

## VA VEHICLE FLEET MANAGEMENT PROGRAM

1. **REASON FOR ISSUE:** This handbook establishes Departmental procedures for the vehicle fleet management program.
2. **SUMMARY OF CONTENTS:** This handbook outlines the principles, utilization criteria and other key elements in order to improve the Department's overall vehicle fleet management performance.
3. **VA HANDBOOK 0637 REFERENCES:** The references are included in a separate document accessible through the Green Management Program Web site at <http://www.green.va.gov/>.
4. **RESPONSIBLE OFFICE:** The Office of the Assistant Secretary for Management (004) is responsible for the contents of this handbook.
5. **RELATED DIRECTIVE:** Directive 0637, VA Vehicle Fleet Management Program.
6. **RESCISSIONS:** None

**CERTIFIED BY:**

**BY DIRECTION OF THE  
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Distribution: Electronic Only



**VEHICLE FLEET MANAGEMENT PROGRAM**

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## VEHICLE FLEET MANAGEMENT PROGRAM

### CHAPTER 1 - INTRODUCTION

#### 1. PURPOSE

a. The mission of the Department of Veterans Affairs (VA) is to fulfill President Lincoln's promise, "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's Veterans. The goal of the Green Management Program Service within VA's Office of Asset Enterprise Management (OAEM) is to lead the Department in becoming sustainable. This supports the mission by making more resources available for Veterans' care and optimizing VA stewardship of public resources. The purpose of this handbook is to establish VA program objectives, procedures, and tools with respect to vehicle fleet management in support of the VA mission and goal. This handbook will enhance VA's ability to serve and honor America's Veterans in accordance with Executive Order (EO) 13514, and to operate a vehicle fleet that meets the mission requirements while complying with all Federal mandates.

b. This handbook supplements Directive 0637, VA Vehicle Fleet Management Program, and establishes procedures to be used in the management of VA vehicle fleets. Its scope comprises the principles, utilization criteria and other key elements required to improve VA's overall vehicle fleet management performance. All VA organizations are responsible for implementing the requirements contained in this handbook at all levels.

#### 2. APPLICABILITY

a. This handbook is applicable to all organizations within VA. Its scope includes all VA-owned, commercially leased, or General Services Administration (GSA) leased vehicles licensed for on-road use. It does not apply to small motorized equipment not intended for on-road use. Each Administration and staff office shall ensure that all subordinate organizations are aware of and comply with this handbook.

b. All VA organizations are expected to ensure timely and meaningful implementation of this handbook. Proper implementation will allow VA to prepare optimally for the Federal reporting requirements and utilization reviews. It will also position the Department to comply with increasingly stringent standards. These standards reflect the requirements of various executive orders, public laws and Federal regulations.

c. VA's emergency response and law enforcement fleet are exempt from some, but not all, of the requirements in this handbook. Unless explicitly identified, exemptions should not be assumed. When selecting law enforcement or emergency response fleet vehicles, strong consideration must be given to the vehicle's greenhouse gas emissions (GHG) score, fuel consumption, and size. Whenever it is possible to do so without

compromising security standards, alternative fuel vehicles must be given priority, and vehicle data must be available for reporting through VA's reporting tools.

### **3. BACKGROUND**

a. Motor vehicles are personal property as defined in the Federal Management Regulations, and must be treated as such with regard to guidelines discussed in VA Handbook 7002/1, Logistics Management Procedures, and VA Handbook 7348, Utilization and Disposal of Personal Property. Specific rules and regulations are in place for the acquisition, use and disposition of motor vehicles. Because they are also energy consuming devices, additional mandates apply to the management and use of motor vehicles to reduce their impact on the environment.

b. Over the past several years, the VA vehicle fleet has grown along with the increase in workload, primarily due to the emphasis on patient outreach and home services programs. In FY 2011, VA motor vehicle operators drove approximately 159,400,000 miles using over 16,400 vehicles. Both Directive 0637 and this handbook are designed to ensure that VA implements agency-wide fleet utilization criteria, improves fuel economy performance, reduces GHG emissions, and produces timely and accurate data that is readily available for reporting.

c. This handbook has been developed to assist VA fleet managers and users to understand the requirements for acquiring, managing and using U.S. Government motor vehicles.

## CHAPTER 2 – FLEET ACQUISITION PRINCIPLES

### 1. ACQUISITION GUIDELINES

#### a. General

(1) While local facilities make the decision to add a new or replacement vehicle to a local fleet, whether by lease or purchase, they must obtain the concurrence of their organization's fleet manager and the VA Fleet Management Office. Justifying the expense is also a local responsibility.

(a) All vehicles acquired are limited to the minimum body size and engine size required to satisfy operational needs, in accordance with 41 Code of Federal Regulations (CFR) 102-34.40.

(b) In determining motor vehicle requirements, fleet managers must consider the type of fuel available near the garaged location of the vehicle. An alternative fuel vehicle (AFV) using E85, natural gas, or electricity should not be ordered unless the alternative fuel is, or will be, available within five miles of the vehicle's garaged location. Check the AFDC website at <http://www.afdc.energy.gov> for current fueling stations in your area before ordering a vehicle. Hybrids may be ordered for any location.

*Note: At least 75% of annual light duty vehicle (LDV) acquisitions must be alternative fuel vehicles (AFV). This does not mean that the fleet as it currently exists must comprise 75% AFVs for LDVs. It means that at least 3 of every 4 future acquisitions must be of the AFV type. Law enforcement and emergency response vehicles are exempt.*

*Note: Starting in January 2016, all light duty vehicles (sedans and trucks) purchased or leased must be AFVs. This requirement does not apply to donated or seized vehicles.*

(2) **Bureau Codes or BOACs.** Use proper GSA bureau codes (also called BOACs), not VA mail codes, when acquiring vehicles. Current bureau codes are listed below. Updates will be posted on the VA Fleet Intranet site at [vaww.green.va.gov/fleet](http://vaww.green.va.gov/fleet).

Bureau Code	Administration/Staff Office/Staff Organization
01	Office of the Inspector General (OIG)
05	Office of Acquisition, Logistics, and Construction (OALC)
07	Office of Information and Technology (OIT)
09	Veterans Health Administration (VHA)
10	National Cemetery Administration (NCA)
11	Veterans Benefits Administration (VBA)
12	Office of General Counsel (OGC)
14	Office of Human Resources and Administration (OHRA)

b. **VA Vehicle Allocation Methodology (VAM) Tool.** The VA VAM tool, which can be found at [vaww.ceosh.med.va.gov/01HE/Pages/Vehicle.shtml](http://vaww.ceosh.med.va.gov/01HE/Pages/Vehicle.shtml), is a Web-based tool for fleet managers and optimizes vehicle acquisitions (including replacements) to right-size fleets in a way that is consistent with VA's mission. The tool is designed to help fleet managers manage fleet composition, reduce fleet size, increase utilization rates, increase fleet fuel economy, and implement AFV strategies, while still meeting mission requirements.

(1) Fleet managers must use VA's VAM tool to select and justify all vehicle acquisitions, whether vehicles are purchased or leased. Reports from the VAM tool shall accompany each acquisition request to the next higher level fleet manager.

(2) The facility fleet manager should maintain VAM records for a period of three fiscal years after each vehicle acquisition.

(3) While SUVs are appropriate for some situations, they are rarely the most fuel efficient option. Selection of SUVs to override VAM recommendations will be closely scrutinized.

(4) The relevant VA organization fleet manager must provide written authorization for vehicle acquisitions outside the recommended parameters of the VAM. The VA organization fleet manager will submit a summary of these authorizations to the VA Fleet Manager.

*Note: It is unacceptable to acquire a vehicle of excessive type when justification is based solely on reasons of position, prestige or personal convenience. Acquisition of Class III and Class IV sedans requires VA organization fleet manager approval.*

c. **Vehicles Economics and Need.** Fleet managers must show that purchase or lease of a vehicle is the most economical solution to fulfilling the transportation needs. A 3- to 6-month history showing need for and use of a vehicle is an effective way to document this. Cost data may include short-term lease costs, rental vehicle costs, and taxi or personal vehicle reimbursements. Documentation of need may include miles driven using alternative transportation sources and count of motor pool vehicle requests that were not filled.

d. **Alternatives to Acquiring a Vehicle.** Before adding a new vehicle to the existing fleet inventory, fleet managers must perform an exhaustive review of no-cost or low-cost acquisition alternatives.

(1) **No-Cost Acquisition Alternatives.** All VA organizations are required to explore and use all of the following no-cost solutions to better manage their fleets and reduce GHG emissions:

(a) **Consolidate trips.** This can be achieved by consolidating transportation routes and encouraging employees to share a vehicle when meeting schedules permit. This can eliminate duplication of trips and encourage employee car pooling.

(b) **Eliminate trips.** Use video and Web conferencing tools for meetings. Set up transportation on demand (TOD) --- changing a fixed route, fixed schedule shuttle to a demand-responsive system.

(c) **Use existing agency shuttles.** Encourage use of existing shuttle service for high-use routes to consolidate trips including employee transportation from and to mass transit venues. Include minivans/sedans as needed to accommodate small groups.

(d) **Improve scheduling and routing.** Optimize travel distance for delivery of services by using global positioning system (GPS) technology to improve routing and utilization of fleet vehicles.

(2) **Low-Cost Acquisition Alternatives.** All VA organizations are required to explore and use all the following low-cost solutions before purchasing a vehicle, to better manage their fleets and reduce GHG emissions:

(a) **Contracting.** Consider use of a contract delivery service, such as UPS, or FedEx instead of delivery by U.S. Government vehicle.

(b) **Bus/Shuttle.** Expand existing scheduled bus/shuttle service.

(c) **Scheduled Public Transportation.** The use of public transportation (bus, local train, etc.) should take precedence if it does not have an adverse impact on the services provided.

(d) **Voluntary Use of Privately Operated Vehicle (POV).** Authorizing the use of a POV (reimbursable) may be more cost effective than acquiring an additional U.S. Government vehicle for occasional use.

(e) **Taxi.** The use of taxis, if cost effective, should be encouraged for local, occasional, and non-recurring trips.

(f) **Short-Term Rentals.** VA organizations are strongly encouraged to use GSA for short-term rentals.

e. **Low GHG Vehicles.** When choosing light duty vehicles and medium duty passenger sedans, All VA organizations must select vehicles that meet the EPA GHG emissions threshold. Functional Needs Exemptions (FNEs) are required in order to obtain a vehicle that does not comply. Facility fleet managers must submit a written request for an FNE to VA's Senior Sustainability Officer (SSO) (through their VA organization fleet manager and the VA Fleet Manager). The facility fleet manager must have the SSO's written approval of the FNE request prior to vehicle acquisition. The request must include the number and type of vehicles intended for the acquisition,

proposed vehicles being acquired, and justification for non-compliance. A sample request is available on the VA fleet Website (<http://www.green.va.gov/fleet/index.asp>).

*Note: Vehicle GHG scores may be found at:  
[www.epa.gov/greenvehicles](http://www.epa.gov/greenvehicles) (for all vehicle GHG scores) and  
[www.epa.gov/greenvehicles/Federalfleet.do](http://www.epa.gov/greenvehicles/Federalfleet.do) (for low-GHG vehicles only). AutoChoice lists GHG scores and miles per gallon of all vehicles.*

*Caution: Some alternative fuel vehicles qualify as low-GHG vehicles only if the alternative fuel is used in the vehicle 100% of the time.*

f. **Vehicle Telematics.** Vehicle telematics, such as on-board GPS devices and video surveillance systems, are very useful to drivers and fleet managers alike. These devices increase drivers' safety by monitoring a vehicle for malfunctions, providing access to roadside assistance in case of mechanical breakdowns, and helping track stolen vehicles. Most of these devices are also capable of transmitting mileage information to other systems, ensuring timely and accurate reporting, and allowing fleet managers to gather the data required for the home-to-work drivers' reports.

1) Telematics are required and shall be installed in all newly acquired VA motor vehicles, which include agency owned, donated, commercially-leased, and GSA-leased vehicles. Telematics shall also be installed on existing VA vehicles whose expected retention is more than two years, within one year of issuance of this directive.

2) Waivers from this requirement may be obtained on a case-by-case basis. Waiver requests must be routed through the appropriate VA organization fleet manager for concurrence. The VA organization fleet manager will forward the request to VA Agency Fleet Manager for final approval.

## 2. VA VEHICLE ACQUISITION METHODS

a. **Preferences.** Acquiring a leased vehicle through GSA Fleet is the most economical means of acquiring a vehicle. If the required vehicle is not available through GSA Fleet, other acquisition methods may be considered. Short-term rentals are available through GSA, currently for periods up to 120 days. Commercial leases are more costly, but may provide vehicles not available through GSA. Purchase of vehicles should be reserved for specialty vehicles since retention cycles are expected to be longer than GSA leasing terms.

b. **Vehicle Transfers.** Surplus vehicles may be available from within VA and from other agencies. Before acquiring a new vehicle, check with your VA organization fleet manager and other fleet managers within VA. Excess vehicles can easily be transferred within VA in accordance with VA Handbook 7348, "Utilization and Disposal of Personal Property". GSA also facilitates the transfer of excess vehicles between agencies.

### c. Leases

(1) Vehicle selection shall be made based on the results of the VA VAM tool in order to certify the need and identify the correct vehicle type. Fleet managers should select the smallest vehicle that meets the low-GHG and AFV requirements and the mission requirements.

*Note: Caution should be exercised prior to leasing any vehicle from a commercial entity rather than GSA. The administrative and logistical burden is markedly increased, and additional contracting and legal review may be required. Commercial leases may be more costly.*

(2) **GSA Leases.** VA vehicles should be leased from GSA whenever possible. Leasing from GSA is much simpler and more cost effective than commercial leases. Contact your local GSA Fleet Service Representative (FSR) for assistance.

(3) **Commercial Leases.** When GSA is unable to satisfy vehicle leasing needs, vehicles may be acquired via a commercial lease. GSA has a schedule of contracted commercial firms that can provide vehicles directly to the requesting facility. Sources listed in the Federal Supply Schedule (FSS) 751 should be used as the primary source. If a motor vehicle is not available from sources in FSS 751, a motor vehicle may be leased through any commercial source. If the vehicle is leased for 120 or more days, the facility fleet manager must obtain a fleet service card and VA license plate for the leased vehicle.

d. **GSA Short Term Lease.** If a facility is in need of a vehicle on a temporary basis (currently 120 or fewer days), a short term lease is recommended. Short term leases are available for almost every vehicle type, from sedan to tractor trailers. GSA Fleet handles the entire rental procurement process through a commercial carrier and provides a GSA fleet card. This alternative is advantageous to VA because it offers lower rates, and there is no limit on the number of drivers.

e. **Rentals.** If an office needs a vehicle on an occasional basis (less than two to three times per month), and travels less than 600 miles per month, use of a commercial rental is recommended. This is especially true if you can schedule the vehicle use in advance. Since rental vehicles are not considered fleet vehicles, they do not require extensive vehicle management/reporting, and will likely be more cost effective than leased vehicles.

### f. Purchases

(1) Purchasing a vehicle should always be the last option considered. Vehicles should only be purchased after all other options have been explored and deemed not suitable. Vehicle purchases are made only if budgeted funds are available. Keep in

mind that VA will end up holding a purchased vehicle longer than 10 years and the fuel efficiency will decline and maintenance costs skyrocket.

(2) All vehicle purchases must be made through GSA unless a waiver is granted by GSA. Requests for waivers to purchase from sources other than GSA must be submitted to GSA in accordance with Federal Property Management Regulations (FPMR) Section 101-26.501(b)(c). To request a waiver, send an email to [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov).

(3) The requesting local office should enter the order in the GSA on-line electronic ordering database, AutoChoice, at: <http://www.autochoice.gsa.gov>. All VA organization fleet managers will review these orders and approve them, if appropriate.

(4) The facility fleet manager must obtain a fleet service card and VA license plate for the new vehicle following the procedures outlined in this handbook.

#### **g. Donated Vehicles**

(1) Vehicle Donations. Facilities have the authority to accept donated vehicles into their fleet.

(2) VHA receives a significant number of donated vehicles and, as such, has issued VHA Directive 2009-024 to provide policy requiring written agreements between VA and the donor, and to facilitate accepting and returning donated vans.

(3) The Office of Logistics and Supply Chain Management (within the Office of Acquisition, Logistics, and Construction) maintains donated vehicle titles or Certificates of Origin.

*Note: Once a vehicle is donated, it becomes the property of VA. Federal personal property requirements must be met in accordance with VA Handbook 7002/1, "Logistic Management Procedures".*

(4) Alternative Fuel Vehicle Requirements. Whenever possible, VA field offices should seek donations of alternative fuel vehicles. If this is not possible or practical, VA field offices may accept donated vehicles that are petroleum fueled. Donated vehicles are not required to be AFVs.

### **3. MODIFICATIONS TO VEHICLES**

a. GSA Fleet Management Center (FMC) approval is required in writing for any modification to GSA vehicles. The vehicle usually must be returned to its original condition prior to turn-in. GSA may assess charges to reverse the modifications and/or repair damage.

- b. VA-owned vehicle modifications may be made at the discretion of the facility fleet manager and shall be funded by the facility or program, as applicable.
- c. Modifications to commercial lease vehicles require the authorization of the vendor and shall be funded by the facility or program. The vehicle usually must be returned to its original condition prior to turn-in, or as stipulated in the lease. The vendor may assess charges for reversing modifications and/or repairing damage.

*Note: The U.S. Government employee authorizing a modification without the written consent of the vendor may be liable for all costs associated with warranty annulment and/or defects and accidents caused by such modification.*

#### **4. DISPOSAL**

a. Disposal of VA owned vehicles must be in accordance with 41 CFR 102-34.310 through 34.320. All VA organizations must adhere to the requirements of VA Handbook 7002/1, "Logistic Management Procedures".

b. Generally, vehicle titles are required for transfer of a vehicle. When a VA field office needs to dispose of a vehicle for which no title is available, a Standard Form (SF) 97, "The United States Government Certificate to Obtain Title to a Motor Vehicle" is required.

(1) Donated vehicles may require offering first right-of-refusal to the benefactor before disposal. Such offers should be made in writing, with a record kept of responses/non-responses. For vehicles being returned to donors in accordance with Title 38, U.S. Code, Veterans Benefits, a Form SF-97 must be issued by VA's National Utilization Officer who has the vested authority to sign/issue an SF-97. This position resides in the Office of Acquisition and Logistics.

(2) Sales of all other VA-owned vehicles must be coordinated through GSA. Title 40 U.S. Code (USC) 503 authorizes exchange/sale of vehicles. VA retains proceeds from the sale of VA owned vehicles as provided under 40 USC 503. VA fleet and finance program staff share responsibility to collect and disburse sale proceeds. GSA will issue the SF-97 to the buyer/purchaser of the vehicle.

c. Details of GSA personal property sales services and rates are found in Federal Management Regulation (FMR) Bulletin 2004-B6, Proceeds from Sale of Agency-Owned Vehicles. See the GSA Website ([www.gsa.gov/property](http://www.gsa.gov/property)) for more information.

#### **5. LICENSE PLATES AND VEHICLE REGISTRATION**

a. All VA motor vehicles used on public roads and designated non-motorized vehicular equipment, such as trailers, must display U.S. Government vehicle license plates. This

includes vehicles leased for more than 120 days. All current U.S. Government vehicle license plates have an expiration date of 8 years from date of issue.

(1) GSA issues all leased vehicles with a GSA license plate. Contact your GSA FSR if a license plate needs to be replaced due to loss or damage.

(2) With limited exceptions, VA license plates are to be used on all other fleet vehicles. These license plates are available from UNICOR through VHA's Center for Engineering and Occupational Safety and Health (CEOSH) using the form at [http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin\\_LP/LP\\_Home.aspx](http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx).

(3) License plates cannot be transferred to or reused on another vehicle. If a vehicle location is changed from one VA facility to another, please request a location change via CEOSH at [http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin\\_LP/LP\\_Home.aspx](http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx).

(4) Removed, expired and obsolete license plates must be returned to UNICOR, through CEOSH, for destruction. Complete instructions are available at [http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin\\_LP/LP\\_Home.aspx](http://vaww.ceosh.med.va.gov/Applications/LicensePlates/Admin_LP/LP_Home.aspx).

b. If a GSA or VA license plate is lost or stolen:

(1) Notify the local VA police office and/or local law enforcement. Provide a copy of the police report to the fleet manager, who will maintain it for audit purposes for a period of up to 5 years.

(2) Report the lost/stolen license plates to your facility fleet manager within 4 business hours of the discovery. Facility fleet managers will report the loss to their management, and their FMVRS custodian, who will report the plate as lost/stolen in the Federal Motor Vehicle Registration System (FMVRS) and initiate procurement of replacement plates.

c. In the event that the license plates are found and returned to the VA field office, the license plates must be returned to UNICOR through CEOSH for destruction.

d. Under certain conditions, field offices may request an exemption in order to place a state, District of Columbia, Commonwealth, or Territorial license plate on a U.S. Government vehicle rather than a VA or GSA license plate. Typical reasons for using these license plates include investigations and law enforcement or intelligence duties involving security activities.

(1) Unlimited Exemptions. U.S. Government vehicles used for investigative activities by the Office of the Inspector General, Regional Field Examiners, and Property Management Inspectors have unlimited exemptions. These exemptions do not require renewal.

(2) Limited Exemptions. The Secretary may authorize a limited exemption. A copy of the certification approving the need must be submitted to the VA Fleet Manager. These exemptions require annual renewal.

e. All vehicles must be properly registered in FMVRS as soon as possible. Each VA organization should designate an FMVRS custodian to maintain the FMVRS data base. This may be the fleet manager or another individual/office as determined by the organization. All VA organizations, or designated custodians, must complete the data within 5 business days of receipt of the vehicle and/or license plate, or within 5 business days of the receipt of request from the fleet manager. Contact your organization fleet manager (or VA Fleet Management Office) for information on entering or updating data in FMVRS.

## CHAPTER 3 – OPERATING THE VA FLEET

## 1. OFFICIAL USE OF U.S. GOVERNMENT VEHICLES

**a. Statute.** The use of all VA motor vehicles, including those rented or leased, is restricted by law (41 CFR 102-34) to official purposes only -- that is, uses that further the mission of VA. Providing a U.S. Government vehicle solely or even principally to enhance the comfort or convenience of the user is not permitted.

**b. Misuse of U.S. Government vehicles.** If a VA employee willfully uses or authorizes the use of a U.S. Government motor vehicle for other than official purposes, the employee is subject to suspension of at least 1 month, and potential removal from office (see (c) below). The following activities are examples of improper use of a U.S. Government motor vehicle:

(1) Transportation to a private social function.

(2) Personal errands or side trips for unofficial purposes.

(3) Transportation of dependents or visitors without accompanying officials or in support of unofficial activities, without supervisory approval.

(4) Taking a U.S. Government owned, leased or rented vehicle home overnight, unless officially authorized by the Secretary through VA's home to work regulations. This prohibition does not apply to use of vehicles while on approved travel.

(5) Use of a government vehicle is not permitted solely for employee convenience for transportation to a VA or government function.

*Note: The vehicle operator using the assigned U.S. Government vehicle to conduct an activity out of the scope of the work may be personally liable for any damages to the U.S. Government or other vehicles that occur as a result of a collision and/or a traffic violation. The magnitude of the liability varies depending on the State in which the accident or traffic violation occurred.*

**c. Penalties for Misuse of VA Motor Vehicles.** Misuse and/or failure to prevent misuse of U.S. Government-owned or -leased motor vehicles is punishable under Title 31 USC Section 1349. The unauthorized or willful misuse of a U.S. Government motor vehicle can be cause for the following disciplinary action: Subject to suspension from duty without pay, for not less than one month, and if circumstances warrant, suspension for a longer period, or summary removal from office. Volunteers and contractors may be prohibited from future use of VA vehicles.

*Note: Unauthorized use of U.S. Government vehicles often results in unnecessary expenditure of funds and public criticism.*

d. **Vehicle Keys.** The facility fleet manager must ensure that there is a key in a place with easy access for each vehicle under their jurisdiction. Vehicle operators must not take the vehicle key home, unless it is approved in writing by the facility fleet manager, or the vehicle is assigned under an approved home to work authorization. If a vehicle operator accidentally takes the key home, he/she must notify the fleet manager and return the key immediately even if it means coming in on personal time. The operator may be liable for the cost of a replacement key if he or she is determined to be negligent.

## 2. AUTHORIZED OPERATORS OF GOVERNMENT VEHICLES

a. Authorized operators must furnish proof of a good driving record. Prior to driving a U.S. Government vehicle, a driver must inform the facility fleet manager of any vehicle-related court proceedings, liabilities, or accidents. The facility fleet manager must make a report on the restriction or claim, and provide justification as to whether the driver is authorized to drive the U.S. Government vehicle. Under no circumstances will an operator with a revoked license be allowed to drive a vehicle. Under no circumstances should an operator be allowed to drive a vehicle without having their license physically on them.

b. Authorized operators include:

(1) **Federal Employees.** This includes both VA and other Federal agency employees, including employees of the Veteran Canteen Service.

(2) **Volunteers and Other Uncompensated Operators.**

(a) Volunteers and other uncompensated operators must be specifically authorized in program statute to operate a U.S. Government vehicle.

(b) Drivers must obtain a completed Optional Form (OF)-345, *Physical Fitness Inquiry for Motor Vehicle Operators*, following the procedures established by their VA organization.

(c) Volunteer and other uncompensated operators must meet the same requirements as employee operators such as training.

(3) **Contractors.** VA discourages any use of U.S. Government vehicles by contractors. Contractors may drive a U.S. Government vehicle **only** when stipulated in their contract with VA. Per 41 CFR 102-34.230, U.S. Government contractors may drive a U.S. Government vehicle under the following conditions only:

(a) Vehicles are used for official purposes only and solely in the performance of the contract.

(b) Contractors must:

1. Establish and enforce suitable penalties against their employees who use, or authorize the use of, U.S. Government vehicles for unofficial purposes, or for purposes other than in the performance of the contract; and

2. Pay any expenses or cost, without U.S. Government reimbursement, for using U.S. Government vehicles for purposes other than the performance of the contract.

*Note: If a contractor is not covered by U.S. Government self-insurance, the company must provide proof of commercial insurance to the facility fleet manager, in accordance with the limits negotiated in the contract, prior to vehicle operation.*

### 3. TRAFFIC LAW VIOLATIONS

a. Operators of U.S. Government-owned or -leased motor vehicles must obey all the motor vehicle traffic laws of the State and local jurisdiction in which they are operating, except when the duties of their position require otherwise, such as law enforcement and other emergency vehicles.

b. Operators are personally responsible for any violation of State or local traffic laws. If an operator is fined or otherwise penalized for an offense he or she committed while performing official duties, payment is the operator's personal responsibility.

c. Operators of U.S. Government-owned or -leased motor vehicles must pay any parking fees incurred (parking fees when incurred in the performance of official duties are reimbursable). Operators are personally responsible for payment of fines for a parking violation and VA will not reimburse them for such fines.

d. VA may revoke U.S. Government vehicle driving privileges for repeat traffic law or parking offenders.

**4. INSURANCE.** The U.S. Government is self-insured. A declaration card stating this may be downloaded from FMVRS. Facility fleet managers must ensure that a laminated copy of a completed declaration is placed in the glove compartment of all vehicles. In the event of an accident or if an operator is stopped by law enforcement, the operator may present the self-insurance declaration to law enforcement authorities. The license plate number and vehicle identification number (VIN) are noted on the form.

**5. PERSONAL LIABILITY INSURANCE.** Any U.S. Government vehicle operator determined to be operating a U.S. Government vehicle off-route and/or out of the scope of work, and/or committing traffic violations, including driving under the influence, may be personally liable for any damages that occur to the U.S. Government vehicle and others during a collision. The magnitude of the liability depends on the State in which the accident occurs. It may be advantageous for operators of U.S. Government

vehicles to acquire personal liability coverage in the event they are held liable for damages.

*Note: A personal liability insurance rider may be purchased from your automobile insurance provider at a reasonable cost.*

## **6. TRAINING**

- a. The facility fleet manager must ensure that the vehicle operator has met all relevant VA safety and security training requirements prior to operation of a vehicle. Training is available through the VA Talent Management System (TMS) or through GSA.
- b. Vehicle operators must take all prescribed training and provide proof of completion to the facility fleet manager prior operating a vehicle. The facility fleet manager must maintain this documentation for a period of three years and present upon request by an oversight authority.
- c. Each VA organization is encouraged to develop any driver training that it deems necessary to supplement training already available.

## **7. USE OF U.S. GOVERNMENT VEHICLES WHILE ON TRAVEL**

- a. U.S. Government vehicles may be used for transportation between lodgings and temporary duty stations for personnel on official travel. The travel status of an individual does not necessarily justify the use of a U.S. Government motor vehicle. Authorization for the use of a U.S. Government vehicle (owned, leased or rented) must be annotated on the employee's travel orders. Use of the vehicle must be predicated on need, distance involved, and other conditions that justify its use.
- b. When authorized, a U.S. Government motor vehicle may be operated:
  - (1) Between places where the employee's presence is required for official business, and temporary lodgings.
  - (2) Between places of business or lodging and establishments required for sustenance of the employee.
  - (3) Between places of business or lodging and reputable eating establishments in reasonable proximity to the temporary duty location. Personnel conducting official duties are authorized to stop at eating establishments in the immediate vicinity of the temporary duty work site. This authority does not include eating or stopping at private homes.
- c. Use of motor vehicles for transportation to or from any entertainment or recreational facilities is prohibited.

d. Employees are not authorized to stop at shopping or dining facilities on, or in the close proximity of, their permanent duty location while in route to temporary duty locations.

**8. VEHICLE ASSIGNMENTS.** Fleet managers should assign all/most vehicles to a vehicle pool. Occasionally, vehicles may be assigned to a specific office to meet mission requirements. The request for assignment must be made in writing to the facility fleet manager and be signed by the director of the office to which the vehicle will be assigned.

a. The request must contain a justification in sufficient detail to allow an individual not familiar with the mission to determine the need for a vehicle. The request should include:

- (1) Description of the intended use of the vehicle;
- (2) Description of why existing motor pool vehicles, existing shuttle bus systems and/or commercial transportation cannot meet mission requirements;
- (3) Type of vehicle required, including special equipment requirements (cargo/passenger capacity, special lights, radio, telephone, etc.);
- (4) Approximate expected mileage per month (must meet utilization standard of 1000 miles/month average for passenger cars or 15 days/month);
- (5) Location where the vehicle will be based (Community Based Outpatient Clinic, call/processing centers, etc);
- (6) Approximate start date of assignment and length of need;
- (7) Accounting information for billing purposes, if applicable;
- (8) Person having direct responsibility for the vehicle (including individual's job title, office symbol, and telephone number); and
- (9) A statement that:
  - (a) The vehicle will only be utilized for official business;
  - (b) Only authorized and properly licensed individuals will be allowed to operate the vehicle;
  - (c) The vehicle will be made available for all scheduled services and necessary repairs;
  - (d) There is adequate, secure parking space available at the location where the vehicle will be garaged; and

- (e) The vehicle will not be used for home to work transportation without appropriate authorization.
- b. If a vehicle assignment request does not meet the criteria described in this section, the fleet manager will reject it and return to the originator for resubmission.
- c. The facility fleet manager will evaluate vehicle assignment requests and approve vehicles based on a determination of sustained, mission-essential need. In some cases, the facility fleet manager may disapprove a request and suggest alternate means of mission accomplishment (such as through use of existing shuttle bus services). Or, the facility fleet manager may disapprove the specific type of vehicle requested, but may approve a different type of vehicle after evaluating all cost, fuel efficiency, regulatory compliance, and mission criticality factors. Fleet managers will only authorize vehicle assignments for services considered to be in the best interest of the U.S. Government, which includes consideration of U.S. Government-wide mandates for increasing overall fuel efficiency, decreasing petroleum fuel use, and others.

*Note: Newly acquired vehicles should not be assigned to individual services or programs. Program office approval of funds to acquire vehicles does not mean that the office will enter into possession of the vehicle or that a vehicle will be acquired. The funds approved to acquire vehicles will be used to sustain the motor pool operations. New vehicles will be acquired only if there is a determination of need using the VAM tool.*

## **9. USE OF THE FLEET CARDS**

- a. Fleet cards are for official U.S. Government business use only, and are linked to a specific vehicle. The card is used to purchase fuel, service, maintenance or repairs of that vehicle only. Cards may never be used for personal purchases or as identification for personal purchases.

*Note: Intentional use of the cards for other than official U.S. Government business may be considered an attempt to commit fraud against the US Government, and may result in disciplinary action against the user.*

- b. GSA Fleet Services Card. For additional information about fleet cards for GSA vehicles, contact your GSA FSR.
- c. VA Fleet Charge Card. Each facility is responsible for review of all fleet card activities under their purview. For information about VA fleet cards, see *VA Financial Policies and Procedures*, Volume XVI- Chapter 3.

**10. MAINTENANCE.** A fleet manager's primary mission is to maximize the availability of vehicles so that others can productively perform their jobs. The focus of maintenance management needs to be on practices that minimize unscheduled repairs and return vehicles to service in as little time as possible. All vehicle repairs must be accomplished at a competitive cost, given the requirement for a high level of service. Fleet maintenance and repair processes significantly impact vehicle availability, reliability, safety, economy, and environmental integrity.

a. **Operator Inspections.** Vehicle operators are the first line of defense against equipment wear, failure, and damage. The operator must inspect the equipment before, during, and after operation so defects or malfunctions can be detected before they result in serious damage, failure, or accident. Operators should report problems to their facility fleet manager.

(1) **Before Operation.** A "before operation" inspection is a visual inspection to make sure the vehicle is safe and in good operating condition before it is driven. Many defects, especially leaks, are more apparent after the vehicle has been parked overnight.

(2) **During Operation.** A "during operation" inspection consists of the operator being alert to indications of vehicle malfunction while driving, such as unusual vibrations, noise, and odors; abnormal instrument readings; and erratic brake and steering operations.

(3) **After Operation.** An "after operation" inspection consists of all daily vehicle services and correction of deficiencies found. This inspection prepares the vehicle for operation at a moment's notice.

*Note: All vehicle operators are ultimately liable for the proper operation and care of their vehicle. Therefore, the importance of performing before, during, and after operation checks cannot be overstressed.*

b. **Fueling the Vehicle.** Operators shall:

(1) Use E85 or biodiesel in vehicles designed to operate on these alternate fuels. When in doubt, consult the vehicle's operator manual;

(2) Avoid intermediate and premium grade gasoline unless the motor vehicle specifically requires it. GSA will charge the customer for use of the wrong fuel type.

(3) Use self-service fuel pumps to the fullest extent possible;

(4) Enter the vehicle mileage at the pump, if prompted; and

(5) Secure a receipt and return it with the keys to the facility fleet manager, so as to maintain accurate records of fuel transactions for each vehicle. Write the complete

license plate number on the receipt in pen.

(6) Avoid filling more than the tank size. Refer to the owner's manual for this information. GSA will charge the customer for the extra fuel, thinking it is an unauthorized purchase.

c. **Scheduled Maintenance.** Facility fleet managers must ensure compliance with the vehicle maintenance schedule, and maintain records of cost associated with each required task, for each vehicle in their fleet. Documentation must be entered and maintained in the FMIS at the local field office level.

(1) GSA vehicles shall be maintained in accordance with GSA maintenance guidelines. GSA will charge the customer for oil changes that are performed before the schedule requires. Only get oil changes when GSA requires and not before.

(2) VA-owned vehicles shall be maintained in accordance with manufacturers' recommendations and Administration maintenance guidelines.

(3) Commercially leased vehicles shall be maintained in accordance with the terms of the lease agreement.

*Note: Vehicle operators must work with their facility fleet manager to have preventative and unscheduled maintenance performed in a timely manner. This is particularly important with assigned vehicles that may not normally be available to the facility fleet manager.*

d. **Unscheduled Maintenance.** Unscheduled maintenance shall generally be limited to the correction of only those specific items that the operator reports and qualified personnel confirm as being deficient. Other deficiencies the inspector observes at the time of unscheduled maintenance that affects safety, or could cause damage to the equipment, shall be corrected prior to releasing the vehicle for service.

(1) Preventative maintenance and minor repairs may be accomplished using the fleet card. Limits apply, so refer to GSA policy or VA Office of Finance policy, as appropriate, for further guidance on authorized card uses.

(2) Facility fleet managers must approve repairs and parts replacements exceeding \$100.00 per purchase.

(3) Facility fleet managers must ensure that biopreferred and environmentally preferable motor vehicle products are purchased. This includes products used for the engine/motor oil change. In addition, when selecting the provider for routine motor oil changes, preference should be given to those companies that support green practices, such as the use of biopreferred products and recycling, especially of lubricants (oil). GSA recommends using a synthetic blend oil to increase the range between oil changes and to waste less oil.

e. **Emissions Testing.** VA fleet vehicles must be capable of passing state inspections. At this time, most states do not require U.S. Government licensed vehicles to be tested since such testing must interface with their vehicle registration systems.

f. The VA organization fleet manager must monitor maintenance compliance of the fleets under their jurisdiction. All VA organizations are encouraged to set forth policies and procedures to ensure compliance with corrective measures such as disabling the gas card or discussing the issues with the driver's supervisor.

## 11. MOTOR VEHICLE SAFETY

a. VA's mission involves transportation of Veterans, employees and volunteers over millions of miles of roadways in all kinds of weather. The National Institute for Occupational Safety and Health (NIOSH) reports that roadway crashes are the leading cause of occupational fatalities (<http://www.cdc.gov/niosh/docs/2004-137>). In order to mitigate these inherent hazards, safety **shall** be taken seriously.

(1) **Vehicle Recalls.** Vehicle recalls usually affect safe vehicle operation. Fleet managers and vehicle operators are responsible for making sure that vehicle recalls are promptly addressed. Fleet managers should coordinate with vehicle service facilities and vehicle operators to make sure that vehicles are made available for repairs.

(2) **Seat Belts.** All vehicle occupants must wear seat belts (when provided) at all times while a vehicle is in operation.

(3) **Cell Phones, Radio Earphones, Stereo Headsets and Two-Way Radios.** Drivers shall not use cell phones while operating the vehicle. If absolutely necessary, the driver should safely stop the vehicle in order to conduct a telephone conversation. Radio earphones or stereo headsets shall not be worn while driving the vehicle. Any communication through two-way radio systems must be short, or the driver should safely stop the vehicle in order to conduct an extended conversation.

*Note: **Cell Phones and Gasoline Pumps.** Though rare, it is possible that the use of a cell phone in close proximity to gasoline vapors may cause the eruption of a spark-ignited fire. Most service stations must post a sign prohibiting use of a cell phone near pumps by order of the local fire department.*

*Note: Discharge the static electricity generated getting in and out of car seats, gloves, jackets, and coat by touching the metal frame of the pump.*

(4) **Texting.** In accordance with EO 13513, all VA vehicle operators are prohibited from texting or using other communications devices while driving a U.S. Government vehicle, or while using a personal vehicle on official U.S. Government business.

*Note: The EO also encourages this safe driving habit at all times, even during personal time.*

(5) **Cargo.** All cargo should be safely secured to prevent injury in the event of an accident or sudden vehicle maneuver.

(6) **Smoking, eating and drinking.** Smoking is prohibited in all VA fleet vehicles at all times. Eating and drinking is prohibited while driving.

*Note: Please clean up after yourself when using a U.S. Government vehicle.*

**b. Accident/Incident Reporting.** Drivers must report all motor vehicle accidents/incidents to his/her immediate supervisor and to the facility fleet manager immediately after calling the police and ensuring his/her safety. Drivers must obtain a police report with a case number. Citations and contributing circumstances must be disclosed to the fleet manager and supervisor. All accidents must be investigated, and a copy of the accident report must be available for seven years. Even on snow days, when they say all you need to do is exchange driver information, a police report with a case number is required for Government vehicles. Drivers should also obtain pictures of the accident scene, intersection, and signs, if possible. Also provide the vehicle number, name of other driver, VIN number of the other vehicle, license plate and driver's license, registration, and insurance information. All accidents involving injuries must be reviewed, and a report of findings must be submitted to the facility Safety Office. VA organization fleet managers shall submit copies annually to the VA Fleet Manager. For GSA leased vehicles, the facility fleet manager must also report the accident to the GSA Regional Fleet Office. The facility fleet manager is responsible for ensuring compliance with reporting the accident using the protocols established by their VA organization. In addition, facility fleet managers should:

(1) Report all vehicle accidents to VA police or local police within 4 working hours of the incident;

(2) Report crashes of GSA fleet vehicles to GSA Fleet using the Comprehensive, Repair, Accident and Systems History (CRASH) module in GSA DriveThru;

(3) File a completed SF 91, "Motor Vehicle Accident Report"; Section 2 must be filled in completely, including titled owner of the vehicle;

(4) File a completed SF 94, "Statement of Witness";

(5) Follow all directives applicable to their organization;

(6) Maintain records available for audits up to 7 years after the accident;

(7) Ensure that blank copies of these forms are available in each vehicle, ready to use in case of an accident.

*Note: Supervisors, upon accident notification, assume responsibility for ensuring compliance with accident reporting requirements when a vehicle operator or passenger is injured.*

## CHAPTER 4 – OTHER CONSIDERATIONS

### 1. REDUCING PETROLEUM CONSUMPTION

a. VA facilities must reduce vehicle fleet fuel consumption through the use of alternative fuels, acquisition of vehicles with higher fuel efficiency, substitution of cars for trucks, increase in vehicle load factors, decrease in miles traveled, and decrease in fleet size. The specific requirements are to:

(1) Reduce the fleet's total consumption of petroleum products by 2 percent annually; and

(2) Increase the total fuel consumption that is non-petroleum-based by 10 percent annually.

b. The use of plug-in electric vehicles is required when these vehicles are commercially available at a cost reasonably comparable, on the basis of life-cycle cost, to non-electric vehicles.

c. Practices to achieve the above goals are:

(1) All VA organizations must comply with the annual requirement that 75 percent of a Federal fleet's new LDV acquisitions must be AFVs. If a facility does not have an alternative fuel station available within 5 miles of the vehicle's garaged location, the facility must do one of the following:

(a) Install an alternative fueling station on site.

(b) Team up with local and regional groups to support the expansion and use of public fueling stations, and the creation of private facilities where public ones cannot be established.

(c) Acquire AFVs that help meet this requirement, such as electric or hybrid vehicles.

(d) Use only low GHG vehicles. These are considered to be AFVs where alternative fuels are not available.

(2) **Fueling U.S. Government Vehicles.** When fueling U.S. Government owned or leased AFVs, operators must use alternative fuel. The vehicle operator is responsible for using the appropriate alternative fuel in AFVs.

*Note: The locations of U.S. Government and commercial alternative fuel stations nationwide per fuel type are available at <http://www.afdc.energy.gov/afdc/stations/advanced.php>. Vehicle operators that fail to abide by this requirement, unless*

*they have an approved waiver, may lose their privileges to drive a U.S. Government vehicle.*

## 2. UTILIZATION

a. **Utilization Controls and Practices.** Utilization controls and practices apply to all VA fleet vehicles. These principles and practices include:

(1) Each VA organization will establish additional policy and procedures, as needed, to manage the fleet under its jurisdiction.

(2) No vehicle will be driven farther or more often than necessary. Under no circumstances shall vehicles be driven with the sole intended purpose of meeting utilization criteria or increasing fuel consumption of non-petroleum based fuel to meet established performance measures.

(3) All vehicles will be operated on a pooled basis whenever possible to achieve the highest utilization level possible. New vehicles should be assigned to motor pools at least 1 year or 500 miles prior to an individual or program assignment.

(4) Motor vehicles will be rotated between high and low mileage assignments. This will equalize the overall usage of each vehicle in the fleet, avoiding situations where individual vehicles have extremely low or high mileage. Vehicles are considered to be personal property by the government and, as a result, the Equipment Inventory Listings must be updated frequently.

(5) The permanent assignment of motor vehicles to individuals or program offices should be avoided.

(6) Any fleet vehicle should be used at its maximum duty capacity within the limits of safe operation. For example, a large sedan should not be used to transport two persons when a subcompact is available.

(7) Individual motor vehicle use records, such as trip ticket logs or vehicle logs, shall be maintained by local fleet managers.

b. **Utilization Report.** Field fleet managers must review and report each year the utilization of each vehicle within their jurisdiction to their Central Office fleet manager. All VA organization fleet managers must semi-annually inform their facility fleet managers of their utilization within their fleet.

## 3. HOME-TO-WORK TRANSPORTATION

a. In limited circumstances, employees may be authorized the use of a U.S. Government vehicle for transportation from home to places of work. This is governed by the rules outlined in FMR 102.5, Home-to-Work Transportation. Home-to-work transportation may be authorized for those employees engaged in field work, or faced

with a clear and present danger, an emergency, investigative and/or law enforcement activities, or a compelling operational consideration as determined by the agency head (Secretary of VA).

b. The following employees are not covered under the home-to-work transportation program: (a) employees who are on official travel (TDY); (b) employees who are on permanent change of station (PCS) travel; and (c) employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties when designated by the Secretary of VA. These employees are covered under separate rules.

c. Authorization for home-to-work transportation **can only be made by the Secretary of VA**, and must be made in writing, on a case-by-case basis. This function cannot be delegated. The following are some important considerations:

(1) Authorization must be in writing and accomplished as soon as practicable. Authorizations must be updated as necessary and **recertified at least every 2 years**. The authority to make determinations may not be delegated.

(2) The Secretary may authorize the use of home-to-work transportation only to the extent that such transportation will substantially increase the efficiency and economy of the U.S. Government, and not for personal convenience.

(3) Home-to-work authorization may be granted to a category of employees. The Secretary must determine those specific individual positions within a category that should be allowed home-to-work transportation. For example, there may be 50 nurses classified within a category, but only 7 performing home-based health care merit home-to-work transportation.

(4) Home-to-work transportation will not be used when the employee normally commutes to a fixed location, however far removed from his or her official duty station.

(5) Employees may not use home-to-work transportation if their workday begins at their work place.

(6) Home-to-work authorization cannot be provided to a contractor unless specifically addressed within the contract.

(7) Home-to-work authorization requires the employee to document travel carefully and provide copies as prescribed by their organization's internal procedures for review and reporting. Telematics must be installed within 90 days of approved authorization in all home-to-work vehicles.

d. VA Form 0718, "Request for Home-To-Work Transportation," must be used to request authorization of home-to-work transportation. Authorizations are not transferable. Instructions for preparing the document are located on the back of the form.

(1) Requests for authorization must be routed through their organization's fleet manager to the VA Fleet Management Office for review and approval. Once approved by the VA Fleet Management Office, the VA Fleet Manager will forward the request through necessary channels for the Secretary's signature.

(2) The initial authorization will not exceed 2 years for field work or 15 calendar days for other circumstances. If the need continues, the Secretary may authorize an additional 2 years for field work, and not more than 90 additional calendar days for other circumstances. These processes may continue as long as required by the circumstances.

(3) The Secretary must report determinations to Congress no later than 60 days after granting authorization. Both the Senate Committee on Governmental Affairs and the House of Representatives Committee on Government Operations must be notified of each determination. Signed authorizations will be routed through VA's Fleet Management Office to the originating VA organization for distribution.

e. VA's Senior Sustainability Officer is responsible for:

(1) Coordinating and compiling the information necessary for the Secretary's signature and reporting to Congress on VA employees authorized home-to-work transportation under any circumstances.

(2) Disseminating information to all VA organizations regarding updates to the regulations and procedures established by Congress, the Office of Management and Budget (OMB), the Governmental Accountability Office (GAO), and GSA concerning home-to-work transportation.

f. The VA organization fleet managers are responsible for:

(1) Ensuring that an AFV is assigned for home-to-work when possible.

(2) Ensuring that all home-to-work use of vehicles is pursuant to a Secretarial approval, and is documented.

(3) Ensuring that employees complete the Daily Vehicle Utilization Report until telematics are installed in the vehicle. The facility fleet manager will collect the reports monthly and maintain them accessible for an audit for up to 5 years. Once the telematics have been installed, reports can be generated for the assigned vehicle.

(4) Reviewing Daily Vehicle Utilization Reports (or telematics records) for compliance with home-to-work regulations.

(5) Monitoring maintenance logs to ensure that scheduled maintenance is performed by the operator.

(6) Inputting mileage costs in the designated fleet management information system.

(7) Ensuring the transmission of mileage reports to GSA and the reconciliation of monthly invoices.

**g. Tax Implications**

(1) The Deficit Reduction Act of 1984 (Public Law 98-369) and the Contemporaneous Recordkeeping Requirements Repeal Act (Public Law 99-44) require that certain non-cash fringe benefits be subject to Federal income taxes as well as Social Security and/or Medicare taxes. The use of home-to-work transportation or parking provided for an official vehicle used for this purpose will likely result in the attribution of fringe benefit income to the employee. Employees are liable for any taxes incurred.

(2) The employee's supervisor is to determine, in conjunction with each employee in a position designated a home-to-work position, the number of times the employee used a government vehicle for commuting. The supervisor will report the name of each employee who uses home-to-work transportation for commuting, the number of times the employee used a vehicle to commute one-way, and the dates of the usage. The finance officer will consolidate this information and report it to the local Human Resources Office. Human resources offices are responsible for compiling a schedule of all employees for whom this benefit will be reported and notifying employees that OASDI and Medicare taxes will be deducted, as appropriate.

**CHAPTER 5 – ELECTRONIC INFORMATION SYSTEMS**

**1. FLEET MANAGEMENT INFORMATION SYSTEM (FMIS).** An FMIS allows fleet managers to easily and uniformly track agency fleet vehicles and expenses. It serves as a repository for much of the data needed to complete Federal Automotive Statistical Tool (FAST) reports, simplifies the preparation of data for entry into FAST, and interfaces with FMVRS. The FMIS is a Web-based program that has a variety of screens for entering, editing, displaying and printing vehicle information, including maintenance schedules, monthly mileage, and fuel card transactions. Facility fleet managers are responsible for:

- a. Keeping the information in the system up-to-date
- b. Entering new vehicle information within 5 business days
- c. Tracking monthly expenses
- d. Updating and tracking accident information within 24 hours of incident
- e. Entering vehicle changes (such as new tag assignments and ownership changes) into VMIS within 5 business days of occurrence
- f. Monitoring utilization, fuel card usage, and maintenance.

**2. FEDERAL MOTOR VEHICLE REGISTRATION SYSTEM (FMVRS).** FMVRS is a U.S. Government-wide registration system for all federally-tagged motor vehicles. This system connects directly to the National Law Enforcement Telecommunications System (NLETS), which is part of the International Justice and Public Safety Information Sharing Network. FMVRS facilitates the information exchange between state, local, and Federal agencies and supports services to justice-related computer programs. This tool can be accessed at <http://fmvrs.fas.gsa.gov/>.

- a. If the vehicle is purchased or leased from a source other than GSA, the vehicle must be added to FMVRS using the corresponding VIN number. Fleet managers must notify their FMVRS custodian within 5 days of vehicle arrival. The custodian must enter the required vehicle information within 5 business days.
- b. For vehicles purchased or leased from GSA, the vehicle information and point of contact must be added within 5 business days of vehicle arrival. Each Administration should designate an FMVRS custodian to maintain the FMVRS database.
- c. Once a vehicle is assigned a license plate, the vehicle information must be associated with the assigned license plate in FMVRS within 5 business days of notification.

- d. Report lost or stolen vehicles within 4 hours of discovery.
- e. Update and maintain the point of contact and garage location of vehicles. If the garage location or point of contact for a vehicle changes, the fleet manager must notify their FMVRS custodian promptly, and the FMVRS custodian must enter the correct information into FMVRS within 5 business days.

*Note: FMVRS will identify any vehicle that is not entered into the system as "suspicious" when responding to official police inquiries on the vehicle. Both vehicle and driver will be treated with all the precautions that this classification entails.*

**3. VEHICLE ALLOCATION METHODOLOGY (VAM).** VAM is a Web-based tool that uses VA policies and procedures to assist fleet managers in selecting the correct number and size of vehicles needed to meet their mission. The tool helps fleet managers establish and control fleet size and composition. The VAM tool is accessed at <http://vaww.ceosh.med.va.gov/01HE/Pages/vavam.shtml>.

**4. GSA FLEET DRIVETHRU.** DriveThru is a Web-based system with multiple applications. It is accessed at <http://drivethru.fas.gsa.gov/drivethru/drivethru/>. Some of DriveThru's applications are:

a. **Mileage Express.** Mileage Express is a Web-based mileage reporting system. It is used to upload vehicle mileages directly into GSA's database in real-time. This system can also be used to obtain the monthly odometer readings. The Mileage Express manual can be found at: <http://www.gsa.gov/portal/content/100043>

b. **Reports Carryout.** This Web-based tool allows fleet managers to better manage their fleets and obtain the information required for various reports. This information can be downloaded as an Excel spreadsheet or received via e-mail, allowing for easy viewing and analysis of all vehicle-related data. Report mechanisms that might be valuable to fleet managers include:

(1) Agency Incurred Expense (AIE). Download bill-back records.

(2) Fuel Use Report. This tool allows users to create reports on fuel usage and to monitor compliance with alternative fuel usage per vehicle.

(3) FAST Data Center. Access FAST data on vehicle inventory, acquisition, disposal, expenses and fuel consumption.

(4) Inventory Reports. Generate fleet reports using a pre-formatted or customized search with over 50 unique selection criteria. The application may be accessed at: <https://drivethru.fas.gsa.gov/drivethru/fdt9001/>.

c. **CRASH.** The Comprehensive, Repair, Accident and Systems History (CRASH) tool assists users with tracking vehicle accident activity, past and present. This tool allows

fleet managers to obtain an in-depth, comprehensive analysis of all accidents and incidents that their vehicles (and drivers) have been involved in. This tool can be accessed at [www.gsa.gov/crash](http://www.gsa.gov/crash).

d. **Vendor Customer Support Service (VCSS).** VCSS is a Web-based tool that allows fleet managers to generate online reports or download their billing information into spreadsheets to ensure accuracy and certify payments. This tool also provides information on the total number of vehicles leased monthly, calendar year, and/or fiscal year, and allows agencies to correspond with GSA on billing questions. This tool can be accessed at <http://vcss.gsa.gov>.

**5. REPORTING.** All VA organization fleet managers must ensure that the data entered in VA fleet databases is timely and accurate. The reporting databases include the FMIS, FAST, and FMVRS. To fulfill these requirements, the following reporting and tracking best practices are mandated:

a. **Reportable Vehicles.**

(1) Include sedans, station wagons, buses, ambulances, fire trucks, motorcycles, law enforcement vehicles, vans, utility motor vehicles, trucks and truck tractors, regardless of fuel type.

(2) Exclude military-design motor vehicles, dollies, cable reels, and other vehicles not used for the transportation of goods or people.

b. **Required Historical Records.** All facility fleet managers shall maintain a historical record for each owned, GSA-leased or commercially-leased motor vehicle. The record shall include the following information:

- (1) Inventory control data
- (2) Annual utilization reports
- (3) Operating costs
- (4) Maintenance costs
- (5) Accidents and damage information
- (6) Disposal data.

c. **Required Reports.** All VA organization fleet managers are responsible for the accuracy and timely submission of data. Each fleet manager is responsible for disseminating information regarding training opportunities and requirements for each of the regularly-scheduled reports set forth in the following table. Please note that the information in the table may change without prior notification.

### Reporting and Training Requirements

When	Report/Training	Responsibility
As needed	Home-to-work authorization requests for VA Fleet Manager approval	VA organizations
Annually or as needed	Executive fleet vehicle report	VA Fleet Management Office
As needed	Functional Need Exemption requests for OAEM approval	All VA organization fleet managers
20 <sup>th</sup> of Every Month	Odometer readings and fuel purchases entered/verified in vehicle inventory system	Facility fleet manager
January	OMB Sustainability/Energy Scorecard entered in MAX	Green Management Program Service
January 31st	Vehicle utilization reports to VA Fleet Manager	All VA organization fleet managers
February 15th	Annual Fleet Compliance Report (sometimes called the EAct Report) to Congress and the Department of Energy (DOE) and published on the Web	VA Fleet Management Office
March 15th	Agency Fleet Management Plan entered in FAST	VA Fleet Management Office
June	EAct 2005 Section 701 Waiver Requests entered in FAST	Facility fleet manager
June	Section 246 Federal Fueling Centers Report (Renewable Fuel Pumps) to DOE	Facility fleet manager
June	EO 13514 Strategic Sustainability Performance Plan to White House Council on Environmental Quality	Green Management Program Service
July	OMB Sustainability/Energy Scorecard entered in MAX	Green Management Program Service
August	OMB A-11 Report entered in FAST	Facility fleet manager
September	Online training for FAST Administrators; fleet managers train others	FAST Administrators
October	Annual vehicle utilization reports to VA Fleet Manager	All VA organization fleet managers
October 1 to November 15	FAST data call entry window	Facility fleet manager
November	Annual OSHA Safety and Health Report to Safety Office; copy to VA Fleet Manager	All VA organization fleet managers

d. **Fall/Winter FAST Reporting.** Annual input of vehicle inventory, cost, and fuel use data begins in October. All VA organizations must report annual vehicle acquisition, inventory, fuel economy, and petroleum and alternative fuel consumption data to DOE by using the FAST online tool **by November 15 each year**. Out-year projections for the following three years must be entered into FAST **by February 15 each year**. Input provided in FAST populates the SF72 Vehicle Inventory Report, EPAAct report (AFV acquisition mandates), and EO 13423 report (alternative fuel increase and petroleum fuel reduction mandates), and provides a baseline for the upcoming fiscal year's OMB A-11 report (cost of fleet operation).

e. **OMB Sustainability/Energy Scorecard.** The Office of Management and Budget (OMB), in coordination with the Department of Energy (DOE), has implemented a management scorecard that tracks individual Federal agency status and progress toward meeting sustainability requirements. The fleet portion of the scorecard monitors petroleum fuel reduction progress compared with a 2005 baseline.

f. **Annual Report to Congress.** By February 15 of each year, Federal agencies are required to provide to Congress an annual written report on their compliance with alternative fuels and petroleum reduction for the previous fiscal year. This report is placed on VA's Website and published in the *Federal Register*.

g. **Executive Vehicle Reporting Requirements.** Special reporting requirements for executive vehicles are as follows:

(1) Identify all executive fleet vehicles and determine if any are larger than a midsize sedan (including sport utility vehicles (SUVs) that are larger than intermediate), and

(2) Identify all executive fleet vehicles and determine if any are not AFVs.

Managers of executive fleet vehicles must notify the VA Fleet Manager when executive vehicles are replaced. Executive fleet vehicles that are larger than midsize sedans or are not AFVs must be disclosed on the VA Website. The data posted includes vehicle make, model, year of manufacture, fuel type, and the office to which the vehicle is assigned.

h. **EPAAct Section 701 Waivers.** Annual alternative fuel use waivers are due in June using the FAST system. Waivers are required for every vehicle operating in a location that does not have alternative fuel available (within five miles or a 15-minute drive), or where the cost of available alternative fuel is excessive.

i. **OMB A-11 Report.** All VA organizations provide fleet operating costs for the current fiscal year, as well as for future years, using the FAST system.

j. **Required Odometer Readings.** For GSA leased vehicles, facility fleet managers must report odometer readings to the appropriate GSA FMC by the 20<sup>th</sup> of each month.

k. **Federal Fueling Centers Report.** This report includes the details of all alternative fuel infrastructure available, and the number of gallons dispensed per fuel type. This report is completed using FAST, and is limited to fuel used for vehicles only.

l. **Annual OSHA Safety and Health Report.** This report is due in November to the VA Safety Officer. All VA organizations submit a copy of the report to the VA Fleet Manager.

m. **EO 13514 Strategic Sustainability Performance Plan (SSPP) due to White House Council on Environmental Quality (CEQ).** The SSPP provides a blueprint for how VA will achieve sustainability-related goals, such as GHG emissions reductions, from FY 2010 through FY 2020. Scope 1 and 2 GHG emissions relate to direct fuel consumption, and therefore to fleet petroleum usage.

n. **Accident Report.** Administration and staff office fleet managers must submit a copy of the annual accident report for the fleet under their jurisdiction. The report should include information on the results of the accident investigation and on associated costs. Costs refer to disbursements VA made and/or payments VA received.

o. **Vehicle Underutilization Report.** Administration and staff office fleet managers must submit a copy of the annual vehicle underutilization report for the fleet under their jurisdiction. The report must include details on vehicles that do not meet the minimum utilization requirements, and justification for retaining them.

## Appendix 1 – DEFINITIONS

- 1. Accident Management Centers.** GSA-operated centers that provide collision, repair, and third party claim service for GSA vehicles. The representatives work with appraisers, insurance companies and customers to resolve accident claims.
- 2. Alternative fuels.** Alternative fuels include the following: methanol, ethanol and other alcohols; blends of 85 percent (85%) or more of alcohol with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); coal-derived liquid fuels; hydrogen; electricity; biodiesel (B100); and P-series fuels.
- 3. Alternative Fuel Vehicle.** Dedicated or dual fuel vehicle fueled by: alcohols (such as E85), compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), propane, electricity, or hydrogen. In addition, qualified hybrid vehicles include advanced lean burn vehicles, and vehicles that demonstrate significant petroleum reduction including low-GHG emitting vehicles located in areas without access to alternative fuel.
- 4. B-20.** A mixture of 20 percent biodiesel and 80 percent petroleum-based diesel. This mixture can be used in most diesel-powered vehicles with no engine or vehicle modifications.
- 5. Bi-fuel vehicle.** A vehicle that can operate on two different fuels. The vehicle has two separate fuel systems, but easily switches from one fuel to the other.
- 6. Biodiesel.** Biodiesel is manufactured from vegetable oils (primarily soy), animal fats or recycled restaurant grease. It is biodegradable and produces low emissions. Biodiesel blends are not alternative fuels. However, the biodiesel component of biodiesel blends greater than 20 percent are counted toward alternative fuel goals.
- 7. Centrally Fueled.** A vehicle is centrally fueled if it is fueled 75 percent or more of the time at a location that is owned, operated or controlled by a fleet, or is under contract with the fleet for refueling purposes.
- 8. Class I Vehicle.** Subcompact vehicle.
- 9. Class II Vehicle.** Compact vehicle.
- 10. Class III Vehicle.** Mid size vehicle.
- 11. Class IV Vehicle.** Large or full size vehicle.
- 12. Class V Vehicle.** Limousine.

**13. Clear and Present Danger.** Those highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where:

- a. The danger is real, not imagined,
- b. The danger is immediate or imminent, not merely potential; and
- c. A showing is made that the use of a U.S. Government passenger carrier would provide protection not otherwise available.

**14. Compelling Operational Considerations.** Those circumstances under which the provision of home-to-work transportation to an employee is essential to the conduct of official business, or would substantially increase a Federal agency's efficiency and economy.

**15. Cost Price Index (CPI).** A normalized average of prices for a given class of goods or services in a given region during a given interval of time. It is statistically designed to help to compare how these prices, taken as a whole, differ between time periods or geographical locations.

**16. E85.** Fuel mixture nominally consisting of ethanol blended with gasoline in an 85 percent ethanol/15 percent gasoline ratio.

**17. Electric Vehicles.** Electric vehicles use energy storage devices such as batteries or fuel cells. These vehicles must be plugged-in to recharge.

**18. Employee.** An employee of VA or other Federal agency, including an officer or enlisted member of the Armed Forces.

**19. Energy Policy Act (EPAAct).** Law enacted in 1992 to improve air quality and enhance energy security; updated in 1998 and 2005. It is officially known as Public Law 102-486 (updated in Public Law 105-388 in 1998 and Public Law 109-58 in 2005), and covers such energy management topics as energy efficiency, alternative fuels and renewable energy.

**20. Ethanol.** Fuel produced by fermenting and distilling crops with a high sugar or starch content, such as corn, barley and wheat, to produce an alcohol-based fuel.

**21. Executive Order 13149 (EO 13149).** Entitled "Greening the Government through Federal Fleet and Transportation Efficiency" and signed on April 21, 2000, this EO has the purpose of reducing petroleum consumption in the Federal fleet.

**22. Executive Order 13423 (EO 13423).** Entitled "Strengthening Federal Environmental, Energy, and Transportation Management" and signed on January 24, 2007, this EO instructs Federal agencies to conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

- 23. Fleet.** A group of vehicles owned or operated as a unit. Fleets may exist at multiple levels.
- 24. Flexible-Fuel Vehicle.** Also known as dual fuel vehicles. Alternative fuel vehicles with an internal combustion engine designed to run on more than one fuel, usually gasoline blended with either ethanol or methanol, with both fuels stored in the same tank. The engine is equipped to handle the various fuel options, and adjust the fuel mixture and timing of the engine to account for the differences in fuels.
- 25. FMVRS.** Federal Motor Vehicle Registration System.
- 26. FMVRS custodian.** VA office or individual responsible for maintaining current information in FMVRS. Offices without a designated custodian should contact the VA Fleet Management Office for assistance.
- 27. Fuel-Efficient.** The production of power, heat, energy, etc., at a rate considered optimal in relation to the amount of fuel consumed.
- 28. Functional Needs Exemption.** Section 141 of the Energy Independence and Security Act of 2007 (EISA) states the requirements to purchase low greenhouse gas (GHG) emitting vehicles. If no low GHG-emitting vehicle is available to meet the functional needs of an agency, a Functional Needs Exemption is required explaining why the requirement cannot be met.
- 29. Government Motor Vehicle.** Any motor vehicle that the Government owns or leases. This includes motor vehicles obtained through purchase, excess, forfeiture, and donation as well as those leased from GSA or commercial sources.
- 30. Government-Operated Vehicle (GOV).** Any motor vehicle that the Government uses in its fleet, whether owned, leased or rented.
- 31. Gross Vehicle Weight Rating (GVWR).** Net weight of a vehicle plus passenger weight.
- 32. Greenhouse Gas (GHG) Emissions Score.** EPA's GHG rating system that assigns environmental scores for cars and trucks based on emission levels and fuel economy values. For models years 2012 and earlier, the scores range from 0 to 10, where 10 is the best. For model years beginning 2013, the GHG threshold will be based on tailpipe grams of CO<sub>2</sub>/mile, where the lowest number is the best. The scores can be used to compare all vehicles and all model years against one another.
- 33. GSA Fleet Service Representative (FSR).** The FSR is the primary field fleet manager point of contact. FSRs serve as consultants and assist agencies in the acquisition of vehicles.

- 34. Hybrid Electric Vehicles.** Hybrid electric vehicles operate on a combination of a traditional internal combustion engine, a battery and an electric motor.
- 35. Hydrogen.** Hydrogen fuel is produced primarily by steam reforming of natural gas and electrolysis of water.
- 36. Incidental Vehicle Operator.** Any employee in other than a motor vehicle operator position who is required to operate a motor vehicle in order to properly carry out assigned duties. Included in this definition are contract employees and volunteers required or authorized to operate U.S. Government vehicles under the terms of an existing contract or agreement with VA.
- 37. Leased Vehicles.** Vehicles acquired for a temporary basis by the agency to perform mission-related duties and activities.
- 38. Light-Duty Vehicle (LDV).** Vehicles with a gross vehicle weight rating of less than or equal to 8,500 pounds.
- 39. Limousine.** A limousine is a vehicle with a lengthened wheelbase, generally driven by a dedicated driver. The chassis of a limousine may have been extended by the manufacturer or by an independent coachbuilder.
- 40. Maintenance Control Center.** GSA-operated center that oversees the authorizations for mechanical repairs, tire repairs and preventative maintenance of GSA vehicles.
- 41. Medium-duty Vehicle.** A vehicle weighing between 8,500 and 16,000 lbs. GVWR.
- 42. Methanol.** Methanol is an alcohol fuel similar to ethanol. Although it is commonly produced from natural gas or coal, it may be produced from landfill methane gas, waste from livestock and wood, or farmed crops such as seaweed. Methanol may be combined with gasoline in the same way as ethanol, forming a compound known as M85. Methanol is rarely used in the US.
- 43. Metropolitan Statistical Area (MSA).** A geographic region with relatively high population density. EPA 1992 refers to MSAs defined by the 1980 census.
- 44. Motor Vehicle.** Per 41 CFR 102-34.35, *Motor vehicle* means any vehicle, self-propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or vehicles not covered by this part (see 41 CFR 102-34.20).
- 45. Motor Vehicle Operator.** Any employee of the U.S. Government whose job requires the operation of motor vehicles for 50 percent or more of their regular duty. This includes chauffeurs, truck drivers, garage employees/drivers, and guard drivers.

**46. Natural Gas Vehicles (NGVs).** Natural gas vehicles may run on compressed natural gas (CNG) or liquefied natural gas (LNG), and may be dedicated (DE) or bi-fuel (BI) NGVs.

**47. OMB A-11 Report.** Budget estimate of current fiscal year as well as future fleet operating cost. Due in August via FAST.

**48. Owned.** That which belongs to VA by virtue of title.

**49. P-Series Fuel.** P-series fuel is a blend of natural gas liquids, ethanol and methyltetrahydrofuran (MeTHF). This fuel was recognized as an alternative fuel in 1999. P-series fuel is designed to be used alone or mixed with gasoline in a flex fuel vehicle's fuel tank.

**50. Passenger Carrier.** A motor vehicle, aircraft, boat, ship, or other similar means of transportation that is owned, GSA or commercially leased (including non-TDY rentals) by the US Government, or has come into the possession of the U.S. Government by other means, including donation.

**51. Place of Employment.** Any place within the accepted commuting area as determined by each VA office for the locality involved, where a VA employee performs their business, trade, or occupation, even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work, including locations where meetings, conferences, or other official functions take place.

**52. Preventive Maintenance.** Preventive maintenance refers to the replacement of systems, components and parts due to normal wear and tear such as oil, filters, lube, tires, batteries, brakes, shocks, belts, hoses, wipers, lights, horn.

**53. Purchased Vehicles.** Vehicles purchased with U.S. Government funds and owned by the agency to perform mission-related duties and activities.

**54. Rental.** The temporary use of property owned by another institution in return for regular payments. Short term leases are considered to be rentals.

**55. Renewable Fuel.** For the purposes of meeting the requirements of Section 246 of the Energy Independence and Security Act of 2007 (EISA), ethanol, biodiesel (B20 and above), and electricity generated from a renewable source are considered to be renewable fuel.

**56. Sedan.** A closed automobile having two or four doors and a front and rear seat.

**57. Spare Vehicles.** Spare vehicles are considered extra units without an active mission. These vehicles are presumed to sit idle and incurring no significant fuel or maintenance costs, until needed. Spare vehicles should only be retained as back-up vehicles for mission-critical functions.

**58. UNICOR.** Trade name for the Federal Prison Industries' wholly-owned, U.S. Government corporation, established by Congress on June 23, 1934. UNICOR produces license plates for U.S. Government vehicles.

**59. Unscheduled Maintenance Service.** Unscheduled maintenance service is the correction of deficiencies reported by the vehicle operator that occur between scheduled safety or other inspections and services as prescribed by the manufacturer.

## APPENDIX 2 – REFERENCES, RESOURCES, AND GSA CONTACTS

**References:**

- **26 CFR 1.61 - Internal Revenue Service tax regulations**, Computation of Taxable Income <http://www.irs.gov/pub/irs-drop/rr-07-19.pdf>
- **31 United States Code (USC) 638a(c)(2)** 31 U.S.C. §1349 replaces 31 U.S.C. §638(a) – Identifies the official purposes for the use of vehicles [http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t29t32+1837+0++\(\)%20%20A](http://uscode.house.gov/uscode-cgi/fastweb.exe?getdoc+uscview+t29t32+1837+0++()%20%20A)
- **41 CFR 101-26.501 (Purchase of New Motor Vehicles)** <http://www.gpo.gov/fdsys/pkg/CFR-2007-title41-vol2/pdf/CFR-2007-title41-vol2-sec101-26-501.pdf>
- **41 CFR 101-39 (Interagency Fleet Management Systems)** <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=a4246c32c2c1be9ad54a3a535d2a24f5&rqn=div5&view=text&node=41:2.1.1.7.29&idno=41>
- **41 CFR 101-39.202 Contractor Authorized Services** <http://www.gpo.gov/fdsys/pkg/CFR-1998-title41-vol2/pdf/CFR-1998-title41-vol2-sec101-39-202.pdf>
- **41 CFR 102-5 (Home-to-Work Transportation)** <http://www.gpo.gov/fdsys/pkg/CFR-2011-title41-vol3/pdf/CFR-2011-title41-vol3-part102-id96.pdf>
- **41 CFR 102-34 (Motor Vehicle Management)** <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rqn=div5&view=text&node=41:3.1.1.2.10&idno=41>
- **41 CFR 102-34.20. (Vehicles that are reportable to FAST)** <http://www.gpo.gov/fdsys/pkg/CFR-2007-title41-vol3/pdf/CFR-2007-title41-vol3-part102-id260.pdf>
- **41 CFR 102-34.215 - Contractor Use of Government Owned Vehicles** <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rqn=div5&view=text&node=41:3.1.1.2.10&idno=41#41:3.1.1.2.10.4.81.4>
- **41 CFR 102-34.35, Motor vehicle** <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rqn=div5&view=text&node=41:3.1.1.2.10&idno=41#41:3.1.1.2.10.1.77.7>

- **41 CFR Part 102-38 “Sale of Personal Property”**  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=41:3.1.1.2.14&idno=41>
- **41 CFR 102-34 (c)** - Grants exception for the utilization of Government plates to some vehicles  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=41:3.1.1.2.10&idno=41#41:3.1.1.2.10.3>
- **41 CFR Part 102-34.50 (b)** - Agencies must establish and document a structured vehicle allocation methodology to determine the appropriate size and number of motor vehicles (see FMR Bulletin B-9)  
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=41:3.1.1.2.10&idno=41#41:3.1.1.2.10.2.78.3>
- **41 CFR 102-39, Federal Property & Administrative Services Act 1949 “Replacement of Personal Property Pursuant to the Exchange/Sale Authority”** <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c7adad0955536771e8b2153c5eb07de&rgn=div5&view=text&node=41:3.1.1.2.15&idno=41>
- **41 CFR 102-34.150** - Prescribes the procedure to report loss or theft of license plates <http://www.gpo.gov/fdsys/pkg/CFR-2002-title41-vol2/xml/CFR-2002-title41-vol2-sec102-34-150.xml>
- **41 CFR, Subpart 101-6.401(g)** (<http://www.gpo.gov/fdsys/pkg/CFR-1998-title41-vol2/pdf/CFR-1998-title41-vol2-sec101-6-401.pdf>), **31 U.S.C. 1344(b)(1) through (b)(7)** (<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title31/pdf/USCODE-2011-title31-subtitleII-chap13-subchapterIII-sec1344.pdf>), **41 CFR § 102-5.35** (<http://www.gpo.gov/fdsys/pkg/CFR-2001-title41-vol3/xml/CFR-2001-title41-vol3-sec102-5-35.xml>), **41 CFR Ch. 102 Subpart B** (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=e1a0e091499ec5ca26d47068e9bafed&rgn=div5&view=text&node=41:3.1.1.1.5&idno=41>) - Authorizing Home-to-Work Transportation
- **49 USC 1116** (<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title49/pdf/USCODE-2011-title49-subtitleII-chap11-subchapterII-sec1116.pdf>), **Public Law 93-833 Sections 302 and 304(a)(3) of the “Independent Safety Board Act of 1974”** - Assigns the Safety Board the responsibility to investigate transportation accidents.
- **Public Law 109-59- vehicles from work to mass transit**  
<http://www.gpo.gov/fdsys/pkg/PLAW-109publ59/html/PLAW-109publ59.htm>

- **FAR Subpart 51.2 - Contractor Use of GSA Fleet Vehicles**  
[http://acquisition.gov/far/current/html/Subpart%2051\\_2.html](http://acquisition.gov/far/current/html/Subpart%2051_2.html)
- **OMB Circular A-11 Budget (OMB)**  
[http://www.whitehouse.gov/omb/circulars\\_a11\\_current\\_year\\_a11\\_toc](http://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc)
- **OMB Circular A-123 for Government charge card guidance**  
[http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a123/a123\\_appendix\\_b.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a123/a123_appendix_b.pdf)
- **Energy Policy Act**  
<http://www.gpo.gov/fdsys/pkg/PLAW-109publ58/pdf/PLAW-109publ58.pdf>
- **2007 Energy Independence & Security Act**  
<http://www.gpo.gov/fdsys/pkg/BILLS-110hr6enr/pdf/BILLS-110hr6enr.pdf>
- **FEMP Comprehensive Federal Fleet Handbook**  
[https://federalfleets.energy.gov/sites/default/files/static\\_page\\_docs/eo13514\\_fleet\\_handbook.pdf](https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleet_handbook.pdf)
- **FEMP Guidance for Federal Agencies on E.O. 13514 Section 12, Federal Fleet Management**  
[https://federalfleets.energy.gov/sites/default/files/static\\_page\\_docs/fleet\\_guidance\\_13514.pdf](https://federalfleets.energy.gov/sites/default/files/static_page_docs/fleet_guidance_13514.pdf)
- **FPMR 101-26.501- Establishes GSA as a mandatory source for vehicle acquisitions** <http://www.gsa.gov/graphics/fas/get-cfr.pdf>
- **GSA FMR Section 102-5 – GSA Federal Management Regulation section covering Home to Work Transportation**  
<http://www.gsa.gov/portal/ext/public/site/FMR/file/FMRTOC102-5.html/category/21857/#wp436882>
- **GSA FMR Section 102-34 – GSA Federal Management Regulation section covering Motor Vehicle Management**  
<http://www.gsa.gov/portal/ext/public/site/FMR/file/Part102-34.html/category/21858/>
- **GSA FMR Section 102-36 – GSA Federal Management Regulation section covering Disposition of Excess Personal Property**  
<http://www.gsa.gov/portal/ext/public/site/FMR/file/FMRTOC102-36.html/category/21858/#wp437717>
- **FMR B-1 Acquisition and display of official U.S. Government license plates and other motor vehicle identification**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)

- **FMR B-2 Use of hand-held wireless telephones**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-3 Use of tobacco products in motor vehicles**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-6 Proceeds from sale of agency-owned vehicles**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-11 U.S. Government License Plate Codes**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-15 Requirements for Management Information Systems in Federal Vehicle Fleets**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-19 Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet** (<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-28 Federal Employee Transportation and Shuttle Services**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-29 Accurately Reporting Passenger Vehicle Inventory within the Federal Automotive Statistical Tool**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-30 Vehicle Allocation Methodology for Agency Fleets**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-32 Posting Executive Fleet Vehicles on Agency Websites**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-33 Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **FMR B-35 Posting Executive Fleet Vehicles on Agency Websites**  
(<http://www.gsa.gov/portal/content/102955#MotorVehicleManagement>)
- **EPA Guidance for Section 141 (EISA) 2007**  
<http://www.epa.gov/greenvehicles/download/420B10008.pdf>
- **E.O. 13514** (<http://www.gpo.gov/fdsys/pkg/FR-2009-10-08/pdf/E9-24518.pdf>), **EISA Sec. 142** (<http://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>) - Creates an Agency-Wide Strategic Fleet Plan; reduce petroleum consumption by 2% annually through 2020, relative to a baseline of 2005

- **E.O. 13423- Acquire PHEVs** - Increase alternative fuel consumption by 2% annually through the end of FY 2015 relative to agency baseline for FY 2005; <http://www.gpo.gov/fdsys/pkg/FR-2007-01-26/pdf/07-374.pdf>
- **E.O. 13423** (<http://www.gpo.gov/fdsys/pkg/FR-2007-01-26/pdf/07-374.pdf>), **EISA Sec. 142** (<http://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>) - Increases Alternative Fuel Use
- **EO 13513** - Prohibits texting while driving  
<http://www.gpo.gov/fdsys/pkg/FR-2009-10-06/pdf/E9-24203.pdf>
- **Energy Policy Act of 1992 (EPACT)** <http://thomas.loc.gov/cgi-bin/query/z?c102:H.R.776.ENR:>
- **EPAct 2005 Sec. 701** - Fleets must fuel all dual-fueled vehicles with alternative fuel; Alternative fuel vehicles must use alternative fuel unless they are waived by DOE; <http://www.fedcenter.gov/Bookmarks/index.cfm?id=7130>
- **Energy Independence & Security Act (EISA) of 2007 Section 141** - Prohibits agencies from acquiring vehicles that are not low-GHG emitting vehicles (EPA issued guidance)  
<http://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>
- **EISA Sec. 142** - Reduce petroleum consumption each year to meet the October 1, 2015 goal of at least 20% lower annual petroleum consumption as compared to agency baseline for FY 2005; Mandates 10% total increase of alternative fuels FY 2005 – FY 2015; Develop a plan to meet required petroleum reductions and alternative fuel use increases  
<http://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>
- **EISA Section 246** - Every Federal fueling center must install a renewable fuel pump <http://www.gpo.gov/fdsys/pkg/PLAW-110publ140/pdf/PLAW-110publ140.pdf>
- **EPAct 1992 Alternative Fuel Vehicles** - A dedicated or dual fueled vehicle fueled by: Alcohols (E85), Natural Gas (CNG, LNG), Liquefied Petroleum Gas (LPG, Propane), Electricity, Hydrogen; 75% of light duty vehicle acquired in metropolitan statistical areas (MSA) must be Alternative Fuel Vehicles  
<http://thomas.loc.gov/cgi-bin/query/z?c102:H.R.776.ENR:>
- **National Defense Authorization Act of 2008 (NDAA)** - Added new vehicle types to AFV definitions: qualified hybrid vehicles, advanced lean burn vehicles, vehicles that demonstrate significant petroleum reduction  
<http://www.gpo.gov/fdsys/pkg/BILLS-110hr1585enr/pdf/BILLS-110hr1585enr.pdf>

- **E.O. 13423** - Mandates a 10% annual increase (from previous year) FY 2005 – FY 2015 of alternative fuels; use plug-in hybrid electric vehicles (PHEV) when commercially available at a cost reasonably comparable to non-PHEVs; impose procurement requirements for biobased  
<http://www.gpo.gov/fdsys/pkg/FR-2007-01-26/pdf/07-374.pdf>
- **E.O. 13514** - Develop an integrated Sustainability Plan that includes green house gas (GHG) and petroleum reductions  
<http://www.gpo.gov/fdsys/pkg/FR-2009-10-08/pdf/E9-24518.pdf>
- **EO 12196** (<http://www.archives.gov/Federal-register/codification/executive-order/12196.html>), **29 CFR 1960 (Federal OSHA Program)** ([http://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_toc\\_level=1&p\\_part\\_number=1960](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_toc_level=1&p_part_number=1960)), **29 CFR 1904** ([http://www.osha.gov/pls/oshaweb/owastand.display\\_standard\\_group?p\\_part\\_number=1904&p\\_toc\\_level=1](http://www.osha.gov/pls/oshaweb/owastand.display_standard_group?p_part_number=1904&p_toc_level=1)) - Accident reporting
- **EO 13513** - Prohibits Federal employees from texting behind the wheel while working or while using Government vehicles and communications devices  
<http://www.gpo.gov/fdsys/pkg/FR-2009-10-06/pdf/E9-24203.pdf>
- **IRS Information on Fringe Benefits** - [www.irs.gov/pub/irs-tege/fringe\\_benefit\\_fslg.pdf](http://www.irs.gov/pub/irs-tege/fringe_benefit_fslg.pdf)
- **VA Directive 7002**, Logistics Management Policy, **and VA Handbook 7002/1**, Logistics Management Procedures. (Directive: [http://vaww1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=453&FType=2](http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=453&FType=2); Handbook: [http://vaww1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=454&FType=2](http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=454&FType=2)).
- **VA Directive and Handbook 7348**, Utilization and Disposal of Personal Property, dated March 3, 2012. (Directive: [http://vaww1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=614&FType=2](http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=614&FType=2); Handbook: [http://vaww1.va.gov/vapubs/viewPublication.asp?Pub\\_ID=615&FType=2](http://vaww1.va.gov/vapubs/viewPublication.asp?Pub_ID=615&FType=2))
- **VHA Directive 2009-024**, Returning Donated Vans To Donors.  
([http://vaww1.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=2021](http://vaww1.va.gov/vhapublications/ViewPublication.asp?pub_ID=2021)).
- **VHA Directive 2012- 009**, “VHA Vehicle License Plate Action Requests”  
([http://vaww1.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=2491](http://vaww1.va.gov/vhapublications/ViewPublication.asp?pub_ID=2491)).

## Resources:

- **Federal Register** (<https://www.federalregister.gov/>) – daily publication site for Executive Orders, Regulations, Agency notices, etc.
- **Code of Federal Regulations**  
(<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>) – integrated publication of permanent rules (50 titles)
- **Federal Property Management Regulation & Federal Management Regulation** (FPMR & FMR) ([www.gsa.gov/fmr](http://www.gsa.gov/fmr))
- **Federal Acquisition Regulation** (FAR)  
(<http://www.acquisition.gov/far/index.html>)
- **Federal Automotive Statistical Tool (FAST)** at <https://fastweb.inel.gov/>
- **FEMP Federal Fleet Program** (<http://www1.eere.energy.gov/femp/>) assists Federal agencies with implementing and managing Alternative Fuel and Advanced Vehicle technologies and facilitating a coordinated effort to reduce fleet-based greenhouse gas emissions.
- **Bio-preferred products:** US Environmental Protection Agency (EPA) in its Comprehensive Procurement Guideline (CPG) (see <http://www.epa.gov/cpg>).
- **Alternative Fueling Stations:**  
[www.afdc.energy.gov/afdc/fuels/stations\\_locator.html](http://www.afdc.energy.gov/afdc/fuels/stations_locator.html)
- **Planning Your Route:**  
[http://www.afdc.energy.gov/afdc/stations/find\\_route.php](http://www.afdc.energy.gov/afdc/stations/find_route.php)
- **Free Online Defensive Driving Course** (<http://drivethru.fas.gsa.gov/>).
- **Vehicle Misuse Reporting:** [howsmysdriving@gsa.gov](mailto:howsmysdriving@gsa.gov)

#### GSA Contacts:

- **Accident Management Center (AMC)**  
*Tel:* 1-866-400-0411  
[www.gsa.gov/accident](http://www.gsa.gov/accident)
- **Alternative Fuel Program (AFV)**  
*E-mail:* [afvteam@gsa.gov](mailto:afvteam@gsa.gov)  
[www.gsa.gov/afv](http://www.gsa.gov/afv)
- **Fleet Services Card**  
*Tel:* 1-866-939-4472

E-mail: [lpt@gsa.gov](mailto:lpt@gsa.gov)  
[www.gsa.gov/fleetcard](http://www.gsa.gov/fleetcard)

- Fleet Management Center (FMC)  
[www.gsa.gov/findFMC](http://www.gsa.gov/findFMC)
- Fleet Service Representative (FSR)  
[www.gsa.gov/findFSR](http://www.gsa.gov/findFSR)
- GSA Fleet Drive-thru Technical Support Team  
Tel: 1-866-472-6711  
E-mail: [gsadrivethruhelp@gsa.gov](mailto:gsadrivethruhelp@gsa.gov)  
[www.drivethru.fss.gsa.gov](http://www.drivethru.fss.gsa.gov)
- GSA Fleet Vehicle Sales  
E-mail: [autoauctions@gsa.gov](mailto:autoauctions@gsa.gov)
- Maintenance Control Center (MCC)  
Tel: 1-866-400-0411  
[www.gsa.gov/fleetrepairs](http://www.gsa.gov/fleetrepairs)
- Safety Awareness  
E-mail: [howsmysdriving@gsa.gov](mailto:howsmysdriving@gsa.gov)  
[www.gsa.gov/driversafety](http://www.gsa.gov/driversafety)
- Short Term Vehicle Rental Program  
Tel: 1-866-886-1232  
E-mail: [gsa\\_rental@gsa.gov](mailto:gsa_rental@gsa.gov)