

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
1 March 2010

*Fort Sill Supplement 1 to AR 58-1

Motor Transportation-General
Management, Acquisition, and Use of Motor Vehicles

Summary. This publication provides policy and procedures on the acquisition, management, and use of Non-Tactical Motor vehicles.

Applicability. This publication is applicable to all Fort Sill organizations and activities (including contracted organizations) except the special purpose vehicles (as described in paragraph 2-5 or paragraph 12-5 a.(1)(f)) assigned to the Directorate of Public Works (DPW) and the Network Enterprise Center (NEC).

Suggested Improvements. The proponent of this regulation is the Installation Transportation Officer (ITO), Directorate of Logistics (DOL). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the ITO.

Distribution. This supplement is distributed solely through DHR, ASD Homepage at: http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This supplement supersedes USAFACFS Supplement 1 to AR 58-1, 21 July 1981 and Fort Sill Regulation 56-1, 4 November 1991.

AR 58-1, 10 August 2004, is supplemented as follows:

Paragraph 1-4. Responsibilities. Add subparagraphs h(1) through (4) after subparagraph h:

(1) Installation Transportation Officer (ITO), Fort Sill, is responsible for the following:

(a) Exercising technical supervision over administration and operation of vehicles assigned to the US Army Garrison Fort Sill and Directorate of Logistics (DOL) and used by the US Army in the Fort Sill area of responsibility.

(b) Allocating vehicles in accordance with requirements based on available resources.

(c) Maintaining necessary records for requirements, authorization, distribution, operation, utilization and maintenance of vehicles.

(2) Transportation Motor Pool (TMP) is responsible for the following:

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(a) Providing necessary vehicle support to Fort Sill units and activities, Inter-service Support Agreement (ISA) customers, and other authorized customers.

(b) Assuring efficient and economical utilization of vehicles.

(c) Assigning and withdrawing vehicles as required.

(d) Security and safeguarding of ignition keys/log books/credit cards/OTAP for vehicles within the TMP area is the responsibility of all TMP personnel. Direct responsibility lies with the using activity/unit supervisors for vehicles kept outside of TMP facilities.

(e) Ensuring each vehicle dispatched to a destination outside the Lawton area has been safety checked and is equipped with a spare tire, jack, lug wrench, credit card and Oklahoma Turnpike Authority Pikepass (OTAP), if required.

(3) Commanders and supervisors of activities utilizing vehicles are responsible for the following:

(a) Appointing a transportation coordinator for each unit at Brigade/Directorate level. Ensuring that transportation coordinators do not request transportation unnecessarily and that currently assigned vehicles are utilized to maximum extent.

(b) Centralizing, consolidating and scheduling details in order to accomplish designated tasks with minimal waiting time for the vehicle being utilized.

(c) Loading vehicles to fullest possible extent within authorized weight capacity in order to eliminate unnecessary trips.

(d) Releasing vehicles immediately upon accomplishment of missions.

(e) Ensuring user drivers perform daily operator maintenance, in accordance with checklist provided by dispatch, on vehicles.

(f) Reporting any apparent misuse of vehicle furnished.

(g) Ensuring that accidents are properly reported and documented.

(h) Ensuring energy resources are not wasted or misused. Idling of engines solely for the purpose of keeping the vehicle cool or warm will not be permitted.

(i) Ensuring proper utilization, safety, security of vehicles, maintenance and completion of log book forms.

(j) Submitting detailed semiannual justifications which are due to TMP by 1 October and 1 April each year.

(4) Vehicle operator is responsible for the following:

(a) Carrying on his/her person, a valid, current license for type of vehicle being operated and ensuring that the vehicle is properly dispatched at all times.

(b) Wearing his/her seatbelt at all times.

(c) Performing operator maintenance and inspection for damage before, during and after operations. Copies of operator daily maintenance are in equipment log books.

(d) Ensuring GSA schedules service on GSA owned fleet in conjunction with manufacturer's specifications for oil change, lubrication and other maintenance requirements. ITO specifies service of other vehicles.

(e) Ensuring accident report forms, SF 91 (Operator report on Motor Vehicle Accidents) and DD Form 518 (Accident-Identification Card) are in the equipment log book.

(f) Not operating a vehicle with a safety fault or fault that would do further damage to vehicle and recording all deficiencies on TMP furnished inspection form. Take vehicles with major deficiencies, to the TMP Dispatch Office as soon as possible. If inoperative, request maintenance/wrecker support by calling 442-2569 during duty hours or the Installation Operations Center (IOC) during non-duty hours.

(g) Washing vehicle as necessary.

(h) Not leaving vehicle unattended with motor running and securing vehicle while unattended.

(i) Notifying TMP Operations Section, Building 2026 immediately following a vehicle accident involving activity's driver personnel, and instructing driver to report to Accident Report Clerk located in Building 2026 to complete the necessary accident report forms. If the vehicle operator is unable to report or complete the forms, then the operator's supervisor must accomplish this requirement. For accidents, the following apply:

(1) On-post accidents must be reported immediately to TMP. Do not remove the vehicle from accident scene until the accident has been investigated by military police. SF Form 91 must be filled out in ink at the accident scene and if possible, immediately turned in to Accident Report Clerk, Building 2026. Instructions are specified in FS Label 14 and in equipment log book.

(2) Off-post accidents will be immediately reported to civilian authorities and to TMP. SF Form 91 must be filled out in ink at the accident scene and mailed or otherwise delivered to DOL, ATTN: IMWE-SIL-LGT, Fort Sill, OK 73503-5100, within 72 hours. If there is damage to private property, include claim and insurance information with SF Form 91.

(j) Complying with the requirements of USAFACFS Reg 700-13 concerning emergency roadside repairs and credit card and Oklahoma Turnpike Authority Pikepass (OTAP) usage.

Paragraph 2-1, General. Add the following at the end of subparagraph a.

The TMP is authorized to recall any vehicle assigned on daily or recurring dispatch to meet urgent or surge requirements beyond the capabilities of on-call fleet. Vehicles will be returned to using units/organizations immediately following the surge requirement.

Paragraph 2-2, Elements of NTV Management. Add the following after subparagraph d(2).

(a) Submit requests for recurring dispatch (those required daily over an extended period of time) vehicles in a memorandum format and as prescribed by the TMP fleet manager.

(b) These requests for recurring dispatch vehicles must include a full justification as to why a full-time vehicle assignment is required. All such requests will be signed by the Brigade Commander or Directorate equivalent and have a fund cite attached and certified by the servicing budget office. Justifications will be reviewed and resubmitted annually.

Paragraph 2-2, Elements of NTV Management. Add the following after subparagraph d(3)(c).

(d) For one-time transportation requirements, the designated transportation coordinator or alternate will submit request to TMP, to arrive not later than 72 hours before transportation is required, excluding Saturday, Sundays, and holidays. Requests will be submitted in electronic format using the FS Form 833 (Request for Motor Transportation). Paper or faxed copied of the request will not be accepted. All requests will be routed through the servicing budget office that will affix and certify funds and will forward to the Transportation Office for action.

(e) All requests by Mission organizations must be routed through the FCoE G-4 a minimum of 24 hours in advance, for approval and processing prior to sending to the DRM for funding. Once funded, requests will be forwarded to the Transportation Office with copy furnished to the G-4. FCOE units/organizations will use buses with operators, in lieu of vans when mission allows.

(f) FORSCOM units requiring vehicle support beyond their capabilities will route requests to FORSCOM DRM analyst with funds certification authority to be forwarded to TMP.

(g) User drivers will be used to the maximum extent for all transportation requests. However, buses and troop transport vehicle will typically not be dispatched to units/organizations without an assigned driver.

Paragraph 2-3, Official Use of NTVs. Add the following after subparagraph e.

(f) The Permissible Operating Distance (POD) for Fort Sill is 150 miles. Requests to use a Non-Tactical Vehicle for transportation to destinations beyond 150 miles must be fully justified and submitted to the ITO on a FS Form 833. The justification must clearly state why commercial means of transportation are not adequate or appropriate for the mission.

Paragraph 2-4, Restrictions. Add subparagraphs (g) through (i).

(g) Except for emergency vehicles, in performance of official duties (including range vehicles, wildlife management vehicles, and environmental vehicles) all vehicles will be restricted to improved surface roads. Improved surface roads are defined as those roads which as a minimum have been graded and graveled. Dirt range roads are not considered improved surface roads.

(h) Vehicles will not ford more than 6 inches of water and will use only fords with concrete bottoms. Speeds through water will not exceed 3 miles per hour.

(i) Vehicles will not be used to jump start, push, or tow any other vehicle. Disabled vehicles will be reported to the TMP dispatcher who will assist with recovery. After hours, the IOC will be contacted and they in turn, will notify the TMP manager for assistance.

Paragraph 2-5, Utilization Goals. Add subparagraphs a and b.

a. The TMP will review utilization of vehicles on recurring-use vehicles every 30 days. Data revealing poor utilization of each vehicle will be analyzed. If practicable, vehicles will be reassigned in order to improve overall utilization.

b. Annually, at the direction of the Garrison Commander, the ITO will review the utilization rate for the entire fleet. The bottom 25% of the fleet will be reviewed and a determination of continued assignment made.

**Appendix A
References**

**Section I
Required Publications**

AR 58-1
Management, Acquisition, and Use of Motor Vehicles

**Section II
Related Publications**

This section contains no entries.

**Section III
Prescribed Forms**

This section contains no entries.

**Section IV
Referenced Forms**

SF 91
Operator Report on Motor Vehicle Accidents

DD Form 518
Accident Identification Card

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary

Section I Abbreviations

AR
Army Regulation

DOL
Directorate of Logistics

DPW
Directorate of Public Works

IOC
Installation Operations Center

ISA
Inter-Service Support Agreement

ITO
Installation Transportation Officer

NTV
Non-Tactical Vehicle

OTAP
Oklahoma Turnpike Authority Pikepass

POD
Permissible Operating Distance

TMP
Transportation Motor Pool

IMWE-SIL-LG



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