William J. Hughes Technical Center

Motor Vehicle Program Office

ANNUAL LICENSE VERIFICATION - FEDERAL EMPLOYEES

Manager's Responsibility

Managers must visually confirm that vehicle operators (<u>Federal employees</u>) have valid drivers' licenses by conducting annual license verifications. In addition, managers must ensure that vehicle operators have completed the "Using Government Vehicles" Training. This verification process should be conducted in conjunction with an employee's performance evaluation.

Vehicle Operator's Responsibility:

- Have a valid driver's license.
- Use Government vehicle for official business use only.
- Obey all State and local jurisdiction motor vehicle traffic laws.
- Personally liable for violating any State or local traffic laws.
- Must park or store the Government motor vehicle in a manner that reasonably protects it from theft or damage; and lock the unattended Government motor vehicle.
- Willful misuse or unauthorized use of a Government motor vehicle for other than official purposes may result in administrative disciple, suspension without pay, or termination of employment. (31 U.S.C. 1349).

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Name of Vehicle Operator	Routing Symbol	Expiration Date of Driver's License	Date Verification Conducted	Certify Completion "Using Govt. Vehicle" Training
	•			
Signature of Vehicle Custodian/Manager	-	Routing Symbol		Date

Name of Vehicle Operator	Routing Symbol	Expiration Date of Driver's License	Date Verification Conducted	Certify Completion "Using Govt. Vehicle" Training

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