

DoDDS-Europe Supplement to the European Interagency Fleet Management System Vehicle (EURO-IFMS) Operator's Guide

SUBJECT: The management of European Interagency Fleet Management System (EURO-IFMS) vehicles.



- 1. PURPOSE:** To supplement operator's guidance published by EURO-IFMS and issue specific guidance pertaining to dispatch and operating procedures peculiar to DoDDS-E Area Office personnel.
- 2. APPLICABILITY:** The guidelines and instructions set forth in this supplement are applicable to all personnel assigned to the Office of the Director, DoDDS-Europe.
- 3. SCOPE:** Leased vehicle support and services are provided through an MOU between EURO-IFMS and DoDDS-E. The DoDDS-Europe Logistics Division will have oversight of this program and will reassess and develop vehicle requirements on an annual basis.
- 4. GUIDELINES:** Government Leased Vehicles are "For Official Use Only". Only DoDDS-E employees with a valid USAEUR Certificate of License, AE-Form 190, are authorized to operate the assigned vehicles. Failure on the operator's part to comply with outlined operating procedures may result in suspended vehicle usage.
- 5. PROCEDURES AND RESPONSIBILITIES:**
 - a) DoDDS-Europe, Transportation Coordinator (TC) Will:**
 1. Manage and track, IAW EURO-IFMS Guidelines, all government leased vehicles located at the AAOT or at Mainz-Kastel. Both the AAOT and Mainz-Kastel will have an appointed Transportation Coordinator (TC). Appointed TC(s) from the Logistics Division will act as the liaison between DoDDS-E Area Office and EURO-IFMS.
 2. Obtain AAFES fuel cards, and any other items needed to maintain the fleet of leased vehicles, IAW EURO-IFMS guidance. Follow published procedures for obtaining supplies and maintenance for assigned vehicles.
 3. Perform routine inspections on all vehicles to ensure they are adequately maintained per the EURO-IFMS guidance. Additionally, will conduct routine inspections of all vehicles to insure DoDDS personnel are complying with user responsibilities. If deficiencies are noted the TC will notify the employee to take corrective action. If non-compliance persists the employee's supervisor will be notified.
 4. As required provide usage reports for all vehicles to EURO-IFMS Service Centers.
 5. Have oversight responsibility for the MOU between EURO-IFMS and DoDDS-E.

6. Process and schedule requests for leased vehicles in a timely manner to insure personnel requesting leased vehicles have vehicles available at the time requested. Issue statement of non-availability if such is the case. Properly dispatch the vehicles.
7. Track vehicle usage and rotate the usage of vehicles in a way that all vehicles are equally used.
8. Report any discrepancies of unauthorized usage or of personnel not following proper procedures to the Leased Vehicle Program Manager immediately.

b) Vehicle Operator Will:

1. Read and follow the operator's guidance issued by EURO-IFMS which is located in the vehicle dispatch book. Operator will pay particular attention to the section titled "Your responsibilities as an operator of an IFMS Vehicle". It is imperative that the operator becomes familiar with his/her responsibilities to perform Preventive Maintenance Checks and Services (PMCS) on their assigned vehicle.
2. Request leased vehicle, with the approved request form, by e-mail no later than one week prior to when the vehicle is actually needed. Requests will be submitted to the TC at your work site. If you no longer need a vehicle you must cancel your request ASAP.
3. Complete vehicle dispatch paperwork prior to departing and returning with the vehicle. Pay particular attention to ensure the mileage is filled in correctly. We are billed on a per kilometer basis for these vehicles, so proper reporting is important.
4. Turn in the vehicle at the proper location and on the date previously stated on the original request. If the vehicle is required for a longer period of time this must be communicated through the TC at the location the vehicle was dispatched from. For the turn-in to be completed you must ensure that the TC has the dispatch book, keys and fuel card, and concurs that you have fulfilled your requirements as the operator of the vehicle
5. Become familiar with *breakdown/accident/and or recovery and reporting procedures* as outlined in the EURO-IFMS users guide (pages 10-11). Adhering to these procedures is *mandatory* and any additional costs incurred by DoDDS-E for operator non-compliance may be passed on to the operator. Note: From Nov 2008 thru Oct 2010 our vehicles are covered under warranty by Ford Motors. The number you call is located in the lower left hand driver's side windshield. You will need to know the following data
 - a. **FORD:** You will be required to provide the following information: your name, vehicle location, type of vehicle *and* Vehicle Identification Number (VIN).
Looking into the windshield from the outside the (VIN) is located on the drivers side about 1" from the bottom of the windshield.

Note 1: If the vehicle is recovered and can not be immediately placed back into service it will be the operator's responsibility to obtain a new mode of

transportation to complete his/her journey. Neither Ford or GSA will provide you with another vehicle to complete your journey. Any expenses incurred by the operator for the additional transportation costs must be recovered by submitting a claim for reimbursement through accounting.

Note 2: Unlike the Government leased vehicles these GSA vehicles do not have GPS installed. The operator should pull off the directions to the school or destination off of the DoDDS-E intranet.

6. Return the vehicles with no less than a 3/4 full tank of fuel (*make sure you fill it with the correct fuel, most of our vehicles use diesel*). Clean the interior of the vehicle, to include the windows. Most official fuel points have vacuums, please use them. You are required to use a DESC commercial fuel point (government operated fuel point) for filling the vehicles. See the listing of fuel points in the vehicle dispatch book. For DoDDS-E personnel stationed in Wiesbaden our fuel point is located at the TMP on Mainz-Kastel or at the WAAF. Only if a DESC fuel point is not located on or along your route will you be allowed to use an Official Government Fuel Card. Follow the instructions provide with the vehicles dispatch book regarding the filling of the vehicles fuel tank (page 5 IFMS guide). If the vehicle will be operated outside the footprint of US Government fueling facilities you may request the use of the Government Fuel Card. The vehicles can be washed (included in our monthly charges) 2x monthly at either the TMP Mainz-Kastel vehicle wash point or at the AAFES car wash on Mainz-Kastel (located to the rear of the storage station, follow-the signs). If using the AAFES car wash indicate that this is a GSA vehicle and show them the number on the key chain so they can record this data for reimbursement. *The vehicles will be mandatorily washed every other Friday. If you are the person operating the vehicle on the designated wash day you will be instructed to wash the vehicle.*
6. **PROPONENT:** The proponent for this supplement is the DoDDS-Europe, Logistics Division, Services Branch. The Point of Contact for this supplement will be the designated TC.

Smoking is not allowed in government vehicles.