

Subpart A - General

IOWA INTRA OFFICE INSTRUCTION NO. IA120-180

SUBJECT: ADMIN SERV - PERSONAL PROPERTY - EQUIPMENT

PART 180 - EQUIPMENT MANAGEMENT

SUBPART A - GENERAL

180.3(a)

§IA180.1 Purpose.

This part sets forth motor vehicle assignments, including parking assignments, responsibilities and procedures for the inspection and maintenance of motor vehicles in the SCS office in Iowa.

§IA180.2 Policy.

(a) Except for the State Conservationist's vehicle, all SCS state office vehicles are considered to be in a motor pool arrangement. Any authorized employee has access to any vehicle for official use when a vehicle is not being used. However, vehicles are assigned to certain drivers who are considered as the principal drivers.

(b) All SCS state office vehicles are to be parked in designated stalls at the GSA parking lot behind the Federal Building, or U.S. Court House Parking Annex east of the Des Moines River, when not being used for official business. For exceptions to this policy, see Part 120-405-21 of the General Manual.

(c) This part 180 does not apply to SCS vehicles assigned to:

- (1) Soils specialists' office at Iowa State University in Ames, Iowa.
- (2) The Foundation Investigation Unit at the Euclid office.

§IA180.3 Definitions.

(a) Principal driver.

Those employees who have a continuing need, generally at least on a weekly basis, for themselves and/or their staffs for use of a vehicle. Some of these employees carry equipment and/or clothing which is left in the vehicle.

Part 180 - Equipment Management

180.3(b)

(b) Other driver.

Those employees who are not designated as a principal driver.

§IA180.4 Servicing Vehicles.

The Administrative Services Section is responsible for having all State Office vehicles properly serviced, inspected and repaired, except those assigned to the Water Resources Planning Staff.

§IA180.5 Daily Assignment Record and Keys.

(a) The Secretary for the State Conservationist is responsible for maintaining the daily assignment record and keys for the State Conservationist's vehicle.

(b) The Secretary for the Water Resources Planning Staff is responsible for maintaining the daily assignment record of vehicles and both sets of keys to each vehicle assigned to personnel in the staff.

§IA180.6 Vehicle Usage Record and Keys.

(a) (1) A vehicle assignment board is set in the mail-supply room and is to be used for vehicle usage record (VUR) for those vehicles which are not assigned to the State Conservationist or the Water Resources Planning Staff.

(2) The VUR gives:

- (i) The name of the principal driver.
- (ii) The vehicle assigned parking location.
- (iii) The vehicle license number.

(3) The VUR also provides spaces for drivers to enter:

- (i) The date the vehicle is taken under the "Out Date" column.
- (ii) The date planned for the return of the vehicle under the "In Date" column.
- (iii) The last name of the driver reserving a vehicle and the date(s) planned for future use of the vehicle under the "Reserve Schedule" column.

(4) All drivers using those SCS vehicles listed on the the VUR are to:

(i) Enter the date(s) in the "Out Date" column and the "In Date" column on the VUR prior to taking the vehicles.

(ii) Enter the last name of the driver reserving the vehicle and the date(s) planned for future use of the vehicle in the "Reserve Schedule" column on the VUR sufficiently in advance of the need for a vehicle to be reasonably sure a vehicle will be available.

(iii) Erase the date(s) entered in (i) and the name and date(s) as appropriate entered in (ii) of this subparagraph (4) when the vehicle is returned to the State Office for pool use.

(b) A key board is attached to the inside of the left door of the steel cabinet adjacent to the VUR in the mail-supply room. One set of keys is made available for each vehicle listed on the VUR. Each such set is to be hung on the keyboard when the vehicle is not in use, being inspected or serviced, or out of service for repair or maintenance.

(c) Other drivers are to check with the principal driver prior to using the vehicle assigned to him or her whenever practicable. The principal driver may have equipment, clothing, or other articles they may want to remove before the vehicle is used.

#### §IA180.7 Monthly Safety Inspections.

(a) Monthly safety inspection of vehicles will be made by the Administrative Services Section except as set forth in paragraph (b) of this section. These inspections will normally be made during the last week of each month.

(b) Monthly safety inspection of vehicles assigned to personnel in the Water Resources Planning Staff will be made by the principal driver to which the vehicle is assigned.

#### §IA180.8 Inspection and Maintenance of Vehicles

(a) In addition to the monthly safety inspection, each motor vehicle is to be inspected at least annually by qualified mechanics from commercial garages. These inspections will be scheduled by the Administrative Services Section except as set forth in (b) of this section.

(b) Inspections of motor vehicles assigned to personnel in the Water Resources Planning Staff will be scheduled by the principal driver.

(c) Maintenance shall be performed as set forth in IA-405.22 (b) (1) of the General Manual.

#### §IA180.9 Responsibilities of Vehicle Operators.

Each vehicle operator is responsible for familiarizing himself or herself with 120-405, Subpart C of the General Manual.

Subpart B - Assignments

180.10

§IA180.10 Motor Vehicle Assignments and Parking Assignments

Motor Vehicle assignments to principal driver and parking assignment are set forth below:

<u>Vehicle</u>	<u>License No.</u>	<u>Parking Location</u>	<u>Principal Driver</u>
Personal Sedan		Fed. Pkg. Lot C-17	Nethery
1985 Plymouth Reliant	A-226682	Fed. Pkg. Lot C-18	Nethery
1978 Ford Fairmont	A-191654	Fed. Pkg. Lot C-19	Dayton
1981 Plymouth Reliant	A-215433	Annex - 2	Seibel
1981 Ford Fairmont	A-191696	Annex - 4	Kuehl
1982 Plymouth Reliant	A-231450	Annex - 6	Smith
1981 Chev. Chevette	A-215430	Annex - 8	Mooney
1980 AMC Concord	A-205416	Annex - 10	Berkland
1983 Chev. Citation	A-225169	Annex - 12	Read
1984 Ford 15 Pass Van	A-221446	Annex - 14	Preston
1979 Chev. 7 Pass Van	A-191689	1800 Euclid	Preston
1979 Chev. Carryall	A-205401	1800 Euclid	J. Walker
1985 Chev. S-10	A-226668	1800 Euclid	Planning

Note: The Annex is located east of the Des Moines River just north of the Federal Court House. Our area is on the southeast portion of the lot and all vehicles face to the south. The Area Office is assigned to Annex parking number 16. We can not park in any other area except those listed above. The Federal Protection Agency has the authority to issue tickets to those illegally parked.