



Natural Resources Conservation Service
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September 25, 2012

KANSAS BULLETIN NO. KS120-12-11

SUBJECT: ADS - Vehicle Inspections

Action required by: October 25, 2012 (Field Offices [FOs])
November 8, 2012 (Area/State Offices [AO/SO]
and Plant Materials Center [PMC])

Purpose. To provide guidance on vehicle inspections

Expiration Date. September 30, 2013

The Natural Resources Conservation Service (NRCS) Property Management Regulation Amendment G-24, dated October 2001, outlines the minimum replacement standards for replacement of passenger vehicles and trucks. The policy states "NRCS passenger vehicles and trucks may be driven as long as they remain safe and reliable."

In order to assist in determining the condition of the vehicle fleet, all NRCS vehicles must have a visual safety inspection conducted each year. Attached is a *Visual Safety Checklist* (Attachment 1) which will be used to complete an inspection on each vehicle. [Form KS-ADS-52](#), *Guide to Determine Vehicle Condition*, must also be completed and is available online.

Agriculture Property Management Regulations state that vehicles should have mechanical inspections performed by a qualified licensed mechanic if deemed necessary by the local operator. If a mechanical inspection is deemed necessary, Form NRCS-ADS-180, *Preventative Maintenance Inspection Report*, will be used to document the inspection. A copy of the inspection should be forwarded to the Management Services Staff in the SO through the AO.

As noted on the *Visual Safety Checklist* under emergency kit, highway warning triangular-shaped reflective devices are required. The reflective devices can be ordered with Stock No. [9905-00-534-8376](#), from the General Services Administration Customer Supply Center.

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DIST: O, SOS

There should be a fire extinguisher in each vehicle, which should be checked annually and recharged, if necessary. The extinguisher should be secured in the vehicle with a mounting bracket. If you need to purchase a mounting bracket, contact a local company that services fire equipment. If there is no local source in your area, you may contact Weis Fire and Equipment Company, Inc., at (888) 689-9347.

The *Visual Safety Checklist, Guide to Determine Vehicle Condition*, and any additional documentation will be completed by the field and sent to the appropriate AO by **October 25, 2012**. The PMC, AO, and SO staffs will forward documentation to the Management Services Staff in the SO by **November 8, 2012**.

To comply with the inspection requirements, a certification that the visual safety inspections have been completed will accompany the above documentation. Attached is a template to be used for the certification (Attachment 2).

Contact: Lenny Skieff, 785-823-4501, or lenny.skieff@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

Attachments