

# Motor Fleet Procedures

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22 January 2020

## Revision History

Revision No.	Pages Affected and Description (Original 1/22/2020)	Effective Date
1	Updated alternate contact information for vehicle reservations	3 July 023
2		
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4		
5		
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## Submission and Approval

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\_4/21/2021\_

Date

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## **Abbreviations and Acronyms**

CFR	Code of Federal Regulations
DOE	Department of Energy
JLAB	Jefferson Lab/ Jefferson Science Associates
Oak Ridge	Office Consolidated Support Center (ORSC)
TJNAF	Thomas Jefferson National Accelerator Facility
TJSO	Thomas Jefferson Site Office
U.S.C.	U.S. Code

## **1. Purpose**

Use of vehicles provide by the General Services Administration (GSA) and the Department of Energy is intended to support the functions of the lab by providing reliable and safe transportation to its users. This set of procedures is to be a guide for maintaining accountability and the safe use of these vehicles

### **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 will be limited to the minimum number required to meet program requirements and achieve the most efficiency.

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

1.2.4. Alternatively, fueled vehicles (AFVs) and electric vehicles will be used, wherever feasible, to further the goal of fuel economy. E85 Alternative fuel is available at a nearby vendors lab will be used to the maximum extent possible.

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

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

## **2. MOTOR VEHICLE ACQUISITION**

### **2.1. General**

2.1.1. GSA-Leased Vehicles. General Services Administration (GSA) fleet vehicles are replaced based upon GSA's established replacement criteria listed in the Laboratory Vehicle Policy. The lab's budget submissions includes funding requirements for the number of motor vehicles we 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. The DOE's fleet management designee, informs TJNAF, 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>.

2.1.2.2. A planning process at the site level is utilized. The planning process provides the lab the opportunity to completely review and analyze requirements. The following considerations are given:

- a. The need to provide economical and efficient transportation services for authorized programs;
- b. Energy conservation and total cost to the lab;
- c. The number of vehicles required to accomplish the lab's objective;
- d. 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;
- e. The type of vehicle(s) needed to meet the operational requirement of the lab (determine the minimum capacity and operational performance required);
- f. 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;
- g. Whether a compact vehicle can provide the best fuel efficiency and complete the mission;
- h. Whether vehicle(s) can be pooled by more than one service or staff office or organization located in a single area or building;
- i. The established local utilization objectives used to evaluate the utilization of motor vehicles and a statement addressing whether or not the objectives were approved by the Jefferson Laboratory Fleet Manager;
- j. 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;
- k. 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
- l. 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 will be validated by following the planning analysis guidelines in Sub-section 2.1.2.2 and contain adequate justification. The justification will 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 will 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 will 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. TJANF Site Office approval is required when replacing DOE-owned passenger motor vehicles.

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 GSA Fleet Service Representatives (FSR) notifies the MEFM that replacement is required.

2.3.2. GSA Fleet vehicles may be replaced in accordance with established replacement standards. 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 FSR to place their GSA Fleet vehicle replacement requisitions in CAM.

2.3.2.2. Service Support Center Oak Ridge 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 will 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 will 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 will 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 will 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 Jlab 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 Jlab will 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) will 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 will be stored in a locked drawer, cabinet, or storage area with restricted access to prevent possible fraud or misuse.
- e. Damaged or unusable tags will be safeguarded until they are returned to UNICOR for destruction. If tags are destroyed locally, destruction will be documented and relevant documents retained on file. UNICOR Records of destruction will be provided by UNICOR and will be maintained by designated license tag ordering officials at the respective DOE field organizations. License tag numbers will be reported to the OMEFM and DMEFM at the time of destruction.

### 3.2 Lost, Stolen or Missing Tags

If license tags are lost, stolen, or missing, DOE organizations and Jlab will immediately notify the OMEFM or Property Administrator (PA), as appropriate. The Jlab or the MEFM will 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 will 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 will 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 will 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 will be based upon position responsibilities and requirements of the organization's mission.

4.1.2. Utilization controls and practices used by DOE organizations and Jlab will include:

- a. The maximum use of motor equipment pools, 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 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, showing the date used, name of the operator, 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 electric vehicles for certain applications; and
  - i. The sharing of motor vehicle with other services and staff offices when possible.
- Organizations in close proximity to each other will 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 will 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 will 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 will:

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 will 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 will be established by the MEFM. The objectives will be based on past performance, future requirements, geographic considerations, and special operating requirements.

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

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

5.2.1.1. Jlab 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 TJNAF CO authorizes the home-to-work use as required by 41 CFR 102-34 Subpart D, Official Use of Government Motor Vehicles.

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

5.2.1.3. Jlab will 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 will 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.

#### **5.2.1.4 Vehicle Request Procedures**

## JLAB Vehicles Pool

Jefferson Lab Fleet pool vehicles are now available for reservations via the Office 365 Calendar program. These vehicles may only be reserved for official JSA business use as outlined in section 301.03 of the Administrative Manual ([https://mis.jlab.org/mis/apps/portal/admin\\_manual/viewDocument.cfm?documentId=77113](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77113)).

To reserve a vehicle, set up an "Appointment" on the Outlook.office365.com Calendar;  
Enter the "Title" with the Purpose of the trip;  
Enter the Date and times;  
Click in the "Search for a room or location" then click "+ Add Room";  
(a menu for "Browse Rooms will open), scroll to select one of the vehicles:

- Ford Fusion G12-0079U (training required, see below);
- Dodge Caravan G41-1192W; or
- Dodge Truck G42-1006R (4-passenger).

\*Note\* Before reserving the Ford Fusion, ensure that you have completed the required training, SAF 309 Ford Fusion Hybrid Operators Guide, which is available on the Web-Based Training page ([https://www.jlab.org/human\\_resources/training/webbasedtraining.html](https://www.jlab.org/human_resources/training/webbasedtraining.html)).

Keys for reserved vehicles can be picked up on the day of use from the Support Service Center front desk when the operator presents their driver's license. At the conclusion of the trip return vehicle keys and gas receipts to the black dropbox outside SSC room 28. Joe Thomas is now managing this program and can be reached via email ([thomasb@jlab.org](mailto:thomasb@jlab.org)) and at x5440.

Alternate contacts for fleet vehicle reservations are Lysie Tedrow or Christine McBride at x 6588/7290.

## Commercial Rental/Lease Vehicles

### A. Leased Transportation Services

JLab subcontracts for specialized vehicle services such as vans and buses are charged against the approved Blanket Purchase Agreements by submitting a Purchase Requisition at least 24 hours in advance. The leasing division/office or department must have a valid cost account number on file with funds pre-approved for this purpose.

### B. Motor equipment rentals

Equipment rentals i.e. forklifts, manlifts and specialty equipment, are processed with a Purchase Requisition. Contact MEFM for assistance in setting up an account.

### 5.3. Emergency Use of Motor Vehicles

5.3.1. Jlab will 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 will be maintained. The records will 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 will be documented, with the documentation retained for three years.

## 6. **MOTOR VEHICLE OPERATOR INSTRUCTIONS**

### 6.1. Motor Vehicle Operator Requirements

#### 6.1.1 Check out procedures

- a. Use the Jlab approved Outlook calendar to reserve the vehicle.
- b. Update the Title and be sure to include the purpose and location/destination.
- c. Choose the desired vehicle type by selecting the "Search for Room or Location" and choose the vehicle, then "Send"
- d. On the day of the trip pick up the keys & log from the Facilities Administrative Services desk or alternately the vehicle/equipment mechanic.
- e. Return the keys and log to: (during business hours) the Facilities Administrative Service drop box. (after business hours) to the guard shack, building 51

DOE organizations and Jlab will 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 will 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, will be used;
- f. Accident reporting requirements;

- g. The need to possess a valid State 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 i.e roll up windows and lock doors.

## 6.2. Motor Vehicle Operator's Manual

Each motor vehicle assigned to the Jlab fleet will 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 will 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 will 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 will be exercised by user organizations and operators, for example roll up windows and lock door after use.

### **8.2. Scheduled Maintenance**

a. A maintenance schedule will 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 will be utilized for the maintenance of motor vehicles whenever practical and cost effective.

d. A maintenance record will 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 will establish one-time maintenance and repair limitations. The approval of the MEFM will 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 will 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 will be established to ensure a safe and economical operating condition throughout the vehicle's life.

b. Vehicles owned or leased by DOE will adhere to all State inspection requirements. When required, DOE-owned or -leased vehicles will 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 will 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. Jlab will 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 will 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 will 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 was not otherwise negligent. Proof of the failure will 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 will be removed from service and disposed. No later than 30 days after the disposition of a replaced motor vehicle, the motor vehicle fleet manager will 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.
- c. Prior to disposition and to ensure vehicle safety upon resale, all vehicles will be returned to their original design if modified, damaged or retrofitted with supplemental equipment. Full disclosure of repairs (or lack thereof) will accompany all damaged vehicles.
- d. All markings and decals will be removed prior to disposition.

### 10. **MOTOR VEHICLE REPORTING**

## 10.1. General

The MEFM will 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. While Jlab is operating GSA leased, DOE-owned, or commercially leased motor vehicles they will enter data into the electronic FAST system for the entire fleet. The OMEFM, 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 will 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 will 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 (EPAct) 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 EPAct 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 Jlab.

## **11. ACCIDENT REPORTING**

### **11.1. General**

When a Government-owned or leased motor vehicle is involved in an accident, the driver of the vehicle will notify the appropriate local law enforcement agency, his or her supervisor, and the MEFM in accordance with internal procedures. Accident reports and related records will 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 the JLab EHS Manual

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 will 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 will 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 will be issued, and will 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 Jlab, 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 will 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 will 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.

## 12. GSA FLEET LEASING

b. JLab will review vehicle utilization statistics provided by GSA in order to determine if miles traveled justify vehicle inventory levels. Divisions/ sections will provide justifications for the retention of vehicles not meeting DOE utilization guidelines or established local use objectives, as appropriate. Those vehicles not justified for retention will 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 will be carefully reviewed for proper billing. Monthly, driver logs from the vehicles will be collected to verify records are complete, reasonable, and consistent. Any apparent inconsistency that suggest misuse will be checked and if confirmed, reported to JSA Security for investigation and potential disciplinary action through the operators chain of leadership.

## 13. FLEET CREDIT CARD USE

### 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, will 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 will 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 will 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 Jlab fleet managers will 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 will not be used to purchase food, beverage or other items for personal use. In addition, the fleet card will not be used for other purchases such as office supplies and equipment. Items such as these are procured using the purchase card. The Jlab fleet manager will 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 employment, and disciplinary action against the cardholder under applicable Jefferson Lab-wide administrative procedures. The cardholder will be personally liable to Jefferson Lab for the amount of any nonapproved purchases and possible subjection to other punitive actions.

## 14. **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)

## 15. **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 will 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.
- 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 (MEFM) is the federal or Jlab 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 (OMEFM) 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 will 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.