

Motor Transportation – General

Management and Use of Commercial Vehicles

By Order of The Adjutant General:

JONATHAN P. SMALL
Brigadier General, KSARNG

Official:



Eric C. Peck
COL, GS, KSARNG
Chief of Staff

History. This issue publishes a revision of this publication.

Summary. This publication establishes policy of The Adjutant General pertaining to Management, Acquisition, and Use of Motor Vehicles as they pertain to procedures for units in the KSARNG.

Suggested Improvements. The proponent of this publication is the Surface Maintenance Manager (SMM). Users are invited to send comments and suggested improvement to The Adjutant General's Department, ATTN: AGKS-SMM, 131 SW 27th St, Topeka, KS 66611-1159

Distribution. A

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Chapter 1 General

1-1. Purpose

The purpose of this SOP is to ensure uniform procedures throughout the KSARNG when implementing and complying with all referenced publications. The guidance and procedures contained in the referenced publications apply unless modified by this SOP. Referenced Army Regulations (AR) will take precedence over this SOP unless specific guidance from the Surface Maintenance Manager (SMM) office has been addressed in this SOP or published in the form of Policy Letters.

1-2. References

Related publications and prescribed and referenced forms are listed in appendix A.

1-3. Policy

Under the provisions of this publication, and the references listed in appendix A, The Adjutant General delegates the authority to establish a uniform policy for the Management, Acquisition, and Use of Commercial and Army owned or leased Non Tactical Vehicles procured by and in the custody of the KSARNG to the SMM.

1-4. Authority

This proponent of this SOP is the Surface Maintenance Manager to manage and control regulatory provisions and establish specific policies governing the use of this equipment within the KSARNG.

Chapter 2 Operations and Management

2-1. Responsibilities

- a. USPFO is responsible for payment of all bills submitted and approved by the SMM.
- b. SMM will exercise management control over all commercial and non tactical vehicles, the centralized motor pool and all sub-pools:
 - (1) Ensure compliance with current regulations.
 - (2) Establish policies and procedures governing utilization of all resources.
 - (3) Senior Maintenance Manager is delegated the authority and responsibility to establish and organize central Transportation Motor Pool (TMP) and local motor pools at designated locations within the KSARNG.
- c. Recruiting and Retention Manager is delegated the authority to determine Domicile-To-Duty (D-T-D) approval for recruiters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location.
- d. Director of Plans, Operations, and Training (DPOT) is responsible to schedule bus transportation services utilizing commercially leased assets.
- e. Personnel assigned the duty to manage any commercial or NTV assets are responsible to schedule appropriate maintenance services, repairs, investigations, and timely submission of all administrative information.
- f. All operators are responsible to ensure they are properly licensed, trained to properly inspect and operate equipment dispatched for them to utilize, and to maintain the equipment. Operators will initiate appropriate actions to report accidents or damage, initiate reports of survey, and coordinate ultimate repairs of equipment.

2-2. Elements of Commercial and NTV Management

- a. SMM office will appoint transportation coordinator(s) to supervise and direct the operation of the KSARNG commercial and Non Tactical Vehicle equipment to accomplish:
 - (1) Centralized pooling of equipment.
 - (2) Establish priority of vehicle assignment.
 - (3) Collect operational usage data.
 - (4) Coordinate adequate assets to fulfill maximum mission requirements.
 - (5) Determine locations and types of equipment to be assigned all elements of the KSAR.
 - (6) Provide guidance to all equipment managers and operators concerning usage, data reporting,

and accomplishing services, inspections, and repairs.

(7) Complete duties of the Billing Office Address Code (BOAC) manager and manage overall budget.

b. Personnel assigned commercial or NTV equipment to manage are responsible to ensure:

(1) Personnel dispatched equipment are properly licensed and trained to operate equipment.

(2) Report all required usage data in a timely manner.

(3) All mileage reports are submitted NLT the 15th of each month.

(4) All services are accomplished and reported within 30 days of notification of the required action.

(5) All accidents are to be reported immediately and report of survey investigations be initiated IAW KS SOP's 750-1 and 735-5.

(6) Equipment scheduled to have services performed and repairs are accomplished and reported in a timely manner.

Chapter 3

Official use of commercial and NTV equipment

3-1. Licensing

Only military and DOD civilians properly licensed and trained are authorized to operate commercial or NTV equipment.

3-2. Equipment usage

All equipment usage is restricted to official purposes only. The following provides guidance to determine official use purposes:

a. Official ceremonies when the personnel are participating in the ceremony (e.g. changes of command, parades, promotions, unit activations, demonstrations, funerals).

b. Transportation is authorized for appointments scheduled by the Army (e.g. records checks, physical, dental, hospital). Transportation of prospective recruits is authorized.

c. Spouses of government employee may be transported in an army motor vehicle only when accompanying the military member or civilian employee in the government vehicle, the use of which has already been authorized to accomplish official business, and there is space available.

d. Transportation may be provided to support authorized activities such as installation sponsored athletic teams, morale, welfare, and recreation groups; patient therapeutic programs; and chaplain programs when it has been determined by the Commander that failure to provide such service would have an adverse effect on morale of service members, family members and DOD civilians. The service will not be provided to the exclusion of mission needs.

3-3. Restrictions

(1) Transportation is not authorized to simply attend ceremonies in a personal capacity (e.g. personal friendship, family ties, prior professional relationship).

(2) Assignment as a recruiter does not, of itself, entitle that individual to received daily D-T-D transportation. When authorized, D-T-D transportation will be provided only on days when the individual actually performs field work.

(3) Transportation is not authorized when the justifications for the request is based solely on rank, position, prestige, or personal convenience.

(4) Transportation is not authorized to private social functions, personal errands, side trips for unofficial purposes, or transportation of dependents or visitors without an accompanying official.

(5) Government vehicles are not authorized for transportation to or to be parked at commissaries, post exchanges, bowling alleys, officer and noncommissioned officer clubs, or any non-appropriated fund activity unless personnel using the vehicles are on official Government business or temporary duty travel (TDY). Visiting the above facilities during the conduct of official business on an active duty installation is considered TDY travel, regardless of published travel orders.

(6) Buses are for personnel only, not cargo.

(7) All standard commercial equipment is for hard surface, maintained roads only (four wheel drive vehicles excepted).

3-4. Unauthorized activities during operation

(1) Speeding

- (2) Smoking inside vehicle
- (3) Operation of equipment during or after consumption of alcoholic beverages.
- (4) Use of cell phone or similar devices, while driving.
- (5) Use of equipment without seat belts fastened (all occupants).
- (6) Hauling cargo in buses.
- (7) Operating commercial equipment on dirt roads or trails not maintained.

Chapter 4

Administrative procedures

4-1. Duty-To-Domicile request

All requests, other than for recruiters, for authorization of D-T-D will be forwarded to the SMM for consideration.

4-2. Vehicle requests

- a. Requests to utilize assets assigned the TMP will be accomplished utilizing AGO Form 2400 (available on Kansas Knowledge Online, SMM web page).
- b. Request to utilize buses will follow guidance provided by DPOT.
- c. Intent to utilize any commercial or NTV equipment out of Kansas requires prior approval from the SMM office for authorization.

4-3. Vehicle condition

Vehicles will be returned to their point of origin on time, refueled, free of all trash and cargo, and as clean as the environment allows. Vehicles will be inspected upon dispatch and return. Any faults will be noted on the inspection checklist and corrective actions initiated, as appropriate. Washing vehicles during inclement weather is not expected. However, during favorable weather the operator is required to return the vehicle clean, both inside and out. Primary wash locations are the maintenance facilities with wash racks available. There is limited authorization to pay for commercial car washes, as determined by the current GSA guidelines. All equipment will be dispatched with log books containing inspection checklist and vehicle accident reporting kit.

4-4. GSA credit cards

Vehicles are dispatched with specific government credit cards to be utilized for fuel and supplies for that specific vehicle, only. Charges made on that credit card for unauthorized services or supplies will result in action initiated to collect those funds from the person(s) issued or using that credit card, as appropriate. Loss of credit cards or keys will be reported to the SMM office immediately.

4-5. Modifications

No modifications to equipment are authorized without SMM approval.

Chapter 5

Loss of Equipment Utilization Privileges

5-1. Intent

The intent of all management guidance and directives is to properly maintain, manage, and sustain our limited fleet of transportation assets and resources.

5-2. Equipment withdrawal

- a. Failure to properly manage equipment services, repairs, or to report equipment data usage in a timely manner will result in the withdrawal of equipment and usage privileges.
- b. Failure to return equipment on time and in proper condition will be cause to withdraw unit or individual utilization privileges.
- c. Notification of equipment and/or usage withdrawal privileges will be determined by the SMM office, monthly. Affected personnel will be notified utilizing supervisory channels.
- d. Personnel notified to return equipment to the SMM motor pool will accomplish directed action within 5 days. All records, keys, and credit cards will accompany the vehicle(s) being returned to the TMP. Failure to comply will result in actions initiated in Command/Supervisory channels, as appropriate.

Appendix A

References

AR 58-1. Management, Acquisition, and Use of Motor Vehicles
AR 735-5. Policies and Procedures for Property Accountability
AR 385-40. Accident Reporting and Records
AR 385-55. Prevention of Motor Vehicle accidents
AR 600-55. The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing)
AR 750-1. Army Material Maintenance Policy
DA Pam 750-8. The Army Maintenance Management System
KS SOP 385-10 Safety Program
KS SOP 600-55 Selection, Training, Testing and Licensing of Equipment Operators
KS SOP 750-1 Maintenance of Supplies and Equipment