

DRAFT COPY – NOT AN OFFICIAL POLICY

Health And Safety Manual – Vehicle Use Policy Supplement

U.S. Geological Survey, Kilauea Field Station

Vehicle Use Policy Supplement

20 August 2002

(Reviewed 10/18/2007)

Rationale for Policy: Misuse or perceived misuse of government vehicles could put an end to our intern program. Taxpayers and officials are justifiably interested about how we use government vehicles, and complaints about misuse could greatly affect how our projects operate. In addition, KFS interns have vehicle privileges that NPS interns do not have, and this disparity could cause friction between agencies. Therefore, to protect our projects we should ensure that government vehicles:

1. Are never driven in violation of highway regulations or in a manner that suggests disregard for taxpayers' safety or other interests.
2. Are not perceived to be used for inappropriate or non-official purposes.

Guidelines for Using Government Vehicles: This policy is to supplement the PIERC Vehicle SOP in providing additional guidance in using government vehicles. The main goal of our policy is to restrict purposes, mileage, places, and times that off-duty interns may use government vehicles while still allowing interns to conduct necessary personal business. If abuses of vehicle privileges occur, we will be forced to further curtail intern use of government vehicles.

1. Availability of vehicles and number of trips allowed.
 - a. The goal is to maximize car-pooling and minimize the total number of miles driven each week.
 - b. Supervisors will designate what vehicles are available to interns.
 - i. Off-duty individuals should not expect to travel to Hilo or Keaau more than once per week, but they may do so with supervisor approval.
 - ii. Designated vehicles should not be driven by off-duty interns more than 80 miles per week without supervisor approval.
 - iii. Use of non-designated vehicles must be reported and justified to supervisors when it is not possible to obtain prior approval.
 2. Accountability.
 - a. Off-duty interns will record odometer readings at the start and end of all trips, including short trips (e.g. KFS, KMC).
 - i. Basically, if you are using the vehicle for an off-duty activity, the driver and passengers must be logged in.
 - ii. Logbooks must list the driver and passengers for each trip.
 - b. Interns will also list the businesses and other destinations they visited in the government vehicle while off-duty. This is to help us deal with complaints or questions about locations where government vehicles are seen.
 - c. Trip planning and reporting.
 - i. Supervisors should know about intern travel plans and ensure that interns understand the intent and rules of the vehicle policy.
-

U.S. Geological Survey

P.O. Box 44

Hawai'i National; Park, HI 96718

FOR OFFICIAL USE ONLY

DRAFT COPY – NOT AN OFFICIAL POLICY

Health And Safety Manual – Vehicle Use Policy Supplement

U.S. Geological Survey, Kilauea Field Station

1. If interns are not using government vehicles appropriately, it may be necessary to submit written itineraries for approval.
2. Project Leaders are responsible for ensuring that staff is following through on their responsibility.
3. Acceptable locations for parking government vehicles during off-duty travel include:
 - a. Kilauea Field Station.
 - b. Kilauea Military Camp (KMC) – but not after 7:30 pm.
 - c. Hilo Airport.
 - d. Hilo bay front (for visiting Hilo Public Market and downtown businesses).
 - e. Shopping centers and malls.
 - f. Federal, state, and local government offices, including post offices.
 - g. Banks.
 - h. Seek guidance from supervisor for visiting other places.
4. Without special permission, government vehicles should not be driven to the following areas by off-duty interns:
 - a. Other intern houses - except to carpool or carry out necessary errands.
 - b. Hwy 11 north of Wailuku River.
 - c. Hwy 200 (Saddle Rd).
 - d. Hwy 130 past Kea'au.
 - e. Hwy 11 south of Pi'i Mauna (Volcano Golf Course).
5. Time restrictions.
 - a. Government vehicles will not be driven after 10:00 pm except with prior permission.
 - b. Government vehicles will not be allowed at KMC after 7:30 pm.
6. Demeanor.
 - a. Drivers and passengers should conduct themselves professionally at all times entering, departing, or riding in government vehicles.
 - i. Examples of unprofessional behavior include: loud radio, “horse-play” and raucous conduct, behaving as if you are on holiday (carrying a boogie board or mask and snorkel).
7. Enforcement.
 - a. There will be no tolerance of infractions that are related to alcohol (or other illegal substances). Violators will be terminated immediately.
 - b. Evidence of poor driving etiquette or reckless driving will result in suspension of driving privileges and may result in termination from the project.
8. Supervised field trips for education and volunteer service.
 - a. Staff may schedule a limited number of educational field trips during weekdays.
 - i. Mauna Kea summit.

U.S. Geological Survey

P.O. Box 44

Hawai'i National Park, HI 96718

FOR OFFICIAL USE ONLY

DRAFT COPY – NOT AN OFFICIAL POLICY

Health And Safety Manual – Vehicle Use Policy Supplement

U.S. Geological Survey, Kilauea Field Station

- ii. Hakalau Forest National Wildlife Refuge (by arrangement with USFWS).
- iii. Hawaii Volcanoes National Park.
- iv. Pu'u O'o Trail.

*U.S. Geological Survey
P.O. Box 44
Hawai'i National Park, HI 96718*

FOR OFFICIAL USE ONLY