



United States Department of Agriculture

# Driver Orientation Self-Study Guide



Forest  
Service

Washington Office  
Fleet Management

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## Chapter 1—Introduction

The Forest Service wants to ensure that you are fully qualified to operate Forest Service owned, leased, or rented vehicles and equipment safely and effectively (FSH 7109.19, sec. 60.3).

This orientation course includes reading material that covers:

- Working capital fund (WCF)
- Mileage records (USE)
- Use of the Government fleet fuel credit card
- Accident reporting procedures
- Official use of Government vehicles
- Preventive maintenance policies
- Scheduled maintenance and repairs
- Emergency repairs

Supplemental videos or other training materials may be provided by your local unit and include:

- Driving on mountain roads and under unique conditions
- All-wheel drive (4x4) vehicle operation
- Use of antilock brake systems (ABS) and air bags

This training pertains to the care and operation of the equipment during normal and emergency work assignments in Forest Service employment. Before you will be issued an OF-346 (U.S. Government Motor Vehicle Operator’s Identification Card) or equivalent driver/operator authorization, you must possess a valid State driver’s license for the types of Forest Service vehicles you will be driving, including any necessary endorsements (FSM 7134.1).

When you have finished reading this guide, you will be familiar with vehicle requirements and may be tested based on the information provided.

Additional training and testing will be required for vehicles weighing more than 10,000 pounds GVWR (gross vehicle weight rating) and specialized equipment. Authorization to operate additional equipment will be added to your OF-346, after certification of successful completion of training and testing.

### OF-346, U.S. Government Motor Vehicle Operator’s Identification Card

OF 346 11/85 USOPM FPM Chapter 930		<b>U.S. Government Motor Vehicle Operator’s Identification Card</b>		Card No. 0515- 000	<b>Restrictions</b>		
					<b>Qualified To Operate</b>		
Name of Operator (not transferable)		Sex	Signature of Operator (not valid until signed)		Type Vehicle and/or Equipment	Capacity	Qualifying Official
					<i>Basic and All-Wheel-Drive Vehicles</i>	<i>&lt;=10,000 GVW</i>	
Date of Birth		State License No.		Name and Location of Issuing Unit			
Height	Weight	Hair Color	Eye Color	Signature and Title of Issuing Official			
Date Issued		Date Expires		Forest Vehicle/Operator Examiner			
The holder of this card is qualified to operate U.S. Government vehicles and/or equipment specified, subject to the restrictions set forth on the other half of this card. Card must be carried at all times when operating Government vehicles.					<b>Void Unless Accompanied By A Valid State License</b>		
					NSN 7540-00-634-399		50346-1

## Steps for Obtaining Your OF-346

### The driver completes the following:

- Application for Authorization To Operate Government Vehicles and Equipment, sec. 1 (FS-7100-184)
- Current driver record information (National Driver Register or State record check)
- Forest Service driver orientation (this guide)
- Basic test (may be waived for vehicles under 10,000 GVWR, per local requirements)
- Specialized equipment training and test(s), if required

### The driver's supervisor completes the following:

- Application for Authorization To Operate Government Vehicles and Equipment, sec. 2

### The driver examiner completes the following:

- Application for Authorization To Operate Government Vehicles and Equipment, sec. 3

When you, your supervisor, and the driver-operator examiner have successfully completed all the requirements, you will be issued an OF-346 or equivalent. Your OF-346 must be accompanied by your valid State driver's license.

**Both must be in your possession at all times while driving or operating Government-owned or -leased vehicles and equipment** (FSM 7134.2; FSH 7109.19, secs. 61.1 and 61.2)

You must complete the minimum required training and testing for specialized equipment. Previous training, testing, and experience—when verified—may be accepted for qualification in place of Forest Service on-the-job training. Experience must have been within the previous 4 years. Your supervisor will have to verify your skills. Written and performance testing will still be required (FSH 7109.19, sec. 64.1).

### A commercial driver's license is required for:

- Vehicles 26,001 pounds GVWR or heavier
- Any combination of vehicles with a GCWR (gross combined weight rating) of 26,001 pounds or more, provided the GTWR (gross trailer weight rating) of the towed unit is 10,000 pounds or more (some States have more restrictive license regulations for towing)
- Tank trucks carrying 1,000 gallons or more
- Passenger vehicles carrying more than 10 passengers in California or 16 or more passengers in all other States
- Vehicles transporting hazardous materials that require placards or markings

You must be able to pass a physical and the commercial driver's license test(s) to qualify to operate these types of Forest Service vehicles. Employees whose position requires a commercial driver's license will be enrolled in the agency drug and alcohol testing program (FSH 7109.19, sec. 63.4) and shall maintain a current medical certificate.

### FSH 7109.19—Fleet Equipment Management Handbook

#### 65.01—Commercial Driver's License

Forest Service drivers shall not seek or accept an exemption from the requirements to have a commercial driver's license to operate a commercial motor vehicle even if the State provides such a waiver for emergency vehicles.

## Chapter 2—Working Capital Fund Overview

Forest Service (agency-owned) fleet vehicles and equipment are purchased and maintained using the Working Capital Fund (WCF). The WCF is a self-sustaining accounting system, similar to some used in private enterprise. A number of activities within the Forest Service use this accounting system to manage their funds.

For fleet equipment, the primary function of WCF is to support the Forest Service by providing efficient and safe fleet equipment and to ensure the economical acquisition, operation, maintenance, and disposal of that equipment.

WCF includes two distinct accounts: fixed ownership rates (FOR) and use rates (USE).

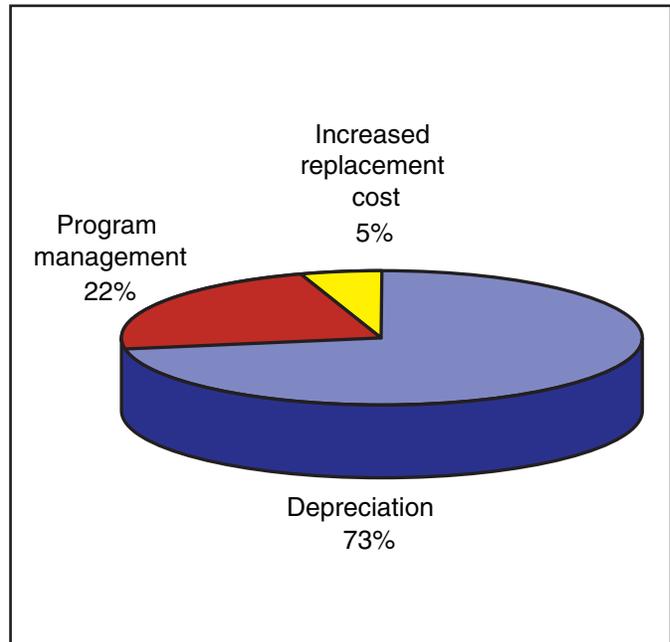
### Fixed Ownership Rates

FOR is a monthly rate covering the fixed costs of equipment ownership. Replacing the vehicle at the end of a set life is the major fixed cost. Management and overhead are additional fixed costs. “Profits” (when WCF receives more revenue than needed to cover costs) and “losses” can lead to increases or decreases in FOR. The three basic parts of FOR are:

**Depreciation**—Depreciation accounts for about 75 percent of the cost of a new vehicle and allows the Forest Service to recover the dollars paid for the vehicle when it was purchased. About 25 percent is recovered when the vehicle is sold.

**Increased Replacement Cost (IRC)**—This factor is based on the difference between the vehicle’s original purchase price and the cost of the vehicle that will replace it. The difference is mostly due to inflation, but may also include costs of advances in technology.

Fixed Ownership Rates



**Program Management**—Program management (PM) and administrative costs are about 20 percent of the FOR. This part of the FOR covers the administrative costs of running the fleet program at all levels in the Forest Service.

If vehicles are maintained and kept in good condition, the Forest Service can recover more of its investment when vehicles are sold, which will help keep FOR rates low.

FOR is collected monthly and charged to the benefiting function that has possession of the vehicle on the first day of the month. FOR budgets are set up in the beginning of each fiscal year with the project manager determining project job codes that will pay for the vehicle during each month.

## USE

USE is the cost you pay for operating and maintaining a Forest Service vehicle. It includes fuel, tires, lube and oil service, washing, mechanical inspections, and repairs. Some regions, stations, or units include auto shop operation and maintenance costs in USE.

USE rates (vehicle operation and maintenance cost) are calculated using a 3-year average of the repair costs and the past year's operations costs for all vehicles of the same type (for example, ½ ton 4x2 regular cab pickup) on your National Forest. USE rates are charged for each mile or hour the vehicle or equipment is operated.

USE rates **do not** cover the costs of unusual maintenance and repairs (as determined by the fleet manager) or repairs resulting from misuse, abuse, or accidents. These costs are charged directly to your project funds. In the case of negligence, these costs could be charged directly to the driver.

**You, the driver, are the key to reducing costs.**

### Tips To Reduce Vehicle Operating Costs

- Complete all preventive maintenance promptly.
  - Maintain your vehicles on schedule.
  - Drive to conserve fuel.
  - Do not use premium grade fuels.
  - Maintain proper tire pressures, control speed, and avoid skidding to extend tire life.
  - Do not overload your vehicle.
-

### Chapter 3—USE Reporting and Log Books

To report WCF fleet equipment USE:

- Record your units of USE (miles, hours, days) each day.
- Report your units of USE each month.
- Distribute all units of USE to valid job codes.

On the due date determined by your region, station, or area, the designated operator must submit a record of the total units of USE during the prior month along with valid job code(s) to cover the USE charges. Additional information may be required by your unit (FSH 6509.11f, sec. 34.1).

Different regions, stations, or areas may use different forms and methods for collecting this information. See your supervisor or fleet manager for specific instructions on completing the form used on your unit.

Your reported USE record needs to be complete and accurate when you turn it in. Inaccurate USE reporting affects your project’s bottom line.

Log books are required by the U.S. Department of Agriculture policy (Department Regulation DR 5400-006) to document vehicle/equipment use. The USE record and log book may be combined in one document. Information in the log book is also used to support “days of use” in the annual utilization report.

#### Example of Use Report/Log Book

FLEET EQUIPMENT DAILY USE RECORD							
WCF Equipment Number: _____				or License Plate: _____			
FOREST:		BEGINNING ODOMETER:			MONTH:		FISCAL YEAR:
DAY	BEGINNING ODOMETER	ENDING ODOMETER	TOTAL MILES	JOB CODE	Fuel/Mtnc. Yes or No	DRIVER'S NAME <small>Legibly</small>	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							

INSTRUCTIONS: Record each day that this vehicle is used. Tally all days used for this month: \_\_\_\_\_  
 Initial next day's use if no changes. Record all credit card use and retain all receipts in this envelope.  
 \*\*\*\*\*SUBMIT THIS ENVELOPE TO YOUR UNIT FLEET MANAGER MONTHLY\*\*\*\*\*

R1-FS-7130-2 (3-10)

## Chapter 4—Fleet Credit Card

Each vehicle is assigned a fleet credit card. The fleet credit card must be used to pay for all fuel, services, and repairs of motor vehicles.

In addition, your fleet credit card should be used to pay for tow services, car washes, and expendable items, such as wiper blades, motor oil, light bulbs, and similar items.

Contact your fleet or maintenance manager for authorization before taking a vehicle to a commercial vendor for maintenance and repair work. Repairs or necessary vehicle purchases up to \$1,000 can be made by the operator using the fleet card after the operator has contacted the unit fleet manager. Purchases/repairs between \$1,000 and \$2,500 must be authorized by the forest or station fleet manager (some units may have established a lower card limit, such as \$500). Purchases larger than \$2,500 require advance approval from a warranted procurement person and the region/station/area fleet manager.

For additional fleet credit card training or help with problems associated with your card, contact your fleet manager.

A 2007 Office of Inspector General (OIG) audit found that some Forest Service employees were not aware of the basic requirements for using a fleet credit card. All employees should know the five basic requirements:

- The fleet credit card is for official Government business only. Under no circumstances is the card to be used for personal purchases or as identification for personal purchases (USDA Departmental Regulation No. 5400-006).
- Only one fleet credit card can be issued to each motor vehicle, aircraft, boat, and piece of equipment that requires fuel. Anyone using a fleet credit card assigned to a vehicle or piece of equipment shall use the card only for the vehicle or piece of equipment to which the card is assigned (OIG Audit 08601-03-TE, March 30, 2007; USDA Departmental Regulation No. 5400-006).
- Anyone using a fleet credit card assigned to a vehicle with an odometer must, whenever prompted by the card machine, enter a valid odometer reading and PIN (personal identification number) when purchasing

fuel (OIG Audit 08601-03-TE, March 30, 2007; USDA Departmental Regulation No. 5400-006).

- Anyone using a fleet credit card must collect and maintain a receipt for that transaction. Once a month the receipts will be given to the Local Fleet Program Coordinator (OIG Audit 08601-03-TE, March 30, 2007).
- Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government. Do not use premium grade gasoline in any motor vehicles unless the vehicle owner/operator manual specifies premium grade gasoline (USDA Agriculture Property Management Regulations (AGPMR) chapter 110-34; Federal Management Regulation (FMR), part 102-34).

### Using the Fleet Credit Card

- Obtain a personal identification number from the fleet manager before using the fleet card.
- Complete the mandatory fleet training before using a fleet card.
- All transactions are monitored and subject to audit.
- Purchase of premium fuel is prohibited.
- All receipts for fleet credit card purchases must be retained and turned in with your monthly USE record.
- All receipts must be retained for auditing purposes.
- Unauthorized purchases are prohibited.
- The fleet credit card must be secured at all times. Do not leave it in an unattended vehicle where it might be stolen.
- Ensure (in advance) that the vendor accepts the fleet credit card.
- Know the credit card's limits.

## New Credit Card for WCF (Working Capital Fund) Vehicles

### Credit card



### Driver guide

**For out-of-network transactions**

For any issues with the WEX card at a fuel or service location, call WEX Customer Service at **1.866.885.2802**

To obtain an authorization for US Fuel and Service Merchants who do not accept the WEX card, simply follow the process below:

- Call 1-866-885-2802 for an out-of-network authorization.
- Be prepared to provide the following information: Account #, Card #, Expiration Date, Driver ID, Vehicle odometer reading, Product being purchased, Total amount of the transaction and Merchant contact information.
- For authorized transactions, WEX Customer Service will provide an authorization number for payment.

NOTE: This process is only valid for those merchants who do not accept the WEX card.

**Present card when requesting service.**

\*Limited service points only.

**OUR CARD IS EASY TO USE:**

- Driver inserts card into pump or Attendant swipes card in the station
- Driver inputs odometer (Do not include tenths of miles)
- Driver inputs ID number

**Important Instructions**

- Do not give the ID number to anyone except a station attendant or a Customer Service Representative.

U.S. DEPARTMENT OF AGRICULTURE  
**DRIVER GUIDE**

**Customer Service/  
Lost or Stolen Cards**

24 hours a day, 7 days a week:  
**1.866.885.2802**

A copy of the "Driver Guide" should be kept in the vehicle's log book.

WEX cards are accepted at these and other fuel merchants. Card acceptance is subject to independent station owner/operator participation and is subject to change without notice.

For a full list of participating locations go to [www.wexcinc.com](http://www.wexcinc.com)

Bigfoot	Logan	Bigby Mart	Timbuck	Paradise	Cal America	Calball	Huck's	Ameyo	Sum & Go	Mass Store	WV Way	FREE	Quality Oil	Ameyo Rubber	Ameyo 24	Taylor Foods	Trade Oil	Valley Dairy	2nd Path
Centex	Combined Items	Expet	Expet Stop	Fast Back	Gas	Green Mark	KD	Keane	Jack Finley	MSA Oil	OK Petroleum	Pure	Quick Mart	Repsal Farms	Stewart's Shops	Thompson Oil	Alpine Oil	Weight Store	Zig Mart
Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco	Conoco

## Chapter 5—Accident Reporting

It is the responsibility of the driver to report any and all accident damage to their supervisor, no matter how slight (FSH 7109.19, sec. 42.3) and to complete the required paperwork immediately (FSH 6709.12, sec. 32.1).

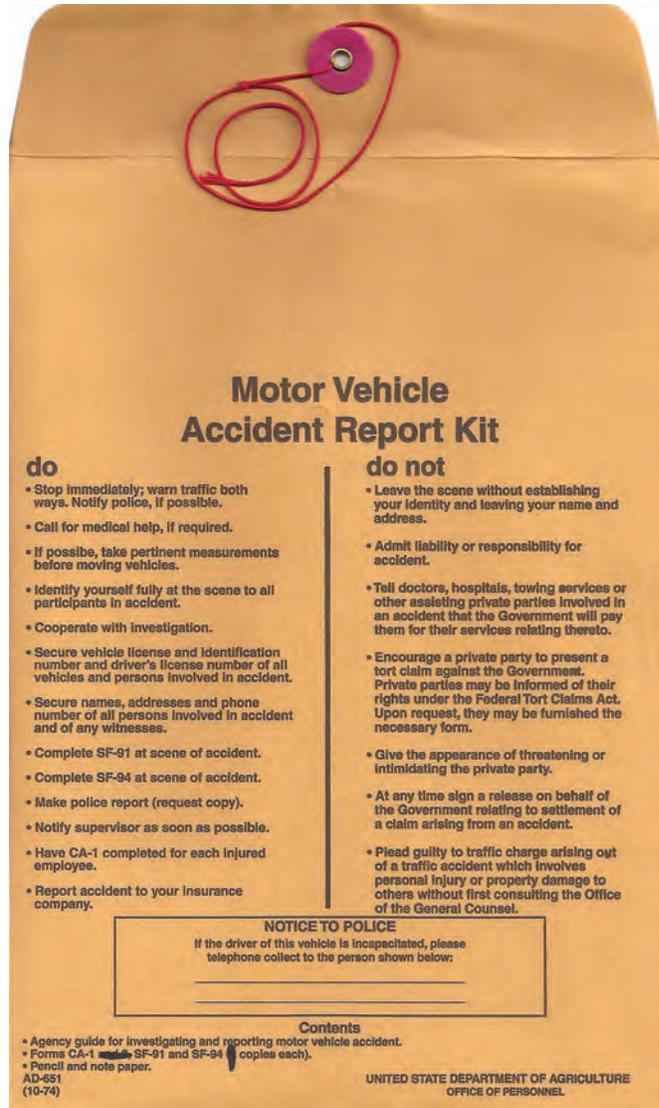
If you are involved in an accident, your authorization to operate Forest Service vehicles or equipment may be suspended pending the outcome of the final accident investigation.

The Government may defend any claim or suit against the operator of a Government-owned or -leased motor vehicle resulting from an accident, if the employee was acting within the scope of employment. If the employee was not acting within the scope of employment, the Government will not pay the claim and will not defend the suit. The Office of the General Counsel decides whether the employee acted within the scope of employment.

Each vehicle log book or glove box should contain an AD-651 Motor Vehicle Accident Report Kit or similar packet. This kit should include:

- Region, station, or unit instructions for reporting and investigating motor vehicle accidents
- SF-91 Motor Vehicle Accident Report
- SF-94 Statement of Witness
- CA-1 Federal Employee’s Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation
- AD-112 Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property
- CA-16 Authorization for Examination and/or Treatment (optional)
- Pencil and note paper

### AD-651, Accident Envelope



### Definition of an Accident

**An accident is an impact with any object that causes damage, however slight, to Forest Service-owned or -leased equipment (FSH 7109.19, sec. 42.3).**

## Driver Orientation Self-Study Guide

### SF91, Motor Vehicle Accident Report

<b>MOTOR VEHICLE ACCIDENT REPORT</b>		Please read the Privacy Act Statement on Page 3		INSTRUCTIONS: Sections I through IX are filled out by the vehicle operator. Section X, items 72 thru 82c are filled on by the operator's supervisor. Section XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.			
<b>SECTION I - FEDERAL VEHICLE DATA</b>							
1. DRIVER'S NAME (Last, first, middle)			2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		DATE OF ACCIDENT		
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER			
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO		
11. DESCRIBE VEHICLE DAMAGE							
<b>SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed)</b>							
12. DRIVER'S NAME (Last, first, middle)			13. SOCIAL SECURITY NO./ TAX IDENTIFICATION NO.	14. DRIVER'S LICENSE NO./STATE/LIMITATIONS			
15. a. DRIVER'S WORK ADDRESS				15b. WORK TELEPHONE NUMBER			
16a. DRIVER'S HOME ADDRESS				16b. HOME TELEPHONE NUMBER			
17. DESCRIPTION OF VEHICLE DAMAGE				18. ESTIMATED REPAIR COST \$			
19. YEAR OF VEHICLE	20. MAKE OF VEHICLE		21. MODEL OF VEHICLE		22. TAG NUMBER AND STATE		
23a. DRIVE'S INSURANCE COMPANY NAME AND ADDRESS				23b. POLICY NUMBER			
				23c. TELEPHONE NUMBER			
24. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		25a. OWNER'S NAME(S) (Last, first, middle)		25b. TELEPHONE NUMBER			
26. OWNER'S ADDRESS(ES)							
<b>SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed)</b>							
27. NAME (last, first, middle)			28. SEX	29. DATE OF BIRTH			
30. ADDRESS							
<b>A</b>	31. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		32. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	33. LOCATION IN VEHICLE	34. FIRST AID GIVEN BY		
	35. TRANSPORTED BY		36. TRANSPORTED TO				
37. NAME (last, first, middle)			38. SEX	39. DATE OF BIRTH			
40. ADDRESS							
<b>B</b>	41. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		42. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	43. LOCATION IN VEHICLE	44. FIRST AID GIVEN BY		
	45. TRANSPORTED BY		46. TRANSPORTED TO				
<b>47. Pedestrian</b>	a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NW corner, etc.)			
				FROM	TO		
c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT ( <i>crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.</i> )							

**AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property**

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
<b>REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY</b>			
<b>SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT</b>			
1. STATUS OF PROPERTY <i>(Check only one-report each one type separately)</i>		2. REPORTING ACTIVITY <i>(Show agency, unit and address)</i>	
<input type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Obsolete <input type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed <input type="checkbox"/> Others			
3. PROPERTY ITEMS <i>(See attachment for additional entries)</i>			
QUANTITY <i>(Or property no.)</i>	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE <i>(Give present condition and estimated cost of repair)</i>	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS <i>(If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)</i>
A	B	C	D
	Driver's name: Vehicle ID number: Vehicle description: Job code to cover repairs:	Vehicle acquisition costs:  Commercial vehicle repair estimate:	Description of damage and how it occurred:  APO disposal instructions:
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
			DATE
<b>SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION</b>			
<b>DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY</b>			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and avny involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY</b>			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction.		<input type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. <i>(Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)</i>	
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
<b>SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).</b>			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER		2. DATE	
3. SIGNATURE OF WITNESS		4. DATE	
<b>SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS</b>			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER <i>(The necessary entries have been made to adjust property records.)</i>		2. DATE	
3. SIGNATURE OF FISCAL OFFICER <i>[The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).]</i>		4. DATE	
AD FORM 112 (Rev. 3/94)			

You must provide this information

Driver's name:

Vehicle ID number:

Vehicle description:

Job code to cover repairs:

Vehicle acquisition costs:

Commercial vehicle repair estimate:

Description of damage and how it occurred:

APO disposal instructions:

## Vehicle Safety Items

In addition, each new vehicle will contain most or all of the following safety items:

- First aid kit
- Two body fluid barrier kits
- Fire extinguisher
- Highway warning devices (road triangles)
- Safety vest(s)
- Tire chains (if approved by vehicle manufacturer)
- Wheel chock block
- Flashlight
- Window scraper

Check monthly to ensure that dated supplies are replaced. Projects are responsible for replacing any dated or missing items.

## Common Safety Items



## Chapter 6—Using Government Vehicles

**Safety is number one** when driving or operating any vehicles or Government equipment. Drivers and operators of all Forest Service equipment shall strictly observe all traffic laws, ordinances, and regulations in both letter and spirit (EM-7130-2, p. 1) of the State or local community in which the vehicle is operated. They shall observe the accepted standards of safe and defensive driving and shall exercise all possible care to avoid accidents and shall not misuse or abuse the vehicle.

Moving violations, accidents, suspensions, and similar **changes to your State driving record shall be reported to your immediate supervisor and the driver-operator examiner within 30 days.** Any driver's license revocation shall be reported before the close of business on the following workday (FSH 7109.19, sec. 65) and the employee shall not operate any Forest Service or privately owned vehicle on official Forest Service business until the State license has been reinstated.

**Unofficial use** is defined as willfully using or authorizing the use of a Government-owned or -leased motor vehicle for other than official purposes. The operator is subject to prosecution under 18 U.S.C. 641 and, where appropriate, shall be suspended from duty without compensation for not less than 1 month or summarily removed from office, in accordance with 31 U.S.C. 1349. Any knowledge of misuse of vehicles must be reported immediately to the unit manager and/or unit law enforcement (AGPMR 110-34.220 USDA Official/Authorized Use).

**Nonstandard use** is using the vehicle in a manner for which it was not intended and/or that is beyond its design or operating capabilities. In rare cases, nonstandard use may be

necessary to accomplish mandatory goals. In these cases, the nonstandard use must be recognized and approved by both the fleet manager and project staff officer before the use. Any costs for repairs from nonstandard use will usually be paid for by the benefiting function (FSH 7109.19, sec. 42.2).

**Abuse** is damage caused by disregard for established standards of use and maintenance. The cost of repairs for abuse is initially charged to the funds financing the work where the damage occurred. After an investigation, the operator may have to pay for the repairs (FSH 7109.19, sec. 42.2).

**Seat belts** shall be worn properly at all times while traveling in all Government-owned or -leased vehicles. This requirement includes all persons in the vehicle, including the driver and passengers (FSH 6709.11, sec. 12.34).

**Smoking or the use of any tobacco products** (including e-cigarettes) is prohibited at all times in all Government-owned, -leased, or -rented vehicles (USDA Department Regulation 4400-6, Smoking Policy, 12/16/1996).

**Cell phones and two-way radios** (including "hands-free" devices) shall be used from the shoulder of the roadway or other safe location and only while the vehicle is stopped. Cell phones, two-way radios, or other communication devices may only be used by the driver when the vehicle is in motion under limited emergency conditions. Drivers shall follow all local laws pertaining to the use of cell phones (FSH 6709.11, sec. 12.34, ID issued July 12, 2010).

**Refuel and clean vehicles** after each use so they are ready for the next user.

**Back-in parking** should be used whenever possible, for improved visibility and overall safety when leaving the parking space, particularly during an emergency.

**Wheel chock blocks** or other blocking devices must be used whenever vehicles and equipment are parked on a grade (FSH 6709.11, sec. 12.34).

**Secure vehicles** and their contents from theft and property damage. Government vehicles should be parked in an off-street, secured facility whenever possible. Never leave the credit fuel card or keys in the vehicle, even if the vehicle is parked in a secured area. When vehicles are parked in commercial facilities that require keys to be surrendered to the attendant, remove and secure the fleet fuel card (FSH 7109.19, sec. 33.1).

**Home storage** of Forest Service vehicles is only authorized in limited situations and must be approved in advance (USDA Departmental Regulation No. 5400-005 and FSM 7130).

**Personal use** of Government-owned, -leased, or -rented vehicles is **not** authorized. Forest Service vehicles can not be used for running personal errands, hauling personal items, or transporting friends or family members (AGPMR 110-34.220, USDA Official/Authorized Use).

**Authorized passengers** normally are limited to Forest Service employees on official business. If advantageous to the Government and circumstances warrant, others, such as contractors, collaborators, cooperators, grantees, permittees, prospective bidders, volunteers, and enrollees, could be transported on official business (FSH 6509.33, 301-2.6(a) (1) (ii)). This travel should be limited to the job site.

**Persons who are not Government employees** cannot be carried in Government vehicles except in emergencies—and then only after contacting your local dispatch office, supervisor, or 911 operator. Provide complete information on the nature of the emergency. In most cases of injury or illness, it is safer for all concerned if you administer first aid and wait for proper medical assistance to arrive (FSH 6509.33, sec. 301-10.200).

**Travel** in a Forest Service-owned, -leased, or -rented vehicle requires you to take the most direct travel route available. When in travel status away from your home unit, the Government vehicle may be used after “work hours” on a very limited basis for eating, exercising, attending certain types of meetings, church services, etc. There are very specific rules covering this type of vehicle use, so get your supervisor’s approval and the proper information before using a Government vehicle for these purposes (FSH 6509.33, sec. 301-2.3).

### Vehicle Idling Policy

Motor vehicles or specialized equipment operated for official government use should not be allowed to idle for more than 30 seconds at a time when parked, and located off the road or trail. When parked, the engine should be turned off, even if the operator remains in the vehicle. This practice also applies when drivers are unloading or picking up passengers and/or equipment.

New vehicle technology does not require an engine to warm up before being driven. Drivers should continue to follow manufacturer’s recommendations for engine warm up prior to placing heavy burdens or load on the engine.

### Exemptions

This policy is not applicable when idling is necessary for an agency operational need or safety, such as during routine stops for traffic lights or signs. Operators are responsible for the appropriate implementation of this policy as all field conditions cannot be identified in advance.

## Chapter 7—Daily and Monthly Preventative Maintenance Checks

The driver is the single most important factor in preventive maintenance and is responsible for the proper care and use of Government equipment. The driver must take steps to ensure the vehicle is in safe operating condition before each use (EM-7130-2, Driver-Operator Guide, Preventive Maintenance, p. 13).

### Daily Before-Operation Check (also known as the “Circle of Safety”)

The driver or operator shall ensure that the vehicle is in mechanically safe condition by visually checking the following items before every use. Any problems with *italicized* items should be reported to your supervisor or unit, fleet, or maintenance manager immediately for repair.

1. *Tires*—Proper inflation, *cuts*, *breaks*, excessive or uneven wear.
2. Leaks—Check under the vehicle for any fuel, oil, water, or other leaks.
3. Fluids under hood—Oil, transmission, and brake levels are adequate. Fill if low.
4. Coolant level in radiator—Adequate. Be sure to fill with the correct type of coolant.
5. *Lights and signal devices*—Operating properly.
6. All glass—Clean, free of chips, and unbroken.
7. *Mirrors*—Properly adjusted, clean, and unbroken.
8. Fuel supply—Adequate.
9. *Horn*—Operational.
10. *Brakes*—Adjusted and functional.
11. Accessories—First aid kit, tire-changing tools, tire chains, etc.
12. *Steering*—Normal free play.
13. Equipment logbook—Up to date and properly recorded.
14. Battery—Terminals clean.
15. Windshield wipers—Operational. Wiper blades in good condition.
16. Body—Report dents or other damage before operating a vehicle.
17. *License plates*—Present on the vehicle (one in front, one in rear).

### Monthly Preventive Maintenance Inspections

The driver, operator, or individual assigned responsibility for the equipment shall ensure that the monthly inspection is performed and documented. Use the Driver’s Safety and Preventive Maintenance Inspection form, FS-7100-9. Other forms may be required for specialized equipment. These forms must be turned in monthly to the fleet management staff (FSH 7109.19, sec. 41.1).

Monthly checks are more thorough than the daily check, so plan on taking 10 to 20 minutes for the monthly inspection. It’s a good idea to have a helper if one is available.

After completion, list the items that were checked “repair needed” in the bottom section of the inspection form. Indicate next to the defect the arrangements you have made to get the items repaired. Remember, *italics* denote a safety item. If an italicized item is checked, the vehicle cannot be operated until repairs are completed.

FS-1000-9, Driver's Safety and Preventative Maintenance Inspection form

USDA Forest Service

FS-7100-9 (12/77)

**DRIVER'S SAFETY AND PREVENTIVE MAINTENANCE INSPECTION**  
**Transportation Equipment**  
 (Reference FSM 7130)

INSTRUCTIONS: Use Manufacturer's Operators Manual as a guide to perform this inspection. *Italics* denotes safety items.

NAME OF INSPECTOR <i>Smokey Bear</i>		REVIEWED BY (Unit Fleet Manager) <i>M Wrench</i>	DATE <i>7/25/15</i>	SATISFACTORY	UNSATISFACTORY
TYPE OF VEHICLE <i>1/2 Ton Pickup, 4x4</i>		FOREST SERVICE NUMBER <i>Best Place National Forest</i>			
LOCATION <i>Anywhere</i>		ODOMETER READING <i>25.000</i>			
LOG BOOK	1. Daily entries up-to-date.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	2. Accident forms available.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	3. Lube intervals recorded and on schedule.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	4. Oil and filter intervals recorded and on schedule.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	5. Safety and PM inspections recorded and on schedule.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CAB	6. First-aid kit clean, serviceable, and mounted.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	7. <i>Mirrors serviceable and tight in brackets</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	8. <i>Glass clear and windows operational</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	9. <i>Windshield wipers, washers, defroster, and air conditioner operational</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	10. Seats, cushions, belts, track operational.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	11. <i>Driver's floor clear, tool boxes anchored</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	12. <i>Lights, horn, dash warning lights operational</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ENGINE	13. <i>Backup alarm (if applicable)</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	14. Hood latch and safety catch working properly.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	15. Radiator cap and hoses serviceable, proper coolant level in tank.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	16. Battery snug, clean, and with adequate fluid.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	17. Oil - Engine clean and at operating level.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	18. Oil - Auto - Transmission and power steering clean and at operating level.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	19. All drive belts tight and serviceable.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
CHASSIS AND BODY	20. <i>Steering system operational</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	21. Springs and shock absorbers in good condition.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	22. Leaks - <i>exhaust, brakes, fuel lines, cooling, transmission, etc.</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	23. <i>Tires properly inflated and in good condition, lug nuts tight (dual wheel only)</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	24. Doors, fenders, bumpers, body, and trailer ball <i>tight and serviceable</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ROAD TEST	25. Accessories mounted and operable; spare tire, jack, lug wrench, tire chains, axe, shovel, flares/reflectors, etc. ....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	26. Starter, generator, gages operational.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	27. <i>Brakes (foot and parking) effective</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	28. <i>Speedometer and odometer operating properly</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	29. Clutch operational.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	30. <i>Vehicle handling acceptable</i> .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

REMARKS: *Windshield replaced 7/25/15*  
*Oil changed at 25.000 7/25/15*

UNSATISFACTORY ITEMS CORRECTED:

BY *Smokey Bear*

DATE *7/25/15*



## Chapter 9—Emergency Repairs

### Breakdowns on Your Unit

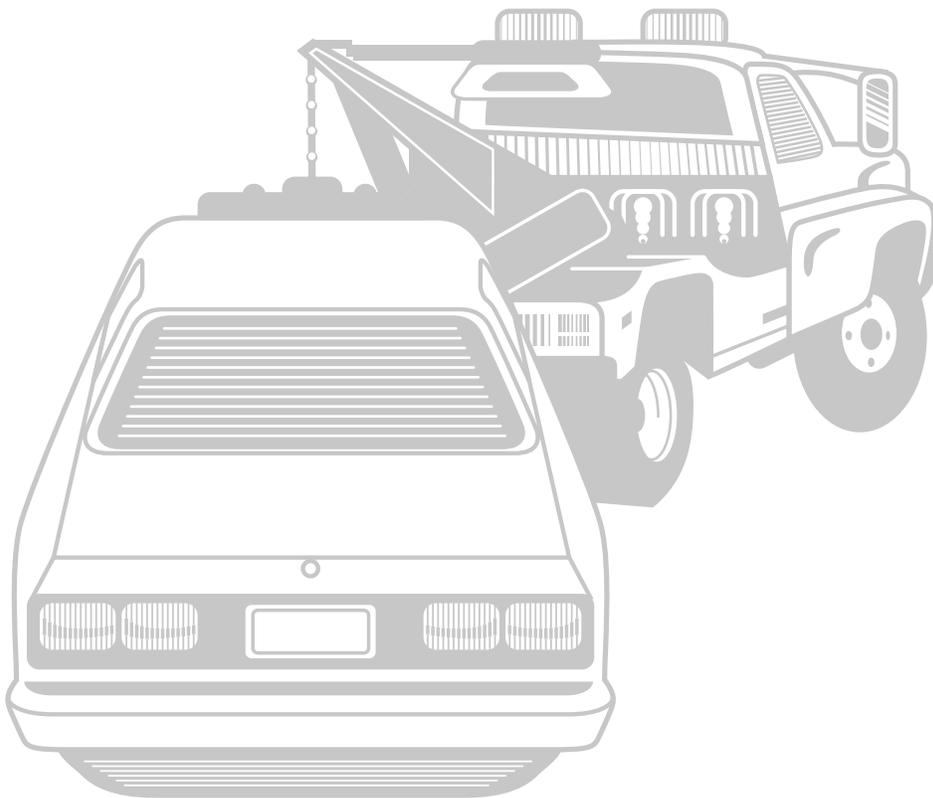
If a vehicle breaks down while you are on your unit, contact your region, forest, or area fleet manager. Provide a complete description of the vehicle problem and good directions to your location. It is important that you maintain communications until the problem has been resolved.

### Breakdowns off Your Unit

If you are traveling and sense something is going wrong with your vehicle, try to get to a safe location to pull over. Somewhere with a gas station, hotel, and restaurant would be preferred. Contact the closest region, forest, or area dispatch office. Dispatch will work with the local fleet staff and assist you with any needed repairs. In rare cases, you may have to spend the night or rent a vehicle to continue your travel. You must contact your home unit's fleet or maintenance manager and give a full report of the situation as soon as practical.

Always make sure you carry relevant contact information and phone numbers when traveling.

Individual fleet or maintenance managers may handle vehicle breakdowns differently. Check with the fleet or maintenance manager for specific direction.



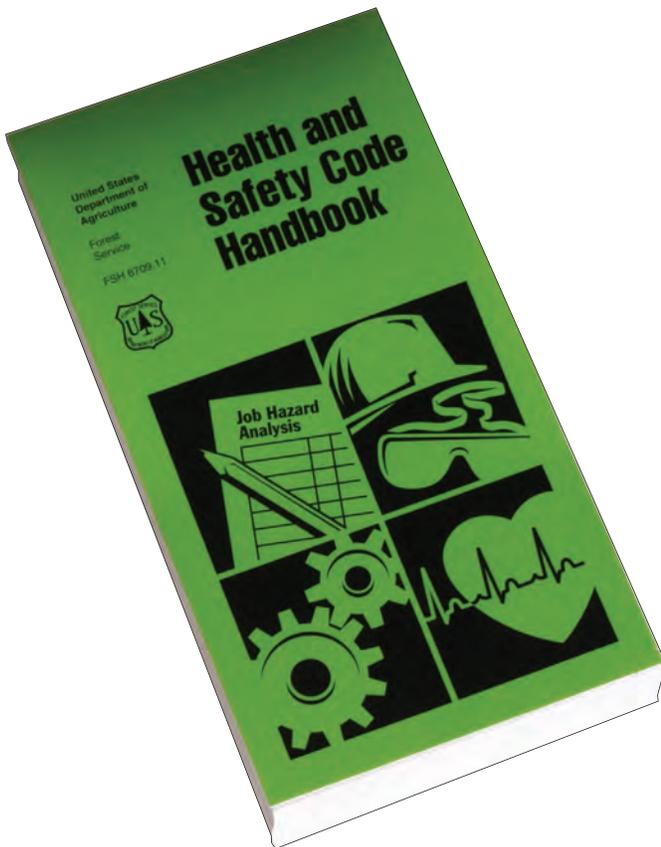
## Chapter 10—Additional Required Reading

Excerpts from two additional publications are required reading for your orientation:

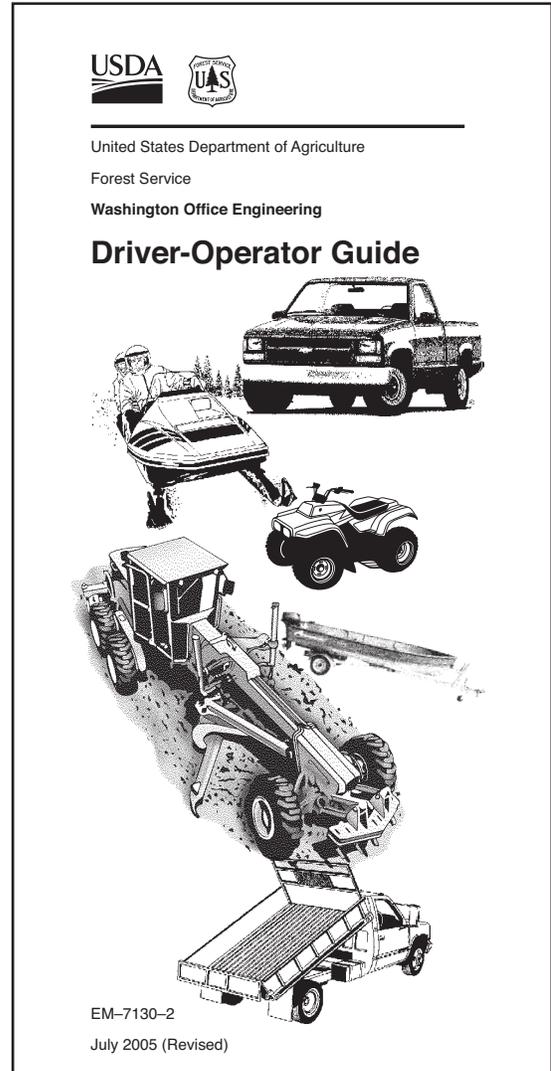
- **Forest Service Handbook 6709.11 Health and Safety Code**, Chapter 10—Travel, sections 11 to 13 and Chapter 30—Facilities, section 39.13, paragraph 1.
- **Forest Service Driver-Operator Guide (publication EM-7130-2)** Chapters 1 and 2 (other chapters may be required if operating specialized equipment).

These excerpts are part of the guide and you may be tested on information found in these documents.

### FSH 6709.11— Health and Safety Code Handbook



### EM-7130-2—Driver-Operator Guide



**Safety is everyone's job.**



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