

Part 405 – Personal Property

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ID405.20

ID405.20 General.

(a) Rotation of vehicles. To achieve a more uniform average annual mileage on each vehicle, similar vehicles will be rotated as needed during their life span between high and low utilization locations. Low yearly mileage of one vehicle as compared to other vehicles at a given location may indicate an excess vehicle is assigned to that location.

ID405.22 Storage.

(b) Private residence storage.

(ii) Brief, Intermittent or overnight storage. This authority is re-delegated to area conservationists, for employees under their supervision. Authorizations must be on form AD-728 and justified by cost savings to the government in terms of mileage and/or time savings.

ID405.23 Vehicle management.

(b) Inspection and maintenance of vehicles.

(1) Inspection. All motor vehicles in Idaho are to be inspected annually. Annual inspections must be performed by a qualified mechanic using Form NRCS-ADS-180, Preventive Inspection Report. This inspection should be scheduled in conjunction with maintenance or service appointment.

(m) Loan of vehicles.

(1) In Idaho the Farm Services Agency and Rural Development have entered into agreements to reimburse NRCS for their use of our vehicles. It is Idaho's policy that all NRCS offices in Idaho are required to maintain vehicle use logs (see exhibit ID405.40, Vehicle Use Log). Only these agencies usage need to be recorded on the log. The logs should be kept by tag (license plate) number and should be submitted to Financial Management (FNM) at the state office on the last day of each quarter. FNM will create a consolidated bill by agency for the use during the quarter. Offices are required to submit a negative report by e-mail to the NRCS state office Financial Officer if no use by the other agencies occurred during the quarter.

Under the terms of the agreements NRCS will:

1. Upon request by FSA or RD, loan government vehicles that NRCS can spare without adverse effect on NRCS program activities. The vehicles offered will be clean and in safe, operable condition.
2. Maintain NRCS vehicles in a safe, operating condition, including supplying gasoline, oil, tires, and repairs, but not including accident repairs, which result during vehicle operation by FSA or RD employees.
3. Provide instruction on recordkeeping requirement to FSA and RD employees (see instruction with vehicle use log).
4. Advise FSA employees as to the availability of NRCS vehicles and to maintain proper forms in the vehicle to record their usage.

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ID405.23 (m)(1)

5. Remove all valuable agency equipment not necessary for the operation of the vehicle when used by the other agencies personnel.

Under the terms of the agreements FSA and RD will:

1. Use vehicles for official purposes only.
2. Be responsible to NRCS for any damage to the vehicle, normal wear and tear excepted.
3. Certify that any FSA employee who will be using an NRCS vehicle has a valid Idaho State driver's license.
4. Park or store NRCS vehicle at service centers and obtain the written approval of the NRCS State Conservationist before parking or storing NRCS vehicle at a private residence or any other non-official location during off-duty hours.
5. Wear seat belts at all times while driving the vehicle. It is the driver's responsibility to insure that all passengers have their seat belts fastened.
6. Record mileage on the Vehicle Use Log. The entry will record exact date and total miles driven.
7. Remove all valuable agency equipment not necessary for the operation of the vehicle after each use.

- end -

**VEHICLE USE
LOG**

Month:

Vehicle tag #: _____

Submitted by:

Office Name: _____

| AGENCY | DATE | MILEAGE START | MILEAGE END | MILES USED | COMMENTS |
|---------------|-----------|------------------|----------------|---------------|----------|
| Sample Agency | 3/17/2006 | 79,600 | 79900 | 300 | |

**VEHICLE USE
LOG**

Month:

Vehicle tag #: _____

Submitted by:

Office Name: _____

| AGENCY | DATE | MILEAGE START | MILEAGE END | MILES USED | COMMENTS |
|--------|------|------------------|----------------|---------------|----------|
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