

Vehicle Safety & Accident Reporting

Satisfying the requirement to have a valid government issued driver's license mandates the inherent responsibilities of state and federal driving laws.

Impaired Driving

Individuals are strictly prohibited from operating GSA Vehicles while under the influence of drugs or alcohol. The presence of these substances are also prohibited from being inside of the vehicles.

Virginia has some of the strongest drunk driving laws in the nation, which also apply to drugged driving. For more information, please see: <https://www.dmv.virginia.gov/sites/default/files/forms/dmv168.pdf>

Distracted Driving

Driving—(1) Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise. (2) Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary. Text messaging means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

The use of hand-held wireless telephones while operating a moving Government motor vehicle is prohibited in accordance with E.O. 13513; cited in the DOE Fleet Management Handbook (DOE-HDBK-7251-2016) 6.1.l Motor Vehicle Operator Requirements.

Virginia's Department of Motor Vehicles identifies three basic types of distracted driving as manual, visual, and cognitive; all three resulting in increased crash risk.

Effective January 1, 2021 Virginia law prohibits drivers from holding cell phones or any other wireless communication devices while driving expect in a driver emergency or the vehicle is lawfully parked or stopped. Texting while driving is illegal and a primary offense in the Commonwealth of Virginia.

You can find more information here:

<https://www.dmv.virginia.gov/safety/programs/drinking/distracted-driving>

Tobacco Products

The prohibition against the use of tobacco products, to include e-cigarettes, in GSA Fleet and DOE-owned motor vehicles is outlined in the DOE Fleet Management Handbook (DOE-HDBK-7251-2016) 6.1.k Motor Vehicle Operator Requirements.

Seat Belts

The mandatory use of seatbelts by each employee operating or riding in a Government motor vehicle is outlined in the DOE Fleet Management Handbook (DOE-HDBK-7251-2016) 6.1.j Motor Vehicle Operator Requirements.

The proper use of seat belts includes the lap belt fitting low and snug across the hips, and never across the abdomen. The shoulder belt should fit closely against the chest and across the breastbone, never under the arm.

Read more on Virginia's seat belt laws and regulations here:
<https://www.dmv.virginia.gov/safety/programs/seat-belts>

Accident Reporting

The requirement for accident reporting is outlined in the DOE Fleet Management Handbook (DOE-HDBK-7251-2016) 6.1.f Motor Vehicle Operator Requirements.

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/her supervisor, and the Fleet Manager in accordance with internal procedures. Accident reports and related records will be retained, maintained, and accessible from the Fleet Manager.

The operator of the vehicle involved in the accident will take the following actions at the scene:

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

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

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

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

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

Complete the following applicable forms, or the supervisor should if the employee is unable to do so. These forms are available in the vehicle's glove box, but are linked here for convenience and reference:

[SF91, Operator's Report of Motor Vehicle Accident](#)

[SF94, Statement of Witness](#)

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.

For more information, please visit GSA's Accident Management Center website at:
<https://www.gsa.gov/buy-through-us/products-services/transportation-logistics-services/fleet-management/vehicle-leasing/accidents-and-maintenance/accident-management-center-amc>

Penalties

Any abuse of the requirements, rules, or policies for usage of the GSA Vehicles is subject to termination of privileges and commensurate action.

It is the operator's responsibility to report any change in status of eligibility to the Fleet Manager. This includes the expiration of license, court penalties related to driving status, etc.

For any questions, concerns, or inquiries of commensurate actions, please contact the Fleet Manager at x5899.