

William J. Hughes Technical Center
Motor Vehicle Program Office
ORGANIZATION DISPATCH TICKET

OFFICE OR SERVICE	Date Prepared: _____	
	Vehicle Tag# : _____	
	Vehicle Type : _____	
Start Date: _____ Ending Mileage: _____		
End Date: _____ Start Mileage: _____		
Total Miles Driven: _____		
NAME OF DRIVER	ROUTING SYMBOL	PHONE # /EXTENSION
DESTINATION		
<input type="checkbox"/> Checked Driver(s) License(s)		
PURPOSE OF TRAVEL		
		Motor Fleet Office POCs - Building 300.1.H16 (57812)
OFFICIAL USE ONLY		
<p>1. TDY travel dates specified on orders constitute the official use period.</p> <p>2. 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) _____ (<i>Initial</i>)</p> <p>3. 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.</p> <p>4. 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."</p>		
<p>"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.</p> <p style="text-align: center;">X _____</p> <p style="text-align: center;"><i>Signature of Driver</i></p>		
RETURN PROCEDURES		
<p>1. Vehicle should be returned free of debris, with full tank, and parked at its designated spot.</p> <p>2. Return keys, credit card with all receipts, and this trip ticket to the Dispatcher or his / her designated alternate.</p> <p style="text-align: center;">Please be prompt with your return.</p> <p>* Travel authorization is required for travel distances 50 miles or more from your Duty Station. Travel authorization required. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		