

February 24, 2003

MOTOR POOL VEHICLES

A. REFERENCES.

1. DoDD 4500.9, Transportation and Traffic Management.
2. DLAI 4500.36, Management, Acquisition and Use of Motor Vehicles.
3. DLIS Instruction 4500.1, Mission Essential Transportation/Use of Motor Vehicles, **March 28, 2001**, (hereby superseded).

B. PURPOSE. This instruction prescribes procedures and responsibilities for the management and use of motor vehicles owned, leased, or rented to the Government which are assigned to or otherwise come under the official jurisdiction of the Defense Logistics Information Service (DLIS). This instruction supersedes reference A3.

C. APPLICABILITY AND SCOPE. These procedures apply to DLIS, users of the motor pool vehicles, and the contractor charged with the maintenance, upkeep, and issue of vehicles within the motor pool.

D. DEFINITIONS.

Motor Vehicle - Automobile, van, truck or bus.

E. PROCEDURES.

1. Requesting Motor Pool Vehicles. Use DLIS Form 1783, Request for Services, to request a vehicle.
  - a. Submit DLIS Form 1783 no less than **24 hours in advance of required use**. Vehicles should be requested **no sooner than 30 days prior to required use date**.
  - b. Give complete information on the DLIS Form 1783:
    - (1) **Block 1 should have the name of the driver as requestor and the supervisor must be addressed in the message for person requesting the vehicle.**
    - (2) **The vehicle is for official business and to be within a local area use or within commuting distance of an employee's duty station (usually not more than 100 mile radius).**
    - (3) **Destination and reason for use of the vehicle must be included on the DLIS Form 1783.**
    - (4) **If a cancellation is necessary, forward notice as soon as possible to the dispatch office, DLIS-RA, so that others may be scheduled to use.**
  - c. Mail the completed form electronically to "services+".
  - d. If the requested vehicle is not available, the requestor has the option of rescheduling for another date or renting a vehicle from a car rental agency.

2. Using a Motor Vehicle. Operators will:

- a. Have on their person a valid driver's license and comply with applicable State and Federal traffic laws and regulations. **When vehicle is dispatched on DD Form 1970, all drivers will be verified by dispatcher as licensed. When drivers change during the TDY trip, driver (a) becomes the dispatcher to driver (b) and so on, as responsible person changes.**
- b. Record trip information as required by DD Form 1970, Motor Equipment Utilization Record, issued by the Motor Pool Dispatcher. This includes fuel and oil quantity in blocks 6a and 6b.
- c. Use the GSA credit card provided in the vehicle packet to purchase fuel and oil. Attach receipts to the DD Form 1970 and return to the dispatcher when the trip is completed.
- d. Remind all passengers that use of seat belts is required.

3. **After Hours Pick Up or Drop Off.**

- a. **When a vehicle is to be picked up or dropped off, the vehicle will be parked outside the back dock area inside the fenced-in area.**
- b. **When the vehicle is to leave, place a call to the guard station (961-5555) requesting the gate be opened.**
- c. **Returning a Vehicle After Hours.**
  - (1) **When vehicle arrives at back gate, call the guard station (961-5555) to request gate be opened. If no phone is available, go to the GSA gate and use the intercom to request the gate be opened.**
  - (2) **Driver will keep the keys in their possession. Return keys to the administrator the next day.**

4. Maintaining Motor Pool Vehicles. The installation services contractor will:

- a. Comply with references A1 and A2 for the maintenance, upkeep, and issue of motor pool vehicles.
- b. Issue vehicles as authorized by Transportation Officer on an approved DLIS Form 1783 to operators with a valid driver's license. (Motor pool personnel are not required to have an approved DLIS Form 1783 to operate a motor pool vehicle in the conduct of contractual business and services, but are required to be properly dispatched on DD Form 1970.)
- c. Provide each vehicle with a packet that consists of the DD Form 1970, GSA gas credit card, accident reporting forms, and the vehicle owner's manual.
- d. Ensure all vehicles are properly fueled and serviced prior to dispatch.
- e. Provide vehicle usage information to the Transportation Officer (DLIS-RA) and Accountable Property Officer (DLIS-RW) as required for maintenance and usage reports.

F. RESPONSIBILITIES.

1. Chief, Administrative Services Division, Directorate of Planning and Resource Management (DLIS-RA) will:

- a. Serve as the Command Transportation Officer.
- b. Ensure references A1 and A2 are complied with as they apply to local motor pool operations.
- c. Establish Command Permissible Operating Distance (POD) policy based on cost effectiveness and mission needs.
- d. Approve or disapprove requests for use of motor pool vehicles.
- e. Maintain this instruction in a current status and review it biennially.

2. Heads of DLIS/DRMS Directorates/Offices will provide advance notice to the Transportation Officer when Command level functions require vehicular support for visiting dignitaries and VIPs.

3. The Installation Services Contractor will:

a. Comply with references A1 and A2 as they apply to motor pool operations. Reference A1 (DoDD 4500.9, Transportation and Traffic Management) is located at <http://www.dtic.mil/whs/directives/corres/html/45009.htm> and reference A2 is available at <http://www.dlaps.hq.dla.mil/SR2.htm>.

b. Perform motor vehicles dispatch functions.

c. Upon the turn-in of a dispatched vehicle, ensure that:

- (1) DD Form 1970 is properly completed, including block 12.
- (2) Oil and fuel acquisitions are noted (receipts attached).
- (3) Any damage is noted.

d. Service vehicles as required.

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective and implemented upon signature by the DLIS Deputy.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/  
RICHARD B. MAISON  
Deputy

2 Encl

1. DD Form 1970.
2. DLIS Form 1783.