

GSA Vehicle Record of Training



GSA Vehicles have telematic equipment installed to help manage their fleet. Jefferson Lab is now required to track who is operating them, which will be done with a Near Field Card (NFC) issued to individuals that have a valid driver's license and are a Jefferson Lab employee.

As a driver of a JLab vehicle, you are responsible for its safe operation and obeying the laws and rules of the road (i.e. valid license, no texting and driving, no driving impaired, etc.)

Rules for NFCs:

- You're required to use your own NFC each time you start a GSA vehicle
- Only use your own MFC and do not loan your NFC to other drivers
- If you lose, damage, destroy, or have a broken NFC, report it to the Fleet Manager

Using the NFC:

- Start the vehicle
- Place NFC next to the reader
- The reader will respond with a beep and a green light for a few seconds



This confirms that the driver's information has been authenticated, and starts tracking and monitoring the user's driving. The NFC reports driving measures like:

- Extreme acceleration
- Engaging breaks too quickly
- Excessive idling

In Case of an Accident:

- Report it to the authorities, and if **on** JLab property, call Security at 757-269-5822. If **off** of JLab property, call 911.
- Fill out the forms in the GSA "Fleet Vehicle Accident Kit" in the glovebox/pocket of the vehicle.



The form is titled "FLEET VEHICLE ACCIDENT KIT" and "In Case of Accident". It contains a list of instructions for reporting an accident, including steps for notifying the GSA, filing a police report, and obtaining a police report. It also includes a section for "Proof of Insurance" and a "Contents" list. The form is dated 10/2019 and is labeled "GSA 1627 (REV. 202019) BACK".

By signing this form, I understand and acknowledge the requirements of operating GSA vehicles using the NFC tag.

Print Name: _____ Signature: _____ Date: _____