



**United States Department of the Interior**  
**BUREAU OF INDIAN AFFAIRS**  
**NATIONAL INTERAGENCY FIRE CENTER**  
**3833 SOUTH DEVELOPMENT AVENUE**  
**BOISE, IDAHO 83705-5354**

April 28, 2009

Memorandum

To: BIA-NIFC Staff

From: Director, Branch of Wildland Fire Management

Subject: Motor Vehicle Operation Policy

To conform to the Motor Vehicle Operation Policy memorandum dated May 3, 2006, and to bring NIFC staff into compliance with current Department of Interior (DOI) and Bureau Motor Vehicle Operation Policy, all employees are required to respond to this memorandum no later than May 15, 2009.

In 5 CFR 930, and DOI Policy 485 DM 16, all employees who operate a motor vehicle on official duty for the Bureau must meet all requirements addressed. Motor vehicles include Government Owned Vehicles (GOV), lease or rentals, and Privately Owned Vehicles (POV).

Employees and Supervisors must complete GSA Form 3607, and sign the "Acknowledgement of Receipt and Understanding" Form. Completed copies will be sent to Teresa Wesley, Administrative Assistant at NIFC in a sealed Blue "Special Attention Mail Envelope". All forms must be complete, and signed certifying statements are correct. Supervisors will be required to complete and sign the Supervisory Review section.

All drivers will receive Defensive Driver training within three (3) months of hire and refresher training every 3 years thereafter. Documentation will be submitted to verify completion or recertification.

Individuals qualified, and current to operate specialized machinery such as All Terrain Vehicles (ATV), Fork Lifts, Snowmobiles, etc. will be required to add in the remarks section any certifications. All specialized equipment requests will require documentation of training, and currency for addition to the Motor Vehicle Operator's Identification Card (OF-346).

All completed GSA Form 3607 will be validated with the National Drivers Registry for accuracy. All personnel who receive a favorable determination, and have completed Defensive Driver training/recertification will be issued an Motor Vehicles Authorization Card that will be valid four (4) years from issuance with a current state issued driver's license.

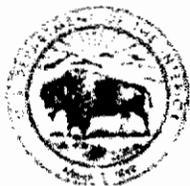
For questions or more information, please contact Tony Beitia, NIFC Wildland Fire Safety Specialist at (208)-387-5177 or via email at [tony\\_beitia@nifc.gov](mailto:tony_beitia@nifc.gov).

Attachments:

Motor Vehicle Operation Policy Memorandum, May 03, 2006  
Motor Vehicle Operator's license and Driving Record – GSA Form 3607  
Acknowledge of Receipt and Understanding Form

5 CRF 930 Link: <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div6&view=text&node=5:2.0.1.1.41.1&idno=5>

DOI motor Vehicle Safety Policy 485 DM 16 Link:  
[http://74.125.95.132/search?q=cache:1Phf4a3turcJ:206.131.241.18/elips/DM\\_word/3246.doc+485+DM+16&hl=en&ct=clnk&cd=2&gl=us](http://74.125.95.132/search?q=cache:1Phf4a3turcJ:206.131.241.18/elips/DM_word/3246.doc+485+DM+16&hl=en&ct=clnk&cd=2&gl=us)



THE ASSOCIATE DEPUTY SECRETARY OF THE INTERIOR  
WASHINGTON, DC 20240

**MAY - 3 2006**

**Memorandum**

**To:** Deputy Assistant Secretaries  
Director, Bureau of Indian Affairs  
Director, Office of Indian Education Programs  
All Central Office Directors  
All Regional Directors  
All Education Line Officers

**From:** Associate Deputy Secretary *James E. Cason*

**Subject:** Motor Vehicle Operation Policy

In compliance with the requirements of 5 CFR 930 and the Department's Motor Vehicle Safety Policy, 485 DM 16, this Motor Vehicle Operation Policy (Policy) is to establish clear responsibilities for employees, supervisors, and managers, and to promote the safe and prudent operations of motor vehicles while performing assigned duties in support of Indian Affairs (IA). This Policy supersedes the New Motor Vehicle Operation Policy for the Bureau of Indian Affairs (BIA) signed by the Assistant Secretary – Indian Affairs on March 19, 2004.

**I. Definitions**

- A. **Employee.** All permanent, temporary, intermittent, and contract employees; interns; student teachers; and administratively determined (AD) emergency workers as defined in 5 U.S.C. 2105.
- B. **Motor Vehicle.** A Government owned, rented or leased motor vehicle and/or privately owned, rented or leased motor vehicle, with a gross vehicle weight (GVW) of less than 26,000 pounds, designed to transport less than 15 people, and which does not haul hazardous materials or tow vehicles with a GVW of 10,000 pounds or more (e.g. sedans, light trucks, sports utility vehicles (SUVs) and all terrain vehicles (ATVs).
- C. **Motor Vehicle Operator.** An employee who drives a motor vehicle, including commercial motor vehicles, in the performance of their duties and responsibilities.
- D. **Commercial Operator.** An employee who operates a commercial vehicle and is required to possess a Commercial Driver's License (CDL).
- E. **Commercial Motor Vehicle.** A vehicle having a GVW rating of more than 26,000 pounds, a vehicle towing a trailer weighing 10,000 pounds or more, a vehicle hauling hazardous material which requires display signs noting the hazardous material content

described in Section 7 of this memorandum, which includes a requirement to conduct an annual review of the employee's current license and a current motor vehicle driving record. If at any time the supervisor has a concern with an employee's driving record, he or she will initiate a review of the employee's driving record. Failure to meet this responsibility may result in disciplinary action against the supervisor;

3. Ensure that all term contracts and commercial contracts under their administration, at the time of contract renewal, include certification from the contractors certifying that they will self-administer and ensure compliance with the requirements of this policy;
4. Based on available information, ensure no authorization is given to individuals with restricted driving privileges (i.e., home to work licenses);
5. Ensure that no Motor Vehicle Operator is permitted to operate a government owned or leased motor vehicle, commercial motor vehicle, rental motor vehicle and/or privately owned or leased motor vehicle in the performance of official duties while: (a) intoxicated by ingesting controlled substances or consuming intoxicating beverages, including any impairment resulting from the use of prescription or over-the-counter drugs; or (b) impaired by a medical or physical condition, or other factor that affects his/her motor skills, reaction time, or concentration;
6. Immediately terminate driving privileges for a Motor Vehicle Operator who is:
  - a. Arrested for, charged with, or convicted of Reckless Driving, Driving While Intoxicated (DWI), or Driving Under the Influence (DUI);
  - b. Arrested for, charged with, or convicted of a criminal offense related to a traffic incident involving alcohol or drugs, including but not limited to vehicular homicide, vehicular manslaughter, or endangerment;
  - c. Disqualified from holding a State driver's license, including restriction, suspension, revocation, or cancellation of a State driver's license for the type and class of vehicle operated;
  - d. Upon request, fails to provide a valid CDL medical certificate;
  - e. Not in possession of a current IA/BIA/OIEP Motor Vehicle Operator Authorization Card;
7. As directed in 5 CFR 930.113, take appropriate action when a Motor Vehicle Operator:

2. Conduct the annual evaluation of the applicant's driving record.
  3. Return GSA Form 3607 with certification to the supervisor after processing.
  4. Document any conflicts or concerns with respect to an employee's driving qualifications.
- D. Employees, generally, have responsibility to inform supervisors of operator incidences or behaviors that would be considered covered by this policy or represent unsafe driving behavior. All employees share an affirmative duty to ensure our vehicles are used properly by responsible individuals who have a high regard for both personal and public safety while operating a government vehicle. Employees may report any suspected violations to the Indian Affairs Motor Vehicle Hotline: (505) 563-5460.

#### **IV. Operator Requirements**

Motor Vehicle Operators must:

- A. Comply with State, local and tribal traffic laws and the lawful instruction of emergency and law enforcement personnel;
- B. Abstain from ingesting controlled substances, intoxicating beverages, prescription drugs or other medications that caution against operating a motor vehicle when taken, to avoid being impaired;
- C. Not transport intoxicating beverages, controlled substances, or any passenger who is in possession of intoxicating beverages or controlled substances without written approval of immediate supervisor. Exceptions to this prohibition are allowed for social services, emergency, and law enforcement personnel whose duties and responsibilities require otherwise;
- D. Not transport unauthorized passengers in a Government owned or leased motor vehicle;
- E. Report to his/her supervisor any medical or physical condition, including the use of controlled substances, prescription or over-the-counter drugs, which may impair the driver from the safe operation of a motor vehicle;
- F. Successfully complete motor vehicle safety training at least every three years;
- G. Notify their supervisor if their State driving privileges are restricted, suspended, revoked, or canceled, or if they have been otherwise disqualified from holding a license. Employees are also responsible for reporting any situation that may alter

- E. Upon a receipt of a favorable review of the driving record, the safety officer will complete Section V – Certification of Eligibility and Authorization, sign and date, certifying that the individual meets his IA driver qualifications.
- F. With the safety officer's certification, the supervisor may issue a Motor Vehicle Operator authorization Card (Attachment 2). The Card will be issued for a period of five years.
- G. Based on the safety officer's report that the applicant is not qualified, the supervisor will not issue or will revoke a Motor Vehicle Operator Authorization Card. Supervisors are reminded that they may be personally liable if they authorize an employee to operate a motor vehicle on government business if an employee is determined not to be qualified by virtue of failing to meet qualification standards.

**VI. Failure to Report Incidents Involving Motor Vehicles**

Failure of the motor vehicle operator to report such incidents of traffic citations or accident violations to the supervisor as soon as possible after the occurrence, but no later than the next business day, may result in disciplinary or other adverse action.

**Attachments**

<b>MOTOR VEHICLE OPERATOR'S LICENSE AND DRIVING RECORD</b> (See Privacy Act Information on reverse)		<b>TO BE COMPLETED BY CERTIFYING OFFICIAL ONLY</b> CARD NUMBER - FROM OF-348	
APPLICANT'S NAME (Last, First, Middle Initial)		DATE ISSUED	DATE EXPIRES
NAME OF ORGANIZATION	OFFICE TELEPHONE NUMBER	VEHICLE (S) APPLICANT IS REQUESTED TO OPERATE <input type="checkbox"/> TYPE A - PASSENGER VEHICLES <input type="checkbox"/> TYPE B - TRUCKS > 1 TON AND ALL-WHEEL-DRIVE <input type="checkbox"/> TYPE C - TRACTOR-TRAILER & TRAILER PULLING <input type="checkbox"/> TYPE D - PASSENGER CARRYING BUSES <input type="checkbox"/> TYPE E - SPECIAL PURPOSE VEHICLES, SUCH AS AMBULANCES, FIRE APPARATUS, WRECKERS, CRANES, EARTH MOVING EQUIPMENT, ETC. SPECIFY TYPE:	
OFFICE MAILING ADDRESS (Include ZIP CODE)			

**SECTION I - PERSONAL DATA FROM CURRENT DRIVERS LICENSE**

STATE	LICENSE NUMBER	DATE ISSUED	DATE EXPIRES	RESTRICTIONS ON STATE LICENSE			
STATE LICENSE TO OPERATE (Vehicle)	SEX	BIRTH DATE		COLOR of HAIR	COLOR of EYES	HGT.	WGT.
RESIDENTIAL ADDRESS		CITY		STATE		ZIP CODE	

**SECTION II - DRIVING RECORD**

**A - RECORD OF TYPES OF VEHICLES DRIVEN DURING THE PAST FOUR YEARS**

TYPE OF VEHICLES DRIVEN	ESTIMATED MILES DRIVEN	ESTIMATED DAYS DRIVEN

**B - RECORD OF DRIVING CONVICTIONS (Except Parking) DURING THE PAST FOUR YEARS**

DATE	NATURE OR TYPE OF VIOLATION	CITY AND STATE	ACTION TAKEN

**C - RECORD OF ACCIDENTS DURING THE PAST FOUR YEARS**

DATE	NATURE OF ACCIDENT	CITY AND STATE	ACTION TAKEN

**D - RECORD OF SUSPENSION OR REVOCATION OF LICENSE DURING THE PAST FOUR YEARS**

DATE	REASON FOR SUSPENSION OR REVOCATION	CITY AND STATE	ACTION TAKEN





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April 29, 2009

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING**

I, \_\_\_\_\_ hereby acknowledge receipt and understanding of the  
Motor Vehicle Operation Policy of May 3, 2006.

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Signature

Date