FORT CARSON
LOGISTICS READINESS CENTER (LRC)

Transportation Motor Pool (TMP) External
Standard Operating Procedures (SOP)

ASO-TRPR-717

27 August 2016
Akima Support Operations
2400 O’Connell Blvd
Building 8000
Fort Carson, CO 80913

W52P1J-14-G-0035
MEMORANDUM FOR ALL Fort Carson LRC Customers

SUBJECT: External Transportation Motor Pool External Standard Operating Procedures (SOP)

1. Enclosed is the Logistics Readiness Center (LRC) External Transportation SOP for your use and reference. This document is intended to facilitate our customer’s transportation requirements and guide customer through the process. Our SOP provides technical information and guidance that effectively supports the customers’ requests and efficiently enhances the overall mission success.

2. This SOP outlines general procedures for customers utilizing the Transportation Department’s logistical support and transport services.

3. We are pleased to have the opportunity to support your transportation needs and look forward to efficiently and effectively servicing your mission requirements.

4. POC is the undersigned at 719-526-8722.

//signed//
Transportation Manager
Akima Support Operations
Logistics Readiness Center
Fort Carson, CO 80913
TABLE OF CONTENTS

1. PURPOSE ..................................................................................................................4
2. APPLICABILITY ..........................................................................................................4
3. REFERENCES ..............................................................................................................4
4. RESPONSIBILITY .......................................................................................................4
5. SERVICES PROVIDED ...............................................................................................5
6. DISPATCH PROCEDURES .........................................................................................5
7. VEHICLE INSPECTIONS .........................................................................................6
8. ROAD CONDITIONS .................................................................................................6
9. OFF LIMIT AREAS ...................................................................................................6
10. OPERATION PROCEDURES ....................................................................................6
11. GENERAL FLEET VEHICLE REQUEST ...............................................................7
12. POD ..........................................................................................................................7
13. NON AVAILABILITY ................................................................................................7
14. DEPLOYMENT / REDEPLOYMENT ..........................................................................7
15. MAINTENANCE PROCEDURES .............................................................................8
16. UNSCHEDULED MAINTENANCE ..........................................................................8
17. WHAT DEADLINES A VEHICLE ..........................................................................8
18. SERVICES DUE .......................................................................................................9
19. TIRE REPLACEMENT ..............................................................................................9
20. EMERGENCY REPORTING .......................................................................................9
21. AFTER DUTY HOURS ............................................................................................10
22. DRIVERS TRAINING LICENSING ..........................................................................10
23. EYE / REACTION TESTING ...................................................................................10
24. LICENSING ............................................................................................................11
25. ACCIDENT AVOIDANCE COURSE .......................................................................12
26. CLASSES ...............................................................................................................12
27. DRIVER EXAMINER COURSE ...............................................................................13
28. FORKLIFT OPERATOR COURSE ..........................................................................13
29. FORKLIFT EXAMINER COURSE ..........................................................................13
30. ADMINISTRATION ................................................................................................13
31. FUEL CARDS ........................................................................................................14
32. HANDRECEIPTS ....................................................................................................14
33. POV STORAGE OPERATIONS .............................................................................14
34. BDE/BN POV SOTRAGE COORDINATOR .........................................................14
35. THE BRIGADE OR BATTALION COMMANDER SHALL ...................................15
36. BDE/BN POV STORAGE COORDINATOR SHALL ..........................................16
37. STORAGE OPERATIONS/LOCATION .................................................................16
38. FUEL REPLENISHMENT ......................................................................................17
POV STORAGE AGREEMENT ...................................................................................18
PRIVATE VEHICLE SHIPPING DOCUMENT ..................................................................19
SHUTTLE BUS ............................................................................................................24
1. **Purpose:** To outline procedures, establish uniformity and guidelines in customer support and services as provided by the Fort Carson Logistics Readiness Center (LRC), Logistics Support Services (LSS) contracted with Akima Support Operations (ASO) Transportation Motor Pool (TMP). This contract provides Transportation Services for the Logistics Readiness Center (LRC) and its customers IAW all applicable Federal and DoD Transportation Regulations.

2. **Applicability:** This SOP applies to all military, government, and civilian customers working within Fort Carson (FCCO) Installation, Area of Operations, and the LRC, IAW AR 5-9, DoD 4500.9-R.

3. **References**

   3.1. Performance Work Statement (PWS): W52P1J-14-G-0035
   3.2. Army Regulation 58-1, (Management Acquisition and use of Administrative Use Motor Vehicles).
   3.4. ASO-QAPR-203 Control of Records

4. **Responsibilities:**

   4.1. Transportation Manager (T/M): Responsible for the efficient, economical movement and distribution of all freight processed through Bldg 749 IAW established contract requirements and regulations. The T/M manages the department staff and the daily workload under the contract requirements for the LRC, ASO Transportation Department.

   4.1.1. Transportation Manager: 719-526-8722
   4.1.2. TMP Supervisor: 719-526-8093
   4.1.3. POV Storage Coordinator: 719-526-5579
   4.1.4. FAX: 719-526-4069

   4.2. Contracting Officer: The Contracting Officer is the approval authority for work requirements outside the scope of the contract. The initial point of contact for questions regarding contract scope is the Contracting Officer’s Representative.

   4.3. Supported Customers: Forward transportation request for services to the various functional (service) areas of Transportation for review, guidance, acceptance and mission execution. All customers will be provided verbal guidance when discrepancies are identified and provide additional freight shipment requirement guidance to ensure customers are in compliance and shipment request packets are completed to standard.

5. **Services Provided**

   5.1. The TMP provides the following services Dispatch, Maintenance, Shuttle and Drivers Training. Transportation Motor Pool hours of operation are from 0730 to 1600, Monday through Friday, except Federal Holidays. Dispatching hours 0730-1500 Mon-Fri, Eye Reaction & Licensing Mon thru Thur 0800-1500, No Licensing or Eye Exams on Fridays.
5.2. A lunch break is established between 1200–1230 hours, but is subject to man-power, critical operational and customer support work flow. There are two 15 minute breaks each day, once in the morning and one in the afternoon (Section Lead responsibility). All other hours of operation are subject to change as directed by the LRC (COR), Installation Transportation Officer (ITO), or ASO Project Manager (PM) based on mission requirements and work load.

5.3. All services are closed for lunch 1200-1230 Monday thru Friday.

   5.3.1. Dispatch: (719) 526-1651
   5.3.2. Accounting/Maintenance (719) 526-6939
   5.3.3. Eye / Reaction Testing: (719) 526-3071
   5.3.4. Drivers Training & Licensing: (719) 526-5534
   5.3.5. TMP Supervisor: (719) 526-8093

6. **Dispatch Procedures**

   6.1. Vehicles are for *Official Use Only* and will be used in that capacity. **E-470 travel is not authorized.** Legal restrictions on the use of Government -owned vehicles are set forth in Army Regulation 58-1.

   6.2. Dispatcher will check and verify that the appropriate license for the vehicle being driven is presented prior to dispatching a vehicle.

   6.3. Vehicles on recurring dispatch must be re-dispatched no later than the 10th day of the month.

   6.4. For civilian activities list the individual's first line supervisor phone number on dispatch.

   6.5. Soldiers in the grade of Specialist and below are not authorized to dispatch a vehicle, unless there is a Vehicle Commander, Corporal or above present. The exception to this policy is if the soldiers OF 346, is annotated as a "Authorized Single Driver" and verified by signature of an 05 or above on the soldiers OF 346. There are no exceptions to this policy.

   6.6. There is only one driver per dispatch allowed, this pertains to recurring and non-recurring dispatches.

7. **Vehicle Inspections**

   7.1. Vehicle operators must perform a before operations inspection utilizing the TMP Vehicle Inspection Checklist prior to dispatch.

   7.1.1. At this time ensure that you annotate all damage and deficiencies. If damage is not notated and is found at turn in, unit will be held liable.

   7.2. **All vehicles returning from dispatch will be inspected for the following***

   7.2.1. Completed dispatch with mileage posted.
7.2.2. Vehicle logbook, keys and assigned credit card/VIL key.

7.2.3. Full fuel tank (credit card receipts if VIL key was not used)

7.2.4. Internal and external cleanliness, Car wash receipts

7.2.5. Vehicle damage. (Any damage received during utilization will be billed back to unit)

7.2.6. Completed TMP Vehicle Inspection Checklist, during and after operations.

8. **Road Conditions**

8.1. The Dispatcher will post road conditions and will enforce all dispatch operations in accordance with FC reg 525-2-5 and Fort Carson Severe Weather SOP.

8.2. Road condition RED.

8.2.1. The approval of a major subordinate unit commander or the GC is required for off post dispatching of all government vehicles when road condition RED is in effect.

8.2.2. Battalion/squadron executive officers or higher must authorize on post dispatches for military vehicles not engaged in services specified in this sub-paragraph.


9. **Off Limit Areas:** Off limit areas for GSA vehicles (Administrative and Buses) Agony Hill, Routes 2,4,6,7,7A,8,9,10,10A, 7/11 bypass,12,13,14,15,15A Range Control will assist enforcing these off limit areas.

10. **Operations Procedures**

10.1. Vehicle Requests

10.1.1. All requests for General Fleet dispatch vehicles must be approved by the BDE Transportation Coordinator (TC) and submitted to TMP Supervisor. The BDE TC will be responsible for the following.

10.1.1.1. Become familiar with DoD 4500.36-R (Management, Acquisition, and Use of Motor Vehicles), AR 58-1 (Management, Acquisition, and Use of Motor Vehicles), and this SOP.
10.1.1.2. Will be the primary point of contact (POC) for all requests regarding transportation from the TMP.

10.1.1.3. Review and approve all requests for TMP support received from subordinate organizations prior to submission to the TMP.

10.1.1.4. Ensure vehicles are used for “OFFICIAL PURPOSE” only.

10.1.1.5. Ensure only licensed drivers operate assigned NTV’s.

10.2. When vehicle support requests surpass the available assets, TMP Supervisor will follow a list of priorities.

10.2.1. Troop movements in support of deployments and redeployments.
10.2.2. Troop movements for training (e.g., movement to and from the field).
10.2.3. Training requirements for other than field training (e.g., parades, etc.).
10.2.4. The following are subject to availability and 4ID, G4 or GC approval:
   10.2.4.1. Movement of official visitors for command-sponsored events and activities.
   10.2.4.2. Command-sponsored Chaplain’s and Morale, Welfare, and Recreation programs.
   10.2.4.3. Installation-sponsored community relations activities.
   10.2.4.4. Dependent orientation, youth activities, and scouting programs.

11. General Fleet vehicle requests should be submitted at least 15 days out at minimum.

12. POD: Requests for Off Post dispatches that exceed the one hundred (100) miles, one-way Permissible Operating Distance (POD) policy, must be approved by the MTO. This includes both recurring and non recurring dispatch vehicles.

13. Non-Availability: When available assets have been exhausted or type vehicle requested is not in the general fleet, Statements of Non-Availability, will be provided.

14. Deployment / Redeployment

14.1. Bus support for deployment / redeployment are priority missions. Buses may be recalled or reduced from other requirements to support these movements. Bus support is coordinated with the POC indicated on the H-Hour received from movements. All coordination needs to be submitted to the TMP Supervisor.

14.2. Transportation Coordinators: Trans Coordinators need to submit their appointment memorandum to TMP Superviosr. Coordinators are appointed at BDE level.

15. Maintenance Procedures

15.1. Accident / Incident
15.1.1. If your TMP has been in an accident, call PMO (if on post), or police (if off post) and immediately notify TMP. Phone numbers to contact TMP are listed on the bottom of the vehicle dispatch form.

15.1.2. Begin filling out the SF-91, (Motor Vehicle Accident Report), this is located in the vehicle log book. Make sure to fill this form out completely. If it is an accident involving another vehicle, all of vehicle number 2’s information needs to be completed.

15.1.3. **DO NOT give the SF-91 to PMO or the police, the completed original and signed SF-91 needs to be turned into TMP maintenance section within 48 hours.**

15.1.4. If the vehicle operator is injured and unable to complete the reports, his or her supervisor shall complete the required forms and make the necessary notifications of the accident.

16. Unscheduled Maintenance

16.1. Unscheduled maintenance actions are those identified by Operators, Dispatchers, or Maintenance Personnel during routine operations and inspections and will cause vehicle to need unscheduled maintenance.

17. What deadlines a vehicle

17.1. Broken glass

17.2. Check engine light

17.3. Exhaust leaks

17.4. Any messages other than oil change soon light

17.5. Any damage done to the body or undercarriage

17.6. Alignment issues

17.7. Seatbelt inoperable

17.8. External vehicle lights inoperable.

17.9. There can be other problems that will deadline a vehicle. The maintenance section will be able to tell you if a certain problem will deadline the vehicle. All situations are different.

18. Services Due: The TMP maintenance section will contact you when a service is due. *

18.1. If you have an oil change soon message on, please call the maintenance section for guidance.
18.2. DOT inspections are annually, you will receive notification from the maintenance department when this is due.

18.3. You will be notified when your vehicle is due for emissions testing.

18.4. TMP is notified by the manufacturer of any recall, by GSA. Upon receipt of any recall TMP will notify Customers as soon as possible to coordinate the recall action.

19. **Tire replacement**

19.1. If you have a flat tire, you need to change out the flat tire with the spare and report to TMP.

19.2. If you have an oversized vehicle that does not have a spare tire, contact TMP maintenance and they will arrange for a mobile repair service to come out and change the tire.

20. **Emergency Reporting**

20.1. The TMP Maintenance Section will take every necessary action to recover a disabled vehicle from the location of breakdown to the TMP or directly to an authorized vendor repair facility. The following phone numbers are posted in every assigned vehicle logbook to assist customers:

20.2. LOCAL (Fort Carson/Colorado Springs)

20.3. Normal Duty Hours (Mon-Fri) 0730-1600 hrs.

20.4. Maintenance (719) 526-6939

20.5. TMP Supervisor (719) 526-8093

21. **After Duty Hours (Evenings, Weekends and Holidays)**

21.1. Maintenance/Accident Reporting: (719)-201-9715, or (719) 985-9220

21.2. When an emergency maintenance assistance request is called in to TMP from a customer the following information must be given to the maintenance representative.

   21.2.1. TMP number, model, and classification (i.e. Army or GSA) of the disabled vehicle.
   21.2.2. Specific nature of vehicle problem or deficiency.
   21.2.3. Mileage on the vehicle. (Determines warranty action)
   21.2.4. Vehicle location. (Building number, street, etc.)

21.2.5. Name, Unit, and phone number.

22. **Drivers Training Licensing & Class Procedures**
22.1. The DTLS provides Physical Evaluations (eye examinations, brake reaction testing), TMP assigned administrative use vehicle operator training, and Military, DA Civillian, operator vehicle licensing. All testing procedures and standards are IAW AR 40-501, AR 600-55, and AR 611-5. The DTTLS also instructs the following: Drivers Examiners Course, Bus Driver Course, Forklift Operator Course, Forklift Examiner Course and provides Accident Avoidance training.

23. **Eye / Reaction Testing**

23.1. DTTLS provides Physical Evaluations for all assigned units, directorates and tenant activities on Fort Carson as well as intraservice support organizations. Physical evaluations & Licensing are conducted on a walk-in basis Mon thru Thur 0800-1500.

23.2. All individuals requiring a physical evaluation will fill out the name, unit, and date blocks of both the eye test worksheet and the testing memorandum. A reaction and eye evaluation will be performed.

23.3. Individuals requiring glasses will utilize them when testing and both forms will be stamped accordingly.

23.4. Individuals will be briefed for fast (0-0.4 sec.) or slow (0.5-0.6 sec.) reaction time and the briefing annotated on the memorandum and worksheet.

23.5. Individuals who have no depth or color perception will be briefed on the abnormal condition and returned to their unit for additional training. Forms will be annotated.

23.6. Individuals who do not meet the standards for the eye and reaction evaluation will be referred to the appropriate medical authority. The following testing results require such a referral:

23.6.1. Reaction time of greater than 0.60 seconds.

23.6.2. Peripheral vision of less than 75 degrees.

23.6.3. Visual Acuity of less than correctable 20/40 in at least one eye.

24. **Licensing**

24.1. All individuals requesting licensing by the DTTLS will be given the Licensing questionnaire Worksheet to complete. The individual requesting licensing must complete all questions. Once the questionnaire is complete the individuals first line supervisor must review all information, ensure types of equipment to operate is correct, print his/her name, read statement of responsibility, and sign worksheet. The Licensing Questionnaire Worksheet will constitute the following requirements:

24.1.1. Records Review.

24.1.2. Interview.

24.1.3. Authorization to operate specified equipment.

24.1.4. Completion of Local Laws and Regulations Training.
24.2. Contractors will not be mandated the issuance of military licenses. Due to the high volume of paperwork maintained by the DTTLS only complete licensing packets will be accepted. Individuals not providing all required documentation for licensing will be asked to keep their paperwork until all information can be provided.

24.3. Individuals requesting licensing must have current Accident Avoidance Training and Current physical evaluation documentation. A copy of a valid civilian operator permit must be provided. For Civilian employees the civilian operators permit must be from the state in which hired and/or working (i.e. Civilians hired and working on Fort Carson must have a Colorado operators permit). Civilian employees must also have the equivalent civilian license for the equipment being operated (i.e. Class A, B, or C with appropriate endorsements for CDL requirements.

24.4. Individual must provide verifiable official documentation (DA Form 348, 348-1-R, or Certificates of Training) for all training, testing, and qualifications conducted by other than Fort Carson Drivers Testing. It is a requirement to have Annual Refresher training annotated on your license.

24.5. Prior to accepting a licensing packet all entries will be verified being complete, correct, and all documentation present. A complete licensing packet consists of:

24.5.1. Completed Licensing Questionnaire Worksheet.
24.5.2. Contact phone number.
24.5.3. Copy of civilian Operators Permit.
24.5.5. Proof of current AAC Training.
24.5.6. Any additional verifiable supporting documentation.

24.6. Military (OF 346) licenses issued by the DTTLS will expire on whichever occurs first:

24.6.1. Civilian Operators Permit expires.
24.6.2. Physical evaluation 4 years from the date taken.
24.6.3. AAC training 4 years from the date taken.

24.7. Suspensions and revocations will be handled by IAW AR 600-55. It is the supervisors responsibility to inform the DTTLS of any of the following actions:

24.7.1. Supervisors not conducting Annual Evaluations
24.7.2. Operator involved in an Accident or Incident.
24.7.3. Operator’s Civilian Operators Permit suspended or revoked.

25. Accident Avoidance Course

25.1. No testing is conducted for this class. You will need to print out the documentation stating the AAC Online Course was completed. Individuals will have entries made on the DA Form 348 as necessary for permit issuance or renewal.
26. Classes

26.1. **Bus Course:**

26.1.1. Classes are usually given twice per month and are one week in length. Class times are Monday – Thursdays 0800 hrs -1600hrs. Fridays 0730 hrs until completion of individual testing. Bus driver Course prerequisites are:

26.1.2. Must be at least 21 years of age at the beginning of the course.

26.1.3. Must have driving experience of large vehicles (5ton or greater)

26.1.4. All ranks can enroll, however, anyone under the rank of Corporal is required to have an Authorized Single Operator annotated on their Military Operator License and it must be signed by 05 or 06 Commander.

26.1.5. Must have a valid Military License with a current AAC (Accident Avoidance Course) listed on the license.

26.1.6. Must have a current States Driver License. If the license is expired, make sure that the state has an Active Military Extension in place.

27. **Driver Examiner Course**

27.1. Classes are usually given once per month and are one week in length. Class times are Monday – Thursday 0800 hrs. -1600 hrs. and Friday 0800 hrs. – until completion of individual testing. Driver Examiner prerequisites are:

27.1.1. Must be E-5 and above

27.1.2. Have at least one year retainability within the unit

27.1.3. Must have signed memo stating that individual has completed the hands on portion of NVD training.

28. **Forklift Operator Course**

28.1. Classes are usually given twice per month. The length of the class is 4 hours of academic training from 0800 hrs – 1200 hrs.

28.2. Forklift Operator prerequisites are:

28.2.1. Open to all ranks

28.2.2. Must have a working forklift available with a week of the class start date to complete the “hands-on” portion.

28.2.3. Must have a valid military operators license to complete the “hands-on” evaluation.

28.2.4. If on one training is required, the unit or section can request that on be performed along with the hands-on evaluation.

29. **Forklift Examiner Course**

29.1. Classes are usually given once per month. The length of the class is 4 hours of academic training from 0800 hrs. -1200 hrs.
29.2. Forklift Examiner prerequisites are:

29.2.1. Must have completed the Driver Examiner Course; must be E5 or above
29.2.2. Must have completed the Forklift Operator Course and the hands-on evaluation prior to enrolling in the course.

30. Administration

30.1. Permanent Assignment

30.2. All request for permanently assigned vehicles must be routed through the LRC/ITO and approved. Approved request will be substantiated with a justification letter on filed with the Transportation Motor Pool (TMP).

31. Fuel Cards
31.1. All GSA vehicles come with a WEX Credit Card. They will also have a VIL Key (if they are diesel or E85). If either the credit card or VIL key are damaged, immediately contact the TMP so procedures can be put into place for replacement.

31.2. If a credit card or VIL key is lost, you will need to complete a Sworn Statement and turn it into the TMP.

32. Hand receipts

32.1. Hand receipts are updated annually. If you are a hand receipts holder and you are PCS in or Deploying, please come to the TMP with your replacement so that the vehicle hand receipts can be transferred to the new holder.

33. POV Storage Operations

33.1. Unit Commanders shall coordinate with the Installation Transportation Office (ITO) for use of Fort Carson’s Installation POV storage lot or direct the use of the unit’s respective motor pool on the installation. Regardless of site, the procedures in this SOP are applicable.

33.2. If use of the Installation POV storage lot is selected, the unit shall contact the ITO located in Building 330, Chiles Ave (526-9083 or 526-2455 or 6137) to arrange in/out processing of POVs. Soldiers shall identify the requirement for POV storage to their

34. BDE/BN POV Storage Coordinator:

34.1. Each single Soldier deploying for more than 90 days in support of OCO is entitled to storage of one POV.

34.2. Dual military married Soldiers may store one POV each. If a spouse need to turn in both POVs, a properly executed special or general Power of Attorney will be required for the second vehicle per DA.
Personnel Policy Guidance, Chpt 4. Geographical bachelors are not entitled to POV storage. These are married soldiers not accompanied by family member and are living in the barracks.

34.3. POV will consist of cars, trucks, SUVs and vans, NO trailers, boats, RVs, ATVs or Snowmobiles will be stored. Motorcycles are stored through the Joint Personal Property Shipping Office, (JPPSO), Bldg 1012 and is crated as personal property.

34.4. The POV must be clean and fully operational for acceptance into the Installation POV storage lot or unit motor pool. The government will not provide fuel for POVs or mechanical repairs of vehicles. Vehicles will not be towed or moved on a trailer into the storage lot or motor pool.

34.5. The following conditions will be cause for rejection of a POV:

34.5.1. Vehicle is excessively dirty which prevents a thorough joint inspection and annotation of the vehicle damage/deficiencies. If weather don’t allow washing of the vehicles, inspection sheet will be annotated.

34.5.2. Vehicle fails to start and/or stay running.
34.5.3. Vehicle is leaking fluids and represents an environmental risk.
34.5.4. Vehicle contains less than 1/4 tank of fuel.
34.5.5. In addition to the deployment orders, the vehicles owner/authorized agent shall provide the following documents upon arriving the motor pool for in-processing the POV:

34.5.5.1. A Government issued ID; driver’s license or military I.D.
34.5.5.2. Proof of ownership, such as current registration or title for vehicle.
34.5.5.3. A valid Power of Attorney if vehicle is being turned in for storage by other than the owner.
34.5.5.4. A folder should be prepared and maintained on each POV stored.
34.5.5.5. Keys shall be kept either within the folder or referenced with a key box number if stored separately.
34.5.5.6. Folders containing sensitive information shall be kept IAW Privacy Act regulations.
34.5.5.7. Keys shall be secured with limited accessibility.

34.6. The following documentation should be maintained within each folder:

34.6.1. Copy of DD Form 788 detailing discrepancies on vehicle on date of inspection, signed and dated by Government/Unit representative and Soldier
34.6.2. Copy of signed Storage Agreement (Appendix A)
34.6.3. If required, copy of valid Power of Attorney
34.6.4. Keys to the vehicle or location of keys if stored separately.

35. The Brigade or Battalion Commander shall:

35.1. Determine in which location to store POVs - Installation POV storage lot or unit motor pool
35.2. Appoint a BDE/BN POV Storage Coordinator.

35.3. Ensure compliance with all provisions of this TRPR by their personnel.

36. **BDE/BN POV Storage Coordinator shall:**

36.1. Coordinate with the LRC Transportation POC to request guidance or training concerning the requirements of this SOP and if the Installation POV Storage lot is the selected location, conduct all future coordination with eligible Soldiers and the LRC staff.

36.2. Ensure entitlement of Soldier(s) requesting POV storage.

36.3. Coordinate appointments for POV storage in-processing/out-processing with Soldiers and LRC and ensure Soldiers are notified of appointment date/time.

36.4. Ensure Soldier(s) have appropriate documents described in paragraph 7.8 above.

36.5. BDE/BN POV Storage coordinators shall accomplish duties in paragraph 7.9 above if unit has elected to store in their unit motor pool. LRC staff will accomplish duties and retain folders/keys if the Installation POV Storage lot is selected.

36.6. Ensure authorized agents turning in POVs for absent vehicle owners have a properly executed Power of Attorney for vehicle storage and vehicle care.

36.7. Coordinate with the casualty office and LRC for the removal of a POV from the installation POV Storage lot/motor pool in the event of a casualty (Blue Bark).

36.8. Vehicles that are damaged while in possession of Government/unit personnel will require Soldier to file a claim through JAG and a statement will be provided by the storage coordinator with date and approximate time of the incident causing the damage.

37. **Storage Operations / Location**

37.1. Storage will be located at the Installation Transportation Motor Pool, located at Bldg. 749 on Specker Ave. behind Envision warehouse. Storage number for information or scheduling is 719-526-5579, hours are 7:30 to 3:30 pm, Mon-Fri.

37.2. Soldiers being dropped off for POV pickup CANNOT be driven past chain link fence with posted sign “NO POV AUTHORIZED”. Soldiers may “walk in” fenced area.

37.3. Storage is outside and no maintenance will be performed on any vehicle at any time.
37.4. Transportation personnel and/or Unit provided detail will conduct inspection with the vehicle owner/agent utilizing DD Form 788 or 788-1. Custody of vehicles/keys will remain with the Transportation Office.

37.5. All turn-in and issues with be by appointment only, no walk-ins accepted – site is not permanently manned.

37.6. Owners are encouraged to remove all “soft items”, to include clothing, bedding, paperwork, etc. from the vehicles and to clean the inside of the vehicles to remove all food particles that could attract mice. Cotton balls saturated with peppermint oil will be placed in each vehicle to further deter entry by mice. If a soldier has an aversion to peppermint, they may decline the peppermint cotton balls.

37.7. POVs consist of cars, trucks, SUVs and vans. No trailers, boats, RVs, ATVs, snowmobiles, etc. will be stored. Motorcycles are stored through the Joint Personal Property Shipping Office (JPPSO), Bldg. 1220 @ 719-526-1160, and are crated as personal property.

37.8. When storing the vehicle, vehicle owners will present to the inspector a valid I.D. and current registration or other proof of ownership. Vehicles will not be accepted without these documents.

37.9. Vehicles will only be accepted from the rightful owners or persons having a valid Power of Attorney for the rightful owner authorizing them to store the vehicle.

37.10. Appointments for out-processing will be made following the same scheduling procedures. Vehicles owner will present a valid I.D. and their copy of the DD Form 788 inspection sheet. If the vehicles owner does not have their copy of the DD Form 788, the original inspection sheet from the ITO’s file will be utilized. Anyone picking up a vehicle other than the rightful owner will need to present a valid Power of Attorney.

37.11. All forms and required documentation will be provided by the ITO.

37.12. Claims for vehicles damage will be settle with the JAG Office.

37.13. ITO will have a jumper cable, a jumper vehicles, small tools and an air compressor for tires to facilitate return of vehicles in an operational condition.

38. Fuel Replenishment: ITO will not be responsible for fueling any vehicles, customers must bring their own container and fuel if their vehicle has no fuel at the time of re-issue.
POV STORAGE AGREEMENT

1. The following form is to be completed and signed by the POV owner. This statement ensures that the Soldier understands their responsibilities for temporary storage of their POV.

2. POV owner’s responsibilities:
   a. Become familiar with the SOP for Vehicle Storage.
   b. Remove personal / pilferable items from POV.
   c. Have a valid state registration and license plates, valid state driver's license, and a valid power-of-attorney (if owner wants someone else to turn-in or retrieve POV) on-hand during inspection.
   d. Conduct a joint-inspection with the LRC/unit designated POV processor.
   e. Sign the POV Storage Agreement.
   f. Complete DD Form 788 series with POV storage processor to annotate all damages and record their location on the POV.
   g. Provide a complete set of keys to POV processor.
   h. Must present valid driver’s license or military I.D. and proof of ownership/power-of-attorney signed by owner to retrieve POV.
   i. Any mechanical deficiencies, such as batteries that will not hold a charge or tires that will not hold air shall be the responsibility of the vehicle owner to replace/repair.
   j. Receive a completed copy of DD Form 788 from the POV processor. This copy serves as a receipt for turn-in of POV.

3. I have read, understand, and comply with the instructions as stated above.

__________________________________________      _______________________
                     (signature)                        (date)

________________________________
                     (print rank and full name)
## Private Vehicle Shipping Document for Van

### Front View
- **Vin**: (Blank)
- **Model**: (Blank)
- **Year of Manufacture**: (Blank)
- **Color**: (Blank)
- **Date of Construction**: (Blank)
- **Type of Use**: (Blank)

### Left Side
- **Engine**: (Blank)
- **Fuel Type**: (Blank)
- **Exterior**: (Blank)
- **Interior**: (Blank)

### Right Side
- **Engine**: (Blank)
- **Fuel Type**: (Blank)
- **Exterior**: (Blank)
- **Interior**: (Blank)

### Interior Condition
- **Dashboard**: (Blank)
- **Front Seats**: (Blank)
- **Rear Seats**: (Blank)
- **Door Trim**: (Blank)
- **Floor Area**: (Blank)

### Exterior Condition
- **Front**: (Blank)
- **Rear**: (Blank)
- **Side**: (Blank)
- **Tires**: (Blank)

### Additional Accessory
- **Add-on Fuel**: (Blank)
- **Connection/Connect**: (Blank)
- **Other**: (Blank)

### Processing Service
- **Tag**: (Blank)

---

**Note:** Document is Uncontrolled when Printed – May not be Current
SHUTTLE BUS


1.1. Estimated Wait. It is the goal of the shuttle service to ensure no potential rider waits any longer than 12 minutes before a shuttle arrives at any stop.

1.2. Operating Time. Drivers will report to duty NLT 0730 and end their day NLT 2000.

2. The following outlines each routes operating time:

2.1. **Green Route**: 1 x Vans = Mon-Fri 0800-1530 (Driving time)

2.2. **Green Route**: 1 x Van = Mon-Fri 1200-1930 (Driving time)

2.3. **Blue Route**: 1 x Van = Mon-Fri 0800-1530 (Driving time)

2.4. **Blue Route**: 1 x Van = Mon-Fri 1200-1930 (Driving time)

2.5. **Red Route**: 2 x Van = Mon-Fri 0800-1530, (Driving time)

2.6. **Red Route**: 2 x Vans = Mon-Fri 1200-1930 (Driving time)

2.7. **Red, Blue** and **Green Routes**: 2 x Vans = Sat & Sun 0800-1530 (Driving time)

2.8. Holidays.

2.8.1. **Training Holidays/ DONSAs**: Normal service.

2.8.2. **Holidays**: Federal Holidays service will be suspended.

2.9. **Inclement Weather**: Shuttle service will cease when road conditions on Fort Carson are classified as RED status. Early or Late Starts/Finishes. The shuttle service will begin and end at the designated times. Early or late starts/finishes will not be permitted unless dictated otherwise by the TMP Supervisor.


3.1. Operating Vehicles:

3.2. **Speed**: Drivers will drive the legally posted speed limit or below. At no time will drivers exceed the posted speed limit for any reason. In the event that it is undetermined what the current speed limit is, drivers will reduce to their vehicle to 25 mph until the appropriate speed limit is identified.

3.3. **Vehicle Distance**: Drivers will maintain a distance of one full car lengths (@ 4 seconds) behind the vehicle when coming to full stops. Drivers will maintain two full car lengths (@ 6-8 seconds) behind the vehicle to the front while moving during inclement weather. There is no exception to this policy.

3.4. **Vehicle Head lights and Turn Signals**: Drivers will operate vans with the running lights on at all times. Turn signals will be used for any movement that changes the course of the vehicle.

3.5. **Coming to Stops**.

3.6. Prior to stopping drivers will initiate their four way flashers in advance to warn drivers behind them of their impending stop.
3.7. It is the driver’s responsibility that all passengers are picked up in a safe manner. Passengers should enter the vehicle to the right of the vehicle. Passengers should not be required to traverse traffic to get to the van.

3.8. If riders are not present at designated stop, drivers may continue on to the next stop. The exception to this is, drivers will pause for 2-3 minutes at the designated stops for the PX, commissary, and both the east and west entrances of EVAN hospital.

Drivers must report all accidents/incidents, inappropriate or unsafe behavior to the Dispatch office @ 719-526-1651 and / or the TMP Supervisor @ 719-526-8093.