



DEPARTMENT OF THE NAVY

TRAINING SQUADRON THIRTY-ONE (VT-31)
501 BATAAN STREET SUITE B
CORPUS CHRISTI TX 78419-5249

VT31INST 11240.1L

Code 00

13 MAR 2007

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 11240.1L

Subj: REGULATIONS GOVERNING THE ASSIGNMENT, OPERATION,
MAINTENANCE, REPAIR AND USAGE OF TRANSPORTATION EQUIPMENT

Ref: (a) NASCORPCINST 5101.6F
(b) NASCORPCINST 11200.2G
(c) NASCORPCINST 11320.8K
(d) NASCORPCINST 5100.29 CH-1
(e) NASCORPCINST 5500.6C
(f) OPNAVINST 11200.5D

Encl: (1) VT-31 FORM 11240/1 (12/04)

1. Purpose. This instruction supplements references (a) through (f) and sets forth regulations governing the assignment, operation, maintenance, repair and usage of assigned transportation equipment.

2. Cancellation. VT31INST 11240.1K

3. Definition

a. Administrative-use Motor Vehicles. The term "administrative-use motor vehicle" means all wheeled-type pneumatic-tired motor vehicles, normally of commercial design and transport type, which are used for the movement of supplies, personnel and equipment to installations or activities.

b. Automotive Vehicles. All government owned, self-propelled equipment vehicles used for transporting personnel or for starting, moving, towing, supplying or controlling aircraft.

c. Qualified Operator. Military and civilian personnel with a valid state driver's license and a NAS Air Operations Ramp Safety Course (NAVAIR 00-80-T-114) in their possession are qualified to operate general purpose vehicles under 10,000 pounds (five tons) (GVW). Military operators of 10,000 pounds (five tons) and greater (GVW) vehicles and those with a passenger carrying capability of 12 and greater must possess a U.S. Government Motor Vehicle Operator Identification Card, Standard Form 46.

d. Traffic Violation. A chargeable traffic violation is any violation of traffic rules or regulations on or off station,

while driving a government-owned motor vehicle (leased or private vehicle on official Navy Business) for which the driver is cited and for which he/she has been found guilty, has forfeited collateral, or has been disciplined under appropriate military regulations. The driver is responsible for any on base violation resulting in punishment awarded by a DOD or Federal Magistrate Court per reference (e) and (f). Off base violations are prosecuted by appropriate civil authorities.

e. Safety Rule Violation. A chargeable safety rule violation is any violation of published station, command, or Department of the Navy rule or regulation governing the use of motor vehicles, on or off station, for which the operator/driver is cited and for which he/she has been disciplined under appropriate military regulations.

4. Testing and Licensing of Operators. The testing and licensing of government motor vehicle operators are functions of the Public Works Transportation, Operators Branch, NAS Corpus Christi. The procedures and requirements for obtaining a Standard Form 46 are set forth in reference (a).

5. Responsibilities

a. Transportation Officer. The 1stLT is designated the Command Transportation Officer and is responsible for the procurement, assignment, upkeep and cleanliness of all government-owned vehicles assigned to this command. In addition he/she will maintain direct liaison with the Public Works Transportation Officer in order to maintain all vehicles in a proper state of repair, submit monthly reports in a timely manner, and be familiar with references (a) through (f).

b. Operators. The operator of a government motor vehicle shall be responsible for its safe operation while it is assigned to him/her, and for the safety of passengers and cargo. Before the driver of a government motor vehicle operates the equipment, a daily inspection form (encl(1)) will be completed and returned to the 1stLT. The 1stLT will keep the inspection form for a six-month period. Information regarding repairs to the duty vehicle will be initiated from this report.

(1) All personnel authorized to operate motor vehicles shall be familiar with the contents of this instruction and references (a) through (f). Additionally, the status and all

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discrepancies shall be reported to the 1stLT, proper security of keys to assigned vehicles shall be maintained at all times, and an Operator's Report of Motor Vehicle Accident (Standard Form 91) and a pen or pencil shall be carried in the vehicle.

6. General Regulations

a. The SDO shall maintain an authorization log for the duty vehicles, the Duty Vehicle keys, and the current Vehicle Inspection forms.

b. Only authorized passengers shall be transported in Navy vehicles.

c. Personnel shall only be allowed to ride in the cabs of pickups and stake trucks, excepts where adequate railing and seats are installed on the bed of the truck.

d. No more than one person, in addition to the driver, shall be transported in the cab of a vehicle of over five ton capacity. No more than two persons, in addition to the driver, shall be transported in the cab of a smaller vehicle.

e. Riders shall not be allowed on tractors or other equipment unless safe seating facilities are provided. Fenders, hoods, bumpers, running boards, trailers, etc., do not constitute safe seating.

f. Personnel shall not be permitted to get on or off any vehicle while it is in motion.

g. Explosive, inflammable or toxic substances shall not be transported in vehicles carrying passengers.

h. Vehicles shall be delivered to the Public Works Garage, Building 20, for required inspection.

i. Vehicles shall be clean and presentable at all times.

j. Vehicles shall not be misused, overloaded or abused in any way and shall be used only for the purpose designated.

k. When a vehicle is not in use, it shall be parked in gear (in the "PARK" position for automatic transmission vehicles),

with the ignition off and the emergency brake set. Do not leave the vehicle unattended with keys in the ignition.

l. Use of vehicles on trips which are not related to the performance of official duties or not connected with activities conducted under official duties or without official authorization are prohibited.

m. Seat belts shall be worn at all times.

n. Vehicles will not be used for transporting personnel between duty post and quarters, whether on or off the Naval Air Station.

o. No vehicle will be pushed or towed by another vehicle. If a vehicle becomes stranded, the NAS Security Dispatcher should be notified at ext. 3491.

7. Motor Vehicles in the Hangar. Motor vehicles in the hangar are restricted as per procedures delineated in reference (c), Section IV, paragraphs 14b through 14e.

8. Operating Vehicles Off Station. Operators of Navy vehicles shall comply with and be held accountable for strict observation of traffic laws, rules, regulations, and the observance of traffic signals and signs as set forth by the state and municipality in which they are driving.

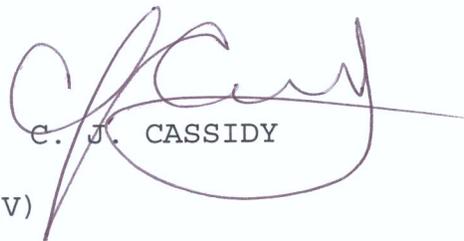
9. Speed Limit. No vehicles shall be driven at a speed greater than reasonable and proper, having due regard for weather, traffic, type of motor vehicle, and other existing conditions, and in no event shall the speed limits posted either aboard or off the Naval Air Station be exceeded.

10. Procedures in Case of Accident. Proper procedures to be followed in case of an accident are well defined in reference (d). All government motor vehicle accidents will be reported. Failure to do so will result in disciplinary action. Standard Form 91 shall be filled out in case of an accident regardless of how insignificant it appears to the operator. Accidents will be reported to the NAS Security Dispatcher at Ext. 3491, as soon as possible.

11. Forms and Reports

a. Standard Form, U.S. Government Motor Vehicle Operator's Identification Card, SN 7540-00-634-3999, and Standard Form 91, Operator's report of Motor Vehicles, SN 7540-00-634-4041, and DD Form 1970, Motor Equipment Record, SN 0102-LF-001-9701 may be obtained through Supply SERVMART.

b. VT-31 Form 11240/1 (12/04), Monthly Mileage Report and Vehicle Inspection Form may be obtained from the VT-31 Transportation Officer.


C. J. CASSIDY

Distribution: (VT31INST 5216.1V)
List I

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