

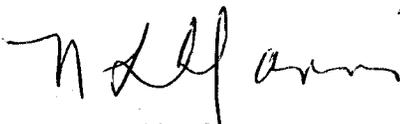
INTERAGENCY FLEET MANAGEMENT SYSTEMS

1. **REASON FOR ISSUE.** To adhere to the revision of Departmentwide directives and regulations formerly published in VA Manual MP-2, Subchapter G, Part 108-39. In the past, guidance for VA fleet management has been provided by the Office of Acquisition and Materiel Management (OA&MM). The responsibility has been redesignated and is presently under Veterans Health Administration (VHA).
2. **SUMMARY OF CONTENTS.** This directive contains policies, responsibilities, and procedures specific to fleet management within the Department of Veterans Affairs.
3. **RESPONSIBLE OFFICE.** Director, Engineering Management & Field Support Office (10NB), Chief Network Office.
4. **RELATED HANDBOOK.** None.
5. **RESCISSION.** VA Manual MP-2, Subchapter G, Part 108-39.



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INTERAGENCY MOTOR VEHICLE POOLS

1. PURPOSE. This directive provides policies and procedures applicable to interagency fleet management. It implements or supplements provisions of Federal Property Management Regulations (FPMR), Part 101-39.

2. POLICY. Refer to FPMR 101-39, Interagency Fleet Management Systems

a. Interagency motor pool vehicles may be used for facility operations only when the facility has been specifically authorized and instructed to do so by the appropriate department head. Such services, when obtained from GSA, will not include the services of a driver. Interagency motor pool vehicles used by the VA will be operated by VA personnel who possess a valid driver's license.

b. Facilities having unusual or seasonal requirements for vehicles will notify the motor pool system as far in advance as possible in accordance with FPMR 101-39.206.

c. Employees in travel status may, when authorized to do so in their travel order, secure motor pool services. The travel order will be used to obligate the funds for the services to be used. The travel order will contain the complete billing address and the GSA assigned Bill Office Address Code (BOAC).

d. Facilities utilizing motor pool services will be billed at rates established by GSA. In the event that damage to a motor pool vehicle is determined to be due to the fault or negligence of a VA employee, the cost of repair or replacement and related costs will be billed to the field facility concerned.

(1) At field facilities where buildings are widely separated and no transportation facilities are available, on-site transportation at regular intervals in Government automotive equipment will be considered to be an "official purpose" within the meaning of 31 U.S.C. § 1344 and 41 C.F.R. § 101-6.402(a).

(2) Visiting employees, entitled to travel at Government expense may be furnished transportation by Government vehicles:

(a) Between the railroad, bus, or air terminal and the installation, depending upon availability of vehicles.

(b) Between the facility and the visiting employee's hotel or temporary place of abode, provided it is on or reasonably near the route commonly taken by the Government

vehicle in making scheduled mail collections or deliveries, meeting trains for patients, etc., and provided that the transportation of the visiting employee will not interfere with the primary purpose of the trip.

(c) Where there are no public transportation facilities operating on reasonably convenient schedules between the facility and visiting employee's place of abode. In such instances, every effort must be made to coordinate the transportation of the visiting employee with the regularly scheduled trips of the facility vehicles.

e. It is not the policy of the VA to use Government-owned automotive equipment, or drivers employed by the VA, to transport children of VA employees to and from school within the United States of America. The transportation of school children is considered to be the responsibility of the parent or parents. The Under Secretary for Benefits, or person designated to act on behalf of the Under Secretary, may approve the use of Government-owned vehicles to transport children of employees of the VA Regional Office, Manila, Philippine Islands, to and from school.

f. The use of VA vehicles for Veterans Canteen Service (VCS) operations is authorized. It has been administratively determined that the VCS will not own motor vehicles of any kind, and transfer of such vehicles to the custody of the VCS is prohibited.

g. Local transportation in Government vehicles to and from field facilities may be furnished to entertainers.

h. The zone of use for Government-owned passenger-carrying automotive equipment at VA health care facilities (HCF), particularly ambulances, is appropriately local, bearing in mind the necessity of being prepared to answer emergency calls. In emergency hospital admissions, commercial ambulances should be utilized to the fully possible extent for distances beyond a local zone. For HCF transfers, common carrier transportation should be utilized when medically and economically feasible.

i. Pursuant to 38 U.S.C § 703(f)(1), the head of the facility, when it is determined that an emergency situation exists and that such action is necessary for the effective conduct of the affairs of the VA, may utilize Government-owned or leased vehicles to transport employees to and from the facility and nearest adequate public transportation, or, if such public transportation is either unavailable or not feasible to use, to and from the facility and their home. **[Employees furnished such service will reimburse the VA.]** Reimbursement will be based on the cost to the individual employee of common carrier transportation (trolley, bus, taxi, etc.) in the community for the same trip, e.g., (1) to facility from nearest public transportation or (2) from facility to home. (Reimbursements collected shall be applied to applicable appropriation.)

j. Passenger-carrying vehicles normally will not be assigned exclusively to or set aside for the use of an individual. Normally, passenger-carrying vehicles will not be permitted to stand idle while waiting for passengers for periods in excess of 30 minutes. Wherever possible, trips will be scheduled and combined in order to utilize the vehicles most efficiently. When not in use or on call, all motor vehicles will be kept in Government-owned or Government-rented space. Unless Government-owned or operated garage space is available without cost to the VA, open storage space will be utilized, except when the use of such space is impractical due to weather conditions or other reasons.

k. The authority to allow a Government vehicle to be used for home-to-work transportation is very limited. The applicable regulations are set forth in 41 C.F.R. § 101-6.402, and include circumstances where the employee is engaged in field work, where there is a clear and present danger, or where an emergency or other compelling operational consideration requires such transportation. The definition of these terms, as well as the limits on allowing home-to-work transportation, are set forth in the section 101-6.402. In addition, pursuant to 41 C.F.R. § 101-6.403, the Department also has certain responsibilities in establishing and maintaining records that illustrate that home-to-work transportation was properly authorized and used only for official purposes.

l. When it has been determined that an employee requires the assignment of a motor vehicle in the performance of duties, the facility head may assign a Government-owned vehicle to such employee on a continuing basis. If the requirements of 41 C.F.R. § 101-6.402 are met, the facility head may authorized the employee to retain the vehicle at place of residence for use within the limits of the assignment, including transportation to and from the residence and place of employment. (For employees in the Office of the Inspector General, the Assistant Inspector General, Resource Management division, may authorize employees to travel to and from the residence and the place of employment when the requirements of section 101-6.402 are met.)

(1) Each assignment shall be in writing and shall define:

(a) The responsibilities of the employee with regard to proper care, maintenance, operation, and protection of the vehicle.

(b) The conditions under which the vehicle may be stored at the employee's place of residence.

(c) The conditions under which the vehicle may be operated between the employee's place of residence and place of employment, as set forth in 41 C.F.R. § 101-6.402. Under no circumstances, however, shall an employee be authorized to operate an assigned vehicle from place of residence to place of employment for the purpose of performing an assignment or duties at place of employment that will comprise the normal hours of duty (8 hours).

(d) If an employee uses a Government-owned vehicle for other than the official purpose defined in the assignment, the penalty will be a minimum 30-day suspension or removal.

(2) A copy of each assignment will be furnished the servicing motor pool or Chief, Engineering Service, whichever is applicable.

3. RESPONSIBILITY. The Engineering Management & Field Support Office has oversight responsibility for fleet management within VA. This office will ensure that a program is established to review, develop, and issue Departmentwide guidance and support relative to fleet operations.

4. REFERENCES

- a. FPMR, Parts 101-38 and 101-39
- b. 38 U.S.C. § 703(b);
- c. 31 U.S.C. § 1344(b)(1) - (b)(7)
- d. 41 C.F.R. § 101-6.401; 402; and 403