



**UNITED STATES MARINE CORPS**  
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 19001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:  
DepO 11240.3K  
MT

**FEB 2012**

DEPOT ORDER 11240.3K

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR GARRISON MOBILE  
EQUIPMENT (SOP FOR GME)

Ref: (a) MCO P11240.106  
(b) DOD 4500.36-R  
(c) DepO 1513.6

Encl: (1) Garrison Mobile Equipment Procedural Guidance

1. Situation. This order provides policy, procedures, and instructions for the employment of Garrison Mobile Equipment (GME) throughout the Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR, PI). The MCRD/ERR, PI Motor Transport Department (MTD) is the organization responsible for the effective and efficient management of GME assets. This order provides administrative and technical instructions, policies, and procedures for all personnel involved in the management, operation, and maintenance of GME aboard MCRD/ERR, PI. Additional policy, procedures, and guidance are provided within references (a), (b), and (c).

2. Cancellation. DepO 11240.3J

3. Mission. To exercise responsibility through inventory management, acquisition control, equipment rotation, inventory accounting, and approving and monitoring equipment utilization. Also, to assign responsibility to effectively control the operation, proper use, and management of GME resources.

4. Execution

a. Commander's Intent and Concept of Operations

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(1) Commander's Intent. Exercise sound fleet managerial judgment and provide efficient, responsive, and effective support for the depot's missions, while conducting safe operations.

(2) Concept of Operations. Responsibility is assigned as follows:

(a) The Garrison Mobile Equipment (GME) Fleet Manager.

1. Under the supervision of the Assistant Chief of Staff (AC/S), G-4, Installation and Logistics (I&L), the GME Fleet Manager has managerial responsibility for the functional areas of GME. The GME Fleet Manager exercises responsibility and control through operational oversight, inventory management, guidance, budgeting, acquisition, and equipment procurement and replacement. The GME Fleet Manager will direct and supervise the usage and management of the GME fleet and transportation support. The GME Fleet Manager has specific responsibility for the GME inventory to include approving equipment allowances and daily operations of general transportation support, GME maintenance support, and licensing.

2. The GME Fleet Manager, approved by the AC/S, G-4, is the only person authorized to acquire or procure GME for the installation, and also ensures the MCRD/ERR, PI is in compliance with all state and federal laws and Marine Corps regulations. The GME Fleet Manager will ensure GME procurement conforms to regulations and mandates established by HQMC I&L LFS-2.

(b) Commanders. Commanders and officers in charge (OIC) aboard MCRD/ERR, PI and civilian managers are responsible for all GME assigned to them and the safe and proper operation of these precious assets. Commanders/managers will appoint responsible officers, in writing, and task them to take responsibility for all GME assigned to the command or activity. It is incumbent upon all personnel exercising supervisory responsibility to prevent misuse or abuse of equipment and to promote GME safe operation, proper care, and productive use.

(c) GME Operators. Assume direct responsibility for equipment assigned or dispatched to them. This responsibility includes the safe operation, proper use, performance of periodic maintenance, and collection of vehicle utilization data.

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Vehicle operators are responsible for ensuring proper before, during and after operations checks are completed.

b. Coordinating Instructions. This order provides commanders and activity OICs and managers guidance for managing and operating their GME assets in compliance with the references and this order. GME users may contact the GME Fleet Manager for specific guidance for situations that are not specifically addressed in the references and this order.

5. Administration and Logistics

a. Administration. Recommendations for changes or modifications to this order will be provided to the AC/S, G-4 I&L for staffing.

b. Logistics. Maintain records created in compliance with this order per references (a).

6. Command and Signal

a. Command. This order is applicable to the Marines, sailors, and civilians employees assigned to MCRD/ERR, PI.

b. Signal. This order is effective on the date signed.

  
R. L. GRABOWSKI  
Chief of Staff

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## Chapter 1

### Mission and Organization

1. MISSION. The mission of the MTD AC/S, G-4 I&L, MCRD/ERR, PI is to provide commercial motor vehicular transportation support for personnel, equipment and supplies, and to perform other services as required to support the mission of the depot.

2. ORGANIZATION. The MTD is organized with an operations and a maintenance section.

a. GME Fleet Manager (GME Fleet Mgr). The GME Fleet Mgr, under the staff cognizance of the AC/S, G-4 I&L, is the Representative of the Commanding General (CG) in matters pertaining to the operation and maintenance of motor vehicular, material handling, and engineer equipment assigned to this Command. The GME Fleet Mgr is responsible for fleet inventory management through centralized operations control and maintenance services. This will also include establishing safety and accident prevention programs and the control of inspection, testing, and certification of load lifting equipment.

b. Operations Section. The operations section consists of the operations chief, motor vehicle operator supervisor, transportation assistant, transportation clerks, motor vehicle operators, and the main pool of GME. The Operations section is responsible for ensuring all vehicle movement requests are supported in a safe and timely manner.

(1) Operations Chief (OpsChf). The OpsChf is responsible to the GME Fleet Mgr for the administrative and operational support of the MTD and overseeing the prioritizing and scheduling of GME requests.

(2) Transportation Assistant. The transportation assistant is responsible to the GME Fleet Mgr for support duties and actively participates in the day to day administrative management of the MTD. He/she performs clerical duties, coordinates vehicle replacements and monitors accident reporting, and serves as budget technician.

(3) Motor Vehicle Operator Supervisor. The motor vehicle operator supervisor is responsible to the GME Fleet Mgr for the scheduling of motor vehicle operators and dispatching.

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(4) Transportation Clerks. Transportation Clerks are responsible to the motor vehicle operator supervisor for the dispatching of scheduled and non-scheduled services, proper completion of trip tickets and master logs, and accountability of all GME. The duty transportation clerk is the direct representative of the motor vehicle operator supervisor in his absence and/or after normal hours and holidays.

(5) Motor Vehicle Operators. Motor vehicle operators are directly responsible to the motor vehicle operator supervisor for the safe and skillful operation of and the conduct of preventive maintenance on their assigned GME.

c. Maintenance Section. The maintenance section is responsible to the GME Fleet Mgr for the performance of corrective and preventive maintenance services, limited technical inspections, and the conduct of inspections and testing to weight handling equipment (WHE) and material handling equipment (MHE) aboard the depot.

(1) Maintenance Supervisor/Leader. The Maintenance Supervisor/Leader is responsible to the GME Fleet Mgr for prioritization, scheduling, and conduct of maintenance on all Depot GME. He/she conducts Quality Control inspections, safety, load test and certifications on all required GME assets and material and load lifting devices. He/she is responsible for scheduling preventive and corrective maintenance services, maintaining equipment records, inventory and control of shop tools, and administration of the calibration program.

(2) Transportation Clerk/Supply Technician. The employee is responsible to the maintenance supervisor/leader for ordering repair parts, maintaining the pre-expended bin (PEB), and performing quality assurance checks on GME. He/she assists in scheduling preventive and corrective maintenance services, maintaining equipment records, inventory and control of shop tools and administration of the calibration program. This position is the primary credit card holder for the MTD.

(3) Mechanic/Repairer/Service. Employees are responsible to the maintenance supervisor/leader for the safe, efficient, and effective repair of all GME assets and, when properly trained, performing and aiding in loads lifting inspections and certification on MHE and WHE aboard MCRD/ERR, PI.

## CHAPTER 2

### OPERATIONS

1. GENERAL. GME assignment and utilization is centrally controlled as much as practicable in order to maximize the efficiency of limited assets. GME will not be assigned exclusively to a single individual or organization unless such assignment is required by the nature of the mission. The justifications for such assignments are determined by utilizing the standards listed below and are reviewed annually to ensure accuracy.

#### 2. OPERATORS AND DISPATCHING

##### a. Operators

(1) The automated fleet management system approved by HQMC (LFS-2), FleetFocus, is the only method of GME/GSA equipment data collection.

(2) While GME fleet managers may record additional data as determined by local requirements, a complete listing of the required data elements, reference NAVMC 10627 Trip Ticket.

(3) Active duty personnel will wear the appropriate military uniform when operating government vehicles. Under unusual circumstances, installation commanders may authorize the wearing of appropriate civilian attire if such attire is better suited to the mission.

(4) Officers are authorized to operate Government-owned or leased 4x2 vehicle under 10,000 lbs. GVW, provided they possess a valid driver's license.

(5) Operation of GME by Key Volunteers. Key Volunteers shall not operate GME, but are authorized transportation as passengers when in the execution of their volunteer duties.

b. Dispatching. Dispatching services are available from 0400-2000 Tuesday-Thursday and 0400-1800 Friday-Monday. All GME departing motor transport division requires an authorization to operate. This authorization can be a trip ticket or temporary loan sheet. The operations chief and operations supervisor with the assistance of the transportation clerks will ensure the proper preparation of both the daily dispatching record (master log) and trip ticket. Prior to dispatching equipment, all



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operators are required to produce a valid state driver's license and driver's improvement card if under 26 years of age.

(1) Daily Dispatch Record (Master Log). This electronic record is maintained for an entire calendar year period on all GME dispatched from the main motor pool

(2) Utilization Record (Trip Ticket). Trip tickets are required for Class C GME only and are electronically maintained for a 30-day period. GME temporarily assigned as a replacement for Class B assignments is required to have a trip ticket or temporary loan sheet. All GME departing the depot is required to have an "off-base" trip ticket or a Service Repair Order (SRO) except as follows:

(a) Fire Trucks.

(b) Engineering Equipment used in off-base landfill operations.

(c) Individuals with an OFF-BASE GOVERNMENT VEHICLE AUTHORIZATION card.

(3) Equipment Custody Receipt (ECR). When vehicles are assigned to either a Class A or B assignment or temp loaned for a period of time. An ECR form located in Appendix G should be completed.

(4) Scheduling of Requirements. Routine scheduled movement requirements will be processed during normal working hours, 0730-1600 Monday - Friday. Non-scheduled requests and changes to approved requests can be made to the transportation operator's supervisor and/or the MTD Operations Chief during working hours and the MTD duty dispatcher after working hours.

### 3. ASSIGNMENT CLASSIFICATIONS

a. General Information. Subsequent to pooling resources and the establishment of administrative control under dispatching authority, GME fleet managers will screen mission requirements against equipment resources. Normally, such evaluation will indicate that short term dispatching of equipment will meet the majority of the installation's requirements. Justifiable requirements and the categories described in the following paragraphs will assist in determining proper assignment for all types of equipment.

b. Class A. This class applies to automotive equipment and authorizes a continuing assignment of one of two types. Personnel authorized Class A assigned vehicles will use such vehicles for official duties only, and will not reassign such vehicles to others not entitled to Class A assignments.

c. Class B. This class applies to all GME. Class B assignment authorizes recurring dispatch of the same equipment for activities and functions which by their nature require the use of the same equipment on a daily basis. Class B assignments should only be considered when requirements cannot otherwise be met by use of C pool vehicles, other means of transportation or has been shown to be the most cost effective.

(1) In all cases, installation commanders will authorize Class B assignments in writing and will specify the unit or tenant activity to which assigned. Installation commander may delegate authority to the GME Fleet Managers to authorize Class B assignments. Records of class B justifications will be documented on Class B justification records. A sample form is provided; however, GME fleet managers will develop forms used to justify their specific needs. At a minimum, fully explain proposed use of vehicles and address in the example justification letter found in Appendix B.

(2) Vehicle utilization (miles/hours) shall be reported to GME Fleet Manager every 30 days. (Appendix H monthly mileage reporting sheet)

d. Class C. GME Fleet managers will pool all GME not assigned under class A or class B authorization for performance of service on an "on-call" basis and to provide equipment for operation of certain scheduled services. On-call dispatches provide services through a single short term dispatch of equipment, usually not longer than a duty day. This includes the dispatch of a pool "taxi vehicle" or providing user operated equipment. Point of contact for vehicle support is the MTD Operations Chief at 843-228-2233, MTD Operator Supervisor at 843-228-2105 or the SMB account,  
(PARR\_SMB\_MCRDPI\_MOTOR\_TRANSPORT)

e. An annual review of all Class B and Class C vehicle assignments will be conducted to ensure the assignment criteria for each class is met. In addition, for reimbursable customers, fleet managers must ensure charge back rates (commonly referred to as rental rates) are annually revised so that customers are properly billed for services. A letter sent to Class B

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customers, requesting them to validate their Class B assignments is not considered a valid Class B review. A face-to-face meeting with each customer will be best accomplished each month until all Class B vehicles are justifications are completed. Where customers can not justify retention of Class B assignments, fleet managers will return to GSA where applicable or assign the vehicle to the C pool. If the vehicle has reached or exceeded its life expectancy and no need exist, it should be considered for disposition.

#### 4. OFFICIAL USE OF EQUIPMENT

a. General Information. All GME is for official government purposes only. When questions arise concerning the official use of equipment, resolve the issue in favor of strict compliance with the statutory restrictions and the policies of this Manual. See 41CFR102-34-220 and sections 1344 (Passenger Carrier Use) and 1349 (Adverse Personnel Actions) of Title 31, United States Code (U.S.C.).

b. Automotive Equipment. The following guidance applies to the official use of automotive equipment.

(1) GME fleet managers may use Marine Corps owned or leased motor vehicles to provide transportation, wholly or in part, for personnel going to or returning from a temporary duty station if official travel orders authorize its use. However, they should make maximum use of public services instead of dispatching vehicles from motor pools. If public or commercial facilities are inadequate or nonexistent, official orders may authorize transportation between lodgings and duty stations for personnel on temporary assigned duty (TAD). The TAD status of an individual does not justify the furnishing of transportation by GME. Justification, distance to be traveled, and other conditions will determine the use of GME. Where adequate Government bus systems are in place, GME fleet managers will not authorize the use of Government vehicles, leased from General Services Administration (GSA), or the use of commercial rental vehicles.

(2) Installation commanders may authorize group transportation support for authorized activities within the permissible operating distance (POD) such as athletics, welfare, recreation, morale, and chaplains' programs if failure to provide such service would have an adverse effect on the morale of service members, and such transportation is available without detriment to the installation's mission.

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(3) GME fleet managers may provide transportation for military and civilian personnel officially participating in public ceremonies; official, social, or civil functions; parades, and military field demonstrations.

(4) Prospective military recruits may receive transportation in connection with interviewing, processing, and orientation.

(5) GME fleet managers will not authorize transportation by Government vehicles for unofficial purposes or cases based solely on reasons of rank, prestige, or personal convenience.

(6) GME fleet managers will not allow the use of GME vehicles, whether authorized on a full-time or trip basis, in support of private business or personal social engagements of the official concerned, family members, or others.

5. DOMICILE TO DUTY. The use of GME for transportation from domicile to duty or duty to domicile is PROHIBITED. Exceptions to this policy are only by approval from HQMC.

6. INSTALLATION OR ACTIVITY BUS SERVICE

a. General Information. The capability to transport groups of individuals on official business between offices or between installations is a recognized requirement and is essential to mission support. The effective use of buses reduces the requirement for smaller types of passenger carrying equipment at installation motor pools. The size of the conveyance should be no larger than what is needed to accommodate "duty" passengers.

b. Scheduled Activity Bus Service

(1) When required to support the defense mission, scheduled bus services may operate aboard the installation for the transportation of:

(2) Recruits/Basic Marine Platoon

(3) Enlisted personnel between troop billets and work areas.

(4) Military personnel and employees between offices and work areas of the installation or activity during normal duty hours.

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(5) Dependents of military personnel on existing scheduled activity routes on a space available basis only, at no cost or inconvenience to the Government. However, GME fleet managers will not establish scheduled activity bus service solely or primarily for dependents to the exclusion of mission requirements, nor may such transportation of dependents generate requirements for additional buses.

c. Morale, Welfare, and Recreation (MWR) Support Services. GME Fleet Managers may provide reimbursable bus service in support of authorized MWR programs, Family Service Center Programs, or private organizations when such mass transportation is available without detriment to the installation's mission. Installations will not use appropriated funds for either the acquisition or lease of group travel vehicles solely or partially to support MWR activities, nor will any reimbursable expenses chargeable for the use of the equipment include any portion of the acquisition cost of the vehicle. Installation commanders may grant approval for this transportation service after considering the potential competition with commercial transportation sources during the decision process. Additionally, it is subject to the following restrictions:

d. Transportation provided to the following categories on a non-reimbursable basis:

- (1) In support of Chaplain-related programs.
- (2) MWR functional staffs engaged in routine direct administrative support of category A, B, and C activities. See figure 2-1.
- (3) Teams composed of personnel officially representing the installation in scheduled competitive events.
- (4) DoD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.
- (5) Entertainers, guests, supplies, and/or equipment essential to the MWR programs.
- (6) Civilian groups transported to DoD installations in the interest of community relations when invited by the installation commander or other competent authority.

(7) Category A, B, and C sponsored activities, including recreational tours and trips, when fees are not levied upon the passengers (except fees made to cover the cost of the driver when required) and when approved by the installation commander only after mission requirements have been met.

(8) Special activities such as scouting programs and private organizations may receive transportation on a reimbursable basis covering all operations and maintenance costs of providing the service.

7. PERMISSIBLE OPERATING DISTANCE (POD). The POD is a guide for determining when it is more economical to use commercial transportation. It is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the installation. In accordance with MCO P11240.106C, DoD has established a one-way distance of 100 miles as a guide upon which to base permissible operating distances for motor vehicles. GME fleet managers will make every effort to use commercial transportation outside the POD and GME inside the POD. Use of GME outside the POD requires approval by the owning installations.

#### 8. MAXIMUM WALKING DISTANCE

a. A maximum walking distance describes the distance between points of travel beyond which it is reasonable to provide GME for transportation.

b. The maximum walking distance for MCRD/ERR, PI is set at one (1) mile. RTR maximum walking distance is set at  $\frac{3}{4}$  of a mile.

#### 9. UTILIZATION

a. GME Fleet Managers will identify the individual equipment within each type/class that falls below the Utilization Review Point during the respective year. This equipment will be reported as "under-utilized". Under-utilized equipment will be evaluated for possible actions, that will include one of the following; disposal/turn-in, reassignment, exchanged for different type of equipment, or retention with proper justification.

b. Fleet Managers will report all under-utilized equipment to the installation commander with a recommended course of

action (COA). Final disposition of under-utilized equipment will be reported to HQMC (LFS-2).

c. The installation commander will ensure the GME fleet represents the minimum number of vehicles/equipment required to support the installation mission. Equipment that does not meet minimum utilization without justification will be subject to reduction of authorized quantity and funding.

10. GME VEHICLE AND EQUIPMENT ANTI-IDLING

a. In order to reduce air and noise pollution, promote energy (fossil fuel) conservation, and reduce wear and maintenance costs, Marine Corps vehicles and equipment must be shut off whenever idling time is expected to exceed five (5) minutes.

(1) "Idling" means continuing to operate the engine while the vehicle or equipment is stationary. "Vehicle" means any on-road, self-propelled vehicle that is required by Headquarters Marine Corps, Garrison Mobile Equipment (HQMC GME) to be registered and have license plates. "Equipment" means any self-powered/person operated equipment used in support of base or installation operations and services.

(2) Commercial motor vehicles and equipment shall never be left idling unless it is specifically designed to operate Power Take-off (PTO) to run auxiliary equipment.

(3) Engine warm-up periods will not exceed five (5) minutes, provided proper air pressure and other critical settings of vehicle or equipment have been reached

(4) Excessive idling is considered vehicle or equipment abuse, and personnel who violate this order may receive an official citation from local command and may have their driving privileges restricted or revoked.

(5) Installations are encouraged to utilize technology to assist in monitoring and enforcing this order. Telematic devices can be an effective tool to provide idling reports to installation leadership.

b. The following are exceptions to the five (5) minute idling order and are limited to a fifteen (15) minute idling time:

(1) Any vehicle that engages in transportation of distinguished visitors during periods of low or high temperatures or high humidity;

(2) Any vehicle or equipment operated during maintenance and diagnostic purposes;

(3) Emergency response units responding to an emergency;

(4) Buses or other transit vehicles in service while loading and unloading passengers.

(5) Marine Corps anti-idling order applies if state or local laws are less stringent than this anti-idling order.

11. REQUESTING SUPPORT. The motor transport division maintains a variety of vehicles providing passenger and cargo services. Many of the vehicles require the operator to possess a government motor vehicle operator's permit (OF 346) and a Driver Improvement Card for 26 Y/O and under. Driver support is provided for all heavy lift vehicles. Support requests will be authorized by the MTD OpsChf and are categorized as either scheduled or non-scheduled and prioritized based on urgency of need. Due to the nature of providing support to recruits, tours, and very important persons (VIPs), unscheduled support is available on an "as available" basis. Recruit Training Regiment (RTR) transportation request will be submitted electronically to the MTD share folder between the hours of 0730-0930 on Thursday for the upcoming week using the standard Vehicle Request Form enclosure in Appendix C. When a change is necessary, a hard copy of the change must be hand carried to the MTD Ops Chief or Motor Transport Operators Supervisor for consideration before 1300 on Thursday.

a. Scheduled. Requests for obtaining (see above comment) scheduled support will be submitted to the OpsChf 48 hours in advance of the date needed through the appropriate approving authority using the format contained in the Appendix C. The following are standard scheduled passenger transportation services:

(1) Beaufort Naval Hospital (BNH) Shuttle Bus/vehicle Service. A shuttle bus/vehicle is provided for the transport of recruits between the Depot Branch Medical Clinic and BNH as required Monday-Friday, 0730-1700.

(2) Taxi Service. A Depot wide taxi service is



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available between the hours of 0400-2000 Tuesday-Thursday and 0400-1800 Friday-Mondays. This service is a supplement to the scheduled bus services. Call extension 2222 for availability. Drivers will use Appendix E to record taxi service.

b. Non-Scheduled. This support is provided on an as required basis based on the urgency of need. These vehicles make up the pool of Class C vehicles and requests will be submitted by calling extension 2222/2233. Available services include: 44 passenger buses, flatbed trailer, box trailers, 7-12 passenger vans, sedans, Two ton stake bed trucks, and 3 ton rear hydraulic lift box truck.

c. Emergency Vehicle Support. Emergency vehicle support for PMO and Fire and Rescue Division is provided as directed by AC/S, G-4 I&L. This service includes towing of illegally parked vehicles and maintenance support.

d. Other Government Activities and Organizations. GME support, maintenance, and operator services are provided on a reimbursable basis. The cost will include a daily or weekly vehicle rate and a labor rate for the vehicle operator, if necessary.

e. Operator Services. Operators will normally be provided for all passenger bus, container and flatbed trailer, and automotive services. Customers will normally provide operators for all GME with a gross vehicle weight less than 10,000 lbs. For detailed information and licensing requirements, refer to Chapter 3 of this order.

f. Support Services

(1) Vehicle Recovery. In the event of a breakdown, wrecker service is provided between 0400 and 2000 Tuesday-Thursday and 0400-1800 Friday-Monday by calling extension 2222/2233. After hours wrecker service can be arranged by calling the command duty officer.

(2) Repair Services. Corrective maintenance services are provided during normal working hours 0700-1530 by calling extension 2762. Services are covered in detail in chapter 4.

(3) Service Truck. The service truck is designed to perform preventive/corrective maintenance services at remote job sites. It contains all standard oils, Grease Automotive Aircraft (GAA), and air. If service is required, you can contact the MT maintenance section at extensions 2762/4336 and

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after hours call MT dispatch at extension 2222.

(4) Refuel Truck. It contains diesel and unleaded fuel. If service is required, you can contact the MT maintenance section at extensions 2762/4336 and after hours call MT dispatch at extension 2222.

(5) Car Wash. A free Car wash station is available for government vehicles 24 hours a day, seven days per week at the motor transport complex, located at the end of the C-pool vehicle storage shed. All class C vehicles are required to use this service prior to turning in vehicle keys to the Transportation Clerks.

(6) Vacuum. A commercial vacuum station is provided in the motor transport complex under the C-pool storage shed located next to the drivers break room, for government vehicles 24 hours a day, seven days a week. All Class C vehicles are required to use this service prior to turning in vehicle to Transportation Clerks.

12. SEATBELT AND TRANSPORTATION OF PERSONNEL POLICY. Seatbelt use while operating GME is mandatory for all drivers and passengers, when available.

a. Transportation of Personnel Policy. When it is necessary to transport personnel aboard the Depot in stake trucks, pickups, or cargo vans without fixed seating, the following rules apply:

(1) Individuals will be seated on the deck at the front of the bed facing to the rear and keep their complete body inside the confines of the vehicle.

(2) The operator will not exceed 25 MPH while transporting individuals without fixed seating or seatbelts.

(3) Individuals will not be transported with cargo, except personal gear under the individual's control.

(4) Individuals may only be transported for short distances defined as in and around training areas and less than two miles in total distance.

b. Summary of Personnel Transporting Restrictions. The maximum number of individuals to be transported in each type of vehicle is as follows:

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<u>Vehicle Type</u>	<u>Maximum Passengers</u>
Truck, Stake 1 ½ Ton	2 in cab with driver 5 in bed with all rails installed
Truck, Full Size, Pick-up	2 in cab with driver 3 in bed, seated
Truck, Compact	2 in cab with driver 3 in bed, seated
Van, Cargo	2 in fixed seats 5 in cargo area, seated
Van, Passenger	Seating as designated
Bus, Passenger	Seating as designated

13. DISASTER PREPAREDNESS OP-PLAN. The MTD provides GME operator, maintenance, and other support services during disaster operations as designated in DepO 3000.1G. These services include:

a. Annually assisting with the review of MOU between MCRD/ERR, PI, South Carolina Department of Education, and Beaufort and surrounding county school districts for the use of school buses during emergency evacuation.

b. Licensing of RTR and Headquarters and Service (H&S) Battalion personnel for hurricane evacuation operation of school buses.

c. Providing maintenance services, to include limited technical inspections and vehicle recovery, during all phases of disaster operations.

d. Providing Depot wide support to the various detachments and supporting organizations during disaster operations.

14. RESPONSIBLE OFFICER DUTIES. Each tenant command shall designate a Responsible Officer (RO) to liaison with the GME Fleet Manager. The RO will sign for all of their organization's GME received from the GME Fleet Manager. RO's are accountable to the GME Fleet Manager, for the accountability, mileage reporting, maintenance appointments, proper use, accident reporting, fuel keys, safe keeping and cleanliness for all assigned equipment. A change of RO assignments for tenant organizations requires GME Fleet Manager notification.

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## CHAPTER 3

OPERATOR LICENSING, RESPONSIBILITIES, AND ROADMASTER PROGRAM

1. GENERAL. The effective management and control of GME is a shared responsibility between supervisors, operators, and enforcement officials. Establishing proper licensing procedures, ensuring only qualified operators operate equipment, and conducting periodic spot-checks are key to a safe and efficient system.

2. LICENSING POLICY. The GME Fleet Mgr is the Depot licensing officer for all GME. Licensing examiners will be appointed in writing by the licensing officer and will possess expertise in the operation and maintenance of assigned equipment. A government motor vehicle operator's identification card (OF-346) is required to operate certain types of GME as detailed below. These policies apply to both civilian government employees and military personnel.

a. Motor Vehicles. This classification includes all sedans, vans, tractor-trailers, buses, and other items used in transportation of personnel and cargo. The following chart will be used to determine licensing requirements for motor vehicles. (Except as otherwise noted in this order for disaster preparedness)

**Up to 10,000 lbs GVW and less than 15 Passengers**

Operator	On Base	Off base
Civilian	OF-346 or Valid State License	Valid State License
Military	OF-346 or Valid State License	Valid State License

**Over 10,000 lbs GVW or more that 15 Passengers**

Operator	On Base	Off Base
Civilian	OF-346 and Valid State License/ DOT physical card	OF-346 and Valid State License/ DOT physical card
Military	OF-346 and Valid State License	OF-346 and Valid State License

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b. Material and Weight Handling Equipment. This classification includes all forklifts, lift trucks, cranes and other equipment designed to move bulk cargo. In all cases, the operation of MHE and WHE requires an OF-346.

c. Engineer Equipment. This classification includes all construction equipment and requires an OF-346 to operate.

d. Specialized Equipment. This classification includes all emergency vehicles, garbage and fuel trucks, boom trucks and other aerial personnel devices, street sweepers, and all other equipment not already mentioned. This equipment requires an OF-346 to operate.

### 3. LICENSING PROCEDURES

a. Application. All vehicle operators are required to familiarize themselves with state and local driving regulations and the contents of this order. Applicants for licensing will contact the motor transport branch and liaison with the appropriate examiner for the type of license required. Screening by commanding officers or, in the case of civilians, supervisors and a medical officer is mandatory. Following screening, an appointment for training, testing, and license renewal will be made. All applicants will receive a Department of Motor Vehicles (DMV) check for civilian driving offenses. Periodic DMV checks will be made on a random basis for all personnel possessing a government operator's permit.

b. Types of Permits. Applicants will qualify for one of six types of permits as follows:

(1) New Permit. Initial issue requires a valid application, DMV check, physical screening, general knowledge test (written), and road/practical application test.

(2) Renewal. Renewals require a valid application, physical screening, and DMV check.

(3) Upgrade. An upgrade license increases the number, size, and type of GME that may be operated. Upgrades required a valid application and road/practical application test.

(4) Duplicates. Duplicate licenses are issued as a replacement of lost or stolen permits.

(5) Learner Permits. Learner permits require a valid

application, DMV check, physical screening and general knowledge test. The depot licensing examiner by appointment will assist student operators. OF-346 shall be annotated for base operation only.

(6) Disaster Preparedness. This special category of license is issued using the OF-346 and to support the emergency evacuation of recruits from the Depot. Because of the circumstances of its use, this license does not require the same training and records as detailed in the reference. Additionally, to aid pre-evacuation organization and preparation activities, these permits will be maintained at the H&S BN S-3 until an evacuation is ordered and will then be distributed to assigned operators.

(7) Endorsements. The authorization to operate GME while moving and/or handling any type of explosives and hazardous materials must be obtained from the licensing officer. These types of materials require specialized training and extreme caution must be used during operations.

c. Issue Period. All government permits are issued for a 4 year period or upon expiration of the applicant's state license. The exception to this policy is for learner's permits, which will be issued for 90 days with one 90 day extension for a total of 180 days.

d. Failure to Qualify. Applicants who fail either the written or road/practical test may be assisted by the licensing examiner with materials and/or training, by appointment. Retesting of all applicants must be completed within 60 days of original testing date to prevent invalidation of the original application and physical screening.

4. GME OPERATOR RESPONSIBILITIES. The individual designated by the commanding officer, supervisor, or designated representative as the operator of GME is responsible for the safe operation, operator preventive maintenance, and administrative requirements listed herein.

a. Operator PM. The operator of GME is responsible for before, during, and after operational checks of assigned equipment. This includes checking all fluid levels, lubrication of components, operation check of all systems, condition of tires, accountability of special equipment and tools, and noting of any problems or damage. Equipment with damaged or malfunctioning safety equipment will be turned into the motor

transport maintenance shop when discovered. Additional maintenance responsibilities may be required by section head or local supervisor.

b. Operator Conduct. Operators shall not operate GME when alertness is impaired by fatigue, illness, alcohol, drugs or when not properly licensed/qualified. Smoking is prohibited while in GME. The use of cell phones is prohibited while the vehicle is in motion. Proper decorum will be maintained while operating and as a passenger in any government conveyance. Operators will proceed directly to the official place of business by the most direct route. All military operators will be in uniform, unless justification in writing is submitted with request and approved by Fleet Mgr or OpsChf. Personal equipment and items will not be transported in any government vehicle unless on TAD orders or with prior approval of Fleet Mgr and/or the OpsChf.

c. Operator's License and or Permit. Operators must provide military identification, valid state driver's license and proof of completion of driver's improvement course for those under the age of 26. It is the responsibility of the operator to maintain these documents on their person while operating a GOV.

d. Refueling and Fluid Levels. Operators of all GME are responsible to refuel their equipment and maintain fluid levels at required operating levels. Operators assigned GME Trans Clerk from the Class C (on-call) equipment pool will refuel before returning to the motor transport complex.

(1) On-Depot Refueling. Depot fueling support is normally available 24 hours a day, 7 days a week. A special key is attached to each vehicle key ring to operate the fuel pump after hours. Keys and special refueling can be arranged through supply and services. Vehicles traveling to other Military Installations, will be able to refuel at the local base refueling point.

(2) Off-Depot Refueling. GME leaving the immediate Port Royal-Beaufort area may be refueled with the use of a government credit card. These cards are issued by the Trans Assistant. Receipts for fuel will be turned in to the Trans Assistant upon return to Depot or within 5 days of purchase by activities with permanently assigned credit cards.

(3) Emergency Refueling. Refueling on an emergency

basis can be accomplished with a government credit card off base or by the lube truck on base.

e. Vehicle Turn-In. All Class B and C GME returned to the motor transport complex will be cleaned inside and out. Car wash and vacuum are provided. This includes turn-in for maintenance servicing.

f. Administration. Operators shall properly complete all GME utilization records (trip tickets) and ensure that at least one DD 518 (Accident Identification Card) and two SF-91s (Operator's report of Motor Vehicle Accident) are present in all GME. Forms can be obtained from the dispatcher.

5. OPERATOR ACTION AFTER AN ACCIDENT. Following any accident involving GME, the following actions will be taken:

- a. Stop immediately.
- b. Render assistance to the injured. Contact law enforcement and emergency medical personnel.
- c. Do not express any opinions as to liability, investigation findings, or the possibility of claim approval.
- d. Comply with State and local laws governing reporting. Do not leave the scene until authorized to do so by proper authority.
- e. Using DD 518 cards get the names and addresses of all witnesses and personnel involved.
- f. Complete the SF-91 (Operator's report of Motor Vehicle Accident) and submit one copy immediately to the Depot Road Master or OpsChf; after hours, give to the dispatcher.
- g. Wrecker and/or a service call can be requested through the dispatcher at 843-228-2222.

6. OPERATING

a. Speed Limits. Posted speed limits will be adhered to at all times. The following speed limits apply in areas where signs are not posted:



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Location	Speed Limit
Housing areas	25 mph
Unpaved Roads	15 mph
Motor Pool and Parking Areas	5 mph
Vicinity of Troops in Formation	10 mph

b. Backing. Backing of vehicles requires extra care and should be conducted as follows:

- (1) Visually check around the vehicle.
- (2) Sound the horn twice before backing.
- (3) Use a ground guide whenever available.

h. Passenger and Cargo Capacity. Vehicles will not be loaded with passengers and/or cargo in excess of limits as outlined in DepO 1513.6. The operator will see that all passengers will be seated with seatbelts secured while vehicle is in motion when seatbelts are available.

i. MHE AND WHE. This type of GME is required to have the daily operator's load lifting checklist performed prior to each dispatch or daily operation. See Chapter 4 (Maintenance) for inspection procedures.

7. ROADMASTER PROGRAM. The Roadmaster program is designed to aid in the enforcement of the maintenance and operational safety of all government vehicles. Specifically excluded from the program are all MCCS vehicles. The duties and responsibilities of the roadmaster include:

a. Unit Inspections and Support. Each battalion will assign a primary and alternate motor transport representative in writing. The appointment letter will be kept on file at MTD and the representative will be responsible for the following:

- (1) Performance and recording of weekly preventive maintenance services.
- (2) Delivery and filing of preventive maintenance checklists to the MTD maintenance section each Wednesday by

1300.

(3) Liaison with unit when scheduled maintenance is due and on any other matters regarding the administration and operation of GME.

b. On the Road Inspections. The roadmaster will perform the following duties to promote operational safety:

(1) Trip Ticket Inspections. Trip tickets are required on all GME departing Depot. GME entering or departing the depot will be subject to periodic inspections to ensure proper off base authorization.

(2) Maintenance Inspections. As directed by Fleet Mgr, and in coordination with PMO, the roadmaster will occasionally conduct maintenance and operations inspections using the form contained in Appendix F. These inspections may involve a spot check or roadblock at which time vehicles are inspected for driver's authority to operate, presence of safety equipment, and vehicle damage and cleanliness.

(3) Accidents. The roadmaster will ensure the Motor Vehicle Accident Report (SF-91) is properly filled out and delivered to the Fleet Mgr within 24 hours after an accident. A copy of the accident report will be sent to the OIC of the individual involved in the accident.

(4) Licensing. Periodically conduct inspections to ensure that all operators of GME aboard the depot possess the proper license for that equipment.

(5) Citations. In any of the above situations, a citation (DD Form 1408) may be issued for violation of this order or motor vehicle regulations. A copy of the citation will be given to the individual, a copy will be forwarded to the Provost Marshall's Office for appropriate action, and the roadmaster will maintain a copy.

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## CHAPTER 4

## MAINTENANCE

1. GENERAL. The goal of the GME maintenance program is to minimize downtime and maximize readiness through a comprehensive program of inspection, preventive maintenance, and service. Establishing service intervals, reporting deficiencies, and quality control are the cornerstones to this program.
2. MAINTENANCE CATEGORIES
  - a. Operator Inspection and Service. Equipment operators perform the inspection and service in order to detect malfunctions that could render the equipment unsafe or unserviceable. The 'trip ticket' or equipment operator's manual is used as a guideline in performing this maintenance. Additionally, all equipment will use either Appendix D or F to perform required weekly preventive maintenance checks and services.
  - b. Safety Inspection. All Marine Corps automotive equipment will receive an annual safety inspection. The Fleet Mgr may shorten this interval depending on operating conditions.
  - c. Corrective Maintenance (CM). CM is that maintenance conducted to return GME to an operational status. Only qualified maintenance personnel assigned to the MTD or as authorized by warranty will conduct corrective maintenance services. When the defects are covered by warranty, the work may have to be performed at the local dealership.
  - d. Scheduled Maintenance (SM). This is a periodic servicing of all the equipment's components based on usage and/or time intervals as established by the reference (PWS contract) and manufacturer. It is performed by qualified maintenance personnel and is also used to identify potential corrective maintenance defects and normally satisfies the annual safety inspection requirement.
  - e. During the warranty period, all required services will be performed to maintain the warranty. After expiration of the warranty, the manufacturer's service intervals will continue to be followed.
3. MAINTENANCE PRIORITIES. The following priorities have been assigned for the performance of maintenance on GME

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- a. Emergency Vehicles
  - b. Commanding General's Vehicle
  - c. One of a kind Class B GME
  - d. All other Class B GME
  - e. Class C assigned GME
4. LIMITED TECHNICAL INSPECTION (LTI). LTIs will be conducted for all GME on the following occasions: upon receipt of equipment, during induction shop for SM or CM, prior to placing back in service following an accident, and on disposal/transfer of GME.
5. REPAIR LIMITATIONS. GME corrective maintenance cost, parts and labor included will not exceed the one time repair limits as specified in reference (a) The Fleet Mgr will be the final authority on whether equipment is economically repairable.
6. LOAD TESTING. The MTD is responsible for all load testing and associated inspections aboard the depot. Load testing includes all cranes, wreckers, forklifts, and aerial personnel devices. Trained personnel will only conduct load testing. Operators utilizing this equipment are required to complete the equipment operator's daily checklist contained in Appendix D.
7. TOOL CONTROL/CALIBRATION. Inventory and control of tools and test, measure, and diagnostic equipment is required using Appendix D of this instruction as a guide. The depot calibration control program is a centralized program managed by the depot maintenance management officer. Items to be calibrated are submitted to Camp LeJeune, North Carolina for service. Considerable delay may be encountered with this system and therefore, sufficient quantities of equipment will be maintained on hand to perform the maintenance mission.
8. TIRES. Reconditioned tires may be used on GME with the following restrictions:
- a. No bus shall operate with reconditioned tires on the front (steering) axle.
  - b. No tractor or truck shall operate with regrooved tires on the front (steering) axle that has a carrying capacity equal to or greater than that of 8.25-20 8 ply rating.
  - c. GME fleet managers will use only reconditioned tires procured or renewed from sources that meet standards promulgated in 49 Code of Federal Regulations.

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## CHAPTER 5

SAFETY, ACCIDENT PREVENTION, AND REPORTING1. GENERAL

a. Accidents involving Marine Corps equipment impose an alarming drain on Marine Corps resources. To avoid these losses, all GME fleet managers will maintain an aggressive and continuous safety program.

b. The Marine Corps emphasizes accident prevention programs so as to stimulate safety consciousness. The GME fleet managers have coordinated with installation force preservation office to develop accident prevention programs to ensure operators of vehicles and equipment are knowledgeable of recognized safety and accident prevention practices. These programs will, at a minimum, include the following:

(1) Specific written guidelines for the safe operation of motor vehicles, equipment, and all ancillary attachments.

(2) Equipment safety education, orientation, and observance of recognized safety practices.

(3) Periodic equipment safety inspections.

(4) Reporting, investigation, and analysis of equipment accidents.

(5) Penalties/disciplinary action for unreported accidents.

(6) Appropriate action against safety violators.

2. ACCIDENTS

a. Prior to operation of a Marine Corps-owned or leased vehicle, operators will ensure that SF-91 (Motor Vehicle Accident Report), SF-94 (Witness Statement) and DD 518 (Accident Identification Card) are available and carried in the vehicle. For GSA vehicles, a copy of "A Guide to Your GSA Fleet Vehicle" should be available. GSA vehicle accidents will be investigated in accordance with instructions in this pamphlet.

b. Operators involved in accidents will:

- (1) Stop immediately.
- (2) Render any possible assistance to the injured. Avoid moving any seriously injured persons unless essential for their protection.
- (3) Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, use flares or reflectors.
- (4) Notify civil and military police authorities after taking above action. Military police will be notified upon occurrence of an accident at OCONUS Stations.
- (5) Complete SF-91. If the driver is unable to complete the SF 91 due to injury or death, the next senior person directly responsible for equipment operations will complete the report. SF-94 will be completed by the witness at this time.
- (6) Comply with State and local laws governing the reporting of equipment accidents.
- (7) Do not leave accident scene until advised to do so by proper authority.
- (8) Do not express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval.
- (10) Obtain clearance from the claims officer prior to delivery of an accident report to a third party. This includes State or local officials. Drivers will not make official accident investigation reports available to a claimant, or to any individual or representative of any non-Marine Corps organization.
- (11) Complete DD Form 518 at the scene of the accident or as promptly as possible thereafter and provide copies to persons directly concerned with the accident. DD Form 518 provides any person involved in an accident with all of the information they require of the equipment operator.
- (12) Deliver the completed SF-91 and SF-94 within 24 hours, or the next business day to the GME fleet manager.
- (13) Fleet managers/Operating units may request a drug

and/or alcohol test within 2-6 hours of any accident involving Government equipment.

c. GME fleet managers will take appropriate action, in accordance with local SOP, including recalling vehicles, against operators if they fail to report any accidents.

3. INVESTIGATION AND REPORTING OF ACCIDENTS

a. At the GME fleet managers discretion, he/she will initiate an investigation for accidents involving Marine Corps owned or leased equipment which fall in the category of abuse, neglect or willful misconduct and make a determination concerning the cause(s) and surrounding circumstances, including how to prevent a reoccurrence and report to the operating command.

b. GME fleet managers will ensure mishap and hazard reports are completed per MCO P5102.1b and guidance from the Force Preservation (Safety) Office.

4. EQUIPMENT OPERATOR'S MANUAL. The equipment operator's manual contains information pertaining to the safe operation of equipment. GME fleet managers will ensure that all operators are familiar with, and adhere to this information.

5. SAFETY INSPECTIONS. GME Fleet Managers will ensure that safety inspections for all items of GME are performed/conducted per the procedures outlined in paragraph 7001.2 of this Manual. Equipment that is unsafe for operation shall be repaired prior to returning to operational status.

6. SEATBELTS. Vehicle operators and passengers will properly use and wear seatbelts when operating or riding in any GME so equipped. Occupants shall be seated when the vehicle is in motion.

7. TOBACCO PRODUCTS. There will be no use of any Tobacco Products in GME.

8. GME OPERATORS. GME Operators will not consume any food or drink while operating the GME.

9. RATED CAPACITY. Operators of GME will ensure that all equipment does not operate above or beyond its rated capacity.

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10. ELECTRONIC DEVICES AND DISTRACTED DRIVING. In accordance with Executive Order 13513, all operation of electronic devices is prohibited while operating a government motor vehicle. This prohibition includes navigation systems and cell phones are strictly prohibited by the Operator while the GME is in motion.

11. DRUGS, ALCOHOL AND INTOXICANTS. GME will not be operated while under the influence of Alcohol, or Drugs (prescription or otherwise) that have been determined to impair the safe operation of equipment.



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## CHAPTER 6

GENERAL ADMINISTRATION

1. GENERAL. The GME Fleet Mgr is responsible for implementing support programs and other administrative functions that aid in safe and efficient GME operations.
2. SAFETY. MTD safety program is divided into two areas: Operator and Maintenance safety. Both require periodic training and constant awareness by supervisors and operators to safely provide GME transportation support to the depot. Specific guidance for required safety programs aboard the depot is contained in DepO 5100.16F. The following are the principle elements that the division safety program will incorporate:
  - a. Emergency Action Plan. In the event of a fire, large oil spill, gas leak or other such incident, division personnel will be briefed on immediate action and responsibilities. This plan will be posted in shop areas.
  - b. Personal Protective Equipment. All division personnel are required to wear the level of protective equipment to sufficiently protect them when performing the task assigned. Basic safety equipment includes foot, eye, and hearing protection.
  - c. Hazardous Communications. Federal law requires that all personnel exposed to potentially hazardous materials be given proper training on their handling. This training normally will include, at a minimum, providing the material safety data sheet (MSDS).
  - d. Industrial Hygiene Inspections. Annually, the Occupational Health Branch of Beaufort Naval Hospital will perform an inspection of the branch and provide a checklist of required corrective action.
  - e. Lockout/Tagout. Maintenance personnel performing repairs will utilize this to indicate to others potentially hazardous situations.
  - f. Mishap Prevention and Reporting. The ultimate goal of the safety program is the promotion of safety and occupational health and the prevention of mishaps. To that end, identification of potential mishaps and the reporting of

incidents are crucial elements to safety. Any incident requiring medical attention will be reported. Incidents resulting in time lost will be reported to the Force Preservation Officer.

g. Drive Safe. Periodic driver safety training will be conducted to reinforce driver skills and safety. Responsible Officers (RO) are encouraged to refer to the depot safety order Depo 5100.16F for guidance.

3. GME KEYS. Unit motor transport representatives are responsible for the control and issue of keys for class B GME to their units. Individual operators are responsible for keys issued with any dispatched class C GME. In either case, report loss of keys to the dispatcher. Spare keys are maintained at the division and may be obtained at the request of an officer, staff noncommissioned officer, or civil service supervisor for all class B assigned GME. Damaged or lost fuel keys will be referred to the Depot Supply and Services bulk clothing section POC phone number extension 2661 for assistance.

4. RESTRICTION OF PRIVATELY OWNED VEHICLES (POV'S). POV's will not be parked in any military parking area and/or within the motor transport complex unless specifically designated by the Fleet Mgr. POV's will not be serviced, repaired, and/or maintained within any part of the motor transport complex.

5. MARKING OF GME. GME will be marked in accordance with (IAW) the current MCO P11240.106

6. MARINE CORPS COMMUNITY SERVICE (MCCS). MCCS support will only be provided when such service is not a detriment to depot motor transport's primary mission. This service may be provided to athletic teams composed of military members who officially represent the depot, to groups of personnel, including dependents in support of chaplain programs, and movement of personnel, supplies, and equipment essential to morale programs.

7. PUBLICATIONS. Due to the unique nature of performing maintenance on commercial equipment, publications will not always be available through 'normal' methods. DOD, Navy, and Marine Corps orders and technical publications are obtained through depot central files via Marine Corps Publication Distribution System. Marine Corps orders and some technical publications may be viewed on the internet at <http://pubs.ala.usmc.mil> or at <http://www.usmc.mil> under information for and about Marines and by following the link

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under publications. Depot orders may be viewed using the K: drive and accessing through the depdir folder. Finally, control and filing of publications will be established as directed in Appendix B of MCO P4790.2.

8. RECYCLABLE MATERIALS PROGRAM. The division actively participates in the Depot Recyclable Materials Program. This program involves the identification, accounting, and processing of recyclable materials, (metals, tires, batteries, and petroleum products) to the local defense marketing and reutilization office. A waste oil storage site is available to all government employees, military personnel, and MCCS activities to assist with disposing of used oil. Waste oil disposal service is available Monday-Friday 0800-1600.

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APPENDIX A

INSTALLATIONS OR ACTIVITY BUS SERVICE (TBD)

(0700-1700 M-F)

<u>Pick Up</u>	<u>BLDG #</u>	<u>Time</u>
Motor Transport		
Motor Transport		

Regular Schedule

<u>Pick Up</u>	<u>BLDG #</u>	<u>Time</u>
Motor Transport		
Motor Transport		

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APPENDIX B

SAMPLE OF CLASS B GME REQUEST FORM

From: Organizational Responsible Officer  
To: Depot Motor Transportation GME Fleet Manager

Subj: REQUEST FOR CLASS B GME ASSIGNMENT FOR (VEHICLE TYPE AND SERIAL #)

1. Detail the primary purpose of the vehicle, how many days of the week the vehicle is used, how many operators and typical numbers of passengers use the vehicle, whether a log or record of users is kept, and where the vehicle is parked when not in use.

(1) Number of personnel assigned and subject to operating vehicles \_\_\_\_\_

(2) Current mix of vehicles \_\_\_\_\_  
\_\_\_\_\_

(3) Required mix of vehicles \_\_\_\_\_  
\_\_\_\_\_

(4) Expected utilization in terms of miles, hours, passengers, supplies, and materials. \_\_\_\_\_  
\_\_\_\_\_

(5) Expected number of daily trips on and off base \_\_\_\_\_

(6) Whether vehicle(s) is needed for administrative, supply, work oriented or mission essential purposes \_\_\_\_\_  
\_\_\_\_\_

(7) Rationale why other modes of transportation will not suffice (shuttle bus, taxi service, U-drive it, POV, scooter) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8) Mission impact statement if vehicle request(s) is denied \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(9) Cite directive, project or publication generating request where applicable \_\_\_\_\_  
\_\_\_\_\_

2. Point of contact.  
\_\_\_\_\_

I. M. THEBOSS

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APPENDIX C

SAMPLE OF CLASS C GME REQUEST FORM

UNITED STATES MARINE CORPS  
(UNIT)  
Marine Corps Recruit Depot  
Parris Island, South Carolina 29905

11240/1

Date

From: OIC/SNCOIC/Manager/Supervisor  
To: GME Fleet Manager

Subj: REQUEST FOR GOVERNMENT-OWNED VEHICLE/TRANSPORTATION

Ref: (a) DepO P11240.3J

1. In accordance with the reference, the following is provided:

- A. Type and number of vehicles requested: \_\_\_\_\_
- B. Vehicle report/pick-up date and time: \_\_\_\_\_
- C. Number of personnel to be transported: \_\_\_\_\_
- D. Location vehicle will report to prior to departing: \_\_\_\_\_
- E. Destination of vehicle: \_\_\_\_\_  
TYPE IN COUNTY, CITY, STATE AND ZIP CODE or BLDG # IF ON BASE
- F. Date and time vehicle will return: \_\_\_\_\_
- G. Requestor's full name: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- H. Purpose for request: \_\_\_\_\_
- I. Additional comments, if any: \_\_\_\_\_
- J. Name of person driving vehicle: \_\_\_\_\_
- K. TAD \_\_\_\_\_

2. Please email this Transportation Request to PARR\_SMB\_MCRDPI\_MOTOR\_TRANSPORT.

3. If you have any further questions, please contact MT Operator Supervisor @ 2105, Road master @ 2672 or MT Ops Chief @ 2233. Signature Submitted Electronically

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APPENDIX D

GME WEEKLY PREVENTATIVE MAINTENANCE CHECKLIST

USMC/PLATE # \_\_\_\_\_ GME CODE \_\_\_\_\_ CLASS ASSIGNMENT: ( )A ( )B  
( )C

DRIVERS REMARKS \_\_\_\_\_  
\_\_\_\_\_

	SAT	UNSAT
1. ENGINE OIL/LEAKS		
2. DRIVE BELTS/ALTERNATOR		
3. MASTER CYLINDER/BRAKE BOOSTER		
4. ANTI-FREEZE/COOLING SYSTEM		
5. AIR FILTER/CLEANER		
6. BATTERY WATER LEVEL/CLEAN TERMINALS		
7. STARTER		
8. TRANSMISSION FLUID LEVEL/POWER STREERING LEVEL		
9. HORN		
10. MIRRORS/WINDSHIELD WIPERSFUEL/FILTER		
11. LIGHTS/ BRAKE LIGHTS		
12. EMERGENCY FLASHERS		
13. BRAKES/EMERGENCY BRAKES OPERATIONAL SIGNALS/EMERGENCY		
14. HEATER/AIR CONDITIONER		
15. INSTRUMENT GUAGES		
16. SEATS/SEAT BELTS		
17. STEERING, EXHAUST SYSTEM, FUEL LEAKS, POWER TRAIN LEAKES		
18. BODY		
19. TIRE/RIM CONDITION SPARE TIRE		
20. AIR VALVES/AIR TANKS		
21. JACK EQUIPMENT		
22. FRONT/REAR LICENSE PLATES PRESENT		
23. BUCKETS *ENGINEER EQUIP ONLY		

MILEAGE \_\_\_\_\_ TIRE PRESSURE: LF \_\_\_\_\_ RF \_\_\_\_\_ LR \_\_\_\_\_ RR \_\_\_\_\_

HOURS \_\_\_\_\_ REMARKS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

INSPECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_





APPENDIX F

DEPOT ROADMASTER VEHICLE INSPECTION CHECKLIST

Location		Date	Time	Report #	
Operator's Name		Rank	Vehicle Make and Model		Vehicle Serial #
SSN		DOB	Driver's License #		Organization
Type of Inspection	Road Block	Random Stop	Specific Violation		
<p> <input type="checkbox"/> Traffic Violation  <input type="checkbox"/> Exceeding Passenger Capacity  <input type="checkbox"/> Improperly Loaded Cargo         </p>					
<p> <input type="checkbox"/> Vehicle Not Secured  <input type="checkbox"/> Unsafe Operation  <input type="checkbox"/> Unauthorized Operation  <input type="checkbox"/> Seatbelt  <input type="checkbox"/> No Off Base Authority  <input type="checkbox"/> Other         </p>					
Cab/Driver's Compartment	S U A N T S A A T T	Body	S U A N T S A A T T	Engine Compartment	S U A N T S A A T T
Trip Ticket and SF 91		Hood and Cab		Radiator and Coolant Level	Tires and Rims
Horn		Fenders		Engine Oil Level	Lubrication
Parking and Service Brakes		Trunk/ Tailgate		Transmission Oil	Leaks
Windshield Wipers and Glass		Spare Tire		Air Cleaner	Steering
Instruments and Switches		Muffler, Exhaust Pipe		Batteries and Terminals	U-Joints
Head/Tail Lights and Turn Signals		Cargo Areas		Belts and Hoses	
Doors and Mirrors		Cleanliness		Brake Fluid	
Remarks					
Inspector's Signature			Rank	Phone #	

09 FEB 2012

APPENDIX G

EQUIPMENT CUSTODY RECORD

EQUIPMENT CUSTODY RECORD (4440)

NAVMC 10359 (Rev. 1-69) (EF) Previous edition will not be used SN: 0109-LF-063-3600

RESPONSIBLE UNIT					AUTHORITY (T/E, Allowance List, etc)	
DATE	VOUCHER NUMBER	INCREASED	DECREASED	BALANCE	REMARKS	SIGNATURE
		BROUGHT FORWARD				
CARRIED FORWARD						
CONTROL NUMBER		DESCRIPTION				ALLOWANCE
STOCK NUMBER						ACCOUNT NUMBER

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APPENDIX H

MONTHLY MILEAGE REPORT

**Sections:** Please fill out the attached spreadsheet for your vehicles on a **MONTHLY** basis and submit it to mailbox PARR\_SMB\_MCRDPI\_MOTOR\_TRANSPORT by the 15<sup>th</sup> of each month.

VEHICLES ASSIGNED TO SECTION					
SECTION	VEHICLE NUMBER	PREVIOUS ODOMETER READING	CURRENT ODOMETER READING	DATE METER READ	PRIMARY OPERATOR