405th AFSB LRC VICENZA

TRANSPORTATION DIVISION

LRC VICENZA

Excerpt from TMP SOP

For the full SOP send an email to: usarmy.vicenza.imcom-europe.list.usag-vicenza-tmp@mail.mil

March 2014

405th AFSB LRC VICENZA

TRANSPORTATION DIVISION

1. Purpose.

a. The purpose of this Standing Operating Procedure (SOP) is to prescribe policies and define responsibilities for all personnel dispatching Non-Tactical Vehicles (NTVs) from the Transportation Motor Pool #3 (TMP) and utilizing other services provided by the TMP.

b. It is not the intent of this SOP to duplicate the information included in the applicable regulations and directives, but rather to detail and clarify these requirements concerning the operation and management of administrative use motor vehicles and to improve the support provided through increased communication and cooperation between the NTV users and the TMP.

2. Applicability.

This SOP is applicable to all personnel assigned duties connected with the operation, control and maintenance of vehicles assigned to the TMP, as well as all units and individuals dispatching vehicles from the TMP.

3. References.

a. AR 58-1, Management, Acquisition, and use of Motor Vehicles dated I 0 Aug. 04.
b. AE Reg 58-1, Management, Acquisition, and use ofNon-Tactical Vehicles dated 25 Apr07.
c. AE Reg 55-1, United States Army Motor Vehicle Operations on Public Roads dated 24 May05.
d. TM 38-600, Management of Administrative Use Motor Vehicles dated 1 Sep 87
e. AE Reg 710-2, Supply Policy Below Wholesale Level, dated 16 Jan 04
f. AR 190-5, Motor Vehicle Traffic Supervision, dated 22 May 06
g. AR 600-55, Army Drivers Testing and Licensing, dated 18 Jun 07
h. AE Reg 600-55, Driver and Operator Standardization Program, dated 8 Feb 07
AE Reg 385-55, Prevention of Motor Vehicle Accidents, dated 13 Feb 06

4. Points of Contact.

TMP Supervisor at DSN 637-7819, commercial at 0444-617819.
TMP Dispatcher at DSN 637- 7815, commercial at 0444-617815.

Drivers' Testing Office at DSN 634-6912/6913, commercial at 0444-716912/6913

5. Responsibilities

a. Commanders/Supervisors Responsibility.

Commanders and Supervisors are responsible for ensuring that all regulations, directives and SOPs pertaining to administrative use motor vehicles stated in the above references are complied with by their assigned personnel and should:

(1) Ensure compliance with procedures outlined in the SOP.
(2) Perform periodical review and updating of operating procedures.
(3) Refer to the TMP any applicable problem(s) that should be resolved by the TMP.
(4) Insure that all potential users of transportation motor services are provided information regarding procedures and policies for requesting those services.
(5) Review all NTV accident reports prepared by subordinate elements to ensure that information is factual, accurate and timely to meet suspense dates.
(6) Conduct frequent inspections, as required, to ensure that their personnel are complying with pertinent regulations and directives and are operating vehicles efficiently.
(7) Ensure that no vehicle, dispatched to their unit/section is used for purposes other than the performance of official business and that the equipment operator is properly licensed.
(8) Appoint a Unit Transportation Coordinator and alternate and insure they are briefed and understand their duties as outlined IAW AE Reg. 58-1, paragraph 1-5d and chapter 11.

5. Responsibilities

b. Dispatcher and TMP Supervisor:

(1) Check all personnel to ensure they have a valid and properly annotated Operator's Drivers License (Optional Form 346).

(2) Initiate Equipment Utilization Record, for each vehicle dispatched and collect the same from the using unit/organization upon return of the vehicle or expiration of the dispatch.

(3) **Ensure that no vehicle is dispatched for purposes other than official use.**

(4) Ensure that prior to returning a vehicle to TMP control, the vehicle is fueled, cleaned and that all fluid levels are at proper level.

(5) Ensure that every vehicle is properly dispatched before it is moved.

(6)Ensure that the dispatch is properly filled out and that all required forms, SF 91Accident Report Preventative Maintenance Checks and Service (PMCS) checklist IFMS (Interagency Fleet Management System)breakdown reporting procedures and Trittico are in the log book at the time the vehicle is dispatched.

(7)Issue vehicle fuel keys.

5. Responsibilities.

c. Responsibilities of User.

(1) Driver License Requirements:

(a) In order to obtain an OF 346, U.S. drivers, who are assigned within the USAG Vicenza AOR must possess a valid Allied Forces Italy (AFI) privately owned vehicle (POV) license. Personnel who are in Italy on temporary duty (TDY) must possess a valid Military Driver's license (OF 346) issued by a European Command. Personnel on Overseas Deployment Training (ODT) rotation must take the Installation Management Command - Europe (IMCOM- Europe) driving test which must be annotated on their DA Form 5984-E.

(b) All U.S. licensed drivers must complete the Accident Avoidance Course once every 4 years. Those who are assigned within USAG Vicenza AOR must submit certificate of completion to Driver's Testing prior to obtaining an OF 346. Personnel who are on ODT rotation must have "Accident Avoidance Course" annotated on their DA Form 5984-E under "Qualifications/Restrictions".

(c)Host Nation (HN) employees must possess a valid European driver's license and submit a request signed by their supervisor in a standard memorandum format to obtain an NTV license.

(2) Any person who has been entrusted with Government property for temporary use (with or without a hand receipt) has an obligation to properly care for and safe keep that property. If it is damaged while in their use, the damage must be immediately and properly reported, so that liability can be established, and the damage repaired. Operators/Units are responsible for any and all Parking/Moving violations incurred while vehicle is in use by them.

5. Responsibilities.

c. Responsibilities of User.

(3) Perform the before, during and after operation checks on assigned vehicle as prescribed in the applicable Operator's Manual and/or instructions published by the TMP, SOP.

(4) Operate an NTV only if it is properly dispatched and only for official use. Operation of vehicles for other than official use will lead to the return of the vehicle to the general dispatch fleet for use by other customers even if it has been justified on recurring dispatch. Know that operation of NTVs for other than official use is subject to disciplinary action.

(5) Correct all deficiencies noted while performing required PMCS checks and services when such deficiencies are within your competence. Report to the TMP Dispatcher/Supervisor those deficiencies which could not be corrected. These deficiencies will be noted on the PMCS Checklist.

(6) Ensure that the vehicle is fueled, clean and that all other fluid levels are at the proper level prior to returning the vehicle to the TMP.

(7)NTVs are not authorized to travel outside of Italy without prior notification to the TMP and receipt by Unit/Organization of proper insurance documents and border clearance authorization.

(8) Smoking is strictly prohibited in TMP vehicles. Units/Sections and Directorates may be held responsible for cleaning of vehicles if they allow their personnel to smoke in the vehicles.

6. Non-Tactical Vehicle Recovery.

a. All personnel who dispatch vehicles from the TMP, should be aware of the procedure for requesting vehicle recovery support in the event the vehicle becomes inoperative. The driver/senior occupant should contact the following toll free number in Italy only: 800 190783. Be prepared to provide all pertinent information concerning exact location, direction of travel, vehicle description to include tag number and what you think is wrong with the vehicle. If any other company is allowed to recover the vehicle, the cost of that recovery could be charged to the driver/unit. It is the unit's responsibility to recover personnel.

b. Obtain a receipt from tow vehicle driver. The receipt will show the company which tows the NTV and to where it is towed. If no receipt is given, notify TMP ASAP.

c. Under no circumstances is a tactical wrecker authorized to recover NTVs.

7. Justification for recurring Dispatch Requests.

a. IAW AE Reg. 58-1, all recurring dispatches of Non-Tactical Vehicles must be held to a minimum. Vehicles will not be placed on recurring dispatch without sufficient written justification from the requestor and approval by the Commander or his designated representative.
These justifications will be submitted to the TMP.

b. Recurring dispatches will be based upon utilization studies. All vehicles are subject to be withdrawn from recurring dispatch as a result of failure to achieve the minimum mileage utilization or minimum daily usage of 80%.

8. Loss of Italian Cover Plates.

a. Any loss or destruction of a cover plate must be reported to the TMP immediately.

b. Units/Sections will be required to report to the USARAF Carabinieri to file a report of lost cover plate. U.S. Military Police report is not sufficient in these cases.

c. A copy of the report will be provided to the TMP who will forward it to the IFMS representative so that new cover plates and associated documents can be obtained. Once the report is filed with the USARAF Carabinieri, the use of fabricated cover plates is strictly prohibited. Use of fabricated plates could cause the vehicle and all occupants being detained and questioned by local law enforcement agencies since plates have been reported lost through police channels.

d. While awaiting new cover tags and associated documents, the vehicle cannot be driven unless the AFI OFFICIAL plates are placed on the vehicle. These plates are controlled by the IFMS representative and requests for these plates must be made through their agency.

9. Vehicle Modifications.

a. Those Units/Activities who wish to modify their assigned vehicles from its original configuration must submit their requests to LRC for approval.

b. The request must contain type of vehicle being modified, plate number, reason for modification and how the vehicle is being modified, i.e. installation of radio and antenna, etc. Cost for modification is incurred by the requestor.

c. Units/Activities are reminded that any modification and that any cost incurred to return the vehicle to its original configuration is their responsibility.

10. Fuel Keys/Coupons and Telepasses.

a. All Activities/Units within the IFMS vehicle will receive the fuel key through TMP Office. In case of lost/stolen key, application for replacement has to be made at the TMP Office supported by a US Military Police report.

b. In case of damaged key, application for replacement may be made at the TMP Office. Fuel Coupons are issued by IPB Office. This is required to insure that proper billing is made. Only those personnel on a valid DA form 1687, Signature Card, will be allowed to pick up fuel coupons. Individual drivers are not allowed unless on signature card.

c. Telepasses for assigned vehicles can be obtained by contacting the IPB office at DSN 634-8102.

11. Unit Transportation Coordinators (UTC) Responsibilities.

Unit Transportation Coordinators (UTCs) are non-tactical vehicle managers within various units, activities located in USAG Vicenza. TMP utilizes UTC's as principle focal point of contact. **All units/activities receiving transportation support from TMP must appoint a Primary and Alternate Unit Transportation Coordinator in writing on a memorandum to serve as the liaison between the TMP and the using unit/activity. Transportation Coordinators should be of the grade SSG or above and have a working knowledge of all routine transportation requirements of their unit.** They should familiarize themselves with TMP policies and procedures outlined in this SOP and disseminate necessary information to other unit personnel (i.e., commander, operators). The designation of transportation coordinators is an essential element in reviewing and validating requests for NTV support from Garrison assets. Commanders/Directors will ensure transportation coordinators have been designated within host and/or tenant activities to review, consolidate, and oversee requests for NTV support forwarded to central dispatch points.

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11. Unit Transportation Coordinators (UTC) Responsibilities.

Unit Transportation Coordinators will:

(1) Serve as POC for the unit for NTV matters for NTVs used in recurring-dispatch status and when the unit requires NTVs from the general-dispatch fleet.

(2) Attend required training on the duties, responsibilities, and procedures for sound fleet-management practices.

(3) Obtain and be familiar with the TMP Standing Operating Procedure.

(4) Create and maintain an in-house scheduling system to ensure customer NTV requirements are recorded and met.

(5) Consolidate and coordinate NTV requirements to ensure the maximum possible use of the NTV fleet.

(6) "Right-size" the unit fleet to ensure that assigned vehicles meet utilization standards.

(7) Provide guidance, assistance, and documentation to unit personnel when they must be referred to the TMP for general-dispatch support.

(8) Ensure all operators using NTV's are properly licensed, conduct preventive- maintenance checks, and are familiar with NTV use and documentation requirements. They will also ensure that the users properly complete all NTV use procedures.

(9) Ensure dispatch sheets are properly completed and that all NTV use (miles driven and days used is documented.

(10) Conduct quarterly utilization review of NTV'S with TMP, based on total unit- transportation requirements for recurring-dispatch vehicles, privately owned vehicle (POV) mileage, commercial bus and rail, and general-dispatch NTV use.

11. Unit Transportation Coordinators (UTC) Responsibilities.

Unit Transportation Coordinators will:

(11) Serve as the Provost Marshalls Office (PMO) / Director of Emergency Services (DES) USAG Vicenza POC for the resolution and payment of traffic violations incurred by unit NTV users.

(12) Comply with policy and instructions on reporting utilization data.

(13) **Coordinate the timely delivery of assigned NTVs to maintenance vendors for service and repair as directed by the TMP. Local contractors will perform all maintenance, repairs, and warranty service on IFMS vehicles.** The TMP will notify UTCs with instructions on the turn-in for routine maintenance. UTCs will coordinate the delivery of the NTV, pickup and delivery of the driver, and later retrieval of the NTV.

(14) **Serve as the unit POC for NTV breakdowns. This includes informing unit leaders and NTV users that the unit is responsible for coordinating and providing onward or return transportation to stranded users. Units must coordinate with the TMP for assignment of an alternate NTV, or the unit may make alternate transportation arrangements to recover NTV users. Onward or return transportation of stranded NTV users is not the responsibility of a vehicle-recovery contractor, the TMP staff, or the IFMS.**

(15) **Immediately notify the TMP if an NTV user reports a vehicle breakdown or accident.**

(16) Sign and submit transportation requests to TMP utilizing the Request for Motor Transportation.