

William J. Hughes Technical Center
Motor Vehicle Program Office

MONTHLY VEHICLE DISPATCH TICKET

PLACE FORM IN VEHICLE ALONG WITH TRIP LOG. SUBMIT COPY TO MVPO EACH MONTH

OFFICE OR SERVICE	Date Prepared: _____
	Vehicle Tag# : _____
	Vehicle Type : _____

Start Date: _____	Ending Mileage: _____
End Date: _____	Start Mileage: _____
	Total Miles Driven: _____

NAME ORGANIZATION REPRESENTATIVE	ROUTING SYMBOL	PHONE # /EXTENSION

LIST OF DESIGNATED ORGANIZATION DRIVER/DRIVERS

Vehicle Operators are Granted Authorized Use For Official Business Purposes Only. Checked Driver(s) License(s)

DESTINATION

Various destinations within CONUS **Motor Fleet Office POCs - Building 300.1.H16 (57812)**

Local travel within 50 mile radius of WJHTC

OFFICIAL USE ONLY

- Use of government vehicles (both DOT and GSA) are for **official business only**.
- If an employee willfully uses, or authorizes the use of, a motor vehicle for other than official purposes, the employee is subject to suspension of at least one month or, up to and including, removal by the head of the agency (FMR 102-34.225) _____ (*Initial*)
- RULES OF CONDUCT** require that each vehicle operator: (a) obey federal, state, and local jurisdiction laws; (b) always wear a seat belt; (c) do not smoke in a government vehicle; and (d) never text or talk on a cell phone, radio, or any other device while driving.
- Contractor employees are only allowed to operate a government vehicle if the following clause is stipulated in their contract.** FAA Motor Fleet Management Policy states: "FMR 102-34.215 allows contractors to use fleet vehicles "solely for official purposes". The provisions of this FMR are only applicable, if the Contracting Officer has incorporated AMS Clause 3.8.4-6 into the contract, as well as inclusion of appropriate insurance coverage, hours of operation, contractor employee penalties, and other matters that may be appropriate."

"I certify that I am aware of the official use of government vehicle policy, that this vehicle will be used only in the conduct of official business, and that I am responsible for the protection and safekeeping of the vehicle and its fleet card assigned to me.

X

Signature Organizational Representative

Organizational representative will submit (via email) a completed Monthly Dispatch Ticket to the Motor Fleet Office by the 5th of each month along with all receipts for fuel or other automotive purchases.