

# Management Instruction

## EAS Privately Owned Vehicle (POV) Program

### Overview

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This management instruction (MI) provides Postal Service policy and procedure for the EAS Privately Owned Vehicle (POV) program.

### Policy

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### Key Terms

**EAS POV Program.** The EAS Privately Owned Vehicle (POV) Program (“EAS POV Program” or “Program”) is designed to compensate eligible supervisors and other nonbargaining EAS employees — i.e., supervisors who perform street supervision, and postmasters who must drive to or between remotely managed post offices (RMPOs) — for the incremental costs associated with the use of their privately owned vehicles for work-related purposes. Under the Program, eligible employees who use their privately owned vehicles for work-related purposes will be reimbursed for the following:

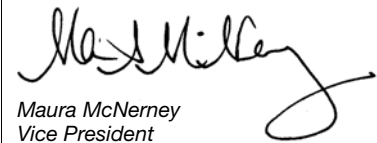
- a. Their mileage.
- b. The cost of adding business-use coverage or a commercial rider on their existing insurance policies, if necessary.

The Program is strictly voluntary. No employee is required to participate in the Program.

**Management.** Unless otherwise specified, the term “management” in this MI means the employee’s immediate supervisor or manager.

**PS Form 1799.** PS Form 1799, *Quote Request*, must be completed jointly by management, the employee, and the employee’s insurance provider. It contains information about the EAS POV Program, describes the employee’s expected work-related driving (e.g., the employee will drive between a number of RMPOs), estimates the employee’s anticipated work-related mileage, and notifies the insurance provider of specific provisions that must be included in the insurance policy in question (see the “Approval” section). To see the latest edition of PS Form 1799, access <http://blue.usps.gov/formmgmt/forms/ps1799.pdf>.

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**Eligible employees.** The following employees are eligible to participate in the Program:

- a. Field supervisors who regularly perform street supervision.
- b. Postmasters who must drive to or between RMPOs.

Headquarters employees are *not* eligible to participate in the Program. The Program does not cover standard travel expenses, which are dealt with in Handbook F-15, *Travel and Relocation*.

### **Selection for Participation**

Management at each Postal Service installation has the discretion to select EAS employees to participate in the EAS POV Program. No employee is entitled to participate. Rather, based on the installation's business needs, management identifies and selects eligible employees who meet any of the following conditions:

- The employee is a supervisor who regularly performs street supervision.
- The employee is an administrative Post Office (APO) postmaster who must travel between RMPOs.
- The employee is a postmaster in an RMPO who must travel between RMPOs.

### **Employee's Eligibility**

To be eligible for the Program, employees must meet the following criteria:

- Meet the Postal Service's eligibility criteria for driving positions (see Handbook EL-312 section 517). The employee must complete PS Form 2480, *Driving Record*.
- Possess a valid driver's license (see Handbook EL-312 section 516).
- Own a vehicle fit for the expected work-related driving.
- Possess an insurance policy on his or her privately owned vehicle (for limits on deductible reimbursement, see the "Claims for Damages or Injuries" section).

Management may select only eligible employees to participate in the Program.

### **Employee's Responsibilities**

An employee who is selected to participate in the EAS POV Program and who agrees to participate must do the following:

- Read, complete, and submit the "EAS POV Program Participation Agreement Form" — go to <http://blue.usps.gov/travelhelp>; under "Important Information," click on *EAS POV Participation Agreement Program Form*.
- Complete section B of PS Form 1799 (management will fill out sections A and E).
- Give PS Form 1799 to his or her insurance provider.

- Once PS Form 1799 is completed and returned by the insurance provider, submit the form to management, or submit other appropriate documentation (see the “Insurance Provider’s Responsibilities” section).
- If approved, obtain the quoted business-use policy or commercial-insurance rider. **Note:** The employee cannot use his or her travel card to pay for this expense.
- Provide management with all necessary documentation proving that he or she paid for the business-use policy or commercial-insurance rider (see Step 7 of the “Process and Procedures” section).
- Use his or her vehicle for the work-related purposes described in PS Form 1799.
- Follow all Postal Service driving policies.
- Promptly report any collision, accident, or other driving-related incident that occurs during the course of the employee’s Postal Service duties (see the “Employee’s Conduct During Participation in the Program” section).
- Cooperate fully in any accident- or incident-related Postal Service investigation (see the “Employee’s Conduct During Participation in the Program” section).
- Reimburse the Postal Service for the cost of the business-use policy or commercial-insurance rider on a prorated basis if, before the end of the paid-for coverage, the employee does either of the following:
  - a. Chooses to end his or her participation in the Program.
  - b. No longer uses his or her vehicle for work-related purposes.
- Promptly report to management any event that would result in no longer meeting eligibility requirements.

### **Management’s Responsibilities**

If management chooses to implement the EAS POV Program in a given installation, it must do the following:

- Select suitable employees to participate in the Program based on identified business needs.
- Ensure that any employee selected to participate is eligible (see the “Employee’s Eligibility” section).
- Provide the employee with information about the Program.
- Complete sections A and E of PS Form 1799.
- Determine whether the quoted business-use policy or commercial-insurance rider meets the approval criteria (see the “Approval” section):
  - a. If the quote does not meet the approval criteria, refuse the employee’s request and indicate the reason for the refusal on PS Form 1799, and retain a copy of the form.
  - b. If the quote meets the approval criteria, approve the employee’s request and sign PS Form 1799, and retain a copy of the form.

- Monitor the employee's work-related driving by conducting quarterly driver observations and documenting these observations on PS Form 4584, *Observation of Driving Practices*.

### **Insurance Provider's Responsibilities**

Before an employee may participate in the EAS POV Program, the employee's insurance provider must complete sections C and D of PS Form 1799 and indicate one of the following:

- The employee will not need a business-use policy or commercial-insurance rider to cover the expected work-related driving because the employee's existing privately owned insurance policy will cover that driving.
- The employee will need a business-use policy or commercial-insurance rider to cover the expected work-related driving.

If the employee will need a business-use policy or commercial-insurance rider, the insurance provider must also give the employee a written quote for a policy that will cover the employee's expected work-related driving.

If the insurance provider refuses to complete PS Form 1799, it may alternatively provide the employee with copies of both of the following:

- a. Documentation showing the employee's current insurance coverage and current cost.
- b. A quote for a business-use policy or commercial-insurance rider that shows the expected cost of the additional coverage.

### **Approval**

Management may approve a quote provided by the insurance provider only if the quote meets the following criteria:

- Covers the employee's expected work-related driving.
- Covers only the incremental cost of adding the business-use policy and does not increase the employee's current personal-use coverage.
- Does not exceed \$1,000 in additional annual cost over the employee's current policy.
- Includes an omnibus or other clause that provides coverage to the Postal Service as the employee's employer in situations in which the Postal Service is responsible for the employee's otherwise insured actions.
- Does not contain any specific or general exclusion of coverage liability for the United States or the United States Postal Service.

### **Reimbursement**

Once management approves a quote provided by the employee's insurance provider, the employee may submit a claim for reimbursement through eTravel (see Step 10 of the "Process and Procedures" section). In eTravel, the employee must select "POV Insurance" as the expense type. Along with the reimbursement request, the employee must submit the following documents:

- A completed PS Form 1799.
- A copy of the business-use policy or commercial-insurance rider.

- The coverage page reflecting specific costs.
- Proof of payment.
- An itemized invoice, if available.

**Note:** Before submitting a reimbursement request, the employee must have obtained the business-use policy or commercial insurance rider (see Step 9 of the “Process and Procedures” section).

The employee will not always need a business-use policy or commercial-insurance rider. For instance, the employee’s existing privately owned insurance policy might cover the expected work-related driving. Employees who do not require additional coverage only need to register for the Program under the “My Info” module in eTravel (see Step 10 of the “Process and Procedures” section).

The employee will also receive mileage reimbursement as provided under sections 5-5.2.1.2 and A-1.2 of Handbook F-15.

### **Employee's Conduct During Participation in the Program**

While participating in the EAS POV Program, the employee must comply with all Postal Service driving policies. Moreover, if the employee is involved in a motor vehicle collision or other accident or incident while driving in the scope of his or her official duties, the employee must do the following:

- Report the incident immediately to his or her manager.
- Provide the police and any third parties involved in the incident with the business-use policy or commercial-insurance rider information, if requested.
- Cooperate fully in any Postal Service incident investigation, which includes completing all necessary forms and providing all requested information, including photographs and statements.
- Submit the original investigative documents and relevant photographs to the district tort claim coordinator. See the National Tort Claim Coordinators and Accounting Service Center Directory at <http://blue.usps.gov/uspslaw/General/PracticeAreas/Torts/TCC-ASC%20Directory.pdf>.
- Report the incident to his or her insurance provider under the provisions of the business-use policy or commercial-insurance rider.

### **Claims for Damage or Injuries**

If a third party files a claim against the Postal Service for injuries or damages arising out of a collision, accident, or other incident involving an employee driving his or her vehicle for work-related purposes under the EAS POV Program, the Postal Service’s district tort claims coordinator submits the claim to the employee’s insurance provider for resolution. See the National Tort Claim Coordinators and Accounting Service Center Directory at <http://blue.usps.gov/uspslaw/General/PracticeAreas/Torts/TCC-ASC%20Directory.pdf>.

If the employee’s vehicle is damaged when the employee is involved in a collision, accident, or other incident while driving his or her vehicle for work-related purposes under the Program, the employee might have to

pay a deductible. The employee may submit a request for reimbursement for the deductible's cost through eTravel. Along with the request, the employee must submit documentation showing the deductible's amount and proving that he or she paid the deductible. The Postal Service then reimburses the employee, in an amount not to exceed \$500, unless the employee was violating Postal Service policy at the time of the accident (e.g., texting or talking on a cell phone while driving, or driving while ability was impaired). The employee cannot use his or her travel card to pay for this expense.

## End of Participation

Management or the employee may choose to end the employee's participation in the Program at any time. If the employee chooses to exit the Program before the end of the insurance coverage paid for by the Postal Service, or if the employee refuses to use his or her private vehicle for work before the coverage ends, the employee must reimburse the Postal Service for the cost of the coverage on a prorated basis.

## Process and Procedures

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The following is a step-by-step process for selecting and approving an employee to participate in the EAS POV Program:

**Step 1:** Management identifies a business need for an EAS employee to use his or her privately owned vehicle for work-related purposes.

**Step 2:** Management asks the employee whether he or she is willing to use his or her privately owned vehicle and provides the employee with information about the EAS POV Program.

**Step 3:** If the employee is willing to use his or her privately owned vehicle, management verifies that the employee is eligible to participate in the program.

**Step 4:** If the employee is eligible to participate in the program, management gives the employee PS Form 1799. The employee completes section B and returns the form to management, which completes sections A and E.

**Note:** PS Form 1799 is available on the Postal Service PolicyNet Forms website at <http://blue.usps.gov/formmgmt/forms.htm> and is also available on the eTravel web site page at <http://blue.usps.gov/travelhelp> (under "Important Information").

**Step 5:** The employee contacts his or her insurance provider and gives the insurance provider PS Form 1799.

**Step 6:** The insurance provider does one of the following:

- a. Completes sections C and D and returns PS Form 1799 to the employee.
- b. Gives the employee acceptable alternative documentation (see the "Insurance Provider's Responsibilities" section).

**Step 7:** The employee provides the completed PS Form 1799, along with a copy of the coverage-page cost summary of his or her existing insurance without the business-use policy or commercial-insurance rider, to management for review and further handling.

**Note:** Note: If the insurance provider refused to complete PS Form 1799, the employee provides acceptable alternative documentation — see the “Insurance Provider’s Responsibilities” section.

**Step 8:** Management determines whether the quote meets the EAS POV Program approval criteria (see the “Approval” section). If the quote does not meet the criteria, management denies the employee’s request and notes the reason for the denial on the Quote Request Form, retaining a copy of the form. If the quote meets the criteria, management approves the employee’s request and signs PS Form 1799, retaining a copy of the form.

**Step 9:** If approved, the employee obtains the quoted business-use policy or commercial-insurance rider from the insurance provider and provides management with all necessary documentation, including a copy of the complete insurance policy, the coverage page reflecting specific costs, and an itemized invoice if available. The invoice must both show the cost for the insurance rider and prove that the employee paid for the rider. If an itemized invoice is not available, the employee submits proof of both of the following:

- a. The cost of his or her private insurance before adding the business-use policy or commercial-insurance rider.
- b. The cost after adding the business-use policy or commercial-insurance rider.

**Step 10:** The employee submits a reimbursement request through eTravel using the documentation described in Step 9. Employees who participate in the Program and who do not incur any additional cost on their insurance policy must register for the Program under *My Info* in eTravel. These employees must have their insurance provider complete PS Form 1799 before registering. Afterwards, these employees register for the Program by doing the following:

- a. Log into eTravel and click on the *My Info* icon located in the upper right-hand corner on the eTravel Desktop page.
- b. Place the cursor in the field titled “EAS POV Program Start Date” and select the date that the approver signed PS Form 1799.
- c. Place the cursor in the field titled “EAS POV Program Attachment,” click “Browse,” and search for the PDF file containing PS Form 1799 and any other available documentation listed in Step 9. Please combine all documentation into a single PDF file not larger than 1MB. Next, click on the document title and then click the “Upload” button to add the report. Provide a description of the documentation in the Description field.

- d. When finished, click *Save and Return* to return to the eTravel Desktop page. At this point, registration for the Program is complete.

**Note:** Registration through *My Info* is required only for employees who will not incur additional cost to their insurance when participating in the Program.

**Step 11:** If the employee's vehicle is damaged in a collision, accident, or other driving-related incident ("Incident") while the employee is participating in the Program and the employee incurs the cost of a deductible, the employee may submit a reimbursement request for the cost of the deductible through eTravel. The Postal Service then reimburses the employee for the cost of the deductible up to \$500, unless the employee was violating Postal Service policy at the time of the Incident. In eTravel, the employee selects "Deductible" as the expense type, lists the date the accident occurred, and scans and attaches a PDF version of the documentation necessary to prove that the employee paid for the deductible. Such proof may include an itemized receipt or other documentation that shows the amount the employee actually paid. The employee cannot use his or her travel card to pay for this expense.

**Step 12:** The district manager of Operations Programs Support (or his or her designee) conducts periodic reviews at least annually to ensure that the Program is properly implemented.