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DOE-HDBK-7251-2016
September 2016

DOE HANDBOOK

FLEET MANAGEMENT



U.S. Department of Energy
Washington, D.C. 20585

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FOREWORD

This DOE Handbook is approved for use by all DOE Components and their contractors. The purpose of this Handbook is to provide information, procedures, methods and practices that may be used in the life cycle management of motor vehicles, motor equipment and watercraft assigned to the Department of Energy (DOE) Fleet.

ACKNOWLEDGEMENTS

This DOE Handbook was prepared under the sponsorship of the DOE Office of Asset Management (MA-50). The sponsor is responsible for coordinating the development and /or review of this Handbook by Fleet Management subject matter experts to ensure that the technical content is accurate, consistent with applicable regulations and adequate for Department-wide application. The sponsor wishes to acknowledge the following individuals who contributed in the development of this document:

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ACRONYMS

AFV	Alternative Fuel Vehicle
CAM	Customer Acquisition Module
CFR	Code of Federal Regulations
CNG	Compressed Natural Gas
DMEFM	Departmental Motor Equipment Fleet Manager
EPAct	Energy Policy Act
FAST	Federal Automotive Statistical Tool
FedFMS	Federal Fleet Management System
FMR	Federal Management Regulation
FMVRS	Federal Motor Vehicle Registration System
FY	Fiscal Year
GSA	General Services Administration
GVWR	Gross Vehicle Weight Rating
HFO	Head of Field Organization
LE	Law Enforcement
LSEV	Low Speed Electric Vehicle
LSV	Low Speed Vehicle
MEFM	Motor Equipment Fleet Manager
OMEFM	Organizational Motor Equipment Fleet Manager
PA	Property Administrator
PHEV	Plug-In Hybrid Electric Vehicle
SF	Standard Form
UNICOR	Federal Prison Industries, Inc.
USC	United States Code
ZEV	Zero Emission Vehicle

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1. GENERAL

1.1. Overview

This Handbook addresses the life cycle management of motor vehicles (including passenger, special purpose, experimental, law enforcement), motor equipment and watercraft.

1.2. Guiding Principles

1.2.1. The accomplishment of official business is the sole reason for operating a Government-owned, leased or rented motor vehicle.

1.2.2. The acquisition and retention of motor equipment items should be limited to the minimum number required to meet program requirements and achieve the most efficiency.

1.2.3. Controls and practices should be established to achieve the most practical and economical utilization of motor equipment.

1.2.4. Alternatively fueled vehicles (AFVs) and electric vehicles should be used, wherever feasible, to further the goal of fuel economy. Alternative fuel should be used to the maximum extent possible.

1.2.5. The smallest most fuel efficient vehicle should be utilized to accomplish but not compromise DOE missions.

1.2.6. Motor equipment should be operated in such a manner as to achieve maximum energy conservation benefits.

1.2.7. Accurate and consistent vehicle data should be maintained to satisfy internal and external reporting requirements in a timely manner.

1.3. Use of Alternative Fuels, Re-refined Lubricants, and Recycled Products

When possible, DOE organizations and contractors should use biodiesel blends in diesel vehicles, alternative fuels in alternative fuel vehicles, re-refined lubricating oils meeting manufacturer's performance standards, and retread tires and tires with recycled content when they are reasonably available, are cost effective and meet performance standards.

1.4. Focus on Mission and Fleet Sustainability

The overarching emphasis should be mission; compliance with Federal Sustainability Requirements can be achieved without sacrificing mission. Executive Order (E.O.) 13693, Planning for Federal Sustainability in the Next Decade, which builds on and expands the energy reduction and environmental requirements of E.O. 13423, E.O. 13514, and the 2011 Presidential Memorandum on Fleet Performance (all revoked by E.O. 13693) by establishing fleet-wide greenhouse gas reduction targets for Federal Fleets, allows limited exemption authority in order to preserve specific mission-essential capabilities of Federal Fleet components.

2. MOTOR VEHICLE ACQUISITION

2.1. General

E.O. 13693 requires the Chief Sustainability Officer (CSO), or his designated delegate, to review and approve all motor vehicle acquisitions.

2.1.1. GSA-Leased Vehicles. Before initiating action to obtain additional vehicles, replace an existing vehicle, or to renew an existing lease, a considerable amount of planning is necessary to ensure compliance with applicable laws, Executives Orders, Government-wide regulations, and agency policies and procedures. General Services Administration (GSA) fleet vehicles are replaced based upon GSA's established replacement criteria (Appendix B). DOE organization's budget submissions should include funding requirements for the number of motor vehicles they propose to obtain during the fiscal year. The proposed methods are identified as either:

- a. Additions to the motor vehicle fleet, or
- b. Replacement vehicles.

2.1.1.1. The current process for obtaining GSA-leased vehicles is the Drive-thru Customer Acquisition Module (CAM), which can be accessed at <https://drivethru.gsa.gov/>.

2.1.2. DOE-Owned Vehicles. Authority for the acquisition of DOE-owned passenger motor vehicles is contained in the Department's annual appropriation act. To ensure that DOE does not exceed its annual acquisition authorization for passenger motor vehicles, the Director, Office of Asset Management, or designee, informs field organizations, in writing, of the number of passenger motor vehicles which may be acquired under each appropriation. The current process for acquisition of DOE-owned vehicles is the GSA AutoChoice portal, at <https://apps.fas.gsa.gov/cops/vehicles/autochoice/Login.cfm>.

2.1.2.1. The statutory allocations and price limitations imposed on motor vehicles may not be exceeded.

2.1.2.2. A planning process at the site level should be utilized. The planning process provides the sites the opportunity to completely review and analyze requirements. The following considerations should be given:

- a. The need to provide economical and efficient transportation services for authorized programs;
- b. Energy conservation and total cost to the Government;
- c. Whether public transportation can be used;
- d. The number of vehicles required to accomplish the program objective;
- e. The reasons for use, the cargo or number of passengers to be transported, the frequency and types of trips and the geographic location of trip destinations;
- f. The type of vehicle(s) needed to meet the operational requirement of a particular program (determine the minimum capacity and operational performance required);
- g. Vehicle selection that prioritizes occupant safety, and 10 CFR 851.22 requirements that hazard controls be employed and hazards be addressed when selecting or purchasing equipment;
- h. Whether a compact vehicle can provide the best fuel efficiency and complete the mission;
- i. Whether vehicle(s) can be pooled by more than one service or staff office or organization located in a single area or building;
- j. The established DOE or local utilization objectives used to evaluate the utilization of motor vehicles and a statement addressing whether or not the objectives were approved by the Organizational Motor Equipment Fleet Manager (OMEFM);
- k. The date of the last utilization review and the number of motor vehicles which did not meet the established utilization objectives and the anticipated mileage to be achieved by the

new motor vehicles;

l. The Energy Policy Act and the Energy Conservation Reauthorization Act of 1998 requirement that at least 75 percent of all covered acquisitions consist of alternative fuel vehicles; and

m. Whether AFVs can be utilized and/or why a sport utility or larger than compact sedan has been selected.

2.2. Acquisition Justifications

Requests for additions to the motor vehicle fleet should be validated by following the planning analysis guidelines in Sub-section 2.1.2.2 and contain adequate justification. The justification should include consideration whether to lease or purchase motor vehicles based on case-by-case evaluation of comparative costs and other relevant operating and ownership factors, following guidance in 48 CFR Subpart 7.4 . The justifications should be prepared by the Motor Equipment Fleet Manager (MEFM), concurred in by the OMEFM, and forwarded to the Departmental Motor Equipment Fleet Manager (DMEFM) for coordination of review, concurrence, and approval.

2.3. Vehicle Replacements

2.3.1. Requests for replacement motor vehicles should include:

a. A justification statement by the MEFM and the OMEFM that they considered pools, shuttle buses, taxicabs, and utilization data;

b. Specific information on the identification, age and mileage of the motor vehicles being replaced;

c. A statement that the minimum replacement criteria in 41 CFR 102-34 Subpart E, Replacement of Motor Vehicles, have been met; or

d. A description of the condition of the vehicle when the passenger motor vehicle being replaced does not meet Federal replacement standards.

2.3.1.1. Headquarters approval is required when replacing DOE-owned passenger motor vehicles or for sites that are scheduled for downsizing or significant reorganizations.

2.3.1.2. Without regard to the replacement standards in 41 CFR 102-34, Subpart E, Government-owned motor vehicles may be replaced sooner than defined in the Federal Management Regulation if the operation of the vehicle becomes questionable due to excessive body and/or mechanical repairs:

a. If it needs body or mechanical repairs that exceed the fair market value of the vehicle (fair market value is determined by adding the current market value of the motor vehicle plus any capitalized motor vehicle additions that will not be reutilized on the replacement vehicle (such as a lift gate)); and

b. The Director Office of Asset Management or HFO certifies that replacement is required.

2.3.2. GSA Fleet vehicles may be replaced in accordance with established replacement schedules (Appendix A). All GSA Fleet vehicle orders will be processed online using the GSA Drivethru Customer Acquisition Module (CAM), which can be accessed at <https://drivethru.gsa.gov/>, following the link to “Application Access”, and then, “Vehicle Replacements”.

2.3.2.1. Site Fleet Managers will coordinate with local GSA Fleet Service Representatives (FSR) to place their GSA Fleet vehicle replacement requisitions in CAM.

2.3.2.2. Program Office or mid-level reviewers will screen all GSA Fleet vehicle orders in CAM, then, forward the CAM requisition to DMEFM for approval.

2.4. Fuel Efficient Motor Vehicles

2.4.1. In accordance with 41 CFR 109-38.104, all requests to purchase passenger automobiles larger than class IA, IB, or II (small, subcompact, or compact) shall be forwarded with justification to the DPMO for approval and certification for compliance with the fuel economy objectives listed in 41 CFR 101-38.104.

2.4.2. To order vehicles larger than Class III, passenger vehicles, or light trucks when smaller vehicles would suffice for carrying out the site’s mission, a request for larger vehicles should be forwarded with justification to the DMEFM for approval and certification of compliance with the fuel economy objectives listed in 41 CFR 102-34.

2.4.3. Requests to exempt the acquisition of passenger vehicles or certain light trucks from the fleet average fuel economy standards should be provided with justification to the DMEFM

for review and approval.

2.5. Purchases from GSA

GSA is a mandatory source when purchasing non-tactical vehicles. All motor vehicles acquired through GSA are ordered online using the GSA AutoChoice program. AutoChoice can be accessed at <https://apps.fas.gsa.gov/cops/vehicles/autochoice/Login.cfm>.

2.5.1. An ordering and approving hierarchy structure similar to that in CAM has been implemented in the GSA AutoChoice program, with the DMEFM as agency administrator and final approving official.

2.5.2. AutoChoice is designed to accommodate five levels of hierarchy (inquiry level, ordering official level, approving official level, regional administrator, and agency administrator).

2.5.3. Before the DMEFM who is the final approving official submits the order to GSA, all required Headquarters approvals should be obtained.

2.6. Direct Purchases

2.6.1. Motor vehicles may be purchased directly, rather than through GSA, if GSA grants a waiver. Written requests for a waiver, justifying the procurement, are submitted to GSA via the DMEFM.

2.6.2. When vehicles are purchased for replacement purposes, an equal or greater number of replaced motor vehicle should be reported for disposal within 30 days after the new vehicle has been received and is operational in the fleet.

2.7. Used Motor Vehicles

2.7.1. Acquisitions by Purchase. Normally, DOE does not purchase, or authorize contractors to purchase used motor vehicles. However, the Director Office of Asset Management and HFOs may authorize the purchase of used motor vehicles when justified by special circumstances, such as the following.

- a. When new motor vehicles are in short supply.
- b. Motor vehicles are to be used for experimental or test purposes.

- c. Motor vehicles are acquired under the exchange/sale authority.
- d. When funds are limited.
- e. When upon completion of mission the vehicle cannot be released to the public due to safety, health or environmental hazards.

2.7.2. Acquisition by Transfer. Acquisitions of passenger motor vehicles by transfer from another Federal agency or DOE organization are authorized provided it is economically feasible and they are:

- a. Considered as additions to the motor vehicle fleet of the receiving office.
- b. When vehicles are acquired for replacement purposes and an equal or greater number of replaced motor vehicles are reported for disposal within 30 days.
- c. For temporary emergency needs exceeding three months and approved in writing by the DMEFM.
- d. For emergency needs of three months or less and acquired in lieu of commercial rentals (these transfers do not count toward the fleet allocation (109-26.501-53)).

2.8. Statutory Allocation Requirements

The statutory passenger motor vehicle allocation requirements apply to:

- a. Any purchase of used passenger motor vehicles except for motor vehicles to be used exclusively for experimental or test purposes.
- b. The acquisition of passenger motor vehicles by transfer from another Federal agency or DOE organization.

3. MOTOR VEHICLE IDENTIFICATION

3.1. License Tags

3.1.1. U.S. Government License Tag Numbers and Tags

- a. Designated ordering officials order all license tags from Federal Prison Industries, Inc. (UNICOR) through the following web site: <https://www.unicor.gov/>.
- b. Each DOE field organization and contractor should maintain a current record of all individual license tag assignments for the motor vehicles under their jurisdiction.
- c. License tags status in the Federal Motor Vehicle Registration System (FMVRS) should be updated to “Received” if placing in storage, or “Attached” if mounted on a vehicle within two weeks of receipt from UNICOR.
- d. Unissued license tags should be stored in a locked drawer, cabinet, or storage area with restricted access to prevent possible fraud or misuse.
- e. Damaged or unusable tags should be safeguarded until they are returned to UNICOR for destruction. If tags are destroyed locally, destruction should be documented and relevant documents retained on file. UNICOR Records of destruction will be provided by UNICOR and should be maintained by designated license tag ordering officials at the respective DOE field organizations. License tag numbers should be reported to the OMEFM and DMEFM at the time of destruction.

3.2. District of Columbia License Tags

The Director of Administration, Headquarters approves requests for regular District of Columbia license tags and annually furnishes the name and specimen signature of each representative authorized to approve such requests to the District of Columbia Department of Transportation.

3.3. Foreign Country License Tags

3.3.1. Motor vehicles used in foreign countries are registered and carry license tags in accordance with the existing motor vehicle regulations of the country concerned.

3.3.2. The person responsible for a motor vehicle in a foreign country should inquire at the U.S. Embassy, Legation, or Consulate concerning regulations that apply to registration, licensing, and operation of motor vehicles and should be guided accordingly (109-38.201-50).

3.4. Lost, Stolen or Missing Tags

If license tags are lost, stolen, or missing, DOE organizations and contractors should immediately notify the OMEFM or Property Administrator (PA), as appropriate. The contractor

or the MEFM should then notify local security, law enforcement offices, the DMEFM and the Department of Homeland Security. Update FMVRS immediately.

3.5. Tag and Decal Display Exemptions

3.5.1. For vehicles not already covered by the display exemption provisions of 41 CFR 102-34.180, requests for exemption from the requirement for displaying U.S. Government tags is made pursuant to the provisions of 41 CFR 102-34.165, 102-34.170, and 102-34.175. These requests should be sent to the DMEFM through normal administrative channels.

3.5.2. For motor vehicles leased from GSA, the DMEFM furnishes to GSA copies of exemption certifications. To extend a requirement for exemption of a motor vehicle leased from GSA Fleet, a copy of the re-certification should be sent, through normal administrative channels, to the DMEFM for approval and forwarding to GSA.

3.5.3. The DMEFM submits a report of exempted motor vehicles when requested by GSA. In support of this request, DOE field organizations should be able to provide a listing, by type, of their exempted motor vehicles operated during the previous fiscal year, including each motor vehicle on hand at the beginning of the year and each newly authorized vehicle during the year. The information to be provided includes:

- a. The name and title of authorizing official (including any authorization by Headquarters and GSA);
- b. The date the exemption was authorized;
- c. The justification for exemption and any limitation on the use of the exempted motor vehicle;
- d. The date of discontinuance for any exemption discontinued during the year; and
- e. The probable duration of the exemptions for motor vehicles continuing in use.

4. MOTOR VEHICLE UTILIZATION

4.1. Utilization Controls and Practices

4.1.1. Utilization controls and practices apply to all DOE-owned, commercially and GSA leased motor vehicles. The assignment and utilization of motor vehicles should be based upon position responsibilities and requirements of the organization's mission.

4.1.2. Utilization controls and practices used by DOE organizations and contractors should include:

- a. The maximum use of motor equipment pools, taxicabs, shuttle buses, motorized equipment or other common service arrangements;
- b. The minimum assignment of motor equipment to individuals, groups, or specific organizational components;
- c. Individual motor equipment use records, such as trip tickets or vehicles logs, showing the date used, name of the operator, destination, times of departure and return, and mileage or hours of use.
- d. The maintenance of individual motor equipment use records, such as trip tickets or vehicle logs, showing the date used, name of the operator, destination, times of departure and return, and mileage or hours of use, as appropriate;
- e. The rotation of motor vehicles between high and low mileage assignments to maintain the fleet in the best overall replacement age and mileage balance and operating economy;
- f. The charging, if feasible, to the user organization for the direct and indirect cost of operating and maintaining motor vehicles assigned to groups or organizational components;
- g. The use of dual-purpose motor vehicles capable of hauling both personnel and light cargo to avoid the need for two motor vehicles when one can serve both purposes;
- h. The use of motor scooters and motorcycles in place of higher cost motor vehicles for certain applications within the site, such as messenger and mail service and small parts and tool delivery;
- i. The use of electric vehicles for certain applications; and
- j. The sharing of motor vehicle with other services and staff offices when possible. Organizations in close proximity to each other should share motor vehicles, when feasible.

4.2. Utilization Standards for Motor Vehicles

4.2.1. DOE utilization standards are established in 41 CFR 109 Subpart 38.51 as objectives for motor vehicles generally operated for the purposes for which acquired. The standards listed below are approximations:

- a. Sedans, station wagons, and passenger carrying vans general-purpose use: 12,000 miles per year, per vehicle;
- b. Light trucks (4X2's) and general-purpose vehicles: 10,000 miles per year, per vehicle;
- c. Sports Utility Vehicles (4X4's and 4X2's) and all other all-wheel-drive vehicles: 7,500 miles per year, per vehicle;
- d. Medium trucks and general-purpose vehicles: 7,500 miles per year, per vehicle;
- e. Heavy trucks and general-purpose vehicles: 7,500 miles per year, per vehicle;
- f. Truck tractors: 10,000 miles per year, per vehicle; and
- g. Other motor vehicles: No utilization standards are established for other trucks, ambulances, buses, law enforcement motor vehicles, or special purpose vehicles. However, the MEFM should review the use of these motor vehicles at least annually to verify that they are required to meet programmatic, health, safety, or security requirements.

4.2.2. When operating circumstances prevent the above motor vehicle utilization standards from being met, local utilization objectives should be established and used. (See paragraph 4.4. of this Section.)

4.3. Utilization Criteria for Other Motor Equipment

4.3.1. Utilization standards are not established for motor equipment other than motor vehicles. However, each DOE organization should:

- a. Establish, through an agreement between the MEFM and the OMEFM, utilization criteria for other motor equipment, including heavy mobile equipment; and
- b. Review, adjust, and approve the utilization criteria annually.

4.3.2. The utilization of various classifications of other motor equipment can be measured through various criteria including miles, hours of use, number of trips, and fuel consumption. Therefore, a utilization review of other motor equipment should be performed at least annually by the MEFM to justify the retention of needed items and the disposition of excess items not needed to fulfill Departmental, programmatic, health, safety, or security requirements.

4.4. Local Utilization Objectives

4.4.1. Local utilization objectives may be established when the utilization of individual motor vehicles cannot be measured or evaluated strictly on the basis of miles operated or against any Department-wide mileage standard. For example, light trucks specifically fitted for use by a plumber, welder, etc. to perform work assignments have uniquely tailored use objectives. Therefore, local utilization objectives for measuring use, for planning, and for evaluating future motor vehicle requirements should be established by the MEFM. The objectives should be based on past performance, future requirements, geographic considerations, and special operating requirements.

4.4.2. The local utilization objectives should be reviewed at least annually and adjusted as appropriate by the MEFM. The reviews should be documented. The OMEFM is responsible for reviewing and approving all proposed local utilization objectives.

4.4.3. The MEFM should review, at least annually, the motor vehicle utilization statistics. All motor vehicles failing to meet the applicable DOE utilization standard or local utilization objective should be identified and one of the following actions should be taken:

- a. Reassign the underutilized motor vehicles;
- b. Dispose of the underutilized motor vehicles; and
- c. Obtain a special justification from users documenting their continued requirements for the motor vehicle and any proposed actions to improve utilization. Any requirement for underutilized motor vehicles that the MEFM proposes to continue in its assignment is to be submitted in writing to the OMEFM for approval.

4.4.4. Both the Department-wide standards and the local utilization objectives should be applied in such a manner that their application does not stimulate motor vehicle utilization for the purpose of meeting the standards or objectives. The ultimate objective against which motor vehicle utilization should be measured is the retention of the minimum number of motor

vehicles needed to satisfy program requirements.

5. OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES

5.1. Statutory Provisions for Official Use

5.1.1. 31 USC 1349(b) provides for the suspension from duty of any officer or employee of the Federal Government who willfully uses, or authorizes the use of, a Government passenger motor vehicle for other than official purposes. The suspension is:

- a. Issued by the head of the department concerned;
- b. Without compensation; and
- c. Not less than one month (the suspension may be for a longer period or the officer or employee summarily removed from office if circumstances warrant).

5.1.2. 18 USC 641 provides that any person who knowingly misuses any Government property (including Government motor vehicles) may be subject to criminal prosecution and, upon conviction, to fines or imprisonment.

5.2. Home-to-Work Use of Motor Vehicles

5.2.1. DOE Employees

5.2.1.1. Government motor vehicles may be used only for official use and for the incidental purposes described in 41 CFR 102-5 and 41 CFR 109, and this Section.

5.2.1.2. Official use does not include the use of vehicles between home and a place of work except for the circumstances addressed in this Section. Therefore, the Director, Office of Asset Management and the HFOs should establish controls to ensure that the use of motor vehicles for home-to-work transportation is in accordance with the provisions of 41 CFR 102-5 and 41 CFR 109.

5.2.1.3. A Government motor vehicle may be issued to a DOE employee at the close of the preceding workday when the employee is authorized to travel by Government motor vehicle and either of the following applies:

- a. There is a significant savings in time by permitting a departure from home;
- b. Is scheduled to depart for temporary duty, in the interest of the Government, before the beginning of regular work hours; and
- c. Similarly, when an employee is scheduled to return after regular work hours, the motor vehicle may be returned the next regular workday. This type of use of a Government motor vehicle is not regarded as prohibited by 31 USC 1344 (25 Comp. Gen. 844).

5.2.2. Contractor Employees

5.2.2.1. Contractor employees can use Government motor vehicles for home-to-work transportation when both of the following conditions are met:

- a. A home-to-work determination addressing one of the authorizing circumstances listed in 41 CFR 102-5, Home-To-Work Transportation and 41 CFR 109-6, Miscellaneous Regulations is prepared in writing; and
- b. The Secretary of Energy authorizes the home-to-work use as required by 41 CFR 102-34 Subpart D, Official Use of Government Motor Vehicles.

5.2.2.2. The comfort, convenience, or managerial position of contractor employees is not considered a justification for authorizing home-to-work use.

5.2.2.3. Contractors should maintain logs and other records on the use of a Government motor vehicle for transportation between an employee's residence and place of employment. As a minimum, these logs should indicate:

- 1. The employee's name;
- 2. Date of use;
- 3. Time of departure and arrival;
- 4. Miles driven; and
- 5. Names of other passengers.

5.2.2.4. Contractors should provide cognizant finance offices with applicable data on employees who use Government motor vehicles for home-to-work travel so that the provisions of the Deficit Reduction Act of 1984 concerning the taxation of fringe benefits may be complied with.

5.3. Emergency Use of Motor Vehicles

5.3.1. Contractors should have procedures, including examples of emergency situations warranting such use, in their approved property management systems for authorizing their employees to use Government motor vehicles in emergencies, such as unscheduled overtime or situations at remote sites where prior approval is not possible.

5.3.2. Records detailing instances of emergency use should be maintained. The records should be reviewed and certified through established audit procedures at least annually by the OMEFM.

5.3.3 In limiting the use of Government motor vehicles to official purposes, there is no intent to preclude their use in emergencies threatening the loss of life or property. Such use should be documented, with the documentation retained for three years.

6. MOTOR VEHICLE OPERATOR INSTRUCTIONS

6.1. Motor Vehicle Operator Requirements

DOE organizations and contractors should ensure that employees operating Government motor vehicles are informed concerning:

- a. The statutory requirement that Government motor vehicles are to be used only for official purposes;
- b. The penalties for unauthorized use of Government motor vehicles;
- c. Personal responsibility for safe driving and operation of Government motor vehicles as to prevent injury to self, others and for safeguarding property from damage;
- d. Compliance with Federal, state, and local laws and regulations;
- e. Fueling requirements for the vehicle. The use of self-service pumps is required unless they are not available. Premium gasoline should not be used unless required by the vehicle's

original equipment manufacturer. If the vehicle is capable of using alternative fuels (E-85, CNG, etc.) such fuel, if available, should be used;

- f. Accident reporting requirements;
- g. The need to possess a valid State, District of Columbia, or commonwealth operator's license or permit for the type of vehicle to be operated and some form of agency identification. Each State has its own law established regarding this issue; please check with your State for current procedures;
- h. The prohibition against providing transportation to strangers or hitchhikers;
- i. The proper care, control and use of Government credit cards;
- j. The mandatory use of seat belts by each employee operating or riding in a Government motor vehicle;
- k. The prohibition against the use of tobacco products to include e-cigarettes in GSA Fleet and DOE-owned motor vehicles (see Appendix C);
- l. The use of hand-held wireless telephones while operating a moving Government motor vehicle is prohibited in accordance with E.O. 13513;
- m. Any other duties and responsibilities assigned to operators with regard to the use, care, operation and maintenance of Government motor vehicles;
- n. The potential income tax liability when a Government motor vehicle is used for transportation between residence and place of employment; and
- o. Protection for DOE employees under the Federal Tort Claims Act when acting within the scope of their employment.

6.2. Motor Vehicle Operator's Manual

Each motor vehicle assigned to DOE Federal and contractor fleets should include a Vehicle Operator's Manual and packet that includes:

- a. Operator responsibilities, including advice and instructions regarding official use of the

vehicle, maintenance and/or repairs, and acquiring emergency supplies and services;

- b. Telephone numbers to call for assistance or to answer questions;
- c. Vehicle repair limits;
- d. Fueling guidelines;
- e. Instructions for the use of the fuel credit card;
- f. List of Alternative Fuel fueling stations and stations that accept the Government fuel credit card;
- g. Instructions for reporting accidents, theft or vandalism; and
- h. An accident report kit (including Standard Form (SF)-91, Motor Vehicle Accident Report and SF-94, Statement of Witness). Refer Section 10 of this handbook for additional guidance.

6.3. Driver Training

Driver training should routinely be administered to employees. Training may be accomplished through using in-house training, GSA on-line training, manuals, videos and web-based training programs. Training may be conducted either by the fleet management organization or the local safety officers.

7. MOTOR VEHICLE SAFETY

A Motor Vehicle Safety Program tailored for each fleet site should be implemented in accordance with DOE Order 440.1B, Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees.

8. MOTOR VEHICLE MAINTENANCE AND CARE

8.1. General

Reasonable diligence in the day-to-day care, safety and security of all motor vehicles should be exercised by user organizations and operators.

8.2. Scheduled Maintenance

- a. A maintenance schedule should be established for each motor vehicle owned by DOE.
- b. GSA is responsible for scheduled maintenance on GSA Fleet vehicles. DOE will adhere to the GSA maintenance schedule for GSA leased vehicles.
- c. Commercial services facilities should be utilized for the maintenance of motor vehicles whenever practical and cost effective.
- d. A maintenance record should be kept on each motor vehicle to document past repairs, prevent unnecessary repairs and excessive maintenance, and to determine the most economical time for replacement.
- e. The MEFM should establish one-time maintenance and repair limitations. The approval of the MEFM should be obtained to exceed the repair limitations. Motor vehicles under manufacturer's warranty will be repaired under the terms of the warranty. The cognizant Contracting Officer has the final authority for approval of any repairs exceeding the established limitations for DOE-owned vehicles.
- f. When motor vehicles are maintained in Government repair facilities in isolated locations that are distant from franchised dealer facilities, or when it is not practical to return the vehicles to a dealer, a bill-back agreement should be sought from manufacturers to permit warranty work to be performed on a reimbursable basis.

8.3. Vehicle Safety Inspections

- a. A vehicle safety inspection program should be established to ensure a safe and economical operating condition throughout the vehicle's life.
- b. Vehicles owned or leased by DOE should adhere to all State inspection requirements. When required, DOE-owned or -leased vehicles should pass Federally-mandated emissions inspections. It is the responsibility of the MEFM to be aware of State and Federal inspections and make arrangement for the inspections. This also includes State Emission Tests which are governed by the State and counties.

8.4. Damaged Motor Vehicles

8.4.1. Recovery of Costs

a. The cost of damage caused to a vehicle that adversely affects the resale of a vehicle should be recovered from the vehicle user when it has been determined that the damage was caused by negligence or willful misconduct by the user.

b. Contractors should charge the user organization for all costs resulting from damage to a DOE vehicle that occurs while the vehicle is assigned to an employee of that organization. The recovered charges will be used to repair the vehicle. Organizations should be charged for:

1. Vandalism, theft, and parking lot damage;
2. Damage caused by misuse or abuse inconsistent with normal operation and local conditions;
3. Repair costs which are incurred as a result of the user's failure to obtain required preventative maintenance; and
4. Unauthorized purchases or repairs, including credit card misuse, provided there is a clear, flagrant, and documented pattern of such occurrences.

8.4.2. Costs Excluded From Recovery

The user organization should not be charged for damage that results from the following.

- a. The negligent or willful act of a party other than the organization or its employee and the responsible party has been determined.
- b. Mechanical failure and the employee were not otherwise negligent. Proof of the failure should be provided.
- c. Normal wear comparable to similar vehicles.
- d. Acts of nature or natural disasters.

9. DISPOSAL OF MOTOR VEHICLES

An agency-owned motor vehicle may be disposed of when it meets or exceeds the minimum replacement standards contained in 41 CFR 102-34.270, and/or when it is excess to an organization's need.

- a. After receipt of a replacement motor vehicle, the replaced vehicle should be removed from service and disposed. No later than 30 days after the disposition of a replaced motor vehicle, the motor vehicle fleet manager should provide a written certification to the OMEFM that disposal action was taken on the vehicle.
- b. As necessary, the responsible Contracting Officer signs the Standard Form (SF) 97, the United States Government Certificate to Obtain Title to a Vehicle. The Director, Office of Asset Management and HFOs may delegate the authority to sign the SF 97 to responsible DOE personnel under their jurisdiction.
- c. Prior to disposition and to ensure vehicle safety upon resale, all vehicles should be returned to their original design if modified, damaged or retrofitted with supplemental equipment. Full disclosure of repairs (or lack thereof) should accompany all damaged vehicles.
- d. All markings and decals should be removed prior to disposition.

10. MOTOR VEHICLE REPORTING REQUIREMENTS

10.1. General

The Director, Office of Asset Management, HFOs and OMEFMs should establish adequate records for accounting and reporting of motor vehicle data to meet the requirements set forth in Federal Management Regulations.

10.2. Federal Automotive Statistical Tool (FAST)

The requirement for reporting motor vehicle data in FAST is established in 41 CFR 104-34 Subpart J. DOE organizations and contractors operating GSA leased, DOE-owned, or commercially leased motor vehicles enter data into the electronic FAST system for their entire fleet, including security vehicles. The DMEFM, or designee, provides user IDs and passwords to obtain access to FAST. Data is entered into the system through the FAST web site at <https://fastweb.inl.gov> and should be completed by the date specified by the DMEFM or designee in order to meet the Office of Management and Budget's (OMB) reporting deadline.

10.2.1. The FAST end of fiscal year "Actuals" inventory, disposal, cost, fuel, and mileage data submission opens from October 1st through 3rd Monday in December of each year. The DMEFM will establish an earlier internal due date to enable Program Office and Headquarters review and data validation prior to submission to OMB.

10.2.2. The out-year “Planned”, “Projected” and “Forecast” acquisition, disposal and cost projections for the next three years are also submitted during the October-December data call. The data fields are the mechanism by which the fleet sites record their intended acquisitions and disposals that are aggregated at the agency level for comparison to the Vehicle Allocation Methodology (VAM) summary.

10.2.3. The DMEFM or the Agency FAST administrator will open the FAST forecast data reporting related to the Agency's required vehicle allocation methodology (VAM) from April 1st through the second Monday in May of each year.

a. Fleet site management should review, update and validate their out-year “Planned”, “Projected” and “Forecast” acquisition, disposal and cost projections that were previously submitted during the fall end of fiscal year data call.

b. The DMEFM or the Agency FAST administrator will use the data from this data call to prepare and submit the Agency's Fleet Management Plan and Budget Narrative by May 31st.

10.2.4. The FAST data call for collection of Energy Policy Act (EPA) 2005 Section 701 waiver requests and Energy Independence and Security Act (EISA) 2007 Section 246 fuel infrastructure data is open from June 1st through June 30th of each year.

a. Section 701 of EPA 2005 requires dual-fuel vehicles to operate on alternative fuel, and waivers may be requested for vehicles for which alternative fuel is not reasonably available or is unreasonably more expensive than gasoline.

b. Section 246 of EISA 2007 requires Federal fleet fueling centers to install, or have external access to, a renewable fuel pump. The information reported by agencies about their fleet fueling centers will be used to assess compliance with this requirement.

10.2.5. The OMB Circular A-11 data call for Federal Agencies' motor vehicle fleet budget submission is open from August 1st through August 31st of each year. There is no minimum inventory or cost threshold, and there are no exclusions for any types, sources, or uses of vehicles. All vehicles owned or leased by the agency are to be reported, including so-called "special purpose" vehicles and vehicles provided to contractors. DOE Fleet sites complete the preliminary budget data submission in FAST during the forecast data reporting for VAM submissions in Section 9.2.3. All you need to do now is review, update your forecast data from Section 9.2.3., validate, get it reviewed and concurred by your budget office, and notify the DMEFM by email once your data has been approved by your Program Office reviewer.

- a. Approval from the DOE Chief Financial Officer office is required before submission to OMB.
- b. FAST will take the data you enter, produce an Annual Fleet Budget Summary (AFBS) consisting of an Excel workbook with multiple spreadsheets summarizing various types of data, and automatically transmit it to OMB upon completion of the internal agency review process built into FAST.

10.3. Federal Fleet Management System (FedFMS)

DOE implemented FedFMS to comply with the agency-level FMIS requirement of 41 CFR Part 102-34.340. FedFMS is a GSA web-based portal that the Department uses to track its owned and commercially-leased motor vehicle fleet inventory, fuel consumption and cost, maintenance and repair expenses, and mileage utilization. FedFMS will enable collection and analysis of large volumes of data to support annual OMB data calls and FAST reporting requirements. To attain compliance with FedFMS implementation requirements, fleet sites need to take the following actions.

- a. Complete all missing FAST-mandatory data fields in the “Vehicle Detail” tab for each reportable vehicle in their inventory. The mandatory data fields are identified by blue FAST icons. Although, this is a one-time data entry requirement as the vehicle details will remain static throughout the vehicles’ lifecycle; the “Depreciation to Date” field for each vehicle should be updated as needed, to be consistent with the depreciation data to be reported in the fiscal year end FAST data call.
- b. At a minimum, perform monthly upload of fuel consumption and cost, maintenance and repair expenses, and mileage utilization for each reportable vehicle. The monthly upload of data from the preceding month should be completed before the 15th day of the following month.
- c. Fleet sites that have completed the mandatory data field updates and regularly performed the monthly uploads since October of the current fiscal year are able to generate accurate FAST “Actuals” Section 1, Agency-owned Inventory; Section 2, Agency Owned Vehicle Costs and Mileage Data; and Section 3, Fuel Cost and Consumption by Fuel Type (Natural Units) reports for Agency-owned and commercially-leased vehicles. These reports are available from the FedFMS “FAST Data Center” tab and should be used for the fiscal year end FAST report.

11. ACCIDENT REPORTING

11.1. General

When a Government-owned or leased motor vehicle is involved in an accident, the driver of the vehicle should notify the appropriate local law enforcement agency, his or her supervisor, and the MEFM in accordance with internal procedures. Accident reports and related records should be retained, maintained and accessible in the MEFM's office. Motor vehicle accident reporting requirements defined in FMR 102-34.290 shall be followed. Other reporting requirements and guidelines are addressed in DOE Order 231.1B, Environment, Safety, and Health Reporting and DOE Order 232.2, Occurrence Reporting and Processing of Operations Information

a. Because of the possibility of claims or civil suits either against the Government or the employee, the employee involved in an accident while operating a motor vehicle on official business should not discuss liability until the accident investigation is complete and a determination has been made by the appropriate authority.

b. Employees involved in an accident should follow their site's established safety guidelines. In some jurisdictions, it is not necessary to summon the police for a minor accident; however, for the employee's protection, it is recommended. The police will determine if a traffic citation should be issued, and should ensure the exchange of information required for accident reporting between the parties involved.

11.2. Accident Reporting Procedures

11.2.1. All Personally Identifiable Information (PII) shall be protected as required by the Privacy Act of 1974, the Federal Information Security Management Act of 2002 and Office of Management and Budget Memorandum M-07-16 (May 22, 2007).

11.2.2. MEFMs and supervisors are responsible for ensuring that personnel who operate motor vehicles on official business are supplied with the required accident-reporting forms and that these forms are prepared and forwarded promptly.

11.2.3. Employees will take the following action when involved in a motor vehicle accident.

a. Notify or have the supervisor notify the following persons or offices in person or by telephone:

1. The state, county, or municipal authorities, as required by law;

2. The Accident Management Center (1-866-400-0411 & press the number 2) for GSA Fleet vehicles;

3. His/her supervisor;

4. The contractor, when operating a commercially leased or rented vehicle; and

5. Safety Officer for your site location.

b. Take the following action at the scene of the accident or follow your sites established guidelines:

1. Obtain the name, address, telephone number, operator's permit number, vehicle license number, insurance company name, policy number and claims address from the other driver, as well as any other information necessary to complete" accident report forms;

2. Obtain the names, addresses, and telephone numbers of any witnesses, and whenever possible have witness complete the SF 94, Statement of Witness;

3. Give his or her name, address, telephone number, permit number, vehicle license number and agency identification to the other driver(s) and the police when requested;

4. Ask the police officer to collect the required information if personal injury prevents collecting it, and contact the supervisor, who will complete and process the forms;

5. Obtain a police investigation report, photographs, doctor's certification of bodily injuries, and any other pertinent documentation concerning the accident if possible. This information should be processed with all required accident report forms not later than five working days after the accident;

6. Complete the following applicable forms, or the supervisor should if the employee is unable to do so:

(a) SF 91, Operator's Report of Motor Vehicle Accident (located in the Motor Vehicle Accident Reporting Kit). Complete at the time and place of the accident, or within the time period allowed by GSA, regardless of the extent of the injury or damage.

(b) SF 94, Statement of Witness located in the Motor Vehicle Accident Reporting

Kit). Ask witnesses to complete and sign this form at the time of the accident. If this form is not available, obtain the witness's written statement giving accident details and facts.

c. Forward the SF 91 and SF 94 forms not later than five working days after the accident as follows:

1. For GSA vehicles, Fax all accident reports (SF 91, SF94 and police reports), estimates and correspondence to (855) 511-9159 for Eastern and Central Time Zones (except KS, MO, NE, and IA) or (855) 288-5157 for all other locations. Submit one copy to your local site's Safety Officer;

2. For non-GSA vehicles, return the original to your MEFM and one copy to your local site's Safety Officer.

11.2.4. Failure to report a motor vehicle accident, and a record showing a high accident frequency or questionable costs could lead to legal and disciplinary action against employees and prohibit further motor vehicle use.

11.3. U.S. Government Responsibility

The Government is the party against which a claim or civil action should be filed by a third party for negligence, wrongful act or omission of a Government employee acting within the scope of his/her employment. Because the Government may be liable for property damage, personal injury, or death caused by its employees resulting from an accident involving a motor vehicle being used for official business, it is essential that all relevant facts be obtained and recorded accurately, no matter how minor the accident may seem, and regardless of whether the vehicle involved is Government-owned, -leased, commercially rented, or privately owned.

11.4. Employee (Operator) Financial Responsibility

Under the Federal Tort Claims Act, 28 U.S.C. 2679, damage, personal injury or death resulting from the negligent or wrongful act of a Government employee acting within the scope of his/her employment should be brought against the United States, not the employee. The employee may be financially responsible whenever accidents and/or vehicle damage results through their misconduct or improper operation of a vehicle if the Federal Tort Claims Act does not apply.

12. GSA FLEET LEASING PROGRAM

GSA Fleet is not a mandatory source for leasing motor vehicles. However, GSA is the preferred source for leasing services at the Department.

- a. The Director, Office of Asset Management and HFOs are responsible for designating a representative to coordinate with GSA concerning the establishment of a GSA fleet management system to serve their organization.
- b. DOE activities using GSA Fleet motor vehicles should review vehicle utilization statistics provided by GSA in order to determine if miles traveled justify vehicle inventory levels. Activities should retain justifications for the retention of vehicles not meeting DOE utilization guidelines or established local use objectives, as appropriate. Those vehicles not justified for retention should be returned to the issuing GSA Fleet Management Center.
- c. GSA offers a mileage reporting application called GSA Fleet Drive-thru. Reports Carryout, which is one component to this application, allows fleets to generate a GSA Fleet vehicle inventory report in a format that can be opened in either Microsoft Word or Excel. The link to this website is <http://drivethru.gsa.gov/>.
- d. GSA invoices should be carefully reviewed for proper billing.

13. FLEET CREDIT CARD PROGRAM

13.1. General

The DMEFM is the DOE coordinator for the Fleet Credit Card which is used for DOE owned vehicles. In that capacity, the DMEFM is responsible for the card program within DOE. DOE field organizations electing to participate in the Fleet Credit Card Program for DOE-owned or commercially leased motor vehicles, as defined in the SmartPay2 contract issued by GSA, should establish accounts with the authorized vendor by contacting the DMEFM.

13.2. Administrative Controls

The Director of Administration for the Headquarters site and HFOs are responsible for establishing administrative control procedures for the fleet credit cards obtained from GSA for GSA Fleet vehicles. As a minimum, the controls should provide for the following.

- a. Reconciling on-hand credit cards with the inventory list provided by GSA.

- b. Furnishing instructions to motor vehicle operators regarding the use and protection of credit cards against theft and misuse.
- c. Notifying the paying office immediately in the event a fleet credit card is lost or stolen to minimize the use of the card for unauthorized purchases.
- d. Closely monitoring charges to ensure no unauthorized charges will be authorized for payment.
- e. Validating credit card charges to ensure they are for official use only items.
- f. Obtaining GSA's approval for any amount over the established transaction maximum.

13.3. Authorized Uses

The fleet card should be used only for the purchase of fuel and maintenance incurred for DOE owned, GSA leased, or commercially leased vehicles while conducting official Government business. To alleviate the risk of misuse and ensure that DOE is not negligent in this area, DOE and contractor fleet managers should closely monitor charges incurred on the credit cards. Appropriate purchases include:

- a. Unleaded gasoline (unless premium is required by the original vehicle manufacturer), diesel, ethanol and other alternative fuels;
- b. Lubricating services and lubricants;
- c. Air and oil filters and vehicle batteries;
- d. The purchase, mounting and dismounting of tires;
- e. Vehicle washing and cleaning; and
- f. Vehicle maintenance and repairs.

13.4. Unauthorized Uses

The fleet card should not be used to purchase food, beverage or other items for personal use.

In addition, the fleet card should not be used for other purchases such as office supplies and equipment. Items such as these are procured using the purchase card. DOE and contractor fleet managers should also instruct card holders/users of their responsibilities.

13.5. Penalties for Misuse

Intentional use of this card for other than Official Government business may be considered an attempt to commit fraud against the U. S. Government and may result in immediate cancellation of the card, termination of Federal employment, and disciplinary action against the cardholder under applicable Departmental or Government-wide administrative procedures. The cardholder will be personally liable to the Government for the amount of any non-approved purchases and possible subjection to a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both under 18 U.S.C. 287.

14. WATERCRAFT

Watercraft are no different from other Federal personal property and should be properly inventoried and recorded in the Department's property management system. Heads of DOE components or field sites that operate watercraft should establish procedures and instructions to ensure safety, efficient use and management of watercraft.

- a. No person may operate a watercraft on a waterway until basic watercraft knowledge and operating skills have been demonstrated.
- b. Operators should check the watercraft to ensure that necessary equipment required by laws applicable to the area of operation are present, properly stowed, and in proper working order.
- c. Operators shall comply with all applicable Federal, State and local laws pertaining to the operation of watercraft.
- d. Operators should not use watercraft or carry passengers except in the performance of official Departmental assignments.
- e. Identifying numbers, whether issued by the U.S. Coast Guard, State, or local field organization, should be displayed on all watercraft in accordance with applicable requirements. All watercraft should also be marked as "Property of U.S. Government."

15. PROFESSIONAL DEVELOPMENT

To ensure high standards for DOE's Vehicle Fleet Management Program, it is DOE's intent to develop or recommend a curriculum for the professional development of DOE and DOE Contractor MEFMs.

This section is reserved until such time that a determination is made regarding the use of a particular curriculum for training and certification of employees working in the fleet management program.

16. REFERENCES

1. Title 18 USC Sec. 287, *False, Fictitious or Fraudulent Claims*
2. Title 31 USC Sec. 1343, *Buying and Leasing Passenger Motor Vehicles and Aircraft*
3. Energy Policy Act of 1992
4. Energy Conservation Reauthorization Act of 1998
5. Energy Policy Act of 2005
6. Energy Independence and Security Act of 2007, Sections 141 and 142
7. 10 CFR Part 851, Worker Safety and Health Program
8. 41 CFR Chapter 101, *Public Contracts and Property Management*
9. 41 CFR Part 102-5, *Home-to-Work Transportation*
10. 41 CFR Part 102-34, *Motor Vehicle Management*
11. 41 CFR Part 109-6, *Miscellaneous Regulations*
12. 41 CFR Part 109-38, *Motor Equipment Management*
13. 48 CFR Part 7, Subpart 7.4, Equipment Lease or Purchase

14. 48 CFR Part 908, Subpart 908.11, *Leasing of Motor Vehicles*
15. 48 CFR Part 945, Subpart 945.570-1, *Acquisition of Motor Vehicles*
16. 48 CFR Part 945, Subpart 945.570-2, *Disposition of Motor Vehicles*
17. 48 CFR Part 945, Subpart 945.570-3, *Reporting Motor Vehicle Data*
18. Executive Order 12375, *Motor Vehicle*
19. Executive Order 13513, *Federal Leadership on Reducing Text Messaging While Driving*
20. Executive Order 13693, *Planning for Federal Sustainability in the Next Decade*
21. DOE Order 231.1B, Environment, Safety and Health Reporting
22. DOE Order 232.2, Occurrence Reporting and Processing of Operations Information
23. DOE Order 440.1B, Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees
24. American Society for Testing and Materials (ASTM), *Standard Guide for Fleet Management*, ASTM Standard E2962-14 (2014)

17. DEFINITIONS

- *Alternative Fuel Vehicle* - A dedicated, flexible fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. (Reference <http://www.afdc.energy.gov/fuels/>)
- *Ambulance* is a passenger carrying motor vehicle designed for carrying medical trained employees and passengers experiencing a medical emergency. For annual and ad hoc reporting purposes, ambulances are reported in their own special category of Ambulances. Ambulances may not be purchased without specific authorization, but are exempt from price limitations.
- *Appropriation* – Appropriations are acts of Congress, signed into law by the President, that provide budget authority and permit a Federal agency to incur obligations and

spend public funds, including authority to obligate and expend offsetting receipts and collections that are provided in appropriations acts and other provisions (OMB Circular A-11). (Reference DOE Financial Management Handbook)

- *Bi-Fuel Vehicle* is a vehicle that can operate on either alternative or convention fuel but has two fuel systems that the driver can switch to operate on either alternative fuel or gasoline.
- *Bus* is a passenger carrying motor vehicle designed to carry more than 15 passengers, including the driver (reference 49 CFR 393). For reporting purposes, buses are reported in their own special category of Buses. Buses may not be purchased without specific authorization, but are exempt from price limitations. In most cases this vehicle will require at a minimum of a commercial driver's license to operate and a "P" endorsement to transport passengers.
- *Dedicated Fuel Vehicles* are vehicles that are designed to operate on one fuel system only.
- *Departmental Motor Equipment Fleet Manager* means the Headquarters individual responsible for developing and implementing DOE motor equipment policy and for conducting oversight of the DOE motor equipment program.
- *Department of Energy Fleet* are DOE owned vehicles, GSA leased, or commercially leased used in the support of the Department's mission and strategic plan.
- *Electric Vehicle* is a vehicle that does not have an engine and is propelled by an electric drive motor which is provided by a battery pack. The battery pack consists of hi-voltage multiple batteries that deliver electrical power to the vehicle's drive motor. Electric vehicles should be charged with special hi-voltage battery chargers.
- *Experimental Vehicle* is a vehicle used for research or testing purposes and not as a means of transportation for passengers. Experimental vehicles will be disposed of after the research and/or testing period is completed. Passenger vehicles purchased for experimental purposes are exempt from the prohibition against purchase without specific authorization. Experimental vehicles are not FAST reportable and not counted toward the total inventory.

- *FAST*, Federal Automotive Statistical Tool is a web-based tool used for collecting motor vehicle inventory, costs, mileage, and fuel for all reportable vehicles used by DOE to support GSA's annual Federal Motor Vehicle Report, DOE's alternative fuel reporting requirement, and the Office of Management and Budget's A-11 Annual Motor Vehicle Fleet Report.
- FedFMS is a web-based fleet management system that identifies, collects, and analyzes motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles. FedFMS imports data from FMVRS and fleet card systems.
- *FMVRS* is web-based system developed by GSA that registers the license plates of all agency-owned, GSA leased and commercially leased motor vehicles.
- *Flex-Fuel Vehicle (FFV)* is a vehicle that has only one fuel tank but designed to operate on alcohol, gasoline or any combination of both. These vehicles have special fuel filters, lines and other components to tolerate the corrosive nature of alcohol related fuels. The vehicle's computer will adjust engine performance depending on which type of fuel mixture is being used.
- *General Purpose Vehicle* is a motor vehicle that is available from the manufacturer without major modifications and includes passenger sedans, pickups, minivans, vans, etc.
- *Heavy Duty Vehicle*, for reporting purposes, is a vehicle weighing more than 16,000 pounds gross vehicle weight rating (GVWR).
- *Hybrid Electric Vehicle (HEV)* is a vehicle that operates on the combination of the internal combustion engine and electric motor with the battery pack of an electric vehicle. This results in improved fuel economy over most conventional vehicles. The benefits in the HEV include improved fuel economy and lower emissions compared to conventional vehicles.
- *Law Enforcement Vehicle* is a vehicle fitted with emergency lights and a siren, along with other modifications such as heavy-duty or high-performance suspensions and drive trains and are used primarily (51% of the time or more) in the apprehension of perpetrators, patrolling or surveillance. Law enforcement vehicles are reported in their

own special category. Passenger Motor Vehicles used as Law Enforcement Vehicles are subject to the prohibition against purchase without specific authorization.

- *Light Duty Vehicle*, for reporting purposes, is a motor vehicle weighing 8,500 pounds GVWR or less.
- *Low-Speed Electric Vehicle, LSEV*, is a subset of low speed vehicles (see definition below). LSEVs are low speed vehicles that use electric motors powered by onboard sources of stored energy (e.g., one or more batteries) for propulsion.
- *Low-Speed Vehicle* is a 4-wheeled motor vehicle, whose speed attainable in 1 mile is more than 20 miles per hour and not more than 25 miles per hour on a paved level surface; and whose GVWR is less than 3,000 lbs. (40 CFR 571.3).
- *Medium Duty Vehicle*, for reporting purposes, is a motor vehicle weighing 8,501 pounds to 16,000 pounds Gross Vehicle Weight Rating (GVWR).
- *Motor equipment* is any item of equipment which is self-propelled or drawn by mechanical power, including motorcycles and scooters, construction and maintenance equipment, materials handling equipment, and watercraft.
- *Motor Equipment Fleet Manager* is the federal or contractor personnel responsible for directing the operation of the motor equipment fleet at the site level and is responsible for reporting to the Organizational Motor Equipment Fleet Manager.
- *Motor vehicle* is any equipment, self-propelled or drawn by mechanical power, designed and licensed to be operated principally on public highways in the transportation of property or passengers.
- *Official use* means that both owned and leased vehicles are used for conducting official DOE business only.
- *Organizational Motor Equipment Fleet Manager* is the Federal individual responsible for establishing and administering the organization's motor equipment program.

- *Other Than Normal Road Conditions* are roadway conditions that may be hazardous due to inclement weather (snow, rain, mud or terrain). This would also include unpaved roads, rocky, muddy, or extremely rough terrain (OFF ROAD).
- *Passenger Motor Vehicle* is any vehicle with motive power (other than low-speed vehicles, or trailers) whose primary purpose is to transport passengers (sedans, station wagons, passenger vans, and sport utility vehicles). Ambulances and buses are also considered passenger motor vehicles. A passenger motor vehicle should be determined from the character of the vehicle as shown by its construction and design, and not from its intended use. All passenger motor vehicles are subject to the prohibition against purchase or commercial lease for 120 continuous days or more, without specific appropriation authority.
- *Reportable Motor Vehicles* are all vehicles that are reportable in FAST, are self-propelled, (regardless of fuel type), road-worthy and have license plates assigned to them for driving on State roadways. Excluded are motorcycles; military-design motor vehicles; non-road vehicles and other motor equipment.
- *Special Purpose Vehicle* is a vehicle that has limited but essential missions and is designed or retrofitted for a specific purpose. Special purpose vehicles are not generally used to carry passengers or freight and have attached equipment that cannot easily be converted for other purposes. Vehicles that have been retrofitted, but can be returned to their original state for a nominal cost or effort are not special purpose vehicles.

Note: This term is no longer used by GSA for reporting purposes. DOE will continue to reference the term only for the purpose of managing utilization standards in accordance with Section 4 of this handbook.

- *Sport Utility Vehicle* is a vehicle available in two-, four-, or all-wheel drive and raised ground clearance in combination with a two- or four-door wagon or convertible body.
- *Vehicle Allocation Methodology (VAM)* is a process for determining the optimum inventory with emphasis placed on eliminating unnecessary or non-essential vehicles from an agency's fleet inventory and ensuring lifecycle cost-effectiveness of maintaining such inventory. In addition, the VAM addresses composition for agencies' light duty fleets based on their missions.
- *Watercraft* is any vessel used to transport people or material on water.

APPENDICES

Appendix 1
FMR Minimum Replacement Standards for Government-Owned Motor Vehicles
 (41 CFR 102-34.270)

Minimum Replacement Standards for Government-Owned Motor Vehicles		
Motor Vehicle Type	Years¹	Or Miles¹
Sedans/Station Wagons	3	60,000
Ambulances	7	60,000
Buses:		
Intercity	N/A	280,000
City	N/A	150,000
School	N/A	80,000
Trucks:		
Less than 12,500 pounds GVWR	6	50,000
12,500 to 23,999 pounds GVWR	7	60,000
24,000 pounds GVWR and over	9	80,000
4-Wheel or 6-Wheel Drive Motor Vehicles	6	40,000

¹ Minimum standards are stated in both years and miles; use whichever occurs first.

Appendix 2

GSA Minimum Vehicle Replacement Standards

Vehicle Category	Fuel Type	Years/Miles
Passenger Vehicles	Gasoline or AFV	3 and 36,000 4 and 24,000 5 and any miles any year and 75,000
	Hybrid	5 and 60,000 7 and any miles any year and 85,000
	LSEV	6 and any miles
Light Trucks 4x2	Non-diesel	7 or 65,000
	Diesel	8 or 150,000
	Hybrid	7 and any miles
Light Trucks 4x4	Non-diesel	7 or 60,000
	Diesel	8 or 150,000
	Hybrid	7 and any miles
Medium Trucks 4x2/4x4	Non-diesel	10 or 100,000
	Diesel	10 or 150,000
Heavy Trucks 4x2/4x4/6x4/6x6	Non-diesel	12 or 100,000
	Diesel	12 or 250,000
Ambulances	Non-diesel	7 or 70,000
	Diesel	7 or 100,000
Conventional School and Adult Work Buses 302C, 320A, 320C, 321A, 321C, 322C, 330A, 332A, 332C, 336A, 336C, 338A, 338C		10 or 250,000
Light Duty Shuttle 341, 342, 343, 346, 347		7 or 100,000
Medium Duty 359, 363		8 or 100,000
Heavy Duty Shuttle 370		12 or 500,000
Intercity Coach 396, 397, 999		15 or 1,000,000

Appendix 3
FMR Bulletin B-3 (Use of Tobacco Products in U.S. Government Vehicles)

To: Heads of Federal Agencies.

Subject: Use of Tobacco Products in Motor Vehicles Owned or Leased by the Federal Government.

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive agencies concerning the use of tobacco products in motor vehicles owned or leased by the Federal government. Other Federal agencies are also encouraged to consider this guidance.

2. What is the effective date of this bulletin? This bulletin is effective April 15, 2002.

3. When does this bulletin expire? This bulletin will remain in effect until specifically cancelled.

4. What is the background?

a. In 1993, the General Services Administration (GSA) Fleet Program prohibited the use of tobacco products in GSA Fleet vehicles because of the potential health hazards associated with the use of these products and the negative residual effects of tobacco use on GSA Fleet vehicles.

b. The Federal Fleet Policy Council (FEDFLEET) comprised of national level Federal agency fleet managers requested GSA's Office of Government-wide Policy, Federal Vehicle Policy Division (MTV) to develop a recommendation regarding the use of tobacco products in motor vehicles owned or leased by the Federal government. Many agencies already prohibit the use of tobacco products in their vehicles; therefore, FEDFLEET recommended a policy that would apply to the entire Federal fleet.

5. What is the recommended policy we are encouraged to follow when issuing guidance on the use of tobacco products in motor vehicles owned or leased by the Federal government?

Agencies are encouraged to:

a. Prohibit the use of tobacco products in motor vehicles owned or leased by the Agency.

b. Begin discussions with employee unions and organizations if required by union agreements to prohibit the use of tobacco products in such motor vehicles.

c. Develop appropriate policy regarding disciplinary action to be taken against employees violating this prohibition.

6. Who should we contact for further information and/or to direct comments regarding the issue of prohibiting the use of tobacco products in motor vehicles owned or leased by the Federal government?

General Services Administration
Office of Government-wide Policy
Federal Vehicle Policy Division (MTV)
Washington, DC 20405
Telephone Number: 202-501-1777
E-mail Address: vehicle.policy@gsa.gov
Dated: April 8, 2002.

Appendix 4
Example #1: Vehicle Acquisition Planning Guide and Justification

Vehicle Acquisition Planning Guide and Justification		
Request To Purchase	Item #	
Vehicle Type:		
Quantity:		
GSA Cost:		
Replacement Tag Number, description and mileage:		
Current Utilization Goal:		
Previous Annual Mileage:		
Does this vehicle meet the required replacement criteria as identified in 41 CFR 102-34.270? See Reference Below		
Justification; why does this vehicle require replacement and justify additional accessory options:		
Motor vehicle type	Years ¹	Or
Sedans/Station Wagons	3	60,000
Ambulances	7	60,000
Buses:		
-Intercity	n/a	280,000
-City	n/a	150,000
-School	n/a	80,000
Trucks:		
-Less than 12,500 pounds GVWR	6	50,000
-12,500–23,999 pounds GVWR	7	60,000
-24,000 pounds GVWR and over	9	80,000
-4 or 6 wheel drive motor vehicles	6	40,000

Form courtesy of Oak Ridge Office, Office of Science

¹ Minimum standards are stated in both years and miles; use whichever occurs first.

Appendix 5

Example #2: Vehicle Procurement Justification/Coordination Sheet

Vehicle Procurement Justification/Coordination Sheet				
Site/Organization			Date:	
Requesting Organization:		Fleet POC:		
		Phone Number:		
Vehicle Description/Specifications:				
Background/Justification/Intended Use:				
Estimated Purchase Price:				
Funds allocated by what funding source (dedicated dollars)/budget line/program sponsor:				
Organization	Concurrence Name	Initials	Concur Date	Comments

Form courtesy of NNSA