*NOTE: Reference the MVM for more details concerning definitions

**NOTE: Only certain flag officers rate a dedicated vehicle. For this reason, not all Commanding Officers have their own vehicle, and the term ADMIN is used.

***NOTE: This list is not all-inclusive

B.3. Vehicle types by SIN number

Figure 2-1 (next page) is a general information chart of the most common vehicle types categorized by SIN number. The SIN chart assists local MVMs in selecting a new vehicle, and provides a starting point for units needing a replacement vehicle. If a vehicle is for towing, units must reference their Boat Operator's Handbook, COMDT Instructions, or applicable documentation to ensure their new vehicle (prime mover) meets size requirements for the towed boat class.

Vehicle Types: Most Common

Category	Type	Used By	SIN	Ratings
Utility Vehicles	Sport Utility Vehicles (SUV) - 2WD/4WD	Entire CG	98 or 99	Not Applicable
	Sport Utility Vehicles (SUVs) are passenger vehicles built on a truck chassis. Used for non-admin use requiring increased ground clearance and limited equipment requirements. In general SUVs are no longer authorized in the CG Fleet, and will be replaced with pickup trucks or passenger vans through the GSA replacement process.			
Utility	Full Size Pickup Truck - 4WD	Entire CG	55	Tows (Conv.) under 7,000lbs

Vehicles	*Standard replacement for all Intermediate and Large SUVs currently performing CG missions. SIN 55 is authorized for units with increased equipment requirements, for use on unimproved roads/off-road transportation, and capacity up to 6 persons. Vehicle operators should confirm the manufacturer's rated towing capacity. F-150 are in this class and can tow everything lighter than the Over the Horizon IV.*			
Utility Vehicles	7-Pax Van - 2WD	Entire CG	20	Not Applicable
	May also replace existing Intermediate and Large SUVs currently used primarily to transport personnel.			
Utility Vehicles	F-450 Diesel, Dual Rear - 4WD	RB-S/TANB	59B	GVWR 13,000lb/tows 19,000lb
	Crew cab diesel pickup truck. This is the standard service wide prime mover for towing the RBS (Response Boat Small) and the TANB (Trailerable Aids to Navigation Boat). F-450 also applies to the 32 foot Transportable Port Security Boat (TPSB).			
Utility Vehicles	Heavy Duty Trucks	Entire CG	129E	Not Applicable
	Heavy duty trucks (including the SIN 129E stake bed truck) will be authorized as required for special mission requirements.			
Utility Vehicles	Heavy Duty Trucks	Entire CG	57	Not Applicable
	CGIS is authorized to select truck when towing capacity between 7,500 and 13,000 lbs is authorized. Prime mover for Over the Horizon(OTH) IV. F-250 fall in this class.			
Administrative Vehicles	Subcompact Sedan	Entire CG	8C/H	Class II
	Units are encouraged to acquire hybrid vehicles whenever economically feasible. subcompact sedans are used for all routine administrative use with capacity up to 4 persons.For example: This type of vehicle will be used by the CO, XO, OINC, and all other admin personnel at all bases, sectors, stations, units, etc for all routine admin use.			
Administrative Vehicles	MiniVan/Full Size Van	Entire CG	20/21	Not Applicable
	If additional passenger space is required (from SIN 8C/H), minivans or full size vans are authorized to limit the number of vehicles in the fleet.			
Administrative Vehicles	Full Size 8/15 Pax Vans - AWD/2WD	Entire CG	21X/24	Not Applicable
	SIN 21X (AWD full size 8 passenger van) are authorized for use on unimproved roads requiring 4WD capability with capacity up to 8 persons.SIN 24 (full sized 2WD 12 passenger van) are authorized for crew movements for training and deployment with capacity up to 12 persons.			
CGIS Vehicles	Sedan	CGIS	17F / 10B	Not Applicable
	CGIS is authorized to select other sedans, pickup trucks and SUVs, if more appropriate to the mission. CGIS HQ supports wide latitude in selection of vehicles. Commonly, the SIN 9C or 9H, SIN 55, and SIN 96 are operated by CGIS agents as more cost effective GVs to meet mission requirements.			
K9 Handler Vehicles	Full Size 8/15 Pax Vans - AWD/2WD	K9 Units	55	Not Applicable
	K9 handlers are authorized the SIN 55; the SIN 55 generally offers the highest level of mission support for the K9 missions.			

Figure 2-1. Most common vehicle types & their SIN numbers (*Information taken from ALCOAST 234/12)

NOTE: **For canine units that house their dog in a vehicle while idling, GSA (not the USCG) determines vehicle replacement standards. Canine units should be aware that increased engine hours are not currently grounds for vehicle replacement.**

Section C: Methods of Vehicle Acquisition

C.1. GSA Leases

The Coast Guard leases approximately 90% of its vehicles through the GSA fleet lease program which relies upon the GSA fleet lease information system, known as the GSA Drive-thru website (see Chapter 3, section A).

All administrative vehicles must average at least 600 miles per month; 1,000 miles per month is full use. Failure to meet 600 miles per month requirement may result in a vehicle reduction (see reference (a), the Motor Vehicle Manual, COMDTINST M11240.9 (series), Chapter 3, section A).

C.2. USCG owned

Reference (b), the Antideficiency Act, 31 U.S.C. §§ 1341(a), prohibits units from purchasing motor vehicles on their own. However, the USCG can own a vehicle when a GSA lease is not feasible. There are 3 common justifications for a USCG owned vehicle:

- Vehicles type is not available through GSA (e.g. Fire trucks and bucket trucks). To schedule a replacement, submit a vehicle allowance change request to justify these vehicles on a unit's allowance (see Appendix D). However, use GSA first for vehicle replacement.
- Missions and units outside the GSA service area: some USCG units are either located outside the GSA service area (e.g. Activities Europe), or have mission requirements to deploy outside the GSA service area (e.g., Port Security Units (PSUs)).
- Trailers: all trailers are USCG-owned. Small Boat Product Line (SBPL) or Boat Forces (CG-731) purchases all boat trailers. Utility trailers can be purchased by the appropriate funds manager at the unit level. Note that the purchase of a utility trailer exceeding current vehicle capacities is not grounds for a new vehicle replacement.

NOTE: **Once approved, procuring a USCG owned vehicle through SILC-ESD-FOB takes 9 to 12 months depending on specified equipment and class of vehicle.**

NOTE: **GSA Fleet Lease vehicles cannot be deployed to foreign countries (U.S. Territories such as Guam, Puerto Rico, etc., are not foreign countries and have GSA leased vehicles present).**

C.3. GSA Short Term Rentals (STR)

Per reference (c), Motor Vehicle Management, Federal Management Regulation, Title 41, Subtitle C, Chapter 102, (41 CFR 102-34.35), the GSA Short Term Rental (STR) is a rental agreement for 59 days or less for surge requirements. Consecutive short term rentals must not be used to

circumvent STR limitations.

The GSA STR Program leverages standard contracts with commercial vendors (Budget, Enterprise, Hertz, etc.) for better pricing, and can provide service within 48 hours. GSA Fleet STR program supplies vehicles and equipment to all federal agencies to fulfill short term and temporary needs. The GSA website for GV STR can be found here:

http://www.gsa.gov/portal/content/102675

NOTE: **In only very limited cases when the GSA STR program cannot meet unit mission needs (e.g., emergency cutter port calls), units may deviate, and acquire a STR directly from the commercial vendor.**

NOTE: **The STR program is not authorized for Temporary Duty (TDY) purposes.**

C.3.a. STR Rental Request contact information

Before initiating a STR rental, units must coordinate with the USCG Finance Center (FIN-SMB-VehicleRCMChanges@uscg.mil) for authorization. For more information on the STR program, click on the GSA STR program information page or their FAQs page.

Thereafter, and as an alternative to using the GSA STR website, units can request or vehicle rentals over the phone at **1-866-886-1232** (available Monday – Friday, 7:00 AM to 5:00 PM CST) or via email to gsa_rental@gsa.gov.

C.3.b. Information for GSA rental

Before contacting GSA for an STR, check to see if there is a local MFM or unit vehicle officer with additional vehicles. If not, contact GSA via phone or email. Have the following information available:

- Requestor's full name, phone number, email address and location.
- Full GSA Fleet customer number against which rental charges will be billed (in the form of Region-FMC-00-BOAC-Serial).
- Agency/Installation name (i.e., USCG, Coast Guard Cutter BERTHOLF).

Along with this information, provide GSA with the following rental details:

- Number of vehicles
- Type(s) of vehicle(s)

- Location(s) for the vehicle(s) [street address and zip code]
- Date vehicle(s) needed
- Time vehicle(s) needed (estimated pick-up time)
- Date of vehicle(s) return
- Special instructions/requirements (delivery, customer pick-up, etc.)
- Request a fuel card for the rental vehicle. The card will be shipped to the specified location within 24 to 48 hours.

C.3.c. Fuel cards (Voyager card)

When contacting FINCEN and GSA, the unit must also request fuel "Voyager" cards (without a fuel card, units will have to use AFC-30 funds) to purchase fuel. Regular GSA Fleet cards, assigned to permanently leased vehicles, may not be used to fuel STR vehicles.

NOTE: **Use the last five digits on the card as the Personal Identification Number (PIN) to obtain fuel.**

C.3.d. Additional Drivers

There is no charge to add drivers for GSA Fleet STR. Be sure to request the addition of "All authorized licensed drivers" at the time of vehicle pick-up at the rental location.

C.3.e. STR equipment rentals

Equipment STR – Equipment rentals follow the same approval and execution processes as a vehicle STR, with the exception of the fuel card. Units should use bulk fuel purchases to provide fuel (as with, owned equipment). Link to SEACARD program.

C.3.f. Billing

Billing – Charge vehicle rentals to the account provided. Any and all charges on the rental invoice (e.g., related to unfilled fuel, etc.) remain the responsibility of the unit. All vehicles obtained through GSA are charged to the unit's AFC-30 account.

C.3.g. Extensions

Extensions – Only GSA Fleet can extend vehicle rentals. Units should not contact the rental company directly to extend the rental period for their vehicle(s).

C.4. Transfer or Donation

Provisions of reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series) consider vehicles transferred from another unit or donated as vehicle acquisitions. There must be proper approvals and documentation for vehicle acquisitions.

NOTE: **All vehicle donations (including trailers) require CG-8R approval before receipt.**

Chapter 3:
Acquisition, Tracking and Disposition

Introduction

This chapter discusses the acquiring, tracking, and disposing of government vehicles.

In This Chapter

This chapter contains the following sections:

Section A: Vehicle Acquisition Process

A.1. Acquisition Process Flow Types

Motor vehicle acquisitions are the first phase of the property life cycle. As discussed previously, a vehicle can either be GSA leased (in which case GSA manages the vehicle), or USCG owned (in which case MFMs manages the vehicle). For USCG owned vehicles, MFMs must follow all policies in reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series).

NOTE: **SILC is the only unit authorized to procure vehicles.**

A.1.a. GSA Initiated Process

Generally, GSA replaces leased vehicles when the vehicle reaches GSA minimum replacement standards. Since 90% of vehicles are replaced in bulk, the replacement cycle generally occurs at the beginning of the fiscal year. However, the GSA initiated vehicle acquisition process starts in November and ends in December.

GSA authorizes vehicle replacement based on established mileage and age criteria. GSA and DHS select specific replacements, and review/approve of those replacements.

GSA notifies units when a vehicle is ready for replacement, usually when a vehicle exceeds stated vehicle replacement standards or is damaged beyond repair.

After GSA notification, the local MFM submits a replacement request through the Drive-thru website.

- If the regional MFM, SILC, and CG-435 approve the replacement, the order is sent back to GSA to execute the purchase. Approximately one week before the vehicle arrives at the unit, the local MFM receives notification. The local MFM has 2 weeks to swap out the old vehicle with the new vehicle.
- If the replacement is rejected, provide the local MFM with the reason(s) for rejection.

GSA initiated acquisitions, do not require vehicle allowance change requests (Appendix D). See Section A.2. for GSA acquisitions steps.

NOTE:

GSA establishes vehicle replacement criteria. However, early vehicle replacement can occur for compelling reasons. Similarly, vehicle lifespans may be extended if the vehicle is in excellent condition. Local MFMs must work with their FSRs and their routing chain on these determinations.

A.1.b. Unit Initiated Process

A unit can initiate a vehicle request for a new or upgraded vehicle outside the normal GSA replacement cycle when there is a change to mission need, boat type, etc.

In these cases, units can submit a vehicle allowance change request (Appendix D) at any time during the year. In most cases, existing excess vehicles at another unit fill these approved requests.

NOTE:

Units can submit a vehicle request at any time. However, to get an approval within the same fiscal year, units must submit an allowance change request during the first quarter, at least three weeks before December 31st of the fiscal year (FY) in which the specific vehicle is replacement eligible.

A.2. GSA Initiated Acquisition Steps

The following sequence occurs to replace a GSA leased vehicle when GSA initiates the replacement request:

1. GSA notifies the local MFM of the need to replace a GSA-lease vehicle.
2. The local unit MFM selects a desired vehicle per the Vehicle Replacement section of the Drive-thru website (see A.2.b. for more information on vehicle selection).
3. The submitted request automatically goes to the mid-level approver (SILC or CG-435). The regional MFM is not automatically notified.
4. If the mid-level reviewer approves the request, they send the request up the chain of command via Drive-thru. If rejected, GSA sends feedback and/or modification requests to the local MFM.
5. Once the final approving authority (DHS) approves the request, GSA notifies the local MFM.
6. GSA then places the purchase order, and units can normally expect a new or replacement vehicle within 6-9 months.
7. GSA notifies local MFMs when the vehicle arrives. They have 2 weeks to exchange vehicles when the replacement arrives.

NOTE: **Once the new or replacement vehicle arrives, the unit submits a funding document (Service Maintenance Agreement, 48 Doc Type) for the acquisition, and accounts for the vehicle type and additional options (towing package, LE package, etc). This should include USCG region, cost center (which is usually the unit OPFAC), and the Program Element (PE) of the line of accounting (LOA) to be charged.**

A.2.a. GSA Drive-thru

To replace a vehicle, whether initiated by GSA or the unit, the local MFM must be familiar with the GSA Drive-thru website. The local MFM logs into the Drive-thru website and inputs details (e.g. SIN) about the requested replacement vehicle.

NOTE: **Since the Drive-thru website is a password-protected site, local MFMs must request access from their regional MFM.**

https://drivethru.fas.gsa.gov/drivethru/drivethru/

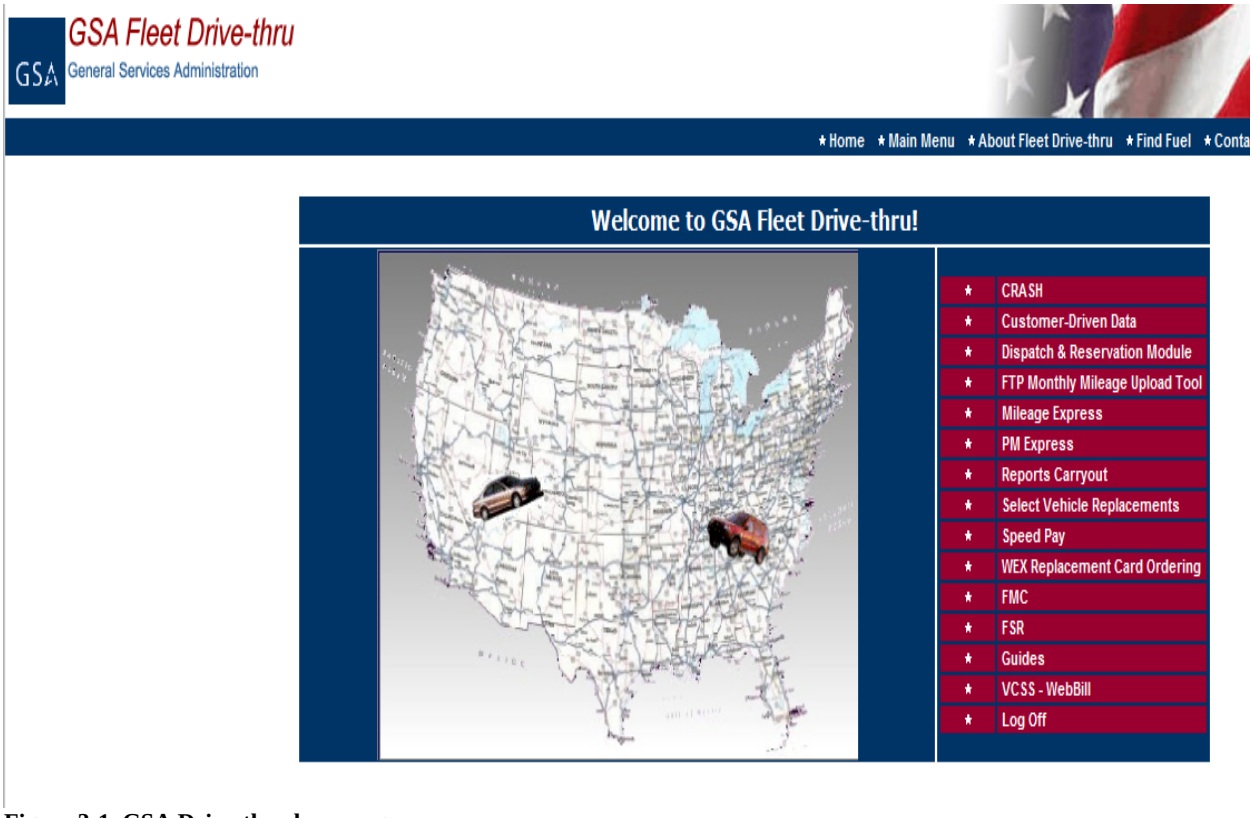

Figure 3-1. GSA Drive-thru homepage

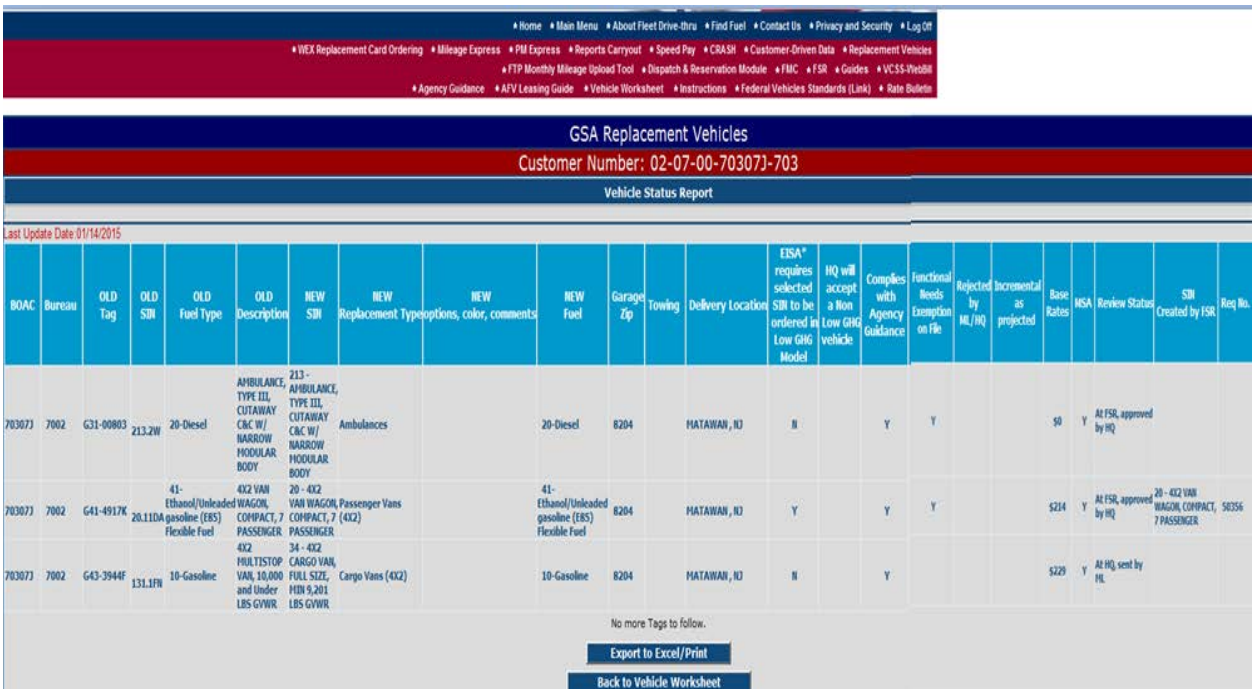

Figure 3-2 GSA Drive-thru site: Replacement Vehicle Report

NOTE: **The following sections are most helpful to MFMs in the GSA Drive-thru: PM Express, Mileage Express, Vehicle Replacement, and CRASH.**

A.2.b. Replacement Criteria

Typically, when GSA notifies the unit they can select a replacement vehicle, the local MFM selects a replacement vehicle via the GSA website (Drive-thru website seen above).

The Drive-thru website tracks the replacement approval process, but not the status of vehicle delivery. GSA will notify the local MFM early in Q1 of the FY. After receiving notification, the local MFM should immediately submit a replacement request because requests typically take 6-9 months between initial selection and vehicle arrival.

After the local MFM submits the request for a new vehicle, SILC considers these points for vehicle replacement:

- Is vehicle under-used? (i.e. less than 600 miles traveled per month)
- Has vehicle reached maximum mileage?
- Does the vehicle need an upgrade?

Per reference (e), COMDT COGARD Washington DC 1113444Z MAY 12/New Standard Vehicle Types, COMDTNOTE 11240, ALCOAST 234/12, units should be aware that, at this point, the vehicle may be up or downgraded per USCG-wide motor pool standards (e.g., a SUV could be replaced with a truck or passenger van).

If the request is approved but the local MFM feels that the approved replacement vehicle will not meet the unit's needs, the local MFM must submit a vehicle allowance change request (Appendix D).

A.2.c. GSA Procurement Cycle

GSA has a strict procurement cycle which takes place once a year, beginning in Q1 of the FY. Ensure proper planning to meet deadlines for replacing vehicles, especially that funding is set aside for the current fiscal year.

Refer to the GSA Fleet Lease replacement guidelines (www.gsa.gov/portal/content/100792) for precise regulations.

For both GSA and unit initiated acquisitions, units should, at a minimum, have their vehicle spending estimated under the current fiscal year's budget. If the allowance change request was submitted after the end of the current year's first fiscal quarter (Q1), the cost of the replacement vehicle(s) will likely fall in the next year's budget.

A.2.d. Fiscal Considerations

Units must inform SILC-ESD if their budget will not support scheduled vehicle replacement(s). First, however, units should contact their chain of command (Sector, District, Area) to verify available funds at a higher level. Lack of sufficient funds will likely result in the voluntary reduction of vehicle(s) at that unit, so it is important to budget for these events.

For submitted and approved allowance change requests during Q1 of the current FY, GSA will award the new contract, and the unit will have the option to pay for the vehicle using current FY funding.

While GSA typically initiates replacement in Q1 of each FY, local MFMs should work with their GSA FSRs to get a solid understanding of replacement age/mileage standards, and under which FY their replacement vehicle will fall.

A.2.e. Replacement Due to Damage

Refer to Chapter 4, section C.2 of this publication for extra considerations when replacing a damaged vehicle.

To dispose of a vehicle, refer to Chapter 3, section B.8 & 9 in the following section.

A.2.f. Minimum Replacement Standards

The Coast Guard applies GSA standards for vehicle replacement. The table below is an example; however, the local MFM should visit GSA's website for current standards.

Link: www.gsa.gov/portal/content/100792

VEHICLE CATEGORY	FUEL TYPE	YEARS/MILES
Passenger Vehicles (sedans): SIN 8H, SIN 7, SIN 8C, SIN 17F, SIN 10B	Gasoline or AFV	3 and 36,000
		4 and 24,000
		5 and any miles
		any year and 75,000
	Hybrid	5 and 60,000
		7 and any miles
		any year and 85,000
Light Trucks 4X2; 4X4 (including vans and SUVs)	Non-diesel	7 or 65,000
	Diesel	8 or 150,000
	Hybrid	7 or 90,000
Medium Trucks: SIN 59B and larger	Non-diesel	10 or 100,000
	Diesel	10 or 150,000
Heavy Trucks	Non-diesel	12 or 100,000
	Diesel	12 or 250,000

Table 3-1 GSA minimum vehicle replacement standards as of 07/2015

A.2.g. Billing and Rates

The GSA charges monthly fees for all GSA leased vehicles, billed to a unit's Allotment Fund Control Code 30 – Operating and Maintenance (AFC-30) account. GSA leased vehicles will show up as a Service Maintenance Agreement (SMA) line item and recorded as a 48 type fee/document.

Ideally, the unit funds manager ensures this recurring charge has the vehicle plate number as part of its document number for clarity. For instance, if a vehicle's plate is G63-2777K, the document is recorded as 48-15-0632777K (the number "15" represents th**e FY and gets rolled over each year (48-15 changes to 48-16, and** 2/J/501 gets changed to 2/J/601)).

For GSA leased vehicles, there are 3 standard line items on each bill:

- The monthly lease rate.
- The amount for mileage used.
- Fuel use surcharges

Here is an example of a bill breakdown:

Vehicle: F350 dual rear wheel pickup truck
$308 – Monthly lease rate (DRW = dual rear wheel)
$260 – Mileage charge (1000 miles driven X $0.26 per mile)

Rates for any GSA lease are publicly available via the GSA website. http://www.gsa.gov/portal/content/104468

A.3. Unit Initiated Acquisition Steps

If replacement is not GSA-initiated, a local unit MFM should take the following steps to initiate vehicle replacement:

1. Submit an allowance change request to the regional Motor Fleet Manager, SILC, and headquarters (CG-435). See Appendix D for a request template (allowance change request). Local MFM selects a desired vehicle via the Vehicle Replacement section of Drive-thru (see Figure 3-2).
2. Route the request to the regional MFM, SILC Vehicle Manager, and then to CG-435. CG-435 is the final authority on all requests.
3. If the request is for a USCG owned vehicle, the unit cannot procure the vehicle. Only SILC can procure USCG owned vehicles. Similarly, units must not commit the USCG to a GSA lease.
4. After approval of the allowance change request, unit submits a funding document (48 document charge) for the acquisition, accounting for vehicle type and additional options (towing package, LE package, etc). This should include USCG region, cost center (which is usually the unit OPFAC), and the Program Element (PE) of the line of accounting (LOA) to be charged. Units can expect a vehicle in 9-12 months.
5. If the vehicle can be made “road legal” and has a VIN, the local MFM works with the regional MFM to obtain license plates and register the vehicle.
6. The local MFM should ensure that the regional MFMs enters the vehicle information accurately into Oracle FAM.

A.3.a. Vehicle Allowance Change Request Process

An example of a justified change request is if a new boat exceeds the towing capability of the unit’s prime mover. In such a case, a unit must add another vehicle or upgrade the existing vehicle to an approved vehicle type. Any change to current allowance requires routing a vehicle change request thru the regional MFM, SILC, and CG-435.

The local MFM initiates the request, and SILC-ESD-FOB manages the process. Every USCG-owned or managed vehicle must fill an operational or administrative need.

NOTE: **The basis for justifying additional vehicles is current vehicle use, mission need, and/or documentation of savings to the Government by increase of fleet.**

NOTE: **Vehicle acquisition is for official use only (i.e. no morale, medical, physical conditioning, etc.).**

A.4. Vehicle Allowance Guidelines

Generally, the following justify vehicle allowances. Variations are possible, but must be communicated through the regional MFM.

- One vehicle for every two unit trailered boats are allowed.
- CONUS/OCONUS: There are special mission considerations for OCONUS since these vehicles are typically USCG owned.
- Average mileage is the most significant factor for determining usage rates across the whole motor pool. The ideal mileage is 1000 miles/month per vehicle. However, the minimum is 600 miles/month/vehicle. Generally, there are exceptions for units with unique geographical limitations.
- Trailers (boat trailers and utility trailers): Per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), trailers are equivalent to vehicles, with the similar requirements. However, trailers are purchased rather than leased. Only SFLC-SBPL (Surface Forces Logistics Center - Small Boat Product Line), CG-731 or CG-9 should purchase boat trailers for anything other than morale.

  Units can directly purchase utility (non-boat) trailers, though a larger trailer does not justify a larger vehicle.
- Geographically isolated units might be allowed an additional administrative vehicle.

A.5. CG owned Vehicles

GSA is the Federal government's mandatory source for all new vehicles purchased by Federal agencies. Occasionally, the GSA Automotive Division (which implements the GSA Fleet Lease Program) is unable to meet USCG needs when acquiring a vehicle (fire trucks, bucket trucks, etc.). In this case, SILC will not use the GSA Auto Choice program, but will instead rely upon commercial sources.

Per ALCOAST 260/14, a USCG owned vehicle that is worth:

- Less than $50K is not a capitalized purchase. SILC reviews and has final request approval.

- Between $50-250K, are routed through SILC, CG-43, CG-4, and DCMS8.
- Over $250K (i.e. fire trucks), the USCG must find capitalized funds, and requires approval for use of Acquisition, Construction & Improvement funding (AC&I). This presents a significant time delay.

Boat trailers are purchased as part of a boat purchase. It is important to record the cost of the trailer separately from the boat in Oracle FAM's vehicle module on the FINCEN web site. SFLC-SBPL or CG-731 purchases all boat trailers.

NOTE: **Per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), the USCG vehicle program manager must approve all vehicle modifications, including but not limited to, installation of emergency lights, audible signals/sirens, truck caps, branding (markings), tire upgrades, etc. USCG regional program coordinates modification requests with GSA Fleet management or CG-435 as necessary.**

Section B: Property Management for Motor Pools

B.1. Documentation Process Flow after acquisition

After acquiring a vehicle, the local MFM has a number of motor pool documentation duties to accomplish for USCG owned vehicles. This section deals primarily with USCG owned vehicles, though all units should maintain a file on every vehicle in their inventory (e.g. GSA leased), including source documentation, maintenance records, vehicle logs, etc.

Information on GSA leased vehicles is not sent to the regional MFM for entry into Oracle FAM. GSA vehicles and STR are not entered into Coast Guard property records of any kind.

Chapter 5 covers recurring tasks such as mileage log books.

B.2. Local MFM management duties

After receiving a USCG owned vehicle, the local MFM should ensure that all documentation is received, receipt date is recorded, the item is marked and tagged, and all documentation is transferred to the regional MFM who has 30 days to enter information into Oracle FAM.

Though local MFMs do not enter information into Oracle, they should ensure correct listing of the vehicle and trailer property after transfer of that information.

Local MFMs have the following management duties:

- Local MFM sends all supporting documentation to the regional MFM within 15 days of new asset (vehicle or trailer) receipt. These documents can include:
  - Certificate of Origin
  - Project order
  - Purchase order
  - Vendor invoice
  - Receiving report – documents receipt date
- If the local MFM does not have the original applicable source documentation (i.e., project order, purchase order, vendor invoice, and receiving report), take these recommended actions:
  - Ask the manufacturer/vendor for documentation certifying the

price paid.

- If the above is not possible, obtain like item asset documentation or Original Equipment Manufacturer (OEM) documentation.

- If the above options are unavailable, hire a credentialed appraiser (the appraisal fee is a unit expense).

- If the above options are not feasible, units can use other reasonable estimates to establish the historical cost of the property. The basis for these can be the cost of similar assets at the time of acquisition, or current cost of similar assets discounted for inflation since the time of acquisition (i.e., deflating current costs to costs at the time of acquisition by general price index).

- Ensures Oracle FAM property database accurately lists all trailers and USCG owned vehicles. If there are errors, the local MFM contacts regional MFM to request corrections to the Oracle FAM database.

  - How to differentiate GSA leased versus USCG owned vehicle plates: GSA vehicles have GSA Government plates beginning with the letter G (GXX-XXXXX). USCG owned vehicles and trailers have DHS plates (DHS-XXXXX, or DHS-XXXXXT for trailers).

- Informs regional MFM when:

  - a vehicle is returned to GSA fleet lease;

  - a replacement or additional vehicle is received;

  - when a vehicle is transferred to another USCG unit (when the receiving unit accepts financial responsibility for the vehicle);

- Receives license plates from regional MFM and plates vehicles. See section B.6. Marking of USCG owned vehicles for more information.

- If designated as the property officer, the local MFM conducts an annual inventory of property per reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series). An inventory is also required upon relief of a local MFM, property officer, or Commanding Officer. Inventory results are sent to the regional MFM who updates Oracle FAM property records. See Section B.7 for a recommended format for vehicle inventory tracking in excel.

NOTE: **Vehicle services acquired through STR contracts for surge requirements are not registered on USCG property records.**

NOTE: **Do not enter GSA vehicles into Coast Guard property records of**

any kind.

NOTE:

Non-government license plates can be requested. These plates are most commonly used for undercover purposes (CGIS & CGCIS), but can also be issued when there are safety concerns. Issuance of non-government plates requires (CG-435) approval.

B.3. Regional MFM management duties

The regional MFM maintains the Oracle FAM property record. The following are MFM tasks associated with motor pool maintenance:

- Reviews supporting documentation and records all USCG owned vehicles and trailers in Oracle FAM Vehicle Module within 30 days. For a detailed job-aid on how to add, update, transfer, and remove property in ORACLE FAM, see reference (n), Personal Property Management TTP, CGTTP 4-09.3 (series);
- Receives the vehicle's Certificate of Origin from local MFM, and works with SILC to issue license plates to the unit;
- Informs FINCEN GSA fleet lease section when:
  - A vehicle is returned to GSA fleet lease;
  - A replacement or additional vehicle is received;
  - A vehicle is transferred to another USCG unit (the receiving unit accepts financial responsibility for the vehicle);
- Forwards supporting documentation to FINCEN for capitalized assets (see section A.5, above, or reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series) and reference (a), the Motor Vehicle Manual, COMDTINST M11240.9 (series) for thresholds);
- Reviews monthly records of the GSA fleet lease database and assists units and local MFMs in maintaining those records;
- Coordinates updates to the GSA database with GSA Fleet Service Representative (FSR). The GSA Drive-thru web site can be accessed any time (24/7) to run inventory reports via the reports carryout application. Each GSA customer has a customer number, Billed Office Address Code (BOAC), and access code assigned by GSA to access account information;
- Informs FINCEN of any billing issues or inventory changes via e-mail: fin-smb-vehiclercmchanges@uscg.mil.

B.4. SILC

The SILC-ESD-FOB approves of all change order requests, coordinates

management duties	the fulfillment of change order requests and license plates and enters purchased assets into Federal Motor Vehicle Registration System (FMVRS). The FOB manages the entire USCG motor pool and the regional and local MFMs.
B.5. FINCEN management duties	FINCEN verifies all supporting documentation and approves assets in Oracle FAM.
B.6. Marking of USCG owned vehicles	**Marking boat trailers:** Oracle FAM separately tracks boats and trailers. Treat these as separate items for unit maintenance programs (SAMs, ALMIS, paper tracking, etc). Each trailer should have its own property sticker. As a rule, do not use vehicle license plates on property stickers since licenses expire. If trailers are permanently transferred, labels can be easily changed. Best practice is use the trailer VIN for the trailer property sticker. **Marking Vehicles:** All USCG motor vehicles, including trailers, SPME, and any property possessing a serial number or VIN must be registered in Oracle FAM. As per reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series), outlines that the DHS license plate meets the requirement of property marking (no sticker required). However, reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series) chapter 3, section D, contains additional requirements. Marking GSE (equipment without a VIN such as utility carts, off-road vehicles, etc), is per general-purpose property standards. See reference (d) for the most current information.
NOTE:	**USCG vehicles are exempt from DHS Branding requirements. Additional branding of USCG Emergency Response or Law Enforcement (LE) vehicles may be desirable and/or required to alert the public to special missions or to ensure rapid recognitions of vehicles as emergency response vehicles. See reference (a).**
B.7. USCG owned Vehicle Tracking	See Appendix B for a spreadsheet that tracks a large and complex motor pool with geographically dispersed units.
B.8. Vehicle Transfer and Disposal (USCG owned)	Proper transfer and disposal of vehicles prevents misuse, misappropriation, and waste. The disposal process begins when USCG motor vehicles and trailers become unserviceable, excess, or obsolete to the mission or organizational needs. The final disposal authority for vehicles is SILC-ESD-FOB.

Disposal results in removal of all motor vehicles assets from the USCG's financial/property records. For the local MFM, the disposal process and control activities for motor vehicles are as follows (in chronological order):

- Complete a report
  - For disposal, complete an excess personal property (CG-4501) and forward to the regional MFM.
  - For vehicle transfer to another USCG unit, complete a Requisition and Invoice Shipping document form (DD form 1149) and forward to the regional MFM.
  - For vehicle loss or excess damage, complete a Report of Survey (CG-5269) and forward to the regional MFM.

NOTE: **Disposal paperwork (Report of Survey (ROS), Report of Excess (ROE), and Abandonment and Destruction (A&D), do not require routing through SILC, if a boat trailer is being disposed along with a compatible boat. In that case, the ATU boat manager can sign for both items.**

- Units inform FINCEN GSA fleet lease section when returning a vehicle to GSA fleet lease, receiving a replacement or additional vehicle, and transfer of a vehicle to another USCG unit (the receiving unit accepts financial responsibility for the vehicle);
- The regional MFM contacts SILC-ESD on behalf of the unit early in the process, and before the disposal/retirement action (see note below for exception);
- Correctly calculate vehicle's worth at disposal or retirement, sale, exchange, and/or donation – see reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series).
- Accurately record the status (pictures, maintenance records, etc) of all motor vehicles upon disposal for validation of property placed out of service. After receiving the needed information, the regional MFM records disposal in Oracle FAM;
- Return DHS and GSA license plates to SILC-ESD-FOB, via the regional MFM, for disposal via registered and tracked mail (see below).
- Local MFM follows up and verifies in Oracle FAM that the regional MFM removed the disposed of vehicle from property records.

B.9. Disposal of GSA Leased Vehicles

The disposal of GSA Leased vehicles is simplified by the fact that GSA manages and owns the entire process. Per reference (d), Personal Property Management Manual, COMDTINST M4500.5 (series), units must complete the United States Government Certificate to Obtain Title to a Vehicle, SF-97-1, for each vehicle reported to GSA for disposal. The final disposal authority for vehicles is SILC-ESD-FOB.

B.9.a. Plate Disposal Process (GSA Leased and USCG owned)

For GSA leased vehicle, the local MFM must contact their FSR for guidance.

For USCG Owned vehicles:

- Regional MFM receives the DHS plate(s) from the unit;
- Regional MFM updates Oracle FAM;
- Regional MFM forwards all plate(s) to the SILC Vehicle Manager;
- SILC Vehicle Manager updates FMVRS;
- SILC Vehicle Manger sends plates in bulk to UNICOR for destruction;
- SILC Vehicle Manager will maintain plate destruction documentation on file;

NOTE: **UNICOR is the only Federal entity that can dispose of government plates. Send all plates to SILC for disposal.**

NOTE: **To replace a lost or stolen plate, unit must file a police report, notify the regional CGIS office (for entry into NCIC), and draft a memo requesting a new plate. Memo should include asset info with the police report enclosed (if available at that time, if not, send as soon as possible). The local MFM must fill out and submit the "Tag Request Spreadsheet" located on the CG Motor Vehicle Portal.**

Chapter 4:
Vehicle Operators

Introduction

This chapter discusses best practices for drivers, what to know before driving a government vehicle, and what to do in case of an accident.

In This Chapter

This chapter contains the following sections:

Section A: Driver Requirements

A.1. Introduction

Vehicle operators must always be aware that Federal motor vehicles are very visible to the public. Civilians can report misuse, or perception of misuse via: howsmydriving@gsa.gov. Therefore, drivers of government vehicles must obey all traffic rules and remain professional.

The Office of Health, Safety and Work-Life (HSWL) maintains a well-developed Motor Vehicle Safety page. Units and vehicle operators are encouraged to review the ALCOASTs, MISHAPs, training aids, and other pertinent information on their website.

https://cgportal2.uscg.mil/units/hswlsc/SafeEvHealth/Shore_Branch/Motor_Vehicle/SitePages/Home.aspx

A.2. US Government Motor Vehicle Operator's ID card

The US Government Motor Vehicle Operator's Identification Card (OF-346) affirms that the holder has completed all required training and the unit CO (can be delegated to local MFM) determines the holder to be competent and trustworthy enough to operate a government vehicle. The OF-346 is proof of prior qualification on a vehicle type. Reference (a), the Motor Vehicle Manual, COMDTINST M11240.9 (series), requires the OF-346 by vehicle types as per table 4.1 below.

When issuing an OF-346, the local MFM and/or Unit Training Officer reviews the member's proof of training and qualification, and assigns a competency code in the Abstract of Operations/Training Management Tool (AOPS/TMT).

NOTE: **How to Order: OF-346, US GMV Operator's Identification Card, is a secure form available through GSA using National Stock Number 7540-00-634-3999. Federal agencies can order this form by calling 800-525-8027 and selecting option 3 on the phone menu or through GSA Advantage.**

NOTE: **Depending on any special requirements of the vehicle, the MFM might want to issue a "Permit" OF-346. Stamping or printing "PERMIT" on an OF-346 allows the employee to drive the SPME only if a qualified driver is in the vehicle. The driver receives a new OF-346 without "PERMIT" after he or she has a set number of hours of road experience (determined by the unit).**

NOTE: **An OF-346 is not required for operating general purpose vehicles. A general purpose vehicle has a Gross Vehicle Weight Rating (GVWR) less than 8,501 pounds.**

A.3. Driver's License

Before issuing an OF-346, and/or before allowing any member to drive, ensure the member operates vehicles per his or her license (i.e., are corrective lenses required?) and has a current and unrestricted (i.e., no restrictions due to civil penalties) state driver's license.

NOTE: **Some states allow an expired driver's license to be valid for military members with a current military ID – however, members must not drive with a state-suspended or revoked license.**

A.4. GV Usage

The following is a quick guide for operators to know who are authorized/unauthorized users, and best practices. If any of the following items cause concern for the way your unit operates GVs, see reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series) for established policy and details, and contact your servicing legal command or your vehicle program manager:

- Authorized (official functions only):
  - Government employees.
  - Contractors of the Federal Government working for USCG (only if contract stipulates).
  - While on TDY orders.

NOTE: **Before using a government vehicle for a non-mission related activity, consult the servicing Legal Office (claims and general law).**

- Unauthorized:
  - USCG Auxiliary (unless on TDY orders).
  - Home-To-Work (any home/domicile to work or vice versa is strictly prohibited. Secretary DHS can specifically authorize exceptions, i.e., K9 handlers, CGIS agents, CGLO, COMDT, etc.).
  - Non-Government Employees.

- Informal Gatherings (luncheons and "send off" functions). Use of government vehicle other than mission related. Limited support for non-mission related programs is permitted if operational readiness does not suffer. Vehicles are justified and acquired on operational support requirements. Transportation of non-government employees is not authorized except for guest speakers at official USCG functions and other official guests.
- Routine military medical appointments (except recruits in Cape May, NJ).
- Non-official passengers.
- Hitchhikers.

- General orders punishable under Uniform Code of Military Justice (UCMJ):
  - Do not text or talk on the phone while driving;
  - Do not smoke or drink alcohol while driving;
  - Ensure all personnel in the GV are using seatbelts.

VEHICLE TYPE	Military Driver Requirements							
	OF-346[1]	Defensive Driver[2]	FLETC EVOC	Unit JQR	Check Ride	OJT (20 Hr Minimum)	State CDL License	State CDL Training Equivalent[3]
General Purpose MV		Rec.[4]						
Truck/Trailer Combo (MOTOTRLR)	X	Rec.[4]		X	X			
Emergency Vehicles (MOTOEVOC)	X	Rec.[4]	X			X		
Commercial Vehicles (MOTOCDL)	X	Rec.[4]					Civ. Only	X
SPME (MOTOSPME)	X	Rec.[4]		Rec.[4]	Rec.[4]			
15-Pax/Full Size Pickup (MOTO15PV)	Rec.[4]	Rec.[4]		Rec.[4]				

[1] Units should ensure training and issuance of OF-346 is entered into AOPs/TMT (Codes: MOTOCDL, MOTOSPME, etc)

[2] NSC's Defensive Driving Course: http://drivethru.fas.gsa.gov/drivethru/drivethru/ Customer #: 11110070307T001.

[3] This applies to military drivers using vehicles for mission accomplishment. In all other cases, a state CDL is required. For the definition of what qualifies as military specific, see reference (f), Commercial Driver's License Standards; Requirements and Penalties, 49 CFR, Section §383.5

[4] Recommended

Table 4-1 Military Driver Requirements

A.5. Driver Qualification Requirements

This section includes qualification requirements for ease of use. They support policy listed in reference (g), the Safety and Environmental Health Manual, COMSTINST M5100.47 (series), and reference (a), the Motor Vehicle Manual, COMDTINST M11240.9 (series). In case of conflict, these manuals take precedence over this TTP.

This TTP's Appendices list recommended unit JQRs and templates. These JQRs are best practices. Units should use these JQRs as a baseline, and adapt them for their particular mission set. Send all recommended improvements to FC-P per the REQUEST FOR CHANGES paragraph in this TTP's letter of promulgation.

For training resources for 15-Passenger Vans, Trucks, SUVs, and Trailering, see the HSWL SC Motor Vehicle Safety Resources Portal page: https://cglink.uscg.mil/f7516c8f

- **Truck/Trailer Combinations:** Employees must have training and authorization before operating a government vehicle towing a trailer. These personnel can operate non-motorized equipment with wheels designed to be pulled over public roadways by motor vehicles. This applies to Truck-Trailer combinations less than 26,001 lbs in Gross Vehicle Combined Weight Rating (GVCWR). Commercial requirements apply for combinations over this size.
  1) Obtain an OF-346 – Command Authorization
  2) Complete a JQR (see Appendix I for example).
  3) Demonstrate proficiency operating via check ride.
- **Emergency Vehicle Operators**: Reference (h), DHS Management Directives System, MD Number: 11015, Emergency Signaling Devices in DHS Vehicles, authorizes members to operate vehicles outfitted with an emergency signaling device, including (but not limited to) fire rescue, LE, Pollution Response, SAROPS.
  1) Issue OF-346: This serves as the CO's recommendation to authorize the driver to operate an EV.
  2) Complete a FLETC approved EV operator course.
  3) Complete at least 20 hours OJT with a qualified driver, familiarity with local requirements per reference (a).
  4) Complete online defensive driver course (optional).
- **Commercial Vehicles**: As stated previously, this category of vehicle includes vehicles over 26,000 lbs GVWR, or more than 15 personnel.
  1) Issue OF-346: This serves as the CO's authorization for a member to operate specific commercial equipment.

2) State Licensing: All civilian employees operating a commercial vehicle must have a State Commercial Drivers License. At the CO's discretion, military members should complete training to the equivalent level that a state licensing evaluator requires.

NOTE: **Receiving a CDL might require changing your driver's license to the state of application. California is an example. An active duty Florida resident w/ Florida license might have to change their driver's license from Florida to California.**

3) Complete an online defensive driver course (optional).

4) HAZMAT or other endorsements: USCG employees (military and civilian) must have the same certifications as commercial drivers before transporting the types and quantities stipulated in state law.

NOTE: **Most states require fingerprinting with HAZMAT endorsements.**

5) Per reference (i), Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors, 49 CFR, Section §391.41-39, the Federal Motor Carrier Safety Regulations requires annual issue of DOT Med Form 0189510902 (rev 2/14), or equivalent. This physical exam typically checks a patient's blood pressure, blood sugar level, and vision.

- **SPME**: As currently defined, SPME includes an extremely wide range of vehicle (and non vehicle) types. Units can determine the best way to train and qualify their personnel. However, reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), establishes minimum requirements. To operate an SPME, vehicle operators must:

  - Complete familiarization training: examples of appropriate training include, but are not limited to, training by the SPME manufacturer, OJT, JQR completion, USCG resident or correspondence course/training, unit-level training based on manufacturer operating manuals, video or computer based training, and/or "check rides."

  - Observe Safety Practices/Configurations: reference (g), Safety and Environmental Health, Chapter 16, COMDTINST M5100.47 (series), delineates specific safety requirements for various vehicle types.

  - Be issued an OF-346: Units can use the same OF-346 to authorize personnel to use numerous types of SPME. All civilian and military personnel must comply with local driver-licensing

requirements for SPME use on public roads.

- **15-PAX Vans:** 15-passenger vans (and other large vehicles) have an increased rollover risk under certain conditions. Potential drivers must be made familiar with any special handling and loading characteristics before being allowed to operate them. 15-passenger vans (with 10 or more occupants) have a rollover rate in single vehicle crashes that is nearly three times the rate of those that are lightly loaded.

  Current policy only requires local MFMs to ensure drivers understand the characteristics of these large vehicles before driving. However, COs and local MFMs should use the following means to ensure this understanding.

  - Complete a JQR prior to operation of these vehicles. An optional competency has been created in TMT for use by units.
  - Issuance of an OF-346

A.5.a. Defensive Driver Course

Per reference (g) Safety and Environmental Health, COMDTINST M5100.47 (series), personnel convicted of serious moving violations (e.g., speeding, reckless driving, driving under the influence) or who have been involved in a serious traffic accident while operating a Government motor vehicle, must complete a Driver Improvement Course. The course is a condition of continued authorized use of a Government motor vehicle onboard a USCG facility or while on authorized travel.

1. ONLINE: National Safety Council's Defensive Driving Course (DDC) may be accessed at the following link: http://drivethru.fas.gsa.gov/drivethru/drivethru/

   Select Online Defensive Driving Course for GMV Operators and follow the directions: Customer number is: 11110070307T001. For assistance contact HSWL SC Shore Safety (se-ss) Motor Vehicle Safety Manager.

   Or, personnel can complete the Defensive Driving: Truck Safety course (for all commercial vehicles) or the Defensive Driving and Defensive Driving Fundamentals courses (for all others) available in the Learning Management System (LMS) Skillport course available on CG-portal.

2. CLASSROOM: Request a classroom course by contacting HSWL SC Shore Safety (se-ss) Motor Vehicle Safety Manager. When available, a certified AAA Driver Improvement Program instructor (equivalent to online Defensive Driver Course) provides a facilitated classroom course.

A.6. Distance Driving

Per reference (g), Safety and Environmental Health, Chapter 16, COMDTINST M5100.47 (series), Commands must incorporate Operational Risk Management (ORM) when assigning long-distance

driving duties to personnel who have been on-duty within the previous eight hours. To ensure personnel safety, Commands should consider implementing the following best practices at their units.

Recommended Maximum On-Duty Driving Times

All drivers, Day and Night: Do not allow more than 10 hours per driver. Individual drivers should not exceed 14 hours total driving time in a 24 hour period. If total driving time might exceed 10 hours, assign two drivers.

All drivers, Night/Poor Weather Driving: Do not allow more than 8 hours per driver during night driving and periods of bad weather. Night driving reduces alertness and performance. Assign two or more qualified drivers per vehicle, and rotate the driving duties every two hours between the hours of 2200 and sunrise.

Duty Drivers and/or carriers of explosive or hazardous cargo: Do not allow more than 8 hours per driver. If total driving time will exceed 8 hours, assign two drivers. Ensure drivers have had at least 10 consecutive hours off-duty (rest period) within the last 24 hours (i.e., if a cutter is pulling into a port call and needs an 8-hr duty driver at 0800 sharp, the assigned duty driver should not have had watch after 2200 the day before).

Trips in excess of 400 miles: Assign two or more drivers. Per reference (g), use the Travel Risk Planning System (TRiPs) for PCS travel over 400 miles. As a tool for risk management, supervisors should also consider using this tool for any on-duty travel in excess of 400 miles. TRiPs can be accessed at this link: http://www.uscg.mil/directives/cim/5000-5999/CIM_5100_47A.pdf

NOTE: **After establishing standards in the Unit Motor Vehicle Safety Plan, COs/OICs should only waive the above requirements in rare circumstances to save life or property or meet mission demands. To ensure personnel safety, conduct a risk assessment before adjusting driving times.**

NOTE: **For any questions regarding motor vehicle driver recommendations or safety, see the HSWL Motor Vehicle Safety portal page: https://cgportal2.uscg.mil/units/hswlsc/SafeEvHealth/Shore_Branch/Motor_Vehicle/SitePages/Home.aspx**

Section B: Before You Drive

B.1. Check In/Check Out sheets and Vehicle Inspections

This section lists several actions every vehicle operator should take before getting behind the wheel of a government vehicle:

1. Reserve a vehicle via your unit's reservation log.
2. Visually inspect the vehicle and/or trailer before driving.
3. Fill out Check In/Check Out sheet (Appendix C). This log includes operator name, date, departure point, odometer reading (beginning and ending), total miles, destination, fuel level, and purpose of trip.
4. Alert Local MFM to any major discrepancies.
5. Always use seat belts in government motor vehicles. Drivers should not operate a motor vehicle until everyone in the vehicle has seat belts properly secured.

NOTE:

Per reference (c), Motor Vehicle Management, Federal Management Regulation, Title 41, Subtitle C, Chapter 102, (41 CFR 102-34.35), all drivers of federal government vehicles must obey all state and local motor vehicle traffic laws. Drivers are personally responsible for fines or penalties for offenses outside of duty.

B.2. Safe Towing

This section discusses how to safely tow a boat or load in a trailer, and guide the operator in obtaining more information.

However, this section does not replace trailering procedures already promulgated in reference (a), the Motor Vehicle Manual, COMDTINST M11240.9 (series), or reference (j), the Non-Standard Boat Operator's Handbook, COMDTINST M16114.28 (series), and in any boat-specific Boat Operator's Handbook. All boat trailer drivers should read the sections of those directives which address trailering, and if there is any conflict, those procedures take precedence.

B.2.a. Vehicle Hitch Trailer Combination Requirements

This section discusses safely towing a boat or loading a trailer. This instruction will guide the operator in obtaining more information.

One-Time Vehicle Trailer Matching Checklist: Per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), units must perform a trailer matching check using the checklist in Appendix E to ensure the tow vehicle rating is above the trailer's GVWR. Once completed, place the checklist in the towing vehicle's glove box.

In order to ensure your unit is using the correct ball/pintle mounts, see Appendix F.

NOTE: **Reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), also requires that drivers complete the pre-trip inspection (found in Appendix B of reference (a)) before using a trailer.**

B.2.b. Trailering Terms and Definitions

Gross Vehicle Weight Rating (GVWR): The capacity rating of the trailer should be greater than the combined basic weight of the boat, engines, and equipment (including fuel). Federal law requires display of the trailer's GVWR. This includes the trailer and all weight it is expected to carry.

Gross Axle Weight Rating (GAWR): GAWR capacity information specifies the proper tires needed to carry the load for the trailer's rating. On multi-axle trailers, the combined GAWR of all axles must be equal to or greater than the GVWR for the trailer.

Tongue Weight: The difference between the Gross Trailer Weight (GVWR) and the Gross Axle Weight (GAWR). In loading the trailer, it is important to distribute weight on the trailer to maintain the recommended tongue weight.

Hitch Type: Choosing the proper class of hitch for the towed trailer's weight is very important. The class of hitch required depends on the Gross Trailer Weight (GVWR) and its tongue weight. There are three basic types of hitches

- Weight carrying hitch
- Ball or pintle-type hitch [very rare in the Coast Guard]
- Weight distribution (or load equalizer) hitch [not commonly used in the Coast Guard]

Tow Vehicle: The tow vehicle must be capable of handling the weight of the trailer (with boat and equipment), plus the weight of the passengers and equipment carried inside the vehicle. This might require that the tow vehicle be specially equipped with the following:

- Engine of adequate power
- Transmission and rear-end designed for towing
- Larger cooling systems for the engine and transmission
- Heavy duty brakes

- Trailer receiver is properly attached to the frame

WARNING:

Units must ensure that the trailer Gross Vehicle Weight Rating (GVWR) does not exceed the prospective tow vehicle tow capacity.

B.2.c. Towing Vehicle – Extra Precautions

TRUCK/TRAILER OPERATION

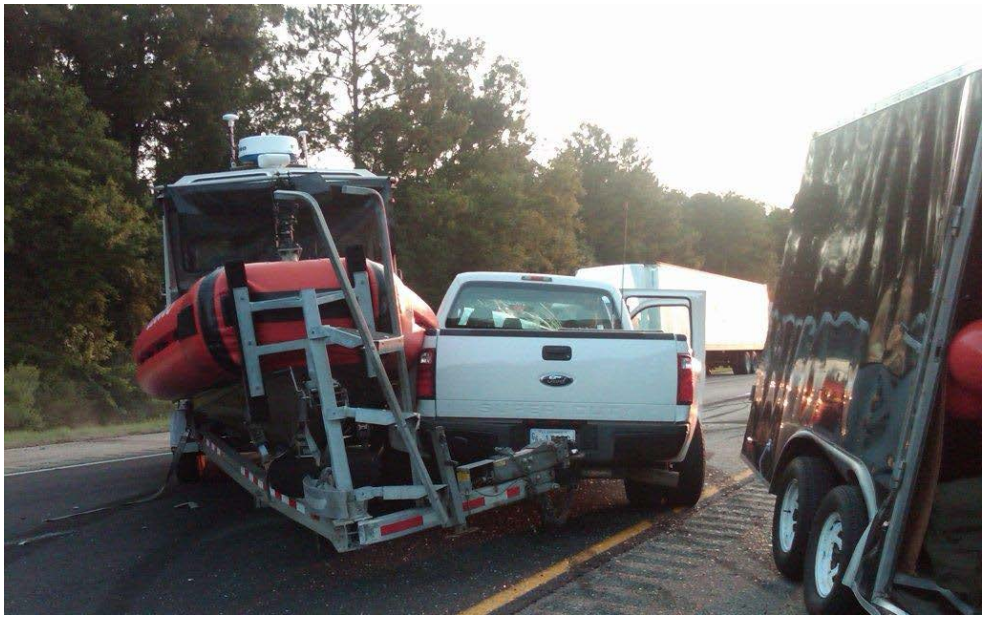

Figure 4-1 Towing accident

Towing a trailer requires more time to brake, accelerate, pass, and stop. The presence of the boat on the trailer increases the size of the vehicle's blind spots, especially when using rear view mirrors for backing. The turning radius is also much greater; give curbs and roadside barriers a wide berth when turning corners.

Before operating and per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), drivers should be qualified to operate truck and trailer combination. See Appendix I for an example unit trailering JQR. Safe trailering requires proper trailer balance and loading. Overloading a trailer on the highway is extremely hazardous. Do not add equipment (beyond the boat outfit) or personal gear to the boat which could add substantially to the trailer's gross weight and interfere with proper load distribution.

CAUTION:

Use a spotter when backing or maneuvering in tight quarters. The boat and trailer hinders the driver's ability to judge distances and negotiate turns.

B.3. Fuel Card Use

The Government Fleet Card is a payment and procurement tool for purchasing fuel and maintenance for USCG assets.

- Operators must only use pay-at-the-pump fueling stations. Enter the correct odometer mileage in the vehicle's log to ensure correct billing. A best practice is for units to keep fueling receipts for 30 days.
- The pay at the pump stations require a PIN, which is all numerical digits in the plate number. For plate #'s with a letter at the end, only enter the 6 numbers as the PIN. Example plate: G10-1500B, the PIN would be 101500.
- Fuel for vehicles must be the minimum octane necessary per vehicle standards. If a driver purchases mid or supreme grade fuel, the fuel purchase is billed back to the unit. Exceptions are possible but GSA Fleet Service Representative must authorize.
- Alternative Fuel Vehicles: If driving a vehicle equipped to run on alternative fuels (i.e. methanol, ethanol, etc) use them when available. AFV drivers use alternative fuels when a fueling station within 5 miles or 15 minutes of the vehicle's primary location sells this type of fuel. Also, diesel trucks must use B20 (20% biodiesel) where available if the vehicle's manufacturer allows biodiesel in the vehicle. For more information on fueling, visit the GSA Drive-thru website.
- **GSA Leased Vehicles:** GSA Fleet Lease assigns a fleet fuel card to every vehicle for all vehicle fuel, services, and parts authorized by GSA Fleet Lease policy. Do not use fleet fuel cards to purchase any fuel or services unrelated to the vehicle to which assigned.
  - GSA Wright Express Fuel Card: Initiate repairs as a service. Over the counter oil, tire, and battery purchases are unauthorized.
  - All repairs over $100 require Accident Mgt Center (AMC) approval.

USCG owned: USCG fleet fuel cards are assigned to all USCG owned and commercially leased vehicles.

NOTE:

Drivers can use the USCG fleet fuel card to purchase emergency service and repairs under $250. For service or repairs over $250, use unit purchase cards or other methods to expend unit AFC 30 funds. These are used for normal maintenance and repair of USCG owned and commercially leased vehicles.

Fiscal policy for use of the USCG fleet fuel card is in the reference (k), Simplified Acquisition Procedures (SAP) Handbook, COMDTINST M4200.13 (series).

B.4. Tolls

GVs do not require Electronic Toll Passes (EZ Pass, Sun Pass, etc.), but they are *highly* recommended. In some locations, highway or interstate exits only have an electronic toll (no toll booth or coin drop), forcing the driver to pay the toll due to lack of knowledge of the local area. If the vehicle does not have an electronic toll pass, drivers should use the regular toll booth lanes (vice electronic) if available, and pay with unit funds to avoid suffering personal fines.

Units might want to share a number of toll passes among a larger number of vehicles within a motor pool (but local MFMs must ensure compliance with all state requirements, i.e., if different size vehicles require different electronic passes).

Financial regulations do not allow the Federal government to pay for tolls in advance. Rather, any tolls, including tolls paid with an electronic toll pass, can only be paid at the time of use, or after the toll is passed (in arrears). As of this TTP's publication, Massachusetts is the only EZ Pass issuing authority that allows payment in arrears.

B.5. Keys

Units must keep keys and fuel cards in a secure location.

A best practice is for the local MFM to have a separate spare key box for the vehicles on their allowance in case a key is lost.

Figure 4-2 Key Box

Section C: Accidents

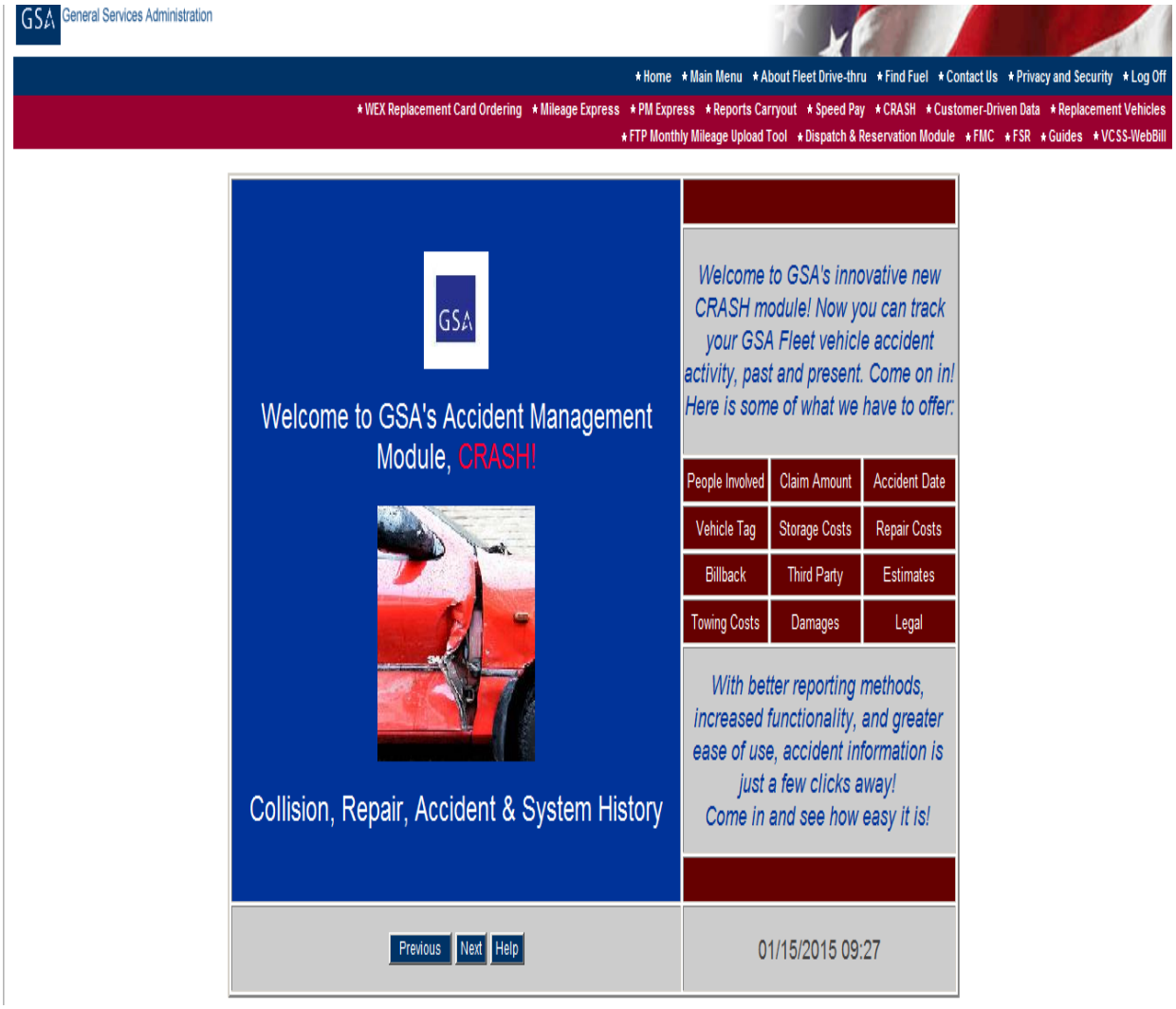

Figure 4-3 GSA Accident Management Module

C.1. Accident Management

Accidents/mishaps involving government owned, commercially leased, and privately owned motor vehicles impose an alarming drain on personnel, equipment, and USCG funds.

There must be aggressive, continuing action to achieve maximum vehicle safety in motor vehicle operation to conserve critical resources and accomplish vital missions.

See reference (l), Administrative Investigations Manual, CIM 5830.1 (series), if an accident requires investigation.

C.2. What to do if you were the driver

After an accident, keep a few key points in mind:

- Ensure the scene is safe, put on emergency flashers, call emergency medical services if necessary, and notify the police.
- Do not sign any paperwork or make any statements as to who was at fault.
- Obtain insurance information from involved parties.
- Get name and address of each witness. Ask the witness(es) to complete Standard Form 94, Statement of Witness.
- Complete SF-91, Motor Vehicle Accident Report. Take pictures of the accident scene and any damage to the vehicles involved. Submit these pictures along with the SF-91.
- Driver must notify local MFM where vehicle was towed (GSA will move vehicle to reduce or eliminate costly storage fees).
- Local MVM will obtain a copy of the police report and forward to GSA collision.

If an accident happens, whether a minor fender bender or serious, always contact GSA at the phone # on the back of the credit card. Contact the MFM for guidance, especially if there will be a 3rd party claim involved. Also, use the GSA Accident Management Center website for forms and info concerning accidents http://gsa.gov/portal/category/21212. You can also call the AMC at 866-472-6711

C.3. Local MFM Takes In An Accident

Local/Unit MFM actions:

- Obtain all paperwork related to the incident, as listed above.
- Obtain photos for release to GSA (see below)
- First contact regional MFM, then the GSA FSR
- Send pictures by email to atl.amc@gsa.gov; emails must include vehicle plate numbers in subject line. Fax all other paperwork to the GSA Accident Management Center at 1-866-400-0411.
- Wait for GSA approval before beginning repair work via a specific vender. This approval will come via email to both the unit and the vendor. Unit will obtain a purchase order number (e.g. B0373201) from GSA which the vendor will also use.
- After receiving the approval letter, print it out and keep it for your records. A copy will also be sent to vendor. Then call vendor and schedule appointment to start repairs.
- Provide GSA with SF-91, SF-94, and photos. The unit can also provide repair quotes to GSA using their local vendors. If repair costs are above

$2500, provide three quotes; repairs less than $2500 require only one quote.

Figure 4-4 Photos required by GSA after accident

NOTE: **When there is a claim against the government, a Claims and Litigation Officer must complete fact finding and prepare a report as per reference (o), the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series), page 2-2.**

C.4. Accidents While Using a GSA STR Vehicle

GSA Fleet is not involved in resolving accidents or any type of vehicle damage that occurs to rented vehicles. Only the rental company and the unit debate issues of fault. GSA involvement only occurs if charges resulting from such damage appear on invoices submitted to GSA Fleet (and subsequently billed to the unit).

Resolving accidents/damage to rented vehicles is between the rental company and the unit.

NOTE: **For accidents involving damage to private citizen's property, the local MFM forwards SF-91 to LSC-5, Legal Claims Office. The operator completes the appropriate blocks of the Report of Motor Vehicle Accident (SF-91) and submits the form to the unit safety officer and/or local MFM (vehicle officer) for additional processing. Printable copies of the SF-91 are in the USCG forms library. Keep a copy of the SF-91 in each vehicle (e.g., in the glove box). The local MFM will fill in the appropriate blocks and send copies to the appropriate Government offices (such as GSA Fleet Management Offices for GSA Fleet Lease Vehicles).**

NOTE: **All accident witnesses fill out a SF-94. Unit vehicle managers contact USCG Regional MFM to discuss any further action regarding the SF-91. Forward copy of SF-91 and SF-94, if**

applicable, to Regional MFM.

C.5. MISHAP Reports

Commands must investigate and report all motor vehicle mishaps per reference (g), Safety and Environmental Health, COMDTINST M5100.47 (series). This does not mean that every motor vehicle mishap is reportable. Investigators should work with law enforcement, safety and medical treatment facilities to complete the Mishap Analysis Report (MAR).

Reference (g), Safety and Environmental Health, COMDTINST M5100.47 (series), Chapter 2, for thresholds concerning MISHAPS, Recourse to the Admin Investigation Manual, CIM 5830.1 (series) may also be necessary.

Other Reportable Occurrence: Per chapter 3 of reference (g), Commandant (CG-11), consults with the relevant programs and determines, on a case-by-case basis, the need to convene a Mishap Analysis Board (MAB) for these types of events, including, but not limited to:

- Coast Guard on-duty activities involving an unintentional civilian fatality or injury, or property damage to a non-Coast Guard asset.
- Motor Vehicle-Specific Reportable Events. Motor vehicle mishaps include both on and off-duty mishaps for active duty members and reserve members in an active duty status, civilians in an on-duty status.
- Towing and Trailering. All mishaps involving the towing or trailering of boats or other equipment (e.g., response trailers), not otherwise categorized, are included. Mishaps that occur during launch and recovery operations of the boat are considered afloat mishaps.

C.6. GV Insurance

Every GV should have a copy of GSA Form 1627 in the glove compartment. This form serves as proof of insurance and vehicle registration. No insurance identification number is required.

The U.S. government is self-insured for loss or damage to government property, and liability of government employees for actions within the scope of their duties. Claims for injury or death of third parties, or damage to third-party property, arising from federal employee negligence when operating government-furnished vehicles are covered by the Federal Tort Claims Act (U.S.C. 2671 et seq.) as per reference (m), Administrative Claims under Federal Tort Claims Act, 28 CFR, Part 14.

Direct claims against the U.S. government resulting from operating a government vehicle to the agency employing the vehicle driver, not GSA. GSA initially processes claims against other parties for damage to GSA fleet vehicles. Drivers must obtain the correct insurance information for processing such claims against other responsible parties.

Chapter 5:
Motor Pool Managers

Introduction This chapter discusses recurring tasks of Motor Pool Managers (MFMs).

In This Chapter This chapter contains the following sections:

Section A: Recurring Motor Pool Manager Actions

A.1. Policy on Physical Inventory

USCG units conduct a complete physical inventory of all USCG owned motor vehicles and trailers within their respective areas of responsibility per reference (d), the Personal Property Management Manual, COMDTINST M4500.5 (series). GSA leased vehicles are not USCG property.

NOTE:

All employees involved in fleet and vehicle management can complete the Federal Government Fleet Management Certification Program sponsored by a collaborative effort of Government agencies at http://www2.apwa.net/certification/cpfp.asp

A.2. Logs

Logging and tracking a vehicle over its lifecycle is an important function of the local MFM. Below are listed some of the logs that need to be addressed.

For Short Term Rentals (STR), Appendix B is used to track vehicle usage just as for a government vehicle.

A.2.a. Reservation Log

If the vehicle(s) over which you have custodial responsibility is/are used by various people, GSA Dispatch and Reservation Module (DRM) is the approved tool for motor pool reservations. GSA's DRM is available for motor pool use, and the Local MFMs establishes the motor pool account, setups rules and sending invites for members to gain access.

The DRM allows users to create motor pools, dispatch vehicles to drivers, and generate reservation and vehicle use reports. These features provide users the ability to easily identify the availability and location of each vehicle within their motor pool.

This web based fleet tracking system is open to GSA Fleet leasing customers. GSA DRM is available through the Drive-thru website.

The local MFM by default is the only member that can establish a motor pool. After a motor pool is created, invitations are sent out (via email) granting access to the motor pool.

When accessing the site, an introductory paragraph will alert your personnel that they are accessing their unit's motor pool information, as well as other pertinent unit information. MFMs can create their own introductory paragraph, or use the following as a template.

"Welcome to the BSU Honolulu Motor Pool Reservation System. This system will allow you to enter routine vehicle reservations. If a vehicle is available you will be notified immediately through automated approval. However, the motor pool staff continuously reviews reservations and reserves the right to change or deny a request that is not in compliance with BSU Honolulu Instruction 11240.1B. If you have an emergency, after hours, you should contact the BSU Honolulu OOD (808) 226-4170. If you have an emergency during motor pool working hours (0630-1500), please contact the Motor Pool Manager (808) 842-2920. "

A.2.b. Daily Log

Daily vehicle use records are maintained by the motor pool manager. It is important that each driver completes a daily inspection of the vehicle issued. Such inspections are done before and after use and include any damage, low tire pressure, warning lights, evidence or leaks or poor handling during use.

A.2.c. Magnetic Working Log

For units not using the GSA DRM for reservations, local MFMs should create some type of current and monthly status log (Figures 5-1 and 5-2, respectively) so that the GSA fleet database can be updated on a monthly basis. In some areas, GSA allows monthly mileage updates to be reported automatically while fueling. If this service is provided by GSA, MFMs should still log into Drive Thru to ensure monthly mileage is being correctly reported (as it is the basis for fees to the USCG).

Figure 5-2 below is an example chart of a dry erase board used to track GV daily use, mileage, and miles for the month. In order to ensure all GVs meet mileage use standards, the best practice is to distribute vehicles to users based on monthly mileage.

Exception: If a customer reserved a pick-up truck because they are going to a home improvement store to pick up lumber, local MFMs should not change the vehicle, as the truck is the more appropriate vehicle for such a job (vice a sedan or mini-van).

NOTE:

It is important that units have records to justify current GV allowance. Per reference (a), Motor Vehicle Manual, COMDINST 11240.9 (series), vehicles driven a minimum of 600 miles a month (ideally 1000 miles) or used 3 times a week average, (twelve times during a month) do not need to meet both mileage and usage averages or minimums.

	ALL GSA VEHICLES HAVE ROADSIDE ASSISTANCE								
	Vehicle Tag #	Status	Date Issued	Return Date	Requester	Current Mileage		Last PMS	Comments
	G10-0112M		20-Mar	8-Apr	MSTC RYAN	34769			AFV
	G10-0114M					31238	387		AFV
	G10-2801K		7-Apr	7-Apr	SN ANANGFAC	33645	121		AFV
	G10-2815K		7-Apr	7-Apr	MK3 PERRY	60204	135		HYBRID
	G10-2817K					60161	170		HYBRID
	G13-0721M		7-Apr	7-Apr	CWO3 THOMAS	59132	140		HYBRID
	G13-2394M		7-Apr	7-Apr	SN HIMEL	58351	115		HYBRID
	G13-3452L		30-Mar	8-Apr	LCDR FILLMAN	35139			AFV
	G13-5366P		AT HOOKSET			32183			AFV
	G13-5296P					30075	298		
	G41-0255M		7-Apr	7-Apr	KEVIN DEBOTH	7915	144		HYBRID
	G41-0990M			DUTY GV		6855	364		HYBRID
	G41-2645M					37249	144		AFV
	G41-0797M					26925	150		AFV
	G43-0596M		6-Apr	10-Apr	GM3 KINTZLEWL	35926	50		AFV
	G43-0566M		7-Apr	10-Apr	SN ALLIXON	33310	6		AFV
	G43-0599M		6-Apr	10-Apr	BM2 BARNES	21288			AFV
	G43-0593M					21609			AFV
	G43-0599M					21171			AFV
	G43-0722L					49410	322		AFV
	G43-8787L		6-Apr	9-Apr	LTJG MERRITT	37952	77		AFV
	G61-0955L		7-Apr	7-Apr	JESSE REYNOLDS	53167	42		
	G63-0610K		7-Apr	7-Apr	EM3 BOSTON	28940	53		AFV
	G63-2568M		SNOW REMOVAL			38812			
	G7-0029N		SNOW REMOVAL			1467			
	G71-0108P					1484			

Note 1: Red magnet status to Left of Plate # signifies vehicle OOC or unavailable
Note 2: Reg/Green Magnet Status Column – Red signifies vehicle is checked out
Note 3: Current Mileage Column – Purple indicates current odometer reading, green indicates miles driven current month
Note 4: Use the comments Column to indicate items such as oil change needed, vehicle needs new wipers, brakes vibrating, etc.

Figure 5-1 Example Magnetic Working Log

Column1	Column2	Oct 2013 Mileage	Oct Usage	Nov 2013 Mileage	Nov Usage	Dec 2013 Mileage	Dec Usage	Jan 2014 Mileage
G10-0111M Flex fuel	Sedan 2012 Chevy Malibu	1026	6	1078	18	835	12	1419
G10-0112M Flex Fuel	Sedan 2012 Chevy Malibu	756	11	1149	18	915	9	846
G10-0114M Flex Fuel	Sedan 2012 Chevy Malibu	740	10	793	11	933	11	819
G10-2801K Hybrid	Sedan 2010 Ford Fusion	1080	7	840	5	847	8	772
G10-2802K Hybrid	Sedan 2010 Ford Fusion	692	9	1236	12	876	11	1037
G10-2815K Hybrid	Sedan 2010 Ford Fusion	973	11	780	11	789	12	900
G10-2817K Hybrid	Sedan 2010 Ford Fusion	780	8	800	7	760	7	841
G13-0721M 4 Cylinder	Sedan 2012 Hyundai Elantra	713	10	963	11	1012	13	833
G13-2394M Flex Fuel	Sedan 2012 Ford Focus	808	10	863	10	851	6	670
G13-3452L 4 cylinder	Sedan/compact Ford Focus							
G13-5366P HYBRID	Sedan/compact Ford C-Max							
G13-6296P HyBRID	Sedan/compact Ford C-Max							
G41-0265M Flex Luel	Mini Van 2012 Dodge GranCaravan	457	11	823	14	790	12	823
G41-0990N Flex Fuel	Mini Van 2013 Dodge GranCaravan	893	12	907	10	899	12	953
G41-2645M Flex Fuel	Min Van 2012 Dodge GranCaravan	722	8	1115	17	842	7	804
G41-4797M Flex Fuel	Mini Van 2012 Dodge GranCaravan	964	7	1261	8	764	7	805
G43-3767L Flex Fuel	Truck 2012 Chevy Silverado	598	8	1260	13	899	12	653
G61-0955L	Crossover 2011 Dodge Journey	758	6	979	10	860	11	884
TERMINATIONS								
G13-3467L 4 Cylinder	Sedan 2011 Ford Focus	628	15	1021	7	794	9	1232
G12-1131K Flex Fuel	Sedan 2011 Chevy Malibu	1025	6	786	5	891	9	769
G13-3556L 4 cylindeer	Sedan 2011 Ford Focus	965	11	722	7	809	8	810
Ideal miles per month: 1000			Minimum Miles per month: 600			Monthly Minimum usage if under 600 miles: 12		

Note: Numbers in green indicate that the vehicle met the mileage or usage minimums. Red indicates if it does not.

Figure 5-2 Example Monthly Log

A.2.d. Mileage Logs– GSA Leased

Mileage Log: For GSA leased vehicles, enter mileage in http://drivethru.fas.gsa.gov. Even if drivers record entries at the pump, every vehicle manager should ensure proper monthly mileage entry for each vehicle. For any unused vehicles, local MFMs must input zero miles driven for that month via Drive-thru. Local MFMs should maintain a monthly mileage sheet (such as the example above) for rapid tracking of monthly input into Drive-thru if not using GSA DRM.

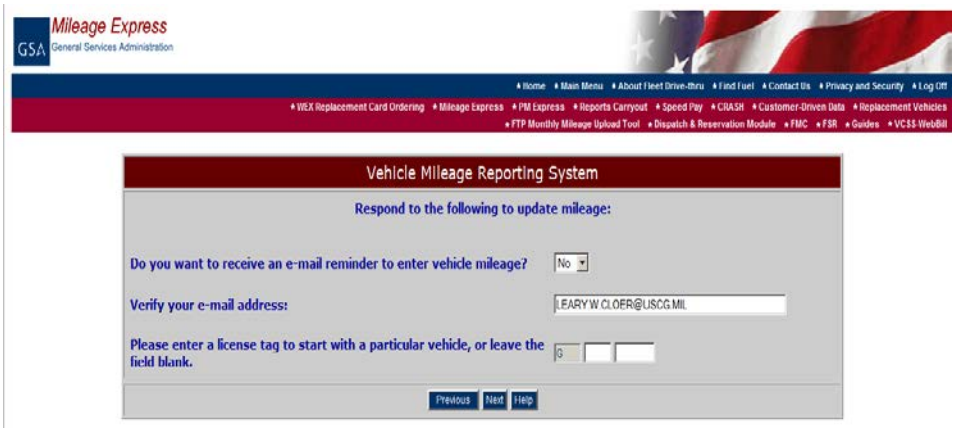

Figure 5-3 Vehicle Mileage Reporting System

Use the Website below to update mileage for GSA leased vehicles.

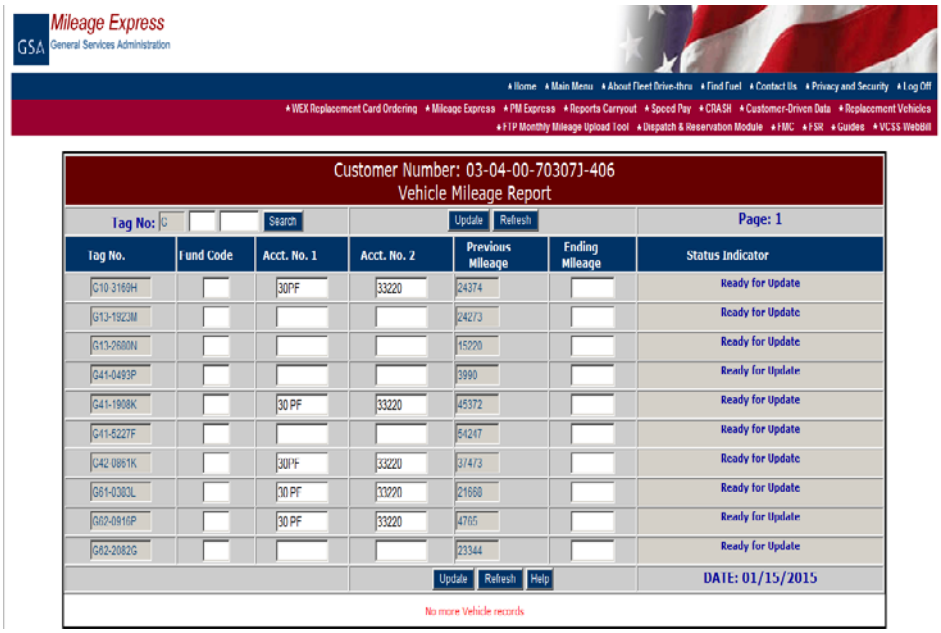

Figure 5-4 Vehicle Mileage Report

A.3. Preventive Maintenance – GSA Leased Vehicles

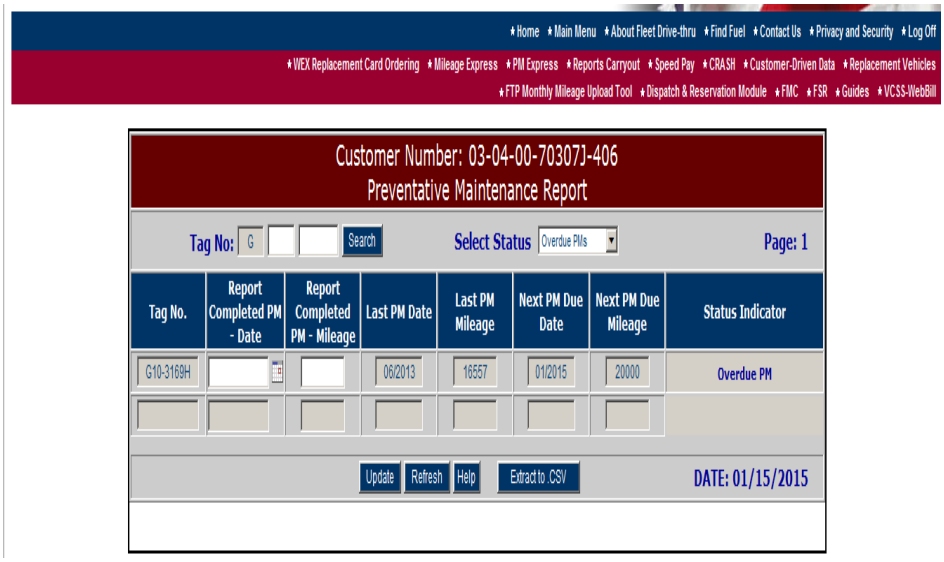

Figure 5-5. Drive-thru Periodic Maintenance Update

All motor vehicles and trailers should have preventive maintenance performed when required by the vehicle manufacturer's recommendation, the GSA Fleet Lease Management Office, or USCG policy.

Per reference (a), Motor Vehicle Manual, COMSTINST M11240.9 (series), local MFMs must schedule a check of engine fluids, tire air pressure, and visually inspect each vehicle no less than every 2 weeks.

A.3.a. GSA PM Procedure

The following describes the general GSA preventive maintenance process:

- Once the Local/Unit MFM receives an email from GSAFLEET@gsa.gov notifying them of the need to perform maintenance (generally the first of the month), the MFM has 30 days to complete the maintenance at a GSA approved vendor.
- Local MFMs should ensure their servicing mechanic is approved for specific work by the Fleet Service Representative (FSR).
- When the approved vendor completes the maintenance, the GSA tracking system (PM Express) should automatically update.
- If the GSA system does not update after the PM is complete, email the FSR the following details for vehicles that had PM: license plate number, and date and mileage at completion. MFMs can also visit http://drivethru.fas.gsa.gov to find PM Express for reporting completed PMs, and creating and viewing reports on all upcoming, due, and overdue PM.

Customer Number: 02-07-00-70307J-703											
Report Date: 01/01/2015											
Tag	FC	ACCT1	ACCT2	Model Year	Make	Model	Reported Mileage	PM Due Date	PM Due Mileage	# PMs O/D	PM Description
G13-2839M				2013	HYUNDAI	ELANTRA	46763	14-Dec	46088	1	a) Change engine oil and filter using engine manufacturer's specified grade of oil (GSA encourages the use of rerefined oil)
G63-0922F				2007	CHEVROLET	K3500	11012	14-Dec	11100	0	a) Change engine oil and filter using engine manufacturer's specified grade of oil (GSA encourages the use of rerefined oil)
G13-2840M				2013	HYUNDAI	ELANTRA	43998	15-Jan	42300	1	a) Change engine oil and filter using engine manufacturer's specified grade of oil (GSA encourages the use of rerefined oil)
G43-2719L				2011	CHEVROLET	CG3300	44037	15-Jan	0	0	a) Change engine oil and filter using engine manufacturer's specified grade of oil (GSA encourages the use of rerefined oil)

Table 5-1 GSA Notification of Required Maintenance

A.3.b. Approval of maintenance needs above $100

If the total purchase does not exceed $100, units can use a fuel card to purchase consumable items directly related to vehicle maintenance like oil, windshield wiper fluid, etc. For maintenance needs other than regular consumables (tires and batteries), the unit should consult the GSA maintenance control center (1-866-400-0411).

This center can also be found at:
http://www.gsa.gov/portal/category/21218

NOTE:

Use the PM Express site to track GSA leased vehicle maintenance. This maintenance is based on oil change intervals, but when a unit brings in a vehicle for maintenance, the mechanic will check all needed maintenance.

A.3.c. Oil Life System

Important: If the Oil Life System indicates required PM, (on vehicles so equipped), PM must be performed within 250 miles from when the light first came on. When the PM inspection is complete, ensure the Oil Life System is reset. Again, the GSA maintenance center must approve work that is over $100 (oil changes typically fall under this number).

A.3.d. Preventive Maintenance Log

Preventive Maintenance Log: GSA Leased Vehicle maintenance is tracked via the PM Express tab in GSA Drive Thru. The local MFM should check this regularly.

Local MFMs should establish a relationship with their GSA approved local repair facility

A.4. Preventive Maintenance - USCG owned Vehicles

The local MFM is responsible for maintenance of USCG owned vehicles. There is no established, standardized USCG-wide tracking system for maintenance on these vehicles, and there are many types of SPME. However, FED FMS (see A.4.a below) is the preferred system for vehicle tracking.

Local MFMs must follow OEM recommendations and set the local maintenance schedules. The local MFM must rely on the vehicle user's manual and use physical documentation when following recommended maintenance intervals.

USCG owned vehicle maintenance is the sole responsibility of the unit. If possible, units should enter into a Service Maintenance Agreement (SMA) with an Original Equipment Manufacturer (OEM) certified mechanic (i.e., Honda, Ford, etc.). Per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), local MFMs must schedule a check of engine fluids, tire air pressure, and visually inspect each vehicle periodically not less than every 2 weeks.

Carefully track (and correct when possible) "deferred" vehicle maintenance as it affects the vehicle's value upon disposal (deferred maintenance could be measured using condition assessment surveys or life-cycle cost forecasts).

A.4.a. Information Systems for Fleet Management

Units should use some type of information system (e.g., the FED FMS system: http://gsa.gov/portal/content/208289) to manage their motor pool.

There are two additional information systems that are in use:

- Shore Asset Maintenance System (SAMS) is an electronic system that assigns and tracks recurring maintenance. It is usable by motor pools but is not solely related to vehicles. This system requires initial input by the unit for each vehicle in their inventory but, once established, will provide a way for generating monthly reports and tracking mileage. Some Training Centers (TRACEN) are currently using SAMS to assign and track recurring maintenance for vehicles.
- Asset Logistics Maintenance Information System (ALMIS) provides logistics support in operations, mission scheduling, asset configuration, maintenance, supply, procurement, and financial business processes.

  PSUs which already have an ALMIS account can use ALMIS to track vehicle maintenance.

  PSUs will still need to use OEM recommendations for maintenance, but can enter in periodicity and assign MPC cards to each maintenance item. In order to initiate vehicle/SPME tracking in ALMIS, local MFMs will need to submit a mandatory Special Requirements (SR-1) form to their ALMIS Maintenance Manager. This form can be found on NE-TIMS under the asset type: MSR.

  NE-TIMS can be accessed here: http://cgweb.netims.uscg.mil:1088/cgi-bin/WebObjects/Tims

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A.5. Reports

The local MFM might be required to provide data for data calls, and therefore should retain excellent records of GV use, fuel consumption, vehicle inventory, etc. However, the Regional MFM or higher authority

initiate required reports as needed. See reference (a) for more details.

A.6. Consolidated Motor Pools

Per reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), "USCG Campuses with established motor pools shall manage vehicles for all co-located units. Every location that has co-located units is responsible for evaluating, at least annually, the feasibility of creating a motor pool or including additional local units."

Each base should have one centralized motor pool serving all tenant commands. This is currently (at publication of TTP) being implemented at certain bases throughout the service.

The first step needed to create a consolidated motor pool is to gain access to the Dispatch & Reservation Module (DRM) site located on the home page of the GSA Drive-thru website. There are training and instructions available on this site for creating and managing motor pools.

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Appendix A:
Glossary and Acronyms

Administrative Vehicle	A vehicle used to facilitate administrative transportation of personnel. This includes, but is not limited to, attending meetings and other routine transportation that does not require special equipment.
AF	Alternative Fuel
AFC-30	Allotment Fund Control Code 30 – Operating and Maintenance
AFV	Alternative Fuel Vehicles
Allowance Change Requests	A request submitted to regional MFM and the appropriate budget office (District, area or HQ) for approval when there is a change of number or capability of vehicles or trailers. This includes transfer of boat trailer within USCG and mission reassignment of vehicles. Units require an approved vehicle allowance change request before acquiring a vehicle or trailer for any purpose.
AOPS/TMT	Training Management Tool (TMT) application is the Coast Guard's unit-level information system for recording and tracking various types of required training of military personnel not otherwise covered by the Aviation Logistics Management Information System (ALMIS). TMT is a module of the web-based Abstract of Operations (AOPS) application.
AutoChoice	AutoChoice is GSA's online tool. AutoChoice compares manufacturers, configures vehicles, chooses equipment and color options, and views side-by-side comparisons of vehicle models from manufacturers. AutoChoice provides information on order status, miles per gallon fuel ratings, selects dealerships, and runs reports.
BOAC	Billed Office Address Code. The Billed Office Address Code (BOAC) is a six-character code assigned by GSA Finance to identify the billing address for services received. The first two digits represent the agency code of the customer.
CGIS	Coast Guard Investigative Service

CGRC	Coast Guard Recruiting Command
CDL	Commercial Driver's License
DriveThru	GSA's mileage reporting and fleet analysis tool. The applications in DriveThru are Collision Repair Accident and System History (CRASH), File Transfer Protocol, Mileage Express, Reports Carryout, Speed Pay, Web Bill, and a Defensive Driving Course at no cost, sponsored by the National Safety Council.
EV	Emergency Vehicle
ESD-FOB	Engineering Services Division – Facility Operations Branch
FINCEN	Coast Guard Finance Center
FSR	Fleet Service Representative
FTA	Funds Transfer Authorization
GCWR	Gross Combined Weight Rating
GHG	Greenhouse gas
GPV	General Purpose Vehicles
General Services Administration	GSA
GSE	Government Supplied Equipment
GVM	Government Motor Vehicle
GVWR	Gross Vehicle Weight Rating
HSWL	Office of Health, Safety and Work-Life
HtW	Home to Work

JQR	Job Qualification Requirement
MVM	Motor Vehicle Manager/Unit Vehicle Officer
MFM	Motor pool Fleet Manager
MVDO	Motor Vehicle Delivery Order
OF-346	US GMV Operator's Identification Card.
Oracle FAM	Oracle Fixed Asset Module maintained by USCG Finance Center. Oracle FAM records changes such as addition, edits, transfers or removal of USCG property assets from the capital asset accounts.
SAROPS	Search and Rescue Optimal Planning System
SBPL	Small Boat Product Line
SILC	Shore Infrastructure Logistics Center
SIN	Standard Item Number
SPME	Special Purpose Motorized Equipment
SUV	Sport Utility Vehicle
TAD/TDY	Temporary Assigned Duty/Temporary Detached Duty
Yellow Gear	Term applied to ground support equipment

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Appendix B:
Sample Unit Vehicle Inventory

B.1. Example of Spreadsheet for Vehicle tracking

The sample inventory below does not supplant inventories currently at use at units. However, some key recommendations include:

1) Include all unit vehicles on the inventory, and divide by GSA Leased and USCG owned categories. This inventory should also include all SPME at the unit.

2) Ensure that the vehicle plates, VIN, and date acquired are on the tracker.

Government Furnished Vehicles

GSA Leased Vehicles

GSA/TAG #	Model / Num	Serial / VIN Number	Description / Make	Cost	OPFAC	Customer	Location / Shop Assigned	Year / Date in
G43-0770K	15 PASS	1GAZPDG1A1168981	Chevy				MAT TEAM MAINE	2010
G41-0245M	7 PASS	2C4RDGBG0CR334036	Dodge Grand Caravan (white)				ISD PORTLAND MAINE	2012
G71-0180N	P/U	1FT8W4DT1DEB80109	FORD 350 Crew 4X4				ISD PORTLAND MAINE	2013
G63-1398L	P/U	1GC0KVCGXBF224540	Chevy K2500HD				ISD PORTLAND MAINE	2011
G71-0348B	P/U Crew Cab	1GBE4E1G76F428791	Chevy C4500 (white)				ISD PORTLAND MAINE	2006
G82-0001D	7/TON TRUCK	EFRBF75Y47V450377	FORD F750 (White ST/B)				ISD PORTLAND MAINE	2006
G62-0807P	VAN	1GNSHCF44E1183201	Chevy 1500				ESD PORTLAND	2014
G61-1755D	Hybrid	1FMCU59H68KA6601	Ford Escape				ESD PORTLAND	2008
G41-0123P	7 Pass mini-van	2C4RDGBG0ER356055	Dodge Grand Caravan				ESD PORTLAND	2014
G13-0771M	SEDAN	1FAHP3F24CL411421	Ford Focus				ESD PORTLAND	2012
G43-3717L	15 PASS	1GAWGPFA8B1175746	Chevy/LS1 (white)				MAT TEAM RI	2011
G71-0269P	ST/BODY	1FD9W4HY9FEB56620	FORD, F450				MAT TEAM R.I	2015
G71-0559L	P/U Crew Cab	1FT8W4DT8BEC54204	Ford F450 D XL				NEW HAVEN CT	2011
G82-0342F	ST/BODY	1HTWBAAL59J071059	INT 7300 SFA 4X4				NEW HAVEN CT	2009
G43-0658N	12PASS	1GAWGPFA2D1175003	Chevy Express 2500				NEW HAVEN CT	2013
G41-0809K	7 Pass mini-van	2D4RN4DE6AR334873	Dodge Grand Caravan				ESD NEW HAVEN	2010
G41-3156M	7 Pass mini-van	1GCDSCFE7C8161306	Chevy Colorado				ESD NEW HAVEN	2012
G61-0440M	CROSSOVER	2GNFLEEKXC0D1174519	Chevy Equinox				ESD NEW HAVEN	2012
G63-0430M	P/U	1GC0KVCGXCF238584	Chevy 2500HD				SOUTH WEYMOUTH	2012
G43-2322L	UTILITY	1GB4CZC65BF224715	Chevy Silverado 3500HD 2X4 (white)				SOUTH WEYMOUTH	2011
G10-0110M	SEDAN	1G1ZA5EU7CF389873	Chevy Malibu				Base Boston (HOUSING)	2012
G41-0253M	7PASS	2C4RDGBG0CR347207	Dodge Grand Caravan (black)				MAT TEAM BOSTON	2012
G62-0817P	Pick-up Truck	1C6RR7KG3ES351407	Dodge 1500				WAT TEAM BOSTON	2014
G13-2410M	SEDAN	1FAHP3F22CL456762	Ford Focus				SECTOR BOSTON	2012
G13-2367M	SEDAN	1G1JC5SH3C4207225	Chevy Sonic				SECTOR BOSTON	2012
G13-2420M	SEDAN	1FAHP3F25CL455962	Ford Focus				SECTOR BOSTON	2012
G12-1127K	SEDAN	1G1ZA5EU8BF355536	Chevy Malibu (Gold)				SECTOR BOSTON	2011
G41-0991N	7PASS	2C4RDGBG4DR735364	Dodge GranCaravan				SECTOR BOSTON	2013
G62-2027L	SUV	1FMHK8B82BGA69258	Ford (White) 4x4				SECTOR BOSTON	2011
G71-0560L	ST/BODY	1FD0W5HY2BEC97764	FORD F550				BSU INDUSTRIAL	2011
G71-02491	ST/BODY	1FDAW57PX4ED58049	FORD				BSU INDUSTRIAL	2004
G13-2934M	SEDAN	1G1JC5SH6C4208708	Chevy Sonic				ACTIVITIES NEW YORK	2012
G10-0111M	SEDAN	1G1ZA5EU3CF390227	Chevy Malibu				BASE BOSTON	2012
G10-0112M	SEDAN	1G1ZA5EUXCF389785	Chevy Malibu				BASE BOSTON	2012
G10-0114M	SEDAN	1G1ZA5EU8CF390241	Chevy Malibu				BASE BOSTON	2012
G10-2801K	SEDAN	3FADP0L32AR379576	Ford Fusion Hybrid (white)				BASE BOSTON	2010
G10-2802K	SEDAN	3FADP0L32AR379561	Ford Fusion Hybrid (white)				BASE BOSTON	2010
G10-2817K	SEDAN	3FADP0L30AR396540	Ford Fusion Hybrid (Black)				BASE BOSTON	2010
G10-2815K	SEDAN	3FADP0L30AR396541	Ford Fusion (silver)				BASE BOSTON	2010
G12-1126K	SEDAN	3B3BD4FB4BN562519	Dodge Avenger				BASE BOSTON (ESD)	2011
G13-0721M	SEDAN	5NPDH4AE0CH142156	Hyundai Elantra (bronze)				BASE BOSTON	2012
G13-2394M	SEDAN	1FAHP3F21CL455960	Ford Focus				BASE BOSTON	2012
G13-3452L	SEDAN/compact	1FAHP3F27CL148244	Ford Focus (black)				BASE BOSTON	2012

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Appendix C: Check In/Check Out sheet

C.1. Description **Reference (a), Motor Vehicle Manual, COMDTINST M11240.9 (series), requires each Motor Pool/Unit Vehicle Manager to ensure drivers are informed of the responsibilities addressed on the attached form and ensure they capture, at a minimum, the information on the attached form for each trip made with a USCG vehicle. Information is transferred to an electronic spreadsheet at least monthly for ease of reporting.**

Tag #		Month	
Model / Type		Total Miles	
Make		Total Fuel Purchased	
Year			

Name (Last, First)	Unit	Purpose of trip	Destination	Valid Driver's License	Check Out Date/Time	Checked out by	Mileage Out	Exterior Damage Y/N?	Cleanliness Y/N?	Electronic Toll Pass Y/N	Check in Date/Time	Mileage In	Fuel Level	Discrepancies or Comments

Appendix D:
Vehicle Allowance Change Request Template

D.1. Description

The local MFM (unit vehicle officer) uses this memo template any time a vehicle replacement or new vehicle is needed/requested outside the normal GSA replacement cycle. If the new vehicle is an EV, the memo must address: the requirement for an emergency response vehicle including the conditions that will warrant the use of lights and audible signals, the suggested provider of EVOC training and the number of billets required to be trained to operate the EV.

Once approved by the Regional MFM, this memorandum can be sent to SILC via the shared mailbox: SILCVEHICLEMANAGEMEN@uscg.mil

This template is found at: https://cgportal2.uscg.mil/communities/motor-vehicle-fleet-management/Allowance%20Change%20Request%20Information/Forms/AllItems.aspx

NOTE:

To ensure funding is available, the FROM line of this form must be the first O5 or senior command (Base, Sector, District) in an individual unit's chain. This O5 or senior command must validate the need, and ensure that funding will be available at a unit or higher level.

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Appendix E:
Vehicle Trailer-Truck-Hitch Matching Checklist

E.1. Overview

This appendix will help units match an appropriate vehicle to a specific trailer. Units that conduct trailering operations use this checklist. For non-standard boats, see reference (j) Non-Standard Boat Operator's Handbook, COMDTINST M16114.28 (series).

NOTE:

When obtaining weights, units ensure that vehicles have a "normal" load in them. All weights should account for passengers and gear in the vehicle and include the boat (weight calculations assume 220 lbs per person).

E.2. In this section:

This section includes the following information:

- Trailer–Truck–Hitch Matching Checklist
- Self Check for Compatibility and Safety

E.3. Trailer–Truck–Hitch Matching Checklist: Trailer

Trailer

1.____ GROSS TRAILER WEIGHT (GTW). Obtained from trailer, boat (including gear) sitting detached from tow vehicle on scales. Boats shall be at full fuel level and loaded with whatever gear is normally onboard during trailering operations. For utility trailers use maximum GVWR of the trailer (posted on identification plate).

2.____ TRAILER TONGUE WEIGHT (TTW). This is usually obtained from detaching the trailer with normal load from the tow vehicle and weighing only the weight produced by the jack stand or nose-wheel. It is important that the trailer be adjusted to its tow height.

E.4. Trailer–Truck–Hitch Matching Checklist: Tow Vehicle

Tow Vehicle

3.____ BASE CURB WEIGHT (BCW). This is the weight of the vehicle with fuel and no passengers or cargo. This number can be obtained from the vehicle owner's manual or the manufacturer.

4.____ GROSS VEHICLE WEIGHT (GVW). This is the Base Curb Weight (BCW) plus the weight of any passengers and cargo. To obtain this weight, detach the trailer from the tow vehicle and weigh the vehicle with the passengers and cargo onboard. If crew and payload varies, use manufacturer's Gross Vehicle Weight Rating (GVWR).

5.____ GROSS AXLE WEIGHT – FRONT (FRONT GAW). This is the total weight placed on the front axle. To determine your FRONT GAW, drive your vehicle to a scale and with the trailer attached park only the front wheels of the tow vehicle on the scale. This is your FRONT GAW.

6.____ GROSS AXLE WEIGHT RATING – FRONT (FRONT GAWR). This is the total weight the front axle is capable of carrying. This information is printed on the safety placard located on the driver's door.

7.____ GROSS AXLE WEIGHT REAR (REAR GAW). This is the total weight placed on the rear axle during towing operations. To obtain the REAR GAW place all four wheels of the tow vehicle leaving the trailer wheels off of the scale. From this number, subtract your FRONT GAW. This is your REAR GAW.

8.____ GROSS AXLE WEIGHT RATING – REAR (REAR GAWR). This is the total weight the rear axle is capable of carrying. This information is printed on the safety placard located on the driver's door.

9.____ GROSS VEHICLE WEIGHT RATING (GVWR). This is the maximum allowable weight of the fully loaded vehicle.

10.____GROSS COMBINATION WEIGHT (GCW). This is the weight of the towing vehicle and fully loaded trailer, including passengers and any cargo (add #s 1 & 4).

11.____GROSS VEHICLE COMBINATION WEIGHT RATING (GVCWR). This is the maximum allowable weight of the towing vehicle and fully loaded trailer, including passengers and any cargo. This number is typically found in the owner's manual or through your local dealer.

12.____MAXIMUM TRAILER TOWING RATING (MTTR). Maximum amount the vehicle is designed to tow. This number is typically found in the owner's manual or through the manufacturer's representative.

E.5. Trailer–Truck–Hitch Matching Checklist: Hitch System

Hitch System

13.____ HITCH CAPACITY (HC). This is the weight that the hitch is designed to safely tow. This information is typically found on a plate attached to the hitch frame.

14.____ TOW BALL RATING (TBR). This is the weight that the towing ball is designed to safely handle. It is typically stamped onto the top of the ball.

15.____ TONGUE WEIGHT RATING (TWR). This is the weight that the hitch system is designed to safely support. This number is typically stamped on the hitch frame.

16.____ DRAW BAR TONGUE RATING (DBTR). This is the tongue weight that the draw bar is designed to safely carry. This is typically found stamped on the top of the draw bar.

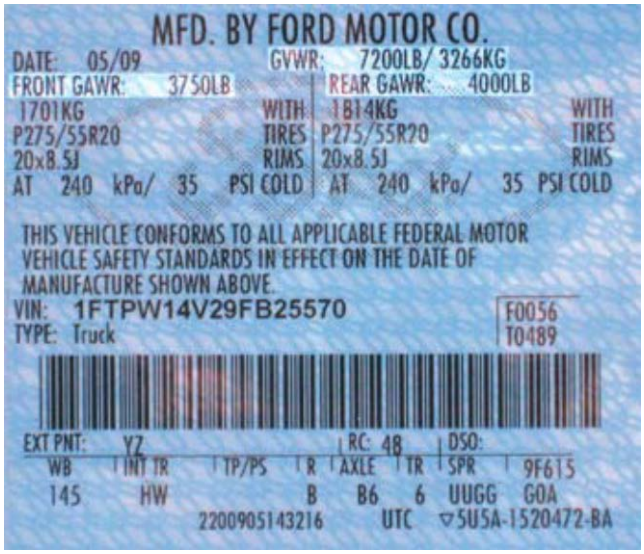


Figure E-1 Typical Manufacturer's Identification Label

E.6. Self Check for Compatibility and Safety

1.____ Is line 1 (GTW) less than line 12 (MTTR)? If no, then your vehicle is not authorized to tow the trailer.

2.____ Is line 2 (TTW) 10-15% of line 1 (GVTW)? If no, then you may have an improperly loaded trailer. 10-15% is an industry standard, manufacturer's guidelines may be different. Do not exceed manufacture's recommendation for tongue weight.

3.____ Is line 5 (FRONT GAW) less than line 6 (FRONT GAWR)? If no, you are overloading your front axle of the tow vehicle. Redistribution of weight or a different hitch system may be required to tow the trailer safely.

4.____ Is line 7 (REAR GAW) less than line 8 (REAR GAWR)? If no, you are overloading your rear axle. Redistribution of weight or a different hitch system may be required to tow the trailer safely.

5.____ Is line 10 (GCW) less than line 11 (GVCWR)? If no, then your vehicle is not authorized to tow the trailer as loaded. The combination of your vehicle and trailer are greater than the vehicle manufacturer maximum capacity. Some possible remedies are to increase the size of the tow vehicle to one with a higher GVCWR, or lower the GCW by removing gear or passengers

6.____ Is line 1 (GTW) less than line 13 (HC)? If no, then your vehicle is not authorized to tow the trailer. You are exceeding the capacity of the hitch system.

7.____ Is line 1 (GTW) less than line 14 (TBR)? If no, then your vehicle is not authorized to tow the trailer. You are exceeding the capacity of the tow ball is rating. You will need to upgrade either your tow ball or the entire hitch system (See question 6).

8.____ Is line 2 (TTW) less than line 15 (TWR)? You are exceeding the capacity of the hitch system. You will need to upgrade your hitch system to one which has a higher TWR.

9.____ Is line 2 (TTW) less than line 16 (DBTR)? You are exceeding the capacity of the draw bar. You will need to upgrade your draw bar and/or your hitch system.

WARNING: ***Vehicle and trailer GVWR are based on ideal driving conditions. For conditions such as rough roads, adverse weather conditions and/or inexperienced drivers, loads shall be less than maximum capacity whenever possible. Trucking standards suggest 80% of maximum capacity when one or more of the above conditions are present. In severe weather conditions; trucking standards suggest 63% of maximum capacity.***

NOTE: **Whatever weight is decided upon, ensure all components of the hitch and receiver are rated for the appropriate weight.**

NOTE: **Units must ensure that the trailer Gross Vehicle Weight Rating (GVWR) does not exceed the prospective tow vehicle tow capacity.**

Appendix F:
Choosing the Correct Ball/Pintle Mount

F.1. Proper Height Measurements and Typical Ball/Pintle Hitches

For safe and comfortable towing, the trailer should always be as level as possible. A level trailer puts less strain on the connection between the trailer and hitch, and helps the trailer stay in line behind the vehicle. All trailer manufacturers have recommended towing heights. Usually the rule of thumb is level to slightly up in the nose, but never down. An exaggerated nose up attitude or nose down can cause stability problems. Different trailer and vehicle heights might require a ball mount with a rise or a drop. To determine how much of a rise or drop you need, follow the simple steps below.

The pintle hook is bolted to a mount on the trailer hitch receiver, and secured in the receiver using a hitch pin with cotter pin retainer. Inspect the pintle hook often for cracks or abnormal wear. Pintle hook weight rating is designed to safely handle tow capacities up to a given rating. The rating is often stamped onto the top of the hook. The hook will have a rating equal to or greater than the maximum towing capacity of the tow vehicle.

F.2. Measure hitch height

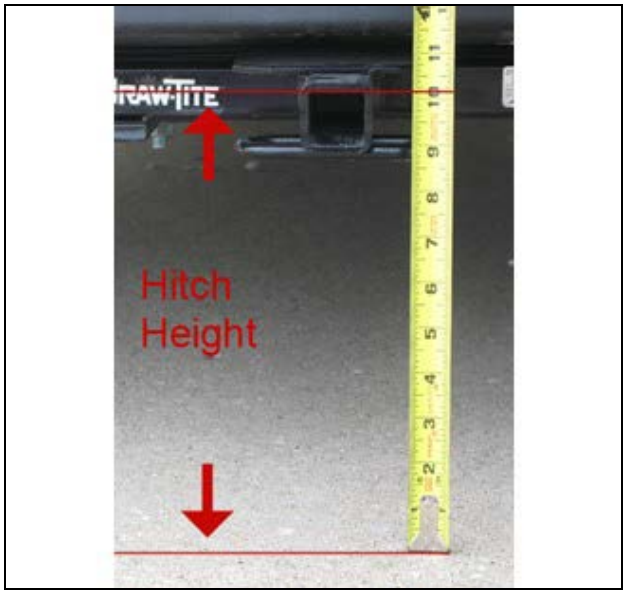


Figure F-1 Hitch Height Measurement

Measure the hitch height from the ground to the top of the receiver opening on the trailer hitch (see Figure J-1). With the vehicle parked on level ground, measure to the top of the 2" hole on class III and IV hitches, and 2-1/2" hole on class V hitches.

F.3. Measure coupler height

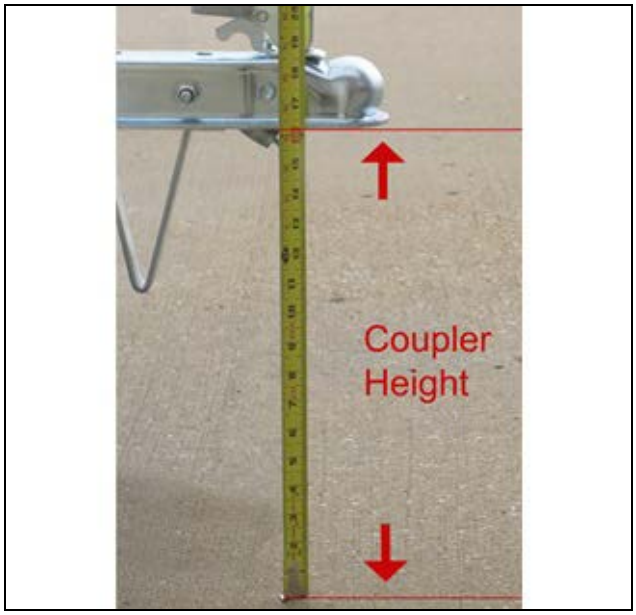


Figure F-2 Coupler Height Measurement

Measure the coupler height from the ground to the bottom of the trailer's coupler (see Figure J-2). Make sure the trailer is level and on level ground.

F.4. Compute height difference

Compute the difference between the hitch height and coupler height. If the hitch height is greater than the coupler height, the difference is the required drop. If the coupler height is greater, the difference is the required rise. Choose the ball mount with the rise or drop closest to the difference. For example, if the hitch height equals 24-3/4" and the coupler height equals 17". The greater hitch height requires a ball mount with a drop of 7-3/4" for a level trailer. The ball mount with an 8" drop is the closest one offered and is chosen.

A hitch height greater than the trailer height requires a Drop Shank.

Figure F-3 Shank Drop Measurement

For a trailer height greater than the hitch height a Rise Shank is required.

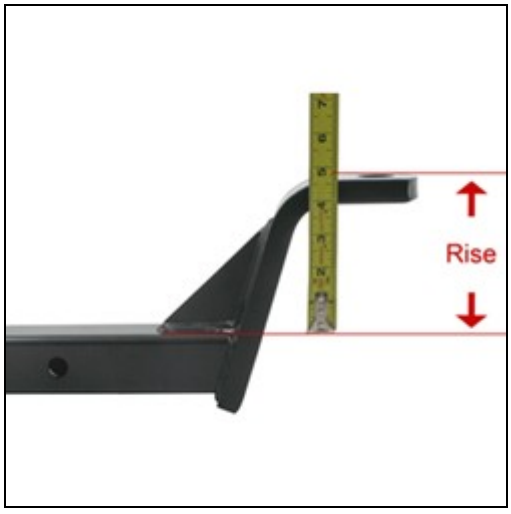


Figure F-4 Shank Rise Measurement

F.5. Ball Hole Diameter

The ball hole diameter is the size of the hole in the platform of the ball mount. The ball hole determines the diameter shank of hitch ball. Typical sizes are 3/4", 1" and 1-1/4".

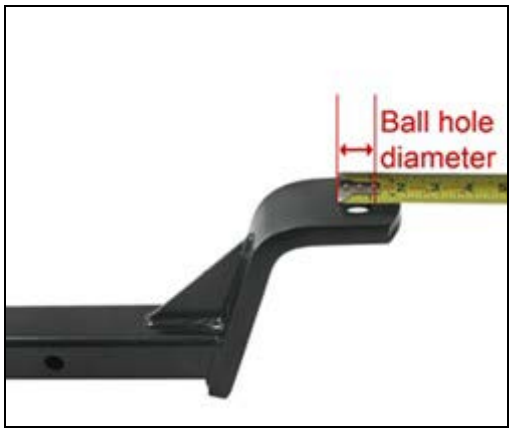


Figure F-5 Ball Hole Measurement

F.6. Hitch Classifications

The Society of Automotive Engineers (SAE) created ball hitch classifications based on the maximum GVWR of the trailer being hauled. Most hitch systems and components are sold using these classifications. Alternately, some manufacturer only rate equipment by the maximum weight of the trailer that can be safety hauled using the equipment. This is true especially for components rated to haul trailers more than 10,000 lbs. All component of the hitch system should be the matched and rated at or above the GVWR of the trailer being hauled. There are only four SAE official classifications (I, II, III and IV). Recently, manufacturers have added a Class V rated hitch not recognized by SAE at this time. Figure J-6 provides maximum Tongue Weight (TW) and Gross Trailer Weight (GTW) for both Weight Carrying (WC) and Weight Distribution (WD) hitch systems. Each hitch and ball and ball mount are rated by the manufacturer and may be rated differently than the chart below.

Operators must verify the rated towing capacity of their hitch by checking the manufacturer's sticker as shown in Fig. 5-8. Operators must determine if they are using a weight carrying or weight distributing hitch, and whether there is a drawbar adaptor to determine the correct rating. To maximize towing capacity, vehicles should have a drawbar that does not require an adapter.

Hitch Class	Max TW (WC)	Max GTW (WC)	Max TW (WD)	Max GTW (WD)
I	up to 200 lbs.	up to 2,000 lbs.	N/A	N/A
II	up to 300 lbs.	up to 3,500 lbs.	N/A	N/A
III	up to 600 lbs.	up to 6,000 lbs.	up to 1,000 lbs.	up to 10,000 lbs.
IV	up to 1,000 lbs.	up to 10,000 lbs.	up to 1,400 lbs.	up to 14,000 lbs.
V	up to 1,200 lbs.	up to 12,000 lbs.	up to 1,700 lbs.	up to 17,000 lbs.

Table F-1 Hitch Class Table

F.7. Hitch identification plate

Figure F-6 Example of hitch manufacturer identification plate

F.8. Weight Distributing Hitch

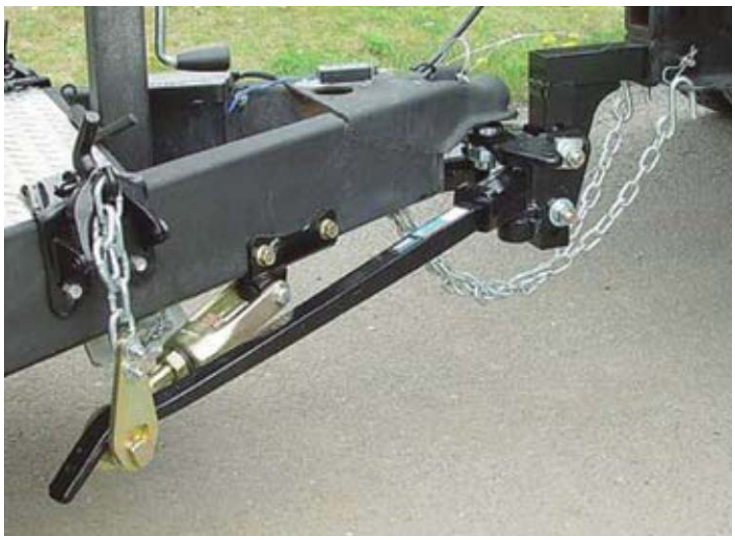


Figure F-7 Example of weight distributing hitch

F.9. Ball Weight Carrying Hitch

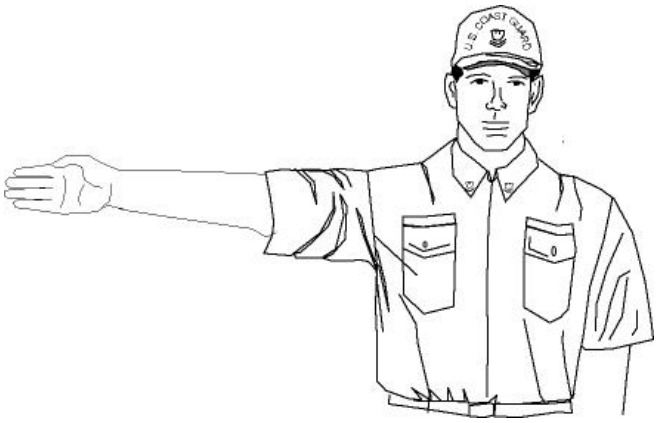
Figure F-8 Example of ball weight carrying hitch

F.10. Pintle Hitch

Figure F-9 Example of pintle hitch

Appendix G: Standard Spotter Visual Signals

Visual Signals



Move vehicle in direction indicated (using left or right hand)

Move vehicle in direction indicted (using flashlight in low visibility situations) – This Signal is used to indicate the trailer or vehicle end needs to move left/right, NOT that indicate the driver should turn his/her wheels.

Move vehicle in direction of spotter

Move vehicle in the direction away from spotter

Indicate distance to obstruction. Distance remaining is indicated by separation of the spotter's hands (spotter's hands should close together as the vehicle moves)

Stop! The distance to obstruction has closed to nothing. An acceptable alternative to this signal is to cross both forearms.

Appendix H: Driving Course Template

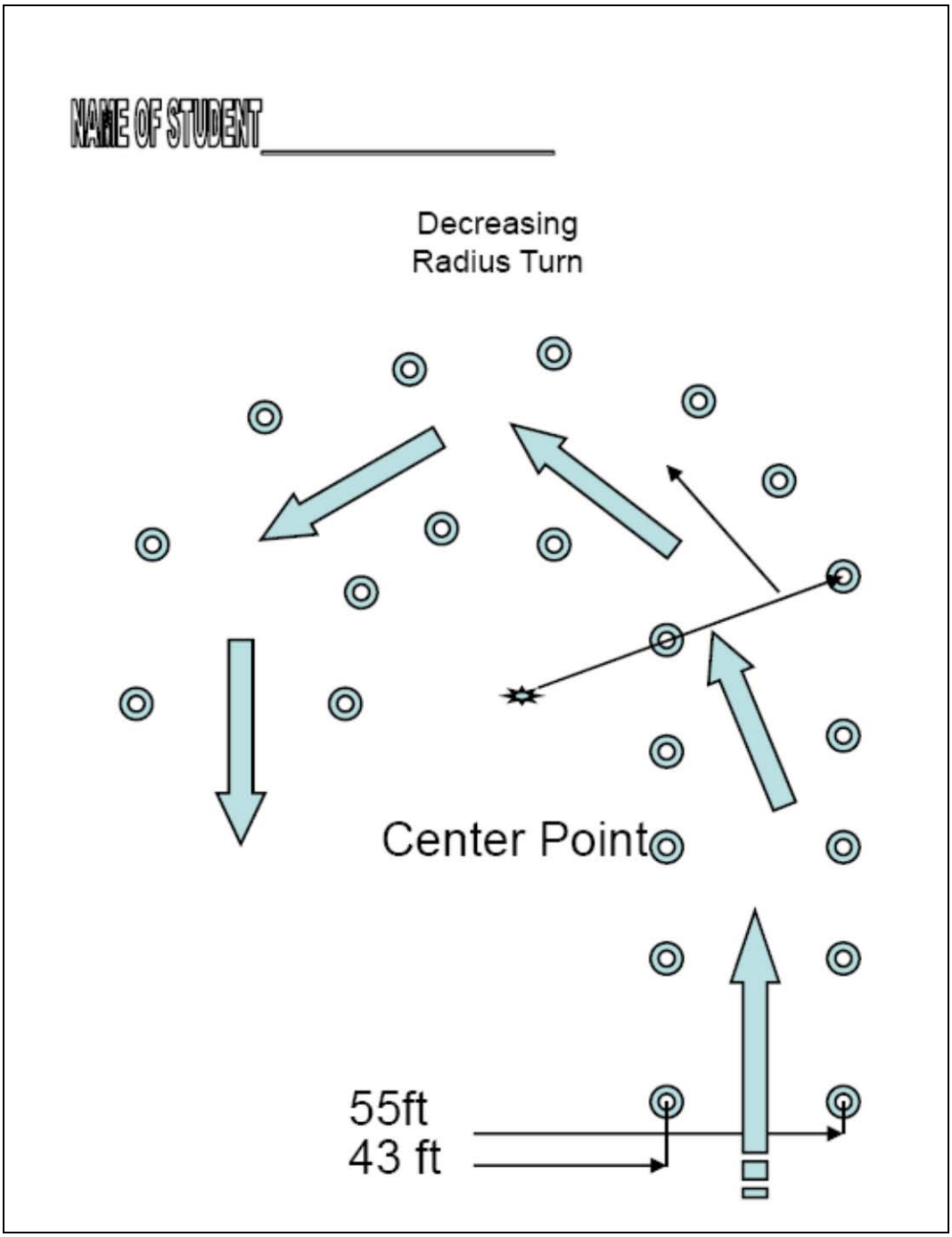


Figure H-1 Decreasing Radius Turn Course Diagram

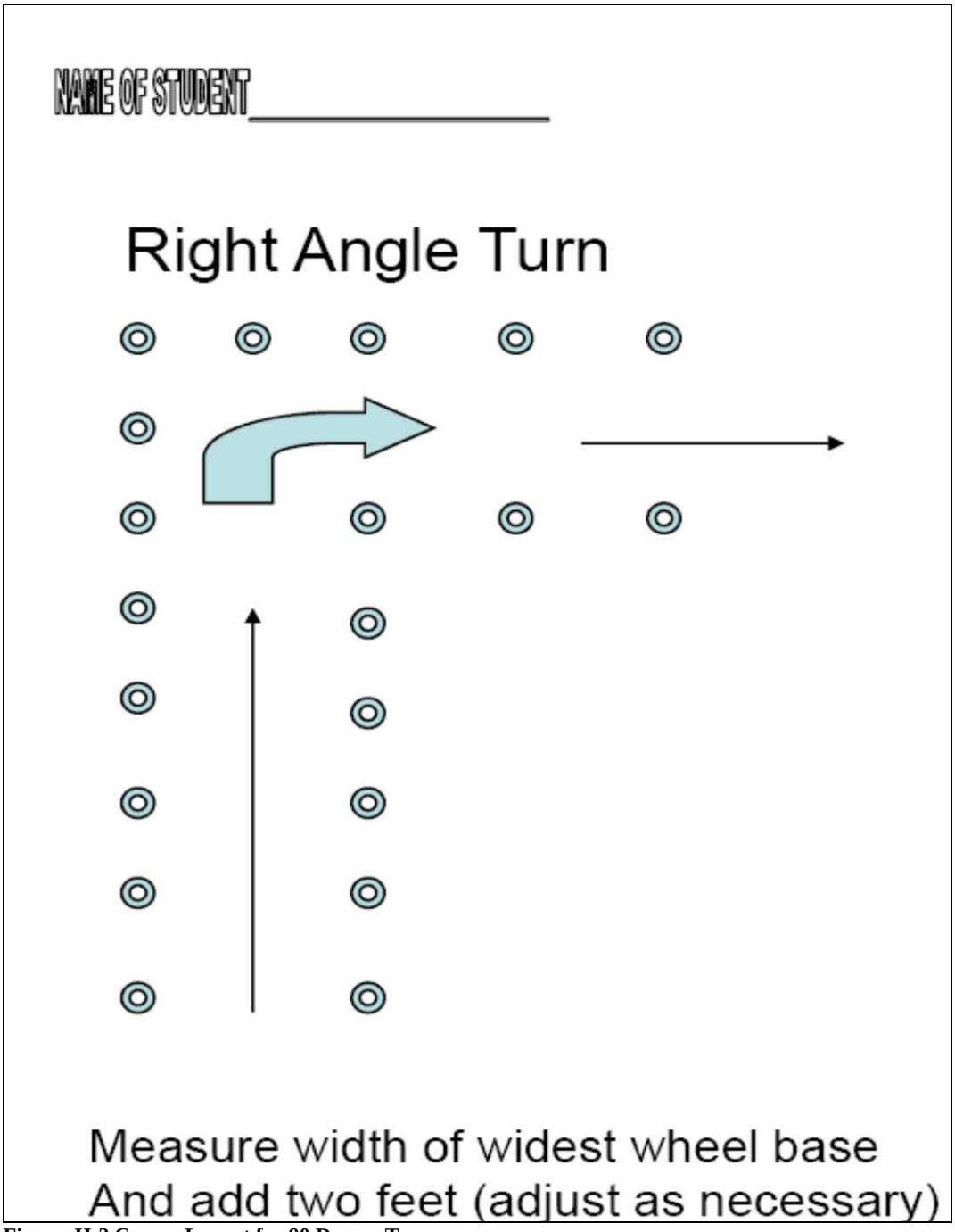


Figure H-2 Course Layout for 90 Degree Turn

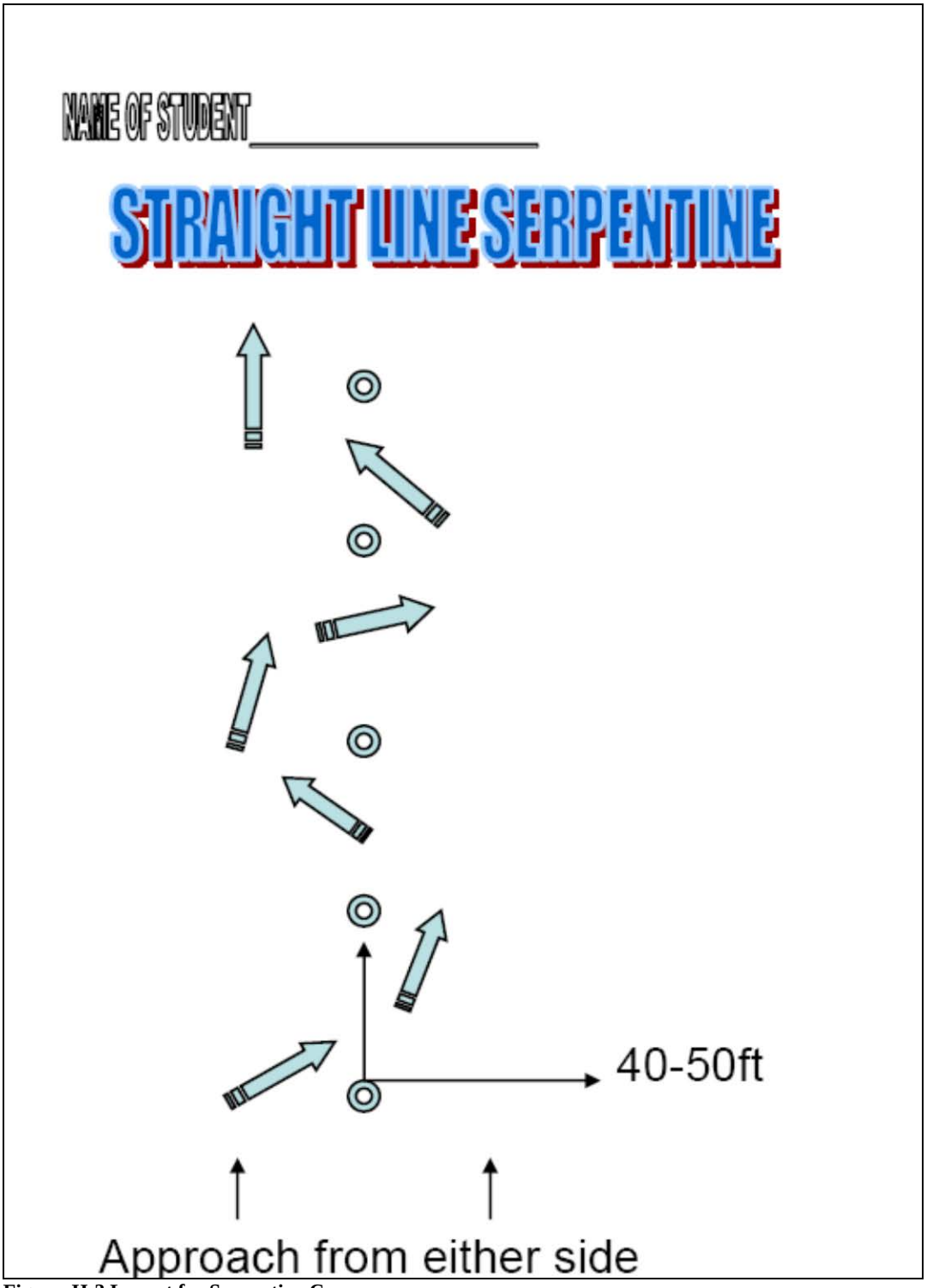


Figure H-3 Layout for Serpentine Course

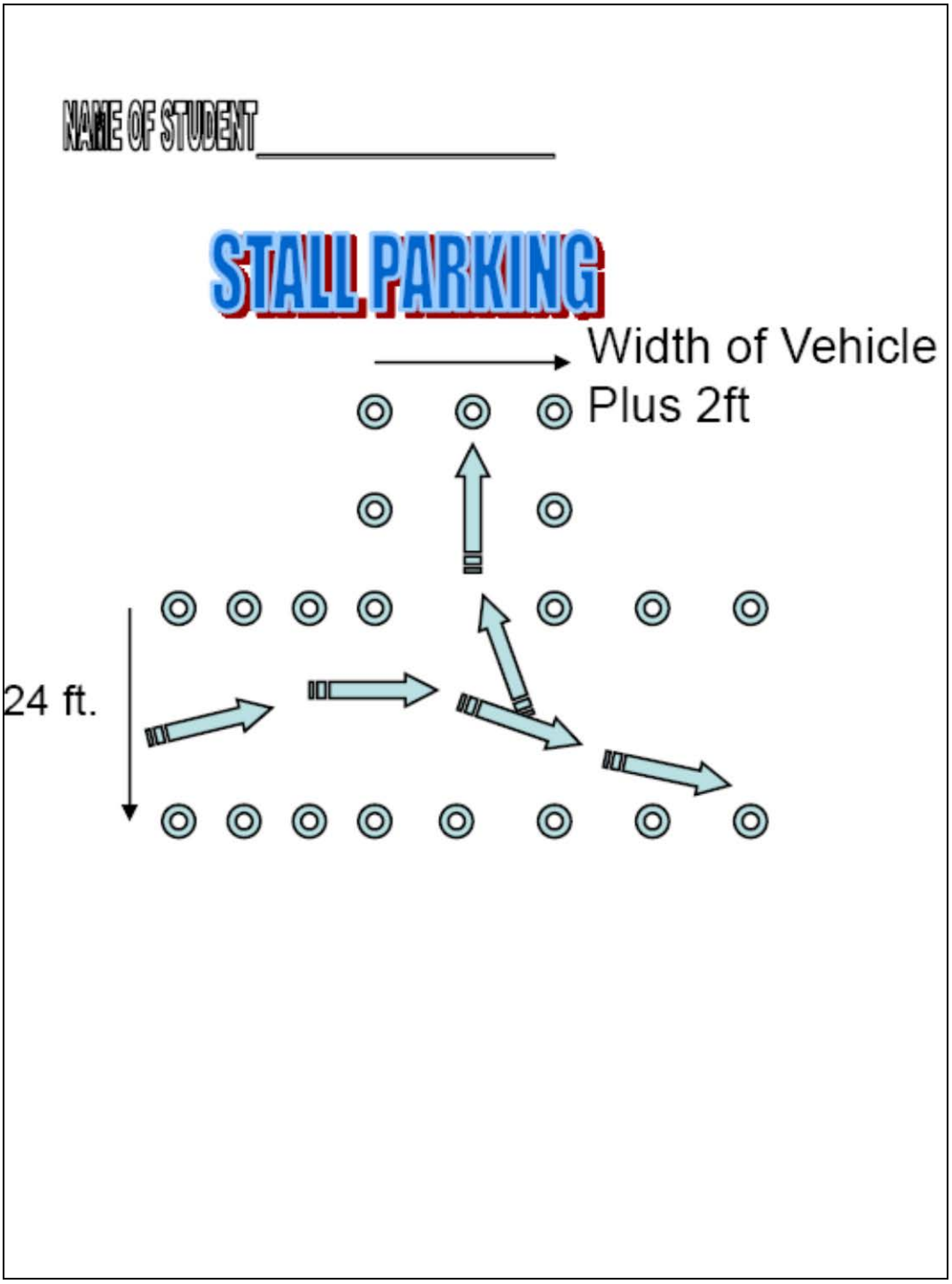


Figure H-4 Layout for Stall Parking Course

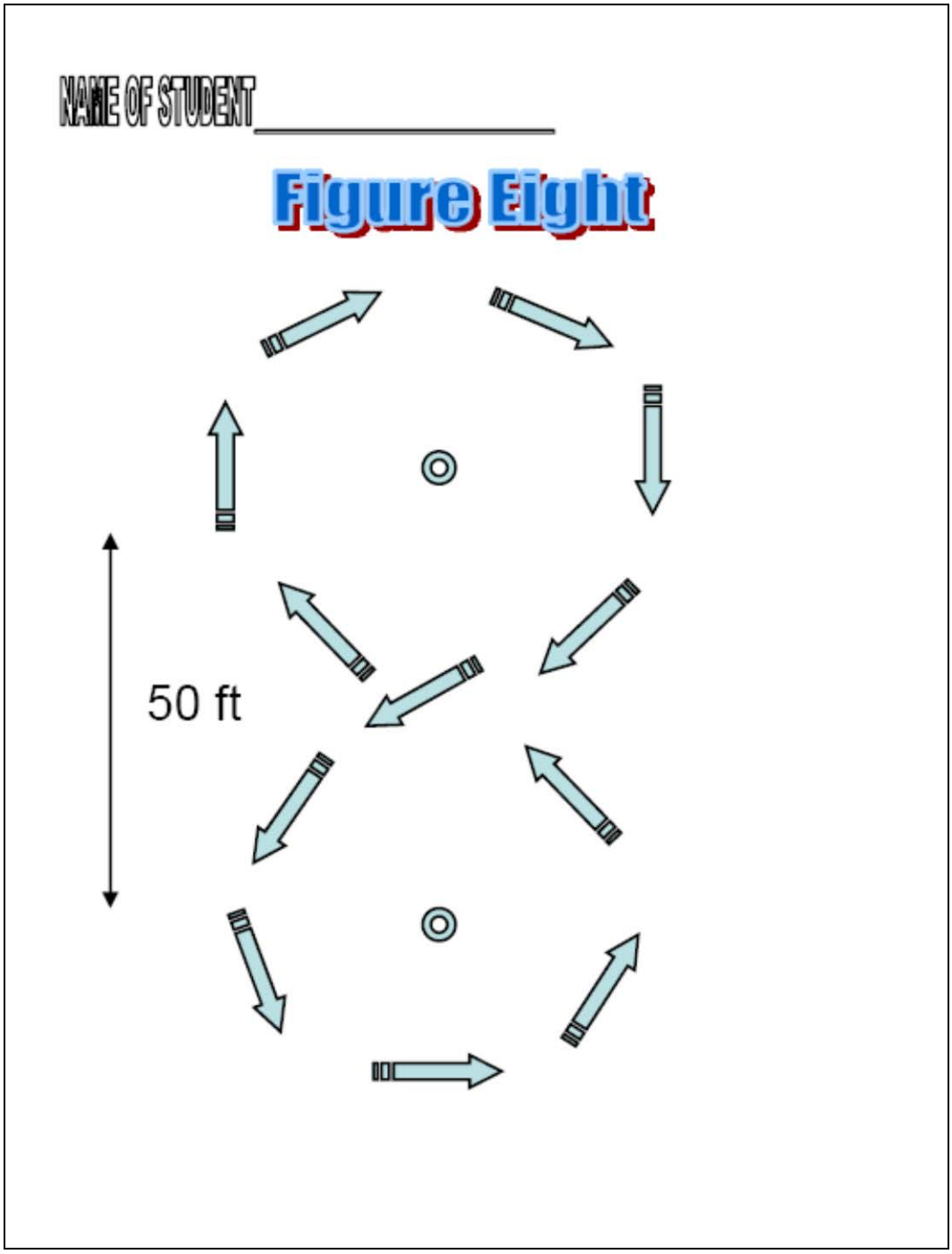


Figure H-5 Layout for Figure 8 maneuver

Appendix I: Sample Unit Trailering JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M16114.28, Non-Standard Boat Operator's Handbook
(c) COMDTINST MXXXXX, Boat-Specific Boat Operator's Handbook

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with towing vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member possesses a current and unrestricted state driver's license.
2. Member is familiar with the vehicle, its controls, fueling procedures, etc.
3. Member is familiar with unit surrounding area roadways and traffic hazards.
4. Member is familiar with Appendix G, Visual Signals.

Equipment Matching	Date	Initials
1. Using a towing vehicle-hitch-trailer checklist (Appendix E), determine if the tow vehicle and trailer are compatible.		
2. Using the "Choosing the Correct Ball/Pintle Mount" instruction (Appendix F), determine if your vehicle has the correct hitch.		
3. Locate, identify, and confirm weight rating information stickers for tow vehicle, hitch, and trailer. (i.e. BCW, GVWR, GCWR, MTTR)		

Plan a Safe Towing Evolution	Date	Initials
1. Lay out a route for the mission.		
2. Discuss route restrictions.		
3. Discuss fuels stops.		

4. Discuss safe speed considerations.		
5. Discuss likely traffic conditions and the implications.		
6. Discuss contingencies. Turn on flashers or use road flares to ensure visibility to other drivers. Turn on emergency flashers before stopping. Set out a road flare 100 yards behind the rig. Chock the rear trailer tire in order to prevent movement		
7. Discuss action to be taken if an accident occurs.		
8. Conduct a pre-mission trailer inspection per the Boat Operator's Handbook, references (b) and/or (c).		
9. Conduct a vehicle inspection, following manufacturer recommendations, of: tire/pressure, brakes, all fluid levels (e.g.; oil, water, transmission, washer, brake, etc.), head lights, lights, turn signals, wiper blades.		
10. Discuss verbal and visual signals (Appendix G).		
11. Lead the towing team through a risk assessment, utilizing the input from all team members.		

Properly connect the trailer to the towing vehicle (except steps requiring operation of the tow vehicle)	Date	Initials
1. Properly chock trailer to prevent movement.		
2. Clear area of hazards.		
3. Connect coupler to ball, or lunette ring to pintle hook, and lock in place.		
4. Properly connect safety chains.		
5. Connect brake lines (if applicable).		
6. Connect lighting harness.		

Driving Exercises - Information

1. Driving exercises are to develop skills to brake and turn simultaneously. Turns to the left will be easier since the angle of the turn is on the driver's side of the vehicle due to increased visibility. If possible, turn and back to the left side (driver side) when in close proximity to objects. NOTE: When pulling onto a multi-lane highway, left hand turns take more time to complete due to the crossing of all lanes of traffic.

2. Proper entry into lane shall be in center and at low speed. Lane width shall be adjusted during first or second pass due to the turning characteristics of the vehicle. Lane width is widest wheel base measurement plus two feet. Careful coordination must be achieved between the front and the rear wheels to ensure both clear cones in this turn maneuver. Not all vehicles have the same turning capability. This is why personnel must become familiar with all vehicles and their turning and braking capabilities. As the driver becomes familiar with the handling characteristics, speed shall be increased. Important: At no time shall the vehicle or driver be placed in a dangerous situation. Trucks and SUVs are notoriously top heavy. Drivers must be familiar with the known hazards of driving theses vehicles.

3. Member must study the operator's manual and pay close attention to all warnings. Most warning decals are located on the vehicle sun visor.

4. All cones must remain standing in order to pass each driving exercise.

Driving Exercises - Range Set Up

1. Vehicles assigned for training shall be inspected to ensure they are safe for training prior to placing on the range.

2. Vehicles used for training shall be of a similar model that the operator is to be expected to drive once qualified.

3. Driver range may be set up on concrete, asphalt or tarred gravel parking area with approximate 100 X 200 ft. If this is not available, any surfaced road which may be separated from existing traffic or active parking area.

Driving Exercises - Materials and Equipment

1. 100x200 ft. flat paved driving area (if possible)
2. 40 traffic cones 28-30 Inch in height
3. 100 ft. measuring tape
4. Several pieces of chalk for marking cones
5. Orange traffic vest if near moving traffic
6. Clipboard with grading standards
7. Radio/cell phone communication if away from duty station

Driving Tow-Vehicle-Trailer Combination - Tight Quarters with Spotter	Date	Initials
1. Decreasing radius turn to the right and left		
2. 90 degree turn		
3. Straight line serpentine		
4. Stall parking		
5. Perform figure eight		

6. Back 100 -feet in a straight line with trailer		
7. Back to the left with trailer (use outside of 90 degree course)		
8. Back to the right with trailer (use outside of 90 degree course)		
9. Back trailer into a narrow space (cones 5 feet farther apart than trailer width).		
10. Position the vehicle for refueling (use outside of 90 degree course)		

Driving tow-vehicle-trailer combination - in traffic	Date	Initials
1. Make a left turn.		
2. Make a right turn.		
3. Merge with traffic safely.		
4. Safely make a lane change.		
5. Maintain a safe following distance.		

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED

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Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTOTRLR)

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Signature of Unit Training Officer

Appendix J: Sample Off Road Vehicle JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M5100.47 (series), the Safety and Environmental Health Manual

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with these vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member is familiar with the vehicle, its controls, fueling procedures, etc.
2. Member is familiar with unit surrounding area roadways and traffic hazards.
3. Vehicle and driver are in compliance with all local civil requirements (if used on public roads)

Unit Standards and Guidelines:

1. The purpose of these Off Road Vehicle (ORV) Safety Guidelines is to ensure ORV operators are aware of the hazards that exist when operating an ORV, and to prevent unnecessary damage or injuries from their misuse.

2. These guidelines apply to all unit employees, students, volunteers and outside contractors involved in the use of ORVs for the transportation of persons, deliveries and/or grounds work. ORV's not owned, operated or authorized by this command cannot be used on the premises.

Industry/Vendor Training	Date	Initials
1. Member has completed approved training or required safety courses (as required; e.g. All Terrain vehicles and Snowmobiles have special requirements)		
2. For All Terrain Vehicles (ATV): Member has successfully completed a Specialty Vehicle Institute (SVIA) of America ATV Safety Course.		
3. Member has read the Owner's Manual sections concerning operation.		

CG Safety Requirements	Date	Initials

1. Member has read the applicable sections of Chapter 16, reference (b)		
2. Discuss when helmets and seat belts are required. Discuss all other required PPE (especially for ATVs: eye protection, foot protection, gloves, etc.)		
3. Discuss CG and unit policy concerning: maximum on-duty driving times, cell phone use, and texting while driving.		
4. Discuss cargo and passenger capacities and requirements.		

Unit Standards	Date	Initials
1. Discuss unit ORV check-in, check-out procedures, (Appendix C, if applicable). Discuss unit equipment list.		
2. Discuss Unit "Tag-Out" or out of service procedures.		
3. Read the unit Motor Vehicle Safety Plan.		
4. Conduct risk assessment before and during off-road duties.		

Vehicle Inspection - All per manufacturer recommendations	Date	Initials
1. Check for proper tire condition and inflation.		
2. Conduct a brake check (for proper operation).		
3. Check for fluid leaks.		
4. Check fluid levels (oil, fuel, etc.)		
5. Review all warning and operation decals on vehicle		
6. Check headlights for proper operations		
7. Check for dents and scratches.		
8. Review all warning and operation decals on vehicle		
9. Discuss required vehicle inspection frequency, and unit guidelines for reporting discrepancies.		

Vehicle Operation	Date	Initials

1. Discuss route restrictions, off-limits area, etc.		
2. Discuss fueling (type of fuel, where to obtain, how to purchase, etc).		
3. Discuss safe speed considerations.		
4. Discuss likely traffic conditions and the implications.		
5. Discuss action to be taken if an accident occurs.		
6. Receive hands-on Training on the use of the ORV's controls and functions.		
7. Discuss unique handling characteristics of the vehicle (center of gravity, roll over, turning radius, etc.)		
8. **DRIVING EXERCISE:** Operator demonstrates ability to operate vehicle including (but not limited to): From start to park, member is wearing proper PPE, demonstrates a clear understanding of the vehicle and its controls, executes proper start and shut-down procedures, is able to drive forward and reverse for 12 feet, is able to shift into higher gear (if applicable), is able to maneuver into a tight spot while in reverse.		

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED

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Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTOSPME)

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Signature of Unit Training Officer

Appendix K: Sample Fork Lift JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M5100.47 (series), the Safety and Environmental Health Manual

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with these vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member is familiar with the vehicle, its controls, fueling procedures, etc.
2. Member is familiar with unit surrounding area roadways and traffic hazards.
3. Vehicle and driver are in compliance with all local civil requirements (if used on public roads)

Unit Standards and Guidelines:

1. The purpose of this JQR is to ensure fork lift operators are aware of the hazards that exist when operating a fork lift, and to prevent unnecessary damage or injuries from their misuse.

2. These guidelines apply to all unit employees, students, volunteers and outside contractors involved in the use of forklifts for the transportation of cargo, deliveries and/or grounds work. Fork Lifts not owned, operated or authorized by this command cannot be used on the premises.

Industry/Vendor Training	Date	Initials
1. Member has completed approved training or required safety courses (as required by command)		
2. Member has read the owner's manual sections concerning operation.		

CG Safety Requirements	Date	Initials
1. Member has read the applicable sections of Chapter 16, reference (b)		
2. Discuss when helmets and seat belts are required. Discuss all other PPE		

required at the unit (eye protection, foot protection, gloves, etc.)		
3. Conduct risk assessment before and during off-road duties.		
4. Discuss cargo and passenger capacities and requirements.		

Unit Standards	Date	Initials
1. Discuss unit fork lift check-in, check-out procedures, (Appendix C, if applicable). Discuss unit equipment list.		
2. Discuss Unit "Tag-Out" or out of service procedures.		
3. Read the unit Motor Vehicle Safety Plan.		

Vehicle Inspection - All per manufacturer recommendations	Date	Initials
1. Visually Inspect exterior of machine for loose, leaking, hanging, or broken parts.		
2. Prior to inspection, remove keys from ignition, apply the parking brake, ensure transmission in neutral, lowest forward gear, or reverse.		
3. *Engine*: Check oil, coolant and power steering levels. Check batteries for corrosion and learn how to secure, inspect belt condition and tightness.		
4. *Exterior*: Check forks and load back rest extension for cracks or damage, check lift cylinder for leaks, check lift chains for slack or damage, check that fork carriage locks are in place and locked, check that the LP tank is shut off and secured in its bracket, check fuel hose for breaks or fraying, check exhaust system for damage or leaks, check lights and warning lights to ensure they are clean, intact and operating correctly, check tires for tread depth, proper inflation, and defects.		
5. *Interior*: Mount machine using a 3 point climbing procedure, inspect for the presence and condition of seat belts and other safety equipment (including horn), check for the presence of a lift chart, ensure that the seat latch is secured, inspect for clean and undamaged mirrors.		
6. Review all warning and operation decals on vehicle - should be able to recite by memory.		
7. Discuss required vehicle inspection frequency, and unit guidelines for reporting discrepancies.		

Vehicle Operation	Date	Initials
1. Discuss route restrictions, off-limits area, etc.		

2. Discuss fueling (type of fuel, where to obtain, how to purchase, etc).		
3. Discuss safe speed considerations.		
4. Discuss likely traffic conditions and the implications.		
5. Discuss action to be taken if an accident occurs.		
6. Receive hands-on training on the use of the fork lift controls and functions.		
7. Discuss unique handling characteristics of the vehicle (center of gravity, turning radius, etc.)		
8. *Start Vehicle (following inspection):* fasten seat belt, follow starting procedure listed in operator's manual, check for excessive freeplay in steering wheel, check back up alarm and revolving light, check all hydraulic functions for proper operation and no leaks		
9. *Unload pallets from a truck*: Check the capacity of machine and weight of load - verify machine can safely handle; check height of load to ensure machine is not overextended; ensure trailer wheels on truck are choked; ensure working area safe for operation and clear of personnel; align load on forks to achieve even distribution; raise load slightly to put load on machine; check stability of machine and overhead clearance; back up (if stable), tip back boom slightly, lower load to traveling position; if visibility obstructed by load, use spotter (and signals in Appendix G) or travel in reverse; travels forward on up-grade, reverse on down-grade (unless load blocks view); tips forks slightly forward to level palette; lowers load to floor or shelf; observes slack in fork lift chains; backs up slowly.		
10. Park and shut down machine: lower forks to floor with forks level on floor; puts parking brake on; places transmission in neutral; turns off gas switch, then ignition switch; turns off gas valve on tank; completes post operational check and all necessary paperwork.		

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED

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Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTOSPME)

Signature of Unit Training Officer

Appendix L: Sample Scissor/Man Lift JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M5100.47 (series), the Safety and Environmental Health Manual

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with these vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member is familiar with the vehicle, its controls, fueling procedures, etc.
2. Member is familiar with unit surrounding area roadways and traffic hazards.
3. Vehicle and driver are in compliance with all local civil requirements (if used on public roads)

Unit Standards and Guidelines:

1. The purpose of this JQR is to ensure lift operators are aware of the hazards that exist when operating a lift, and to prevent unnecessary damage or injuries from their misuse.

2. These guidelines apply to all unit employees, students, volunteers and outside contractors involved in the use of forklifts for the transportation of cargo, deliveries and/or grounds work. Lifts not owned, operated or authorized by this command cannot be used on the premises.

Industry/Vendor Training	Date	Initials
1. Member has completed approved training or required safety courses (as required by command)		
2. Member has read the owner's manual sections concerning operation.		

CG Safety Requirements	Date	Initials
1. Member has read the applicable sections of Chapter 16, reference (b)		

2. Discuss when helmets and seat belts are required. Discuss all other required PPE by unit (eye protection, foot protection, gloves, etc.)		
3. Discuss CG and unit policy concerning: maximum on-duty driving times, cell phone use, and texting while driving.		
4. Discuss cargo and passenger capacities and requirements.		
5. Discuss safety belt/harness usage: Members are required to tie off with an approved body harness if: work being done is outside the perimeter of the guard rail; any time a worker leans or extends themselves beyond the guard rail; any time a worker stands on the guardrail to increase their reach.		
6. Discuss electrocution hazard: machine is not insulated, and requires safe clearance (accounting for sway, rock, or sag) from electrical power lines and apparatuses.		

Voltage Range	**Minimum Safe Approach Distance**	
Phase to Phase	*Feet*	*Meters*
0 to 300 V	Avoid Contact	
Over 300 V to 50KV	10	3.05
50KV to 200 KV	15	4.6
Over 200KV to 350 KV	20	6.4
Over 350 KV to 500 KV	25	7.62
Over 500 KV to 750 KV	35	10.67
Over 750 KV to 1000 KV	45	13.72

Lift Safety Rules	Date	Initials
1. Discuss general safety rules:		

*Do not drive near drop-offs, holes, or loading docks;
*Do not raise platform on a slope or drive onto a slope when elevated;
*Do not raise platform on uneven or soft surfaces;
*Do not use without guardrails, mid rails, chain, or bar in place;
*Do not raise platform in windy or gusty conditions;
*Do not exceed rated load;

*Do not use if working platform is not working properly or if any part is damaged, worn, or missing;
*Do not use near moving vehicles or cranes;
*Do not use near moving vehicles or cranes;
*Do not use near moving vehicles or cranes;
*Do not override safety devices;
*Do not raise platform while machine is on a truck, forklift, or other vehicle;
*Do not use ladder, scaffolding, or other devices to increase size or platform working height;

*Do not use with damaged tires or tires that do not meet manufacturers specifications;
*Do not attach lines or chains to guardrails or use as a crane;

*When using the scissor lift above or near an overhead hoist travel way, the overhead hoist must be locked out. If you are working near the orange duct-o-bars by the hoist travel rail, the main switch for the duct-o-bars must be locked out and checked for power by an electrician.

Unit Standards	Date	Initials
1. Discuss unit lift check-in, check-out procedures, (Appendix C, if applicable). Discuss unit equipment list.		
2. Discuss unit "Tag-Out" or out of service procedures.		
3. Read the unit Motor Vehicle Safety Plan.		

Vehicle Inspection - All per manufacturer recommendations	Date	Initials
1. Check to ensure that the vehicle has received daily periodic maintenance per manufacturer's recommendations.		
2. Prior to inspection, remove keys from ignition, apply the parking brake, ensure transmission in neutral, lowest forward gear, or reverse.		
3. Inspect all safety devices, including: emergency stop buttons, emergency lowering devices if equipped).		
4. Pre-Start Checks: Check for tripping hazards in the platform, and for obstacles and pitfalls along the path of travel; check overhead clearances; ensure batteries are fully charged - disconnect battery charging system from external power source.		
6. Review all warning and operation decals on vehicle - should be able to recite by memory.		
7. Member has performed all operator-level (command discretion) required daily, weekly, and monthly periodic maintenance on the vehicle.		
8. Discuss required vehicle inspection frequency, and unit guidelines for reporting discrepancies.		

Vehicle Operation	Date	Initials
1. Discuss route restrictions, off-limits area, etc.		
2. Discuss power source (if battery).		
3. Discuss safe speed considerations.		
4. Discuss likely traffic conditions and the implications.		

5. Discuss action to be taken if an accident occurs.		
6. Receive hands-on training on the use of the lift controls and functions.		
7. Discuss unique handling characteristics of the vehicle (center of gravity, turning radius, etc.). Scissor lifts are typically equipped with high and low range for travel - high range can be used in open travel ways, low range should be used in tight areas.		
8. Discuss the mandatory use of caution tape/ribbon to mark off the area. Yellow caution tape is used to make people aware that there is a potential for injury, but that personnel may enter the area with operator's permission. Red danger tape is used to ensure no-one enters the hazardous area where there is great potential for injury. The area is off-limits.		
9. *Start Vehicle (following inspection):* Follow starting procedure listed in operator's manual - to include: Pulling out the E-stop button on the control panel, select "platform" with off/platform/base select key switch; enter platform, pull out the emergency stop button on the platform control panel.		
10. **DRIVING EXERCISE:** Drive in reverse for 12 feet. Acceleration and stops must be smooth, and member should perform visual checks of both sides to ensure the area is clear.		
11. **DRIVING EXERCISE:** Drive forward for 12 feet. Acceleration and stops must be smooth, and member should perform visual checks of both sides to ensure the area is clear.		
12. **DRIVING EXERCISE:** Maneuver platform to a vertical position (street light or roof height).		
13. **DRIVING EXERCISE:** Return scissor lift to start location.		
14. Park and shut down machine: Fully lower platform; push E-stop buttons (on both operator console and base control); turn the base key switch to the off position; clear all tools, debris, etc. and plug in lift for battery recharge; completes post operational check and all necessary paperwork.		

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED

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Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTOSPME)

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Signature of Unit Training Officer

Appendix M: Sample 15 PV or SUV JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M5100.47 (series), the Safety and Environmental Health Manual

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with these vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member possesses a valid state driver's license.
2. Member is familiar with the vehicle, its controls, fueling procedures, etc.
3. Member is familiar with unit surrounding area roadways and traffic hazards.
4. Member is familiar with Appendix G, Visual Signals.
5. Vehicle and driver are in compliance with all local civil laws.

Unit Standards and Guidelines:

1. The purpose of this JQR is to ensure 15 PV and SUV operators are aware of the hazards that exist when operating large vehicles, and to prevent unnecessary damage or injuries from their misuse.

2. These guidelines apply to all unit employees, students, volunteers and outside contractors involved in the use of these GVs for the transportation of personnel, cargo, deliveries and/or grounds work.

3. If the Driver of the SUV intends to use the vehicle for towing, he/she must also complete a towing/trailer JQR per reference (a).

Industry/Vendor Training	Date	Initials
1. Member has completed approved training or required safety courses (as required by command)		
2. Member has read the owner's manual sections concerning operation.		
3. Member is able to state the following:		
Height at Highest Point: Number of axles:		
Total length of GV: Max. load:		

Width of widest point: GV max. towing capacity: Gross weight of GV: 4. State the type/style of brakes on the GV. Explain how the GV braking system works. (i.e. ABS vs. no ABS)		

CG Safety Requirements	Date	Initials
1. Member has read the applicable sections of Chapter 16, reference (b)		
2. Discuss when seat belts are required. Discuss any other required PPE by unit. Explain the importance of wearing seat belts, driver and occupants, in the event of possible collision and roll over. (i.e. increases chance of survival in head on collisions by 50%. Seat belts also keep you from being ejected during rollovers and increase your chances of not being ejected by 75 %.)		
3. Discuss CG and unit policy concerning: maximum on-duty driving times, cell phone use, texting while driving, authorized (official) use of GVs.		
4. Discuss Passenger capacities and requirements: State the maximum number of people allowed riding in the GV. Give some examples of situations that are not safe due to the number of personnel and amount of cargo in the vehicle and where they are setting. (i.e. increase tip over). Rear loading of vehicle and top loaded vehicles increase chance of rollover. NHTSA's recommendation is that pre-school and school aged children should not be transported in these vehicles due to safety concerns.		
5. Discuss Cargo capacities and requirements: Explain the ideal loading configuration for SUV/15 passenger vans. (i.e. the more passengers the more likely in the event of quick maneuvers of roll over. Also loading in vans should start at the front and work back toward the rear first.)		
6. Discuss Driver Requirements: Explain the negative effects of allowing personnel who have minimal driving experience in driving to operate these vehicles. (i.e. NHTSA states that only experienced drivers should operate these vehicles.) Explain how to avoid conditions that lead to a loss of control. (i.e.) Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.		

Unit Standards	Date	Initials
1. Discuss unit check-in, check-out procedures, (Appendix C, if applicable). Discuss unit vehicle inventory list.		
2. Discuss Unit out of service procedures.		

3. Read the unit Motor Vehicle Safety Plan.		

Vehicle Inspection - All PER Manufacturer Recommendations	Date	Initials
1. Check to ensure that the vehicle has received daily periodic maintenance per manufacturer's recommendations.		
2. Prior to inspection, remove keys from ignition, apply the parking brake, and ensure transmission in neutral or in park.		
3. Perform check of GV's engine oil, transmission oil, brake fluid and radiator fluid. Explain, as it pertains to the safe operation and the importance of maintaining the proper level of each.		
4. Perform a check of the GV's running lights.		
5. Perform a check of the GV tire condition and pressure. Explain the importance of proper tire pressure when at high speeds and cornering. Demonstrate the ability to locate the information for proper tire inflation on the GV. Vehicle may not have original tires. Explain the difference in required tire pressure from the manufacturer of the tire verses the vehicle manufacturer.		
6. Perform a check of the materiel condition of the GV. Ensure proper operation and securing of doors.		
7. Perform walk around inspection of GV. Explain the purpose. (i.e. reduced visibility will enhance your chances of backing over objects and into other parked vehicles.)		
8. Perform seat and side mirror angle adjustment. Perform proper seat belt and head restraint adjustment.		
9. Review all warning and operation decals on vehicle - should be able to recite by memory.		
10. Discuss required vehicle inspection frequency, and unit guidelines for reporting discrepancies.		

Vehicle Operation	Date	Initials
1. Discuss route restrictions, off-limits area, etc.		
2. Discuss fueling (type of fuel, where to obtain, how to purchase).		
3. Discuss safe speed considerations.		
4. Discuss likely traffic conditions and the implications.		
5. Discuss action to be taken if an accident occurs.		

6. Receive hands-on training on the use of the GV controls and functions.		
7. Discuss unique handling characteristics of the vehicle (center of gravity, turning radius, etc.). Explain how rollover crashes can be prevented (i.e. vehicle runs into soft soil, vehicle trips due to running over a curb, over correcting the steering when wheel drops off pavement and panic steering.) Because most rollover crashes don't involve other vehicles, they are often preventable.		

RANGE INSTRUCTIONS BELOW ARE OPTIONAL - ALTERNATE SET-UPS THAT MEET EVALUATION STANDARDS ARE ACCEPTABLE.

Driving Exercises - Range Set Up

1. Vehicles assigned for training shall be inspected to ensure they are safe for training prior to placing on the range.
2. Vehicles used for training shall be of a similar model that the operator is to be expected to drive once qualified.
3. Driver range may be set up on concrete, asphalt or tarred gravel parking area with approximate 100 X 200 ft. If this is not available, any surfaced road which may be separated from existing traffic or active parking area.

Driving Exercises - Materials and Equipment

1. 100x200 ft. flat paved driving area (if possible)
2. 40 Traffic cone 28-30 Inch in height
3. 100 ft. Measuring Tape
4. Several pieces of chalk for marking cones
5. Orange traffic vest if near moving traffic
6. Clip board with grading standards
7. Radio/cell phone communication if away from duty station

NOTE: All cones must remain standing in order to pass each driving exercise.

Driving Exercises - Uses Spotter When Necessary	Date	Initials
1. Perform engine start, test brakes, and steering.		
2. Driver test drive SUV/van, at low speed in controlled area, to ensure there are no handling problems.		
3. Figure Eight (see Appendix H, Figure H-5): Perform figure eight exercises demonstrating the hand position at 8 & 4 o'clock on the steering wheel. Using only the finger tips, demonstrates the push and pull steering technique which reduces the chance of significant shifting of the vehicle, thus reducing the possibility of a rollover.		
4. Stall Parking (see Figure B-4): Perform five backing maneuvers in a parking		

lot to ensure of adequate skill is present. Guide driver until he/she has developed skill enough to accomplish it without help.		
5. 90 Degree Turn (see Figure B-2): Perform several right handed turns until evaluator is satisfied with performance.		
6. Drive in Traffic: Conduct a 10-20 minute drive in traffic, conducting lane changes, merging, and conducting turns. Make this a commentary driving exercise (This exercise is conducted by having the driver describe all hazards and areas of caution and concern he has as a driver (e.g. children playing, crosswalks, blind intersections, other passing vehicles, etc.)).		

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED (If Required at Unit)

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Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTO15PV)

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Signature of Unit Training Officer

Appendix N:
Sample Air Brakes JQR

References: (a) COMDTINST M11240, Motor Vehicle Manual
(b) COMDTINST M5100.47 (series), the Safety and Environmental Health Manual

Member Name (Printed)	Rank/Grade

Instructor/Facilitator Name (Printed)/Initials	Rank/Grade

Note: CO/XO designates personnel with instructional experience and practical knowledge and experience with these vehicles and their use in accomplishing unit's mission.

Pre-Requisites:

1. Member is familiar with the vehicle, its controls, fueling procedures, etc.
2. Member is familiar with unit surrounding area roadways and traffic hazards.
3. Vehicle and driver are in compliance with all local civil requirements (if used on public roads)

Unit Standards and Guidelines:

1. The purpose of these safety guidelines is to ensure operators are aware of the hazards that exist when operating an air braked vehicle, and to prevent unnecessary damage or injuries from their misuse.

2. These guidelines apply to all unit employees, students, volunteers and outside contractors involved in the use of airbrakes for the transportation of persons, deliveries and/or grounds work. Air braked vehicles not owned, operated or authorized by this command cannot be used on the premises.

Industry/Vendor Training	Date	Initials
1. Member has completed approved training or required safety courses (as required)		
2. Member has read the owner's manual sections concerning operation.		

CG Safety Requirements	Date	Initials
1. Member has read the applicable sections of Chapter 16, reference (b)		

2. Discuss when seat belts are required. Discuss all other required PPE and emergency equipment.		
3. Discuss CG and unit policy concerning: maximum on-duty driving times, cell phone use, and texting while driving.		
4. Discuss cargo and passenger capacities and requirements.		

Unit Standards	Date	Initials
1. Discuss unit check-in, check-out procedures, (Appendix C, if applicable). Discuss unit equipment list.		
2. Discuss unit "Tag-Out" or out of service procedures.		
3. Discuss HAZMAT. If HAZMAT is to be transported, additional training will be required as per federal and local civil law, including reading of and training in the following 49 CFR parts: Hazmat Table [172.101], Shipping Papers [Part 172, Subpart C], Marking [Part 172, Subpart D], Labeling [Part 172, Subpart E], Placarding [Part 172, Subpart F], Incident Reporting [171.15 & 171.16], Emergency Response [172.602], Training and Security [Part 172, Subparts H & I], Loading/Unloading [Part 177, Subpart B], Load Segregation [177.848], Packaging [part 178, Subpart L], Definitions [171.8] *One such available training program is HAZMAT Made Easier by J.J. Keller and Associates		
4. Read the unit Motor Vehicle Safety Plan.		
5. Conduct risk assessment before and during off-road duties.		

Vehicle Inspection - All PER Manufacturer Recommendations	Date	Initials
1. Check for proper tire condition and inflation. The truck should be chalked with engine off, E-Brake engaged, and key in auxiliary position.		
2. Conduct the following brake check items (for proper operation). CUT-OUT: Fully charge system and listen for relief valve dump: 115-120 PSI CUT-IN: Slowly depress brake pedal to 70 PSI and watch for air gauge to begin climbing. LEAK TEST: With fully charged system (120 PSI) depress brakes and hold brake pedal down all of the way. After initial air loss and needle steadies out, watch air gauge for no more than 3 PSI loss in one minute AUDIO/VISUAL ALARM: Rapidly depress brakes to 60 PSI and verify alarm sounds.		

BRAKES ACTIVATE: Rapidly depress brakes until brake pops. 20-40 PSI

3. Check temperature gauge, oil pressure gauge, ammeter or voltmeter gauge, and air gauge.		
4. Check fluid levels (oil, fuel, etc.) and check for leaks.		
5. Review all warning and operation decals on vehicle		
6. Check headlights and all other lighting indicators for proper operation.		
7. Check for dents and scratches. Check vehicle horn, heater and defroster, all mirrors, and windshield wipers.		
8. Competently identify and explain the function of the following:		

FRONT OF VEHICLE

1. Lights & reflectors
2. Grill, Plate, windshield, wipers

ENGINE COMPARTMENT (ensure all belts have ¾'' play at center)

1. Oil level
2. Coolant/Transmission levels
3. Power steering fluid/belt/hoses
4. Water pump gear/belt
5. Alternator gear/belt
6. Air compressor gear/belt
7. Leaks & hoses
8. Water Pump (belt, leaks)
9. Windshield washer fluid

FRONT SUSPENSION

1. Springs & shocks
2. U-bolts
3. Spring mounts

STEERING

1. Steering box & hoses (and pump)
2. Steering linkage (column, gear box, pitman arm, drag link, tie rod, exhaust)

FRONT BRAKES

1. Brake hoses or lines
2. Brake chamber (clamps)
3. Slack adjustor & push-rod
4. Drum, linings or roller dish

FRONT AXLE

1. Tires (T-C-P) – Tread/side wall/inflation
2. Rims (inside/out)
3. Lug nuts
4. Hub oil seal

UNDERSIDE DRIVER/FUEL AREA

1. Door & mirror

2. Fuel tank & cap & leaks 3. Catwalk & steps 4. Lights & reflectors 5. Battery box/batteries UNDER VEHICLE 1. Drive shaft 2. Exhaust system 3. Frame cross members 4. Wipers & washers 5. Parking brake 6. Service brake/ABS 7. Air brake check (LAB) 8. Hydraulic brake check REAR BRAKES 1. Brake hoses or lines 2. Brake chamber (clamps) 3. Slack adjustor or push-rod 4. Drum, linings or roller disk REAR SUSPENSION 1. Springs & airbags & shocks 2. U-bolts 3. Spring/air mounts & torque arm REAR AXLE 1. Tires (T-C-P) 2. Rims 3. Lug nuts 4. Hub oil seal 5. Axle seal 6. Spacers or bud spacing REAR OF VEHICLE 1. Doors, ties, lift 2. Splash guards 3. Lights, reflectors, reflective tape		
9. Discuss required vehicle inspection frequency, and unit guidelines for reporting discrepancies.		

Vehicle Operation	Date	Initials
1. Discuss route restrictions, off-limits area, etc.		
2. Discuss fueling (type of fuel, where to obtain, how to purchase, etc).		
3. Discuss safe speed considerations.		
4. Discuss likely traffic conditions and the implications.		

5. Discuss action to be taken if an accident occurs.		
6. Receive hands-on training on the use of the controls and functions. Discuss safe start, parking brake, service brake (ABS), air brake, and hydraulic brake checks as applicable.		
7. Discuss unique handling characteristics of the vehicle (center of gravity, roll over, turning radius, etc.)		
8. Conduct a safe engine start		

ENGINE START

1. Clutch/gearshift – neutral
2. Parking brake – applied
3. Oil pressure – rising
4. ABS light – on then off
5. Temperature – normal
6. Ammeter/voltmeter – 12-14V
7. Fuel – equals amount in tank
8. Steering – 10% free play
9. Windshield – clean & clear
10. Mirrors – adjust for driver
11. Wipers – work & good condition
12. Washer – working
13. Lighting indicators – dash, L, R, 4, H
14. Horn – air, city
15. Heater/defroster – working
16. Safety belt
17. Fuses
18. Fire extinguishers – ABC, 2-#, green
19. Triangles – 3 each

AIR GAUGE (VEHICLE RUNNING)

1. Increases to 85-100 PSI – 45 seconds
2. Cut-out@120-130 PSI Fully charge system and listen for relief valve dump
3. Cut-in @ 100 PSI; slowly depress brake pedal to 70 PSI and watch for air gauge to begin climbing.

AIR BRAKE (VEHICLE OFF)

1. Air leaks – static/dynamic; with fully charged system (120 PSI) depress brakes and hold brake pedal down all of the way. After initial air loss and needle steadies out, watch air gauge for no more than 3 PSI loss in one minute
2. Low air warning – light/buzzer; rapidly depress brakes to 60 PSI and verify alarm sounds.
3. Emergency (park brake activate) pop out; rapidly depress brakes until brake pops. 20-40 PSI

ENGINE RUNNING

1. Tug test – 5 MPH test
2. Light operation – all exterior

3. Clearance lights
4. Headlights – high/low
5. Tail lights
6. 4-way flasher
7. Tail lights
8. Brake lights
9. Reflectors – amber front/red red

REAR OF VEHICLE

1. Lights – marker/stop/turn/back-up
2. Splash guards
3. Hydraulic – cylinders/lines
4. Body damage
5. Reflective tape

9. **DRIVING EXERCISE:** Operator demonstrates ability to operate vehicle including (but not limited to): From start to park, member is wearing proper PPE, demonstrates a clear understanding of the vehicle and its controls, executes proper start and shut-down procedures, is able to drive forward and reverse for 12 feet, is able to shift into higher gear (if applicable), is able to maneuver into a tight spot while in reverse.

JQR COMPLETED

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Signature of Instructor/Facilitator

OF-346 ISSUED

_____

Signature of Local Motor pool Fleet Manager

Member TMT Record Updated (Code: MOTOSPME or MOTOCDL)

_____

Signature of Unit Training Officer

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