

THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

VEHICLE AND MOTOR EQUIPMENT POLICY AND PROCEDURES

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**Thomas Jefferson National Accelerator Facility
Jefferson Science Associates, Jefferson Lab
Vehicle and Motor Equipment Policy and Procedures**

Signature Page

Prepared By:  30 May 2014
Kris A. Burrows Date
Vehicle Control Officer

Reviewed By:  30 May 2014
John R. Sprouse Date
Facilities Mgmt. and Logistics Manager

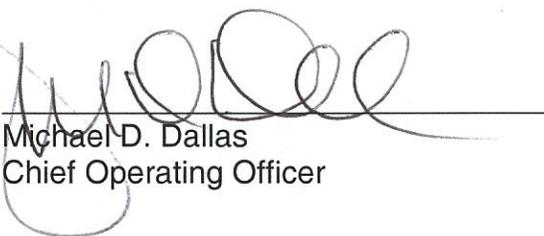
Approved By:  6/2/14
Michael D. Dallas Date
Chief Operating Officer

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VEHICLES AND MOTOR EQUIPMENT

References:

- 41 CFR 101-39, Interagency Fleet Management System
- 41 CFR 102-34, Motor Vehicle Management
- 41 CFR 109-6, Miscellaneous Regulations
- DOE Motor Vehicle Management Handbook
- Standard Form 91, Motor Vehicle Accident Report
- Standard Form 94, Statement of Witness

1.0 Concept of Vehicle Operations

Facilities Management and Logistics manages all Laboratory vehicles, to include all Government owned, GSA leased, commercially leased, and rented vehicles. Various types of vehicles, e.g., trucks, vans and hybrids, are part of a central vehicle pool or are assigned to technical work groups whose duties require daily use.

All vehicles are available for official Jefferson Lab business only --- personal use of Lab vehicles (including home to work use) is not permitted. Authorized drivers should reserve vehicles directly with work group representatives and present their valid U.S. driver's license on demand. Passengers in Laboratory vehicles are to be directly associated with the official JSA/JLab business to which the vehicle is assigned or with other official business of the Laboratory.

The vehicle driver is responsible for the safe operation of the vehicle including use of safety belts by all passengers and the responsible use of electronic devices. Specifically, the driver must use a cell phone hands-free device to receive or make a call if the vehicle is moving. Text messaging, e-mailing, making written notes, entering GPS addresses or electronic searching by the driver is allowed only if the vehicle is at a complete stop and safely off the roadway.

The described policy and procedures also applies to the use of other vehicles that may be leased or rented from other sources for special transport purposes or to supplement the customary JLab fleet.

2.0 Use of Laboratory Vehicles

2.1 Driver Qualifications

Experience/Ability - The supervisor of a prospective vehicle driver shall personally verify that the driver has the skill and experience to safely operate JSA/JLab vehicles other than sedans, pick-up trucks, and passenger vans. As appropriate, this may include a pre-use familiarization session and demonstrated proficiency operating larger trucks, powered lift gates, lift booms, trailers, and other special vehicle features.

2.2 License Requirements

All individuals whose duties require them to drive leased and rented vehicles under JLab's control must possess a valid state driver's license issued from within the United States. The authorized driver shall have their valid driver's license in their possession and present it on demand to anybody charged with controlling issue of keys, Wright Express cards, or investigating accidents and incidents or misuse and abuse.

If an employee whose duties involve operation of an official vehicle has his/her state driver's license revoked, suspended, or a court or the Department of Motor Vehicles has imposed use restrictions, the employee shall immediately notify his/her supervisor.

Drivers may be required to provide a current copy of their motor vehicle driving record as issued by the Virginia Department of Motor Vehicles. JLab shall reimburse the standard costs for obtaining this record.

2.3 JLab Drivers' Training

Supervisors of employees whose duties involve driving JLab vehicles and motor equipment shall identify the appropriate courses as required elements in the driver's Job Task Analysis.

- GEN 400: Local driving conditions for JLab fleet drivers. This is a local defensive driving awareness course that identifies hazards and defensive techniques for drivers of both vehicles and motor equipment at Jefferson Lab.
- GEN 401kd: E-85 Refueling Procedures: Required for JLab drivers whose duties involve driving JLab flex fueled work trucks.
- SAF 309: Ford Fusion Hybrid Operators Guide: Required for JLab drivers before checking out.

2.4 Unauthorized Use of Vehicles

Personal Use: Use of an official vehicle for an employee's personal convenience or benefit constitutes misuse and is prohibited. Misuse includes the following specific examples:

- Trips to service stations or repair shops in connection with the servicing or repair of an individual's private car.
- While on special assignment or official travel, side trips for meals that involve significant extra time or distance to satisfy a personal preference when other reasonable and adequate eating places are more convenient to the employee's lodging, place of work, or direct route of official travel.
- Local stops for personal shopping or other business, even if such stops are on a direct route of travel on an official trip.

Use By Non-JSA/JLab Personnel - Personnel not on the JSA/JLab payroll, i.e., users, subcontractors, students, consultants, etc., are normally not authorized to use Laboratory-furnished vehicles. However, when such persons are engaged in official business and it would be economically beneficial to the Laboratory, they may be authorized by their department manager or group leader to use Laboratory vehicles, provided they meet the driver qualifications and license requirements described above. A list identifying non-JSA/JLab personnel, basic information and a justification must be sent to Kris Burrows, the JLab Vehicle Control Officer (VCO) before access is given to JLab vehicle keys.

Driver's Liability

Damage Repair Costs

JLab employees are covered by JLab's vehicle liability insurance. Contract laborers are required to be covered by their company's vehicle liability insurance. Arrangements must be made with the JLab Risk Manager for those not covered.

Costs of repairs, de-fouling, in-depth cleaning, and custom work specified by a work group, or special commercial services required to restore a vehicle to safe operation will be the responsibility of the work group, contractor, or person who caused the added expense. These costs include paying any deductibles. Drivers who are determined to have exercised gross negligence will be held personally responsible for the cost of repairs.

Corrective Action - Drivers who misuse and/or abuse JLab vehicles for any reason will not drive JLab vehicles. Drivers are subject to immediate suspension of driving privileges, corrective action, and may include criminal penalties. Subcontractor's work or on-site driving authorization may be withdrawn.

Public Liability - The use of Laboratory vehicles, including rental vehicles, for unofficial business may expose the driver to public liability in the event of an accident, particularly if the accident is found to be caused by the driver's negligence. If the use of a vehicle is not official, or if the driver stops en route or deviates from a direct route to conduct personal affairs while on official business, he/she may be found to have departed from the scope of employment. In such a case, JSA/JLab and its insurance carrier would disclaim liability, and the driver would be financially responsible.

Traffic Citations - Drivers of Laboratory-furnished vehicles are personally responsible for the payment of any fines levied because of their violation of traffic or parking regulations, except when the violation is a direct result of mechanical malfunction or failure of an official vehicle.

3.0 Vehicle Control Officer (VCO)

Facilities Management and Logistics manages day-to-day operation of the Jefferson Lab GSA Interagency Fleet Management System (IFMS), GSA and commercial rentals. The VCO will coordinate repairs, preventative maintenance and provide necessary information to vehicle custodians and supervisors. A list of Lab vehicles, including custodian, vehicle description, special equipment and annual utilization goals is posted on Facilities Management's website. Records of vehicle use, preventative maintenance and safety inspections are maintained by the VCO.

4.0 Driver Responsibilities

Vehicle drivers are responsible for inspecting the vehicle prior to use and reporting damage, inoperable safety items, e.g. burned out bulbs, defective wipers, under-inflated tires, or operating anomalies. Drivers shall ensure keys and Wright Express cards are protected at all times. Damage, theft, and other losses must be reported as soon as it becomes known to the Jefferson Lab VCO, his deputy, or to Facilities Management administration who can assist with notifications. After hours reports can be received by the on-duty guard force who can take statements, and photos if necessary and assist with after-hours reporting.

5.0 Fleet Services

5.1 Vehicle Pool. Jefferson Lab Facilities Management manages the Laboratory vehicle pool. Authorized requesters can reserve vehicles by submitting a work request on the Jefferson Lab Facilities Management webpage and presenting their valid U.S. driver's license when requested. Facilities Management administration will maintain individual trip records to identify the motor vehicle, show the name of the driver, dates, and destination, time of departure and return, and mileage.

5.2 Fleet Card and Refueling Control. The Wright Express (WEX) fleet card and E-85 tank dispenser key are issued to drivers for trips and local refueling at the FM&L Admin Office, SSC, Room 52. Driver's license checks are conducted if the driver is not recognized. FM&L customer service is open 8:00 a.m. to 5 p.m. Mon-Fri, and is closed for a lunch period.

5.3 WEX Fleet Card. All JLab WEX Fleet Cards are controlled and issued from FM&L Admin. Guidance on card dispensing codes will be provided by FM&L Admin. Each JLab vehicle (including rentals) now has one unique WEX Fleet Card per vehicle. GSA guidance dictates the mixing of cards is punishable by strict sanctions to include debarment from the inter-agency fleet system. The card is used for gas, regular and low sulfur diesel fuel, as well as maintenance. Maintenance is performed through FM&L. If the card is lost, damaged, or stolen it takes 2-4 days to replace. Immediately return cards and keys to FM&L Admin after use and immediately report those lost, damaged or malfunctioning to FM&L Admin, 269-7400.

5.4 E-85 Tank. All flex-fueled work trucks at JLab primarily use E-85 from the JLab tank in the Central Material Storage Area (CMSA) and a WEX Fleet Card is not needed. These vehicles are identified with decal markings on the dash and near the gas tank filler cap. Following the manufacturer recommendations, JLab flex-fueled vehicles will not mix E-85 with regular gasoline.

5.5 Key Control. Two sets of keys are provided by GSA for each vehicle. The primary is maintained by the vehicle custodian, the back-up by FM&L. The vehicle custodian is responsible for controlling the key or overseeing work control center key control devices, or procedures. Managers of vehicle custodians are responsible to ensure keys are accessible only to persons authorized to conduct official JLab business. FM&L fleet services can be reached at 876-1745 OR 528-7158 to assist with key issues. Making additional keys to JLab vehicles is prohibited.

5.6 Inspection, Maintenance, Cleaning and Repair. FM&L inspects all JLab fleet vehicles on a monthly basis checking safety items, noting unusual wear & tear, recording mileage, and signs of misuse & abuse. Drivers and work groups report mechanical and servicing problems to receive prompt service through the FM&L Work Order System. FM&L fleet reps can be reached at 876-1745 or 528-7158 to coordinate maintenance, servicing, hot swaps with drivers and JLab work centers.

5.7 Temporary Vehicles or Rental Equipment. Temporary vehicles must be approved by DOE officials in coordination with the JLab VCO. Specific justifications and funding sources must be identified.

6.0 Utilization Goals

The VCO establishes local motor vehicle utilization goals. These mileage goals are part of the Jefferson Lab Property Balanced Scorecard and must be approved by the Property Administrator. The VCO will monitor mileage/utilization and rotate motor vehicles between high and low mileage assignments where practical to balance the fleet usage.

7.0 Modification or Installation of Accessory Equipment

Modification or installation of accessory equipment must be approved in writing by the GSA Regional Office before any changes are made. The Jefferson Lab VCO will coordinate requests, justifications, and approvals with the GSA Regional Vehicle Manager.

8.0 Grounds for Withdrawal

GSA may withdraw any vehicle from Jefferson Lab if the vehicle is not maintained in accordance with GSA IFMS maintenance standards, issued improperly, or Jefferson Lab fails to reimburse GSA for vehicle services. Improper use includes but is not limited to, vehicle credit card misuse, continued violations of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated, and personal use.

9.0 Driver's Packet

A driver's packet containing the following information and instructions will remain in the vehicles at all times:

Driver's responsibility to:

- Drive safely
- Use vehicle for official business only
- Safeguard the GSA vehicle credit card
- Accurately enter mileage at the pump when refueling
- Accurately refuel with specified fuel at the pump
- Promptly report damage, leaks, or malfunctioning equipment

Instructions for:

- Acquiring maintenance and repair authorizations
- Acquiring emergency supplies, services, and repairs
- Reporting accidents
- Telephone number is on the GSA vehicle credit card
- Instructions on the use of the GSA vehicle credit card
- Accident reporting kit which contains:
 - Standard Form 91, Motor Vehicle Accident Report
 - Standard Form 94, Statement of Witness

10.0 Reporting of Vehicle Accident and/or Damage

All damage to Lab-furnished vehicles must be reported immediately to the Jefferson Lab VCO. The procedures for reporting vehicle accidents and/or damage are located in the glove box of each vehicle. The VCO may assist as needed in the reporting process.

The driver of the vehicle is responsible for notifying the following persons immediately when the vehicle is involved in an accident or driver discovers that the vehicle has been damaged:

- Police in the jurisdiction where the incident occurred
- The employee's supervisor
- The Jefferson Lab VCO

The driver of a vehicle involved in an accident shall report the accident on an SF-91, "Driver's Report of Motor Vehicle Accident," and submit it to the JLab VCO and JLab Safety within five working days.

The Jefferson Lab VCO will report the accident and/or damage to the DOE, GSA and the Vehicle Management Control Center within five working days after receiving the initial report.

10.1 National Safety Council's Online Defensive Driving Course. This course is offered by GSA in a 4-hour course designed to provide convenient training on a personal computer. Drivers analyze real driving, spot driving hazards, and identify the correct defenses. Upon completion, students receive a watermarked certificate from the National Safety Council. GSA's link to the training is at: <https://drivethru.fas.gsa.gov/drivethru/fdt9001>

Plug in JLab's User ID: #03040089374G401. And select Department of Energy. This course is convenient and has memory recall where students can pick up where they left off. The course is available for all drivers.

Completion of this course is mandatory for JLab fleet drivers involved in a collision. A copy of the completion certificate must be provided to the JLab VCO before JLab fleet driving privileges are restored.

11.0 Motor Equipment

JLab's policy is to keep the number of motor vehicles and motor equipment at the minimum consistent with Laboratory requirements. For efficiency, all motor equipment shall be shared and is authorized for official Jefferson Lab business only.

11.1 Justification for Access to Motor Equipment. Drivers of JLab motor equipment, employee or subcontractor, shall have a recurring duty requirement to operate motor equipment in the performance of the Lab's mission. Past experience, job description, and primary duties in using like industrial equipment shall be used by supervisors as a determining factor in requesting training for new drivers. Requests to train students and users will be closely scrutinized and based upon approved educational programs, documented expected training outcomes, and availability of other trained JLab employees who can safely perform the service. The Director of Facilities Management and Logistics is the JLab's approving authority for questionable requests for motor equipment training and access to equipment.

11.2 Training. Successful completion of training and demonstrated proficiency is required to become certified to operate JLab motor equipment. Supervisors/SOTRs of prospective drivers shall personally verify completion of appropriate JLab safety training and operating proficiency on forklifts, man-lifts, yard jockeys, and tractors before an driver can operate equipment on their own. Operation of unique, one-of-a-kind, oversized equipment such as the Yard Jockey and Big Bertha forklift presents unique hazards. Therefore, the equipment custodian or his designee will provide familiarization of the equipment before turning the equipment over for use.

11.3 Coordinating Use of Equipment. As a general rule, authorized requesters should reserve motor equipment directly with equipment custodians, be prepared to present proof of current training when challenged at any time, and demonstrate driver proficiency of high-risk equipment to the equipment custodian when requested. Supervisors of prospective drivers and drivers must personally verify operating skill and experience on the particular equipment including familiarization and demonstrated

proficiency and notify the Motor Equipment Fleet Manager to document training completion. Custodians of JLab motor equipment are empowered to deny access to motor equipment based upon questionable training completion or driver proficiency. The Vehicle Control Officer/Motor Equipment Fleet Manager and a driver's immediate supervisor/SOTR shall be notified immediately if a JLab driver is denied access to equipment for cause.

12.0 Motor Equipment Fleet Manager

Manages the government motor equipment program to ensure equipment is acquired, maintained, and utilized in support of Jefferson Lab programs in the minimum quantity required and in the most efficient manner consistent with program requirements, safety considerations, and fuel economy. Equipment includes any item of equipment that is self-propelled or drawn by mechanical power, including lifts, electric and alternative fuel vehicles, construction and maintenance equipment, and material handling equipment.

13.0 Motor Equipment Custodians

Designated employees are responsible for the motor equipment, including coordinating preventative maintenance and usage with the Jefferson Lab Motor Equipment Fleet Manager. They are also responsible for reporting damage as soon as detected to the Fleet Manager.

14.0 Equipment Pool

Facilities Management and Logistics manages the Lab's vehicle pool. The majority of the equipment is kept in the two mobile equipment buildings. Authorized requesters can access equipment keys from electronic key boxes located in these buildings.

15.0 Reporting Maintenance Problems

Report maintenance problems by submitting a work request using the Facilities Management website or for emergencies, by calling ext. 7400.

16.0 Rented Transportation Services

JLab rents multi-passenger vehicles such as vans and buses. These vehicles may be rented on an hourly basis, including drivers, by coordinating with the Director's Office.

17.0 Government Vehicle Tags

Government vehicle tags not in use shall be kept by the Vehicle Control Officer in a secure location. Unneeded tags must be returned to the DOE Site Office.

18.0 Vehicle and Motor Equipment Reports

The following table identifies recurring reports, references, and due date estimates required by DOE directives:

Name of Report	Due Date	Submitted to	Reference	Type
Mid-Year Motor Vehicle Data Review	4/30	Site Office	Operational Awareness, FPMR 101-38.1	Vehicle
Motor Vehicle Field Budget Request	4/30	TJNAF CFO		Vehicle
Other Motor Equipment Utilization	10/30	Site Office	41 CFR 109 38.5104	Vehicle
FAST Motor Vehicle Budget Submission	8/30	FAST Online	FPMR 102.34.345/PL 105-388/E.O.13149/109-38.9	Vehicle
Balanced Score Card Metrics	9/10	Site Office	DOE G 580.1-1	Property & Vehicle
FAST Motor Vehicle Report	10/15	Online	FPMR 102.34.345/PL 105-388/E.O.13149/109-38.9	Vehicle
Motor Vehicle Statement	10/15	Site Office	Congressional/109-26.501-50	Vehicle
Vehicle Utilization Goals	10/30	Site Office	PMR 109-38/ E.O. 12579	Vehicle
OMB Energy & Transportation Efficiency Management (Alternate Fuel)	11/15	FAST Online https://fastweb.inel.gov/	41 CFR 102-34.335	Vehicle
Balanced Score Card Self-Assessment Report	11/30	Site Office	DOE G 580.1-1	Property & Vehicle