

# Management Instruction

## General Policy Regarding the Use of Government or Postal Owned or Leased Vehicles

### Background

This Management Instruction (MI) provides guidance on the laws, regulations and policies that govern the use of government or postal owned or leased vehicles.

The use of a government or postal owned or leased vehicle is limited to transportation for an official purpose. An official purpose is defined as any purpose that furthers the mission of the Postal Service.

Independent contractors, sub-contractors and their employees are not authorized to use a government or postal owned or leased vehicle for official purposes unless authorized by contract. An independent contractor, sub-contractor or their employees may accompany a postal employee as a non-driving passenger when the postal employee's use of such a vehicle is used in furtherance of the Postal Service's mission.

The use of a government or postal owned vehicle by an employee in an official travel status is governed by Handbook F-15, *Travel and Relocation*.

### Penalty for Misuse of an Official Vehicle


The use of a government or postal owned or leased vehicle for any purpose other than an official purpose is strictly prohibited. An employee who willfully uses or authorizes the use of an official vehicle for other than official purposes is subject to suspension from duty without pay for at least 30 consecutive days, or up to and including the penalty of removal. (See 31 U.S.C. §§ 1344, 1349).

### Definitions

**Clear and Present Danger:** Highly unusual circumstances which present a threat to the physical safety of the employee's person or property. This includes circumstances where: (1) the danger is (i) real, not imaginative, and (ii) immediate or imminent, not merely potential; and (2) a showing is made that the use of a postal passenger vehicle would provide protection not otherwise available.

**Compelling Operational Considerations:** Those circumstances where the provision of home-to-work transportation or the reverse to

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an employee is essential to the conduct of official business or would substantially increase the Postal Service's efficiency. The provision of home-to-work transportation or the reverse may be justifiable if other alternatives would involve substantial additional costs to the Postal Service or expenditures of employee time. These circumstances need not be limited to emergency or life and death situations.

**Emergency:** Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation or the reverse for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential postal service must be provided, and there is no other way to transport the employee.

**Field Work:** Official work performed by an employee's presence at various locations that are a distance from the employee's place of employment.

**Home:** The employee's residence.

**Official Purpose:** Any purpose that furthers the mission of the Postal Service. Except as expressly authorized in this MI, home to work transportation is not considered an official purpose.

**Place of Employment:** Any place within the accepted commuting area as determined by postal policy (within a 50-mile radius of the primary workplace) and the place where an employee performs his/her official postal duties, even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station or any place where an employee is assigned to work, including locations where meetings, conferences, or other official duties take place.

**Residence:** The primary place where an employee resides and from which the employee commutes to his or her place of employment. The term residence is not synonymous with domicile as that term is used for taxation or other purposes.

## Use of a Government or Postal Owned or Leased Vehicle

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### General Rule

A government or postal owned or leased vehicle may only be used in furtherance of the official business of the Postal Service. Except as otherwise permitted, employees authorized to use such vehicles may not use the vehicle for any personal reason or for their own convenience and comfort. Employees who are authorized to use such vehicles in furtherance of their official duties should not add on personal use to their workday that results in additional use of the vehicle. Employees who are on duty during the workday and who are using such a vehicle while on field duty are permitted to use the vehicle for the purpose of obtaining a meal but are not permitted to deviate from the employee's official travel route in such a way that there are additional expenses incurred by the Postal Service.

## Field Work

Employees may be authorized to use a government or postal owned or leased vehicle in the performance of field work. The designation of a work site as a field work site does not, of itself, permit the use of a government or postal owned or leased vehicle for home-to-work transportation or the reverse. The comfort or convenience of an employee is not considered a sufficient justification for authorization of transportation from home-to-work or the reverse.

The use of a government or postal owned or leased vehicle for the purpose of field work may only be approved by a PCES Manager in writing. If the employee needs to park the car at the local postal facility, the employee needs to get approval from their PCES Manager in writing. An employee may park a vehicle at a Postal Service facility if it is more cost effective than traveling a long distance to pick up and return the vehicle to their official duty station. In those situations a PCES manager should consider basing the vehicle at a Postal Service facility located near the employee's home. The comfort or convenience of an employee is not considered a sufficient justification for parking or basing the vehicle at a local Postal Service facility.

Exhibit D, *Job Title List*, contains a list of some of the job titles authorized for field work. This list was originally published with the January 18, 2001 version of MI FM-530-2001-1, *Use of Postal Vehicles for Home-to-Work Transportation*. Positions that no longer exist have been removed and titles have been updated. These job titles or their equivalent positions and those authorized by your unit PCES manager are eligible for use of a government or postal owned or leased vehicle for field work.

## Home-to-Work Transportation

Except as authorized in this MI, a government or postal owned or leased vehicle may not be used to transport an employee from their home to their place of work, or the reverse. However, the home-to-work transportation or the reverse prohibition does not apply to the Postmaster General as the Postmaster General is expressly authorized by statute to use a government vehicle for such transportation.

### a. **Law Enforcement Exception**

The home-to-work transportation or the reverse provisions of this MI do not apply to those employees assigned to perform intelligence, counterintelligence, protective service, or criminal law enforcement duties. Employees assigned to perform such work must consult with the Office of the Inspector General or the Chief Postal Inspector for relevant policies.

### b. **Clear and Present Danger, Emergency, Compelling Operational Considerations Exception**

The home-to-work transportation or the reverse provisions of this MI do not apply to any officer or employee who, as determined by the Postmaster General, is performing official duties that involve highly unusual circumstances which present a clear and present danger, where an emergency exists, or that other compelling operational considerations make such transportation essential to the conduct of official business, as these terms are defined in this MI.

Such authorization initially may not exceed 15 days. However, at the expiration of such an authorization the Postmaster General may extend the authorization to no more than 90 calendar days. Such an authorization may never be authorized solely for the comfort or convenience of an employee.

In those circumstances where the Postmaster General is unavailable, such a determination may be made by the Chief Operating Officer and Executive Vice President or Chief Postal Inspector.

The determination that such an exception under this section is warranted must be made in writing, and include the name and title of the employee authorized, the reason for the determination, and the duration of the authorization. The written determination must be sent to both the:

- (1) Chairman, Committee on Governmental Affairs, United States Senate, Suite SC-340, Dirksen Senate Office Building, Washington DC 20510; and
- (2) Chairman, Committee of Governmental Operations, United States House of Representatives, Suite 2157, Rayburn House Office Building, Washington DC 20515.

## Record Keeping

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### **PS Form 4570, *Vehicle Time Record***

Record all official vehicle use on PS Form 4570, *Vehicle Time Record*. Be sure to record both the number of hours the vehicle is in the custody of the employee and the number of miles it is driven. PS Forms 4570 must be submitted to the office responsible for assigning vehicles at the employee's facility.

**Note:** Completion of PS Form 4570 applies to employees who have vehicles permanently assigned to them. They must record all instances of use of government vehicle on PS Form 4570.

### **PS Form 8217, *Application for Use of Administrative Vehicle***

Employees who have no permanently assigned vehicle must record each use of official vehicles for transportation on PS Form 8217. Be sure that the approving official signs the form each time an official vehicle is used for this purpose. The office responsible for assigning vehicles at each facility maintains a log of PS Forms 8217 submitted by employees that use Postal Service-owned vehicles for transportation between home and work.

# Use of a Driver for Transportation Purposes

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## General Policy

Drivers should only be used when a driver is available to provide such transportation during his/her normal tour of duty. Drivers may be used outside their normal work schedule only when a determination has been made by the Secretary of the Board of Governors or the Chief of Staff to the Postmaster General that the use of a driver is essential to the performance of official business, or would substantially increase the Postal Service's efficiency and economy. Employees travelling outside the normal work schedule of a driver are expected to use private or public transportation when it is less costly than using a driver.

Drivers may not be used to transport officers or employees solely for their convenience or comfort.

The use of a driver does not in and of itself provide any officer or employee with additional authorization or any exception to the general policies that apply to the use of a government or postal owned or leased vehicle or the prohibition against the use of a government or postal owned or leased vehicle for home-to-work transportation or the reverse.

## Exceptions to the General Policy

1. This policy does not apply to the Postmaster General.
2. This policy does not apply in those circumstances where the Chief Postal Inspector has determined that a driver is required for the security or safety purposes of the person(s) receiving transportation services.

## Headquarters

Drivers may be used to provide transportation to officers, members of the Board of Governors, and executive-level members of their staffs when the vehicle is used to transport the officer, governor or other executives in the performance of their official duties.

The Secretary to the Board of Governors and the Chief of Staff to the Postmaster General may authorize the use of a driver for another employee who is tasked with the delivery of important documents when it is deemed essential to hand deliver the documents and another form of transportation will be less efficient or less economical for the Postal Service.

## Field

Officers assigned to field positions may use a driver to provide transportation in a government or postal owned or leased vehicle when the vehicle is used to transport the officer or governor in the performance of official duties and the use of a driver will result in a more efficient or economical use of the officer's time or postal resources.

## **Vehicle Sharing Policy**

When an officer, governor or other employee has been authorized to use a driver in the performance of his/her official duties, other employees or non-governmental personnel or consultants or customers may travel in the vehicle if they are picked up from, and transported to, the same location as the official authorized such transportation services provided that the Postal Service does not travel additional distances or incur additional costs as a result.

## **Record Keeping**

If an officer or employee uses a Postal Service Headquarters driver, a request providing a full itinerary using the sample format in Exhibit C must be submitted to the Drivers' email address at *drivers.hqfac@usps.gov*. This email should be submitted by the requesting officer's office.

Exhibit A  
**PS Form 8217, Application for Use of Administrative Vehicle**



## Application for Use of Administrative Vehicle

### I. Purpose

This form is used by Postal Service employees who need authorization to use an administrative vehicle for one of the following reasons:

1. Fieldwork
2. Overnight Travel
3. Other *(requires written justification)*

### II. Instructions and Information

This form must be filled out by the employee who requires authorization to use an administrative vehicle. Once completed, the form must be submitted to the appropriate administrator of vehicles for approval.

- All employees driving administrative vehicles must have a valid state driver's license.
- If the vehicle is going to be parked overnight, then the applicable Installation Head must sign this form in addition to the PCES Approving Official.
- All mileage for administrative vehicles must be recorded on PS Form 4570, *Vehicle Time Record*.
- Employees without official authorization to take a vehicle overnight are not covered under the Federal Tort Claims Act if they are involved in a vehicle accident.
- Field work authorizations outlined in Management Instruction FM-530-2013-5 only apply on days when the employee actually performs field work. The assignment of an employee to a field work position does not entitle the employee to receive daily home-to-work transportation.

### III. Application

The employee listed below is authorized to drive a General Services Administration (GSA)/USPS vehicle directly from his/her official duty station for the following reason *(check one)*:

- Field work
  Other – Written justification must be attached.
- Overnight Travel

Requesting Employee's Name

Title

Official Duty Station

Requesting Employee's Signature

Date

Installation Street Address *(where vehicle will be parked overnight)*

City

State

ZIP + 4<sup>®</sup> Code

Name of Approving Installation Head of Facility Where Vehicle Will Be Parked *(necessary if vehicle will be parked at a USPS facility)*

Signature of Approving Installation Head of Facility Where Vehicle Will Be Parked

Date

Travel Destination(s)

Travel Purpose

Period of Authorization *(not to exceed 15 days)*

From *(mm/dd/yyyy)*: \_\_\_\_\_

To *(mm/dd/yyyy)*: \_\_\_\_\_

Name of PCES Approving Official

Signature of PCES Approving Official

Date

Exhibit B  
PS Form 4570, Vehicle Time Record

Part 1						Part 2				
Approved Mileage	Before operating this vehicle, perform a safety check in accordance with Notice 76, and report damage immediately to your supervisor, or by use of PS Form 4565.					Vehicle Time Record		Make/Model Code	Vehicle Number	
United States Postal Service <sup>®</sup> <b>Vehicle Time Record</b> <i>(Use this side first)</i>			Make/Model Code	Vehicle Number		<i>(Continued)</i> <i>(Use Part 1 first)</i>				
<b>Enter ALL Inactive Days</b>										
Date	Operator and Run or Route Number	Total Daily Miles	Odometer Reading (no tenths)	Clock Rings		E B	Veh. Hrs. Oper.	Clock Rings		
Brought Forward From Previous PS Form 4570 ▶										
						E				
						B				
						E				
						B				
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						B				
<b>TOTAL</b> <i>(Carry forward to Part 2)</i> ▶						▲ Begin Here				
PS Form <b>4570</b> , April 2009 (Front) PSN 7530-02-000-9272										
					<b>Part 2</b>					
Vehicle Time Record					Make/Model Code	Vehicle Number				
<i>(Continued)</i> <i>(Use Part 1 first)</i>										
<input type="checkbox"/> Postal-Owned	<input type="checkbox"/> Employee-Owned									
No. Days Used			Total Days Assigned		Inoperable Days					
City, State, and ZIP + 4 <sup>®</sup>					Dispatch Point					
Date	Operator and Run or Route Number	Total Daily Miles	Odometer Reading (no tenths)	Clock Rings		E B	Veh. Hrs. Oper.	Clock Rings		
Brought Forward From Part 1 ▶										
						E				
						B				
						E				
						B				
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<b>Complete Part 1, Then Begin Here</b> ▶						▲ Total Hours				
If more than one card is used, carry this total over to the next card.										
End of Period		Odometer			Reviewed and Approved By (Name)					
Beginning of Period					Printed Name					
Miles Operated					Standing and lunch times are not included in total.					
<input type="checkbox"/> Check if Hourly Rate Contract	Hourly Rate		X	Hours		=	\$			
<input type="checkbox"/> Check if Daily Rate Contract	Daily Rate		X	Days		=	\$			
<input type="checkbox"/> Check if Mileage Contract	Rate per Mile		X	Miles		=	\$			
<b>NET AMOUNT DUE</b> ▶										
Contractor's Name (Vendor)				Contract No.		PP		FY		
Contractor's Address (Vendor) (Include Apt./Ste. No.)					Beginning Date					
PS Form <b>4570</b> , April 2009 (Page 2 of 2)										



Exhibit C

**Driver Request Email Sample**

FOR:

DATE:

TIME:

DESTINATION:

RETURN TRIP DATE/TIME:

PASSENGERS:

Exhibit D

**Job Title List**

Address Management Systems Specialist	Manager, Airport Mail Facility
Advertising Specialist	Manager, Area Retail Operations
Architect/Engineer	Manager, Budget (Area)
Area Mail Transport Equipment Specialist	Manager, Business Customer Relations
Area Vice President	Manager, Business Development Support
Aviation Mail Security Specialist	Manager, Business Mail Entry
Budget and Financial Analyst	Manager, Business Service Network
Business Service Network Specialist – Operations	Manager, Consumer Affairs Operations
Classification Support Specialist	Manager, Customer Service Operations
Classification Support Specialist, Senior	Manager, Customer Services
Communications Programs Specialist	Manager, Delivery Programs Support (Area)
Contract Transportation Specialist	Manager, Delivery & Customer Service Programs (Area)
Controller (Area)	Manager, Design and Construction
Customer Relations Coordinator	Manager, Distribution Operations
Customer Services Analyst	Manager, EEO Compliance and Appeals
District Manager	Manager, EEO/Dispute Resolution
EEO Compliance and Appeals Specialist	Manager, Facilities Service Office
Elevator and Boiler Inspector Coordinator	Manager, Field Maintenance Operations
Employee Assistance Program Admin	Manager, Field Retail Operations
Environmental Compliance/Risk Mitigation Specialist	Manager, Finance (District)
Facility Requirements Specialist	Manager, Financial Programs Compliance
Facilities Engineer	Manager, Human Resources (District)
Field Financial Specialist	Manager, Information Systems
Financial Systems Analyst	Manager, In-Plant Support
Human Resources Analyst	Manager, Labor Relations
Human Resources Specialist	Manager, Maintenance
Industrial Engineer (FLD)	Manager, Maintenance Operations
Industrial Engineer Senior (FLD)	Manager, Maintenance Operations Support
Information Systems Coordinator	Manager, Marketing (Area)
Information Systems Specialist	Manager, Marketing Services
International Civil and Military Mail Coordinator	Manager, Network Operations
Labor Relations Specialist	Manager, Operations Service Integration
Local Area Network Administrator	Manager, Operations Programs Support
Local Area Network Specialist – Sales	Manager, Operations Support (Area)
Mailpiece Design Analyst	Manager, Personnel Services
Maintenance Engineering Analyst	Manager, Post Office Operations
Maintenance Engineering Specialist	Manager, Postal Business Center
Maintenance Management Specialist	Manager, Processing and Distribution Center Operations
Maintenance Software Specialist	Manager, Processing and Distribution Facility
Manager, Account Management	Manager, Public Affairs
Manager, Accounting (Area)	Manager, Remote Encoding Center
Manager, Address Management Systems	Manager, Remote Encoding Operations
Manager, Airport Mail Center	Manager, Retail Services

Manager, Safety/Health and Resource Management  
Manager, Sales Centers  
Manager, Sales Integration  
Manager, Sales Support  
Manager, Statistical Programs Service Center  
Manager, Training  
Manager, Training and Development  
Manager, Transportation Contracts  
Manager, Vehicle Maintenance Facility  
Marketing Specialist  
Marketing Support Specialist  
Mechanical Engineer  
Medical Director  
National Accounts Representative  
Network Planning Specialist  
Network Specialist  
Office Services Clerk (Area)  
Officer-in-Charge  
Operations Program Analyst (Area)  
Operations Support Specialist  
Photographer  
Postal Business Center Representative, Senior  
Postal Inspector  
Postal Inspector in Charge/Assistant Postal Inspector in Charge  
Postal Operations Analyst

Postal Police Officer  
Postal Police Officer in Charge  
Postal Systems Coordinator  
Professional Specialist Trainee  
Purchasing Specialist  
Quality Assurance Specialist  
Real Estate Specialist  
Retail Operations Analyst  
Retail Specialist  
Safety Specialist  
Sales Analyst  
Sales Specialist  
Sales Support/Account Management Specialist  
Senior Medical Director (Area)  
Senior Budget/Financial Analyst (Area)  
Senior Manager, Distribution Operations  
Senior Plant Manager  
Supervisor, Business Mail Entry  
Supervisor, Customer Services  
Supervisor, Maintenance Operations  
Supervisor, Statistical Programs  
Supervisor, Transportation Operations  
Traffic Management Specialist  
Transportation Specialist

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