

AD Driver Operator and Hosting Agency Responsibilities

○ **Hosting Agency Responsibilities:**

- Verification that the AD Driver Operator has a valid state driver's license for the type of vehicle to be driven. Review AD Driver Operator state driving record.
- AD Driver Operators cannot be authorized to operate any vehicles over 17,500# GVWR unless R6 Supplemental Specialized Training (R6 Supplement 7109.19.2006-1) has been successfully completed prior to authorization.
- AD Driver Operators with valid Commercial Driver's Licenses (CDL) **cannot** be authorized to operate any vehicles over 26,000# GVWR due to random Drug Testing requirements.
- AD Driver Operators operation of specialized equipment (trailers, forklifts, UTV's, ATV's, etc.) can occur only after successfully completing Forest Service training and written/performance testing. If you have questions, please contact your Forest Fleet Manager for more information.
- AD Driver Operator authorization letter must be signed by Hosting Agency Line or Staff Officer. A stamp placed on the back of the AD's Red Card clearly indicating the size and type of vehicle may be utilized in lieu of the authorization letter.
- Ensure the AD Driver Operator has completed the following before issuing an authorization letter to operate government vehicles and equipment (FSH 7109.19.60):
 - FS-7100-184 (Application to Operate Government Vehicles or similar form) which asks about the employee's driving experience as well as accidents or violations.
 - OF-345 – Physical Fitness Inquiry for Motor Vehicle Operators which asks about any medical conditions that might affect the ability to drive.
 - A defensive driving course has been completed within the last 3 years.
 - Orientation on driving government owned/leased/rented vehicles including official use, use of the fleet credit card, appropriate behavior while driving, mandatory seatbelt use, accident reporting procedures, driving conditions in the Forest Service environment, preventative maintenance, daily and monthly vehicle inspections, emergency repair process, and so on (EM-7130-5).
 - Secure all Personally Identifiable Information (PII) as required.
- Contact Hosting Agency Forest Fleet Management to request Forest Service WEX Fleet Credit Card Driver Personal Identification Number (PIN).

● **AD Driver Operator Responsibilities:**

- Carry a valid state driver's license and your AD Driver Operator Authorization Letter at all times while driving a Government owned/leased/rented vehicle.
- Provide the hosting agency with a copy of your current (dated within 30 days of submittal) state driving record prior to issuance of your AD Driver Operator Authorization Letter. This is a condition of hire and is not reimbursable.
- Only operate the size and type of vehicles/equipment as identified on your AD Driver Operator Authorization Letter.

AD Driver Operator and Hosting Agency Responsibilities

- Official Use Only
 - Personal use of a Government owned, leased, or rented vehicle is not authorized. Forest service vehicles cannot be used for running personal errands, hauling personal items, or transporting friends or family members (AGPMR 110-34.220 USDA Official/Authorized Use).
 - Unofficial use is defined as willfully using or authorizing the use of a Government owned, leased, or rented 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 for not less than one month or summarily removed from office. Any knowledge of misuse of vehicles must be reported immediately to the unit manager and/or unit law enforcement. (AGPMR 110-34 USDA Official/Authorized Use).
- Vehicle and fuel credit card security
 - Secure vehicles and contents from theft and property damage. Government vehicles should be parked in an off-street, secured facility whenever possible. Never leave the fuel credit card or keys in the vehicle, even when the vehicle is parked in a secure area. When vehicles are parked in commercial facilities that require the key to be surrendered to the attendant, remove and secure the fuel credit card. (FSH 7109.19.33.1)
- Properly use the vehicle/equipment fuel credit card.
 - The fleet fuel card provided in Forest Service owned vehicles is to be used for fuel purchases. Purchase regular fuel only. The card may be used only for the vehicle to which it is assigned (tag number is on card). Be sure the station accepts the card **before** pumping fuel. The odometer reading may be required.
 - Minor operational items such as oil, coolant and wiper blades may be purchased on the fleet credit card in route to/from incident. If other repairs or maintenance is needed in route to/from incident, contact your Hosting Unit for advance authorization.
 - All other repairs, maintenance, or tires must be authorized in advance by the Incident Ground Support Unit Leader and the vehicle's home unit Forest Fleet Manager.
 - All fleet credit card receipts **must** be kept in the vehicle log envelope.
 - Daily use must be entered on the log envelope.
 - Vehicles should be fueled at the end of each shift or as determined by the Incident Ground Support Unit Leader.
- Operation of Forest Service fuel facilities.
 - Ask for instructions on the use proper of fuel pumps at each location.
 - Complete the gas/oil issue sheets as instructed, including Region/Forest/WCF Number (if applicable), "E" number, and/or license plate number.
- Seatbelt Use
 - Seat belt use is mandatory, and is state law. Seat belts are required for the driver and all passengers at all times. If a vehicle is not equipped with enough seat belts for all passengers another vehicle is required. No exceptions.
- Proper reporting of vehicle accidents and completion of required forms.
 - If an accident occurs in route to/from incident contact your Hosting Unit for accident reporting procedures. If accident occurs on incident, contract the Incident Safety Manager.

AD Driver Operator and Hosting Agency Responsibilities

- Smoking
 - Smoking is prohibited at all times in Government owned, leased, or rented vehicles. (USDA Departmental Regulation 4400-6).
 - Cell Phones and Two-Way Radios
 - Cell phones and two way radios (including “hands free” devices) shall be used from the shoulder of the roadway or safe location and only when 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 6709.11.12.34, issued 7/12/10).
 - Personal Liability when operating a government owned, leased or rented vehicle.
 - Any claim or suit against the operator of a government owned, leased or rented motor vehicle resulting from an accident will not be defended by the Government if the employee was not acting within the scope of their employment per Federal Property Management regulations. And if damage to a government owned or leased vehicle is determined to be the result of gross negligence by the operator, the operator may be held financially responsible.
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Signature of AD Driver Operator

Date

Signature of Hiring Authority

Date