

**TRANSPORTATION MOTOR POOL  
EXTERNAL STANDARD OPERATING PROCEDURES  
BLDG 375  
239-2519/2361**

The use of GSA motor vehicles is restricted to **OFFICIAL USE ONLY**. Operators dispatching vehicles from the Transportation Motor Pool are responsible for the following:

**AUTHORITY FOR DRIVING A VEHICLE:**

You are assigned to operate a TMP vehicle by means of a dispatch form which is issued to you when you receive a TMP vehicle. This is your authorization to operate that particular vehicle and **MUST BE KEPT CURRENT**.

DO NOT operate a vehicle unless you are properly dispatched. DO NOT let any other person operate the vehicle for which you are dispatched, without proper documentation (State license, Military license or OF 346 equivalent to equipment being operated and accident avoidance). Additional operators must sign onto the dispatch or the multiple operator logs, once signed you have taken full responsibility of that vehicle.

When dispatching a vehicle that requires a special endorsement (bus, 2 ½ ton trucks or larger, and all trucks with trailers), operators must have license verified by TMP personnel and added to the dispatch by TMP personnel only (operators cannot sign the dispatch as an additional operator on these specified vehicles).

When dispatching a 15 passenger van all operators must provide a risk assessment.

**OPERATOR RESPONSIBILITIES**

Once you have been given a dispatch you must verify and comply with the following procedures and TMP policy. A pre-inspection sheet is required to be completed and turned into the TMP dispatcher prior to leaving the motor pool. You will also be provided a DA form 2404 that will stay with the logbook and should be completed each time the vehicle is operated. If you fail to do the pre-inspection or maintain the 2404 you may be held liable for any damage to that vehicle (be as thorough as possible).

**INSPECTION AND SERVICE:** Operator inspections include visual and operational inspection to see if the vehicle is in a safe and serviceable condition and consists of three parts; before, during and after operation. Operator service includes minor servicing such as replenishing all fluids to proper levels, changing tires and cleaning of vehicle. If the inspection is performed properly, it will detect problems that could result in damage to or failure of equipment which may create a hazard to the driver, passengers or cargo. If a deficiency is observed during operation that could damage the vehicle or render it unsafe, the driver must stop operation immediately and notify the TMP at 785-239-2519/2361 during duty hours. After hours or weekends you may contact the numbers listed below:

Fort Riley Operations Center	785-239-2222 (to contact TMP personnel)
Roadside assistance	Ford 1-800-241-3673
	Chevy 1-800-243-8872
	Dodge 1-800-521-2779
	Pontiac 1-800-762-2737
	HYUNDAI 1-800-243-7766

Upon dispatching or re-dispatching, the vehicle must be clean inside and out and the tank topped off. During inclement weather Vehicles will be cleaned to the best of your ability. TMP has a wash facility or you may sign for a credit card and take the vehicle to an authorized wash facility off post.

**Seat belt use is mandatory for all occupants, regardless of location within the vehicle.**

### **ACCIDENT REPORTING**

If involved in an accident, an accident report and SF 91 are required no matter how minimal the damage. It is also recommended that you inspect your vehicle for damage when the vehicle has been left unattended for any period of time. Contact DES at 239-6767 if on Fort Riley and local authorities if you are off of the installation. Report all accidents to TMP as soon as possible. If after normal duty hours notify the FROC at 239-2222.

### **UNAUTHORIZED ACTIVITY**

Cell phones or other electronic devices designed to send/receive phone calls and/or text messages will not be used or operated except when stopped or in an emergency situation (call 911). This includes hands-free devices.

Sound deterring ear muffs of any type, ear buds, or a communication device that would distract them from the safe operation of the vehicle will not be used while driving.

A hands-free navigation device can be operated in the Government vehicle; all adjustments to the device will be accomplished only when the vehicle is parked. These restrictions do not apply to Fire and Emergency Services (F&ES) personnel, Military Police (MP), Special Operations Forces, or security forces in the performance of their duties.

Only the lowest priced fuel, appropriate for the vehicle, will be used. At no time will the operator dispense premium fuel into the vehicle. The GSA Fleet Card will only be used for the purchase of fuel, immediately consumable items for the vehicle (oil, washer fluid, etc.), windshield wipers, fuses, and gas caps.

Drivers to include passengers will refrain from the use of tobacco products or electronic substitutes in a government vehicle. Federal property management regulation 101-39-300(D) allows for additional fees for cleaning vehicles beyond normal detailing procedures to repair the damage caused by tobacco use and may be billed back to the driver or activity.

GSA vehicles are not authorized to be taken off primary roads. Damage to the vehicle caused by doing so may be billed back to the driver or activity.

GSA vehicles are authorized a 25 mile radius of Fort Riley for official business. GSA vehicles travelling outside of the Fort Riley area must provide proper documentation to TMP and receive proper authorization.

**\*\*\*GSA vehicles are the property of the US Government and are not intended for personal use. Inappropriate use, negligence and disregard of TMP policy and procedures will be reported and may result in the loss of the vehicle. \*\*\***

**UNAUTHORIZED OR WILLFUL MISUSE OF A NTV, SUCH AS THE FOLLOWING: SPEEDING, UNOFFICIAL USE, UNAUTHORIZED LOCATIONS, MAY RESULT IN DISCIPLINARY ACTION IAW AR 58-1 paragraph 1-6 AND THE UCMJ., COULD RESULT IN LOSS OF TMP PRIVILEGES AND POSSIBLE UCMJ ACTION OR TERMINATION OF EMPLOYMENT.**

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