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
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**

**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 then 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

**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

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° 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

PS Form 8217, December 2013

Distribution: 1 copy – Employee; 1 copy – Installation Head; 1 copy – Authorizing Official
(To be retained for 6 months)
Exhibit B
PS Form 4570, Vehicle Time Record
Exhibit C
Driver Request Email Sample
FOR:
DATE:
TIME:
DESTINATION:
RETURN TRIP DATE/TIME:
PASSENGERS:
### Exhibit D

### Job Title List

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