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Transportation



**MILITARY TAXI SERVICE AND OFF-BASE
MOTOR VEHICLE TRANSPORTATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements, AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, Air Force Joint Manual (AFJMAN) 24-306, *Manual for the Wheeled Vehicle Driver*, and Air Force Instruction (AFI) 24-307, *Procedures for Vehicle Maintenance Management*. It also outlines procedures and responsibilities for control and utilization of on-base military taxi service and requests for off-base motor vehicle transportation. It is applicable to all taxi users and base assigned personnel requesting on or off-base transportation.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Reference. AFI 24-301, *Vehicle Operations Management and Use of Motor Vehicles*.

2. Procedures.

2.1. Taxi Service:

2.1.1. Personnel requesting taxi service are required to furnish the dispatcher with name, grade, and phone number of user, building numbers of pick up points and destination, purpose of trip, and time service is desired. Requests should be made no earlier than 15 minutes prior to time required. Only those personnel conducting official business are authorized taxi service. No off-base requests will be accepted by the taxi dispatcher.

2.1.2. A taxi dispatched to a pick up point will not wait longer than five minutes after arrival, unless taxi is being loaded or unloaded. The maximum waiting time after passenger pick up will be 10 minutes. When a taxi is not used within five minutes, the operator will call the taxi dispatcher to report the delay. The dispatcher will annotate the request and assign the taxi to another request. Requesters who fail to show up will have to place another taxi request. The supervisor on

duty may extend the waiting time if considered advisable. A taxi will not be dispatched to a customer longer than 30 minutes except, in unusual circumstances.

2.2. Off-Base and DV Transportation:

2.2.1. Colonels and above requesting transportation on or off-base will be referred to the Protocol Office which will coordinate requirements with Vehicle Operations.

2.2.2. Transportation requests in support of invitational travel orders will be furnished upon request.

2.2.2.1. Government owned or hired vehicles will not be used to provide transportation if justification is based wholly or in part on custom, rank, prestige, or personal convenience.

2.2.2.2. Government transportation will not be provided for dependents or non DoD Civilians unless in an official status or on official orders.

2.2.3. TDY personnel:

2.2.3.1. Are required to use commercial transportation for travel to and from airports.

2.2.3.2. Groups of seven or more people will be furnished transportation when travel is mission essential. Transporting less than seven people is not cost effective.

2.2.4. When motor vehicle transportation is essential to the performance of official business, the following methods must be considered in the order shown:

2.2.4.1. During normal duty hours:

2.2.4.1.1. Scheduled public transportation.

2.2.4.1.2. DOD motor vehicle (includes taxi service).

2.2.4.1.3. Voluntary use of a POV on reimbursable basis.

2.2.4.2. Before or after normal duty hours:

2.2.4.2.1. Scheduled public transportation.

2.2.4.2.2. Voluntary use of POV on reimbursable basis.

2.2.4.2.3. Commercial taxicab on reimbursable basis.

2.2.4.2.4. DOD motor vehicle.

2.2.5. Personnel traveling on TDY orders authorizing government transportation will be required to furnish a copy of those orders to the driver when transportation is provided.

2.2.6. Off-base transportation for TDY personnel will normally be furnished from within individual unit resources. Units without resources may request support from Vehicle Operations. Trips will normally be confined to the permissible operating distance, except in unusual circumstances, and then only with approval from the Chief of Transportation. All off-base trips must be documented on AF Form 1380, **Record of Off-Base Mileage**, as cited in current AF Instruction.

2.3. Aircrew Transportation and TDY Personnel:

2.3.1. All requests for aircrew transportation will be referred to the aircrew transport dispatcher.

2.3.2. Transportation for TDY personnel to and from the Travis air terminal and transit quarters will be furnished for larger groups. However, this type of transportation is normally referred to commercial taxi for small groups and individuals.

3. Terms Explained.

- 3.1. Taxi Vehicles. Vehicles assigned to the Vehicle Operations taxi dispatch system.
- 3.2. Response Time. The elapsed time between the call for service and the arrival of the taxi vehicle at the requested pick up point.
- 3.3. Taxi Dispatcher. The individual designated to receive taxi requests and dispatch taxi vehicles, also, maintains status boards and effects coordination with other dispatch functions.
- 3.4. Areas of Operation. Standby points where taxi vehicles will await instructions for assignments to minimize unproductive mileage. Service restricted to on-base use only.

4. Adopted Form. AF Form 1380, Record of Off-Base Mileage.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*

AFI 24-301, *Vehicle Operations Management and Use of Motor Vehicles*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFI 24-307, *Procedures for Vehicle Maintenance Management*