



# Management, Acquisition, and Use of Motor Vehicles

March 16, 2007

Office of the Deputy Under Secretary of Defense for  
Logistics and Materiel Readiness



DEPUTY UNDER SECRETARY OF DEFENSE FOR  
LOGISTICS AND MATERIEL READINESS  
3500 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3500

DoD 4500.36-R

FOREWORD

MAR 16 2007

This regulation is reissued under authority of DoD Directive 4500.36, "Management, Acquisition, and Use of Motor Vehicles," August 3, 2004 (Reference (a)). It delineates authorities and responsibilities concerning Department of Defense (DoD)-owned or-leased vehicles.

DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 1994, (Reference (b)) is hereby canceled.

The regulation applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commanders, the Defense Agencies, the DoD Field Activities, the Nonappropriated Fund Activities and Military Exchanges and the operational entities assigned to the OSD for Administrative support (hereafter referred to collectively as the "DoD Components"). The "Military Services" as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

This Regulation implements DoD Directive 4500.36, is mandatory for use by all DoD Components, and is effective immediately. The Heads of the DoD Components may issue supplementary instructions when necessary to provide for unique requirements within their respective Components.

Send recommended changes to this Regulation to:

Deputy Under Secretary of Defense  
(Logistics & Materiel Readiness)  
Room 1E518, 3500 Defense Pentagon  
Washington, DC 20301-3500

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Jack Bell



FOREWORD

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- (a) DoD Directive 4500.36, "Management Acquisition and Use of Motor Vehicles," August 3, 2004
- (b) DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," March 1994 (hereby canceled)
- (c) DoD Instruction 4515.7, "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capitol Region," July 31, 1985
- (d) Section 1344 of title 31, United States Code
- (e) Section 1349 of title 31, United States Code
- (f) Manual for Courts Martial, United States 2002
- (g) Section 641 of title 18, United States Code
- (h) Executive Order 13149, "Greening the Government Through Federal Fleet and Transportation Efficiency," April 21, 2000
- (i) Section 2302 (note) of title 10, United States Code
- (j) Section 6201, 6374, and 13212 of title 42, United States Code
- (k) Section 32917 of title 49, United States Code
- (l) Executive Order 11912, "Delegation of Authorities Relating to Energy Policy and Conservation," April 13, 1976
- (m) DoD 7000.14-R Volumes 1-15, "Department of Defense Financial Management Regulations," (Date Varies per Volume)
- (n) Chapter 102 Federal Management Regulation (FMR) Part 102-34, "Motor Vehicle Management," current edition
- (o) Joint Federal Travel Regulations, Volume 1, "Uniformed Services Members," current edition
- (p) Joint Travel Regulations, Volume 2, "Department of Defense Civilian Personnel," current edition<sup>1</sup>
- (q) Section 6(b) of Public Law 101-280, "Passenger carrier use," August 10, 2005
- (r) Title 41, Code of Federal Regulations, Part 102-34.10, "Definitions motor vehicle management," current edition
- (s) Section 2534 of title 10, United States Code
- (t) Defense FAR Supplement, Subpart 225.70, sections 225.7003 & 7004-3, "Authorization Acts, Appropriations Acts, and Other Statutory Restrictions on Foreign Acquisition," current edition
- (u) Federal Acquisition Regulation, Part 28.3, "Insurance," current edition
- (v) Title 41, Code of Federal Regulations, Part 102-34.280, "How long must we keep a Government-owned motor vehicle," current edition
- (w) DoD Directive 1015.14, "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources," July 16, 2003
- (x) Section 2637 of title 10, United States Code
- (y) Section 61 and 132 of title 26, United States Code
- (z) Title 41, Code of Federal Regulations, Part 102-5, "Home to work Transportation," current edition
- (aa) Title 41, Code of Federal Regulations, Part 102-5.115, "Home To Work Transportation," current edition

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<sup>1</sup> Joint Travel Regulation is available at <https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html>

- (ab) Chapter 102, Federal Management Regulation (FMR) Part 102-5.70, "Home to Work"<sup>2</sup>
- (ac) DoD Instruction 1000.15, "Private Organizations on DoD Installations,"  
December 20, 2005
- (ad) Section 2632 of title 10, United States Code
- (ae) Section 351 and 2164 of title 10, United States Code
- (af) Section 2639 of title 10, United States Code
- (ag) DoD Instruction 4000.19, "Inter-service and Intra-governmental Support," August 9, 1995
- (ah) Section 921 of title 20, United States Code
- (ai) DoD Instruction 7041.3, "Economic Analysis for Decisionmaking," November 7, 1995
- (aj) Federal Acquisition Regulation, Part 45.304, "Providing Motor Vehicles," current edition
- (ak) DoD Instruction 6055.4, "DoD Traffic Safety Program," current edition
- (al) Uniform Guidelines for State Highway Safety Programs #5 (Drivers Licensing)<sup>3</sup>
- (am) Section 30101-30104 title 49, United States Code
- (an) Title 49, Code of Federal Regulations, Part 383, "Commercial Driver's License," current  
edition
- (ao) Section 503 of Public Law 101-194, "Ethics Reform Act of 1989," November 30, 1989
- (ap) DoD Instruction 6055.7, "Accident Investigation, Reporting, and Record Keeping,"  
October 3, 2000
- (aq) Section 491 of title 40, United States Code
- (ar) Title 41, Code of Federal Regulations, Part 102-34.110, "Motor Vehicle  
Identification," current edition
- (as) Federal Specification "Star of Life Ambulance," KKK-A-1822E, current edition<sup>4</sup>
- (at) Title 49, Code of Federal Regulations, Part 571, "Federal Motor Vehicle Safety Standards,"  
current edition
- (au) Title 49, Code of Federal Regulations, Part 571.217, "Bus emergency exits," current  
edition
- (av) DoD Instruction 6055.6, "DoD Fire Emergency Services Program," October 10, 2002
- (aw) NFPA 1901, "Standard for Automotive Fire Apparatus," current edition<sup>5</sup>
- (ax) Title 49, Code of Federal Regulations, Part 1926.601, "Motor Vehicles," current  
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- (ay) Title 49, Code of Federal Regulations, Part 172.101, "Purpose and use of hazardous  
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- (az) Title 49, Code of Federal Regulations, Part 172.504, "General placarding requirements,"  
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- (ba) Title 49, Code of Federal Regulations, Part 172.516, "Visibility and display of placards,"  
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- (bb) Title 49, Code of Federal Regulation, Parts 171-180, "Research and Special Programs  
Administration, Department of Transportation" current edition
- (bc) Federal Management Regulation, Part 102-34.285
- (bd) Section 7522 and 7524 of title 42, United States Code
- (be) Section 7401 of title 42, United States Code, "1990 Clean Air Act with  
amendments"

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<sup>2</sup> FMR is available at <http://www.gsa.gov/>

<sup>3</sup> Uniform Guidelines available at <http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/tea21programs/402Guide.html>

<sup>4</sup> Available at <http://gsa.gov>

<sup>5</sup> Available at <http://gsa.gov>

- (bf) Title 40, Code of Federal Regulations, Part 51, “Protection of Environment,” current edition
- (bg) Title 40, Code of Federal Regulations, Part 81, “Protection of Environment,” current edition
- (bh) Section 6201 of title 42 United States Code
- (bi) Executive Order 12780, “Federal Recycling and Use of Environmentally Preferable Products,” October 31, 1991
- (bj) Executive Order 13101, “Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition,” September 14, 1998
- (bk) Section 30119 of title 49, United States Code
- (bl) Section 318 of Public Law 107-107, “National Defense Authorization Act for Fiscal Year 2002, December 28, 2001
- (bm) Energy Policy Act of 2005 (Public Law 109-58)
- (bn) DoD Instruction 1342.12, “Provision of Early Intervention and Special Education Services To Eligible DoD Dependents,” current edition
- (bo) DoD 1400.25-M, “DoD Civilian Personnel Manual (CPM),” current edition
- (bp) Section 1101 of title 8, United States Code, “Aliens and Nationality”
- (bq) Section 102 of title 42, United States Code

## C1. CHAPTER 1

### GENERAL

#### C1.1. PURPOSE AND APPLICABILITY

C1.1.1. This Regulation implements Reference (a) by delineating authorities, responsibilities, policies, and procedures concerning DoD-owned or -controlled motor vehicles (hereafter referred to as "motor vehicles" or "DoD motor vehicles"). Reference (b) is hereby canceled.

C1.1.2. Terms used in this Regulation that are specific to motor vehicle operations and maintenance are defined in Appendix 4.

C1.1.3. In the National Capital Region (NCR), DoD Instruction 4515.7 (Reference (c)) takes precedence. For functions not covered in Reference (c), this Regulation applies.

C1.1.4. Within this Regulation, any reference to the United States includes the 50 States, District of Columbia, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island.

#### C1.2. RESPONSIBILITIES

C1.2.1. The Under Secretary of Defense (Comptroller) shall:

C1.2.1.1. Provide guidance to the DoD Components on budget and financial accounting for motor vehicles.

C1.2.1.2. In coordination with the Under Secretary of Defense for Personnel and Readiness, provide annual guidance to personnel authorized domicile-to-duty transportation concerning the valuation of the benefit for personal income tax purposes. Also, ensure Defense Finance and Accounting Service is provided compensation information for W-2 preparation for these individuals. See Appendix 1 for guidance on tax consequences of domicile-to-duty benefit. For specific guidance on application of the tax law consult your legal advisor.

C1.2.2. The Deputy Under Secretary of Defense (Logistics and Materiel Readiness) shall:

C1.2.2.1. Provide guidance to DoD Components concerning the acquisition, use, maintenance, reporting, and disposition of motor vehicles, and oversee DoD Component policy implementation.

C1.2.2.2. Evaluate and coordinate proposed revisions to this Regulation developed internally or received from other DoD Components. This responsibility includes resolving, where possible, those issues concerning procedures not affecting policy or limited by statute.

C1.2.2.3. Publish and distribute approved changes to this Regulation.

C1.2.3. The Heads of the DoD Components shall:

C1.2.3.1. Forward suggested changes of policies and procedures to Assistant Deputy Under Secretary of Defense (Transportation Policy), (ADUSD (TP)), 3500 Defense Pentagon, Washington, DC 20301-3500.

C1.2.3.2. Procure, manage, and operate their motor vehicles consistent with Federal and state laws, regulations, Executive Orders, this Regulation and any supplemental guidance issued.

C1.2.3.3. Exercise management and technical supervision, and develop internal policy guidance, procedures, and technical instructions, as necessary, to ensure effective and efficient administration over the procurement, operation, maintenance, and use of motor vehicles.

C1.2.3.4. Establish and maintain adequate records for legal, regulatory, and executive order reporting requirements, inventory requirements, authorization, distribution, operation, use, maintenance, fuel type used, fuel consumption, fuel efficiency, and cost performance reporting.

C1.2.3.5. Include motor vehicle management in DoD Component internal audit programs.

C1.2.3.6. Forward copy of all implementing documents to ADUSD(TP).

### C1.3. PENALTIES FOR MISUSE OF DOD MOTOR VEHICLES

C1.3.1. Disciplinary Action. The unauthorized or willful misuse of a DoD motor vehicle shall be cause for disciplinary actions as follows:

C1.3.1.1. Civilian Personnel. Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or -leased passenger motor vehicle except for official purposes according to 31 United States Code (U.S.C.) 1344 (b) (Reference (d)), or otherwise violates section 1344, shall be suspended from duty without compensation for not less than 1 month by the Head of the DoD Component concerned. The officer or employee shall be suspended for a longer period or summarily removed from office if circumstances warrant according to 31 U.S.C. 1349b (Reference (e)).

C1.3.1.2. Military Personnel. Military personnel who willfully use or authorize the use of any U.S. Government-owned or -leased passenger motor vehicle except for official purposes as authorized by Reference (d), or otherwise violate section 1344, can be disciplined under provisions of the Uniform Code of Military Justice (Reference (f)), or other administrative procedures deemed appropriate.

C1.3.2. Criminal Sanctions. Depending on the facts and circumstances, the criminal sanctions of 18 U.S.C. 641 (Reference (g)), may apply to the misuse of a Government motor vehicle. The statute provides for a fine and imprisonment for up to 10 years or both.

## C2. CHAPTER 2

### OPERATION AND RESOURCE MANAGEMENT

#### C2.1. GENERAL

C2.1.1. Motor vehicle resources shall be organized and managed to ensure compliance with applicable Federal and state laws, regulations and Executive Orders, optimum responsiveness, efficiency, and economy in support of the DoD mission. The vehicle selected for an individual task shall be the one best suited by virtue of size, configuration, and economy of operation.

C2.1.2. Commercial design motor vehicles shall be used to the maximum extent to meet general transportation requirements.

C2.1.3. Official business shall be conducted by mail, electronic mail, telephone, or other telecommunications means whenever possible, to minimize the use of DoD motor vehicles.

#### C2.2. ELEMENTS OF MOTOR VEHICLE MANAGEMENT

C2.2.1. Differences in the missions of the DoD Components, and the geographic layout and location of installations and facilities, prevent complete uniformity in operating procedures. Listed below are the essential elements of operation and resource management that are applicable to all DoD Components that control and operate motor vehicles:

C2.2.1.1. Consistent with mission application, provide for the pooling of motor vehicles.

C2.2.1.2. Establish procedures for the assignment and use of vehicles.

C2.2.1.3. Establish a central point for control for the collection of auditable operating data as a basis for inventory and/or allowance actions and cost and/or utilization reporting.

C2.2.1.4. Provide for the most economical use of manpower and equipment.

C2.2.1.5. Provide for the licensing and training of personnel.

C2.2.1.6. Ensure the safety, security, deployability, environmental compliance, and proper use of equipment.

C2.2.1.7. Provide for the rotation of vehicles, where practical and economical, to equalize equipment usage.

C2.2.1.8. Authorize the long- and short-term leasing of nontactical vehicles, as appropriate to ensure effective management of the fleet.

C2.2.1.9. Maximize the use of alternative fuel vehicles and alternative fuels.

C2.2.2. Pooling. Pooling is a management tool to help ensure the highest effective level of use for DoD motor vehicles. Vehicles shall not be assigned exclusively to any one official or employee, unless the Head of the DoD Component concerned determines that such assignment is essential to the accomplishment of the Component's mission. Additionally, within the National Capitol Region (NCR), there shall be no individually assigned vehicles with chauffeurs, except for those specifically assigned to officials identified in Appendix 1.

C2.2.3. Assignment. After pooling of resources and the establishment of administrative control, evaluate available vehicle assets against mission requirements. Many requirements may be supported by dispatching vehicles for short periods of time, including taxi-type vehicles or vehicles driven by users. First consideration should be given to the primary use of alternative fuel/energy efficient vehicles, as appropriate to meet relevant DoD goals. The determination of justifiable requirements for all types of vehicle service and the proper assignment of DoD motor vehicles shall be based on the following categories:

C2.2.3.1. Class A-Continuing Assignments. Personnel authorized Class A assignments shall not use such vehicles for other than the actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. The two types of Class A assignments are as follows:

C2.2.3.1.1. Continuing dispatch of passenger carrying vehicles to those positions authorized full-time assignment by the Secretary of Defense. (See Chapter 3, paragraphs C3.1.1.4. and C3.1.1.5.)

C2.2.3.1.2. Continuing dispatch of passenger-carrying vehicles on the basis of responsibility inherent in the position where the Head (Secretariat) of the DoD Component concerned, or designee, has determined that the immediate availability of transportation is absolutely essential to the accomplishment of the Component's missions.

C2.2.3.2. Class B-Recurring Dispatch. Generally, the requirements for recurring dispatch relate to activities and functions that by their nature require the use of a vehicle or vehicles on a daily recurring basis for the efficient and orderly conduct of official business. Vehicles assigned in this category shall not be assigned for purposes of convenience or to avoid the use of pool vehicles (Class C assignment). Installation documentation for Class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus, taxi systems, or Class C vehicles will not satisfy the requirement.

C2.2.3.3. Class C-Pool Vehicles. All DoD motor vehicle resources not covered under Class A and B assignments in subparagraphs C2.2.3.1. and C2.2.3.2. shall be pooled for performance of services on an on-call basis and to provide resources for operation of scheduled services. This portion of the motor pool resources is normally expected to handle the bulk of administrative vehicle requirements. Alternative fuel vehicles will be the first to be dispatched, still taking into consideration mission requirements and balancing fleet use.

C2.2.3.3.1. On-Call Dispatches. On-call dispatch is for those services that can be performed by the dispatch of a vehicle for short periods of time. This includes the dispatch of a pool taxi vehicle. This type of service must respond to transportation requirements of an intermittent nature and can consist of radio dispatch vehicles.

C2.2.3.3.2. Scheduled Service. Requirements for this type of service are usually for passenger and/or cargo services between offices and operational sites and satellite activities of an installation. These services may be inter-activity or intra-activity services depending on the geographic layout of an installation and local area. Scheduled activity bus service may be supplied with bus equipment of the DoD Components, or, when local conditions permit and it is more economical to do so, by contract with commercial carriers. Scheduled bus or passenger-carrying service or continuous heavy cargo hauling will not be in competition with commercial transportation services. (See Chapter 5.)

C2.2.3.3.3. U-Drive-It Service. Vehicles in this category are pool vehicles, normally passenger and light cargo types made available to using organizations and activities of the installation for temporary support of official-use functions and operated by personnel assigned to the using DoD Component. Dispatch periods range from single trips of short duration and to trips associated with the travel portion of temporary duty. U-Drive-It services may also be used to meet peak workloads and one-time requirements of a single nature or to provide vehicles of a particular type or design.

C2.2.3.3.4. Permissible Operating Distance (POD). Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base permissible operating distance for motor vehicles. The POD established for an activity should be sufficient to support normal operations. Based on installation experience, a POD will be established that will adequately support motor vehicle transportation requirements. Consideration must be given to fair wear and tear and competition with commercial carriers. The installation commander or designee shall approve, in writing, any deviation to the POD.

C2.2.3.3.5. Parking or Garaging of Vehicles. As a general rule, DoD motor vehicles shall not be parked or garaged outside the confines of the installation where assigned and shall not be parked in quarters areas or at the domicile of the user. Auxiliary parking areas will not be established adjacent to dormitories or housing areas permitting circumvention of the public law that prohibits Government-furnished domicile-to-duty transportation (DTD). The exception of garaging a vehicle at a domicile is authorized if the Component has authorized telecommuting and designated the individual's domicile as the duty location per guidance provided by the Office of Personnel Management at <http://www.telework.gov>. In addition, a determination must be made by the competent authority that a government vehicle is furnished under terms of employment. In addition, when in the performance of a mission, such vehicles are authorized by competent authority to be parked or garaged in areas away from the parent installation, parking facilities of other DoD installations or Federal, State, or local government property shall be used to the fullest extent feasible. Where such facilities are not available, commercial parking

facilities may be used, when so authorized, and where the safety and security of the vehicle can be assured.

### C2.3. OTHER SOURCES OF MOTOR VEHICLES

C2.3.1. Motor vehicles may be leased from commercial sources and/or other Government Agencies as provided in Chapter 3, as consistent with Executive Order (E.O.) 13149; 10 U.S.C. 2302 (note); 42 U.S.C. 6201, 6374, and 13212; 49 U.S.C. 32917; and E.O. 11912 (References (h) through (l)).

C2.3.2. The motor vehicle facilities and services of other Government Agencies, Federal, State, and local, shall be used to the maximum extent possible, consistent with mission requirements, whenever their use will contribute to more efficient operations and suitable arrangements, to include reimbursement, can be made. Such arrangements shall also provide for emergency road service within the capability of the facility.

### C2.4. USE OF DoD MOTOR VEHICLES BY OTHER FEDERAL AGENCIES

C2.4.1. DoD motor vehicles may be furnished for short periods of time for or by other Federal Agencies when the DoD mission will not be impaired and the reason is one of the following:

C2.4.1.1. An emergency, lifesaving situation.

C2.4.1.2. Specifically authorized by statute.

C2.4.1.3. Direct support of the defense mission.

C2.4.1.4. Determined by the Head of Agency or designee, and in the last case, the determination must include a statement that commercial transportation is not capable of satisfying the transportation requirement. In all the above instances, reimbursement shall be computed to recover the total cost incurred by the DoD Component, in accordance with DoD 7000.14-R (Reference (m)).

C2.4.2. Arrangements for providing DoD motor vehicles to other Government Agencies or other DoD Components shall be made according to applicable instructions issued by the DoD Component.

### C2.5. OFFICIAL USE OF VEHICLES

The use of all DoD motor vehicles, including those leased using DoD funds, or from other Government Agencies or commercial sources shall be restricted to official purposes only. Federal Management Regulation (FMR), Section 102-34.220-260 (Reference (n)) provides that

each Federal Agency shall ensure that Government carriers are used for official purposes only; e.g., to perform the mission of the DoD Components as authorized by the DoD Components. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with statutory provisions and this Regulation.

C2.5.1. The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is the following:

C2.5.1.1. Essential to the successful completion of a DoD function, activity, or operation, and

C2.5.1.2. Consistent with the purpose for which the motor vehicle was acquired.

C2.5.2. DoD motor vehicles shall not be authorized for transporting DoD or other personnel over all or any part of the route between their domiciles and places of employment except as authorized in paragraph C2.5.4. and in Chapters 4 and 5.

C2.5.3. Unless authorized under Chapter 5, transportation to, from, or between locations shall not be provided by the Department of Defense for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

C2.5.3.1. Transportation of Official Visitors. Official non-DoD visitors invited to participate in DoD activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point.

C2.5.3.2. Transportation Terminals. Motor vehicles owned or otherwise controlled by the Department of Defense may be used for trips between domiciles or places of employment and commercial or military terminals when at least one of the following conditions is met:

C2.5.3.2.1. Used by individuals authorized transportation between domiciles and places of employment.

C2.5.3.2.2. Necessary because of emergency situations or to meet security requirements.

C2.5.3.2.3. The terminals are located in areas where other methods of transportation (see section C2.8.) cannot meet mission requirements in a responsive manner.

C2.5.3.2.4. Authorized by paragraph C2.5.3.1.

C2.5.3.2.5. Authorized in the NCR by Reference (c).

C2.5.3.2.6. When it is determined that the motor vehicle transportation is required, the following methods shall be considered in the order shown and to the extent they are available and capable of meeting transportation requirements.

C2.5.3.2.6.1. DoD-scheduled bus service.

C2.5.3.2.6.2. DoD specially scheduled leased or owned bus service.

C2.5.3.2.6.3. Van pools.

C2.5.3.2.6.4. DoD motor vehicle centrally dispatched "taxicab" operation.

C2.5.3.2.6.5. DoD motor vehicles individually dispatched to licensed uniformed Service member or Federal employee.

C2.5.3.2.6.6. Spouses and dependents are not permitted to operate the vehicles unless they are a licensed uniformed Service member, Federal employee, or authorized contractor hired to drive DoD administrative motor vehicles.

#### C2.5.4. Temporary Duty (TDY)

C2.5.4.1. Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DoD motor vehicle. Use of DoD motor vehicles shall always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited.

C2.5.4.2. When a DoD-owned or -controlled vehicle is authorized for use while on temporary duty, the vehicle shall be operated between places where the person's presence is required for official business or between such places and temporary lodgings. When public transportation is not available or its use is impractical, the use of DoD-owned or -controlled vehicles is authorized between places of business, lodging, eating establishments, places of worship, and similar places required for the comfort or health and welfare of the member. Guidance on the use of rental motor vehicles in conjunction with official travel that fosters the continued efficient performance of Government business is contained in the Joint Federal Travel Regulations, Volume 1, and Joint Travel Regulations, Volume II (References (o) and (p)). These Regulations contain guidance on the use of rental motor vehicles in conjunction with official travel. Personnel may use a government-owned vehicle when proceeding on TDY directly from their domicile when the head of the installation/activity determines that it would be impractical or more costly to have the DoD member obtain the vehicle from the normal duty station before leaving on the directed TDY. In the NCR, Reference (c) takes precedence. Public and commercial transportation to commercial terminals in the NCR is considered adequate for all but emergency situations, security requirements, and other unusual circumstances. Since public and commercial transportation to and from Andrews Air Force Base or Davison Army Airfield is not

routinely available, a DoD motor vehicle may be used on official business/TDY involving these air terminals.

C2.5.5. Transportation support of groups may be provided for authorized activities such as installation-sponsored athletic teams, Military Community Activities, and Chaplain's programs when the installation commander determines that failure to provide such service would have an adverse effect on morale. (See Chapter 5.)

C2.5.6. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

C2.5.7. Individuals may be transported with a Government employee in a DoD motor vehicle only when:

C2.5.7.1. Accompanying the sponsoring military member or civilian employee in the Government vehicle, under authorized use to accomplish official business, and there is available space. Such transportation may be provided only at no additional Government cost. The size of the vehicle authorized must be no larger than that required for the performance of the official business.

C2.5.7.2. Accompanied by a military member or civilian employee, other than the sponsor, when traveling to an official function only when:

C2.5.7.2.1. The military or civilian sponsor and that individual will participate in an official capacity in that function.

C2.5.7.2.2. The vehicle already has been authorized to accomplish official business; and

C2.5.7.2.3. There is space available and transportation can be provided at negligible additional cost to the government.

C2.5.7.2.4. There is no deviation from the route that the vehicle will take for the official business; and the size of the vehicle authorized must be no larger than required. Deviations or exceptions to these conditions are not authorized.

C2.5.7.3. Proceeding independently to or from an official function when the presence at the function is in the best interest of the Government and circumstances have made it impractical or impossible for the official to accompany the spouse en route. However, this authority applies only to the spouse of an employee who is authorized to receive DTD transportation or,

C2.5.7.4. Such transportation is required for reasons of security.

C2.5.8. Transportation may be provided to support DoD Family Advocacy Programs in accordance with instructions established by the DoD Components in the case of child abuse and/or neglect or spouse abuse.

C2.5.9. Prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

C2.5.10. Transportation by a DoD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

C2.5.11. Radio (telecommunications)-equipped, emergency configured vehicles may be provided on a 24-hour-a-day basis to commanders residing on the installation, who are charged by the Head of the DoD Component concerned or the Chairman of the Joint Chiefs of Staff with the overall responsibility for security or operational function of an installation or major military organization. The vehicle is provided for commanders who cannot adequately discharge this responsibility without a 24-hour mobility and communication capability. Such use must be individually approved by the Chairman of the Joint Chiefs of Staff, Head of the DoD Component, his/her designee, or Combatant Commanders, and must comply with the criteria in the checklist at Appendix 3. This authority cannot be delegated lower than 2 star/flag officer or equivalent, and must be in writing. In case of leave or extended absence from the duty station, the commander shall pass the specially equipped vehicle to the individual assuming the responsibility.

C2.5.12. Staff members of Categories A, B, and C, and Military Community Activities engaged in direct administrative support of those activities, may be provided transportation services.

C2.5.13. Use of DoD-owned or -controlled vehicles to support the immediate family of the sponsor in the case of the sponsor's combat-related death may be authorized at the discretion of the DoD Component.

## C2.6. LOCAL COMMANDER RESPONSIBILITY

In exercising management over motor vehicles at installation and activity levels, heads of installations and/or activities shall:

C2.6.1. Establish local procedures for assignment and use of vehicles in conformance with the policies of this Regulation.

C2.6.2. Ensure that operational procedures are flexible to meet changing requirements.

C2.6.3. Establish local procedures for achieving compliance with applicable Federal laws, regulations, and Executive Orders with the most economical use of manpower and equipment, to include alternative fuel vehicles and alternative fuels.

C2.6.4. Ensure the collection of accurate utilization and operational performance data as basis for managing and reporting inventory and reporting of cost and performance data.

C2.6.5. Provide and ensure proper training of personnel.

C2.6.6. Ensure the safety, security, and proper care and use of vehicles and equipment.

C2.6.7. Provide for rotation of vehicles, where practical and economical, to equalize the equipment usage and to ensure attainment of life-cycle utilization goals within the vehicle life expectancy.

C2.6.8. Provide scheduled bus service between activities when required to meet official duty needs of the installation or activity.

C2.6.9. Ensure that vehicles are operated in accordance with Federal, State, and local traffic safety regulations, consistent with References (h) through (l), and other applicable laws and Executive Orders unless specifically exempted.

C2.6.10. Establish, in accordance with Component vehicle maintenance programs, local procedures to ensure vehicles are operated in a safe and serviceable condition.

C2.6.11. Ensure that vehicle authorizations are deleted and assets removed from organizations not meeting established utilization criteria.

## C2.7. MOTOR VEHICLE OPERATOR RESPONSIBILITY

In operating any DoD motor vehicle, operators shall:

C2.7.1. Operate DoD motor vehicles for official use only.

C2.7.2. Comply with this Regulation and any other applicable regulations including Federal, State, and local laws pertaining to the proper safe and efficient operation of DoD vehicles. (See Chapter 9)

C2.7.3. Report traffic violations, accidents, or damage occurring while having custody of or when operating a DoD vehicle.

C2.7.4. Perform operator maintenance and submit documents incident to motor vehicle operation as required by the vehicle issuing authority.

C2.7.5. Report suspension or revocation of their State motor vehicle operator license as required by the vehicle issuing authority.

C2.7.6. Report any change in personal physical condition that may adversely affect their ability to operate a DoD motor vehicle.

C2.7.7. Utilize self-service pumps and service stations that accept the DoD fleet card. Utilize the lowest octane fuel available consistent with motor vehicle manufacturer's recommendations. Utilize appropriate alternative fuels in alternative fuel or dual-fuel vehicles to the maximum extent practicable.

C2.7.8. Not utilize hand-held wireless phones while operating a DoD-owned or -leased motor vehicle.

## C2.8. DETERMINING THE METHOD FOR TRANSPORTING PERSONNEL

When motor vehicle transportation is determined to be essential to the performance of official business, the following methods shall be considered in the order shown, to the extent they are available and capable of meeting mission requirements:

C2.8.1. DoD-scheduled bus service.

C2.8.2. Scheduled public transportation.

C2.8.3. DoD motor vehicles.

C2.8.4. Voluntary use of privately-owned motor vehicle on a reimbursable basis.

C2.8.5. Taxicab, on a reimbursable basis.

## C2.9. INCIDENTAL USE OF MOTOR VEHICLES

The Head of each DoD Component, or his or her designee, may prescribe by rule appropriate conditions for the incidental use for other than "official" business of vehicles owned by or leased by the Government, pursuant to Section 6(b) of Pub. L. No. 101-280 (2006) (Reference (q)). The use of Government-owned or -leased vehicles by DoD employees to obtain a commercial driver's license that is required for employment is authorized.

### C3. CHAPTER 3

#### AUTHORIZATION AND ACQUISITION

##### C3.1. GENERAL

###### C3.1.1. AUTHORIZATION AS TO VEHICLE CLASS SIZE

C3.1.1.1. This chapter outlines in general terms the requirement for establishing optimum authorizations for motor vehicles to permit the DoD Components to carry out assigned missions.

C3.1.1.2. Sedans and Station Wagons are defined according to General Services Administration (GSA) Classes, 41 Code of Federal Regulations (CFR), Subpart 102-34.10 (Reference (r)).

C3.1.1.2.1. Class I – subcompact sedan and station wagon.

C3.1.1.2.2. Class II – compact sedan and station wagon.

C3.1.1.2.3. Class III – midsize sedan and station wagon.

C3.1.1.2.4. Class IV – large sedan and station wagon.

C3.1.1.2.5. Class V – limousine sedan.

C3.1.1.3. If the primary purpose for a mini-van or Sport Utility Vehicle (SUV) is to carry passengers, the size of the vehicle will be classified in accordance to its size as a Class I through IV above. Vehicle authorizations would be the same as for passenger carrying vehicles. If the primary purpose for a mini-van or SUV is a general purpose/cargo carrying vehicle, then the size of the vehicle will be limited to the minimum body size and maximum fuel efficiency to meet DoD policy (Reference (a)) and the Component's mission including environmentally and energy efficient restrictions (References (h) through (l)).

C3.1.1.3.1. Small up to 5400 Gross Vehicle Weight Rating (GVWR) (Class I & II)

C3.1.1.3.2. Medium 5401-6799 GVWR (Class III)

C3.1.1.3.3. Large 6800 GVWR and higher (Class IV)

C3.1.1.4. The use of Class V (limousine) is authorized for the following DoD officials and visiting foreign officials of comparable rank:

C3.1.1.4.1. The Secretary of Defense.

C3.1.1.4.2. The Deputy Secretary of Defense.

C3.1.1.4.3. The Chairman of the Joint Chiefs of Staff.

C3.1.1.5. The use of Class IV (large) sedan is authorized for the following DoD officials and visiting foreign officials of comparable rank:

C3.1.1.5.1. The Secretaries of the Army, Navy, and Air Force.

C3.1.1.5.2. Under Secretaries of Defense.

C3.1.1.5.3. The Vice Chairman of the Joint Chief of Staff.

C3.1.1.5.4. The Chiefs of Staff of the Army and Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps.

C3.1.1.5.5. The Vice Chiefs of Staff of the Army and Air Force, the Vice Chief of Naval Operations, and the Assistant Commandant of the Marine Corps.

C3.1.1.5.6. Four Star Officers (domicile-to-duty transportation not authorized).

C3.1.1.5.7. Directors of Defense Agencies (domicile-to-duty transportation not authorized).

#### C3.1.2. REQUIREMENTS

C3.1.2.1. For "normal requirements," DoD Components shall be limited to the minimum nontactical motor vehicle fleets needed to provide essential transportation services under normal conditions. Motor vehicles maintained to meet DoD emergencies and/or wartime requirements are the exception.

C3.1.2.2. "Peak load requirements" for motor vehicles shall be met by short term commercial leases, borrowing from other Federal Agencies on a reimbursable basis, borrowing from state governments on a reimbursable basis, and/or using privately-owned vehicles on a reimbursable basis. DoD Components are subject to the authorizations as outlined in paragraphs C3.1.1.1. and C3.1.1.3.

#### C3.2. AUTHORIZATION AS TO NEED

C3.2.1. Authorization for motor vehicles shall be approved according to policies and procedures established in Component supplements to this regulation. Any authorization process must address:

C3.2.1.1. Satisfying the requirement by use of existing or expanded DoD shuttle bus or taxi services.

C3.2.1.2. Redistributing existing assets on the installation to meet the requirement without causing an overall increase in vehicle authorizations.

C3.2.1.3. Supporting the requirement through the use of alternative transportation resources.

C3.2.1.4. If the vehicle meets the utilization guidelines (Table C3.T1).

Table C3.T1. Annual Utilization Guidelines

| <b>Vehicle Classification</b>        | <b>Pounds GVWR</b> | <b>Type</b> | <b>Mileage</b> |
|--------------------------------------|--------------------|-------------|----------------|
| Sedan                                | N/A                | All         | 12,000         |
| Sedan, Modified                      | N/A                | All         | 12,000         |
| Station Wagon                        | N/A                | All         | 12,000         |
| Bus, Body on Chassis, to 37 PAX      | N/A                | All         | 9,000          |
| Bus, Body on Chassis, over 37 PAX    | N/A                | All         | 15,000         |
| Bus, Integral                        | N/A                | All         | 25,000         |
| Truck, 1/4 - 3/4 Ton                 | Under 7,000        | All         | 10,000         |
| Truck and Truck Tractor, 1 - 2 Ton   | 7,000 thru 18,999  | All         | 7,500          |
| Truck and Truck Tractor, 2.5 - 4 Ton | 19,000 thru 23,999 | All         | 7,500          |
| Truck and Truck Tractor, 5 - 10 Ton  | 24,000 thru 39,999 | All         | 7,500          |
| Truck and Truck Tractor, 11 Ton +    | 40,000 and Up      | All         | 10,000         |
| Motorcycle                           | N/A                | All         | 3,000          |
| Scooter, 3- or 4-Wheel               | N/A                | Gasoline    | 2,400          |

### C3.3. ACQUISITION

#### C3.3.1. GENERAL

The acquisition of motor vehicles should be from the most cost-effective source, which may be by purchase or commercial lease through the GSA, or by any other method less costly to the Government as validated by a cost-comparison. All vehicle acquisitions shall be conducted in a manner consistent with References (h) through (l), and other applicable laws and Executive Orders unless specifically exempted. (Guidance for conducting cost-comparison studies is at Appendix 2.)

#### C3.3.2. LIMITATION

C3.3.2.1. All nontactical motor vehicles acquired within the Department of Defense shall be limited to the minimum body size and maximum fuel efficiency, to meet DoD policy (Reference (a)), and Component mission including the environmentally and energy efficient restrictions (References (h) through (l)) outlined in Chapter 14.

C3.3.2.2. The size of sedan authorized for use for law enforcement, according to Reference (r), shall be the minimum size manufactured with the equipment modifications necessary to meet mission requirements. Since the size of police-equipped vehicles varies by model year, the DoD Components may authorize sedans larger than Class II if that class of vehicle is not factory equipped to perform the law-enforcement mission.

C3.3.2.3. Maintenance Manuals. When purchasing new vehicles, Components should carefully review their requirements for maintenance manuals and purchase only the minimum to meet their needs. Maximum use should be made of electronic media vs. printed copies.

C3.3.2.4. The acquisition of passenger sedans, station wagons, mini-vans and sport utility vehicles by purchase, lease, or other means shall be limited to those designated as Class I and II by GSA and this Regulation, except as authorized in paragraphs C3.1.1.4., C3.1.1.5., and C3.3.2.2., or when the Head of the DoD Component concerned or his or her designee approves the use of Class III as essential to the Component's mission. Class V limousines may be acquired only for those officials listed in C3.1.1.4. Class IV sedans may be acquired only for those officials listed in paragraph C3.1.1.5., and to meet the mission requirements of paragraph C3.3.2.1.

C3.3.2.5. 10 U.S.C. 2534 (Reference (s)) as implemented by the Defense Federal Acquisition Regulation Supplement (DFARS) Parts 225.7003 and 225.7004-3 (Reference (t)) restricts the acquisition of foreign buses (including purchased, leased, rented, or made available under contracts for transportation services) unless certain exceptions exist. Under those exceptions a waiver may be obtained in accordance with cited references.

### C3.3.3. ACQUISITION OF MOTOR VEHICLES

C3.3.3.1. The purchase of passenger carrying motor vehicles (sedans, station wagons, sport utility vehicles; passenger vans, ambulances; and buses) for use by the Federal Government is controlled by law. Annually, Congress specifically authorizes the purchase of passenger carrying vehicles.

C3.3.3.2. The Department of Defense shall submit to GSA its orders for purchase in the United States for all nontactical vehicles including, but not limited to, commercial-type passenger motor vehicles, including buses, trucks, and truck tractors. For vehicles purchased for overseas use, GSA is not a mandatory source.

C3.3.3.3. GSA may grant the ordering activity authority for local purchase when it determines that procurement of an individual agency requirement by GSA would offer no advantage over local purchase of the item. When such a determination is made, the order will be returned to the ordering agency with written authority for local purchase.

C3.3.3.4. The Administrator of GSA shall determine annually what systems and equipment are customary for standard passenger carrying motor vehicles, the price for which are considered not to be included in the statutory price limitations. Law enforcement motor vehicles are exempt from cost limitations.

C3.3.3.5. All motor vehicle acquisitions must comply with relevant requirements consistent with References (h) through (l) and other applicable laws and Executive Orders unless specifically exempted.

#### C3.3.4. LEASE OF MOTOR VEHICLES FROM COMMERCIAL SOURCES

C3.3.4.1. Legal and other Requirements. All motor vehicle leases must comply with relevant environmentally and energy efficient restrictions (References (h) through (l)) unless specifically exempted.

C3.3.4.2. Conditions. The DoD Components may lease motor vehicles from commercial sources when one or more of the following conditions exist:

C3.3.4.2.1. The lease will provide a cost benefit to the Government.

C3.3.4.2.2. Unforeseen, peak load or emergency requirements arise which must be satisfied before motor vehicles can be obtained through either GSA Fleet or purchase.

C3.3.4.2.3. Host-nation laws or Status of Forces Agreement prevent the use of Government-owned vehicles.

C3.3.4.2.4. Vehicles are not immediately available from GSA Fleet.

#### C3.3.4.3. Short-Term Lease

C3.3.4.3.1. The DoD Components may lease motor vehicles for periods not exceeding 60 consecutive days without regard to established allowances to satisfy temporary peak loads, unusual requirements, or emergencies.

C3.3.4.3.2. The class of motor vehicle (see C3.1.1.2.) leased to support the visit of a DoD official can be the same as that normally authorized that official. The class of vehicle leased in support of non-DoD officials, including those from foreign countries, shall be the same as that normally authorized a DoD official of comparable rank.

C3.3.4.4. Long-Term Leases. Except for motor vehicles to be used by officials listed in paragraph C3.1.1.4., new leases for vehicles for terms exceeding 60 consecutive days shall be subject to the following approval requirements:

C3.3.4.4.1. For motor vehicles outside the United States, prior approval to lease commercially shall be obtained from the Head of the DoD Component concerned, or designee.

C3.3.4.4.2. Requests for approval of commercial leases shall follow guidance at Appendix 2 in conducting a cost-comparison.

C3.3.4.4.3. Leased motor vehicles shall be operated under the same manner prescribed for DoD owned vehicles unless otherwise specified in the contract.

C3.3.4.4.4. Vehicles obtained from GSA Fleet will not be considered commercial lease.

C3.3.4.5. Insurance and Maintenance of Leased Motor Vehicles

C3.3.4.5.1. For-hire solicitations and resulting contracts shall provide for insurance coverage as prescribed by applicable portions of Part 28.3 of the Federal Acquisition Regulation (FAR) (Reference (u)). Insurance will not be purchased for government-owned vehicles, except when required by host-nation laws and agreements, unless when deemed in the best interest of the government as determined by the Component.

C3.3.4.5.2. Leased motor vehicles shall be operated in the same manner prescribed for DoD-owned vehicles unless otherwise specified in the contract.

C3.3.4.5.3. The lessor shall perform all maintenance on leased motor vehicles, when practicable, unless it has been determined that it will be more economical, or it is a military necessity, for the DoD Component to perform such maintenance, in whole or in part.

C3.3.4.6. Telecommunications Equipment in Leased Motor Vehicles

When telecommunication equipment is required, motor vehicles may be leased with telecommunications equipment or Government-owned or -leased telecommunication equipment may be installed as specified in the contract.

C3.3.5. USE OF GSA FLEET MANAGEMENT SERVICES

C3.3.5.1. GSA offers to Executive Agencies, including the DoD, nontactical vehicle support. GSA Fleet, formerly known as Interagency Fleet Management System (IFMS), leases vehicles to Federal Agencies and provides management support, fuel, and vehicle data in electronic format.

C3.3.5.2. Current GSA fleet support is provided in all 50 states, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, and the District of Columbia. The GSA fleet is expanding to provide this support within foreign countries.

C3.4. UTILIZATION GOALS

C3.4.1. Utilization goals are established as management indicators to measure the average annual use for a particular type of motor vehicle on an installation (Table C3.T1., "Annual Utilization Guidelines"). Specific annual utilization goals shall be set by the DoD Components; however, they must meet or exceed the minimum goals as established in 41 CFR 102-34.280

(Reference (v)), and Motor Vehicle Life Expectancy Years and Miles (Table C3.T2.). Each Component will use utilization goals in conjunction with the following parameters to manage their motor vehicle assets at installation level:

Table C3.T2 Vehicle Life Expectancy

Sample Minimum Motor Vehicle Life Expectancy: Years and Miles\*

| <b>Description</b>                | <b>Years</b> | <b>Miles</b> |
|-----------------------------------|--------------|--------------|
| Ambulance, All                    | 7            | 60,000       |
| Sedan/ Station Wagons             | 3            | 60,000       |
| <b>Buses:</b>                     |              |              |
| Intercity                         | N/A          | 280,000      |
| City                              | N/A          | 150,000      |
| School                            | N/A          | 80,000       |
| <b>Trucks:</b>                    |              |              |
| Less than 12,500 GVWR**           | 6            | 50,000       |
| 12,501 - 23,999 GVWR              | 7            | 60,000       |
| 24,000 and higher GVWR            | 9            | 80,000       |
| Trailers and Semi trailers        | 15           | --           |
| Motorcycle                        | 3            | 15,000       |
| Scooter 3 or 4 Wheel              | 3            | 7,200        |
| 4 or 6 wheel drive motor vehicles | 6            | 40,000       |

\*Years or miles indicated, whichever occurs first.

\*\*GVWR -Gross Vehicle Weight Rating

These are sample minimum life expectancies as listed in Reference (v). (DoD Components may require that nontactical vehicles meet or exceed both the age and mileage criteria before becoming replacement eligible.)

C3.4.2. There will be cases where the mileage achieved on a particular asset does not meet the established annual utilization guidelines. Selective management should include annual review of exception vehicles that deviate significantly from annual utilization guidelines. Rotation (mission reassignment) should be considered for any vehicle not achieving or greatly exceeding the guidelines.

C3.4.3. Other annual utilization guidelines such as passengers or tonnage carried or hours used should be established if mileage is not an accurate measurement of the need for a particular vehicle (Table C3.T1). The mileage achieved by this particular vehicle shall not be used as part of the installation's average annual utilization guidelines. In all cases, a document shall be retained on file to reflect the specific utilization guidelines that have been established for each motor vehicle.

C3.4.4. Utilization guidelines shall apply to all nontactical motor vehicles.

C3.4.5. Motor vehicle utilization guidelines shall be reviewed at least annually to ensure that effective asset employment is being achieved.

C3.4.6. During any process to either initially establish or to review a standard, careful attention must be taken to ensure that a thorough analysis is given to the many factors that constitute meaningful utilization guidelines. In conducting such analysis, the following factors should be considered:

C3.4.6.1. If the data being used to establish or evaluate the guidelines is valid. The data should properly reflect the operational environment, workload fluctuations, and fuel conservation programs.

C3.4.6.2. If all alternative transportation methods have been sufficiently considered.

C3.4.6.3. If the vehicle requirements for which the guidelines are being evaluated can be consolidated with other established Class B dispatches to provide the necessary service.

C3.4.6.4. If local management actions have been taken to meet the established guidelines.

C3.4.6.5. If the local management should be intensified or if the guidelines must be revised to accurately reflect the mission being supported.

### C3.5. UTILIZATION RECORD

Components can establish an automated or paper copy of motor vehicle utilization data which collects the data elements as shown at Table C3.1., “Minimum Data Elements for Automated Trip Report.” The system employed will be the basic source for information concerning the use of motor vehicles.

Table C3.T1. Minimum Data Elements for Automated Trip Report

1. Date.
2. Type of Equipment.
3. Registration Number or Serial Number.
4. Administration Number.
5. Organization to Which the Equipment Is Assigned.
6. Operator (the Name of the Equipment Operator).
7. Operator's Signature—the equipment operator will sign immediately upon receipt of equipment.
8. Time. Indicate time to the nearest 5 minutes using the 24-hour clock
  - a. In time—equipment was returned from dispatch or use.
  - b. Out—the time the equipment was released for operation by the dispatcher.
  - c. Total—the total time the equipment was in the possession of the operator. Time is obtained by subtracting the time “Out” from the “In” time.
9. Miles (recorded to the nearest whole number).
  - a. In—the mileage reading when the equipment is returned. If odometer is inoperative, use estimated mileage.
  - b. Out—the mileage reading at the time of dispatch.
  - c. Total—the difference between the “Out” and “In” mileage.
10. Hours. Will be recorded to the nearest whole number. On those items which require servicing on an hourly basis and are not equipped with an hour meter, use the estimated hours of operation.
  - a. In—the hour meter reading upon completion of the equipment usage.
  - b. Out—the hour meter reading prior to equipment release.
  - c. Total—the total hours dispatched for operation.
11. Fuel/Oil—the type of fuel (e.g., gasoline, diesel, bio-diesel, E-85, compressed natural gas, etc), amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.
12. Dispatcher's Signature.
13. Destination—Indicate each location at which a trip begins and ends.
14. Time. All time will be recorded using the 24-hour clock, rounded off to the nearest 3 minutes.
  - a. Arrive—the arrival time at each destination.
  - b. Depart—the departure time from the motor pool and each succeeding location.
15. Report To—the name of the individual to whom the operator is to report.
16. Released By—the person in charge of equipment on dispatch will release at destination where the equipment was released to the operator.
17. Remarks—will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

### **C3.6. VEHICLE SUPPORT FOR MILITARY COMMUNITY ACTIVITIES**

This service is full support of Category A and B nonappropriated fund activities in, and support of Category C nonappropriated fund activities limited to, the performance of executive control and essential command supervision identified in DoD Directive 1015.14 (Reference (w)). No vehicle shall be acquired through purchase or lease with appropriated funds that was justified either partially or wholly for transportation support of military community activities. Chapter 5 provides guidance on providing bus transportation support for military community activities.

#### C4. CHAPTER 4

##### TRANSPORTATION BETWEEN DOMICILE/RESIDENCE AND PLACE OF EMPLOYMENT

###### C4.1. GENERAL

C4.1.1. Except as specifically provided therein, in section 1344 (b) of Reference (d) the use of DoD motor vehicle transport of individuals from their domicile to place of employment, commonly known as DTD is not transportation for official purposes.

C4.1.2. In areas outside of the United States, Combatant Commanders may, in accordance with 10 U.S.C. 2637 (Reference (x)), provide Government transportation for certain individuals when it is determined that public or private transportation is unsafe or unavailable.

###### C4.2. POLICY

C4.2.1. Reference (d), as amended, authorizes DTD transportation on an exception basis for individuals filling certain positions. These positions are listed in Appendix 1. DTD transportation for these individuals is considered an employer-provided fringe benefit and taxable income under current law (26 U.S.C. 61 and 132 (Reference (y))); such persons will receive guidance on their tax liability according to paragraph C1.2.1.2.

C4.2.2. A person who is "acting" in a position of an official entitled to receive DTD transportation is not entitled to DTD transportation unless the position of the official for whom he or she is acting is vacant due to resignation, death, or removal.

C4.2.3. The comfort and convenience of an official shall not be considered justification for the approval of DTD transportation.

C4.2.4. DTD transportation shall only be authorized within the usual commuting area for the locale of the official's place of employment. Personnel authorized DTD transportation may elect to share space in a Government passenger carrier with other individuals on a space-available basis provided that the passenger carrier does not travel additional distances as a result.

C4.2.5. DTD transportation, provided pursuant to the authority in Reference (x) is considered an employer-provided fringe benefit under current law. This may only apply to positions listed in Appendix 1.

C4.2.6. Based on the provisions of 41 CFR 102-5 (Reference (z)), DTD transportation shall only be authorized when such transportation substantially increases the efficiency and economy of the Department of Defense. Unauthorized or willful misuse of a DoD motor vehicle shall be cause for disciplinary action as described in Chapter 1, paragraph C1.3.1.

C4.2.7. DTD is authorized by 31 U.S.C. 1344 (b) of Reference (d) (regardless of location) when necessary for the performance of intelligence, counterintelligence, protective services, law enforcement duties and field work, or when compelling operational considerations, an emergency or a clear and present danger makes such transportation essential. DTD transportation in any of these circumstances must be approved by the Secretary of Defense or the Secretary of a Military Department. Requests from OSD organizations and Defense Agencies for DTD transportation authorized by 31 U.S.C. 1344 will be forwarded to the Assistant Deputy Under Secretary of Defense for Transportation Policy for processing and transmittal to the Secretary of Defense for approval/disapproval. DTD will be approved only under the following conditions:

C4.2.7.1. Considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used. Clear and present danger means highly unusual circumstances that present a threat to the physical safety of the employee or their property when the danger is real and immediate or imminent, not merely potential, and the use of a Government passenger carrier would provide protection not otherwise available. Transportation provided under this authority is considered a taxable employer-provided fringe benefit.

C4.2.7.2. An emergency exists. Emergency means circumstances that exist whenever there is an immediate, unforeseeable, temporary need to provide DTD for those employees necessary to the uninterrupted performance of the DoD mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport those employees.

C4.2.7.3. Other compelling operational considerations apply to those circumstances where DTD transportation is essential for the conduct of official business. Transportation provided under this authority is considered a taxable employer-provided fringe benefit.

C4.2.7.4. Considered essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties.

C4.2.7.5. Required for those individuals who perform field work; i.e., work performed by an employee whose position requires the employee's presence at various locations that are a significant distance from the person's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area) or at a remote location that is accessible only by Government-provided transportation. The field work authorization may not be used under the following conditions:

C4.2.7.5.1. The individual's workday begins at an official duty station.

C4.2.7.5.2. The individual normally commutes to a fixed location, however far removed from the official duty station.

C4.2.8. 10 U.S.C. section 2637 (Reference(x)), on a nondelegable basis, the Combatant Commander will be the approval authority for transportation within their OCONUS area of responsibility when they determine that public or private transportation is unsafe or unavailable (e.g., terrorist activity, strikes, natural disasters). DTD like transportation and incidental use for unofficial purposes in these cases can be provided to members of the Uniformed Services and Federal civilian employees in the Commander's area of operation and their dependents. All requests should be transmitted directly to the appropriate Combatant Commander for approval/disapproval. This authorization will be on a case-by-case basis.

C4.2.8.1. The following requirements pertain to transportation authorized pursuant to 10 U.S.C. section 2637:

C4.2.8.1.1. The initial transportation authorization may not exceed 1 year;

C4.2.8.1.2. The Combatant Commander periodically, but in no case not less than six months, shall conduct an assessment to determine if the circumstances requiring such transportation continue;

C4.2.8.1.3. If the conditions for the transportation authorization remain, the Combatant Commander may extend the authorization for vehicle use for an additional specified time period not to exceed 1 year;

C4.2.8.1.4. All approvals and the reason therefor shall be in writing;

C4.2.8.1.5. The requesting activity is responsible for all funding requirements; and

C4.2.8.1.6. The approving Combatant Commander shall ensure that records are maintained on the transportation provided under this authority in accordance with C4.3.8.

### C4.3. GUIDANCE

C4.3.1. DTD transportation is authorized in situations involving highly unusual circumstances (e.g., a clear and present danger, an emergency, or other compelling operational considerations), according to Reference (d).

C4.3.1.1. All requests for DTD must be auditable. They shall be in electronic or written format.

C4.3.1.2. The request for DTD shall be submitted through the appropriate military channels. DTD transportation requests emanating from the Joint Staff and the Defense Agencies will be forwarded through established OSD channels.

C4.3.2. The Agency Head (Secretary of Defense, Secretaries of the Military Departments on a nondelegable basis) may approve a written determination containing the following information:

C4.3.2.1. The name (or other identification, if confidential) and title of the individual.

C4.3.2.2. The reason for the determination.

C4.3.2.3. The anticipated duration of the authorization.

C4.3.3. The initial duration of a determination shall not exceed 15 consecutive days. Should the circumstances continue, the Agency Head may approve a subsequent determination of not more than 90 additional consecutive days. If at the end of the subsequent determination, the circumstances continue to exist, the Agency Head may authorize an additional extension of 90 consecutive days. This process may continue as long as required by the circumstances.

C4.3.4. Initial determinations must be reported to Congress no later than 60 days after approval. Subsequent determinations may be consolidated and reported to Congress quarterly according to 41 CFR Part 102-105.115 (Reference (aa)).

Chairman, Committee on Homeland Security &  
Governmental Affairs  
United States Senate  
Washington, DC 20510

Chairman, Committee on Government Reform  
U.S. House of Representatives  
Washington, DC 20515

C4.3.5. A copy of each notification letter to Congress shall be sent to:

Assistant Deputy Under Secretary of Defense for Transportation Policy  
3500 Defense Pentagon  
Washington, DC 20301-3500

C4.3.6. For DTD transportation involving “field work,” (as defined in Reference (d)):

C4.3.6.1. The Secretary of Defense or the Secretary of a Military Department may approve, in writing, those positions authorized for field work. These authorizations may cover periods of up to 2 years from the date of approval. Some examples of field work include:

C4.3.6.1.1. Medical officers performing outpatient medical service away from a hospital.

C4.3.6.1.2. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the Government motor vehicle is normally garaged.

C4.3.6.1.3. Quality assurance representatives, auditors, subsistence procurement agents, and inspectors who perform field work involving itinerant travel.

C4.3.6.2. The field work determination should contain sufficient information such as the position title, number of employees, and operational level where the work is to be performed to satisfy an audit, if necessary.

C4.3.6.3. The assignment of an individual to such a position does not, of itself, entitle that individual to receive daily DTD transportation. When authorized, such transportation should be provided only on days when the individual actually performs field work.

C4.3.6.4. All field work determinations shall be updated and approved biannually by the Agency Head.

C4.3.6.5. The use of DTD transportation for fieldwork should be authorized only to the extent that such transportation will substantially increase the efficiency and economy of the DoD according to Part 102-5.70, Chapter 102 of the FMR (Reference (ab)).

C4.3.7. As discussed in C4.2.5.4., the Secretary of Defense or the Secretary of a Military Department may authorize DTD transportation for the performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties. In these cases, justification for DTD transportation must be considered essential for the safe and efficient conduct of such mission. DTD justification shall be submitted to the appropriate Secretary.

C4.3.7.1. All DTD determinations made under this authority shall be updated and approved annually by the Secretary concerned.

C4.3.7.2. When authorized, such transportation will be provided only on days when the individual actually performs intelligence, counterintelligence, protective services, or criminal law enforcement duties.

C4.3.7.3. All DTD transportation authorizations must be approved in writing by the appropriate Secretary. There is no requirement for reports to Congress for DTD transportation provided under the provisions of paragraph C4.3.6. or C4.3.7. Each DoD Component shall, however, maintain a central record system of those positions or persons for whom DTD transportation is authorized. In addition, each approving authority shall establish a procedure to review, on an annual basis, the continued need for these DTD authorizations.

C4.3.8. The Combatant Commander under Reference (x) may make a written determination containing the following information:

C4.3.8.1. The name (or other identification, if confidential) and title of the individual.

C4.3.8.2. The reason for the determination.

C4.3.8.3. The anticipated duration of the authorization.

C4.3.8.4. Under this determination no report to Congress is required.

C4.3.8.5. Records shall be maintained on transportation provided under this authority for a period of 3 years.

#### C4.4. LOGS

C4.4.1. Logs or other records according to section 1344(b) of Reference (d) shall be maintained locally for a period to conform with the DoD Component records disposition schedules.

C4.4.1.1. The logs or records must contain the following information:

C4.4.1.1.1. Name and title of employee (or other identification, if confidential) using the passenger carrier.

C4.4.1.1.2. Name and title of person authorizing use.

C4.4.1.1.3. Passenger carrier identification.

C4.4.1.1.4. Date.

C4.4.1.1.5. Location.

C4.4.1.1.6. Duration.

C4.4.1.1.7. Circumstances requiring DTD transportation.

C4.4.2. The requirement to maintain logs for DTD transportation applies equally to all categories of vehicle assignments.

## C5. CHAPTER 5

### BUS TRANSPORTATION SERVICES

#### C5.1. GENERAL

C5.1.1. Government-provided bus transportation will be categorized as modified shuttle bus service, shuttle bus service, group transportation services, and mass transit. Each DoD Component shall establish appropriate controls to ensure that services are provided in accordance with policies contained herein.

#### C5.1.2. Application of the various types of available services:

C5.1.2.1. A modified shuttle bus service may be established to meet local DoD requirements. The Secretary of Defense has determined that the effective conduct of the affairs of the Military Departments and DoD Agencies/Activities may warrant a modified shuttle bus transportation support for military personnel, DoD civilians, and contractors between their office and transit centers pursuant to section 1344 (g) of Reference (d). A modified shuttle bus service will be a passenger carrier (bus/van) which is owned or leased by the DoD Components to transport personnel as identified above between their place of employment and mass transit facilities.

C5.1.2.2. Shuttle bus service provides the capability to transport groups of individuals on official business between offices on installations or between nearby installations, is a recognized requirement, and is essential to mission support. The use of an effective shuttle bus system reduces the requirement for recurring dispatch (Class B) vehicles. Shuttle bus services are provided fare-free.

C5.1.2.3. Group transportation service shall normally be limited to those situations where there is a need to provide DTD transportation to personnel for different destinations than government installations and subinstallations. These situations are considered necessary for the effective conduct of the affairs of the Department.

C5.1.2.4. Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other "non-duty" types of transportation within a military installation or between subinstallations on a fare basis.

C5.1.3. When more than one of these services (modified shuttle, shuttle, group, or mass) is deemed appropriate for an installation, their use should be integrated in the overall installation transportation plan and with any commercial service being provided. There should be a clear distinction concerning the purposes of the various types of service.

## C5.2. MODIFIED SHUTTLE BUS SERVICE

C5.2.1. The Secretary of Defense has determined that the effective conduct of the affairs of the DoD Components may warrant modified shuttle bus transportation support for military personnel and DoD civilians between their offices and mass transit facilities. A modified shuttle bus service under this authority will use a passenger carrier (bus/van) which is owned, leased, or provided by contract by the DoD Components to transport personnel as identified above between their places of employment and mass transit facilities. A modified shuttle bus service may be established to meet local DoD requirements if all of the following criteria are met:

C5.2.1.1. There is no regularly scheduled mass transportation service that operates twice a day, five times a week between sending or receiving locations and is licensed and operates in accordance with reasonable maintenance and safety standards.

C5.2.1.2. Other mass transportation providers are unable or have declined to provide adequate transportation facilities or service after a reasonable effort has been made to induce them to do so and coordination has been made with other Federal Agencies and DoD Components to share and, otherwise avoid duplication of, transportation services provided under this authority.

C5.2.1.3. The service will enhance the rider's quality of life.

C5.2.1.4. Vehicles used shall have a capacity to carry 12 or more riders and operate at least 50 percent of capacity on a monthly basis. For example, service scheduled for 5 times a week using a 16 passenger bus would require a minimum monthly ridership of 160 (8X5X4) passengers to justify use.

C5.2.1.5. The installation/place of employment is a significant distance from the mass transit facility.

C5.2.2. For the purpose of this determination, an individual shall not be considered to be in the "performance of duty" or "acting within the scope of his or her office or employment" by virtue of the fact that such individual is receiving transportation services under this authorization. Nor shall any time during which an individual uses this service be considered when calculating the hours of work or employment for that individual.

C5.2.3. The authority to approve the modified shuttle bus service rests solely with the first commanding Flag Officer, SES equivalent, or Head of DoD Component in the chain of command.

C5.2.4. All the above criteria for modified shuttle bus service must be met, documented, and retained on file with the approving authority.

C5.2.5. This program will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions. There will be no additional funds to defray costs of

this service. This service must be reviewed locally at least annually to ensure that the schedule is adequate and that the most efficient form of service is provided.

### C5.3. SHUTTLE BUS SERVICE

C5.3.1. Shuttle bus service may be provided on or between offices and places of duty for the transportation of:

C5.3.1.1. Military personnel and DoD employees between offices and places of duty of the installation(s) or activity during designated hours when justified by the ridership.

C5.3.1.2. Enlisted personnel traveling between troop billets, places of duty, and dining facilities, if the commander determines that the travel is incident to the performance of duty.

C5.3.1.3. DoD contractor personnel conducting official defense business.

C5.3.1.4. Employees of non-DoD Federal Agencies on official business on a space-available basis only. Such transportation will only be provided over routes established for primary support of the defense mission.

C5.3.2. In isolated sites with limited support facilities where DoD personnel and dependents need additional support (medical, commissary, and religious) which directly affects health, morale, and welfare of the family, shuttle bus service may be provided.

C5.3.3. The following instructions apply to establishing and maintaining shuttle bus routes:

C5.3.3.1. Established routes and schedules must be based on a validated need to transport passengers authorized under paragraph C5.3.1.1., and C5.3.1.2.

C5.3.3.2. The conveyance used must be no larger than the most economical available to accommodate “duty”passengers.

C5.3.3.3. Surveys must be conducted at least annually to ensure that the conditions cited in paragraphs C5.3.1.1., and C5.3.1.2., above remain valid.

C5.3.4. Space-available transportation on existing, scheduled shuttle buses may be provided to the following categories of passengers:

C5.3.4.1. Off-duty military personnel or DoD civilian employees.

C5.3.4.2. Reserve and National Guard members.

C5.3.4.3. Dependents of active duty personnel.

C5.3.4.4. Retirees.

C5.3.4.5. Visitors to the base (intra-installation only).

C5.3.4.6. In overseas areas, volunteers of Type 2- Affiliated Private Organization as identified in DoD Instruction 1000.15 (Reference (ac)).

C5.3.5. Shuttle bus service may be provided with DoD-owned or contract equipment. Expenses for the operation of such services will be paid from appropriated funds.

#### C5.4. GROUP TRANSPORTATION

C5.4.1. Title 10 U.S.C. 2632 (Reference (ad)), provides that whenever the Secretary of a Military Department determines that the effective conduct of the affairs of the Department requires assured and adequate transportation facilities, he or she may provide transportation service by motor vehicle (having a seating capacity of 12 or more passengers) to and from a place of employment for individuals attached to, or employed in, that Department. In each case transportation services are provided, a reasonable fare shall be charged. In authorizing the establishment of such systems, the Secretary or designees must include each of the following in the request for authorization:

C5.4.1.1. Other facilities are inadequate and cannot be made adequate.

C5.4.1.2. A reasonable effort has been made to induce operators of private companies to provide the necessary transportation and such effort has not been successful.

C5.4.1.3. The services to be furnished will make proper use of transportation facilities and will provide the most efficient transportation to the persons concerned.

C5.4.1.4. Current military strength.

C5.4.1.5. Current civilian strength.

C5.4.1.6. Authorized changes that affect transportation requirements. (Show breakout of shifts if applicable.)

C5.4.1.7. Description of existing facilities, including the use of privately owned vehicles, car pools, and group riding arrangements.

C5.4.1.8. Points to which service is required and the distance between the installation and each point.

C5.4.1.9. The number of people requiring recurring transportation between the installation and each point. (Indicate by shift if applicable.)

C5.4.1.10. A summary describing the efforts that have been made to make existing public or private facilities adequate or efforts to induce private operators to provide the necessary transportation.

C5.4.1.11. The type of service proposed, plus information concerning all necessary arrangement, such as rentals, charters, rates, schedules; and type source, number, and seating capacity of the equipment to be used. The amount of fare to be charged shall be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with Government-owned equipment, requests must indicate that the local commercial carriers have been contacted and they have no desire or capacity to provide the service.

C5.4.1.12. A statement as to the estimated cost and availability of appropriated funds to operate the service.

C5.4.1.13. Date service is needed or will be started.

C5.4.2. Requests for authority to establish group transportation services is delegated to the Head of Agency/Activity for those under the Secretary of Defense. The Secretaries of the Military Departments are hereby authorized to delegate to the appropriate Flag Officer commander or equivalent with oversight of the requesting activity.

C5.4.3. In exercising the authority to provide group transportation service to and from places of employment, the Secretaries of the Military Departments and Heads of Agencies/Activities shall consider the following conditions as a basis for approval of such services:

C5.4.3.1. Where an installation or other DoD activity is located with respect to personal residential areas some form of Government assistance is necessary to ensure that personnel arrive at their place of duty or employment.

C5.4.3.2. In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security considerations, concerns for personal safety, or the geographical remoteness of the duty stations, such transportation is considered essential to the effective conduct of the Department's business.

C5.4.4. Operational data and reports on group transportation services shall be made according to applicable regulations of the Component concerned.

C5.4.5. Approval authorities and commanders who operate and administer group bus service will, prior to implementing such service, determine that:

C5.4.5.1. Other methods are not adequate and cannot be made adequate.

C5.4.5.2. Contact with private sources to provide the necessary transportation has been unsuccessful.

C5.4.5.3. The service furnished will make the most efficient use of transportation facilities.

C5.4.6. Requests to establish group bus travel will include the following data.

C5.4.6.1. Name of the activity.

C5.4.6.2. Location of the activity.

C5.4.6.3. Mission of the activity.

C5.4.7. A reasonable fare will be charged for this type of transportation. Private and public carrier rates may be used as guidance. All fares and proceeds received from group transportation will be accounted for. These fares will be deposited in the U.S. Treasury as miscellaneous receipts in accordance with the finance regulations of the DoD Component concerned.

C5.4.8. In CONUS, the fare will be structured to recover all costs of providing this service, including capital investment, salaries, operations, and maintenance costs. If the bus is used for both operational missions and group bus service, only the costs, directly related to group service must be recovered. Acquisition costs will not be recovered through the fare system.

C5.4.9. In overseas areas, the approving authority will establish the fare. At a minimum, the fare will equal the fare that would be charged by an indigenous local transportation provider, if such service was available.

C5.4.10. Once implemented, group bus service will be annually reviewed to confirm that this service is needed.

## C5.5. MASS TRANSIT SERVICES

C5.5.1. The Secretary of Defense has determined that the effective conduct of the affairs of the Military Departments and DoD Components may warrant mass transportation support for military personnel, DoD civilians, and their dependents and contractors who are assigned, employed, or residing at isolated installations. The authority to approve mass transportation or to waive the fare rests solely with the first commanding Flag Officer in the chain of command of the Component or Agency. The Secretary of Defense, in accordance with Reference (ad), has authorized commanding Flag Officers and Heads of Agencies to establish fare-free bus service if certain specific, objective criteria are met (C5.5.1.1 through C5.5.1.9.):

C5.5.1.1. There is no regularly scheduled mass transportation twice a day, 5 times a week between sending or receiving installations that picks up and drops off passengers within ½ mile of the installations, provides a pickup from the sending installation not later than 0800 hours, provides last departure from the receiving location not later than 1900 and is licensed and operates in accordance with reasonable maintenance and safety standards.

C5.5.1.2. Other mass transportation providers are unable or have declined to provide adequate transportation facilities or services after a reasonable effort has been made to induce them to do so.

C5.5.1.3. The service will save unproductive person-hours.

C5.5.1.4. The service will enhance the rider's quality of life.

C5.5.1.5. The vehicles used will hold 12 or more riders and operate at 50 percent of capacity on a monthly basis. For example, service scheduled for 3 times a week using a 16 passenger bus would require a minimum monthly ridership of 96 (8X3X4) passengers to justify use.

C5.5.1.6. The receiving installation is more than 1 mile from the sending installation.

C5.5.1.7. The service to be furnished will pick up and drop off at centralized collection points and otherwise make proper use of transportation facilities to supply the most efficient transportation to eligible passengers.

C5.5.1.8. The fare charged exceeds \$1.00 per passenger per round trip.

C5.5.1.9. The sending location does not have adequate medical, dental, commissary, or Post Exchange facilities; and/or the rider's place of work is located on the receiving installation; and/or the use of privately owned vehicles is restricted in the area served.

C5.5.2. Mass transportation service provided under this authority will be for the primary purpose of providing access to life-support facilities for military members and their dependents. The annual cost of the bus service provided will not exceed the maximum ceiling established by the Secretaries of the Military Departments and DoD Heads of Agencies.

C5.5.3. Unless waived in C5.5.1., a reasonable fare shall be charged for mass transportation provided under this authority. All fares and proceeds must be accounted for and deposited into the Treasury as miscellaneous receipts in accordance with the finance regulations of the Departments concerned. For OCONUS locations, a reasonable fare shall be charged which is not more than would be charged, if such service were available through local commercial or municipal transportation services. The fare shall be a pro rata share of all costs of providing the mass transportation service, including capital investment, salaries, operations, and maintenance. If the vehicle is used for operational (missions) and mass transportation, only the cost directly related to mass transportation must be recovered. Since these motor vehicles are acquired in direct support of the Department's mission, acquisition costs shall not be recovered through the fare system.

C5.5.4. All the above criteria for both fare-charged and fare-free mass transportation must be met, documented, and retained on file with the approving authority. As a minimum, the following will be retained as a permanent record as long as the service is in force:

C5.5.4.1. Description of the mass transit services.

C5.5.4.2. Synopsis of schedules and routes of the mass transit services.

C5.5.4.3. Factual synopsis to support each of the objective criteria set out in paragraphs C5.5.1.1 through C5.5.1.9. above.

C5.5.4.4. Local commander's evaluation/statement that mass transportation support meets the criteria above and is still required.

C5.5.5. This program will receive close scrutiny by inspecting agencies; therefore, approval must strictly comply with these provisions.

C5.5.6 There will be no additional funds to defray costs of this service.

C5.5.7. This service must be reviewed locally, at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is provided.

C5.5.8. Requests that require an exception to the above criteria must be submitted through command channels and approved by either the Secretary of a Military Department or the Secretary of Defense.

#### C5.6. EMERGENCY BUS SERVICE

C5.6.1. Transportation between residence and place of employment may be provided for military personnel and civilian employees during public transportation strikes and transportation stoppages, in compliance with Reference (ad), but only to those employees of DoD Components who are actively engaged in projects, or in the support of projects, the delay of which would adversely affect national defense. A fare that recovers the operational costs shall be charged for such service and accounted for as outlined in paragraphs C5.5.3. and C5.5.3.1. Routine work such as construction, repair, or overhaul of aircraft, ships, or material peculiar to the Military Departments shall not qualify under this policy.

C5.6.2. Approval authority for emergency bus service is delegated to the Heads of Defense Agencies that are under the Secretary of Defense. The Secretaries of the Military Departments are hereby authorized to delegate to the appropriate Flag Officer commander with oversight of the requesting element. When transit strikes or other work stoppages are imminent or in progress, heads of installations or activities who determine that transportation between domicile and place of employment is essential shall submit the following information to the necessary approval authority:

C5.6.2.1. Installation or activity requiring transportation support.

C5.6.2.2. General nature of the transportation requirements, including efforts to induce private facilities to provide the necessary transportation.

C5.6.2.3. Titles of critical projects.

C5.6.2.4. Number of vehicles (by type) required.

C5.6.2.5. Availability of vehicles to satisfy the requirement.

C5.6.2.6. Number of personnel, by project, to be transported.

C5.6.2.7. Proposed fares.

#### C5.7. MILITARY COMMUNITY ACTIVITIES

Bus service in support of DoD-authorized community activities programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the DoD mission. This service is limited to full support of Category A and B activities and support of Category C activities in the performance of executive control and essential command supervision. Such services cannot be provided for DTD transport. Additionally, it is subject to the following restrictions:

C5.7.1. Transportation may be provided on a nonreimbursable basis for the following categories:

C5.7.1.1. In support of the Chaplain's Program.

C5.7.1.2. Military Community Activities functional staffs engaged in routine direct administrative support of Category A, B, and C activities. (See paragraph C5.7.1.2.1.)

C5.7.1.3. Teams composed of personnel officially representing the installation in scheduled competitive events.

C5.7.1.4. DoD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.

C5.7.1.5. Entertainers, guests, supplies, and/or equipment essential to the Military Community Activities programs.

C5.7.1.6. Military Community Activities-sponsored activities (Categories A, B, and C) including recreational tours and trips when fees are not levied upon the passengers (except fees made to cover the cost of the driver, when required) and when approved by the installation commander. Assets may be used in support of Military Community Activities only after mission requirements have been met. (See paragraph C3.6.)

C5.7.2. Transportation may be provided for special activities, such as scouting programs and private organizations as outlined in Reference (ac). Such service shall be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

C5.7.3. Categories of Military Community Activities

C5.7.3.1. CATEGORY A- MISSION-SUSTAINING ACTIVITIES

Armed Forces Professional Entertainment Programs Overseas Common Support Services/ Gymnasium/Physical Fitness/Aquatic Training/Libraries/Parks and Picnic Areas/Recreation Centers/Rooms/Shipboard/Isolated/Deployed/Free Admission Motion Pictures/Sports/Athletic (Self-Directed, Unit-Level, Intramural)/Unit-Level Programs and Activities/Temporary Lodging Facility (In support of official travel)

C5.7.3.2. CATEGORY B - COMMUNITY SUPPORT ACTIVITIES

Arts and Crafts Skill Development/Automotive Crafts Skill Development/Child Development Centers/Entertainment (Music and Theater)/Outdoor Recreation/Recreational Swimming Pools/Sports Programs (Above the intramural level)/Youth Activities/Stars and Stripes/Bowling Centers (12 lanes or less)/Joint Service Facility/Marinas without Resale or Private Boat Berthing/Military Open Messes/Clubs/Recreation Equipment Checkout/Recreational Information, Tickets, and Tours Services/Temporary Lodging Facility

C5.7.3.3. CATEGORY C - BUSINESS ACTIVITIES

Aero Clubs/Amusement Machine Locations and Centers/Animal Care Funds/Armed Forces Recreation Centers (Accommodation/dining and resale facilities)/Audio/Photo and other Resale Activities/Bingo/Bowling Centers (over 12 lanes)/Cabins/Cottages/Cabins/Recreational Guest Houses/Catering/Civilian Dining, Vending, and Other Resale Activities and Services/Golf Courses/Marinas and Boating Activities with Resale or Private Boat Berthing/Motion Pictures (Paid admission functions)/Motorcycle Clubs/Package Stores/Parachute/Sky Diving Clubs/Rod and Gun Clubs/Skating Rinks/Skeet/Trap Ranges/Snack Bars/Soda Fountain/Stables/Supplemental Mission Funds (in-flight services/military museums, etc.)/Unofficial Commercial Travel Services

## C6. CHAPTER 6

### TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN

#### C6.1. GENERAL

This chapter addresses providing transportation services in support of the education of dependents of DoD personnel, other children eligible to attend DoD-operated schools, and dependents of DoD personnel residing on military installations within the United States who attend local or nearby public schools. Specific policies and procedures are provided for both the United States and overseas areas.

#### C6.2. UNITED STATES

##### C6.2.1. SCOPE

This section governs school transportation services for all DoD dependent students attending schools located in the United States which includes the 50 States, District of Columbia, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island. It also applies to DoD dependents and other children eligible to attend schools operated by the Department of Defense Domestic Dependent Elementary Secondary Schools (DDESS).

##### C6.2.2. AUTHORITY

C6.2.2.1. Title 10 U.S.C. 351, 2164 (Reference (ae)) as amended provides authority and eligibility criteria to extend Federal assistance to eligible local education agencies (LEA) providing educational services for children residing on Federal property, including DoD installations.

C6.2.2.1.1. In consideration for this assistance, LEA providing transportation to school children in their districts must also provide transportation to school children residing on DoD installations that are located within their school districts.

C6.2.2.1.2. Should local education agencies lack the necessary facilities to provide transportation for children residing on DoD installations, the DoD may provide transportation. The cost for such transportation may be reimbursed by the local education agency under current Department of Education policies.

C6.2.2.2. Title 10 U.S.C. 2639 (Reference (af)) authorizes the use of appropriated funds to provide transportation for minor dependents to and from primary and secondary schools when the schools are not accessible by regular means of transportation.

### C6.2.3. PROCEDURES

C6.2.3.1. DoD transportation facilities shall be used for transportation of dependent school children only as specifically provided in this Regulation.

C6.2.3.2. Transportation may be provided to:

C6.2.3.2.1. Local public schools when the schools are not accessible or serviced by local school bus transportation.

C6.2.3.2.2. Nearby public schools, other than the local public schools, when:

C6.2.3.2.2.1. The nearby public school is not accessible; and

C6.2.3.2.2.2. The activity designated by the Under Secretary of Defense for Personnel and Readiness as responsible for overseeing dependent education has determined that local public schools in which the children would normally be enrolled are unable to provide adequately for their education; that attendance at other public schools (to include public schools for the students with disabilities) in a nearby education agency district can be arranged; and that transportation is not available as described in subparagraph C6.2.2.1.1.

C6.2.3.3. Funds may be expended for transportation to public schools (local or nearby) only when an appropriate official of the LEA advises that school transportation will not be provided by the local education agency. (See paragraph C6.2.2.1.2.)

### C6.2.3.4. Walking Distance For DoD Installations

C6.2.3.4.1. The walking distance for grades 6 and below shall not normally exceed 1 mile from their primary residence to the school or designated bus stop. Students in grade 7 and above may walk up to 1 ½ miles from their primary residence to the school or designated bus stop. This distance may be slightly expanded or contracted to conform to natural boundaries such as a housing area or neighborhood. In locations having middle schools (grades 6, 7, and 8), the above criteria shall be changed to read grades 5 and below shall be required to walk up to one mile from their primary residence.

C6.2.3.4.2. The local school superintendent may elect to use local or state guidelines to define walking distances, however, the walking distance for any student cannot extend beyond 1½ miles. DoD shall not provide school bus service within the designated walking area to and from the school.

### C6.2.3.5. Coordination and Transportation Agreements

C6.2.3.5.1. When more than one DoD installation is involved, the dominant user will coordinate transportation arrangements to minimize required transportation resources.

C6.2.3.5.2. When a DoD Component provides transportation for dependents to a public school, including public schools operated on DoD installations for dependent children, written agreements shall be entered into with the LEA. The agreements will determine the services and facilities to be furnished and the arrangements for reimbursement. (See paragraph C6.2.2.1.2.)

C6.2.3.5.3. Reimbursements shall be governed by DoD Instruction 4000.19 (Reference (ag)).

#### C6.2.3.6. Commuting Area

C6.2.3.6.1. The school commuting area is defined as a specific geographic area used to determine eligibility for transportation of dependent students to a DoD-operated school. School bus services shall be provided to all authorized students residing outside the walking distance and within the designated commuting area according to this Regulation. A map and/or a narrative description shall be used to identify the commuting area.

C6.2.3.6.1.1. The commuting area shall be based on the availability of housing within the proximity of the school and shall not normally exceed 1 hour in commute time.

C6.2.3.6.1.2. The school administrators and Housing Referral Office shall give the school commuting area widespread publicity. Pertinent information on the area and a copy of the area map should be included in the community “Welcome Packet” and sponsor’s information packet. The significance of the school commuting area shall be addressed during the in processing of all personnel, and again in the initial visit to the Housing Referral Office so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes shall also be clearly marked on large-scale wall maps in the Housing Referral Office.

C6.2.3.6.2. Each incoming sponsor shall be required to certify in writing that he or she has been advised by the Housing Referral Office or school regarding the commuting area. The sponsor understands that if family housing is obtained outside this area, transportation of any dependent student between residence and the school or existing school bus stops within the commuting area is the sponsor’s responsibility. The certification will be filed in the Housing Referral Office, for the length of the sponsor’s tour and any extensions thereof.

#### C6.2.4. AUTHORIZED SERVICES

##### C6.2.4.1. DoD DDESS

C6.2.4.1.1. One round-trip to and from school may be provided each school day to authorize dependent students enrolled in DDESS schools who:

C6.2.4.1.1.1. Reside outside of the walking area and within the designated commuting area, or

C6.2.4.1.1.2. Reside outside of the walking area and the commuting area, but are transported at their own expense to an existing school bus stop within the commuting area.

C6.2.4.1.2. DoD shall not provide transportation to/from home for lunch.

C6.2.4.1.3. Transportation normally shall be provided to/from centrally located bus stops in the commuting area. When requested by the sponsor, parent, or guardian, transportation may be provided to and/or from an alternate care provider such as a Child Development Center located within the commuting area and outside of the walking area. DDESS may grant alternate pickup or drop off locations on a space-available basis and services may be terminated at any time due to seating availability. Changes in transportation service shall be held to a minimum and will not be authorized on a day-by-day basis.

C6.2.4.1.4. Curb-to-curb transportation shall not be provided except as outlined in paragraph C6.2.4.3. for certain students with disabilities as determined in the student's individual education plan (IEP).

C6.2.4.1.5. DoD motor vehicle transportation shall not be provided to students when adequate transportation is provided by the public school system.

C6.2.4.1.6. Students who are enrolled in a nonfederal-connected category may be transported on existing routes provided space is available on the route(s) to be used.

#### C6.2.4.2. Non-DoD Schools

C6.2.4.2.1. Students who reside outside the walking distance of a non-DoD school and attend at DoD expense shall use transportation provided or arranged by the non-DoD schools.

C6.2.4.2.2. When a non-DoD school does not provide transportation or the cost of transportation is charged separately, Installation Commander, the Director, DDESS, or designee, shall determine the appropriate means of transportation.

C6.2.4.2.2.1. Transportation may be provided to private schools within the following guidelines:

C6.2.4.2.2.1.1. The parent of the child submits a written request for transportation to the Installation Commander, Director, DDESS or designee; and

C6.2.4.2.2.1.2. The Installation Commander, Director, DDESS, or designee determines that the motor vehicles authorized for transporting dependent school children to public schools have extra space and can convey those attending private schools without deviating from the established route to the public schools and at no additional cost.

C6.2.4.2.2.1.3. DoD motor vehicle transportation shall not be provided to students when adequate transportation is provided by the public school system.

C6.2.4.2.2.2. A transportation service for students with disabilities may be authorized to designated public or private schools in the event the DoD schools are unable to meet the curriculum as described in the student's IEP.

C6.2.4.3. Students with Disabilities. Special emphasis shall be placed on meeting the transportation needs of students with disabilities. The Case Study Committee (CSC) must consider the special needs of the individual student, including transporting students in the least restrictive environment, when determining appropriate transportation services for each student with a disability. Special transportation services that are prescribed in a student's IEP by the CSC of the receiving school, or by a Special Education Hearing Officer or by a court must be provided.

C6.2.4.3.1. Examples of special services which may be required include, but are not limited to, curb-to-curb transportation between the student's residence and the school, establishment of a special bus stop within a designated distance of the student's residence, use of a special safety harness, transportation of a Seeing Eye or hearing dog, or assignment of a one-on-one attendant, or aide, for physically disabled or physically aggressive students. Curb-to-curb service shall not be provided to students who live within the walking area of the school that have a disability which does not prohibit them from walking (or being escorted by the sponsor or guardian) to and from school safely.

C6.2.4.3.2. Motor vehicles used solely to transport students with disabilities shall be equipped with a seat belt or child safety restraint system for each passenger, in accordance with Federal and State guidelines.

C6.2.4.3.3. Motor vehicles used to transport students who normally use wheelchairs shall be equipped with a lifting device or a ramp, which meets Federal and State guidelines.

#### C6.2.5. SAFETY AND SECURITY

C6.2.5.1. Student Conduct. School officials are responsible for the development and enforcement of standards of student behavior aboard school buses. Riding a school bus is a privilege. Corrective action may be taken on a student reported for misconduct to include loss of his or her riding privilege.

C6.2.5.2. Safety Reviews. School officials are required to conduct safety reviews of the school buses and of the loading and unloading areas in accordance with state laws and guidelines. In those areas where transportation is provided by the military, the Installation Commander and appropriate school officials are required to conduct safety reviews. All school bus services must meet all Federal and State motor vehicle requirements, inspections, and licensing for school buses.

C6.2.5.3. Security Reviews. The Installation commander or Director, DDESS, through the installation security office or DDESS Office of Safety and Security, shall monitor,

coordinate, and assist in implementing antiterrorism program initiatives to ensure safe and secure transportation of all DoD students to and from school and school activities.

C6.2.5.4. Contingency Planning. The Installation Commander shall work with appropriate school officials to develop and publish contingency plans for transporting students.

C6.2.5.5. Safety/Security Attendants

C6.2.5.5.1. Safety attendants are authorized in vehicles transporting students with disabilities when specified by a student's IEP, and on buses exclusively transporting students enrolled in a DDESS preschool, Sure-Start, or kindergarten program. The primary function of a safety attendant is to ensure that children enter and exit the school bus safely and conduct themselves in a safe manner while on the bus.

C6.2.5.5.2. The security attendants are to detect, report, and react to any threats to the students or transportation operations, and to provide security oversight of the students, vehicle, bus route, and student pick-up points along the route. The security attendants will be provided positive emergency communications, standard safety and security operating instructions, training in counter-surveillance techniques, and basic first aid instruction.

C6.2.5.5.3. Normally, only one adult other than the driver shall be assigned to one vehicle. The Director, DDESS shall provide funds for safety/security attendants as resources allow for school buses managed by DDESS.

C6.2.6. EXCEPTIONS

In special situations, the Director, DDESS, or designee may grant exceptions to the commuting area or walking area criteria after full consideration of circumstances and evaluation of alternatives. Exceptions must be endorsed by the local principal and the DDESS District Superintendent, and forwarded to the Director, DDESS, or designee. Requests for exceptions should contain the following data:

C6.2.6.1. Name of school.

C6.2.6.2. Reason for waiver request. Include maps, charts, and/or photographs where appropriate. When safety considerations are believed to be a factor, include a statement from the responsible Safety Officer.

C6.2.6.3. Statement of available alternatives to eliminate or alter the conditions.

C6.2.6.4. Number of students involved.

C6.2.6.5. Comments and recommendations from endorsing officials.

C6.2.6.6. Budgetary impacts if waiver is granted.

C6.2.6.7. Budgetary impacts if waiver is denied.

### C6.3. OVERSEAS AREA

C6.3.1. SCOPE. This section governs student transportation services to all DoD-operated or non-DoD schools located outside of the United States (as defined in paragraph C6.2.1.).

C6.3.2. AUTHORITY. Title 20 U.S.C. 921 (Reference (ah)) authorizes the Secretary of Defense to establish and operate a program to provide free public education through secondary schools for DoD dependents in overseas areas, including necessary incidental services.

### C6.3.3. PROCEDURES

C6.3.3.1. Commuting Area. The school commuting area is defined as a specific geographic area formally designated for determining eligibility for transportation of dependent students to a DoD-operated school. School bus services shall be provided to all authorized students residing outside the walking area and within the designated commuting area in accordance with this Regulation. A map and/or a narrative description shall be used to identify the commuting area.

C6.3.3.1.1. DoD-Operated Schools. Each Area Director for the DoD Dependents Schools (DoDDS) or designee, in coordination with the community commander representative, shall establish a commuting area for each primary school. The commuting area for a secondary school shall consist of the commuting areas for all primary schools included in the secondary school feeder plan.

C6.3.3.1.1.1. The commuting area shall be based on the availability of housing within the proximity of the school. Total elapsed travel time from the farthest point within the commuting area to the school should not normally exceed 1 hour, except as authorized in paragraph C6.3.7. The commuting area does not need to be equal in distance from the school, nor does it need to be as far as 1 hour travel time. If sufficient housing is available within a closer distance (e.g., 20 minutes), then that should be designated as the commuting area. If a locality or section otherwise within the commuting area has difficult or unsafe access (e.g., winding or narrow roads or frequently inaccessible during the winter), it may be excluded from the commuting area.

C6.3.3.1.1.2. The school administrators, the Housing Referral Office, and the local DoDDS School Bus Office shall give the school commuting area widespread publicity. Pertinent information on the area and a copy of the area map should be included in the community “Welcome Packet” and sponsor’s information packet. The significance of the school commuting area shall be addressed during the in-processing of all personnel, and again in the initial visit to the Housing Referral Office, so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes shall also be clearly marked on large-scale wall maps in the Housing Referral Office.

C6.3.3.1.1.3. Each incoming sponsor shall be required to certify in writing that he or she has been advised by the Housing Referral Office and the DoDDS School Bus Office or school regarding the authorized commuting area and understands that if family housing is obtained outside the area, transportation of any dependent student between residence and the school or existing school buses stop within the commuting area is the sponsor's responsibility. The certification will be filed in the Housing Referral Office, for the length of the sponsor's tour and any extensions thereof.

C6.3.3.1.2. Non-DoD Schools. In some locations, DoD Education Activity (DoDEA) may authorize students to attend a non-DoD school.

C6.3.3.1.2.1. When school bus service is included as part of the tuition services, the commuting area used by the non-DoD school shall apply.

C6.3.3.1.2.2. When a non-DoD school does not provide transportation as part of the tuition services, a school commuting area shall be established and administered as described in section C6.3.3.1.

#### C6.3.3.2. Walking Distance and Walking Area

C6.3.3.2.1. The walking distance is the distance a student may be required to walk between that student's primary residence and the school or designated bus stop. Normally, the walking distance should not exceed one mile for students in elementary schools and 1 ½ miles for students in secondary schools.

C6.3.3.2.2. School bus services will not be provided within the designated walking area, except for certain students with disabilities as described in paragraph C6.3.4.3. Based on the applicable walking distance to school as mentioned above, walking areas may be expanded or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc.

C6.3.3.2.3. Sponsors who reside within the walking area or have a daycare provider within the walking area are responsible for ensuring that their children get to and from school in a safe manner.

#### C6.3.4. AUTHORIZED SERVICES

##### C6.3.4.1. DoD-Operated Schools

C6.3.4.1.1. One round-trip to and from school may be provided each school day to authorize dependent students enrolled in DoDDS schools who:

C6.3.4.1.1.1. Reside outside of the school walking area and within the designated school commuting area, or

C6.3.4.1.1.2. Reside outside of the walking area and the commuting area, but are transported at their own expense to an existing school bus stop within the commuting area.

C6.3.4.1.2. Transportation to/from residence for lunch shall not be provided.

C6.3.4.1.3. Regular daily commute transportation normally shall be provided to/from centrally located bus stops in the area of the student's primary residence. When requested by the sponsor, parent or guardian, transportation may be provided to and/or from an alternate care provider such as a Family Child Care Provider, Child Development Center or American Youth Activity Center located within the commuting area and outside of the walking area. Changes in transportation service shall be held to a minimum and will not be authorized on a day-by-day basis.

C6.3.4.1.4. Curb-to-curb transportation shall not be provided except as outlined in paragraph C6.3.4.3. for certain students with disabilities.

C6.3.4.1.5. Students enrolled in a nonfederal-connected category may be transported on existing routes on a space available basis.

C6.3.4.1.6. Transportation may be provided to all students participating in school-sponsored educational activities, such as curricular study trips.

C6.3.4.1.7. Subject to the availability of funds, transportation may be provided to all students participating in cocurricular activities under the conditions established by school authorities.

C6.3.4.1.7.1. Curricular activities are school-sponsored activities designed to provide students the opportunity to participate on an individual or group basis in public events in other than the school environment for enjoyment, motivation, and improvement of skills.

C6.3.4.1.7.2. To encourage participation in curricular activities, transportation from the school to a limited number of central locations (e.g., bus or rail terminals or principal housing areas) is authorized, subject to the availability of funds. Curricular activities generally take place after the normal school day has ended and regular school-to-home transportation has terminated.

#### C6.3.4.2. Non-DoD Schools

C6.3.4.2.1. DoDEA-sponsored students who reside outside the walking area of a non-DoD school and who attend at DoD expense shall use transportation provided or arranged by non-DoD schools when it is included as part of the tuition paid.

C6.3.4.2.2. When a non-DoD school does not provide transportation or the cost of transportation is charged separately, the DoDDS Transportation Manager, or designee, shall determine the appropriate means of transportation.

C6.3.4.2.3. Transportation may be provided for dependent students who are attending non-DoD schools in overseas areas only when the DoDDS Area Director or designee has approved attendance on a case-by-case basis.

C6.3.4.3. Students with Disabilities. Special emphasis shall be placed on meeting the transportation needs of students with disabilities. The CSC must consider the special needs of the individual student, including the requirement to transport students in the least restrictive environment, when determining appropriate transportation services for each student with a disability. Special transportation services that are prescribed in a student's IEP by the CSC of the receiving school, or by a Special Education Hearing Officer, or by a court must be provided.

C6.3.4.3.1. Examples of special services which may be required include, but are not limited to, curb-to-curb transportation between the student's residence and the school, establishment of a special bus stop within a designated distance of the student's residence, use of a specific child safety restraint system, or transportation of a seeing eye or hearing dog, or assignment of a one-on-one safety attendant, or safety aide, for physically disabled or physically aggressive students. Curb-to-curb service shall not be provided to students who live within the walking area of the school that have a disability which does not preclude them from walking (or being escorted by the sponsor or guardian) to and from school safely.

C6.3.4.3.2. Motor vehicles used solely to transport students with disabilities shall be equipped with a seat belt for each passenger. When required for specific passengers, host-nation approved child safety restraint system seating devices shall be used during the transportation of students with disabilities and Sure-Start students.

C6.3.4.3.3. Special education students (two or more) when being transported in a motor vehicle or any student for whom a special four-point harness is required, shall have a safety aide who is trained to assist students with disabilities.

C6.3.4.3.4. Motor vehicles used to transport students who normally use wheelchairs shall be equipped with a lifting device or a ramp, which can be secured to the vehicle. Approved wheelchair restraining devices shall be installed and used.

#### C6.3.5. TRANSPORTATION RESOURCES

C6.3.5.1. Students shall be transported at the lowest practical cost. Transportation service will be based on a thorough analysis and periodic review of student demand, routes, and schedules by the local DoDDS transportation managers. Full consideration shall be given to the following:

C6.3.5.1.1. Staggering school operating hours of nearby schools to permit vehicles to operate multiple trips per day to or from a given school or group of schools.

C6.3.5.1.2. Altering school organization plans and establishing flexible school boundaries or walking areas to maximize use of transportation resources.

C6.3.5.1.3. Consolidating school closures for administrative activities (meetings, training, conferences) to avoid half-day sessions and scheduling these activities to coincide with host-nations' holidays whenever possible.

C6.3.5.1.4. Developing routes and schedules to optimize use of equipment and seating capacity and to reduce total mileage and driving time. Routes and schedules shall be developed based on the actual or projected number of space-required students. Larger capacity vehicles shall not be assigned in order to transport students enrolled in a space-available, nonfederally connected or those otherwise ineligible to be transported (e.g., students living within the designated walking area of the school).

C6.3.5.1.5. Seating students in kindergarten through grade 6 on a three-to-a-seat basis, except for front seats or seats designated for nonuse due to safety reasons.

C6.3.5.1.6. Using consolidated pickup points where feasible and applying safety considerations.

C6.3.5.1.7. Ensuring that school transportation has adequate seating for the number of passengers specified for each run. No student will be allowed to stand.

C6.3.5.2. Students in grades 7 through 12 may be required to use regular public or DoD transportation at DoDDS expense where available, feasible, and cost-efficient; however, the safety and security of students must be also considered when using alternative transportation.

C6.3.5.3. Use of a particular means of transportation for normal daily commuting service does not prevent the use of an alternative means for study trips or cocurricular activities when that means is safe and cost effective, based on extra cost factors such as overtime, mileage, or holidays.

C6.3.5.4. Transportation resources shall not be used solely to achieve a balance within DoD schools based upon rank of sponsors.

C6.3.5.5. When, because of locations, more than one school uses the same vehicle service, the DoDDS Transportation Management Office shall be responsible for consolidating and coordinating requirements and arranging for transportation services to all schools involved.

C6.3.5.6. When more than one installation and/or community provides transportation for students to the same school, the DoDDS Transportation Management Office shall coordinate all student transportation to the school.

C6.3.5.7. Commercial contract vendors shall be used to provide transportation support to DoDDS when it is determined to be more economical or is the only source available. Otherwise, DoD nontactical vehicles, using part-time drivers, shall be used. An analysis will be conducted to consider overall cost to the government of providing school bus transportation with DoD vehicles. Based on the analysis of the overall transportation utilization throughout an operational day and throughout the year, school busing shall be integrated with other installation passenger

transportation functions whenever reasonable to do so. For example, one bus may normally be utilized for two school runs and three post shuttle runs each day; however, unauthorized persons may not ride a school run. Many of the cost factors will have to be adjusted to fit the needs of students with disabilities and the overseas environment, such as different retirement cost factors, other fringe benefits for local national civilian employees, and other appropriate adjustments. Equipment acquisition costs will be included as a factor in the cost analysis. The supporting DoD Component shall perform a comparative cost analysis in accordance with DoD Instruction 7041.3 (Reference (ai)) when arranging for initial transportation services to a new school or before any change from existing military transportation to contract transportation is made, when requested by the DoDDS Area Director.

C6.3.5.8. The responsible DoDDS Area Director or designee shall coordinate with the installation and/or community commanders on any significant change proposed to school bus services.

#### C6.3.6. SAFETY AND SECURITY

C6.3.6.1. Student Conduct. DoDEA is responsible for the development of standards of student behavior aboard school buses. Installation and/or community commanders share responsibility with DoDDS for enforcing student behavior aboard school buses. Riding a school bus is a privilege. Should any student be reported for misconduct, corrective action may be taken to include loss of bus riding privileges.

C6.3.6.2. Safety Reviews. DoDDS transportation managers are required to conduct periodic safety reviews of school transportation vehicles, routes/runs, and loading/unloading areas in accordance with Federal/host-nation laws and guidelines. In those areas where transportation is provided by the military, the Military Interdepartmental Purchase Request (MIPR) should contain a provision for similar routine safety reviews of school buses and services. This requirement should also be included on contracts with private activities providing school bus services.

C6.3.6.3. Security Reviews. The responsible DoDDS Area Director or designee shall monitor, coordinate, and assist in implementing antiterrorism program initiatives to ensure safe transportation of all DoD students to and from school and school activities, and shall provide for increased security and safety measures on school transportation through complementary school bus security initiatives, such as the bus security attendant program (BSAP) and the automated vehicle location (AVL) system.

C6.3.6.3.1. The BSAP is carried out by professionally selected, trained, and managed adults who accompany the school buses that travel outside of U.S. installations to transport 10 or more students to and from school.

C6.3.6.3.2. An AVL system is installed on buses that travel outside of U.S. installations to transport students to and from school. The AVL system provides the ability to remotely track and report historical data for the traveled routes of all off-installation school buses

within a geographic area, identifies when a school bus deviates from a predefined route, and receives duress alarms.

C6.3.6.4. Safety Aides/Safety Attendants/Bus Security Attendants

C6.3.6.4.1. Safety Aides are authorized to accompany students with disabilities if the student's IEP specifies the need for one-on-one adult supervision or special needs assistance is required when the student is being transported to/from school. Safety aides are adults with special training that equips them to supervise or assist students with disabilities/special needs identified in the IEP and special instructions provided by the transportation manager.

C6.3.6.4.2. Safety Attendants are authorized on vehicles exclusively transporting students enrolled in DoDEA preschool, Sure-Start, and kindergarten programs to/from school. Subject to availability of funds, this authorization may be extended to vehicles transporting a mix of students in grades kindergarten through second grade. Safety attendants also shall be provided where host-nation law requires a "guide" to assist students in certain grades. Safety attendants are specially trained adults whose primary responsibility is to oversee on-board student safety during the daily commute to/from school. Normally, only one safety attendant is assigned to a vehicle.

C6.3.6.4.3. Bus Security Attendants. In overseas areas, DoDEA may use combating terrorism funds to contract for security attendants on vehicles transporting students to/from school in the off-U.S. installation host-nation environment. The security attendants are specially selected, trained, and managed adults on regular daily commute school buses, primarily to oversee student security and secondarily to further student safety. Normally, security attendants are not assigned to vehicles with a safety aide on board, nor should both a safety attendant and a security attendant be assigned to the same vehicle.

C6.3.6.5. Bus Monitors. School bus monitors, whose primary function is to maintain good order on the bus, may not be employed by DoDEA except when required by host nation law. Similarly, school bus monitor services may not be procured by DoDEA contract. Communities may provide school bus monitors on a volunteer basis to assist the school bus officer in maintaining acceptable student behavior on the bus.

C6.3.6.6. Other Bus Security. When the Installation Commander deems that local conditions jeopardize the security of some or all school bus services, the Installation Commander may place appropriately trained security personnel aboard those buses. Such personnel will not concern themselves with passenger conduct. DoDDS funds will not be used for this purpose.

C6.3.7. EXCEPTIONS

In special situations, the DoDDS Area Director or designee may grant exceptions to the commuting area or walking area criteria after full consideration of circumstances and evaluation of alternatives. Requests for exceptions should contain the following data:

C6.3.7.1. Name of school.

C6.3.7.2. Reason for waiver request. Include maps, charts and/or photographs where appropriate. When safety considerations are believed to be a factor, include a statement from the responsible Safety Officer.

C6.3.7.3. Statement of available alternatives to eliminate or alter the condition.

C6.3.7.4. Number of students involved.

C6.3.7.5. Comments and recommendations from endorsing officials.

C6.3.7.6. Budgetary impacts if waiver is granted.

C6.3.7.7. Budgetary impacts if waiver is denied.

## C7. CHAPTER 7

### INTER-SERVICE SUPPORT

#### C7.1. GENERAL

This chapter outlines inter-Service vehicle support among DoD Components.

#### C7.2. POLICY

C7.2.1. DoD policy concerning inter-Service support is provided in Reference (ag). When economies can be realized and there is no impairment to military operational effectiveness, the DoD Components shall arrange inter-Service use of nontactical vehicles.

C7.2.2. In host-tenant agreements, short-term use of vehicles between the host and tenant is encouraged, provided this support would not impair the mission of either party.

C7.2.3. When more than one DoD Component is located in an area, the dominant user of transportation shall be responsible for coordinating and approving all requirements for the establishment, modification, and discontinuance of DoD-scheduled bus service (except for that exclusively within the boundaries of a DoD installation), and for conducting an economic analysis every 24 months on the further pooling of motor vehicles assigned to those activities. The Director, Washington Headquarters Services, shall be responsible for coordinating and approving such DoD-scheduled bus service in the National Capitol Region.

C7.2.4. Analysis of DoD-scheduled bus service shall include consideration of operation by the DoD or by commercial sources according to Reference (ad).

C7.2.5. The dominant user or the Director, Washington Headquarters Services, in the National Capitol Region shall follow provisions consistent with References (h) through (l) and other applicable laws and Executive Orders unless specifically exempted with regard to alternative fueled vehicles (AFV) and fueling infrastructure.

#### C7.3. PROCEDURES

Arrangements for inter-Service vehicle support shall generally provide that:

C7.3.1. The DoD Component furnishing the vehicle shall assume no liability for personal injury or property damage caused by the vehicle when in the custody of the using Component.

C7.3.2. The using DoD Component shall report accidents in accordance with the procedures in Chapter 10 of this regulation.

C7.3.3. The using DoD Components shall:

C7.3.3.1. Assume the cost for pickup and return of the vehicle.

C7.3.3.2. Assume responsibility for proper operation and maintenance and use while the vehicle is in their custody.

C7.3.3.3. Take administrative action, as appropriate, in connection with damage or theft of motor vehicles in their custody.

C7.3.3.4. In those instances where GSA-leased equipment is provided, assume liability for all associated lease costs, including vehicular damages.

## C8. CHAPTER 8

### CONTRACTOR OPERATED VEHICLES

#### C8.1. GENERAL

C8.1.1. Contractors shall ordinarily furnish motor vehicles needed in performing government contracts. Motor vehicles may be provided to DoD contractors in accordance with contract stipulations only under a cost reimbursement contract when:

C8.1.1.1. The number of vehicles required for use by contractor personnel is predictable and expected to remain fairly constant.

C8.1.1.2. The proposed contract will bear the entire cost of the vehicle program.

C8.1.1.3. The vehicles will not be used on any contract other than for which the vehicles were provided, unless approved by the appropriate DoD Component or Agency official.

C8.1.1.4. Prospective contractors do not have or would not be expected to have an existing and continuing capability for providing the vehicles from their own resources.

C8.1.1.5. Substantial savings are expected.

C8.1.2. DoD Components that provide contractors with Government-owned-or -leased motor vehicles are responsible for ensuring that such vehicles are used only for the performance of the contract. Contractors are prohibited from using such vehicles for DTD transportation consistent with Reference (d).

C8.1.3. If it is in DoD's best interest, the contracting officer may authorize cost-reimbursement contractors to obtain for official purposes only GSA Fleet vehicles and related services, including:

C8.1.3.1. Fuel and lubricants.

C8.1.3.2. Vehicle inspection, maintenance, and repair.

C8.1.3.3. Vehicle storage.

C8.1.3.4. Commercially rented vehicles for short-term use.

DoD contractors shall not be authorized to obtain GSA fleet vehicles and related services for use in performance of any contract other than a cost-reimbursement contract.

## C8.2. PROCEDURES

C8.2.1. The contracting officer may authorize a cost-reimbursement contractor to obtain GSA fleet vehicles and related services if the contracting officer has:

C8.2.1.1. Determined that the authorization will accomplish DoD's contractual objectives and achieve demonstrable economies.

C8.2.1.2. Received evidence that the contractor has obtained motor vehicle liability insurance covering bodily injury and property damage, protecting the contractor and DoD against third-party claims arising from the ownership, maintenance, or use of a GSA fleet vehicle.

C8.2.1.3. Arranged for periodic checks to ensure that authorized contractors are using vehicles and related services exclusively under cost-reimbursement contracts.

C8.2.1.4. Ensured that contractors have established and enforce suitable penalties for their employees for unofficial use of Government vehicles.

C8.2.1.5. Received a written statement that the contractor will assume, without the right of reimbursement from DoD, the cost or expense of any use of GSA Fleet vehicles and services not related to the performance of the contract.

C8.2.2. Motor vehicles required for use by contractors in their work on a major DoD project shall be included as contractor-operated requirements to be provided in accordance with Chapter 45, Section 304 of the FAR (Reference (aj)).

C8.2.3. All DoD-furnished, contractor-operated motor vehicles shall count as part of the vehicle inventory of the DoD Component concerned.

C8.2.4. Procedures for managing the allocation, use, operation, maintenance, and record-keeping of all DoD motor vehicles are applicable to vehicles furnished to contractors.

C8.2.5. DoD Contractor Personnel. Contracts and agreements will require that operators comply with licensing requirements of the State and local motor vehicle laws. DoD contractor employees shall not be issued Optional Form (OF) 346, "U.S. Government Motor Vehicle Operator's Identification Card." DoD contractor employees assigned to operate either government owned/leased equipment in performance of their contract shall be certified, by the contractor and at the contractor's expense, as being fully qualified to operate the vehicles/equipment to which they are assigned. The prime contractor shall document all operator qualifications. This documentation shall be provided to the administrative contracting officer before any contract employee engages in any mode of equipment operation. The administrative contracting officer shall retain documentation.

## C9. CHAPTER 9

### DRIVER SELECTION, TRAINING, AND LICENSING

#### C9.1. GENERAL

This chapter provides guidance on the authority of DoD military, civilian, and contractor personnel to operate DoD motor vehicles. DoD motor vehicles shall only be operated by military, civilian, or DoD contractors who meet all criteria in this Regulation, DoD Instruction 6055.4 (Reference (ak)), Uniform Guidelines for State Highway Safety Programs #5 (Driver Licensing) (Reference (al)), and any other applicable Federal, State, local or host-nation law. To the maximum extent possible, this shall be accomplished through:

C9.1.1. A comprehensive program for the proper selection, training, licensing, and supervision of personnel operating DoD motor vehicles.

C9.1.2. Programs controlling access to such vehicles. Questions on the authority to operate DoD motor vehicles shall be resolved in strict compliance with this Regulation and any other applicable Component Directives/Regulations.

#### C9.2. SELECTION

C9.2.1. Selection of personnel authorized to operate DoD motor vehicles is of paramount importance to the accomplishment of the DoD mission and to the safe, efficient operation of the DoD motor vehicle fleet. Care must be exercised in selecting drivers to minimize the potential for loss of life, bodily injury, property damage, financial liability, or adverse public opinion from accidents.

C9.2.2. Applicants for positions involving the operation of DoD motor vehicles should be evaluated on their complete driving records, attitude, and aptitude. Selection shall be made in accordance with this Regulation, References (ak) and (al), and any supplemental instructions issued by higher authority.

#### C9.3. TRAINING

C9.3.1. Training for DoD military and civilian drivers shall be organized to provide adequate instruction in the proper, safe, and efficient operation of DoD motor vehicles. Such training shall include both written examinations and hands-on exercises to ensure driver proficiency before licensing. The DoD Components are encouraged to establish and conduct training programs for full-time vehicle operators that promote driver safety, fuel-efficient vehicle operation, and reduced vehicle maintenance costs.

C9.3.2. Additional training shall be provided to all operators of police vehicles, ambulances, fire trucks, crash-rescue vehicles, motorcycles, and all vehicles used principally to convey groups of passengers as prescribed by Reference (ak). The following subjects shall be covered:

C9.3.2.1. Applicable laws and regulations.

C9.3.2.2. Safe operating practices under normal and emergency conditions.

C9.3.2.3. Operator vehicle walk-around inspection and primary preventive maintenance.

C9.3.3. Training shall be provided to all operators to ensure vehicles are operated in a fuel efficient manner. The basic fuel economy training should include:

C9.3.3.1. Travel at posted speeds based on conditions.

C9.3.3.2. Avoid sudden bursts of speed, tailgating, and pumping the accelerator pedal while vehicle is in motion.

C9.3.3.3. Use of routes with minimum number of traffic signals and stop signs.

C9.3.3.4. Engine idle periods.

C9.3.3.5. Elimination of cargo items unnecessary to the particular trip.

C9.3.3.6. Use of fuel with minimum octane rating recommended by the vehicle manufacturer.

C9.3.3.7. Proper tire inflation.

#### C9.4. LICENSING

C9.4.1. The DoD Components shall establish procedures to identify those individuals, military and civilian, which are qualified to operate DoD motor vehicles. These procedures shall include the means to review both the competence and physical qualifications of individuals authorized to operate DoD motor vehicles as prescribed in title 49 U.S.C. 30101-30104 (Reference (am)).

C9.4.2. With the exception of military drivers and those DoD civilian motor vehicle operators who operate Government vehicles within the confines of any military installation (and never on a public highway), all DoD civilian motor vehicle drivers will comply with the testing and licensing requirements of Reference (am) and its implementing issuances.

C9.4.3. Non-civilian operators waived from Reference (am), include any active duty military personnel, and members of the Reserves and National Guard on active duty including personnel on full-time National Guard duty, personnel on part-time training, and National Guard

technicians (civilians who wear military uniforms). The DoD Components shall prescribe licensing requirements for its military drivers that meet or exceed the minimum national requirements issued by the Secretary of Transportation in compliance with the requirements of 49 CFR 383 (Reference (an)).

C9.4.4. While the DoD is not required to permit civilian employees to use Government vehicles for obtaining a commercial driver's license, as that use is not considered official Government business, Section 503 of Pub. L. No. 101-194 (Reference (ao)) grants authority to the head of a Government Department or Agency to prescribe appropriate conditions for incidental use of such vehicles for other than official use. This authority provides that the transportation must clearly be in the interest of the Government, and that the transportation be related to official business. The use of a DoD vehicle by a civilian employee to obtain a commercial driver's license as a condition of employment meets the aforementioned provisions of the law and is therefore authorized.

C9.4.5. The DoD Components may waive issuance of the Optional Form (OF) 346 to both military and civilian personnel for operation of nontactical vehicles, excluding forklifts, provided the driver possesses a valid State motor vehicle operator's license for the class of vehicle being operated and a current Agency-issued building pass or identification document. Military personnel not possessing a valid State motor vehicle operator's license and whose duties require the operation of motor vehicles should be issued an OF 346 in accordance with the issuing Component's regulations. As a minimum, such regulations shall include a requirement to verify driving records with the Department of Transportation's National Driver Register when applicants do not possess a valid State motor vehicle operator's license.

C9.4.5.1. Before driving a DoD motor vehicle, DoD civilian personnel must possess a valid and current State motor vehicle operators license for the size and class of vehicle to be driven and must have a commercial driver's license to transport any hazardous material (requiring placards) in any vehicle over public highways according to Reference (am).

C9.4.5.2. When requirements to issue an OF 346 to personnel are waived, the DoD Components must develop alternative procedures to identify those individuals qualified and authorized to operate DoD motor vehicles.

C9.4.5.3. The DoD Components may waive the issuance of their OF 346 for military and civilian personnel who possess a valid State motor vehicle operator's license to operate nontactical administrative DoD motor vehicles where gross vehicle weight (GVW) is less than 10,000 pounds (4x2). Operators of emergency vehicles or buses (over 12 passengers) however, shall obtain an OF 346.

C9.4.5.4. It is highly recommended that all military personnel operating vehicles with a capacity of 16 or more passengers or with GVWR greater than 26,000 pounds receive appropriate Commercial Drivers License (CDL)-equivalent training. Successful completion of the training will be documented on the OF 346.

C9.4.6. Basic requirements for licensing are:

C9.4.6.1. A safe driving record.

C9.4.6.2. A valid State motor vehicle operator's license.

C9.4.6.3. Successful completion of a written examination and, where required, a road test.

C9.4.6.4. Pass a physical examination, where required.

C9.4.7. For civilian personnel, authority to operate DoD motor vehicles shall be valid for the period corresponding to the employee's State motor vehicle operator's license. OF 346 must reflect the classes of vehicles for which the operator is qualified; operator restrictions, if any; and record of violations and suspensions.

C9.4.8. For military personnel, authority to operate a DoD motor vehicle shall extend throughout the operator's service career unless permanently revoked or suspended. Similarly, a validated OF 346 shall be recognized among all Components as proper authority to operate the DoD motor vehicles specified.

C9.4.9. Authority to operate any DoD motor vehicle may be suspended or revoked for cause at any time by the head of the installation and/or activity or designated representative. The authority shall not be restored until the operator involved has demonstrated the ability to be fully qualified by the head of the installation and/or activity or designee. Records of such suspensions shall be annotated on the operator's OF 346 and recorded in the driver's qualification record. The DoD Components shall not provide the Department of Transportation with data on OF 346 suspension or revocation actions.

C9.4.10. Military and civilian Government employees may retain their OF 346 upon transfer to new assignment. Upon separation from the Government, only military personnel may retain their OF 346 provided the words, "Not Valid-Separated From The Service," are over-stamped or otherwise legibly marked on the front and back of the form. Military personnel transferring from active duty to active Reserve component status may retain their OF 346.

C9.4.11. DoD personnel must have a valid State motor vehicle operator's license in their possession at all times while operating a DoD vehicle off an installation or activity.

C9.4.12. DoD personnel must present a validated OF 346 or State motor vehicle operator's license and an Agency-issued identification document to obtain access to any DoD motor vehicle. Similarly, those documents must be in the driver's possession at all times while operating a DoD motor vehicle.

C9.4.13. The DoD Components are encouraged to obtain an annual certified copy of the employee's driving record from his or her State of residence. Additional inquiries may be directed to the National Driver Register at the address below, or to any other source providing

accurate data regarding operator accidents, traffic violations, license denials, and revocation and/or suspension of State or Federal driving privileges.

National Driver Register  
National Highway Traffic Safety Administration  
U.S. Department of Transportation  
400 7<sup>th</sup> Street SW  
Washington, DC 20590

#### C9.5. DRIVER INCENTIVES AND AWARDS

The DoD Components are encouraged to establish programs offering driver incentives and awards as a positive means of promoting compliance with established laws and regulations. Such programs have proven to be an effective means of reducing operational and maintenance problems and increasing driver efficiency. Attainment of good skills in the proper and consistent safe operation of DoD motor vehicles, warrants recognition through awards as determined by each Component.

#### C9.6. CORRECTIVE ACTION

The DoD Components shall establish programs to take adverse, disciplinary, or other appropriate action against DoD drivers who fail to operate DoD motor vehicles in accordance with applicable laws and regulations. Such programs shall include provisions for the assignment of points for duty-related traffic violations, the revocation and suspension of the authority to operate a DoD motor vehicle; and the recovery of damages not to exceed 1 month's driver's salary for damage resulting from negligence while operating a DoD motor vehicle. As a minimum, DoD Component orders and directives shall include the following reasons among those constituting sufficient cause for such action against DoD drivers:

C9.6.1. The employee is convicted of operating a DoD motor vehicle while under the intoxicating influence of alcohol or narcotics.

C9.6.2. The employee is involved in an accident while operating a DoD motor vehicle and is subsequently convicted of leaving the scene of the accident without making his or her identity known.

C9.6.3. The employee is not qualified to operate a DoD motor vehicle because of a physical or medical condition. In making such a determination, Agencies should consult a Federal medical officer or other medical authority as appropriate.

C9.6.4. The employee's State or host-nation operator's license is suspended or revoked.

C9.6.5. The employee has accumulated sufficient traffic violation points to warrant disciplinary action consideration.

C9.6.6. The employee operates a vehicle that he/she is not licensed to operate.

## C10. CHAPTER 10

### SAFETY, ACCIDENT PREVENTION, AND REPORTING

#### C10.1. GENERAL

This chapter contains policies and procedures on safety, accident prevention, and accident reporting in the operation of DoD motor vehicles.

#### C10.2. POLICY

C10.2.1. Reference (ak) requires that each DoD Component establish and maintain comprehensive traffic safety programs.

C10.2.2. Reference (ak) requires Heads of installations and/or activities maintain necessary liaison with civil authorities on matters involving DoD motor vehicles. Supervisors shall ensure that operators are familiar with civil laws, rules, and regulations on motor vehicle operations.

#### C10.3. ACTION IN CASE OF ACCIDENT

Operators involved in accidents shall:

C10.3.1. Stop immediately and call local police.

C10.3.2. Assist the injured. Do not move injured people unless absolutely essential for their protection.

C10.3.3. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used.

C10.3.4. Not leave the scene of the accident except as authorized by a State law enforcement officer or other proper authority.

C10.3.5. Complete a Standard Form (SF) 91, Motor Vehicle Accident Report. If an SF 91 cannot be prepared by the operator because of injury or death, the report shall be completed by the next senior person directly responsible for motor vehicle operations. Expeditiously deliver completed SF 91 to the motor transport officer.

C10.3.6. Not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

C10.3.7. Comply with State and local laws governing the reporting of motor vehicle accidents. Official reports shall be submitted through channels to the appropriate claims officer

for review to ensure that U.S. Government rights are not prejudiced by an admission of liability for the Government.

C10.3.8. Not provide official accident investigation reports to a claimant or any individual or representative of any non-DoD organization, including State or local officials, without first obtaining clearance. Clearance shall be obtained from the claims officer.

C10.3.9. Complete a DD Form 518, Accident Identification Card, at the scene of the accident, or as promptly as possible thereafter, and provide to all persons directly concerned.

#### C10.4. INVESTIGATION OF ACCIDENTS

Each accident involving any DoD motor vehicle shall be investigated and a determination made concerning the cause(s) and surrounding circumstances, including how the accident could have been prevented. In accordance with DoD Instruction 6055.7, (Reference (ap)), motor vehicle accident investigation reports may be used to document an inquiry to determine the facts and circumstances leading to the loss, damage, or destruction of Government property, e.g., a motor vehicle.

#### C10.5. ACCIDENT REPORTING

Reference (ap) requires all accidents involving DoD vehicles be reported. Accident accountability (reportable and recordable accidents) and reporting procedures shall be as provided by separate instructions of the DoD Components. Appropriate action shall be taken when there is a failure to report any accident.

#### C10.6. SAFETY AND ACCIDENT PREVENTION

The DoD Components shall develop safety and accident prevention programs for the safe operation of DoD motor vehicles. Programs developed shall be specific in nature, include written guidelines for the safe operation of motor vehicles, and be widely distributed so that all DoD motor vehicle users are knowledgeable of recognized safety and accident prevention practices. Written guidelines shall include provisions for the mandatory use of seat belts, a prohibition against smoking, and the prohibition of using hand-held wireless phones while operating a DoD motor vehicle.

## C11. CHAPTER 11

### IDENTIFICATION AND MARKING OF MOTOR VEHICLES

#### C11.1. GENERAL

C11.1.1. This section contains guidelines and procedures for the marking of all DoD nontactical motor vehicles. DoD nontactical motor vehicles, including those leased from GSA, shall display the legend, "FOR OFFICIAL USE ONLY," and an appropriate title for the DoD Component concerned as required by 40 U.S.C. 491 (k) (Reference (aq)). DoD motor vehicles shall also display the registration number assigned to them by the DoD Component concerned.

C11.1.2. Vehicles leased from commercial sources for less than 60 consecutive days and those exempt from identification under section C11.3 below, are exempt from this requirement. Identification and markings on existing motor vehicles should not be changed to coincide with this Regulation. Whenever a motor vehicle is permanently disposed of by a DoD Component, all vehicle identification prescribed or authorized herein shall be removed or obliterated.

C11.1.3. Motor vehicles leased from GSA will not be painted to conform to DoD Component vehicle colors. Additionally, no decals, magnetic signs, etc., shall be affixed to any portion of the painted surface or the chromium-plated trim unless approved by the DoD Component or as delegated. The only identification markings that these vehicles shall display are identification numbers that are displayed on the license plates. The vehicles shall be received from GSA with a license plate containing an eight-digit identification number. No additional numerical markings are required. The first digit of the license will be a "G" representing GSA as the leasing Agency. The next two digits will identify the size of the vehicle, and the last five digits will be the serial number.

C11.1.4. Additional decals may be affixed to the vehicles by the respective Services as long as they can be removed without damaging the painted surfaces of the vehicle, subject to DoD Component approval or as delegated. For example, Service recruiters shall be authorized to place advertising slogans on the side windows of vehicles.

C11.1.5. Exceptions to the above vehicle marking restrictions include:

C11.1.5.1. Military police vehicles.

C11.1.5.2. Ambulances and other emergency support vehicles.

C11.1.5.3. School buses.

C11.1.5.4. Fuel Trucks.

C11.1.5.5. Any vehicle exempted by the head of a DoD Component or as delegated. The DoD Components should limit the markings and alterations of GSA vehicles to the minimum required to support the mission.

C11.1.5.6. The above restrictions apply only to GSA-owned vehicles and not to those leased by the DoD Components directly from the vendor. Vehicles leased directly from the vendor for more than 60 consecutive days shall be marked in accordance with paragraph C11.1. Application of markings on these vehicles and their removal shall be subject to the agreement between the lessor and the Agency furnishing the vehicles. Maximum use of license plates should be used to prevent the added cost of removal of exterior markings upon termination of the lease.

## C11.2. EXEMPTIONS FROM IDENTIFICATION AND MARKING

### C11.2.1. Exemptions:

C11.2.1.1. Motor vehicles used for intelligence operations, investigative or security purposes, or those required to be unidentified under the conditions of a Status of Forces Agreement, are exempt from the identification requirements in this chapter and in Chapter 3.

C11.2.1.2. Motor vehicles used by the officials listed in Appendix 1 are exempt from this requirement.

C11.2.1.3. Motor vehicles used by security assistance organizations are exempt from the identification requirements of this chapter and Chapter 3, as long as this exemption does not conflict with local U.S. Embassy policy.

C11.2.2. Additional exemptions may be authorized by the head of the DoD Component or designee concerned for CONUS commands. Combatant Commanders are designated to authorize exemptions for motor vehicles located within their areas of responsibility when conspicuous identification shall endanger the security of individuals or the U.S. Government.

## C11.3. IDENTIFICATION AND MARKING PROCEDURES

C11.3.1. Unless exempted by the head of the DoD Component, all motor vehicles shall be furnished with a license plate with the DoD Component identification, the registration number, and the legend, "FOR OFFICIAL USE ONLY" according to 41 CFR part 102-34.110 (Reference(ar)). Other markings prescribed in this Regulation, or as prescribed by the responsible DoD Component, shall be applied by the using activity upon receipt of the vehicles. Motor vehicles leased for 60 consecutive days or less shall not be marked.

C11.3.2. To ensure the safety and security of DoD personnel using nontactical motor vehicles, and as a cost avoidance measure, DoD Components shall procure license plates for identification and marking. This method shall assist in denying to terrorists or other potential

aggressors seeking violence or retaliation, an obvious target of opportunity afforded by a conspicuously marked DoD motor vehicle. This method also provides cost avoidance to the DoD user by eliminating the expense to initially mark the vehicle and then to remove or obliterate permanently affixed identification and marking when the motor vehicle is transferred, returned to lessor, or otherwise disposed.

#### C11.4. SPECIAL VEHICLE MARKINGS

Special type markings on motor vehicles shall be restricted to the minimum. In the interest of economy, they shall be of a removable type to facilitate rotation of vehicles.

C11.4.1. General or Flag Officer Identification. An appropriate identity plate to indicate the occupancy of a motor vehicle by a general or flag officer may be affixed to the front of the vehicle. Size and color of plates shall be prescribed by the respective DoD Component.

C11.4.2. Installation and Activity Markings. Markings identifying DoD installations or activities shall be as prescribed in separate instructions published by the DoD Component.

C11.4.3. National Symbol. The national symbol (white 5-pointed star) may be displayed on motor vehicles in overseas commands when directed by the overseas commanders. Size and location of the national symbol shall be as prescribed by the appropriate DoD Component in regulations concerning the marking of combat and tactical vehicles. The national symbol shall not be used on nontactical motor vehicles operated in the United States.

C11.4.4. Armed Forces Police Motor Vehicles. In addition to prescribed identification markings, Armed Forces Police motor vehicles should be marked as follows:

C11.4.4.1. Side Markings. The words "ARMED FORCES" and "POLICE" shall be arranged so as not to interfere with any prescribed identification markings applied by the manufacturer.

C11.4.4.2. Front and Rear Markings. The word "POLICE" shall be centered above the windshield and the rear window. On sedans, station wagons, and similar motor vehicles, where the body configuration is such that this marking serves no useful purpose in the identification of the vehicle, it shall not be applied.

C11.4.5. DoD Component Police Motor Vehicles. Motor vehicles assigned to police and security guard activities shall be marked with distinctive markings prescribed by each DoD Component.

C11.4.6. Ambulances. Shall be marked in accordance with Federal Specification (Star-of-Life Ambulance KKK-A-1822E (Reference (as))).

C11.4.7. Contractor Motor Vehicles. DoD motor vehicles operated by a contractor under the terms of the contract shall be identified by use of official U.S. Government or other license plates, as set forth in the Component's directives.

C11.4.8. Recruiting Vehicles. Motor vehicles authorized and assigned for exclusive use by recruiting activities and equipped for display of exhibits used in connection with recruiting may be marked with distinctive designs and wording, as prescribed by the DoD Component concerned. All slogans, signs, pressure-sensitive materials, and decals affixed to recruiting vehicles shall be applied in a manner that will not permanently damage the exterior surface of the vehicle.

C11.4.9. School Buses. Buses used solely for transportation of children to and from schools shall be marked according to 49 CFR part 571 (Reference (at)). Common carrier buses (i.e., mass, group, or shuttle) do not have to be marked or painted in accordance with Reference (at); however, buses that have a dual use, such as transporting children during dedicated hours and used also for other missions, must be marked and painted in accordance with Reference (ar). Emergency exits on buses and other motor vehicles shall be conspicuously marked on the interiors of such vehicles. The words "EMERGENCY EXIT" shall be applied in letters of appropriate size and contrasting color directly over the exit or other suitable adjacent surface as outlined in 49 CFR part 571.217 (Reference (au)).

C11.4.10. Fire Trucks. Fire trucks (fire apparatus) will be marked in accordance with DoD Instruction 6055.6 (Reference (av)) or National Fire Protection Association standard "NFPA 1901 Standard for Automotive Fire Apparatus" (Reference (aw)).

C11.4.11. Reversed Signal Audible Alarm. Motor vehicles that have an obstructed view of the rear shall use reverse signal audible alarm when backing up the vehicle or when an observer signals that it is safe to do so according to 49 CFR part 1926.601 (Reference (ax)).

#### C11.4.12. General Placard Requirements

C11.4.12.1. DoD nontactical vehicles, trailers and semi-trailers, including those leased from GSA Fleet, that transport hazardous materials, as defined in 49 CFR part 172.101 (Reference (ay)), and 49 CFR part 172.504 (Reference (az)), will use placards to identify their cargo. The placards will be located on the vehicle, trailer, or semi-trailer as prescribed by 49 CFR part 172.516 (Reference (ba)).

C11.4.12.2. DoD Components shall follow provisions of the Hazardous Materials Regulations, 49 CFR parts 171-180 (Reference (bb)), in the transportation of hazardous materials.

### C11.5. REGISTRATION, LICENSING, AND RECORDS FOR DoD MOTOR VEHICLES

C11.5.1. Motor vehicles regularly based or garaged in the various States, District of Columbia, territories, possessions, or foreign countries, that are exempt from the identification

provisions of this Regulation as stated in section C11.1.4., shall be registered and licensed in accordance with applicable local laws.

C11.5.2. Motor vehicles that are not exempt from the identification provisions of this Regulation shall use U.S. Government license plates.

C11.5.3. DoD Components will use the Bureau of Prisons (UNICOR) as the sole source for license plates for all CONUS vehicles according to the written agreement between the GSA and UNICOR. Points of contacts at UNICOR and GSA:

|                                        |                                       |
|----------------------------------------|---------------------------------------|
| Program Manager                        | General Services Administration       |
| U.S. Department of Justice             | Office of Governmentwide Policy       |
| UNICOR Federal Prison Industries, Inc. | Federal Vehicle Policy Division (MTV) |
| 400 First Street, NW., Room 6010       | 1800 F Street, NW., Room G241         |
| Washington, DC 20534                   | Washington, DC 20405                  |

C11.5.4. License plates shall be marked with the words “FOR OFFICIAL USE ONLY,” “U.S. GOVERNMENT,” and the DoD Component assigned identification number. License plates will be affixed to the front and back of the vehicle.

C11.5.5. DoD Components shall maintain a current record of all official Government license plates in use on Government-owned and -leased motor vehicles for which the DoD Component is responsible. Such records shall specify, by type and registration number, the motor vehicle to which the plates are assigned. Plates should be assigned to one vehicle only and then destroyed. Based on security concerns the same plates will not be used on disposal vehicles or their replacements. Plates will be destroyed after initial use and local authorities will establish documentation and witnessing procedures for all destroyed plates. Use of locally procured or manufactured plates is prohibited.

## C12. CHAPTER 12

### MAINTENANCE MANAGEMENT

#### C12.1. GENERAL

Each DoD Component shall develop and implement a maintenance management program to ensure that assigned motor vehicles are maintained in a safe and serviceable condition, by the most economical means possible.

#### C12.2. MAINTENANCE PROCEDURES

Implementation of this management program must include performing, at a minimum, the following four basic types of maintenance:

C12.2.1. Operator Inspection and Service. Operator inspection and service consists of the inspection and identification of malfunctions that render the motor vehicle unsafe and/or unserviceable. In addition, operator service may include minor parts replacement (wiper blades, fuses, light bulbs, valve caps, etc.) and servicing (water, fuel, tires, and battery), as specified by the DoD Component. When servicing is specified to be performed by other designated personnel, operators are responsible for ensuring that services are performed, and that the vehicle is in a safe and serviceable operating condition before, during, and after operation. In addition, the operator shall be responsible for reporting, in writing, any noted deficiencies to designated personnel responsible for taking necessary corrective action.

C12.2.2. Recurring Preventive Maintenance and Inspection (PMI). DoD motor vehicles must be periodically inspected by qualified automotive inspection personnel for safety and serviceability as follows:

C12.2.2.1. Safety. Each motor vehicle must receive an annual safety inspection. Safety inspection criteria will be specified by the DoD Component, except that safety inspections shall comply with Federal, State, county, and other local inspection requirements. Additionally, DoD vehicles shall meet host-nation requirements at OCONUS locations where not expressly exempted by local law or Status of Forces Agreements. Normally, to avoid unnecessary downtime, the safety inspection shall be performed at the time of the scheduled or unscheduled maintenance. The next scheduled PMI should not exceed 12 months. Where the time intervals of these inspections do not reasonably coincide, the prescribed intervals for the safety inspection shall be followed. Deficiencies that impair safety of operations shall be corrected before returning the vehicle to an operational status.

C12.2.2.2. Serviceability. The engine of a DoD motor vehicle shall be tuned at intervals specified by the manufacturer or as otherwise determined by the DoD Component. Each DoD Component deviating from the manufacturer's prescribed intervals, shall document the deviation in their departmental guidance and regulations. This guidance shall address all classes or types

of motor vehicles in the fleet. Corrective adjustments and repair action taken as the result of serviceability inspections shall be generally limited to only those items prescribed by the manufacturer, and only to the extent necessary to restore the vehicle to optimum serviceability and safety, consistent with achieving maximum cost-effectiveness.

C12.2.3. Emissions Inspections and Maintenance

C12.2.3.1. The Department of Defense must comply with State and local programs to improve air quality. All DoD Components shall conform to the Federal, State, county, and local standards to monitor and analyze emissions from motor vehicles in accordance with 102 FMR part 102-34.285 (Reference (bc)).

C12.2.3.2. Title 42 U.S.C. 7522, 7524 (Reference (bd)), prohibits DoD personnel or contractors from removing or rendering inoperative any emissions control device or element of design. Section 7524 of Reference (bd) addresses applicable civil penalty for violation of this provision as \$2,500 per vehicle. Violations of the fuels regulations can result in penalties of up to \$25,000 per violation. When performing corrective adjustments and repair actions or tune-ups, engine settings shall not be accomplished outside the manufacturer's recommended specifications, nor shall pollution control equipment (i.e., the catalytic converter, exhaust gas recirculating valve, or heated air intake system) be removed or rendered inoperative.

C12.2.3.3. Removal of the catalytic converter to prevent vehicle damage outside the continental United States where only leaded gasoline is available is permitted. Outside the United States, compliance with host-nation emission control laws shall be governed by terms of the Status of Forces Agreement, or any other agreement between the United States and the country concerned.

C12.2.4. Unscheduled Maintenance Service. The purpose of unscheduled maintenance is to correct deficiencies that occur between PMIs. Unscheduled maintenance is generally limited to the correction of specific items reported as deficient and confirmed by the diagnosis of qualified inspection personnel. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, shall be corrected.

C12.2.5. Environmental Concerns, Inspections, and Regulations

C12.2.5.1. Title 42 U.S.C. 7401 (Reference (be)), deals with atmospheric pollution and is implemented at the Federal, State, and local level. The major areas of concern for vehicle management under this legislation are vehicle exhaust emissions and ozone depleting chemicals (ODC) such as CFC-12 air conditioning refrigerant.

C12.2.5.2. Under Reference (be), those States with non-attainment areas for transportation-related pollutants were required to implement Inspection and Maintenance (I/M) programs according to 40 CFR part 51 (Reference (bf)). The purpose of I/M programs is to identify and assure the repair of in-use vehicles that are emitting excessive pollutants. Federal fleet vehicles, except for military tactical vehicles, are subject to I/M requirements. A military tactical vehicle is one designed or modified to military specifications to meet direct

transportation support of combat, tactical, or relief operations, or for training of personnel for such purposes.

C12.2.5.3. Fleet vehicle managers should cooperate with the state to test Federal fleet vehicles and submit applicable reports. Exclude military tactical vehicles and any other vehicles exempted under state law. These may include, for example, emergency vehicles, alternative fueled-vehicles, and certain newer model years.

C12.2.5.4. CFR 40, part 81 (Reference (bg)) establishes standards and requirements for servicing Motor Vehicle Air Conditioners (MVAC). This rule requires that only certified technicians, using certified equipment which has been registered with the EPA service or maintain MVAC's to reduce CFC-12 release into the atmosphere, inspect MVAC. Technician certification may be obtained through one of several EPA-approved mechanic testing/certifying programs. Proof of certification must be available on site, at all times. Certification requirements may also be applicable for CFC-12 replacement compounds such as an HFC.

C12.2.5.5. Vehicle emission control devices are maintained and inspected according to technical directives; manufacturer's recommendations; and Federal, State, local, or host-nation laws. All vehicle management activities use a program of regularly scheduled diagnostic tests to make sure that all engines comply with manufacturer's specifications. This test is usually done as part of the annual inspection, or when a major tune-up is accomplished. Emission control devices should be inspected when a vehicle is in for annual inspection, and maintenance vehicle managers see that the necessary work is done to ensure proper operation.

C12.2.5.6. Title 42 U.S.C. 6201 (Reference (bh)), E.O. 12780 (Reference (bi)), and E.O. 13101 (Reference (bj)) legislate and implement pollution prevention and the recycling of solid and liquid waste. These Executive Orders and legislation direct the procurement of environmentally preferable products (manufactured from recycled materials and services). Reference (bj) mandates programs to procure 100 percent of EPA guideline items unless written justification is provided that a product is not available competitively within a reasonable time, does not meet performance standards, or is only available at an unreasonable price. EPA guideline items include recapped tires and re-refined motor oil.

C12.2.5.7. References (bh) and (bi) also require procurement of re-refined oil and retread or post-consumer content tires during acquisition and routine maintenance of vehicles, to include alternate fueled vehicles. The Defense Logistics Agency (DLA) will automatically substitute re-refined oil when activities order certain grades of commercial oil. DoD activities purchasing oil from sources other than DLA must comply with the legal requirements to use re-refined oil. Activities are reminded that the central supply system is the preferred method of purchasing supplies. Do not purchase, or arrange for purchase of, any virgin motor oil when a re-refined alternative is readily available and meets vehicle manufacturer recommended performance standards.

C12.2.5.8. Approved re-refined oil which can be used in most DoD vehicles will meet current API standards evidenced by the "Starburst" symbol on the container.

C12.2.5.9. DLA will submit the aggregate DoD volume and cost of re-refined oil for each reporting period. Units not purchasing oils through the DLA will account for quantity purchased and dollar amount expended for locally procured oils.

### C12.3. METHODS FOR ACCOMPLISHING MAINTENANCE

C12.3.1. The following alternative methods or combination of methods of accomplishing maintenance actions may be used:

C12.3.1.1. Organic/in-house facilities (to include contract maintenance).

C12.3.1.2. Other Government facilities.

C12.3.1.3. Commercial facilities.

C12.3.2. Regardless of the method selected for maintenance, qualified personnel assigned to the activity or installation shall perform the inspection. In cases of host-tenant occupancy of an activity, maintenance support shall be performed by the host component consistent with its own maintenance practices, unless otherwise specified in support agreements.

### C12.4. THE USE OF MAINTENANCE PERFORMANCE STANDARDS

The DoD Components shall establish and use performance metrics to evaluate the performance of activities that maintain vehicles. Performance measurements are based on the Component's mission requirements.

### C12.5. ONE-TIME REPAIR LIMITS

Components shall set forth instructions on the calculation and use of a repair limit for each repair. Repair limits should address fair market value and manpower investment to effect repairs. Management must decide when it is no longer economical to make repairs based on dollar cost and mission requirements.

### C12.6. WARRANTY PROVISIONS

C12.6.1. The DoD Components shall ensure that all motor vehicle managers are familiar with the general provisions of vehicle warranties and how they can reduce maintenance costs. Vehicle warranties shall be used to correct covered discrepancies during the warranty period. Each Component will ensure that all personnel connected with the acceptance, operation, and maintenance of motor vehicles shall make maximum use of the manufacturer's warranty. DoD Components shall maintain a Management Information System (MIS) for tracking vehicle manufacturers' warranties and replacement parts warranties.

C12.6.2. Warranty Correction Procedures. When it is determined that a deficiency exists on a motor vehicle, activities located in the United States shall attempt to obtain corrective action by the local franchised dealer. Activities shall not take action to correct deficiencies and expect to be reimbursed by the contractor, unless either the contractor or the contract administration officer has authorized such corrective action in writing. Warranty problems that are not resolved by the local franchised dealer shall be handled according to procedures prescribed by the DoD Component concerned. Each Component shall address procedures for replacement of warranted vehicles outside the United States. Normally, manufacturers will only replace defective parts in this case. Users must address the cost of shipping the defective parts and the delivery timeframes when deciding to utilize the warranty. Correction of warranties on foreign vehicles procured for use by U.S. Forces outside the CONUS will be prescribed by the overseas manufacturer's warranty.

C12.6.3. DoD Components may choose to negotiate in-house warranty repairs with the manufacturer or retailer. This arrangement would permit the maintenance manager to choose either the manufacturer, retailer, or installation maintenance to perform a particular warranty repair without violating the warranty or incurring costs. The provisions that delineate the details of the in-house warranty, including billing information, should be specified in the contract between the Government and the manufacturer or retailer.

#### C12.7. OTHER DEFECTS

C12.7.1. The contractor's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or latent defects that are not attributable to normal wear and tear or an unusually high incidence of parts failures detected at some point beyond the warranty period, shall be reported to the DoD Component concerned. This report will be submitted under the Component's deficiency reporting system.

C12.7.2. Abnormal wear or material failures, malfunctioning of equipment, poor design, or other unsatisfactory conditions, not otherwise covered by warranty or latent defect procedures, shall be reported to the DoD Component concerned. Reports shall completely document the condition and provide, where a solution is known, specific recommendations for corrections such as improvement in design; ease of maintenance; safety and efficiency of operation; and suitability of fuel, lubricants, and preservatives.

C12.7.3. The DOT, National Highway Traffic Safety Administration, has been given the responsibility to ensure that prompt notifications of suspected safety defects are issued, and that manufacturers take timely actions as required by 49 U.S.C. 30119 (Reference (bk)). The Department of Defense has agreed to participate in this important matter as follows:

C12.7.3.1. Each DoD Component shall require expeditious reporting of safety defects found in nontactical DoD motor vehicles. Such defects shall be fully documented and conspicuously annotated in the vehicle history file.

C12.7.3.2. Each DoD Component shall establish procedures and publish instructions for reporting vehicle defects in accordance with this paragraph.

C12.7.3.3. Each DoD Component shall establish procedures for dissemination of manufacturer-announced defects and for reporting of corrections.

#### C12.8. MOTOR VEHICLE MODIFICATIONS

C12.8.1. Normally, modification of DoD motor vehicles shall not be performed. The DoD Components shall establish adequate configuration control to ensure vehicle modifications are limited to those required for safety, security, or accomplishment of the military mission. Limited modification for such purposes as providing wrecker service or two-way radio service, and for installation of emergency warning devices or auxiliary fire-fighting equipment, may be accomplished, but only after due consideration of the cost-effectiveness of the action.

#### C12.9. PRIVATELY OWNED VEHICLES (RESTRICTIONS)

Privately owned vehicles, vehicle units, parts, accessories, and equipment shall not be repaired, serviced, or manufactured in any Government shop, garage, or other buildings. Government-owned vehicles, tools, modernized equipment, or supplies shall not be used to service or repair such private property, except when life threatening or emergency conditions occur calling for humanitarian response. Privately owned vehicles shall not be parked, garaged, or stored in any Government motor pool, shop, or in any building where Government property is stored. The above restrictions do not apply to authorized hobby shops.

#### C12.10. MANAGEMENT INDICATORS

All data required to create the GSA Form SF 82, "Agency Report of Motor Vehicle Data," shall be accumulated via the Federal Automotive Statistical Tool (FAST). Components shall only report the management indicators for which they have data.

C12.10.1. Total Operations and Maintenance Costs (for the last fiscal year as reported on the SF 82). Cost will be presented in the following format:

C12.10.1.1. Fuel cost.

C12.10.1.2. Direct labor cost.

C12.10.1.3. Direct parts cost.

C12.10.1.4. Total indirect cost.

C12.10.2. Labor Hours. If available, labor hours will be presented as follows:

C12.10.2.1. Total hours available.

C12.10.2.2. Direct (actual) hours expended.

C12.10.2.3. Indirect hours expended.

C12.10.2.4. Flat rate or other established time standard hours.

C12.10.2.5. Direct labor hours per 1,000 miles of operation.

C12.10.3. Fleet Miles Operated. Miles will be presented as follows:

C12.10.3.1. Total miles operated by fleet.

C12.10.3.2. Fleet average miles per vehicle.

C12.10.3.3. Average miles by vehicle group as reported on SF 82.

C12.10.4. Miles per Gallon (MPG). Will be presented reflecting fleet average and vehicle group average as reported on the SF 82.

C12.10.5. Vehicle out of Commission Rates (VOC) Rates. VOC will be presented as follows:

C12.10.5.1. Percent VOC minus downtime for maintenance.

C12.10.5.2. Percent VOC minus downtime for parts.

C12.10.5.3. Percent VOC minus downtime awaiting maintenance.

C12.10.5.4. Total VOC percent.

## C12.11. MANAGEMENT REVIEW

Managers at all levels shall assume the responsibility for using maintenance and operations data to measure the effectiveness of motor vehicle activities under their control. Components shall develop and publish minimum essential management indicators that support their mission and help to identify fraud, waste, and abuse. These missions require the use of different maintenance concepts and a different mix of civilian, military, and contract mechanics. Management review shall include, as a minimum, labor productivity, out-of-commission rates, cost per mile, and preventive maintenance. Although vehicle utilization is not a normal maintenance responsibility, it should be reviewed because it affects management indicators when comparing maintenance activities against each other.

C12.12. MANAGEMENT INFORMATION SYSTEM (MIS)

The Component's MIS shall provide data on the management indicators prescribed by this Regulation. The degree of information provided shall be adequate to support analysis on maintenance efficiency.

## C13. CHAPTER 13

### COST ACCOUNTING AND MANAGEMENT REPORTING

#### C13.1. GENERAL

This chapter prescribes uniform cost accounting and management reporting policies and guidelines for effective management of motor vehicles among the DoD Components.

#### C13.2. OBJECTIVES

The objectives of this chapter are to ensure the following:

C13.2.1. That the cost accounting and management reporting of each DoD Component shall provide uniform data necessary for the efficient and effective management of motor vehicle assets, to include operation and maintenance.

C13.2.2. That the basic installation accounting system serves the transportation equipment managers' needs, provides higher headquarters with cost summaries that are reliable and meaningful to all concerned, and meets reporting requirements of Federal Property Management Regulations issued by GSA.

#### C13.3. SCOPE AND APPLICABILITY

Cost accounting and management reporting requirements contained in this chapter apply to all activities of the DoD Components that operate DoD-owned or -leased motor vehicles.

#### C13.4. RECORDS AND REPORTS

C13.4.1. The basic record-keeping system for nontactical vehicles shall incorporate operation and maintenance data which, in turn, shall be integrated into the accounting system of the function or organization that manages these vehicles. Each DoD Component concerned shall meet the continuing reporting requirements of the Office of Management and Budget (OMB), the Department of Energy (DOE), and GSA, by extracting data from the basic system.

C13.4.2. Economic analyses as set forth in Reference (ai)) shall be used, where applicable, to ensure that the costs and the benefits of all alternatives are considered in arriving at investment and operating decisions.

## C13.5. REPORTING REQUIREMENTS

C13.5.1. The FAST is a Web-based system that was developed by the DOE and GSA to assist fleet managers in meeting the data reporting requirements of References (g) and (i), and the GSA administered SF 82, "Agency Report of Motor Vehicle Data." The OMB requires that the A-11 Exhibit 33, "Annual Motor Vehicle Fleet Report (AMVFR)," be prepared and submitted using FAST. Data collected through FAST satisfies all of these requirements. All Federal Agencies must report annually in the FAST system on conventional and AFVs acquisition and inventory, alternative fuel consumption, petroleum consumption, and vehicle operations data in the FAST system.

C13.5.2. Annual Reports. DoD Components that have nontactical vehicles shall annually complete the DOE FAST, which generates the SF 82, and OMB A-11 AMVFR. The Military Services will report this data directly into FAST. All covered fleets assigned to the Office of Secretary of Defense, Defense Agencies, DoD Field Activities, and the Joint Staff will establish a single point of contact as their fleet manager responsible for reporting within FAST. The Defense Manpower Data Center reporting to the DUSD (Program Integration) is responsible for coordinating FAST reporting and OMB A-11 reporting for all offices under the Office of the Secretary of Defense, Defense Agencies, Field Activities, and the Joint Staff. Reports should be sent to the following email address: [dmdc.fast@osd.pentagon.mil](mailto:dmdc.fast@osd.pentagon.mil). Further reporting details can be found in Chapter 14, paragraph C14.5.

C13.5.3. Reporting Instructions. The following website shall be used by all DoD Components to update FAST: <http://fastweb.inel.gov>.

C13.5.3.1. All nontactical vehicles shall be reported in FAST. More definitive guidance is identified at the FAST website.

C13.5.3.2. Tactical vehicles are exempt from FAST reporting. More definitive guidance is identified at the FAST website.

## C14. CHAPTER 14

### USE OF ALTERNATIVE FUELS AND VEHICLES

#### C14.1. GENERAL

C14.1.1. The Department of Defense encourages the use of all types of alternative fuels and AFV, as applicable, to support the National Strategy.

C14.1.2. The Department of Defense shall acquire through procurement or lease, alternative fueled and hybrid electric vehicles; use alternative fuels; reduce petroleum use in the Agency's non-tactical vehicle fleet; and prescribe for the accounting of the vehicles, fuel types, miles driven and operating costs, according to References (h) through (l).

C14.1.3. The single fuel on the battlefield policy should not be used as a mechanism to dissuade the use of alternative fuels in administrative motor vehicles except when there is a compelling operational consideration such as commercial domestic suppliers cannot provide the alternative fuel or a national emergency exists.

C14.1.4. The Military Exchanges are encouraged to provide an alternative fuel or alternative fuels at locations where at least one of following can be achieved: support to the private sector (public) vehicles; support multiple Federal Agencies; support military family AFV; or support an activity or installation fleet that is tailored to maximize Military Exchange support.

C14.1.5. DoD Components are encouraged to develop and test innovative pollution prevention technologies at their facilities and installations. Partnerships should be encouraged among industry, Federal Agencies, Government laboratories, academia, and others to assess and deploy innovative environmental technologies.

#### C14.2. ACQUIRING ALTERNATIVE FUELED AND HYBRID ELECTRIC VEHICLES

C14.2.1. DoD Components are required to meet the Federal objectives for the acquisition of AFV (References (h) through (l)). The objectives may be met through the acquisition of light duty, medium duty, or heavy duty AFV; through AFV credits offered for the use of dedicated alternative fueled light duty, medium duty, or heavy duty vehicles; or through the use of biodiesel fuel for up to 50 percent of the requirement (References (h) through (l)). The area where the AFV credit for acquisition, type of acquisition (dedicated and weight class), or biodiesel (B20) fuel use accrues is not restricted. For example, the acquisition of an AFV for use OCONUS will count as a credit toward the objective.

C14.2.2. In meeting the Federal objectives, agencies may reduce or minimize the participation of certain elements as long as the agency objective is met.

C14.2.3. DoD Components are required to use the most cost-effective vehicle to meet mission requirements. In order to support the National Strategy for Energy Security, it is permissible to acquire a larger sized alternative fueled or hybrid electric vehicle (Class III), when a Class I or Class II alternative fueled or hybrid electric vehicle is not available. Class IV vehicles restrictions shall apply to alternative fueled or hybrid fueled passenger carrying vehicles to include the sport utility vehicle.

C14.2.4. Hybrid Electric vehicles are not classified as AFV, and acquisition of these vehicles does not count toward meeting Energy Policy Act requirements. However, section 318 of Public Law No. 107-107 (Reference (bl)) requires DoD Components to acquire Hybrid Electric light duty trucks beginning in FY 2005 in non Metropolitan Statistical Areas or where vehicles are exempted from section 701 of Public Law No. 109-58 (Reference (bm)). Waivers are hereto granted to all DoD Components when the Hybrid Electric vehicle by type and size is not offered by GSA. If these vehicles are available through GSA, request for waiver must be submitted to Head of the DoD Component or their designated official stating the applicable reason and justification for the waiver in accordance with guidelines in the Public Law.

### C14.3. ACQUIRING AND USING ALTERNATIVE FUELS

C14.3.1. DoD Components are encouraged to develop fueling infrastructure to meet the needs of the AFV fleet, and AFV Strategy, and to work with non-governmental commercial activities and with state and local entities to acquire alternative fuels at refueling facilities outside the installation. If such a station exists or is planned, the agencies are required to use a station if it is located within 5 miles or 15 minutes from the installation. Locating alternative fuels for any location can be done using the DOE Alternative Fuel Site Locator: <http://www.eere.energy.gov/afdc/index.html>. DoD Components should cluster their vehicles at activities in such a manner to encourage private sector investment in refueling sites that offer alternative fuels.

C14.3.2. When DoD Components find the most satisfactory solution to alternative fuel availability is to have a refueling site on the installation, then that should be the encouraged solution. Contacting the Defense Energy Support Center (DESC) (ATTN: Product Technology and Standardization Division, DESC-BP, Fort Belvoir, VA) for guidance is the mandatory first step in this process. DESC is the primary and preferred source for contracts for most alternative fuels. DESC is also the critical source of information on new, upgraded, or converted facilities in support of alternative fuels.

C14.3.3. DoD Components that have AFV and a nearby source to refuel those vehicles must use alternative fuels in those vehicles. Drivers of AFV, when engaged in itinerant travel from home station, are strongly encouraged to refuel at stations offering the appropriate alternative fuel.

C14.3.4. DoD Components are encouraged to utilize, to the widest degree, the use of B20 in all commercial diesel powered vehicles. The use of B20 helps meet the requirements of References (h) through (l) and is a renewable fuel source.

#### C14.4. REPORTING REQUIREMENTS

C14.4.1. DoD Components must report in FAST all existing AFV, those procured during that reporting year, and alternative fuel use in support of those vehicles. Until such fuel reporting and accounting are established in the private sector data systems, users of AFV are encouraged to record and report such information at the installation or activity.

C14.4.2. DoD Components will annually report data through FAST and will submit their written report to DUSD (I&E) for transmittal to DOE and Congress, as required by Energy Conservation Reauthorization Act of 1998 (Reference(bh)). The report will summarize the DoD Component's yearly effort and strategy to address deficiencies in meeting the EPACT/EO goals. DUSD (I&E) will place the submitted annual reports onto the DoD menu of the Defense Environmental Information Exchange (DENIX) web site at [www.denix.osd.mil](http://www.denix.osd.mil), and notify the public via the Federal Register that the report is posted.

C14.4.3. DoD Components will send a hardcopy and an electronic copy of the annual report to:

ODUSD (I&E)  
3400 Defense Pentagon  
Washington, DC 20301-3400

ODUSD (I&E) sends copies to:  
Department of Energy  
Code EE-34, Room 5G086  
1000 Independence Ave, SW  
Washington, DC 20585

AP1. APPENDIX 1

GUIDANCE ON TAX CONSEQUENCES OF TRANSPORTATION BETWEEN  
DOMICILE/RESIDENCE AND PLACE OF EMPLOYMENT

AP1.1. The benefit of employer-provided domicile-to-duty transportation may be taxable, even if provided for security reasons. As a general rule, the cost of commuting to work is a personal expense and if provided by the employer is taxable as wages as a fringe benefit. Certain domicile-to-duty transportation will not be taxable as wages if it otherwise would be deductible as a business expense under the provisions of the Internal Revenue Code and Treasury Regulations.

AP1.2. The following personnel authorized domicile-to-duty receive a taxable benefit and must report the value of that benefit to the appropriate Defense Finance and Accounting Service office for inclusion in the W-2:

AP1.2.1. The Secretary of Defense.

AP1.2.2. The Deputy Secretary of Defense.

AP1.2.3. The Secretaries of the Military Departments.

AP1.2.4. The Chairman of the Joint Chiefs of Staff.

AP1.2.5. The Under Secretaries of Defense.

AP1.2.6. The Vice Chairman of the Joint Chiefs of Staff.

AP1.2.7. The Chiefs of Staff of the Army and the Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps.

AP1.2.8. Personnel authorized by the Secretary pursuant to title 10, United States Code, section 2637.

AP1.2.9. Personnel authorized by the Secretary concerned pursuant to title 10, United States Code, section 1344 (b)(9) if due to highly unusual circumstances that present a clear and present danger or compelling operational considerations.

AP1.2.10. Personnel who do not meet the requirements of AP1.3.

AP1.3. The following personnel authorized domicile-to-duty transportation ordinarily do not receive a taxable benefit as their use of the vehicle meets the requirements of the Internal Revenue Code and Treasury Regulations:

AP1.3.1. Field work authorized pursuant to this Regulation. Restrictions exist as to personal use of the vehicle.

AP1.3.2. Law enforcement, intelligence, counterintelligence, or protective services use authorized pursuant to this Regulation. Restrictions exist as to the personal use of the vehicle.

AP1.3.3. Emergency use for immediate, unforeseeable temporary need necessary to the uninterrupted performance of the mission.

AP1.4. The Executive Director, Armed Forces Tax Council, provides a written Information Paper to the DoD Components annually that explains how to value the domicile-to-duty benefit for any employee who must report such benefit. This memorandum also contains the Defense Finance and Accounting Service office for each Military Service for reporting purposes.

## AP2. APPENDIX 2

### GUIDANCE FOR CONDUCTING COST-COMPARISON STUDY

#### AP2.1. GENERAL

AP2.1.1. This Appendix provides guidance for conducting the cost comparison study required by Chapter 3, paragraph C3.3.1.

AP2.1.2. Provisions of vehicle leases vary depending on whether a vehicle is leased from the GSA or a commercial leasing firm, and on the types of vehicles being leased. For this reason, the cost comparison should compare the cost of acquiring, operating, and maintaining a DoD Component-owned vehicle, a GSA-leased vehicle, and a vehicle leased from a commercial source. Procedures for determining aggregate monthly costs for each of these three methods of vehicle support are outlined in sections AP2.2. through AP2.4.

#### AP2.2. DoD COMPONENT-OWNED VEHICLE

The cost associated with this method of vehicle support includes the following cost elements:

AP2.2.1. Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the vehicle at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life. GSA has developed standard amortization factors for different types of vehicles that can be used for this cost element. Information on these factors can be obtained from the GSA Fleet Management Center that services the installation or from:

General Services Administration  
Office of Governmentwide Policy  
Federal Vehicle Policy Division (MTV)  
1800 F Street, N.W., Room G241  
Washington, DC 20405

AP2.2.2. Direct and indirect costs associated with the operation and maintenance of the vehicle. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and/or repairing a vehicle, and indirect overhead costs associated with vehicle support. Historical records, to include SF 82 report data, should be used to identify these costs, and these costs should be prorated on a monthly basis. If the indirect overhead costs cannot be accurately identified, a factor of one-half of the factor used by GSA per vehicle per month can be used to estimate these indirect costs. The total GSA factor should not be used since some overhead costs will continue to exist for the DoD Component even if leasing is pursued.

### AP2.3. GSA-LEASED VEHICLES

The costs associated with this method of vehicle support include a standard monthly rate for each type of vehicle and a mileage charge that varies by vehicle type and GSA region. Rates and charges can be obtained from the GSA Fleet Management Center (local) servicing the installation or from the GSA Fleet Management Division at the location indicated in paragraph AP2.2.1., above. Since GSA charges normally include the cost of fuel, maintenance, and replacement, no additional costs have to be included unless auxiliary equipment is requested. In some cases GSA uses a dry rate without fuel and/or maintenance.

### AP2.4. COMMERCIALY-LEASED VEHICLES

The provisions in commercially-leased contracts may vary. As a minimum, this method of vehicle support should include quoted monthly lease charges plus any mileage charges that may be a part of the lease rate. In addition, 4 percent of the total estimated monthly lease charges should be included to account for the Government's cost of administering the lease contract. If fuel costs are not included in the lease charge, these costs should be added. Any maintenance costs not included in the leased costs should be added.

AP3. APPENDIX 3

CHECKLIST FOR AUTHORIZING COMMAND AND CONTROL VEHICLES

Each of the questions cited below should be answered in the affirmative before a command and control vehicle is authorized:

AP3.1. Does the commander have sole operational responsibility for a flying, combat, combat support, installation security, wartime, or contingency mission?

AP3.2. Does the commander live on the installation?

AP3.3. Is it unreasonable to expect the commander to discharge his or her duties without dedicated, full-time mobility (i.e., the vehicle remains available to the commander on a 24-hour, full-time basis) and an immediate means to communicate with a duty office or command post, aircraft, or operational combat sites?

AP3.4. With the possible exception of the installation commander, is the requesting commander the only person in the vertical chain of command designated to require a command and control vehicle?

AP3.5. Is an acting commander specifically required and designated when the commander is absent from duty? Would the command and control vehicle be transferred to the acting commander in these instances?

AP3.6. In cases where a duty office or command post has been established to handle emergency response actions, is there any reason why that duty office or command post cannot manage an emergency until the commander arrives by privately owned conveyance?

AP3.7. Can it be substantiated that the commander cannot adequately discharge duties outside of normal duty hours with a privately owned vehicle and a nontactical portable communication device instead of a radio-equipped, emergency-configured vehicle?

## AP4. APPENDIX 4

### DEFINITIONS

Definitions listed have a unique meaning for the purpose of this Regulation:

AP4.1. Accessibility (United States Only). For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of one hour or less each way.

AP4.2. Administrative Support. Common support of installations and personnel using commercial design vehicles. All DoD sedans and most station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

AP4.3. Agency. A Department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned Government corporation, in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

AP4.4. Alternative Fuel Vehicles. A motor vehicle capable of operating on alternative fuels such as methanol denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

AP4.5. Auxiliary Parking Areas. Areas located away from a main motor pool parking area that are designated by the installation commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

AP4.6. Children with Disabilities (ages 3 through 21, inclusive). Children, before graduation from high school or completion of the General Education Degree, who have one or more impairments, as determined by a school Case Study Committee (CSC) and who need and qualify for special education and related services according to DoD Instruction 1342.12 (Reference (bn)).

AP4.7. Commercial Design Vehicle. A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

AP4.8. Commercial Facilities. Facilities used to provide services by private or commercial firms. Does not include in-house contractors.

AP4.9. Department of Defense Education Activity (DoDEA) is a civilian agency of the U.S. Department of Defense. It is headed by a director who oversees all agency functions from DoDEA headquarters in Arlington, Virginia. DoDEA's schools are divided into three areas, each of which is managed by an area director. There are two separate but parallel systems: the Department of Defense Dependents Schools (DoDDS) overseas and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) in the United States.

AP4.9.1. Department of Defense Domestic Dependent Elementary Secondary Schools (DDESS). Schools (formerly know as Section Six Schools) operated by DoD within the 50 States, the district of Columbia, the Commonwealth of Puerto Rico, Guam, and the possessions of the United States, including the Trust Territory of the pacific Islands and Midway Island.

AP4.9.2. Dependent School Children (United States Only). Those minor dependents of DoD personnel (and of members of other Federal Agencies when specifically indicated) attending primary or secondary schools, including, preschool, Sure Start, or kindergarten where this group or class is:

AP4.9.2.1. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

AP4.9.2.2 Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

AP4.10. Direct Labor. All work, performed by DoD personnel, charged to the transportation function that can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. Excludes cost of drivers.

AP4.11. Direct Maintenance Man-Hour Input Standards. A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, such as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanic's performance and normal climatic, road, and other operating conditions generally experienced at most installations within CONUS.

AP4.12. Direct Material. All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

AP4.13. DoD Dependent Schools (DoDDS). Schools established by the DoD in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

AP4.14. DoD Dependent Student (Overseas Areas Only). A minor dependent who:

AP4.14.1. Is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who acts as parent or guardian to such individual and who receives one-half or more of his or her support from such a sponsor.

AP4.14.2. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DoD sponsor is military; or

AP4.14.3. Is an authorized member of the household of a DoD sponsor entitled to a living quarters allowance, as authorized by the DoD 1400.25-M (Reference (bo)) if the DoD sponsor is civilian.

AP4.14.4. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by December 31 of the current school year; or

AP4.14.5. Is disabled and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DDESS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or

AP4.14.6. Is a preschool-age child who will be 4 years of age by December 31 of the current school year, provided that the Director, DDESS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

AP4.15. DoD Sponsor. An individual who is either:

AP4.15.1. A member of the Armed Forces serving on active duty, or

AP4.15.2. A DoD civilian officer or employee paid from appropriated funds.

AP4.16. DoD Sponsor (Overseas Areas Only). A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a DoD civilian employee who is employed on a full-time basis, paid from appropriated funds, and stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the U.S. Immigration Laws according to 8 U.S.C. 1101 (Reference (bp)).

AP4.17. Domicile. A place of residence, regardless of where located, excluding TDY residences.

AP4.18. Employee. An employee of an Agency in either the competitive or excepted service or an enrollee of the Job Corps established by 42 U.S.C. 102 (Reference (bq)).

AP4.19. Executive Sedan. A large sedan classified in Federal Standards issued by the General Services Administration as GSA Class IV.

AP4.20. Field Work. Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a Government passenger carrier for transportation.

AP4.21. Group Transportation. A service generally limited to those situations where there is a need to move personnel from within or outside installations and for which a fare is normally charged.

AP4.22. Heads of Executive Departments. The Principal Officials of Executive Departments, who are appointed by the President, with the advice and consent of the Senate.

AP4.23. Identification. The legend "For Official Use Only," the name or title of the DoD Component by which the vehicle is used, and the vehicle registration number.

AP4.24. Identification Card. The United States Government Motor Vehicle Operators Identification Card, OF 346, or an Agency-issued identification card that names the types of motor vehicles the holder is authorized to operate.

AP4.25. Identification Document. An official identification form issued by an Agency that properly identifies the individual as a Federal employee of the Agency.

AP4.26. Incidental Operator. An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a Government-owned or -leased motor vehicle to properly carry out his or her assigned duties.

AP4.27. Indirect Labor. All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.

AP4.28. Installation or Activity. Real property owned or leased by the United States, and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the DoD Components.

AP4.29. Intelligence, Investigative, or Security Purposes. Terms used in connection with vehicles exempt from the identification provisions of section C11.3.; the term, "security purposes," does not include internal security functions performed by DoD Components installation and activities.

AP4.30. Labor Productivity Index. Index that reflects the relative efficiency of an individual or group of maintenance personnel when compared with job time standards developed from approved engineering sources or commercial flat rate references. The index is derived by dividing the total standard time allowed by the actual job operation time.

AP4.31. Local Education Agency (LEA) (United States Only). A board of education or other legally constituted local school authority having administrative control and direction of public education in a city, county, township, independent, or other local school district. The term

includes any Agency that directly operates and maintains facilities for providing public education.

AP4.32. Local Public School (United States Only). That division of the State school system that provides free public education to any span of grades 1 through 12 plus kindergarten, and which is under the supervision and/or control of and is designated by a legally constituted board of education (or other legally constituted local school authority) to serve the geographic attendance area in which a dependent child resides.

AP4.33. Lodging. Temporary sleeping place or quarters.

AP4.34. Maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

AP4.35. Mass Transit. Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "non-duty" types of transportation within a DoD installation or between sub-installations.

AP4.36. Military Design Vehicles. Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct support of combat or tactical operations, or for training of troops for such operations.

AP4.37. Motor Vehicle. A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

AP4.38. Motor Vehicle Accident. An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other Acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

AP4.39. National Capitol Region (NCR). The NCR is defined as the District of Columbia; Montgomery, Prince George's, and Frederick Counties in Maryland; Arlington, Fairfax, Loudon, and Prince William Counties in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined area of said counties.

AP4.40. Non-DoD Schools. Schools including dormitory facilities, other than DoD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DoD schools to provide room and board for eligible handicapped dependents when DoD Dependents Schools cannot provide an appropriate education.

AP4.1.41. Nonproductive Time Utilization. All work performed by DoD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours shall be the difference between the hours for the normal work week less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

AP4.1.42. Nontactical Vehicle. Any commercial motor vehicle, trailer, material handling or engineering equipment that carries passengers or cargo acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

AP4.1.43. Official Purposes. Any application of a motor vehicle in support of authorized DoD functions, activities, or operations, consistent with the purpose for which the motor vehicle was acquired.

AP4.1.44. Operations. Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

AP4.1.45. Operator. An employee who is regularly required to operate DoD motor vehicles.

AP4.1.46. Operator Inspection and Service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

AP4.1.47. Parent. A legal guardian or other person acting as a parent or guardian.

AP4.1.48. Permissible Operating Distance (POD). The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

AP4.1.49. Place of Employment. Any place within the accepted commuting area where the person performs his/her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place.

AP4.1.50. Pooling. A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

AP4.1.51. Private School (United States Only). An elementary or secondary school that provides education within a span of grades 1 through 12, plus kindergarten, established by an agency other than the State or its subdivisions, but legally permitted under the laws of the State, or foreign government, and which includes within its curriculum all subjects that are usually

taught under the laws of the States. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

AP4.1.52. Productive Time Utilization. All work performed by DoD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other overhead functions. Productive labor hours time utilization shall be used for manpower and management related purposes.

AP4.1.53. Public Education (United States Only). Education that is provided at public expense, under supervision and direction of the local education agency, without tuition charge, and that is provided as primary or secondary school education in the applicable State or territory.

AP4.1.54. Public Transportation. Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

AP4.1.55. Regular Means of Transportation. Includes regular public school transportation, regular private school transportation, regular inter- and/or intra-installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

AP4.1.56. Road Test. OPM Test No. 544 or similar road tests developed by Federal Agencies to evaluate the competency of prospective operators.

AP4.1.57. Scheduled DoD Bus Services. Scheduled bus services provided by DoD Components, to include bus services contracted by DoD Components.

AP4.1.58. Scheduled Inspection and Service. Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

AP4.1.59. Shuttle Service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

AP4.1.60. Special Purposes Vehicles. Vehicles used or designed for a specialized function.

AP4.1.61. State License. A valid driver's license that would be required for the operation of similar vehicles for other than official Government business by the States, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

AP4.1.62. Sub-Pools. An element of the central transportation motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

AP4.1.63. Sure Start. A developmental preschool program operated by DoDDS in selected communities and is based on the goals used in the "Head Start Program" that provides comprehensive services in the areas of education, health, social services, and family involvement.

AP4.1.64. Tactical Vehicle. A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on-pavement environment of their flight lines.

AP4.1.65. Taxi Service. Transportation services provided by vehicles dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service vehicles may or may not be radio-equipped.

AP4.1.66. U-Drive-It (UDI). Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using Agency.

AP4.1.67. United States. The United States which includes the 50 States, District of Columbia, U.S. Territories, the Commonwealth of Puerto Rico, the Commonwealth of Northern Marianas Islands, Guam, and Midway Island.

AP4.1.68. Unscheduled Maintenance Service. Maintenance required between scheduled inspection and service intervals.

AP4.1.69. Vehicle Downtime Standard. The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.