

Morale, Welfare, and Recreation Directorate
NAF Agency Vehicle Operations and Maintenance

Standard Operating Procedure
Number 1

1 March 2002

1. PURPOSE: To establish standards and guidelines to be followed for the efficient operation and maintenance of Morale, Welfare, and Recreation (MWR) Nonappropriated Fund (NAF) agency owned vehicles at Fort Monmouth.

2. REFERENCES: AR 215-1, paragraphs 7-29 and 7-30.

3. RESPONSIBILITY:

a. The Operations Team Leader is directly responsible for the control and efficient operation of all MWR NAF vehicles within guidelines established by the Director, MWR and referenced AR.

b. Each Facility Technician will be the NAF Agency Vehicle Coordinator responsible for NAF vehicles dispatched to the activity and will be responsible for proper control, security, maintenance and administration of assigned vehicles.

c. The driver (or senior ranking occupant in the vehicle) is responsible for the efficient utilization and control of the vehicle during operation. This individual is directly responsible to the Director, MWR for his/her actions and those of his/her subordinates in the vehicle. NOTE: All drivers must possess a valid license of the State in which the vehicle is based or primarily operated in and any State that has reciprocity with the State in which the vehicle is based.

4. VEHICLE DISPATCH AND RESERVATION:

a. The Operation Team Leader will support all MWR activities in MWR and dispatch vehicles to meet transportation requests based on vehicle availability and overall mission requirements.

b. Priorities will be established by the MWR Director if conflicts arise. All requests will be for authorized NAF mission use only.

c. The Operations Team Leader is responsible for ensuring that no vehicle is dispatched that is considered unsafe and may result in injury to the occupants, property and/or damage to the vehicle.

d. Prior to dispatching a vehicle, the Operations Team Leader will ensure that the driver(s) have a valid operator's permit(s).

e. The Operations Team Leader will not dispatch a vehicle when road conditions are hazardous. In amber road conditions, vehicles will only be dispatched for high priority missions dealing with health, safety, property and fund accountability. Vehicles will not be driven if road conditions are red, this will be determined by Operations Team Leader.

f. At no time will vehicles be used for unofficial personal or unauthorized trips (i.e. Post Exchange, billets, dining facilities, etc.).

g. Abuse or misutilization of vehicles will result in individuals or activities being denied use of the vehicles and possible adverse personnel action.

5. GENERAL:

a. Drivers will not smoke, drink or be under the influence of alcohol or drugs (to include prescription drugs) while operating a vehicle.

b. Driver (or senior occupant) will be responsible to ensure all traffic laws are obeyed and good driving habits are practiced.

c. Before operating a vehicle, all drivers are to perform a daily operation inspection in accordance with the checklist is included with the trip ticket for each vehicle.

d. A NAF Trip Report Sheet/Form (DD 1970) will be completed by the driver prior to any vehicle being dispatched. It will be kept with the vehicle logbook at all times and will contain all the required information and documentation necessary to operate an Agency vehicle.

e. The up to date Trip Report Sheet/ Form (DD 1970) will be turned into the Operations Team Leader on a weekly basis (unless issued on permanent dispatch) with the Transportation Motor Pool (TMP) gas documentation and the mileage and date. The starting mileage will be recorded at the beginning of each week and for the next five (5) or seven (7) days for the week. The date and gallons of gas put into the vehicle are to be recorded every time there is a fill up.

Gas-Up Procedure:

- (1) Enter the facility through the appropriate driveway.
- (2) Use pumps 1/2/3/4 for gas: (Do not use pump 5, this is diesel fuel).
- (3) Select pump and put nozzle into filler cap, do not switch on pump.
- (4) Put card into "Gasboy" dispenser control unit with stripe down to right.
- (5) Remove card --enter 5 digit number on card - press enter again.
- (6) Enter odometer reading from vehicle (i.e. 55050) - press enter again.
- (7) Enter pump number you will be utilizing (1/2/3/4) - press enter again.
- (8) You have 60 seconds to begin filling vehicle, or you must reprogram.
- (9) Turn on pump switch, fill vehicle without spillage. Turn off pumps and replace nozzle.
- (10) Record amount in gallons on trip ticket of vehicle/sign and date.

f. The Driver/ Operations Team Leader will issue a new trip ticket at the beginning of each week along with all necessary documentation.

6. VEHICLE SECURITY AND RECORDS:

All Facility Technicians will ensure the security of vehicles issued to their activity. Vehicles must be secured and parked in legal spaces when not in use.

7. VEHICLE MAINTENANCE

a. The Facilities Technician will ensure that the oil is changed every six (6) months or three thousand (3000) miles, whichever comes first. Chassis lubrication will be done every six (6) months. Tires will be checked every one thousand (1000) miles or six (6) months, whichever comes first.

b. The Operations Team Leader will ensure immediate action is taken to correct any noted maintenance problems.

c. The Facility Technician will inspect the vehicle monthly to ensure it is being maintained and operated in accordance with this SOP.

d. Each driver is responsible for cleaning his/her vehicle. Cleaning will be done on a daily or weekly basis as needed.

e. Each vehicle assigned to MWR is subject to unscheduled inspections by the MWR Director.

8. ACCIDENTS:

a. In case of emergency breakdown, the driver will immediately notify the Operations Team Leader at 532-6100 or 532-1385 or Facility Technician, as to the nature of the breakdown, location of the vehicle, and if they believe it can be repaired on location.

Vehicle operators must immediately report all accidents to the Provost Marshal's Office (532-0579), and submit a completed Accident Report (SF Form 91) of the circumstances surrounding the accident within 24 hours. The Accident Report must also be forwarded to MWR for processing of insurance.

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b. If the Gas Card is lost, stolen, or not accepted at the pump, contact Operations Team Leader.

9. This standard Operating Procedure (SOP) supersedes all previous MWR SOP's concerning the operation and maintenance of MWR NAF vehicles

GLENN PERLAKOWSKI
Director, Morale, Welfare,
and Recreation