

<b>Motor Vehicle Trip Ticket</b>		<b>INSTRUCTIONS:</b> You must make advance reservations for vehicles. Call 496-3426. When you return the vehicle, return this form, keys, credit card, and all credit receipts for purchase of gasoline, oil, and authorized services to the Motor Pool Dispatcher. <b>You are responsible for reporting vehicle defects and accidents immediately.</b>	
<i>Read Instructions to Operators, below.</i>			
NAMES OF <b>ALL</b> DRIVERS		CAN	VEHICLE TAG NO.
		DESTINATION	TYPE OF VEHICLE NEEDED
SIGNATURE OF AUTHORIZING OFFICIAL: <i>"I have authorized the driver signing below to use this vehicle for official business only, and certify that funds are available for this purpose."</i>		PHONE NO.	IC
Date Returned	Time In	<input type="checkbox"/> AM <input type="checkbox"/> PM	Mileage In
Date Issued	Time Out	<input type="checkbox"/> AM <input type="checkbox"/> PM	Mileage Out
TOTAL DAYS IN USE	TOTAL HOURS	TOTAL MILEAGE	
Was the vehicle involved in an accident while in your custody? <input type="checkbox"/> YES <input type="checkbox"/> NO		COMMENTS	
SIGNATURE OF DRIVER: <i>"This vehicle will be used for official government business only."</i>			
<b>FOR TRANSPORTATION BRANCH USE ONLY</b>			
"C" if credit <input type="checkbox"/>	CUSTOM CHARGE	Check contents of vehicle: <input type="checkbox"/> Jack <input type="checkbox"/> Lug wrench <input type="checkbox"/> Spare tire <input type="checkbox"/> Credit card	SIGNATURE OF DISPATCHER
NIH 1382-2 (10/12) FRONT		Use prescribed by NIH Manual Chapter 26101-38.	

## Instructions to Operators of NIH Government Vehicles

Employees who authorize or use a Government Vehicle for purposes other than official Government business will be subject to suspension or termination.

Use of a Government vehicle for transportation between home and place of work is not permissible without written authorization from the Secretary, Health and Human Services.

Passengers may be transported in a Government-owned vehicle while conducting official Government business only. Transportation of non-official passengers (spouses, children, etc.) in a Government-owned vehicle is prohibited.

Employees who authorize or use a Government vehicle are responsible for the care, operation, maintenance and protection of Government vehicles in their possession.

Report all accidents. Complete Standard Forms 91 and 94 (located in the vehicle's glove compartment). Guidance for accident reporting can be obtained from the Chief, Motor Pool Section (301) 496-3426.

When driving a Government vehicle the motor vehicle operator must have in his/her possession (1) a valid state, District of Columbia, or U.S. territory/possession driver's license, (2) a

valid agency identification card, and (3) an NIH Motor Vehicle Trip Ticket (this form).

Use of a Government credit card for a Government vehicle is limited to purchases of fuel, oil, and services required to keep the vehicle in proper operating condition. Retain all receipts of these purposes and submit them to the Motor Pool Section when returning the vehicle.

When purchasing fuel from a commercial station use a self-service pump.

Drivers of Government-owned vehicles are responsible for traffic and parking violations they incur.

Complete a dedicated vehicle mileage log or a Motor Pool Trip Ticket when operating an NIH vehicle.

Drivers and passengers are required to use seat belts and shoulder straps when riding in a Government-owned vehicle.

Smoking is prohibited in all NIH vehicles.

Always keep vehicles locked when not in use.