

## Title 120 – General Manual

### Part 405 – Personal Property

#### **WV405 Vehicle Management.**

This document further specifies vehicle management responsibilities of NRCS personnel in West Virginia.

- (a) **Inspection and Maintenance of Vehicles.** Vehicles shall be inspected annually. Annual inspections in West Virginia shall occur between January and April of each calendar year. Inspections shall be recorded on Form [WV-120-26 Motor Vehicle Inspection](#).

Inspections shall be done at a reasonable price. Prices for inspection of Government vehicles should be similar as those for WV State Inspections. After the inspection is complete and all safety related repairs are completed and signed off on the inspection form, the original of the [WV-120-26 Motor Vehicle Inspection](#) and receipt(s) of the inspection and repairs are to be sent to the ASTC-FO, State Resource Conservationist (SRC), and State Soil Scientist (SSS) or Local Fleet Program Coordinator (LFPC), as applicable.

For the Area Office the ASTC-FO receives and reviews all [WV-120-26 Motor Vehicle Inspection](#) forms for the vehicles in their Area, they are to ensure all safety repairs were completed. Once completed, scan and upload to the [WV SharePoint Site under your designated area folder located under the Operations tab /Vehicle Report](#). After completion of these steps the ASTC-FO shall certify to the STC that all vehicles in their Area were inspected and all safety repairs made (See Example Letter on Page 4). This certification shall be received by the LFPC no later than the end of the first full week of June of each calendar year.

Personnel at the PMC shall submit inspection forms to the SRC and SSS Personnel shall submit their inspection forms to the SSS. The SRC and SSS shall follow the same steps as the ASTC-FO to certify vehicles to the STC with the exception of loading information to the WV SharePoint. SRC and SSS will provide all reports to the LFPC.

Each Vehicle shall have a [NRCS Monthly Vehicle Usage Log](#) form and log each time the vehicle is used. All employees will be responsible to ensure the Monthly Vehicle Usage Log form is maintained and up to-date. Each Supervisor is responsible for the vehicles located at their office and will review the NRCS Monthly Vehicle Usage Log with the operator at least each quarter to ensure proper maintenance is being performed before providing to ASTC-FO, the SSS, SRC and the LFPC. ASTC-FO, SSS, and SRC are responsible for all vehicles located within their area of responsibility and are to perform spot checks at each office location each year. The findings of the spot checks are to be discussed with the responsible Supervisor as applicable. Corrective actions are to be confirmed in writing with a copy to the LFPC.

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Additionally, each operator is to ensure that the vehicle is kept clean, both inside and outside. If you are operating a pool vehicle you are responsible to leave the vehicle with at least a half tank of fuel, and clean inside and outside. Reasonable judgment must be used when determining if a vehicle requires cleaning inside and/or outside to minimize costs. At the end of each day, the operator will remove all trash and other items from the vehicle.

- (b) Authorized Payment Resources for Repairs, Maintenance, Cleaning of Government Owned Vehicles. Each employee is to use the Fleet Card assigned to each vehicle and to get pre-approval from the vendor that they accept the Fleet Card before work is started. If the vendor will not accept the Fleet Card it is the operator's responsibility to locate a vendor that will accept the Fleet Card assigned for that vehicle. The Area Office or LFPC can assist in locating a vendor available in the area. Questions on payments should be directed to the Area Office or the State Office Purchasing Agent.
- (c) Operation, Maintenance and Repairs of Vehicles. All safety related repairs are to be done immediately and recorded on [WV-120-27 Vehicle Repair Request](#). Each employee is expected to do a visual inspection of the vehicle prior to operation. Any safety related repairs shall be performed before the vehicle is operated. Safety related repairs are defined as any repair necessary for the safe operation of the vehicle, such as bald tires, non-functioning seat belts, non-operational horn, burned out light bulbs, etc.

All maintenance such as oil changes, tire rotations, tire replacement, tune-ups, brake replacement/repair, transmission rebuild, window replacement etc. will be recorded on [WV-120-27 Vehicle Repair Request](#) form.

Contact your Area Administrative Coordinator or LFPC if you have questions related to approvals required or method of payment for repairs.

All operators have authority to approve repairs up to but not exceeding \$100.00

The ASTC-FO, SRC, and SSS have authority to approve all repairs up to but not exceeding \$1,500.

Repairs in excess of \$1,500 must be approved by the LFPC.

Area Office will scan and upload to the SharePoint and State Office employees will provide forms to the LFPC.

- (d) Employee Responsibility and Liability. Each employee is responsible for the proper use and protection of Government owned vehicles under her or his control. Employees can be held financially liable for losses, damage, or misuse of vehicles.

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- (e) Vehicle Management. The LFPC is responsible for the overall management of Government vehicles in West Virginia. The LFPC will work with the ASTC-FO, SRC, and SSS to ensure the fleet is maintained and replacements occur as funds are available. As a guide replacement of vehicles should occur when a vehicle is either eight years old or has over 80,000 miles depending on the condition of the vehicle.

The ASTC-FO, SRC, and SSS are to annually review the location and use of all Government owned vehicles within their administrative areas. The review shall include low use vehicles being moved to high use offices or employees, proper allocation of the types of vehicles (ie. 3 person office - 1 sedan, 1 4x4 pickup, and 1 2x4 pickup for example), and number of accidents by office. If necessary the relocation of vehicles will occur during the annual review.

- (f) State Office Vehicles. The LFPC will be the contact for all State Office vehicle inspection and repairs.
- (g) Official Records: Each Area, Field and State Office will maintain the following as part of their official vehicle files:
- [WV-120-26 Motor Vehicle Inspection](#) and receipt(s)
  - [NRCS Monthly Vehicle Usage Log](#) form
  - [WV-120-27 Vehicle Repair Request](#)
  - Any maintenance documents
  - Correspondence and receipts (Original receipts must be maintained for two years)
  - [AD-728 Request and Authorization for Home to Work Transportation](#)

A copy of all records gathered will be forwarded to Area Office, SSS, SRC or LFPC on the last day of each quarter. Area Office will scan and upload all information to the WV SharePoint Site with the exception of the AD-728. The Approved AD-728 will be forwarded to the LFPC upon approval.

- (h) Storage. The authorization period for “intermittent” storage cannot exceed one (1) week without the approval of the State Conservationist.

Submit Form [AD-728 Request and Authorization for Home to Work Transportation](#) to request authorization for private residence storage. Authorization for brief, intermittent and overnight storage must be received in advance.

Authorizations for brief, intermittent, and overnight storage not exceeding one (1) week may be approved by the Management Team members for their respective staff. All request exceeding one (1) week will require State Conservationist (STC) approval.

Employees will provide the approved [AD-728 Request and Authorization for Home to Work Transportation](#) to the LFPC.

**EXAMPLE LETTER**

**United States Department of Agriculture**



Natural Resources Conservation Service  
TYPE ADDRESS HERE  
PHONE:  
FAX:

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**SUBJECT:** ADS-Vehicle Management

**DATE:**

**TO:** Kevin Wickey  
State Conservationist  
Morgantown, WV

**FILE:** 120-19-13

As required under Subpart 104I-38.402(e), this memorandum serves as my certification that all NRCS-owned motor vehicles under my administrative area were inspected during the 20\_\_\_\_ calendar year. Based upon the inspection reports I have received, the vehicles were found to be safe to operate or repaired to make them safe.

Attached herewith are the inspection forms for 20\_\_\_\_, and Excel Spreadsheet(s) depicting vehicle status, vehicles to be surplused for sale, and an itemized listing of repair costs related to the safety inspections.

(Signature)

NAME  
TITLE

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