

# GSA Vehicle and Credit Card Usage Policy

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## **PURPOSE**

This policy is set forth to provide information to all Naatsis'Aan Community School, Inc. (NCSI) employees who operate any General Services Administration (GSA) or school vehicles. NCSI leases vehicles from the Holbrook GSA Motor Pool to conduct official business and school-related activities.

### **I. Vehicle Request**

- A. A Vehicle Request Form must be submitted to the employee's immediate supervisor and Principal. Forms are available at the front office and each supervisor's office.
- B. Upon employment, the Principal and Business Department personnel will verify each employee's valid Arizona Driver's License before operating a GSA or NCSI-owned vehicle. A copy of the employee's current Arizona Driver's License will be kept on file at the employee's personnel file. It will be the employee's responsibility to provide the Administration office a copy of their Driver's License when required.
- C. Employees are not transport members of their family, personal friends, or non-NCSI employees in a GSA vehicle or school vehicle. Exception may be made for parents on a case-by-case basis with a waiver. Do not use the vehicle for private business, personal errands, or recreation. Do not use the vehicle for transportation to and from work or park it at your residence without a valid written authorization.
- D. Failure to abide by the Vehicle Usage Policy regarding the use of a GSA vehicle will be cause for disciplinary action, up to and including dismissal. Refer to the NCSI Personnel Policy & Procedures, **Section # E.5 Vehicles (double check)**
- E. Employee may not authorize any other person to drive or use any assigned GSA or NCSI vehicle without permission from the Principal.
- F. Employees are to obey all traffic laws or parking violations, including posted speed limits, while operating a GSA or School vehicle. If any of these laws are violated, it will be the employee's /operator's responsibility for any fines or citations. It is the responsibility of the driver to report any citation, violation, or notice of ordinance to the Principal with copies of all related documents immediately upon receipt not later than 48 hours.
- G. Employees are to ensure that the vehicle, credit card, and keys are guarded against damage, theft, or misuse and are kept safe and secure. Employees are to immediately report lost, damaged, or stolen credit cards and/or license plates to the Principal.
- H. Theft of a GSA vehicle or its contents is to be reported immediately to local law enforcement, the Fleet Management Center Manager or Maintenance Control Center Technician (928-524-3973/3974, Holbrook Office), and the Principal.
- I. Improper use of credit cards, continued violation of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated, and substance abuse are not allowed. Refer to the NCSI Personnel Policy & Procedures, **Section # E.5 Vehicles.**
- J. All GSA-owned vehicles are supplied with an operator's packet containing:

- a. Vehicle Operator's Manual
  - b. Accident Report Kit
  - c. Statements of Witness Report
  - d. Emergency Telephone Numbers
  - e. Insurance Card
- K. Employees are encouraged not to make shortcuts on any unimproved roads, dirt roads, rocky roads, etc.
- L. Facility Manager will make arrangements for services and repairs of all GSA and NCSI vehicles. The Facility Manager will be responsible and ensure that all maintenance, cleaning, and services are performed on a mileage or time basis in accordance with notification from GSA.
- M. Temporary and emergency-hired employees are prohibited from driving GSA vehicles.

## **II. Driver's Responsibility**

- A. An employee using a school vehicle will be required to record an accurate mileage log for each usage. It is important to record the date, name, starting and ending mileage, and purpose of a trip on the mileage log so that we can account for and justify the cost and usage of these vehicles.
- B. Pre-trip Inspection is required of each vehicle user will be required to check the fluid level, tires, lights, and exterior body and warm up the vehicle thoroughly before departure.
- C. Vehicles must be kept clean and litter-free at all times. No tobacco use in the GSA and NCSI Vehicles.
- D. Report any deficiencies or malfunctions of the vehicles to the Facility Manager with a written incident report.
- E. Employees who last used a vehicle will be responsible for parking it in the designated parking lot or fenced area and making sure the doors, windows, etc., are locked. All vehicles are to remain locked when not in use. Return the keys promptly to the Facility Clerk; they should not be kept overnight.
- F. Before returning the vehicle, employees are to refuel the vehicle for the next person.
- G. A Travel Authorization and Vehicle Request Form must be on hand throughout travel.
- H. Any vehicle should not be left unattended; make sure that you lock all the doors and carry the keys and credit card every time you leave the vehicle. Do not leave the keys in the ignition.
- I. If the credit card is lost or damaged, you must immediately report the license plate number to GSA in Holbrook. (928) 524-3974/3973. If in the event of a lost or damaged credit card, the driver must ensure the expense and request reimbursement for the cost.

## **III. Safety Belts**

- A. All employees and passengers are to abide by the applicable Navajo Nation Law and the state of Arizona by using a safety belt when operating a GSA or school vehicle. Executive Order 13043, enacted April 16, 1997, requires all Federal employees on official business to use safety belts.
- B. The Facility Maintenance truck does not have safety belts in the bed of the truck. At no time should passenger(s) be seated in the back of a GSA truck, as it could cause injury or death.
- C. Managers must discuss this with their staff to ensure that they are aware to comply with this policy. Failure to use a safety belt may result in disciplinary action as set forth. Refer to the NCS Personnel Policy & Procedures, Section # E.5 Vehicles.

#### **IV. Credit Card Usage**

- A. All GSA vehicles are assigned a Credit card to purchase gasoline and should be specifically used only for the vehicle identified on the card.
- B. All purchases made with the credit card should be properly recorded:
  - a. Make sure that the date is correct.
  - b. All Gas receipts must show what type of gas or diesel was purchased, the number of gallons, the price per gallon, and the extended price.
  - c. Vehicle mileage must be encoded for each gas purchase.
  - d. Driver must sign the ticket when necessary.
- C. Only major brand gas stations, such as Texaco, Shell, Conoco, etc. The Voyager Credit Card should be used to purchase gasoline or diesel. Make sure that the government cards are accepted at that station.
- D. A Self-services gas station is preferred, offering the lowest price except when:
  - a. The vehicle requires diesel fuel.
  - b. If the operator has physical limitations that would prevent him or her from pumping fuel, severe weather conditions, or the service station only has full-service pumps.
- E. Any maintenance or repairs less than one hundred dollars (\$100.00) using the card does not require Maintenance Control Center approval. Any maintenance and repair services that exceed \$100.00 must be approved by the Maintenance Control Center before charging on the credit card. The toll-free number is on the back of the Credit Card.
- F. In any case, these are after-hours emergencies. The Maintenance Control Center will be closed, and the U.S. Government Fleet Services Card can authorize the use of your card for purchases of emergency repair and services up to \$500.00. An emergency is defined as a mandatory repair or towing service requiring pre-authorization when the Maintenance Control Center is closed.

#### **V. Vehicle Accident Procedure**

- A. Call the local Police department and Emergency Services:
  - 1. Do not sign or make a statement to anybody other than the Investigating Officer and Principal while on the scene of the accident.

2. Be courteous and do not engage in an argument at the accident scene.
  3. Drivers must provide a valid Motor Vehicle Operator's license if requested by a police officer(s) and the investigating officials. For more information, call GSA Holbrook Motor Pool and/or if you have any further questions. Telephone No. (928) 524-3973/3974, 8 a.m. to 5 p.m., Monday to Friday.
- B. Request for all necessary Information:
1. Registration and vehicle insurance information on all other vehicles involved.
  2. Names and addresses of all persons involved in the accident and the extent of injuries.
  3. Details on the location, time, measurements, weather, and damage.
  4. Names and addresses of any witnesses, whenever possible.
- C. Complete the Accident Report (GSA vehicles only).
1. Each vehicle should contain the basic required forms for reporting a vehicle accident. An accident report should be completed and submitted to the Principal within 24 hours and to GSA Holbrook Motor Pool within 10 working days after the accident. The following forms should be completed:
    - a. Standard Form 91: Motor Vehicle Accident Report - The vehicle operator must complete this form at the time and scene of the accident.
    - b. Form SF-94; Statement of Witness - Request witnesses to complete this form at the scene of the accident. You must get the witness's names and telephone numbers.
- D. If you are injured
1. Employees should carry complete personal identification, including names, addresses, and telephone numbers of their supervisor or someone who should be notified, if necessary.
  2. Generally, emergency First Aid CPR treatment and hospital care are provided by local medical facilities.
  3. If you are physically unable to prepare any accident forms, have someone acting on your behalf prepare the forms for you.
- E. Claims for Damages (GSA only)
1. Any individual requesting to file a claim for damages or injury against GSA should be referred to the Principal.
  2. Any claims made by non-government persons are called third-party claims. GSA is not responsible for reimbursing third-party claims or damages unless the driver is a GSA employee. All third parties should file Standard Form 95, Claim for Damage or Injury, with your agency, not GSA.
  3. A lawsuit for property damage, personal injury, or death resulting from your operation of a motor vehicle becomes a suit against the government rather than against you as an individual, provided the operation of the motor vehicle was within the scope of your employment.
  4. You must establish to the satisfaction of the attorney for the jurisdiction in which the accident occurred that you were acting within the scope of your employment and not for your benefit or pleasure at the time of the accident. For these reasons, it is very important to have your Travel Authorization and Vehicle Request form with you at all times to acknowledge that you are on office school business.
  5. In the event you receive a legal notice or summons to answer questions on the

accident, promptly notify the Principal and deliver all legal processes, pleadings, and documents to the Principal.