

Issue Date: 04/14/2003

MOTOR POOL OPERATION

I. Purpose

This directive establishes the Department of Homeland Security (DHS) policy regarding use and operations of the DHS Headquarters Motor Pool.

II. Scope

This Directive applies to all DHS Headquarters elements.

III. Authorities

- A. 31 U.S.C. §§1343, 1344, and 1349
- B. 41 CFR Part 102-34

IV. Definitions

Motor Vehicle: Any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers. Military design motor vehicles or vehicles not covered by 41 CFR Part 102-34 are excluded.

V. Responsibilities

The **Under Secretary for Management**, through the DHS Office of Administration, shall be responsible for all aspects of this directive.

VI. Policy & Procedures

A. **Policy**:

1. The following individuals may use a Government vehicle and driver in the performance of their official duties to facilitate necessary local travel:

Secretary

Deputy Secretary

Commandant, United States Coast Guard

Under Secretary for Information Analysis and Infrastructure Protection

Assistant Secretary for Information Analysis

Assistant Secretary for Infrastructure Protection

*Senior Staff as designated by the Under Secretary

Under Secretary for Science and Technology

Assistant Secretary for Science and Technology

Director of the Homeland Security Advanced Research Projects

*Senior Staff as designated by the Under Secretary

Under Secretary for Border and Transportation Security

Assistant Secretary for Border and Transportation Security

*Senior Staff as designated by the Under Secretary

Under Secretary for Emergency Preparedness and Response

Assistant Secretary for Emergency Preparedness and Response

*Senior Staff as designated by the Under Secretary

Under Secretary for Management

Chief Information Officer

Chief Financial Officer

Chief Human Capital Officer

Chief Procurement Officer

Director of Administrative Services

Chief of Staff to the Under Secretary for Management

*Senior Staff as designated by the Under Secretary

General Counsel

*Senior Staff as designated by the General Counsel

Inspector General

*Senior Staff as designated by the Inspector General

Chief of Staff

Deputy Chief of Staff for Policy

Deputy Chief of Staff for Operations

*Senior Staff as designated by the Chief of Staff

Executive Secretary

*Senior Staff as designated by the Executive Secretary

Special Assistant to the Secretary for Private Sector

Special Assistant to the Secretary (4)

Assistant Secretary for Legislative Affairs

*Senior Staff as designated by the Assistant Secretary

Assistant Secretary for Public Affairs

Press Secretary

Director of Communications

Assistant to the Secretary for Military Policy

Director of State & Local Government

Director of the Bureau of Citizenship and Immigration Services

Director of National Capital Region Coordination

Director of International Affairs

Civil Rights Officer and Civil Liberties Officer

Privacy Officer

* As available

2. Motor pool services will be provided within the Washington, DC metropolitan area and to or from Baltimore-Washington and Washington Dulles International Airports.

3. With the exception of the Secretary and the Commandant, United States Coast Guard, transportation to or from an individual's personal residence (home-to-work) is not authorized. Please refer to statute 31 U.S.C. Section 1344 and 41 Code of Federal Regulations Part 102-5.

B. **Procedures:**

1. Persons desiring motor pool service should contact the Motor Pool Dispatcher at (202) 329-9698 to request the desired services and provide the dispatcher with the trip details. These requests should be made, whenever possible, at least 30 minutes prior to departure. Motor pool vehicles are generally sedan type vehicles, accommodating a maximum of four passengers in addition to the driver.

2. Drivers will wait 15 minutes at a specified location for return service, unless the requestor has specified a reasonable timeline for pickup (i.e. within a time frame of up to one hour). If requestors experience a delay in excess of 15 minutes, they must communicate their intentions with the driver and/or motor pool supervisor or make separate arrangements for return service.

3. Passengers are not permitted to smoke and must wear seat belts while in motor pool vehicles.

C. **Questions or Concerns:** Any questions or concerns regarding this directive should be addressed to the DHS Office of Administration.