

GSA ORDER

SUBJECT: GSA Internal Motor Vehicle Management Manual

1. Purpose. This Manual outlines the U.S. General Services Administration (GSA) nationwide agency policy, procedures, and responsibilities, and includes guidelines and standards for the official use of Government Owned Vehicles (GOVs) in the GSA Internal Motor Vehicle Management Program. It also promotes greenhouse gas (GHG) reduction, safe driving, efficient and economical transportation, cost effectiveness, and maximum uniformity in the agency's internal motor vehicle program.

2. Background.

a. GSA's Internal Motor Vehicle Management Program operates under several authorities. See Appendix A.

b. 5 CFR § 930.102 governs agencies in authorizing employees to operate Government-owned or -leased (acquired for other than short term use for which the Government does not have full control and accountability) motor vehicles for official purposes.

c. The Federal Management Regulation (FMR) Part 102-34 (41 CFR 102-34) governs the economical and efficient management and control of motor vehicles that the Government owns, leases commercially, or leases through GSA Fleet.

d. Motor vehicles provided to contractors must be provided in accordance with the Federal Acquisition Regulation (FAR).

3. Scope and Applicability. This Manual applies to GSA personnel who use, supervise, manage, control, and/or oversee the utilization of GOVs while conducting official Government business.

4. Cancellation. This Order cancels and supersedes OAS 5620.1 CHGE 1 GSA Internal Motor Vehicle Management Manual.

5. Explanation of Change.

a. Addition of Executive Drivers program, Chapter 1 paragraph 3. a (1), page 6 of this order and paragraph 3. F, page 9 of this order.

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CHAPTER 1. GENERAL

1. Introduction.

a. This Order contains the policies governing the internal management, assignment, operation, maintenance, and utilization requirements for GSA GOVs or rented motor vehicles and related services.

b. Specifically, this Order includes the Program Structure; Use of a GOV; Utilization; Safety and Accidents; Operations and Maintenance; Care; Security and Storage; Vehicle Identification; Inspection; Roles and Responsibilities; Authorities; Terms and Definitions; and, Training information.

2. Internal Motor Vehicle Management Program Structure. OAS is responsible for GSA's Internal Motor Vehicle Management Program and works closely with the Federal Acquisition Service (FAS), Office of Fleet Management (GSA Fleet) on its implementation.

3. Use of a GOV. According to Federal Management Regulation (FMR) 102-34.200 (41 CFR 102-34.200), "official use" of a GOV is using a GOV to perform the agency mission as authorized. The accomplishment of official business is the sole reason for operating a Government-owned, leased or rented motor vehicle. (See FMR 102-34.200 – 250.)

a. It is official business when a GOV is used:

(1) To carry out authorized programs, including program work under contractual Arrangements;

(2) To render assistance in major disasters or emergency situations;and,

(3) While on official temporary duty (TDY) travel assignments. This includes, but is not limited to, using a Government motor vehicle for transportation for the following purposes:

(a) Between official station and TDY locations including driving the vehicle to the residence the night before TDY if doing so is in the interest of efficiency;

(b) Between residence and common carrier terminal and from the common carrier terminal to the residence;

(c) From common carrier terminals at a TDY station to place of business and between such places if more than one is involved;

(d) From common carrier terminals at a TDY station to place of lodging;

(e) From place of lodging to place of business at a TDY station where reasonable public transportation is not available or where the use of a Government vehicle for such purposes would be advantageous to the Government; and

(f) From place of lodging at a TDY station, where other reasonable means of transportation are not available, to obtain goods or services necessary to the health and well-being of the employee. This includes travel in a Government vehicle to obtain medical services, attend religious services, and to obtain goods and services at restaurants, barbershops, beauty shops, drugstores, laundries, and dry-cleaning establishments.

For additional information on use of Government vehicles for travel on TDY assignments, see GSA Order OAS 5700.1A Temporary Duty (TDY) Travel Policy.

b. Use of Government vehicles for transportation by an employee between his or her residence and place of employment requires advanced written approval from the Administrator. This authorization cannot be delegated to another agency official. See GSA Order [OAS 5620.2 Using Government Vehicles for Home-to-Work \(HTW\) Transportation May 2017](#) and [GSA Bulletin FMR B-35 Home-to-Work Transportation August 2012](#) for more information.

c. An employee may transport persons who are not employed by GSA only under the following conditions:

(1) To transport employees of other Federal agencies and non-Federal employees conducting official business when it benefits the Government and does not interfere with accomplishing the employee's primary business.

(2) To transport persons in emergency or disaster situations while assisting persons with injuries or in pain and preventing death or serious damage to persons or property.

d. No GSA employee shall transport members of his/her family, friends, or other persons who are not conducting official business in a Government vehicle (except as provided in (2), above) unless advanced approval is obtained in writing from his/her supervisor. This does not permit authorization to/from an employee's residence. (See OAS 5620.2 Using Government Vehicles for Home-to-Work (HTW) Transportation and GSA Bulletin FMR B-35 Home-to-Work Transportation.)

e. Unauthorized use of Government-owned, -leased or -rented motor vehicles for recreation, conduct of personal business or transporting persons not engaged in official use is prohibited except as provided above.

(1) Whenever apparent unofficial use of Government motor vehicles is reported, the Office of Inspector General (IG) shall be notified. GSA Fleet must also be contacted

if the vehicle is a GSA Fleet vehicle. The IG's office, in coordination with the GSA Fleet may conduct an internal investigation to determine if a violation has occurred. The IG's office shall furnish a copy of the facts and findings to FAS's Director, Office of Fleet Management and OAS's Agency Fleet Manager.

(2) Any officer or employee who uses or authorizes the use of Government vehicles for other than official purposes are subject to a suspension of at least 1 month or, up to and including, removal by the Administrator. Willful misuse of a Government vehicle requires suspension without pay for at least one month. (See 31 U.S.C. 1349; 41 CFR 102-34.240.)

f. GSA Central Office Executive Driver Program. The Office of Administrative Services (OAS), DC Workplace Services Division has oversight and management responsibility for the Executive Driver Program. The program provides drivers with vehicles for GSA SES personnel conducting official business at 1800 F Street, NW, Washington, DC. See [1800 F Executive Driver Program SOP](#) for limitations, hours of operation, and other information.

4. Adverse and Disciplinary Action. Adverse or disciplinary action against operators must be in accordance with applicable law. Contact the appropriate Employee and Labor Relations Branch of the Office of Human Resource Management (OHRM), and/or the Office of General Counsel (OGC) or Regional Counsel when adverse or disciplinary action is warranted prior to taking any action against an employee.

a. Permission to drive a Government owned, leased, or rented vehicle may be suspended and/or revoked, and if warranted, disciplinary or other appropriate action may be taken against operators for situations such as, but not limited to, the following:

- (1) Revoked State license;
- (2) Unqualified to operate a motor vehicle safely because of a physical or medical condition;
- (3) Convicted of operating under the intoxicating influence of alcohol, narcotics, or pathogenic drugs;
- (4) Convicted of leaving the scene of an accident without making their identity known;
- (5) GSA knowledge of or employee convictions for reckless driving, speeding, at-fault accidents, or other traffic violations, except parking violations; and
- (6) Guilty of neglect and/or abuse in the care or operation of Government motor vehicles.

b. Any employee who uses or authorizes the use of Government vehicles for other than official purposes is subject to disciplinary action. Willful misuse of a Government vehicle requires suspension without pay for at least one month. See 31 U.S.C. 1349, 41 CFR 102-34.225 and GSA Order HRM 9751.1 Maintaining Discipline (July 9, 2018).

CHAPTER 2. GOVERNMENT OWNED VEHICLES (GOV) OPERATORS

1. GOV Operators. Motor vehicle operators are individuals authorized to operate GOVs to conduct official business. (Always remember your role and responsibility as an internal motor vehicle customer and an internal motor vehicle operator.) GOVs may be operated by GSA employees or contractors. Contractors operating government vehicles must be authorized to do so by the Contracting Officer's Representative in accordance with the Federal Acquisition Regulations (FAR).

GSA Employee operators include two types:

a. Regular Operators. Employees who occupy a position classified as a motor vehicle operator and are regularly required to operate motor vehicles. This category does not apply to heavy equipment operators such as grader, tractor, crane, or forklift operators. Any employee hired as a motor vehicle operator is required to submit form GSA 3607 to their supervisor. (GSA does not normally hire persons in these positions.)

b. Incidental Operators. Employees who may be required to drive a vehicle to properly carry out their assigned duties more than 6 times per year, e.g., quality assurance specialists, plumbers, electricians, building managers, police officers, auditors, and investigators;

c. TDY Operators. Employees on official travel requiring the use of a GOV must have a GSA identification card, a valid State driver's license, and a GSA Official TDY Travel Authorization authorizing the use of a Government motor vehicle.

2. GOV Operator Qualifications. The following are basic requirements for all operator categories, as prescribed by 5 CFR 930.105:

- a. To possess a GSA employee identification credential and a current and valid State driver's license for the specific type of vehicle to be operated, issued by a State, the District of Columbia or any possession or territory over which the United States has administrative jurisdiction;
- b. To be medically qualified to operate a motor vehicle safely, competently, and efficiently; and
- c. To pass a road test if required to operate a bus, vehicles of over one ton load capacities, or vehicles used for:
 - (1) Transportation of dangerous materials;
 - (2) Law enforcement; or
 - (3) Emergency services.

3. GSA Employee Requests for Authorization to Operate GOVs. Employees who need to operate GOVs are required to request authorization to do so from their supervisors each year using the Incidental GOV Driver Authorization Tool (IGDAT) as described in the [IGDAT SOP](#). Employees are required to submit new requests for authorization to operate GOVs

whenever the employee changes organizations that results in a new supervisor. Employees are required to notify their supervisor immediately if their state driver's license is suspended or revoked, or of any other restrictions on their ability to operate a motor vehicle. This includes, but is not limited to, restrictions to drive a vehicle only if it is equipped with an Ignition Interlock Device (IID).

All driving violations/citations and accidents caused by the operator while driving a Government-owned, -leased or -rented motor vehicle must also be reported to their supervisor.

4. Supervisor Processing of Employee Requests for Authorization to Operate GOVs.

Supervisors are required to ensure that all of their employees who need to operate GOVs have requested and received their approval in the IGDAT each year first. Processing these requests is described in the [IGDAT SOP](#). Supervisors are responsible for validating that their employees possess a valid driver's license prior to approving the request in IGDAT. Validation of driver's licenses can either be done in person or by using video conferencing capabilities.

5. Persons Assigning GOVs to GSA Employees. Before GOVs may be assigned to GSA employees, the person assigning the vehicle is required to use the IGDAT to check that the driver is authorized to operate GOVs. Instructions for doing this are found in the [IGDAT SOP](#).

CHAPTER 3. ASSIGNMENT AND UTILIZATION OF GOVs

1. GOV Assignment. Assignment of motor vehicles to programs is based on the nature of duties and responsibilities of the organization, estimated annual mileage to be driven, and the need for an assigned vehicle to perform duties. Adhering to standard agency practices ensures maximum vehicle use without impairing an organization's operating efficiency. Employees must obtain advanced, verbal supervisory approval before operating the motor vehicle.

Vehicle assignment is determined by program needs and position responsibilities, not for the comfort or convenience of the employee:

a. Motor Vehicle Approval. Government motor vehicles should be used only when public transportation is not available, and/or when it is more advantageous and economical to the Government. Employees must obtain advanced, verbal supervisory approval before operating the motor vehicle.

b. Motor Vehicle Reservations. Where the Dispatch Reservation Module (DRM) has been implemented, GSA fleet customers will be required to make a reservation in the DRM before operating a GSA internal motor vehicle. The logistics for each Region and Central Office and how the specific procedure will be administered may vary based on location and the number of customers and vehicles. Contact your OAS Workplace Services (WPS) Regional office for specific guidance.

2. Assigned Vehicle Area. Vehicles assigned by the Fleet Management Center (FMC) should normally not be permanently relocated outside the assigned area served by the issuing FMC (41 CFR 101-39.208).

a. All GSA Fleet customers should practice the rotation of vehicles in high mileage assignments with those in low mileage assignments to ensure maximum use. However, vehicles should normally not leave the assigned vehicle area. The Billing Office Address Code (BOAC), customer contact information or Garage address changes should be promptly reported to the FMC and the OAS WPS Regional office.

b. If a program necessitates the relocation of a vehicle from the assigned area for a period exceeding 90 calendar days, notify the OAS WPS Regional office and the FMC of the following:

- (1) The present location of the vehicle;
- (2) The date the vehicle was moved to the present location; and
- (3) The expected date the vehicle will return to the original location.

3. Motor Vehicle Utilization Guidelines.

a. OAS assigns economical and efficient transportation for GSA's Service and Staff Offices (SSOs) with authorized program activities based upon documented vehicle requirements. OAS promotes effective utilization and strives to keep the number of assigned motor vehicles to a minimum.

(1) OAS shall conduct annual utilization reviews for each internal fleet vehicle. Justifications will be required from Internal Fleet customers to retain each vehicle that does not meet the utilization mileage requirements [41 CFR 101-39.301](#).

OAS exceptions to the utilization mileage requirements include:

- (a) Emergency Management Vehicle (OMA)
- (b) Large 10+ passenger van needed to routinely transport people/property 8 or more trips a month
- (c) Vehicles that average 25 or more two-way trips per month
- (d) HD vehicle needed to support specific operational needs
- (e) Vehicles that serve remote field offices w/o access to other options

b. GSA Internal Fleet customers must justify a full-time vehicle assignment to OAS. The full-time vehicle assignment justification must be based on either OAS' internal criteria and/or VAM findings or utilization guidelines 41 CFR 101-39.301, or demonstrate that other options are not viable. Examples of other options include public transportation, including

Rideshare programs, vehicle sharing across organizations, motor pools with the Dispatch Reservation Module (DRM) and Short Term Rental (STR).

(1) Utilization Guidelines. Vehicle type and retention is determined by program need and/or utilization. The utilization guidelines as well as Internal criteria established by OAS are used to determine vehicle need.

(2) Utilization Evaluations.

(a) The OAS WPS Regional office should continuously evaluate customer needs to ensure that the number of vehicles assigned to the Regional Office Building (ROB) locations shared fleet is not more than actual requirements. This evaluation should be used to support changes to permanently assigned passenger-carrying vehicle requirements during the annual acquisition process.

(b) Utilization evaluations should determine whether:

1. Additional vehicles are required;
2. Fewer vehicles are required, and if so, what disposal action is needed (e.g., reassignment, cancellation with the FMC or commercial contractor);
3. There are concentrations of vehicles where a practical sharing concept with other offices can be used; and

All or part of the requirements can be provided more economically using commercially leased or privately owned vehicles (POVs).

CHAPTER 4. GOV SAFETY AND ACCIDENT REPORTING

1. General. Officials or employees responsible for the operation of Government-owned, -leased, or -rented motor vehicles shall exercise every precaution to prevent accidents. In addition, employees should always carry complete personal identification, including names, addresses, and telephone numbers of their supervisor and someone who should be notified in the event of a serious injury. Employees operating a Government motor vehicle must be familiar with the accident reporting requirements in this chapter and the requirements contained in GSA Order, ADM P 5940.2 General Services Administration Occupational Safety and Health Program. GSA Internal Fleet vehicles use telematics to report vehicle diagnostics, location, and other monitoring including operator behavior, such as speeding, harsh braking, etc. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities may be subject to disciplinary action.

a. Because of the possibility of claims or civil suits either against the Government or the employee, the employee involved in an accident while operating a motor vehicle on official business should not sign or make a statement as to responsibility except to his or her supervisor or to a Government investigating officer.

b. Employees involved in an accident should stay at the scene of the accident. In some jurisdictions, it is not necessary to summon the police for a minor accident; however, for the employee's protection, it is essential that all relevant facts be obtained and recorded accurately. The police will determine if a traffic citation should be issued and should ensure the exchange of information required for accident reporting between the parties involved.

2. Insurance. The U.S. Government is self-insured for loss or damage to Government property and personal injury or death resulting from the actions of employees performing duties within the scope of their employment. The OAS WPS Regional office must ensure that a laminated copy of a completed declaration is securely placed in the glove compartment of all vehicles. In the event of an accident or if an operator is stopped by law enforcement, the vehicle 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. For GSA Fleet vehicles this "Proof of Insurance" is explained on the GSA Motor Vehicle Accident Reporting Kit (GSA Form 1627) located in the glove box of the GSA Fleet vehicle.

a. Many foreign countries (including Mexico and Canada) require U.S. Government employees operating Government Vehicles on their soil to be covered by proper insurance required by those nations in the event of an accident or incident. Obtaining such insurance is the responsibility of the Agency. As addressed in the Federal Travel Regulation (FTR 301-10.451(b)) the U.S. Government has adopted a policy of reimbursing insurance expenses when they are obtained for official purposes such as temporary duty travel or commercial motor vehicle rentals. As such, under limited circumstances, the employee may purchase the coverage themselves and be reimbursed by the agency. For internal fleet motor vehicles, the OAS; WPS Regional office will purchase the coverage directly. Contact your WPS Regional office or OAS' Agency Fleet Manager for assistance.

3. U.S. Government Responsibility. The Government is the party against which a claim or civil action must be filed by a third party for negligence, wrongful act, or omission of a Government employee acting within the scope of his/her employment. Because the Government may be held liable for property damage, personal injury, or death caused by its employees resulting from an accident involving a motor vehicle being used for official business, it is essential that all relevant facts be obtained and recorded accurately, no matter how minor the accident may seem, and regardless of whether the vehicle involved is Government-owned, -leased, commercially rented, or privately owned.

4. Employee (Operator) Financial Responsibility. Under the Federal Tort Claims Act, 28 U.S.C. 2679, damage, personal injury or death resulting from the negligent or wrongful act of a Government employee acting within the scope of his/her employment must be brought against the United States, not the employee. The employee may be financially responsible whenever accidents and/or vehicle damage results through their misconduct or improper operation of a vehicle and such action is determined to be outside of the scope of their employment.

5. Accident Reporting Procedures. OAS WPS Regional office team leads, and supervisors/managers are responsible for supplying the required accident reporting forms to all personnel who operate motor vehicles on official business and request the forms be

prepared and forwarded promptly. GSA Fleet vehicles contain an Accident Reporting Kit with the necessary forms for reporting a vehicle accident. Employees will take the following action when involved in a motor vehicle accident:

a. Notify or have the supervisor notify the following persons or offices in person or by telephone:

- (1) The State, county, or municipal authorities, as required by law;
- (2) The Accident Management Center (AMC) and MCC for GSA Fleet vehicles by dialing 1 (866) 400-0411. Drivers are responsible for reporting accidents and incidents to an AMC. However, if unable to make the report, a supervisor then becomes responsible. When calling the AMC to report an accident or incident, please have the following information ready:
 - (a) Any injuries or fatalities;
 - (b) Brief description of crash, road, and weather conditions;
 - (c) Date, time, and location of crash;
 - (d) Police response if applicable;
 - (e) Tag number;
 - (f) Towing requirement and is the vehicle in storage; and
 - (g) Were seatbelts used and, if equipped, did the airbags deploy.
- (3) The manager of the FMC that issued the vehicle (for GSA Fleet vehicles);
- (4) His/her supervisor;
- (5) The contractor, when operating a commercially leased or rented vehicle;
- (6) The PBS Regional Safety and Environmental Management Office of the accident; and
- (7) GSA's Agency Fleet Manager.

b. Take the following actions at the time and scene of the accident or shortly thereafter:

- (1) Obtain the name, address, telephone number, operator's permit number, vehicle license number, insurance company name, policy number and claims address from the other driver, as well as any other information necessary to complete accident reporting forms;
- (2) Obtain the names, addresses, and telephone numbers of any witnesses whenever possible. Have the witnesses complete the Standard Form 94, Statement of Witness (41 CFR 101-39.401);
- (3) Give your name, address, telephone number, commercial drivers' license number, vehicle license number and agency identification to the other driver(s) and the police when requested to do so;
- (4) Ask the police officer to collect the required information if personal injury prevents collecting it. Contact the supervisor, who will complete and process the forms as shown in this chapter;
- (5) Obtain a police investigation report, photographs, doctor's certification of bodily injuries, and any other pertinent documentation concerning the accident if possible. This information should be processed with all required accident reporting forms not later than 5 working days after the accident;

(6) Complete the Standard Form 91, Motor Vehicle Accident Report, and the Standard Form 94, Statement of Witness. Complete both at the time and place of the accident or as soon as possible, regardless of the extent of the injury or damage. If unable to complete the report, the supervisor then becomes responsible for the completion and submission of the forms; and

(7) The AMC provides GSA Fleet's customer agencies and vehicle drivers with one-stop service for reporting accidents and incidents, coordinating vehicle repairs, and initiating third party claims. Go to www.gsa.gov/accident for additional information on accidents.

6. Submission of Forms. For GSA Fleet vehicles, send the original Standard Form 91, Motor Vehicle Accident Report, and Standard Form 94, Statement of Witness, along with the police report to GSA Fleet, AMC and the regional Safety and Environmental Management Division no later than 5 working days for non-fatality accidents. Accidents involving a fatality should be reported within 24 hours. For non-GSA Fleet vehicles, send the original of these forms to the PBS Safety and Environmental Management Office no later than 5 working days after the accident. Information not provided when the above forms are submitted should be obtained as soon as possible and called in or forwarded when available.

7. Injuries and Treatment.

a. All GSA employees injured while operating motor vehicles, and their supervisors, should contact the Office of Human Resources and Management's Benefits and Retirement Center, Workers' Compensation Staff, at the link below, for information and assistance.

b. Employees who sustain a work-related injury should notify their supervisor immediately (or as soon as possible after receiving emergent medical treatment). Supervisors should direct employees to file a CA-1 via the Department of Labor's Employees' Compensation Operations and Management Portal (or CA-2 for Occupational Health Illness/Injury).

Note: Supervisors and employees can learn more about Federal workers' compensation program benefits by visiting OHRM's InSite page at <https://insite.gsa.gov/portal/category/513626>

8. Investigation. Every accident must be investigated by the supervisor and, when feasible, at least verbally by the Regional PBS Safety and Environmental Management office (41 CFR 101-39.403).

a. When the accident involves a GSA Fleet vehicle, the investigation report must be furnished to the manager of the FMC which issued the vehicle.

b. The office employing the vehicle operator shall investigate the accident within 48 hours after the actual time of occurrence. Also, GSA may investigate any accident involving a GSA Fleet vehicle when deemed necessary. Should such investigation develop additional information, the additional data or facts will be furnished to the using office for its information.

c. Two copies of the complete report of the investigation, including (when available) photographs, measurements, doctor's certificate of bodily injuries, police investigation reports, operator's statement, agency's investigation reports, witnesses' statements, Standard Form 91, Motor Vehicle Accident Report and Standard Form 94, Statement of Witness, and any other pertinent data shall be furnished to the manager of the FMC issuing the vehicle.

9. Legal Notice or Summons. If an employee receives a legal notice or summons to answer questions regarding an accident, the employee must promptly notify and deliver all legal processes, pleadings, and other papers to the supervisor. Supervisors will in turn contact OGC or the Regional Counsel's office.

10. Failure to Report an Accident. Failure to report a motor vehicle accident and a record showing a high accident frequency or questionable costs could lead to legal and disciplinary action against the employee, and prohibit further motor vehicle use.

CHAPTER 5. OPERATION, MAINTENANCE, CARE, SECURITY, AND STORAGE OF GOVs

1. General. User organizations and operators must exercise reasonable diligence in the day-to-day operation, care, safety, and security of all motor vehicles.
2. GSA Fleet Vehicles. Guidance for the maintenance and repair of GSA Fleet vehicles is established by GSA Fleet.
 - a. GSA Fleet vehicles include a Vehicle Operator's Manual that provides (1) operator responsibilities, (2) advice and instructions for maintenance and repairs, acquiring emergency supplies and services, (3) telephone numbers of the Fleet Management Center (FMC) and Maintenance Control Center (MCC) personnel, (4) instructions for the use of the fuel charge card, and (5) an accident reporting kit (41 CFR 101-39.306).
 - b. Users of GSA Fleet vehicles must comply with the safety and preventive maintenance schedules, instructions and notifications issued by the FMC for the vehicle. It is imperative that the maintenance schedules are strictly followed to ensure warranty protection.
3. Commercially Leased or Purchased Vehicles. Maintenance and repair requirements for vehicles not acquired through GSA Fleet should be covered by a repair and maintenance program. Some vehicles may also have coverage under the manufacturer's warranty for repair, and/or replacement of defective parts or systems without charge during the effective period of the warranty. Expenditures for maintenance and repair must be reported to OAS Agency Fleet Manager when the annual agency-owned vehicle inventory is submitted each year. These expenditures must be included in the consolidated agency vehicle expenses which are reported during the end of year data call.
4. Rental Vehicles. Service and repairs required by rental vehicles should be provided for by the rental company. Employees should consult the rental car agent before signing a rental contract on how to handle repairs and services while operating a rental car.
5. Care and Security. Maintain all motor vehicles in a safe, operable, and clean condition at all times.
 - a. Motor vehicle occupants must wear safety belts while the vehicle is moving. Occupant injuries in motor vehicles are reduced when the safety belt is worn.
 - b. Operators should not use hand-held wireless phones while operating a Government motor vehicle. Some states prohibit such use and employees must adhere to individual state laws regarding the use of such devices as required by FMR 102-34.235
 - c. Smoking in Government vehicles is prohibited.
 - d. Operators must lock unattended vehicles.

e. Operators must safeguard the fuel card and keys, and remove the fuel card from the vehicle when it is unattended, especially when it is left at a commercial facility for service, inspection, or repairs.

f. Operators must immediately report the theft of a vehicle, its contents, and/or lost or stolen fuel cards, tags and/or keys to:

- (1) The employee's supervisor;
- (2) The local law enforcement agency;
- (3) The FMC when it is a GSA Fleet vehicle;
- (4) The Federal Protective Service when it is a GSA Fleet or GSA owned vehicle, and/or when the theft of a leased or rental vehicle occurs on Federal property;
- (5) The contractor when it is a leased or rented vehicle.

6. Determining Use and Operation of a GOV. The mode of transportation most advantageous to the Government should be the first consideration to determine use of a GOV. Safety is always first and foremost when operating a GSA GOV.

a. Before using a GOV:

- (1) Ensure that other modes of transportation such as public transportation (including taxis), Government shuttles, vehicle sharing/pooling, have been considered and are either not available or are more costly than use of an internal Government vehicle (GOV).
- (2) Use the Vehicle Dispatch Reservation Module (DRM) to reserve an internal GOV motor pool vehicle.
- (3) Always fasten your safety belt and ensure any/all passengers use their safety belt as well.
- (4) DO NOT text and drive.
- (5) DO NOT smoke in a GOV.
- (6) DO NOT drive under the influence of alcohol or other mind or physical altering substances. This includes prescription drugs that may interfere with your motor skills and ability to operate a GOV safely.
- (7) DO NOT idle unnecessarily. Absent extenuating circumstances, vehicles shall not be parked with the engine idling for more than three (3) minutes. The engine shall not be left operating when the driver is not present.
- (8) DO NOT take a GOV home. Official use of a GOV is to perform GSA's mission. The accomplishment of official business is the sole reason for operating a Government-owned, -leased or -rented motor vehicle. (See FMR 102-34.200 - 250).
- (9) DO NOT remove the "HOW'S MY DRIVING?" cling. A "driving.gsa.gov" cling is to always remain on all GSA GOVs.

b. Know your vehicle and how to operate each vehicle's unique features:

- (1) Know the fuel type of the GOV you are operating. If you use an alternative fuel vehicle (AFV) you must make every effort to consume alternative fuel (AF) for that AFV.
- (2) Use the DOE Alternative Fueling Station Locator tool at:
<http://www.afdc.energy.gov/locator/stations/>

- (3) Use the motor fuel card and ALWAYS 'Get the Odometer Reading at the Pump (GORP) when fueling.
- (4) Practice trip planning (weather, terrain, fueling stations).
- (5) Practice car sharing.
- (6) Practice day to day care and preventive maintenance of the vehicle.
- (7) ALWAYS secure the vehicle and the contents.
- (8) Report any/all accidents and/or incidents (complete SF form 91 located in your GSA 1627 accident reporting kit), damage (accident, vandalism, weather etc.) loss or theft (fleet cards, keys, license plates etc.) of an internal motor vehicle.

7. Idling Reduction. To reduce emissions of GHGs and reduce the amount of fuel consumed by GSA vehicles, operators must comply with the following:

- a. Absent extenuating circumstances, GSA Internal Fleet vehicles shall not be parked with the engine operating for more than three (3) minutes; and
- b. The engine of GSA vehicles shall not be operating when the driver is not present.

8. General Maintenance Guidelines.

a. Operators of all GSA Fleet motor vehicles must comply with the maintenance programs designed for use, care, safety, and efficiency developed by GSA Fleet (41 CFR 101-39.303) and para. 8 below. Agency-owned vehicles must be serviced in accordance with the manufacturer's guidelines.

b. Guidance for the maintenance and repair of GSA Fleet vehicles is established by GSA Fleet.

- (1) Maintain all motor vehicles keeping them clean and in operable condition.

9. Manufacturer Warranty Maintenance.

a. GSA Fleet vehicles are provided with a Manufacturer's Vehicle Operator's Manual that provides operator responsibilities and advice/instructions for maintenance repairs. Additionally, a vehicle care packet is provided with instructions for contacting the MCC and the AMC. This package also includes instructions for use of the fuel charge card and an accident reporting kit (see 41 CFR 101-39.306).

b. Users of GSA Fleet vehicles must comply with the safety and preventive maintenance schedules, instructions and notifications issued by the FMC for the vehicle. It is imperative that the maintenance schedules are strictly followed to ensure warranty protection.

c. When servicing and inspection work is required, contact the MCC at 1-866-400-0411 for repair authorization and information on vehicle maintenance and service.

d. If the vehicle malfunctions and requires immediate emergency service or repair, and

operators are unable to contact the MCC or the FMC, the operator should determine whether the vehicle and maintenance service is under warranty and take the following actions:

- (1) Under warranty-go to the nearest authorized dealer.
- (2) Other than warranty, maintenance, and repairs:
 - (a) Not under warranty-go to any service station, garage, or repair shop that will honor the assigned credit card.
 - (b) Explain why the facility was selected on the receipt copy of the repair invoice. On the next working day, call MCC (1-866-400-0411) and advise them of the emergency repairs.
 - (c) After hours emergency assistance is available by calling MCC at 1-866-400-0411 and following the prompts.
 - (d) After hours assistance from Wright Express (WEX) for fleet card issues is available by calling 1-866-WEX-4GSA.

e. If the service repair facility will accept payment from GSA, have the invoice made out to the MCC listed in the front of the Operator's Manual. Operators will date and sign invoices certifying that the work was performed and instruct the vendor to send the invoice to MCC.

f. If payment must be made in cash, personal check, or credit card, secure an itemized receipt in duplicate. The invoice must be marked "paid" and signed by the vendor's representative. The receipt will go to the FMC. Contact the FMC for reimbursement instructions.

10. Preventative Maintenance.

- a. Preventative maintenance is the routine scheduled maintenance of motor vehicles and includes the inspection of motor vehicles, tune-ups, oil changes, filter changes, verification and replenishment of fluids, lubrication, mechanical inspections, alignments, tire wear, and pressure checks.
- b. Good preventive maintenance will detect many problems before they become serious; this, in turn, will reduce the amount of unscheduled maintenance and repair, as well as the costs and inconvenience associated with vehicle downtime.
- c. Have safety and preventive maintenance inspections performed at regularly scheduled intervals, as required, to ensure uninterrupted operation of motor vehicles.
- d. Motor vehicle recalls must be addressed as soon as possible. Recalls occur when a manufacturer OR the National Highway Traffic and Safety Administration (NHTSA) determines that a car model (or several models) has a safety-related defect or does not comply with a Federal safety standard. When this happens, the automaker will alert owners of the motor vehicle to the problem and usually offer a free repair.
- e. Operators are to check and add the vehicle's gas, oil, fluids, and coolant, when needed, and check and inflate the air pressure in the tires on a routine basis.
- f. Operators of GSA Internal Fleet Vehicles can obtain car washes only from facilities that accept the Wright Express (WEX) Credit Card.

- (1) The total amount spent on car washes is not to exceed \$25 per month or an

amount as determined by OAS or the WPS Regional office to account for differences in climate, terrain, and local economies.

- (2) The lowest cost car wash shall always be selected.
- (3) Monthly expenditures for car washes that frequently exceed more than this policy allows will be reviewed and disciplinary action may be taken as appropriate.
- (4) Purchase of additional items for the comfort or convenience of the vehicle operator is prohibited.

11. Fuel Guidelines. Use self-service pumps unless they are not available. Substantial savings are achieved using self-service pumps and regular grade gasoline. Premium gasoline must not be used unless required by the vehicle. If the vehicle can use alternative fuels (E-85, CNG, EV etc.), such fuel, if available, must be used.

12. Fleet Charge Card.

a. Questions regarding the fleet card use should be addressed to GSA SmartPay® Program Support, at (703) 605-2808 or visit <https://www.smartpay.gsa.gov/>.

b. The commercial fleet charge card is authorized for the purchase of fuel, maintenance, and repair of Government-owned/operated motor vehicles, aircraft, boats, and motorized equipment. GSA Fleet Managers/Program Coordinators will assign fleet account cards to vehicles, which may be used by the Federal Government or other authorized employees to make authorized purchases as determined by the agency/organization.

Examples of **authorized** purchases include:

- (1) Regular unleaded self-service fuel;
- (2) Immediately consumable items for vehicle (quart of oil, washer fluid, etc.);
- (3) Required preventative maintenance;
- (4) Car washes (not to exceed \$25 per month or as determined by the GSA internal fleet program);
- (5) Mechanical repairs; and
- (6) Purchase of additional items, for the comfort and/or convenience of the vehicle operator, is prohibited.

Examples of **unauthorized** purchases include:

- (1) Premium or full service fueling (unless required);
- (2) Maps, air fresheners, food, etc.;
- (3) Buying services in excess of required repairs;
- (4) Excessive car washes or details; and
- (5) Upgrading tires or accessories.

13. Guidance for Fleet Cards Regarding Implementing Section 889 of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019. In response to significant national security concerns, Congress mandated two prohibitions in Section 889 of the NDAA of FY 2019, which were implemented in the Federal Acquisition Regulation (FAR) rules published on August 13, 2019 and July 14, 2020,

a. The first prohibition, Section 889(a)(1)(A), which went into effect on August 13, 2019, prohibits the Government from purchasing certain telecommunications and video surveillance equipment or services manufactured or provided by the following companies and their subsidiaries or affiliates (covered telecommunications equipment or services):

- (1) Huawei Technologies Company;
- (2) ZTE Corporation;
- (3) Hikvision Digital Technology Company;
- (4) Hytera Communications Corporation; and
- (5) Dahua Technology Company.

b. The second, broader prohibition, Section 889(a)(1)(B), which took effect on August 13, 2020, prohibits the Government from entering a contract (or extending or renewing a contract) with companies that use any covered telecommunications equipment, system, or service as a substantial or essential component of any system, or as critical technology as part of any system.

c. The FAR applies both prohibitions to micro-purchases, however, per FAR 13.201, micro-purchases generally do not require provisions or clauses. Therefore, currently, a GSA employee making a micro-purchase is not required to include the representation provision at FAR 52.204-24 or the reporting clause at FAR 52.204-25 on contracts or orders.

d. Most Fleet Card purchases fall under the *Micro-Purchase Threshold (MPT)*. Micro-purchase means an acquisition of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the MPT. Generally, the MPT is \$10,000; however, there are several exceptions. One exception is for the purchase of services subject to 41 U.S.C. chapter 67, Service Contract Labor Standards. For these purchases, the MPT is \$2,500. Many automotive services fall under the Services Contract Labor Standards. GSA Fleet Card users must apply the appropriate MPT limit to their purchase.

e. When the purchase of fuel, maintenance/repair of vehicles, or other transactions with a GSA Fleet Card falls below the micro-purchase threshold, representations or reporting from the seller/provider are not required. If a GSA Fleet Card user becomes aware that a service station or repair facility is using prohibited technology, they should no longer purchase products/services from that entity and they should immediately advise GSA Fleet.

f. If you have any questions regarding compliance with Section 889, please contact your GSA Fleet Service Representative.

14. Purchase Charge Card. Fleet-related expenses such as fuel, oil, routine maintenance, or repair services are prohibited on the purchase card.

- (1) Some exceptions to the rule such as up fitting law enforcement vehicles or special equipment is not a routine maintenance, Questions regarding the fleet card use should be addressed to GSA SmartPay® Program Support, at (703) 605-2808, or visit <https://www.smartpay.gsa.gov/>.

(2) Purchase of additional items for the comfort or convenience of the vehicle operator is prohibited.

15. Electronic Toll Collection (ETC) Passes. Many states offer electronic toll collection (ETC) passes that can be mounted in vehicles to automatically pay tolls each time the vehicle passes through a toll booth. An ETC pass determines whether the cars passing are enrolled in the program, alerts enforcers for those that are not, and electronically debits the accounts of registered car owners without requiring them to stop. The use of these ETC passes can help to alleviate traffic congestion and reduce commuting time. Additionally, they can increase fuel economy and reduce vehicle emissions by reducing the time spent in line at toll booths.

a. The OAS WPS Regional office can procure ETC passes (e.g., EZ Pass, SUNPass) for their GSA Internal Fleet Vehicles only with a GSA-issued Government Purchase Charge Card.

b. Processes for the approval, control, purchase, distribution, monitoring, securing, removal, transfer and reporting of ETC passes is established nationwide. The number of passes will be determined through the submission and approval of a business case (cost vs. mission critical, location, trip planning (alternate routes), task being performed, frequency, public transportation availability etc.). The business case should be submitted through the WPS Regional office to the GSA Agency Internal Fleet Manager in OAS's Operational Support Division, Attn: GSA Agency Fleet Manager. Operators of GSA Internal Fleet Vehicles are to use ETC Passes purchased by their WPS Regional office only.

c. Local considerations for the number of passes as well as the cost of these passes, to account for differences in the ETC pass technology and local economies are considered.

d. Appropriate trip planning and cost options shall always be considered.

e. ETC passes purchased for use in GSA Internal Fleet Vehicles shall not be used by GSA employees in their POVs.

f. Operators have a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. The safeguarding of Government property includes such peripheral items as ETC passes.

16. Parking and Storage. Store and park all motor vehicles at locations that provide protection from pilferage or damage. Use no cost storage whenever practicable and feasible (41 CFR 102-34.230).

a. Employees using Government-owned or -leased, or -rented motor vehicles should, when possible, park at a Government facility.

Use the following facilities in this order:

(1) Federal, State, or local Government parking lots, if practicable (prior approval may be necessary);

(2) Street parking or other free public parking; or

(3) Commercial parking if parking is not available at a Government facility; the area is considered a risk area for the person or vehicle; inclement weather; or the vehicle contains valuable Government property.

b. The cost of parking vehicles is the responsibility of OAS. OAS in conjunction with local customers should determine availability of Government-owned or controlled parking space (41 U.S.C. 101-39.305) before buying other than temporary parking accommodations in urban centers.

17. Vehicle Care and Misuse. Officials or employees failing to take proper care of or engaging in misuse of a vehicle as defined in this Manual may be refused further authorization to use GSA vehicles.

CHAPTER 6. VEHICLE IDENTIFICATION AND INSPECTION

1. General.

a. All GSA Government-owned or -leased motor vehicles (unless exempted) must display the legends "For Official Use Only" and "U.S. Government," and identification that readily identifies the agency owning the vehicle (41 CFR 102-34.90).

b. If the Government motor vehicle displays U.S. Government license plates or other motor vehicle identification, you do not need to register it in the jurisdiction where the vehicle is operated, however, you must register it in the GSA Federal Motor Vehicle Registration System (FMVRS) (41 CFR 102-34.120).

c. GSA Fleet registers motor vehicles leased from GSA Fleet.

d. Motor vehicles that have been exempted from the requirement to display official U.S. Government license plates under section 102-34.160, 102-34.175 or 102-34.180 must be registered and inspected in accordance with the laws of the jurisdiction where the motor vehicle is regularly operated.

2. Tags and Identification. Unless exempted, GSA Fleet vehicles must have U.S. Government and agency identification, and tags provided by the GSA FMC. Vehicles regularly used for administrative purposes not directly connected with law enforcement, investigative, or intelligence duties involving security activities are not exempt.

a. Vehicles may be exempted from the display of U.S. Government and agency identification and tags when they are used primarily for investigations, law enforcement, or intelligence duties, and identifying the vehicle would interfere with those duties or endanger the security of the vehicle's occupants.

(1) Exemptions from displaying U.S. Government tags and other identification may be approved when U.S. Government identification may endanger the security of individuals or the U.S. Government or interfere with the purpose for which the motor vehicle is used (41 CFR 102-34.165).

(2) Written requests must be approved by the Administrator or his/her designee. The request must state that the motor vehicle is used primarily for investigative, law

enforcement, or intelligence duties involving security activities or the safety of the vehicle's occupant(s), and that conspicuous identification would interfere with the discharge of such duties or endanger the security of individuals or the U.S Government.

(3) Notwithstanding FMR 102-34, exemptions are limited to 1 year, and, if necessary, certification may be resubmitted annually.

(4) A certification for temporary removal of the official U.S. Government identification from vehicles must be approved by a Head of Services and Staff Office (HSSO) or Regional Administrator (RA), and, for GSA Fleet vehicles only, submitted to GSA Fleet Office for action.

(5) Exempted vehicles must have tags issued by the State, Commonwealth, territory, or possession in which the vehicle is principally operated.

b. Contact the Agency Fleet Manager in the OAS Operational Support Division (OSD) to obtain tags for non-GSA Fleet vehicles.

c. It is not necessary to display the markings "For Official Use Only," "U.S. Government," and agency identification on motor vehicles rented from private or commercial sources for a period of less than 120 days. Motor vehicles leased for periods of 120 days or more must display such identification.

d. Immediately report lost and/or stolen motor vehicle tags to:

- (1) The operator's supervisor;
- (2) The FMC for a GSA Fleet vehicle;
- (3) The Agency Fleet Manager in the OAS OSD at Central Office;
- (4) The Federal Protective Service (FPS);
- (5) Local law enforcement officials, when applicable; and
- (6) The rental company for a rented vehicle.

3. Inspection. States generally have an emission and/or a mechanical inspection requirement or both.

a. Emission inspections are mandatory for all GSA Fleet vehicles in areas having mandated programs, and the inspection fees will be paid by GSA Fleet.

b. Non-GSA Fleet vehicles will be inspected in accordance with the inspection laws of the State, Commonwealth, territory, or possession. Service and staff offices (not GSA Fleet) may have to pay charges for these vehicle inspections.

c. Offices may contact the FMC for guidance and assistance regarding motor vehicle inspections.

CHAPTER 7. ROLES AND RESPONSIBILITIES

1. Organizations.

a. FAS, Office of Fleet Management (QMD). GSA Fleet is a full-service, professional fleet management organization providing high-quality vehicles to Federal customers. This comprehensive leasing program offers complete management support for the lifecycle of the vehicle. Fleet services include vehicle acquisition, asset management, maintenance and repair, fuel, accident management, short-term rentals, and vehicle remarketing of GSA-controlled motor vehicles and related equipment leased through GSA Fleet.

b. OAS (H); Operational Support Division (OSD), Agency Fleet Manager is responsible for:

- (1) Implementing policies concerning the agency's assignment, use, operations, and maintenance of GOVs under its control;
- (2) Conducting an annual utilization review for internal fleet vehicles;
- (3) Coordinating with GSA Fleet to meet the needs of the GSA internal motor vehicle program;
- (4) Reviewing and approving, at the Headquarters level, requests to acquire new or replacement vehicles and related equipment for the GSA internal motor vehicle program;
- (5) Evaluating the efficiency and economy of the internal motor vehicle program and monitoring and reporting GSA motor vehicle assignment and utilization data;
- (6) Conducting a Vehicle Allocation Methodology (VAM) every 5 years pursuant to FMR 102-34.50 and FMR Bulletin 43, Vehicle Allocation Methodology for Agency Fleets, which replaced FMR Bulletin 30;
- (7) Managing an effective and efficient process for motor vehicle HTW determination requests and the utilization and compliance of the HTW program (see OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation);
- (8) Reviewing the internal motor vehicle operations of the agency and providing information and guidance to the Services, Staff Offices, and Regions concerning this program;
- (9) Ensuring the internal fleet complies with and achieves the goals of executive orders, applicable laws and regulations, and GSA's sustainability and strategic goals and objectives;
- (10) Including the Chief Sustainability Officer (CSO) in the annual EPA Act of 2005 Section 701 waiver review and approval process;
- (11) Including the CSO in the distribution of the Fleet Management Plan (FMP) and the latest VAM findings for inclusion in the Agency Strategic Sustainability Performance Plan;
- (12) Complying with the requirements of this order and OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation;
- (13) Maintaining the IGDAT; and
- (14) Ensuring that all vehicles added to the GSA internal fleet are equipped with telematic devices if possible.

c. OAS, Office of Workplace Management and Services (WPS). Each WPS regional office is responsible for coordinating motor vehicle activities and controlling motor vehicle assignment, operation, and utilization for a shared pool of GOVs at their respective Regions. Each WPS Regional office will serve as the primary liaison to the local fleet customer and support the OAS Agency Fleet Manager.

- (1) Disseminating policies, process and procedures, systems and guidance concerning the agency's assignment, use, operation, and maintenance of motor vehicles under its control;
- (2) Coordinating with the OAS Agency Fleet Manager to meet the customer's needs for motor vehicles;
- (3) Reviewing and approving, at the mid-level, requests to acquire (new/replace) vehicles and related equipment for the GSA internal motor vehicle program;
- (4) Evaluating the efficiency and economy of the local internal motor vehicle inventory and monitor and report the utilization data;
- (5) Participating in the VAM every 5 years pursuant to FMR 102-34.50 and FMR Bulletin 43, Vehicle Allocation Methodology for Agency Fleets;
- (6) Complying with the requirements of OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation and any/all GSA Internal Motor Vehicle related policy and procedures;
- (7) In conjunction with the local fleet customer, ensuring the effective and efficient administration of the assignment, utilization, operation, maintenance, safety, and storage of vehicles;
- (8) In conjunction with the local fleet customer, ensuring the practice of the most sustainable and cost efficient methods for utilizing and maintaining vehicles;
- (9) Working with the OAS Agency Fleet Manager to establish and implement procedures for the assignment and use of vehicles in conformance with the Federal laws and Agency policies and procedures;
- (10) Ensuring the maintenance of records for identifying and analyzing data with respect to motor vehicle assignment, costs, operation, and maintenance process;
- (11) Working with the regional fleet customers to ensure compliance with the laws, policies and procedures concerning the Motor Vehicle Management Program; and
- (12) Ensuring drivers are authorized to operate GOVs using the IGDAT prior to making reservations for shared pool vehicles.

d. HSSOs and RCs. HSSOs and RCs.

- (1) Exercising management and technical supervision as necessary for the effective and efficient administration of the assignment, use, utilization, operation, maintenance, and safety of vehicles;
- (2) Managing vehicles using a sustainable and the most cost efficient method for the utilization and maintenance of vehicles;
- (3) Establishing local procedures for the assignment and utilization of vehicles in conformance with the policies and procedures contained in any/all Fleet related Orders; and

(4) Maintaining records to identify and analyze data with respect to motor vehicle assignment and costs in the utilization, operation, and maintenance process.

e. Managers and Supervisors. Managers and supervisors are responsible for:

- (1) Managing employees' use of motor vehicles consistent with the provisions of this Manual, GSA Fleet guidelines, the FMRs, and other applicable rules and regulations;
- (2) Reviewing and approving the validity of motor vehicle requests, assignments, and utilization records;
- (3) Maintaining motor vehicle records for inventory and cost reporting, usage, maintenance, accidents, injuries, repairs, and other related requirements;
- (4) Promoting the safety, security, proper care, and use of motor vehicles;
- (5) Ensuring their employees request and receive their authorization to operate GOVs annually using IGDAT prior to operating GOVs. This includes confirming that operators possess the proper license required for operating the type of GOV they will use;
- (6) Requiring that operators use of Government motor vehicles in accordance with local and state traffic safety laws as well as GSA and Federal regulations;
- (7) Requiring that operators are familiar with regulations governing the use of Government motor vehicles as well as the policies contained in this Manual;
- (8) Scheduling operators for driver training as required by agency and/or Federal laws and regulations;
- (9) Informing vehicle operators and passengers about the HTW transportation and taxable fringe benefit laws when using a Government motor vehicle between their residences and places of employment (see OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation); and
- (10) Ensure that employees take required driver training as directed by FAS' GSA Fleet or OAS; OSD, Agency Fleet Manager.

f. The Administrator of the General Services Administration. The Administrator must approve HTW transportation. Pursuant to 41 CFR 102-5 Home-to-Work (HTW) Transportation - HTW means the use of a Government passenger carrier to transport an employee between his/her home and place of work. An agency head may not delegate the authority to make HTW determinations. See 31 U.S.C. 1344(c)(3).

g. Chief Sustainability Officer (CSO). Approves any vehicle waiver requests under section 701 of the Energy Policy Act of 2005 (see 42 U.S.C. 6374(a)(3)(E)). Also develops an approval or waiver process in aggregate or for each transaction per Section 701 which requires Federal agencies to use alternative fuel in dual fuel vehicles except where the fleet has received a waiver from DOE.

h. Persons Assigning GOVs. Before assigning GOVs to GSA employees, OAS WPS or other persons assigning GOVs must use the IGDAT to check that the person is authorized to operate GOVs by their supervisor for that year. The procedure for doing this is described in the [IGDAT SOP](#). Before assigning GOVs to contractors, persons assigning GOVs must check with the COR to see if that contractor is authorized to operate GOVs in accordance with the FAR.

2. Operators. Motor vehicle operators shall use GOVs to carry out assignments made for official use purposes only. Operators are responsible for:

- a. Operating motor vehicles in a safe and prudent manner (See Chapter 3);
- b. Operating motor vehicles according to the idling reduction policies contained in Chapter 5;
- c. Safeguarding the vehicle's keys and fuel card while the vehicle is under the operator's control;
- d. Having knowledge of and complying with applicable motor vehicle laws, ordinances, and regulations of Federal, State, and local Governments; this pertains to both the movement and parking of vehicles. Driving violations and parking fines are the personal responsibility of the motor vehicle operator;
- e. Reporting vehicle malfunctions, failures, damages, and accidents to the supervisor, GSA FAS Fleet Management Center (FMC) and the WPS Regional office;
- f. In conjunction with the WPS Regional office, arranging for vehicle repairs, inspections, recalls and regular maintenance as needed with the GSA Fleet Maintenance Control Center (MCC) except for vehicle in the shared use fleets maintained by WPS;
- g. In conjunction with the WPS Regional office, arranging for vehicle repairs or recalls when notified by the manufacturer, GSA Fleet, the Agency Fleet Manager and/or the WPS Regional office. A recall of a motor vehicle occurs when a manufacturer (or the National Highway Traffic Safety Administration) determines that a car model (or several models) has a safety-related defect or does not comply with a federal safety standard. (See Chapter 5. Operation, Maintenance, Care, Security and Storage);
- h. Providing vehicle utilization data, such as fuel usage, maintenance, mileage, accidents, repairs, and other information when required (e.g. VAM surveys and/or other utilization inquiries);
- i. Requiring that all vehicle occupants wear safety belts, and adhere to all vehicle rules.
- j. Requesting authorization annually to operate GOVs from their supervisor using the IGDAT. Employees should also use IGDAT to request a new authorization from a new supervisor if the employee changes organizations resulting in a new supervisor. Requesting authorization is described in the [IGDAT SOP](#).
- k. Notifying their supervisor immediately if their state driver's license is suspended or revoked. All driving convictions and accidents caused by the operator while driving a Government-owned, -leased or -rented motor vehicle must also be reported to their supervisor. Driving violations and parking fines are the personal responsibility of the motor vehicle operator.
- l. Taking any GOV Operator Training as assigned by the supervisor, FAS' GSA Fleet or the Agency Fleet Manager.

- m. Complying with the requirements of OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation, if authorized and assigned a vehicle for HTW transportation.
- n. Require that the motor vehicles they operate are secure by:
 - (1) Parking or storing the Government motor vehicle in a manner that reasonably protects it from theft or damage; and
 - (2) Locking the unattended Government motor vehicle. (The only exception to this requirement is when fire regulations or other directives prohibit locking motor vehicles in closed buildings or enclosures.)

Appendix A: Authorities

Authorities: GSA's Internal Motor Vehicle Management Program operates under the following:

- a. 41 CFR 102-34 governs the economical and efficient management and control of motor vehicles that the Government owns, leases commercially, or leases through GSA Fleet.

Agencies incorporate appropriate provisions of the Federal Acquisition Regulation into contracts involving contractor use of Government vehicles to ensure adequate control over the use of motor vehicles.

- b. 40 U.S.C. 17501-17510 requires GSA to designate an agency point of contact to establish and operate a central monitoring system and provide oversight of the motor vehicle operations of the agency, related activities, and reporting requirements.
- c. 31 U.S.C. 1344, as implemented in 41 CFR Part 102-5, restricts the use of all types of Government passenger carriers, including motor vehicles, both leased and owned, for Federal employee HTW transportation. (See OAS 5620.2 Using Government Vehicles for Home-to-Work (HTW) Transportation.)
- d. 5 CFR 930.101-115 requires GSA to establish an efficient vehicle control system and identify those Federal employees who are qualified and authorized to operate Government-owned or -leased motor vehicles while on official Government business.
- e. EAct - The Energy Policy Act (EAct) of 2005, Section 701–Agency Vehicle Waiver Requests. Section 701 of EACT (Public Law 109-58) requires Federal agencies to operate all dual-fueled alternative fuel vehicles (AFVs) on alternative fuel unless they have applied for and received a waiver(s) from the U.S. Department of Energy (DOE). DOE grants waivers for vehicles operated in locations where alternative fuel is unavailable or unreasonably more expensive than gasoline. Vehicles without waivers are required to use such fuel.
- f. EISA - Energy Independence and Security Act (EISA) of 2007, Section 141, requires Federal agencies to acquire low-GHG emitting vehicles. The U.S. Environmental Protection Agency's (EPA) Green Vehicle Guide provides implementation guidance on acquiring low GHG-emitting vehicles.
- g. Requirements overseen by both the DOE and the U.S. Environmental Protection Agency (EPA); EISA of 2007 Section 142–The Agency Plan that requires agencies to decrease petroleum fuel consumption and increase alternative fuel consumption and EISA Section 246 which requires agencies to annually report agency fueling infrastructure.

- h. FAST - Fixing America's Surface Transportation (FAST) Act, December 4, 2015. The FAST Act authorizes funds for the U.S. Department of Transportation's (USDOT) to partner with State and local governments, during fiscal years 2016 through 2020 on critical highway and motor vehicle projects. These projects include motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology, and statistics programs.
- i. VAM - GSA Bulletin B-43 and Federal Management Regulation (FMR) 102-34.50, Vehicle Allocation Methodology (VAM) for Agency Fleets, March 20, 2017, requires that executive agencies establish and document a structured VAM to determine the appropriate size, number, and types of motor vehicles. GSA Bulletin B-43 replaced FMR Bulletin B-30 and provides guidance to agencies on conducting and documenting VAM studies to determine the optimal fleet inventory to meet the agency's mission requirements and identify resources necessary to operate those fleets effectively and efficiently.

Appendix B: Terms and Definitions

Terms and Definitions: The terms used in this Manual have the stated meanings as follows:

- a. Acquisition. To purchase a motor vehicle from a commercial vendor through the FAS Office of Fleet Management or commercially lease a motor vehicle for a short-term or long-term period.
- b. Agency Head. The highest official of a federal agency.
- c. Commercial Drivers' License (CDL). A license issued to an individual by a State or other jurisdiction of domicile, in accordance with 49 CFR Part 383, which authorizes the individual to operate a class of a commercial motor vehicle.
- d. Contracting Officer's Representative (COR). Contracting Officer's Representatives (CORs) ensure that contractors meet the commitment of their contracts. They facilitate proper development of requirements and assist Contracting Officers in developing and managing their contracts.
- e. Commercial Motor Vehicle. A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) Has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,526 kilograms (10,000 pounds); or (2) Has a gross vehicle weight rating of 11,794 kilograms or more (26,001 pounds or more); or (3) Is designed to transport 16 or more passengers, including the driver; or (4) Is of any size and is used in the transportation of hazardous materials as defined in this section.
- f. Employee. A Federal officer or employee of a federal agency, including an officer or enlisted member of the Armed Forces.
- g. Federal Agency:
 - (1) A department (as defined in section 18 of the Act of August 2, 1946 (41 U.S.C. 5a));
 - (2) An executive department (as defined in 5 U.S.C. 101);
 - (3) A military department (as defined in 5 U.S.C. 102);
 - (4) A Government corporation (as defined in 5 U.S.C. 103(1));

- (5) A Government controlled corporation (as defined in 5 U.S.C. 103(2));³⁴
- (6) A mixed-ownership Government corporation (as defined in 31 U.S.C. 9101(2));
- (7) Any establishment in the executive branch of the Government (including
- (8) Any independent regulatory agency (including an independent regulatory agency specified in 44 U.S.C. 3502(10));
- (9) The Smithsonian Institution;
- (10) Any non-appropriated fund instrumentality of the United States; and
- (11) The United States Postal Service. the Executive Office of the President);

h. GSA Fleet Vehicle. A motor vehicle leased from and assigned to customers by the FAS Fleet Management program.

i. Home. The primary place where an employee resides and from which the employee commutes to his/her place of work.

j. Home to Work (HTW) Transportation. The use of Government passenger carriers to transport employees between their homes and places of work.

For additional information on HTW transportation, see 41 CFR Part 102-5 and OAS 5620.2, Using Government Vehicles for Home-to-Work (HTW) Transportation.

k. Law Enforcement Vehicle. A passenger motor vehicle or light truck specifically approved in an agency's appropriation act for use in apprehension, surveillance, police-type, or other law enforcement work, or specifically designed for use in law enforcement. (Any passenger automobile not identified in an agency's appropriation language that will be used as a law enforcement vehicle must be equipped with heavy-duty components for electrical, cooling, and suspension systems and at least the next higher cubic inch displacement (CID) or more powerful engine than is standard for the automobile concerned). Light trucks must have emergency warning lights displayed and the vehicle must be identified with markings such as the word "police." Motor vehicles used for administrative purposes in support of law enforcement work or operation, but not actually used in law enforcement work, shall not be regarded as law enforcement vehicles.

l. Motor Vehicle. A vehicle designed and operated mainly for highway transportation of property or passengers. The term "motor vehicle" includes automobiles (sedans), Sport Utility Vehicles (SUV), Crossovers, carryalls, buses, vans (shuttles), ambulances, motorcycles, truck tractors, and trucks. This includes trucks with specialized mounted equipment and truck chassis with special-purpose bodies.

m. Passenger Carrier. A motor vehicle, aircraft, boat, ship, or other similar means of transportation that is owned, leased, or rented by the U.S. Government, or has come into the possession of the Government by other means, including forfeiture or donation.

n. Rental. A method of obtaining a vehicle by contract, schedule, or other arrangement for less than 120 continuous days. It is also known as the Short Term Rental (STR) program. Note: STRs cannot be used for travel purposes. For additional information about the STR

program, go to <http://www.gsa.gov/str> or call 1-866-886-1232. For additional information about temporary duty travel see OAS 5700.1 and/or local travel OAS 5770.1.

o. State License. A valid motor vehicle driver's license issued by a State, the District of Columbia or a U.S. possession or territory.

p. Work. Any place within the accepted commuting area, as determined by the Federal agency for the locality involved, where an employee performs his/her official duties.

Appendix C: Training

Training:

GSA Fleet Drive-thru

The official Fleet Management Information System (FMIS) for the GSA Internal Motor Vehicle Management Program (Internal Fleet) is the GSA Fleet Drive-thru. This tool is used to monitor and track the internal fleet by providing real-time vehicle data for analysis. This tool provides the necessary data to plan and maintain an optimal fleet for the Agency and Federal Fleet Initiatives.

Numerous training courses/workshops are offered by GSA Fleet and can be found on the GSA Fleet Drive thru system at <https://drivethru.gsa.gov/index.htm>

[GSA Fleet Drive-thru TRAINING](#)

Driver Safety Training & Resources:

[External Safety Video Collection](#)

Presentations and Webinars:

- Defensive Driving Training Presentation
Downloadable PowerPoint Presentations and Notes
[View training presentations](#)

Vehicle Operator Videos:

[Full Vehicle Orientation](#) (video length: 16:58)

Covers basic information about operation, maintenance and management of your GSA Fleet vehicle.

[Overview](#) (video length: 3:08)

Summary of basic services provided by GSA Fleet.

[Day-to-Day Care](#) (video length: 1:21)

Information on GSA Fleet License Plates and your Fleet Service Representative (FSR).

[Fleet Services Card](#) (video length: 5:35)

Review of the fleet services card provided with each GSA Fleet vehicle for fuel and minor maintenance services.

[Fleet Drive-Thru](#) (video length: 2:01)

How to access vehicle reports and report vehicle mileage.

[Maintenance and Accident Management](#) (video length: 3:15)

How to maintain your GSA Fleet vehicle, and procedures for handling accidents and having repairs made.

[Short Term Rental](#) (video length: 1:37)

Overview of Short Term Rental Program and requirements for use.

Desktop Workshops:

Click here to [register](#) for Desktop Workshops

Previous Trainings on Demand:

[All Recorded Desktop Workshops](#)

GSA Fleet Electric Vehicle Training Series 2016:

[Choosing An Electric Vehicle](#) (video length: 21:55)

A review of electric vehicles available through GSA and considerations for selecting an electric vehicle.

[View Notes](#) | [Download the PowerPoint in pdf format](#)

[Operating an Electric Vehicle](#) (video length: 26:06)

An overview of the various features of an electric vehicle, including special maintenance procedures and charging.

[View Notes](#) | [Download the PowerPoint in pdf format](#)

[Planning for a Charging Station](#) (video length: 24:40)

A summary of considerations agencies should use to determine what type of electric vehicle charging infrastructure will best meet their needs and how to plan for purchasing and installing a station.

[View Notes](#) | [Download the PowerPoint in pdf format](#)

[Installing a Charging Station](#) (video length: 4:44)

An overview of the steps agencies can expect in regards to preparing for, installing, and activating charging stations.

[View Notes](#) | [Download the PowerPoint in pdf format](#)

[Using a Charging Station](#) (video length: 10:47)

An overview of steps for refueling an electric vehicle using charging infrastructure.

[View Notes](#) | [Download the PowerPoint in pdf format](#)

Helpdesk:

GSA/FAS Asset and Transportation Management Helpdesk

Hours of Operation

8:00 AM - 7:00 PM EST

Tel: 1-866-472-6711

Email: gsadrivethruhelp@gsa.gov

Appendix D: Essential Forms for the Motor Vehicle Operator

Forms:

Form	Description
Standard Form 91, Motor Vehicle Accident Report http://www.gsa.gov/portal/forms/download/116406	The SF 91 is used to record information on all parties involved in the accident along with details on how the accident occurred. This must be filled out for all accidents.
Standard Form 94, Statement of Witness https://www.gsa.gov/forms-library/statement-witness	The SF 94 is to be filled out by the witness. This form documents the details of the accident from the witness's perspective.
Standard Form 95, Claim for Damage, Injury or Death http://www.gsa.gov/portal/forms/download/116418)	The SF 95 is to be used by a third party in the event he or she is involved in an accident in which the Government is at fault.
GSA Form 1627, GSA Motor Vehicle Accident Reporting Kit	The GS 1627 can be obtained by contacting the local Fleet Service Representative (FSR).
IGDAT - Smartsheet (digitized platform) IGDAT SOP and IGDAT Intake Form	Incidental GOV Driver Authorization Tool (IGDAT). Internal Fleet Vehicle Operators.
GSA Form 3607 https://www.gsa.gov/forms-library/motor-vehicle-operators-license-and-driving-record	Motor Vehicle Operator's License and Driving Record. GSA Employees of motor vehicle operator position(s), series 5703, 5704 etc.
How's My Driving (HMD) vehicle cling	GSA Fleet Technical Support Assistance Line: 866-472-6711 8:00 AM - 7:00 PM EST Email: gsadrivethruhelp@gsa.gov
Guide to Your GSA Fleet Vehicle	GSA Fleet Technical Support Assistance Line: <i>Same as above</i>