

GSA Vehicle Record of Training

GSA Vehicles have telematic equipment installed to help manage their fleet. JLAB 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 license.

As a driver of JLAB vehicles, 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

Rules for NFCs:

You're required to use your NFC each time you start a GSA vehicle

Only use your own NFC 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 immediately for replacement

Using the NFC:

Start the vehicle

Place the NFC next to the Reader



It will beep and will show a green light for a couple of seconds, then begin driving

If you have an accident:

- 1) report it to the authorities; call the Guards x-5822 if on facility property or call 911 if off the facility.
- 2) Fill out the forms in the GSA "Fleet Vehicle accident Kit" in the glovebox/pocket of the vehicle.

GSA U.S. General Services Administration

FLEET VEHICLE ACCIDENT KIT

In Case of Accident

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT sign any paper or make any statement as to who was at fault (except for your report to a U.S. District Court or Federal grand jury).**
6. Get the name and address of each driver. Also get witness in complete (Standard Form (SF) 94, Statement of Witness, contained in this kit).
7. Write your name, address, date of birth, make, make of your operator, and state request along your operator's permit and vehicle registration card (REVTE, City Government owned or leased vehicle registered in the District of Columbia or Washington state registration mark).
8. Complete Standard Form (SF) 94, Motor Vehicle Accident Report (or reporting form required by your agency at the scene, if available) providing the following:
 - a. Regenerative information for other vehicles (driver's name, owner's address, tag number, VIN, and vehicle description).
 - b. Information on other driver (name, address, operator's permit number, and expiration date).
 - c. Name, address and phone number of each person involved and names of injury, if any.
 - d. Name, address and phone number of company insuring other vehicle(s) and insurance policy number, if any.
 - e. General information such as location, time, measurements, weather, damage, etc.
9. The point of each accident scene of the Police Report along with the SF 94.
10. If you have a camera, take pictures of the accident scene and any damage to the vehicles involved. Submit the pictures along with the SF 94.
11. Notify state, county or local authorities as required by law and CALL (800) CALL FREE Accident Management Center (AMC) at 1-800-451-7352 or (202) 451-7352.
12. If your vehicle is involved in an accident, call the AMC at the above number (202) 451-7352.
 - a. After being on-call if your vehicle is less than 1000 miles you may be contacted by a representative of the AMC. You will be responsible for the transportation of the vehicle to the AMC. You will also be responsible for the transportation of the vehicle to the AMC. You will also be responsible for the transportation of the vehicle to the AMC. You will also be responsible for the transportation of the vehicle to the AMC.
13. Emergency first aid services, fire, police, ambulance, and other services should be arranged at the scene.
14. If the Washington Ambulance Program does not apply to your vehicle, contact our After Hours Emergency first aid services, 242-212-2124. A customer service representative will authorize towing expenses and any other after hours emergency services up to \$5000.
15. Submit all reports and send your report to your supervisor within one working day. Your supervisor should file them to the AMC within five days.
16. Expenses should be paid through your agency's CAH system.

NOTE: If you are stopped, back the vehicle notify your supervisor who will assume your responsibility for reporting the accident.

(See list of contacts on reverse.) GSA 1627 (REV. 2/2019)

To be opened **ONLY** in case of a crash.

Contents

1. SF 94, Motor Vehicle Accident Report (One Copy)
2. SF 94, Statement of Witness (Two Copies)

Proof of Insurance

For Operators of GSA-Owned Vehicles

This constitutes your "Proof of Insurance" and will be kept in your vehicle at all times. The U.S. government is self-insured. No insurance identification number is required.

The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties. Claims for injury or death of third parties, or damage to third-party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act (U.S.C. 2811 et seq.) as implemented by 28 CFR, Part 14.

Claims against the U.S. government resulting from the operation of a government vehicle should be directed to the agency employing the driver of the vehicle, not GSA. Claims against other parties for damage to GSA Fleet vehicles will be initially processed by GSA. Drivers are responsible for obtaining POLICE REPORT or Statement from the other driver accepting fault, along with the correct insurance information for processing such claims against other responsible parties.

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GSA 1627 (REV. 2/2019) BACK

I acknowledge and understand requirements of operating GSA vehicles and using the NFC tag.

Print Name: _____ Signature: _____