



May 6, 2016

IOWA INTRAOFFICE INSTRUCTION 120-193 FIRST EDITION – VEHICLE USER
RESPONSIBILITIES FOR STATE OFFICE VEHICLE FLEET

IA193.0 PURPOSE

To clarify the roles and responsibilities for the Vehicle Driver, Vehicle Custodian and State Office Fleet Coordinator. This clarification will allow for improved vehicle care and readiness for State Office Vehicle Fleet.

IA193.1 SCOPE

These instructions will be followed by all employees using State Office Vehicle Fleet.

IA193.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

Kurt Simon
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 120-193 First Edition – May 2016)

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1. PURPOSE:

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2. EXPLANATION:

This instruction was developed to better manage the State Office Vehicle Fleet. State Office Fleet, Vehicle Custodians, and State Office Fleet Coordinator are listed below:

<u>Name</u>	<u>Vehicle Custodian</u>	<u>Parking Spot</u>	<u>Tag Number</u>
RA.NRCS.IADES.VH.16Xpedition5987	Rick Bednarek	19	A375987
RA.NRCS.IADES.VH.16Chrysler5984	Marty Adkins	33	A375984
RA.NRCS.IADE2.VH.06Taurus6061	James Cronin	4	A336061
RA.NRCS.IADE2.VH.16Explorer5988	Mark McCurdy	29	A375988
RA.NRCS.IADES.VH.06Taurus6081	Jim Gibbs	3	A336081
RA.NRCS.IADES.VH.06Van11Pass6102	Elmer Foxx	19	A336102
RA.NRCS.IADES.VH.09Malibu9945	Barb Stewart	2	A349945
RA.NRCS.IADES.VH.10Caravan1831	Elmer Foxx	44	A351831
RA.NRCS.IADES.VH.10Impala9982	Dave Brommel	30	A349982
STATE OFFICE FLEET COORDINATOR	Elmer Foxx		

3. ROLES AND RESPONSIBILITIES:

Vehicle Driver Responsibilities:

- The Vehicle Driver (driver), in general terms, is responsible for operating the vehicle safely and with consideration for other users.
 - The driver is responsible for reserving and un-reserving the vehicle using the vehicle resource account system. **Refer to Iowa Intraoffice Instruction 110-180 Third Edition – Reserving Resource Accounts, dated March 17, 2016.**
 - The driver is responsible for fueling the vehicle to maintain 1/2 of a tank of fuel upon return. WEX pin numbers have been assigned to all employees and must be used when fueling vehicles.
 - The driver is responsible for reporting any maintenance or repair items noticed during operation, to the vehicle custodian in a timely manner.
 - The driver is responsible for completing the vehicle log, securing fleet card purchase receipts, and returning the complete log to the State Office Fleet Coordinator. **The driver is responsible for ensuring sales tax was not charged for purchases.**
 - The driver is responsible for returning a new vehicle log to the vehicle when a complete one has been turned in.
 - The driver is responsible to remove their items and all garbage from the vehicle.

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Vehicle Custodian Responsibilities:

- The Vehicle Custodian (custodian), in general terms, is responsible for ensuring the vehicle is in good operating condition.
 - The custodian will check on vehicle maintenance or performance issues and ensure that maintenance and repairs are completed in a timely manner.
 - The custodian will ensure the annual inspection process is completed.
 - The custodian will either make arrangements for maintenance and repairs directly, or work through the State Office Fleet Coordinator to make sure that they are completed in a timely manner.
 - The custodian may need to communicate with others who routinely drive the vehicle in order to complete repair or maintenance work in a timely manner.
 - The custodian is responsible for all oil changes, regular maintenance, including the scheduling of maintenance, repair appointments and to ensure a monthly log is turned into the State Office Fleet Coordinator.

State Office Fleet Coordinator Responsibilities:

- The State Office Fleet Coordinator (coordinator), in general terms, is responsible for coordinating fleet management functions for vehicles assigned to the State Office.
 - The coordinator files vehicle logs and receipts for all fleet vehicles.
 - The coordinator maintains a list of acceptable local vendors for maintenance and repairs.
 - Oil change
 - Car wash
 - Windshield wiper blades
 - Mechanical repairs
 - Auto body work
 - Tires
 - The coordinator responds to National audit/requests.

If you have any questions, please contact your secretarial support staff.

Approved By:



Date:

5/10/16

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