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NAVSUPPACT NAPLES INST 11240.14G
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NAVSUPPACT NAPLES INSTRUCTION 11240.14G

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: LOCAL OPERATING GUIDANCE AND PROCEDURES FOR USE OF CIVIL ENGINEERING SUPPORT EQUIPMENT

Ref: (a) Management of Civil Engineering Support Equipment (NAVFAC P-300)
(b) Management, Acquisition, and Use of Motor Vehicles (DoD Regulation 4500.36R)
(c) NAVSUPPACT NAPLES INST 5512.2 (Series)

Encl: (1) Transportation Handbook

1. Purpose. To establish policy, procedures and regulations governing the individual user in the operation, utilization and assignment of Civil Engineering Support Equipment (CESE) assigned to Naval Facilities Engineering Command Europe, Africa, Southwest Asia (NAVFACEURAFSWA). This equipment includes Navy owned, General Services Administration (GSA) and rented/leased equipment indentified and managed as per reference (a).

2. Cancellation. NAVSUPPACT NAPLES INST 11240.14F

3. Policy, Interpretation and Definitions. References (a) through (c) contain policy and detailed instructions for the operation and utilization of CESE. This instruction summarizes and consolidates this information to provide local operating guidance and procedures. The proper use of motor vehicles has come under very close scrutiny by the general public and Congress in recent years. Use of prudent judgment and strict compliance with all the laws, rules and regulations governing equipment usage is therefore necessary. Additionally, the increasing cost of equipment, fuel and maintenance requires renewed efforts to ensure the careful and economical use of all CESE.

4. Action. All Naval Support Activity (NAVSUPPACT) Naples department heads, tenant activities, other commands or persons who use or are responsible for the use of CESE managed by the Public Work Department (PWD) Base Vehicle and Support Branch (BSVE) are responsible for the contents of and compliance with enclosure (1).

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Distribution:
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https://www.cnic.navy.mil/Naples/About/Departments/Administration/AdministrativeServices/Instruction/index.htm

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TRANSPORTATION HANDBOOK

CHAPTER 1: DEFINITIONS

1-1. Domicile. A home, residence, or lodging.

1-2. Classes of Assignment

a. Class "A" Continuing Dispatch. Class "A" is only authorized in writing by the Chief of Naval Operations for a specific billet for official business.

b. Class "B" Recurring Dispatch. Class "B" is an assignment to an activity or department on a continuing basis justified by specific official work requirements necessitating continuing and frequent use of a government vehicle.

c. Class "C" Pool Vehicles. Class "C" is available upon request, with or without driver, for " Official Use."

1-3. Official User. Normally, the senior person in the vehicle. He/She is responsible for the safe and proper operation of the vehicle no matter who is driving.

1-4. Passenger. A passenger is a person, other than the driver, occupying the vehicle.

1-5. Passenger Carrying Vehicle. Vehicle designed specifically to transport personnel. The following vehicles are considered passenger carrying vehicles:

a. Sedans

b. Station Wagons

c. Vans or Carryalls

d. Buses

1-6. Permissible Operating Distance (POD). The maximum distance from an activity or installation which a vehicle is

permitted to operate. These distances are established by specific authorization set forth by references (a) and (b).

CHAPTER 2: GENERAL RULES AND REGULATIONS

2-1. Official Use

a. Public Law restricts the use of government-owned/leased vehicles to official purposes ONLY. Official purposes means those purposes related to the performance of official duties, or in connection with activities conducted under official authorization. Government transportation will not be provided for personal convenience.

b. Penalties for willfully using or authorizing the use of a government-owned/leased vehicle(GOV) for other than official purposes are stipulated in U.S. Code 31, Section 1349. In extreme cases, U.S. Code 18, Section 641, may apply. U.S. Code 31, Section 1349 (b), Adverse personnel actions, (Public Law 97-258, September 13, 1982) states: "An officer or employee who willfully uses or authorizes the use of a passenger motor vehicle owned or leased by the United States government (except for an official purpose authorized by section 1344 of this title) or otherwise violates Section 1344 shall be suspended without pay by the head of the agency. The officer or employee shall be suspended for at least one month, and when circumstances warrant, for a longer period or summarily removed from office. ('Passenger motor vehicle' has been interpreted to mean all types of automotive vehicles.)"

c. GOVs will not be used between domicile and duty stations, regardless of the circumstances. Transportation between home and work is considered a personal expense. Exceptions can only be made at the Secretary of the Navy level, as described in reference (b), and cannot be delegated. A small number of very senior individuals in the Naples community have been granted home-to-work transportation privileges based on a case-by-case security threat assessment. No other individuals are authorized to use government vehicles for home-to-work transportation.

d. GOVs are for official use only. They are not for private business or personal social engagements/convenience.

e. Government transportation between lodging and duty stations for DoD employees on Temporary Additional Duty (TAD)/Temporary Duty (TDY) orders may be provided only when existing public transportation is inadequate, unavailable, or uneconomical. Such is not generally the case in the Naples/Gaeta area. The Navy shuttle bus should always be utilized first, if available.

f. Government Transportation is permitted in support of DoD authorized Morale, Welfare, and Recreation (MWR) programs providing:

(1) Such transportation can be made available without detriment to the DoD mission;

(2) Failure to provide transportation would have a serious detrimental effect on the programs;

(3) Other modes or transportation (private or commercial) are not readily available; and

(4) This service is reimbursable.

g. Every member of the military service is legally and morally obligated to exercise thrift in the expenditure of government money. Thus, when more economical alternatives than government vehicle transportation are available, a military member is obligated to use such alternatives.

h. Examples of illegal use of government vehicles are trips to the exchange or commissary, trips home, "party" trips, and trips made exclusively for transportation of personnel on liberty or leave for their convenience. Driving a GOV to a home, even if it is located on a military base, is not authorized. GOVs are not to be used in place of a Privately Owned Vehicle (POV) to drive to and from military bases for your personal convenience.

i. The senior occupant of a vehicle is responsible for ensuring the vehicle is used for official purposes only.

2-2. Drivers

a. All drivers of officially dispatched government-owned/leased vehicles are in a duty or work status, and will remain in such status until the time of return to the dispatching authority.

b. All drivers shall be in complete military uniform of the day, proper civilian attire, or working uniform at all times when driving a government vehicle.

c. All drivers shall keep vehicles at a careful, prudent rate of speed, and may never operate a vehicle in excess of the posted speed limit. Drivers should never drive faster than conditions permit, regardless of authorized speed limit.

d. All drivers shall use low beam headlights when within 500 feet (150 meters) of an oncoming vehicle. Under no circumstances shall a driver of a Navy vehicle flash the bright beams at the vehicle in front of them or at an approaching vehicle.

e. No vehicle shall be driven by a driver whose ability or alertness is impaired by fatigue, illness, medication or any other cause which would render his/her operation of the vehicle unsafe, or create a hazard on the road.

f. Extreme caution must be exercised by all drivers when operating a vehicle under hazardous conditions such as fog, mist, rain, ice, smoke, or other circumstances adversely affecting vision or traction. Italian roadways become slick when wet. Exercise caution at all times.

g. The consumption of alcoholic beverages by drivers is strictly prohibited. Operating a GOV under the influence will result in the revocation of your driving privileges.

h. Smoking is prohibited in government vehicles. Smoking in a GOV will result in the temporary loss of the vehicle. Continued abuse will result in a permanent loss of the vehicle.

i. The driver is always responsible for the safe operation of the vehicle.

j. Drivers will ensure vehicles are not operated outside the POD unless authorized by the BSVE Branch Head. The POD cited by reference (b) is 100 miles.

k. Drivers will ensure loads on their motor vehicles are properly distributed and secured in order to prevent shifting of the load or unsafe operation of the vehicle. Loads shall always be secured in accordance with applicable safety regulations. No motor vehicle shall be driven unless the driver is satisfied that the load is securely in place. Passenger vehicles are not to be used for cargo transport.

l. Cleanliness is the operator's responsibility, in accordance with Navy standards of fire prevention, good safety practice and pride in appearance. All vehicles, both interior and exterior, shall be kept free of dirt, debris, and flammable materials except when applicable safety precautions have been met. Prior to returning the vehicle to the dispatcher for maintenance, the driver will clean all debris from the interior and exterior and wash the exterior.

m. Government vehicles shall not be used for towing or pushing other vehicles, unless they were specifically designed for this purpose.

n. Vehicle engines shall be turned off while refueling.

o. When an operator parks a vehicle and leaves it unattended for any reason, the vehicle shall be secured by:

(1) Stopping the engine.

(2) Setting the parking brake.

(3) Leaving the transmission in park (manual transmissions will be put in first gear).

(4) Removing the ignition key.

(5) Locking the cab or doors of the vehicle.

(6) If parked on an incline, observe proper procedure for turning steering wheel into the curb.

2-3. Passengers

a. The senior occupant of the vehicle is responsible for control of passengers.

b. Passengers are to include only those personnel fulfilling a specific official business task. "Space available" transportation for persons not on official business is permitted only on an authorized shuttle bus.

c. Passengers will not be transported in the back of any open style vehicle (i.e., pickup, stake truck, etc.). All passengers must be seated in a seat with a seatbelt.

d. No vehicle shall carry a number of passengers exceeding the stated vehicle capacity, nor shall passengers or loads obstruct the driver's view or obstruct the free movement of the driver's arms or legs.

CHAPTER 3: DRIVER'S RESPONSIBILITIES

a. Familiarize the Navy regulations concerning vehicles and driving. (See Chapter 2: Rules and Regulations)

b. Possess a valid stateside driver's license and an Allied Forces Italy (AFI) Driver License if U.S. LN's must possess a valid local license for the class of vehicle driven. In addition, vehicles over 10,000 pounds require a Government Motor Vehicle Operator's Identification Card (OF-346) per reference (c).

c. Possess and correctly fill out a Trip Ticket for each vehicle. (See Chapters 4 and 6: Trip Tickets and Dispatching Procedures).

d. Inspect the vehicle daily. Operational checks will be conducted prior to operating any vehicle, during the operational and after the trip. (See Chapter 5: Pre-start Inspection)

e. Drive the vehicle in a safe and proper manner.

CHAPTER 4: TRIP TICKET

4-1. Driver's Duties. The driver is responsible for having a valid Trip Ticket (Motor Equipment Utilization Record, DD Form 1970) or an authorized automated version. The top part of the form is to be filled out by the dispatcher, or in the case of a Class "B" assignment, by the person controlling the use of the vehicle. Appendix A is a sample of a Trip Ticket that organizations can utilize for their class B vehicles. Trip Tickets issued by BSVE must remain in the vehicle at all times until turned in (Class "C") or re-dispatched (Class "B") at which time the new trip ticket will be placed in the vehicle.

CHAPTER 5: PRE-START INSPECTION

5-1. All Vehicles. The driver is responsible to conduct a pre-start inspection daily, as prescribed by reference (b).

a. Fluids

b. Coolant (radiator reservoir)

c. Tire pressure (recommend use of tire pressure gage)

d. Brakes (a slight touch as the vehicle commences its forward/backward motion is sufficient). For vehicles that are equipped with air brakes, the driver must drain the air tanks on a daily basis.

e. Lights, turn signals, seat adjustment, horn and mirrors. Mirrors must be firmly attached to the vehicle (one inside and one outside on the left) and adjusted to reflect the road and area behind the vehicle.

f. Interior/exterior defects. The driver is responsible for reporting any defect on the vehicle prior to any trip. Dispatchers must be informed of any discrepancy.

g. If any discrepancies are found on items (a) through (f), fill out an Operator's Inspection Guide and Trouble Report (NAVFAC 9-11240/13) and turn into BSVE dispatch. (See Chapter 5-3 and Appendix B)

5-2. Class "B" Assignments. The driver is responsible for keeping the exterior washed and polished and the interior cleaned, in addition to checking the items listed in Chapter 5-1 (a) through (g) above.

5-3. Operator's Inspection Guide and Trouble Report NAVFAC 9-11240/13 (Hardcard). An Operator's Inspection Guide and Trouble Report is used to do a prestart inspection on a vehicle and for turning a vehicle into the shop. Appendix B contains the Operator's Inspection Guide and Trouble Report.

CHAPTER 6: DISPATCHING PROCEDURES

6-1. Normal Working Hours. During normal working hours (0800 to 1600 weekdays), the Transportation Liaison in each organization or department will be responsible for arranging transportation. Should the liaison person not be available, the BSVE Dispatcher should be contacted at DSN: 625-5635. A minimum of 24 hours notice is normally required to arrange for a vehicle, since dispatching is accomplished on a first-come, first-served basis.

6-2. After Normal Working Hours. If the requirement is a valid emergency which cannot wait until 0800 the following workday, contact the PWD after-hours Help Desk at 626-4981. The duty PWD personnel will contact the BSVE Branch Head who will make the determination whether support is provided

CHAPTER 7: ACCIDENTS

7-1. Procedures in the Event of Accidents Involving U.S. Government-owned/leased Vehicles.

a. General. Drivers at the scene of an accident will not make any statement which might be construed as an admission of liability. If the Polizia or NSA Security are present at the scene, vehicles will not be moved unless directed by them. Every attempt to obtain personal information from the second party will be made.

(1) In all cases:

(a) An Operator's Report of Motor Vehicle Accident, Standard Form 91, will be filled out immediately, furnishing complete and detailed information together with witnesses' names and addresses. A copy will be provided to both the NSA Security representative and to the BSVE Branch dispatcher within 24 hours of the accident.

(b) The operator will follow directions of the Polizia and/or NSA Security, if present at the scene.

(c) The driver will report by telephone to the Public Works BSVE Branch Dispatcher, telephone number DSN: 626-5636 or COMM: (081) 568-5636, advising them of the accident and requesting further instructions, if needed. If the accident occurs after working hours, the driver will immediately report the accident to the NSA Emergency Dispatch Center at telephone number DSN: 626-4911/5638/5639 or COMM: (081) 568-4911/5638/5639.

(2) If the accident involves injuries to personnel, and the driver remains physically capable, he/she shall comply with the following:

(a) NSA Emergency Dispatch Center will be notified, telephone number DSN: 626-4911/5638/5639 or COMM: (081) 568-4911/5638/5639.

(b) Italian Ambulance support can be reached by dialing 118, if needed.

(3) If the accident involves PROPERTY DAMAGE ONLY and no injuries to personnel, the NSA Emergency Dispatch will be contacted at DSN: 626-5638/5639 or COMM: (081) 568-5638/5639. A description of the accident and estimate of damage will be given. Instructions as to disposition of the vehicle shall be given by NSA Security.

CHAPTER 8: FUEL

8-1. Location. All GOVs will utilize the NAVSUPPACT Naples fuel pumps as the first source to obtain fuel. Fuel coupons will not be used, except in the event of emergency, or when the operating distance necessitates additional fuel and is approved by the BSVE Branch Head.

8-2. Coupons. During normal working hours, coupons may be obtained from the PWD BSVE Branch Dispatcher. After hours, coupons are available from the PWD duty 626-4981, if an emergency situation arises and is approved by the BSVE Branch Head. Only the required amount of coupons will be dispensed, based on the vehicle type and intended mileage. The driver is accountable for the security of all government coupons in his/her possession, and must ensure they are only utilized in the vehicle for which they were issued. Unused coupons are to be returned to the Dispatch Office.

CHAPTER 9: ROAD SERVICING AND REPAIRS

9-1. In the event of vehicle malfunction requiring mechanical or towing assistance, contact Public Works BSVE Dispatcher at DSN: 626-5636 or COMM: (081) 568-5636 during normal working hours. After working hours contact the PWD Duty at DSN: 626-4981 or COMM: (081) 568-4981.

CHAPTER 10: LICENSING

10-1. References. Every government employee, U.S. military/civilian or Italian National, who drives or operates a government-owned/leased vehicle/equipment assigned to PWD Naples,

whether on or off station, must be properly licensed in accordance with the provisions set forth in reference (c). Per reference (a), an OF-346 is not required to operate vehicles under 10,001 lbs GVW (exception: vans/buses over nine passengers, emergency and special purpose vehicles), if the operator is in possession of both, a current valid civilian state driver license and an Allied Forces Italy (AFI) Driver License issued by MVRO, or the appropriate Italian license. Family members of U.S. government employees, military or civilian, are not authorized to drive or operate government-owned/leased vehicles/equipment, if not employed by the U.S. government.

10-2. Requirement for Issuance of OF-346.

a. Applicants must have reached their 18th birthday by the date of application. Applicants requiring certification to operate vehicles over 10,000 lbs GVW, buses and vans over nine passengers, and emergency and special purpose vehicles shall utilize the procedures in references (a) and (c).

b. During driving tests, applicants must demonstrate skill under various driving conditions. Where obvious lack of skill, undue nervousness, unsatisfactory physical condition of the applicant, or involvement in an accident making it hazardous to start or to continue the test occurs, the test will be terminated. Termination of the test, in the interest of safety, will be the responsibility of the examiner. The specific reason for termination of the test will be noted on the check list and score sheet for the road test. In all cases, this form will be put in the individual's driving record. In cases of failures and termination, a 30-day waiting period will apply.

c. In addition to the minimum requirements, other restrictions may be established from time to time in an effort to improve the motor vehicle safety program.

10-3. Driver Training. Driver training is not provided to new vehicle operators. Government licenses will only be issued, when required for the type of vehicle driven as required by the

references, but in no case will licenses be issued to any persons not currently in possession of a valid stateside license and an Allied Forces Italy (AFI) Driver License issued by MVRO, or the appropriate Italian license.

CHAPTER 11: SHUTTLE BUS SERVICES

11-1. Description. Government-provided bus transportation is categorized as modified shuttle bus service, shuttle bus service, group transportation service, and mass transit. Application of the various types of services are defined in reference (b). These services require either SECNAV approval or the Installation's Commanding Officer approval, based on category. NSA departments (excludes MWR authorized functions) and tenant commands are not authorized to operate bus services; this includes shuttle services of personnel between bases in vans. Exceptions to this policy must be requested in writing to the NSA Commanding Officer via the BSVE Branch, Public Works Department (PWD).

APPENDIX A. MOTOR EQUIPMENT UTILIIZATION RECORD

MOTOR EQUIPMENT UTILIZATION RECORD							
1. DATE *(YYYYMMDD)*	2. TYPE OF EQUIPMENT	3. REGISTRATION NO./SERIAL NO.			4. ADMINISTRATION NO.		
5. ORGANIZATION NAME					6a. FUEL	b. OIL	
ACTION	9. TIME		10. MILES	11. HOURS			
7a. 1ST OPERATOR *(Last Name, First, M.I.)*	a. IN				12a. REPORT TO *(Last Name, First, M.I.)*		
8a. OPERATOR'S SIGNATURE	b. OUT				13a. DISPATCHER'S SIGNATURE		
	c. TOTAL		0	0			
7b. 2ND OPERATOR *(Last Name, First, M.I.)*	a. IN				12b. REPORT TO *(Last Name, First, M.I.)*		
8b. OPERATOR'S SIGNATURE	b. OUT				13b. DISPATCHER'S SIGNATURE		
	c. TOTAL		0	0			
7c. 3RD OPERATOR *(Last Name, First, M.I.)*	a. IN				12c. REPORT TO *(Last Name, First, M.I.)*		
8c. OPERATOR'S SIGNATURE	b. OUT				13c. DISPATCHER'S SIGNATURE		
	c. TOTAL		0	0			
7d. 4TH OPERATOR *(Last Name, First, M.I.)*	a. IN				12d. REPORT TO *(Last Name, First, M.I.)*		
8d. OPERATOR'S SIGNATURE	b. OUT				13d. DISPATCHER'S SIGNATURE		
	c. TOTAL		0	0			
14. DESTINATION	15. TIME		16. RELEASED BY *(Signature)*		17. REMARKS		
	a. ARRIVE	b. DEPART					
(1) FROM							
(2) TO							
(3) TO							
(4) TO							
(5) TO							
(6) TO							
(7) TO							
(8) TO							
(9) TO							
(10) TO							
(11) TO							
(12) TO							
(13) TO							
(14) TO							
(15) TO							
(16) TO							

APPENDIX B. OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT

OPERATOR'S INSPECTION GUIDE AND TROUBLE REPORT	
REGISTRATION NO.	ODOMETER READING
Use this form as a guide when performing before and after operation inspections. Check (✓) items that require servicing by maintenance personnel.	

	1. DAMAGE *(Exterior/Interior/Missing Components)*
	2. LEAKS *(Oil, Gas, Water)*
	3. TIRES *(Check inflation, abnormal wear)*
	4. FUEL, OIL, WATER SUPPLY *(Antifreeze in season)*
	5. BATTERY *(Check water level, cables, etc.)*
	6. HORN
	7. LIGHTS/REFLECTORS/MIRRORS/TURN SIGNALS
	8. INSTRUMENTS *(Oil, Air, Temperature, etc.)*
	9.WINDSHIELD WIPER
	10. CLEAN WINDSHIELD/VEHICLE INTERIOR
	11. CARGO MOUNTED EQUIPMENT
	12.STEERING
	13. SAFETY DEVICES *(Seat belts, flares, etc.)*
	14. DRIVE BELTS/PULLEYS
	15. BRAKES *(Drain air tank when equipped)*
	16. OTHER *(Specify in "Remarks")*

DATE	OPERATOR'S SIGNATURE
REMARKS	