

United States Department of Agriculture



Natural Resources Conservation Service
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Date: November 14, 2008

WASHINGTON BULLETIN WA 360-9-7

Subject: PER – Safety and Health Management Program - NRCS Vehicle Operators

Purpose: To communicate policy for safe operation of government owned or leased vehicles.

Expiration Date: November 13, 2009

ACTION REQUIRED BY: February 2, 2009

The purpose of this bulletin is to remind employees of the WA State GM supplement on safety requirements for incidental motor vehicle operators.

Not later than February 2, 2009, Area Conservationists are to ensure that proper documentation is in place for all CD employees operating NRCS vehicles.

Not later than February 2, 2009, all supervisors are to ensure that proper documentation is in place for all NRCS employees that operate vehicles in the performance of their duties.

Please review WA360-GM Part 420, Title 360 - General Manual Part 420 Subpart O, dated 8/15/08 located at <http://www.wa.nrcs.usda.gov/intranet/GM.html#Human%20Resources>

Note the requirements for completion of a memo (Exhibit A) for Conservation District employees and a memo (Exhibit B) for NRCS employees (attached.)

ftp://ftp-fc.sc.egov.usda.gov/WA/Intranet/GM/WA360_Part_420_Subpart_O_Safety_and_Health_Management_Program.pdf

Should you have any questions please contact Stefan Fechter, State Administrative Officer, at stefan.fechter@wa.usda.gov for more information.

LISA COVERDALE
Acting State Conservationist

Attachment: GM-360, Part 420, Exhibit A and Exhibit B

DIST: E (Distributed via email only)

Title 360 – General Manual **Part 420 - Safety and Health Management Program Subpart O - Safety Requirements for Incidental Motor Vehicle Operators**

Exhibit A

To whom it may concern:

The purpose of this memorandum is to document that _____, an employee of the _____ Conservation District (CD) is authorized to operate Natural Resources Conservation Service (NRCS) owned or leased vehicles in the performance of official duties. The CD has entered into a cooperative agreement with the NRCS and an Agreement for Intermittent Use of Transportation Equipment. The CD has agreed to provide liability and property damage insurance for their employees operating NRCS transportation equipment.

This authorization is valid for a period not to exceed 5 years from the date of issuance and is void if the named individual is no longer employed by the named CD.

Approved by NRCS:

Signature: _____ Date: _____

Title: _____

Cc: _____ Area Office
State Administrative Officer, Spokane, WA

(WA 360 GM, Part 420, Subpart O, Supplement WA03, August 2008)

MEMORANDUM FOR OPERATION OF
GOVERNMENT OWNED OR LEASED VEHICLES

DRIVER NAME: _____
(Print or Type)

1. Verification of current valid driver's license by: _____,

(Name & Title of NRCS employee. Must match signature at bottom.)

State Issued: _____

2. List of arrests or summonses for violation of motor vehicle laws (excluding non-moving violations) and convictions, if any (itemize) within last five years:

3. Any suspensions or revocations of your state license or agency driver authorization within the past 5 years (itemize):

4. Any motor vehicle accidents within the past 5 years (itemize):

I certify that I am physically able to operate a vehicle without danger to myself or others and that I will notify my immediate supervisor if this situation changes.

I further certify that I will notify my immediate supervisor of any citation for a moving traffic violation and/or any vehicle accident in which I am involved within 3 business days, unless physically incapacitated, then as soon as practical, after the disposition of the citation/accident; and fully describe the disposition of each citation, including suspension or revocation of my state driving license.

I am aware that failure to make a timely report may result in loss of driving privileges and/or disciplinary action against me.

(Employee Signature) (Date)

_____ Approved _____ Not Approved Expiration: _____
(NTE 5 years from date of signature below)

(Supervisor Signature) (Date)

Original to Supervisor's File
Copy to Employee
Copy to Human Resources