

# Fed*Fleet* 2025



**Federal Fleet Boot Camp  
Pre-conference Event**

## Instructions

Go to

**www.menti.com**

Enter the code

**2269 8973**



Or use QR code



# Gary Lind

US Navy Fleet  
Manager, (1986-2005)



The FedFleet 2004 Planning Committee welcomes you to this year's event and to The Big Apple. We will go out of our way to make your time with us as pleasant as possible. We hope you enjoy your stay and learn a lot.

**FedFleet**  **2004**  
**The Road to the Future is Now**

**1:00pm**      **Welcome**  
                    Connie Aaron , GSA OGP

**1:15pm**      **Federal Fleet Policy Overview**  
                    Connie Aaron GSA OGP  
                    Eric Adams, GSA OGP

**2:00pm**      **GSA Fleet Overview**  
                    Jon Dipasquale, GSA Fleet  
                    Jessica Huff, GSA Fleet

**2:45 PM**      **Break**  
                    Let's stretch with Marcerto Simms!

**3:00 PM**      **Fleet Speak - Let's have a chat!**

**3:45 PM**      **Federal Fleet Resources and Fleet Training Opportunities**  
                    Patrick McConnell, GSA OGP

**4:15 PM**      **Federal Fleet Mashup**  
                    Connie Aaron GSA OGP  
                    Eric Adams, GSA OGP

**5:00 PM**      **Thank you for attending!**

**If you have additional questions, please email [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).**

**\*\*\*Sessions and times are subject to change without notice.\*\*\***

# Profile: Federal Motor Vehicle Fleets (non-tactical)

## FAST FY2023 Dataset

<b>Total Inventory:</b>	671,078
<b>Miles Traveled:</b>	4.69 billion
<b>Operating Costs:</b>	\$5.53 billion
<b>Domestic Fleet:</b>	93.8%
<b>Foreign Fleet:</b>	6.2%

### Fleet Composition by Vehicle Type

Trucks:	65.8%
Passenger Vehicles:	32.9%
Buses/Ambulances:	1.3%

### Fleet Composition by Agency Type

USPS:	37.33%
Civilian:	36.33%
Military:	26.34%

### Fleet Composition by Vehicle Source

Agency-owned:	68.9%
GSA Fleet:	30.5%
Commercial Lease:	0.63%



# Learning Objectives

- Understand what **fleet management** is and how it supports federal agency missions.
- Learn about the complexities of being a **fleet manager** .
- Identify **stakeholders** and key **components** of federal fleet management.
- Know where to find **additional resources and information** for managing a federal fleet.

# FedFleet 2025



## Federal Fleet Boot Camp Federal Fleet Policy Overview

Connie Aaron and Eric Adams, GSA OGP

# Federal Fleet Management

...a little of this and a little of that!

Motor vehicles are **personal property assets** . Many property managers also manage their agency's federal motor vehicle fleet, travel management, aircraft fleet, real property, mail management, and transportation programs.



# What is a Fleet Manager?

- A Fleet Manager is more than just a manager of personal property assets.
- Fleet Managers have a role in every aspect of fleet management - acquisition, in -use management, and disposal.
- Fleet Managers exist at all levels in an agency from the field level fleet managers, to the bureau/service level fleet managers to the agency headquarters fleet managers.
- Whether you are a fleet specialist, fleet manager or fleet is “other duties as assigned” in your position, you are vital to the success of your agency's fleet program and helping your agency accomplish its mission.

# Roles of the Fleet Manager

- **Manager**
- **Supervisor**
- **Communicator**
- **Financial Budget Analyst**
- **Vehicle Maintenance Technician**
- **Procurement Officer**
- **Environmental Specialist**
- **Vehicle Disposal Manager**
- **Trainer**
- **Safety Officer**
- **Accident Investigator**
- **Other duties as assigned!**

# Agency and Field Level Fleet Managers

## Agency Fleet Manager

- Compliance with environmental mandates
- Compliance with fleet reporting requirements - FAST, VAM, OMB -11, etc.
- Fleet replacement and lifecycle costs analysis - where's the money coming from?
- Develop internal agency policy on fleet management
- Manage the HTW program
- Agency VIPs - help!

## Field Level Fleet Manager

- Answer data calls from Agency Fleet Manager
- Maintain positive relationship with drivers
- Maintain and keep vehicles on the road
- Pickup new vehicles
- Manage vehicle accidents and drivers
- Negotiate local agreements for fuel and maintenance
- Other duties as assigned



**Federal Fleet Managers provide agencies with the necessary transportation solutions required for the agency to carry out the mission requirements.**



# What is Fleet Management?

- Any agency that needs motor vehicles to function engages in some form of fleet operations and fleet management.
- The purpose of fleet management is to oversee all fleet acquisition and disposal activities and in-use management of the motor vehicles including maintenance in order to increase productivity and help your agency meet its mission requirements.
- Federal Fleet Management is regulated by 41 CFR 102-34 Motor Vehicle Management.

# Motor Vehicle Management

## 41 CFR 102-34 Motor Vehicle Management

Governs the economical and efficient management and control of motor vehicles that the Government owns, leases commercially or leases through GSA Fleet. Agencies will incorporate appropriate provisions of this part into contracts offering Government -furnished equipment in order to ensure adequate control over the use of motor vehicles.

- Plain language, question and answer format
- Defines terms (vehicles types, sources of supply, replacement standards)
- Defines scope (Military design vehicles excluded, law enforcement vehicles excluded from most provisions)

# Fleet Management and Vehicle Life Cycle

- Acquisition
- In-Use Management
  - Identification and Registration
  - Official Use
  - Home to Work Transportation
  - Maintenance
  - Crash Management and Reporting
  - Fueling
  - Replacement Criteria
  - Asset Level Data Reporting
- Disposal



# Motor Vehicle Management

## Vehicle Acquisition

### 41 CFR 102-34 Motor Vehicle Management Subpart B - Obtaining Fuel Efficient Motor Vehicles

- Purchase and lease vehicles that achieve maximum fuel efficiency
- Have body types, engine sizes, and options essential to agency mission
- Establish and document a structured vehicle allocation methodology (VAM)
- Fleet average fuel economy standards published each year by the Department of Transportation ([www.dot.gov](http://www.dot.gov))



## Sources for Vehicle Acquisition:

- **Rotate** vehicles to **maximize utilization** within your agency
- **Pickup excess government vehicles** from other agencies
  - <https://www.ppms.gov/login>
- Short term **rentals** (less than 120 days)
- **Purchase** from GSA Fleet (mandatory source for non -tactical vehicles)
- **Lease** vehicles from GSA Fleet (non -mandatory)
- **Lease** vehicles from Commercial sources
  - GSA Multiple Award Schedule SIN 532112
- **Forfeiture and Seizure** (you know who you are...)
  - <https://www.justice.gov/criminal-afmls/file/839521/download>
- **Donation**

# Things to Consider:

- Why do I need a vehicle? Transport people? Cargo?
- When do I need the vehicle?
- How long do I need the vehicle?
- Do I have authority to acquire additional vehicles?
- Have I asked my agency fleet manager for approval?
- What is my funding source - non-appropriated funds or working capital fund?
- If for a mission change, is it documented in my VAM analysis and my agency's optimal vehicle profile?
- Are my available options in compliance with current environmental mandates?
- Have I considered alternatives to using a motor vehicle?

# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management Subpart C - Identifying & Registering Motor Vehicles

- Display identification that indicates:
  - “For Official Use Only” & “U.S. Government”
  - Identification of the agency or service that owns or leases the vehicle (seal or tag code)
  - Federal license plate is the preferred location
- Register vehicles in the GSAFleet.gov Vehicle Registration Service
- Obtain US Government license plates from UNICOR

# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management

#### Subpart C - Identifying & Registering Motor Vehicles

#### Exemptions to Government license plates and identification:

- Limited (Agency head authorizes, up to three years) can now include administrative vehicles
- Unlimited (investigative, law enforcement, intelligence, or security duties )
- Special (President & heads of Executive Departments)



# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management Subpart D - Official Use of Government Vehicles

#### Official Use is:

Using a motor vehicle to perform  
your agency's mission(s), as  
**authorized by your agency**

# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management Subpart D - Official Use of Government Vehicles

#### Driver responsibilities:

- Operate, park, store, and lock as appropriate to prevent theft or damage
- Obey all State and Local traffic laws
- Use all safety devices including seat belts
- Pay any parking fees and fines

# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management

## Subpart E - Replacement of Motor Vehicles

Minimum replacement standards:

- Sedans - 3 years/60,000 miles
- Buses - Mileage only
- Trucks - By class, 6 years/50,000 miles minimum

These are governmentwide standards, not GSA Fleet leased vehicle replacement schedule.



# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management Subpart I - Motor Vehicle Fueling

#### Obtain fuel by:

Government charge card, fuel facility, or reimbursement (See OMB Circular A -123 for Gov't. charge card guidance)

#### Refuel using:

The fuel type & minimum grade recommended by the vehicle manufacturer



# Motor Vehicle Management

## In-Use Management

### 41 CFR 102-34 Motor Vehicle Management Subpart J - Federal Motor Vehicle Fleet Report

The Federal Fleet Report (FFR) compiles:

- **Inventory, Acquisition, Cost, Mileage and Fuel Use** data for Federal motor vehicles
- Reported **annually** through the Federal Automotive Statistical Tool (FAST) <http://fastweb.inel.gov>
- FAST also used to submit data for Energy Policy Act (DOE) & OMB Circular A -11 Budget (OMB)

# Motor Vehicle Management Disposal

## 41 CFR 102-34 Motor Vehicle Management Subpart H - Disposal of Motor Vehicles

Transfer ownership as follows:

SF 97-1 - “U.S. Government Certificate to Obtain Title to a Motor Vehicle” (Other forms may be required by jurisdiction)

Consult the following regulations for detailed instruction:

41 CFR Part 102 -38 “Sale of Personal Property”

41 CFR Part 102 -39 “Replacement of Personal Property Pursuant to the Exchange/Sale Authority”

# Regulatory Bulletins

## Informational in nature-- Guidance, not mandates

<https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation/fmr-and-related-files>

FMR B-2	Use of Hand -held Wireless Telephones
FMR B-3	Use of Tobacco Products in Motor Vehicles
FMR B-6	Proceeds from Sale of Agency -owned Vehicles
FMR B-11	U.S. Government License Plate Codes
FMR B-19	Increasing the Fuel Efficiency of the Federal Fleet
FMR B-28	Federal Employee Transportation and Shuttle Services
FMR B-29	Accurately Reporting Passenger Vehicle Inventory in FAST
FMR B-31	Government Motor Vehicle Fueling During Market Shortages
FMR B-33	AFV Guidance for Law Enforcement and Emergency Fleets
FMR B-35	Home to Work Transportation
FMR B-38	Indirect Costs of Motor Vehicle Fleet Operations
FMR B-48	Guidance on Exchange/Sale Financial Accounting for Personal Property
FMR B-43	Vehicle Allocation Methodology for Agency Fleets
FMR B-53	Use of Government -issued Fleet Charge Cards
FMR B-2023 -55	Fleet Management Information Systems

*If you would like a copy of this presentation, email [fedfleet@gsa.gov](mailto:fedfleet@gsa.gov)*



# Managing an Overseas Fleet

Some things to consider when managing an overseas fleet:

- The US Government is **self-insured**. Many countries do not recognize the US Government's self-insurance and require private insurance on vehicles and drivers. If you are military, is your mission covered by a Status of Forces agreement (SOFA)?
- The **Federal Tort Claims Act** only protects Federal employees from personal liability in the US.
- Seek Guidance from the General Services Office (GSO) at the post.

The State Department's Foreign Affairs Manual is available online:

<https://fam.state.gov/FAM/14FAM/14FAM0430.html>



# OPM Regulates Drivers, not GSA

- **CFR Title 5 Part 930**
  - Programs for Specific Positions and Examinations (Miscellaneous)
  - Subpart A - Motor Vehicle Operators
    - Definitions
    - Medical Examinations
    - Authorizations
    - Corrective Actions
  
- Does your agency internal policies on drivers reference this regulation?

# National Archives and Records Administration (NARA) GRS 5.4 Facility, Equipment, Vehicle, Property and Supply Records

Formerly known as General Records  
Schedule 10 Motor Vehicle and Aircraft  
Maintenance and Operations Records

[https://www.archives.gov/files/records-  
mgmt/grs/grs05-4.pdf](https://www.archives.gov/files/records-mgmt/grs/grs05-4.pdf)

# Where do I go for policy questions in my agency?

- Agency Fleet Manager
- Agency General Counsel's office
- Agency Directives and Guidance Documents
- Agency Travel Manager
- Contracting Officer with regards to contractor use of GOVs

Don't forget your most **valuable resource** to ask for assistance besides your agency's General Counsel's office and your agency fleet manager.....

## Your Fellow Fleet and Property Managers!

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information>



**You've Got Motor Vehicle Policy Questions?  
We've Got Answers**

**vehicle.policy@gsa.gov**  
**www.gsa.gov/vehiclepolicy**

# FedFleet 2025



## Federal Fleet Boot Camp GSA Fleet – An Overview

Jon Dipasquale and Jessica Huff, GSA Fleet

# GSA Fleet

## Purchasing

Mandatory source for all non-tactical vehicles



## Leasing

End-to-end fleet management solution that helps you reduce costs



## Short Term Rental

Rentals for seasonal work, surge requirements and during major repairs.

Your one-stop shop for all fleet management solutions

The right vehicle at the right price with great customer service and the data required to effectively and efficiently manage your fleet.

# Vehicle Purchasing

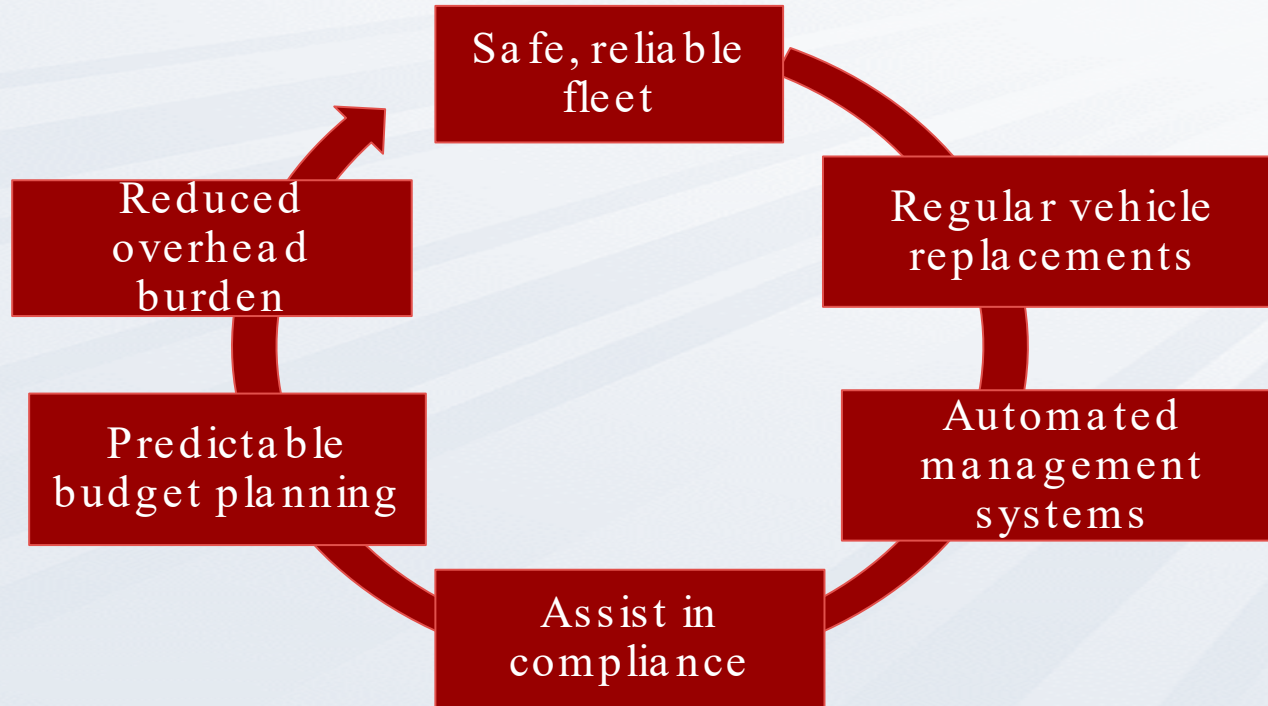
- Mandatory source for all non-tactical vehicles
  - Purchasing available in GSAFleet.gov
  - Professional engineering services including technical assistance and vehicle design services.
  - Professional contracting teams and customer staff.
- Leverage buying power of Federal Government and achieve outstanding discounts below dealer invoice
  - FY22 7.2%, FY23 2.6%, FY24 4.8%.
  - Savings up to **\$100M** per year



# Vehicle Offerings

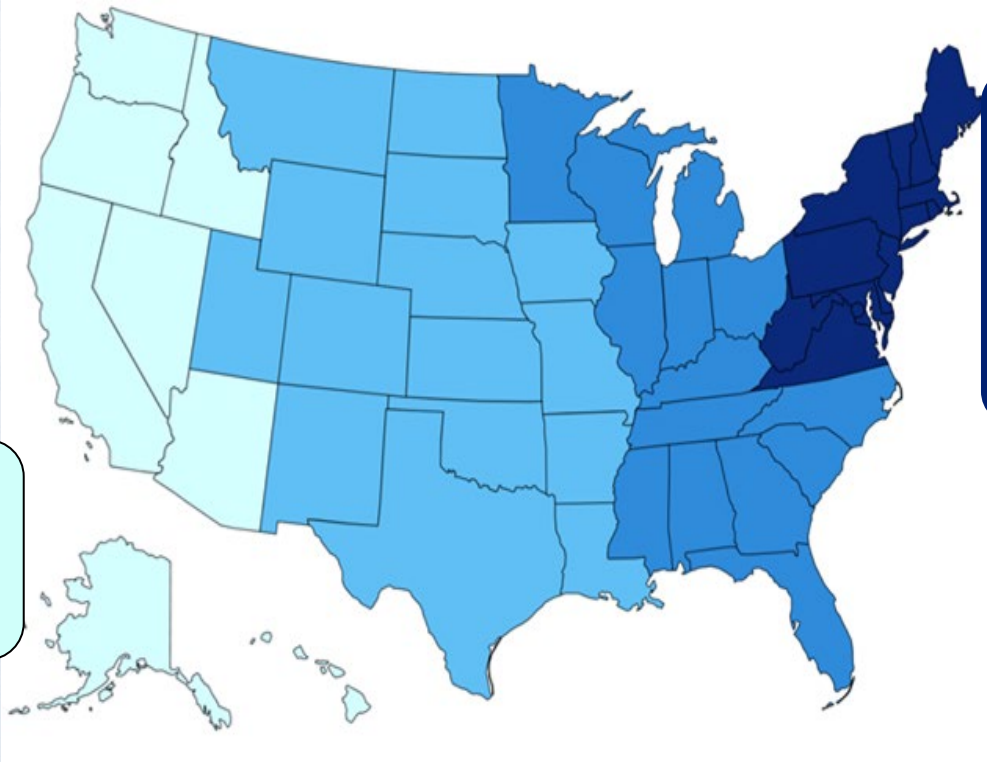
- GSA strives to offer a wide variety of vehicles to meet your mission
  - Law enforcement upfits
  - Custom engineered solutions
- GSA Fleet ensures compliance with Buy American Act, Trade Agreements Act, and applicable EOs.
- Open season will bring more options to GSA Fleet.
- Focus on your mission!

# Vehicle Leasing



# Where is GSA Fleet?

American  
Samoa  
East Asia  
Guam



Europe  
Africa  
Middle  
East  
US  
Virgin  
Islands  
Puerto  
Rico

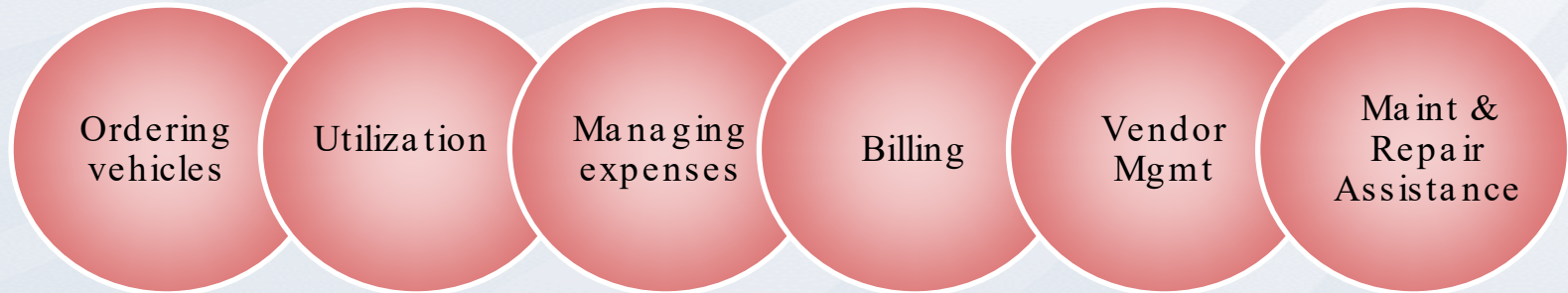
- Zone 1
- Zone 2
- Zone 3
- Zone 4



# Fleet Service Representative

Relieves you of many administrative, management, and functional responsibilities of total fleet asset management

Allows you to focus time & resources on performance of your core mission

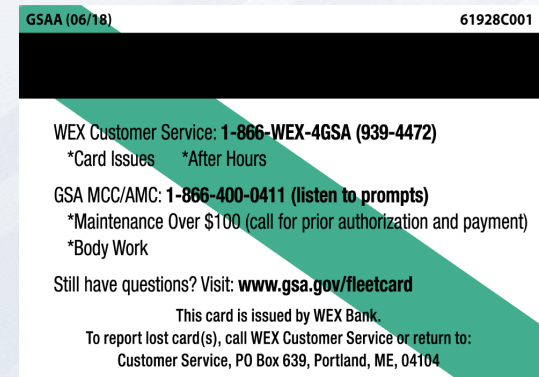




# Fleet Service Card

Issued to every GSA leased vehicle for fuel and maintenance:

- All work over \$100 requires GSA's PRIOR approval.
  - Vendors using AutoIntegrate are spared calling the MCC.
  - Other must call the MCC/AMC.
- After-hours call WEX support (on back of card).
- Half of vehicles now report mileage using telematics, with the rest keying miles at the pump (GORP).



# GSA Fleet Assistance Centers

## Maintenance Control & Accident Management

- 1-866-400-0411
- Trained GSA Fleet technicians available 24/7:
  - Authorize maintenance and repair over \$100.
  - Assist customer in filling out accident reports.
  - Ensure vehicles get to the correct repair shop at the best price.

Customers & vehicle operators cannot obligate GSA Fleet (Government) funds to any vendor.

# Vehicle Replacement Process

- Replacement criteria
- Request a Replacement vehicle function in [gsafleet.gov](https://gsafleet.gov)
- Approval Process: Agency/Office/Bureau
- 27,943 vehicles ordered for leasing program in FY24



# Telematics

- Currently installing telematics across the GSA leased fleet.
- Automated Mileage Reporting and FAST Data provided at no additional cost.
- Newly authorized OEM integrations to scale deployment.
- [www.gsa.gov/telematics](http://www.gsa.gov/telematics)



# Short Term Rental

- Rentals for seasonal work, surge requirements and replacements during repairs.
  - Streamlined procurement through GSA Fleet
  - [www.gsa.gov/str](http://www.gsa.gov/str)

## BENEFITS

- Lowest available commercial rates
- Easy, hassle-free procurement
- Convenient online request system, available 24/7
- Fuel cards provided
- Separate rental bill
- No fee for additional drivers
- No early turn in penalty

# Short Term Rental

- Less than 120 day rentals for vehicles
- Up to 365 day rentals for equipment

VEHICLES	EQUIPMENT
70+ types of available including:	550+ types of available including:
<ul style="list-style-type: none"><li>● Sedans of all sizes</li><li>● Mini-vans</li><li>● Passenger and cargo vans</li><li>● SUVs</li><li>● Light trucks</li><li>● Box, flat-bed and stake trucks</li><li>● Buses (without drivers)</li><li>● Refrigerated trucks and trailers</li><li>● Tractors and trailers</li></ul>	<ul style="list-style-type: none"><li>● Aerial Lifting</li><li>● Compaction</li><li>● Earth Moving</li><li>● Forklift and cranes</li><li>● Generators and electrical</li><li>● Heating and AC</li><li>● Trucks and utility vehicles</li><li>● Light towers</li><li>● Welders</li><li>● Dewatering pumps</li></ul>

# Resources - Links

- [Purchasing](#)
- [Leasing](#)
- [Short Term Rentals](#)
- [Vehicle Purchasing Guide \(under development\)](#)
- [Customer Leasing Guide](#)
- [Find a Fleet Service Representative](#)
- [GSAFleet.gov Help Page](#)

# Contact Us

- Leasing: [gsa.fleet.acquisition@gsa.gov](mailto:gsa.fleet.acquisition@gsa.gov)
- Purchasing: [vehicle.buying@gsa.gov](mailto:vehicle.buying@gsa.gov)
- Non Standard Ordering: [fleetspecialordering@gsa.gov](mailto:fleetspecialordering@gsa.gov)
- Supplier Assistance [fleet.supplier.assistance@gsa.gov](mailto:fleet.supplier.assistance@gsa.gov)
- Damage in Transit: [vehicle.claims@gsa.gov](mailto:vehicle.claims@gsa.gov)
- Telematics: [fleetsolutions@gsa.gov](mailto:fleetsolutions@gsa.gov)
- Law Enforcement: [gsafleet.lawenforcement@gsa.gov](mailto:gsafleet.lawenforcement@gsa.gov)
- General: [gsafleet@gsa.gov](mailto:gsafleet@gsa.gov)
- Short-Term Rental: [GSA\\_rental@gsa.gov](mailto:GSA_rental@gsa.gov)
- GSA Fleet Training: [gsa.gov/gsa-fleet-training](https://gsa.gov/gsa-fleet-training)
- GSAFleet.gov: [fleetsystemsmodernization@gsa.gov](mailto:fleetsystemsmodernization@gsa.gov)



*If you would like a copy of this presentation, email [fedfleet@gsa.gov](mailto:fedfleet@gsa.gov)*



Thank you!

# BREAK

15 Minutes

Let's stretch with  
Marcerto Simms!

# Fed*Fleet* 2025



**Federal Fleet Boot Camp**  
**Fleet Speak- Let's have a chat!**

# What's the definition of a motor vehicle?

**Government motor vehicle is defined as motor vehicles obtained through purchase, excess, forfeiture, commercial lease, or GSA Fleet lease.**

## **Regulatory definition**

### **41 CFR 102-34 Motor Vehicle Management:**

**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 § 102-34.20).**



# What's the definition of a motor vehicle?

Another way to define a motor vehicle is to look at what is not reportable to FAST

- Military tactical
- Off-road *vehicles* which are not licensable for use on all roads and Federal highways
- Personal Owned Vehicles (POV)
- Short-term rentals (*rentals are defined as obtaining a motor vehicle by contract or other arrangement from a commercial source for less than 120 consecutive days. However, if the rental is renewed beyond the initial 120 days, they should be considered as leased and should be identified with US government license plates and reported.*)
- Motorcycles
- Trailers

# What's the definition of a motor vehicle?

Definitions of motor vehicle that can be found in US Code

**Automobile means a 4-wheeled vehicle propelled by conventional fuel, or by alternative fuel, manufactured primarily for use on public streets, roads, and highways.**

# What's the definition of a motor vehicle?

Definitions of motor vehicle that can be found in US Code

- Any self-propelled vehicle designed for transporting persons or property on a street or highway. 42 U.S.C. § 7550 – Clean Air Act, & 42 U.S.C. §13211 – EPA Act of 1992
- An item of equipment, mounted on wheels and designed for highway and/or land use, that derives power from a self-contained power unit; or is designed to be towed by and used in conjunction with self-propelled equipment. FAR – General Structure & Subparts, B, 8.11

# What's the definition of a motor vehicle?

Definitions of motor vehicle that can be found in US Code

- A vehicle self-propelled or drawn by mechanical power; but not designed or used for military field training, combat, or tactical purposes, or any other special purpose vehicle. 40 U.S.C. §17501
- A self-propelled vehicle that meets the definition of section 215(2) of the Clean Air Act (42 U.S.C. 7550(2) and is fully Federal Motor Vehicle Safety Standards certified for operation on all public roads and highways, designed for transporting persons or property.



# GOV, Agency Owned, Leased, Rentals, POVs...on my!

**GOV- government vehicle**

**Agency owned**

**Leased- commercial or GSA Fleet-  
greater than 120 days**

**Rentals- GSA Fleet STR Program,  
Official Travel (TDY)- less than 120  
days**

**DTMO is government-wide source for  
rentals for official travel**

**<https://www.defensetravel.dod.mil/site/rentalCar.cfm>**

**POV- privately owned vehicle  
[www.gsa.gov/pov](http://www.gsa.gov/pov)**

# Is my agency required to have an agency fleet manager?

Not a requirement in FMR 102-34 that agencies should appoint an agency head for fleet management.

40 USC 17502 *does require* the following with regards to the establishment of a fleet-related monitoring system:

## § 17502. Monitoring system

The head of each executive agency shall designate one office, officer, or employee of the agency—

(1) to establish and operate a central monitoring system for the motor vehicle operations of the agency, related activities, and related reporting requirements; and

(2) provide oversight of those operations, activities, and requirements.

# Can my agency mandate the use of GOVs vs POVs?

GSA does not regulate local travel

GSA does publish the GOV reimbursements rates-

[www.gsa.gov/pov](http://www.gsa.gov/pov).

**Your agency has internal guidance on what mode of transportation is authorized for local travel to conduct official business.**

# Can my agency mandate the use of GOVs vs POVs?

**Some factors to consider when writing internal policy-**

**Federal employees need to let their private insurance companies know if they are using a POV for official business. May require them to acquire additional insurance at their own expense. POV reimbursement rate covers insurance so the Government can't provide this additional coverage.**

**Use of a POV advantageous to the Government? *Another Federal employee being displaced because a POV is being used? Has a cost benefit analysis been completed?***

**Is the use of a POV being authorized due to an employee accommodation that can not be met with a GOV?**

**Is there an additional security issue for the Federal employee if a POV is authorized?**



# Can I use a GOV to...?

- **Official use** means using a vehicle to perform your agency's mission as defined and authorized by your agency
- Contact agency fleet manager or general counsel for agency policy
- Personal liability (and DOJ defense) is based on State case law under **Federal Tort Claims Act**
- **Incidental use** is a taxable benefit reported to the IRS; see <https://www.irs.gov/pub/irs-pdf/p5137.pdf>
- Perception- how would a taxpayer view the use of the vehicle?

# How many miles/hours can I drive a GOV in one day?

- GSA does not have a policy or regulation concerning driver fatigue or maximum distance to drive a government vehicle in one day.
- If driver has a CDL, there are restrictions prescribed by DOT & State the vehicle is operated.  
<http://www.fmcsa.dot.gov/registration-licensing/cdl/cdl.htm>.
- CDL Hours of Service Regulations:  
<http://www.fmcsa.dot.gov/rules-regulations/topics/hos/index.htm>
- Your agency may have internal policy limiting the amount of time or miles a person can drive in a GOV or POV.
- Federal Travel Regulation (FTR) Has the most advantageous mode of transportation been authorized if TDY?

# Can I drive my GOV home for TDY purposes?

- Home-to-Work regulations do not apply to employees on official travel.
- Official travel orders must authorize GOV use.

**Contact your Agency Travel Manager for assistance!**

# Can I drive a GOV in a foreign country?

**Many foreign countries do not recognize the U.S. Government self-insurance**

- If your agency is not covered under a SOFA or other diplomatic treaty which specifically addresses liability issues, you may need to purchase liability insurance locally.
- General Counsel's office of GSA has determined that an agency must purchase additional liability insurance to operate vehicles in foreign countries
- The Federal Torts Claims Act does not protect Federal employees outside the United States
- Contact your agency's General Counsel's office for assistance
- If short duration trips, consider commercial rentals that are inclusive of insurance in foreign countries.
- US Embassy's Chief of Mission in that country could be helpful to understand local requirements



# Can I transport a non-Fed in a GOV?

- **Governmentwide regulations are silent. But, your agency may have a policy**
- **Contact your agency fleet manager and/or General Counsel for internal agency guidance**
- **Federal Tort Claims Act covers Federal employees in scope of employment**
- **Who would be liable if something happened?**
- **Is a Federal employee being displaced? In other words, is it costing taxpayers?**
- **Again, perception. How does it look?**

# Can a contractor drive a GOV?

- **Applicable regulations:**
  - **41 CFR 102-34.21**
  - **FAR 51.2- Contractor Use of GSA Fleet Vehicles**
  - **41 CFR 101-39.202 Contractor Authorized Services**
- **Considerations:**
  - **Has the contracting officer authorized use of GOV's?**
  - **Does the contractor have liability insurance?**
  - **Do drivers have state driver's license for applicable vehicle type?**

# Who pays for tolls?

Federal agencies are required to pay tolls

- Reimbursable expense
- Agencies may set up accounts with "EZ Pass" or similar
- **Tolls are not included in GSA Fleet lease rates**
- Tolls may not be paid with GSA Fleet fuel card
- GSA Smartpay Office is neutral on which type of card your agency decides to use to pay for tolls.

# Can I use the express or hot lane in a GOV?

- Drivers do have to pay for any tolls incurred while driving a GOV
- **GSA does not regulate local travel**
- Agency decision
  - Mission essential
  - Saves government time and money
  - **Not for the convenience of the employee**
- Agency policy also dictates whether use the purchase, travel or fleet card-GSA Smartpay neutral
- **Home to Work Transportation-proximity of work location to home and cost analysis**



# Who pays for the tickets?

- Employees are personally responsible for tickets/fines
- **NOT** a reimbursable expense
- Appropriated funds may not be used
- Tickets mailed to agency must be delivered to employee
- If parking or moving violation occurred while in performance of your duty, ask your **General Counsel's office** for assistance

# What is the policy on cell phone use in a GOV?

- EO 13513 prohibits:
  - texting while driving a GOV
  - texting in a POV if using government furnished equipment
- FMR Bulletin B2 advises agencies to develop an internal policy
- Many agencies have more restrictive policies on using devices while driving a GOV
- **Federal employees must obey all State and local laws and ordinances while driving a GOV**

# Can I transport an animal in a GOV?

**GSA does not regulate specific uses of vehicles or agency employees.**

**Your agency determines official and incidental use. Federal Tort Claims Act protects Federal employees when acting within the scope of employment to accomplish agency's mission.**

**Drivers of GOVs are required to abide by state and local laws.**

**Modifications to GSA Fleet vehicle required to secure animal must be submitted in advance to the local GSA FSR.**

**Procurement and costs for the acquisition, installation, maintenance and removal of any installed equipment are the responsibility of the agency.**

**Any costs or financial losses GSA Fleet incurs due to the animal or the modification of the vehicle are the responsibility of the agency and will be charged back.**

# What about ELDs? Electronic Logging Devices

Federally owned and operated vehicles are not subject to the Federal Motor Carrier Safety Regulations (49 CFR 390-399)

Exempt from medical requirements and hours of service requirements

Not considered “in commerce” as governmentally owned and operated vehicles and drivers.

If you have a contractor operating a government vehicle, they *are* subject to the Federal Motor Carrier Safety Regulations.

Note- The CDL and Drug and Alcohol Regs (49 CFR 382 and 383) would apply if Federal driver is operating certain size vehicle.

For more information, contact FMCSA-  
[Bill.Mahorney@dot.gov](mailto:Bill.Mahorney@dot.gov)

# Does my GOV need a State safety and emissions inspection?

- **Congress waived the Federal government's sovereign immunity in the Clean Air Act, which is why GOVs with government plates are required to comply with emissions inspections and other state-imposed environmental requirements.**
- **No waiver for safety inspections.**
- **But, if you are using a State license plate on the vehicle, the government is subject to all the safety and emissions inspection requirements.**



# Special parking requirements for GOVs?

**41 CFR 102-34.230-How am I responsible for protecting Government motor vehicles?**

**Park or store the Government motor vehicle in a manner that reasonably protects it from theft or damage; and lock the unattended Government motor vehicle.**

**41 CFR 102-34.240-Who pays for parking fees? You must pay parking fees while operating a Government motor vehicle. However, you can expect to be reimbursed for parking fees incurred while performing official duties.**

**41 CFR 102-34.245-Who pays for parking fines? If you are fined for a parking violation while operating a Government motor vehicle, you are responsible for paying the fine and will not be reimbursed.**

# Parking and GOVs

## 41 CFR 102-74-Facility Management

Who must provide for the regulation and policing of parking facilities?

Are vehicles required to display parking permits in parking facilities?

May Federal agencies authorize lessors or parking management contractors to manage, regulate and police parking facilities?

How must Federal agencies assign priority to parking spaces in controlled areas?

May Federal agencies allow employees to use parking spaces not required for official needs?

Who determines the number of employee parking spaces for each facility?

How must space available for employee parking be allocated among occupant agencies?

How must Federal agencies assign available parking spaces to their employees?

What measures must Federal agencies take to improve the utilization of parking facilities?

# What about insurance?

- **Long standing policy of the Government to self-insure its own risk of loss.**
- **Federal Torts Claims Acts protects Federal employees from personal liability while acting within the scope of their employee to accomplish their agencies mission.**
- **Yes, you may be personally liable for an accident if you are found to be operating the vehicle outside the scope of your employment!**
- **All Tort claims are automatically transferred to the Justice Department. Don't assume your agency has you covered.**

# Can I dispose of a vehicle with an open recall?

Contact your Sales Center for information on reporting vehicles for disposal with an open recall

**GSA's Office of Personal Property currently accepts such vehicles**

- **Owning agency notes in the item description any information available about a recall, whether it is open without a remedy available, resolved, or pending repair status.**
- **Only if the vehicle has a STOP DRIVE designation would GSA return it to your agency for other disposition or until the repair is made.**
- **Each vehicle is "double-checked" by VIN after it is reported to GSA, but before it is offered for sale to the general public.**

**Providing notice allows GSA the opportunity to be transparent with potential buyers because GSA can require a signed acknowledgement that all have been made aware that a recall exists.**

# Can I Use Valet Parking Services?

## Agency Decision

### 41 CFR 102-34 Motor Vehicle Management

- (a) Park or store the Government motor vehicle in a manner that reasonably protects it from theft or damage; and
- (b) Lock the unattended Government motor vehicle.

There are some establishments where you have no choice but to use valet parking. There isn't anything in the regulations that prohibit the use of valet parking but it's an agency by agency decision. Some agencies may instruct drivers not to use valet services because it's an perception issue.



# Do I need a Government license to drive a GOV?

- OF 346, US Government Motor Vehicle Identification Card
- DOD is the sponsor of the form governmentwide
- <https://www.gsa.gov/forms-library/us-government-motor-vehicle-operators-identification-card>
- Agency Decision

Where can I  
find my  
vehicle's  
registration  
card?

**GSAFleet.gov!** Ask your fleet manager to print you a copy for your vehicle.

# Where can I get help with FAST?

**FAST Help page full of information!**

<https://fastweb.inl.gov/help/>

**List of Underlying Requirements for FAST Reporting- Why am I having to collect all this data for each vehicle?**

**Frequently Asked Questions (FAQs) including a list of vehicles not reportable in FAST**

**Glossary of Terms such as:**

## **Light-duty (LD) vehicle**

A vehicle weighing 8,500 pounds **GVWR** or less, general purpose vehicles certified for use on all public roads and highways.

## **Medium-duty (MD) vehicle**

A vehicle between 8,500 and 16,000 pounds **GVWR**, certified for use on all public roads and highways.

## **Heavy-duty (HD) vehicle**

A vehicle weighing more than 16,000 pounds **GVWR** certified for use on all public roads and highways.

**FAST Program Points of Contact**

# Can I have a copy of the VAM Study Questionnaire?

- **FMR Bulletin B43, Vehicle Allocation Methodology for Agency Fleets**  
[https://www.gsa.gov/cdnstatic/FMR\\_Bulletin\\_B-43.pdf](https://www.gsa.gov/cdnstatic/FMR_Bulletin_B-43.pdf)
- **Sample VAM Survey Questions Document- send email to [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov) for a copy!**

# How do I join the Federal Fleet Policy Council (FEDFLEET)?

Email [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

Enroll at this website:

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/federal-fleet-policy-council-fedfleet>



# What's the difference between FEDFLEET and FedFleet?

**FEDFLEET** is the Federal Fleet Policy Council that has been around since 1996!

**FedFleet** is the annual training event for super cool federal fleet managers that was first held in Scottsdale, AZ in 1998!

# GSA Customer Leasing Guide

If you lease from GSA  
Fleet, please read  
through this [guide](#)!

Be sure to  
attend a  
session with  
DOE  
FEMP/NREL  
this week!

# FedFleet 2025



## Federal Fleet Boot Camp

### Federal Fleet Resources and Fleet Training

Patrick McConnell, GSA OGP

# Fleet Resources

Fed**Fleet** 2025



# Fleet Policy Resources

GSA, Office of Government-wide Policy (OGP) [www.gsa.gov/ogp](http://www.gsa.gov/ogp)

Office of Transportation and Asset Management

## Vehicle Policy Division ([www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy))

- FMR 102-34 Motor Vehicle Management
- FMR 102-5 Home to Work Transportation
- FMR Bulletins
- Federal License Plate Program
- Manage FAST with DOE
- Publish annual Federal Fleet Open Data Set
- Manages interagency council -FEDFLEET
- Helps formulate policy in conjunction with partners - OMB, CEQ, DOE, EPA, Congress

## Travel, Relocation, Mail & Transportation Division ([www.gsa.gov/travelpolicy](http://www.gsa.gov/travelpolicy))

- Federal Travel Regulation (FTR)



# Fleet Policy Resources

GSA, Office of Government-wide Policy (OGP)

[www.gsa.gov/ogp](http://www.gsa.gov/ogp)

## Office of Transportation and Asset Management

Personal Property Division ([www.gsa.gov/personalpropertypolicy](http://www.gsa.gov/personalpropertypolicy))

- FMR 102-35 to FMR 102 -42 (Disposal, Exchange Sale U&D)

## Office of Evidence and Analysis

- Federal Fleet Inventory Tool
- <https://d2d.gsa.gov/report/federal-fleet-report-dashboard>

## Environmental Protection Agency–Green Vehicle Guide

<https://www.epa.gov/greenvehicles>

# Fleet Operational Resources

## GSA, Federal Acquisition Service (FAS)

### Office of Fleet Management

[www.gsa.gov/gsafleet](http://www.gsa.gov/gsafleet)

- Vehicle Buying
- Vehicle Leasing
- [www.GSAFleet.gov](http://www.GSAFleet.gov)
- GSAFleet.gov (Vehicle Registration Service)
- Federal Fleet Management Certification
- Desktop Workshops
- FedFleet Annual Training Event
- Telematics
- Safety Training
- GOV Recalls
- GSA Fleet Card
- Accident and Maintenance Management
- Short Term Rentals (STR)
- GSAAuctions.gov
- Federal Vehicle Standards
- Vehicles & Accessories from GSA Schedule
- And, much more...full -service fleet management!

# Fleet DATA Resources

## Federal Automotive Statistical Tool

<https://fastweb.inl.gov/>  
<https://fastweb.inl.gov/help/>

## Federal Fleet Report/Open Data Set

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/ffr-open-data-set-library>

## Federal Fleet Report Dashboard

<https://d2d.gsa.gov/report/federal-fleet-report-dashboard>

## Federal Fleet Performance Data

<https://www.energy.gov/femp/federal-fleet-performance-data>

## Alternative Fuels and Advanced Vehicles Data Center

<http://www.afdc.energy.gov/>



# Other Fleet Resources

**Federal Tort Claims Act:** <https://www.govinfo.gov/content/pkg/USCODE-2011-title28/pdf/USCODE-2011-title28-partVI-chap171.pdf>

**Government contractor insurance requirement (FAR 51.202(a)(2):**  
<https://www.acquisition.gov/far/51.202>

**Agency, contractor and personal liability:** <https://www.ecfr.gov/current/title-41/section-101-39.406>

**Department of Energy, Federal Energy Management Program (FEMP)  
Summary of statutory Federal fleet requirements**

<https://www.energy.gov/femp/federal-fleet-requirements-resource-center-overview-fleet-statutory-requirements>

# Other Fleet Resources

## Federal laws/statutes

<https://www.gpo.gov/fdsys/browse/collectionUSCode.action?collectionCode=USCODE>

## Government Accountability Office (GAO)

Reports and Testimonies

<http://www.gao.gov/>

Search Comptroller General Decisions

<http://www.gao.gov/legal/appropriations-law-decisions/search>

## ASTM International Standard Guide for Fleet Management

<https://www.astm.org/Standards/E2962.htm>

# The Fleet Community – You're not alone!

## Federal Fleet Policy Council (FEDFLEET)

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/federal-fleet-policy-council-fedfleet>

Quarterly online meeting sponsored by GSA/OGP

INTERFUEL Working Group [https://federalfleets.energy.gov/interfuel\\_working\\_group](https://federalfleets.energy.gov/interfuel_working_group)

Quarterly online meeting discussing various topics

FedFleet training <https://www.gsa.gov/fedfleet>

Annual event

Energy Exchange <https://www.energy-exchange.com/>

Annual event sponsored by DOE

NPMA NES and Regional Events [www.npma.org](http://www.npma.org)

**Get Recognized!** INNOVATIONS IN FLEET MANAGEMENT AWARD

<https://www.npma.org/page/FleetManagementAward>



# Get Recognized!

<https://www.gsa.gov/policy-regulations/policy/personal-property-policy-overview/awards>

OGP's Personal Property Management Policy Division annually recognizes Federal government employees, agencies and teams for their outstanding leadership, performance, teamwork and accomplishments in the field of Personal Property Management. The three distinguished awards and 2024 Winners are:

## Personal Property Manager of the Year

Jeffrey Scherr  
Department of Commerce



Personal Property Professional of the Year  
Shirley Saucer  
Department of Agriculture

## Personal Property Team of the Year

Personal Property Management Branch Fleet Team  
Department of Agriculture  
Farm Production and Conservation Business Center

Joseph Herrera, Corey Atkins, Charles King, Christopher Scherr, Verneishae Jordan, Victoria Hannah, Gavin Cummins, Cherie Cordell, Debra Metzler, John Armstrong, Angela Jenkins, Alan Hedding, Andrea Morlock, Carlos Leon Torres, Kristen Foley, Heather Carow, Matthew Cross, Nicole Ciano, Lenny Skieff, Heather White, Jackie Mullanix, Simon Beuttler, Marcus Hill, David Goodman, Hope Fonseca and Adam Stiegelmeier (not pictured)



# Fleet Training

Fed**Fleet** 2025



# NPMA Federal Fleet Certification Program

## 1. CFFS – Certified Federal Fleet Specialist (*first level*)

- Provides a basic level of knowledge for a fleet professional, such as a Vehicle Control Officer or Fleet POC, who supports fleet activities in an office setting.

## 2. CFFA – Certified Federal Fleet Administrator (*second level*)

- Provides an intermediate level of awareness and expertise for the fleet professional who manages or supports a Federal fleet and has successfully passed the CFFS certification.

## 3. CFFM – Certified Federal Fleet Manager (*third/final level*)

- Provides the fleet professional with advanced expertise and proficiency required of Fleet Managers who oversee an owned or combination leased/owned fleet. Successful completion of the CFFA certification is required.

Each level is completed in succession - CFFS>CFFA>CFFM



# NAFA Certified Automotive Fleet Manager (CAFM)

- Open to any individual with at least one year of experience in any fleet-related position.
- Enrollment provides access for three years.
- NAFA charges for the program (higher for non-members).
- Eight modules comprise the self-study certification program:
  1. Asset Management (from sourcing to remarketing)
  2. Business Management (law, policies & procedures, RFPs, emergency operations, strategic partnering)
  3. Financial Management (personal use, leasing, purchasing, reimbursement, budgeting, LCA, performance monitoring)
  4. Information Management (FIMS, system selection & implementation, telematics, data mgmt & system admin, reporting & data analysis)
  5. Maintenance Management (vehicles, shop, environmental issues, inventory mgmt., performance monitoring, outsourcing, shop staffing)
  6. Professional Development (management of individuals, leadership, communications, organization processes, ethics)

# NAFA Certified Automotive Fleet Manager (CAFM)

7. Risk Management (fundamentals, insurance, safety policies & programs, crash mgmt.)
8. Vehicle Fuel Management (environmental issues, commercial programs, conventional and alternative fuels)

**Fleet Discipline Certificate Program** allows you to take one discipline at a time

**And, several more certificate programs**

[www.nafa.org/certification](http://www.nafa.org/certification)



# GSA Federal Fleet Manager Certification Program

Available to all GSA Fleet customers at no additional cost, the Federal Fleet Manager Certification Program (FFMCP) is comprehensive training for federal fleet management at all levels. Developed by GSA Fleet in conjunction with the GSA Office of Government-wide Policy, the program provides an overview of federal vehicle policies and procedures.

## Program details

- The program consists of six core courses, which must be completed in order, and two electives.
- All courses are online self paced and each takes approximately one hour to complete.
- Participants have two tries to score 70% or higher on the exam to pass each course.
- There is no annual recertification required.
- You may complete the program again as a refresher, but you will need to send an email to [fleet\\_training@gsa.gov](mailto:fleet_training@gsa.gov) to reactivate your account.
- Certificates of completion are issued within the GSA Learning Academy for each course completed along with a program certificate. You may request CLPs through your agency policy or through the Federal Acquisition Institute ([FAI](#))

# GSA Federal Fleet Manager Certification Program

## Core Course Descriptions:

**1. Fleet Management 101: Your Roles and Responsibilities:** Upon completion of this course participants should understand what fleet management is and how it supports federal agencies, be familiar with the annual cycle for federal fleet planning, acquisitions, and disposals, be able to identify the five key components in the fleet management life cycle and the fleet manager's role in each stage, and know where to find additional resources and information for managing a federal fleet.

**1. Vehicle Acquisition:** You will learn the regulations that apply to purchasing vehicles, understand how to properly plan their vehicle acquisitions, know how to purchase new vehicles or order leased vehicles from GSA Fleet, and understand what to do when new vehicles are delivered.

**1. Fleet Maintenance Management:** Learn the importance of proper vehicle maintenance and a way to manage vehicle maintenance. Upon completion of this course participants should understand why performing and tracking maintenance is important, know ways to help minimize maintenance and repair costs, and know where to find resources to help manage their fleet maintenance program.



# GSA Federal Fleet Manager Certification Program

## Core Course Descriptions:

**4. Fleet Risk Management:** Discover the types of risks a fleet manager may encounter and ways to mitigate those risks. Upon completion of this course participants should be able to define fleet risk management, identify common risks and ways to manage them, understand the importance of Emergency Risk Management Plans, be familiar with risk management technology, and understand accident management procedures.

**5. Liability While Driving a GOV:** Find out what a person's personal liability is when operating a government vehicle, a personal vehicle, or rental vehicle for official government business. Upon completion of this course you should understand driver responsibilities, know the difference between official use and misuse of vehicles, understand the impact of scope of employment, be familiar with how the Federal Tort Claims Act impacts a driver found at fault for an accident, understand the impact of using your privately owned vehicle for official government business, and understand how the regulations apply when driving a rental car for official government business.

**6. Disposal of Agency Owned Vehicles:** Learn the Federal Management Regulations pertaining to vehicle disposal and the processes for disposing of agency owned vehicles. Upon completion of this course participants should understand the regulations prescribing federal property disposal, know the processes for disposing vehicles as excess, surplus, and exchange/sale property and how they differ, be familiar with resources that can assist agencies with vehicle disposal to ensure all property is disposed of legally and in a timely manner.

# GSA Federal Fleet Manager Certification Program

## Electives:

- 1. Federal Fleet Mandates, Policies, and Sustainability:** Learn the key regulations fleet managers must follow when managing, tracking, and reporting their fleet. Upon completion of this course participants should understand current federal mandates and policies that apply to federal, non-tactical vehicle fleets and drivers, be familiar with available alternative fuels and advanced technology for improving fleet sustainability and efficiency, be able to identify systems and data that are required for meeting federal reporting requirements, and know where to find additional resources.
- 1. Operating your GSA Fleet Leased Vehicle:** Learn what GSA Fleet leasing customers need to know about operating their leased vehicles. Upon completion of this course participants should understand their maintenance and repair responsibilities, know how to properly use their GSA Fleet credit card, understand the procedures for obtaining maintenance and repairs after hours, know their reporting responsibilities, and understand their vehicle care and maintenance responsibilities.
- 1. Operating a Cost Efficient Fleet:** Discover key ways fleet managers can reduce fleet expenses and the data vital to managing fleet costs. You will learn about the impact of driver behavior on fleet costs, know where to get their fleet data, identify key items to watch for in fleet card data, understand how to analyze accident data to take action to reduce costs and keep drivers safe, and recognize ways to review maintenance data to keep your fleet reliable and reduce costs.



# GSA Federal Fleet Manager Certification Program

All courses are online and self-paced

Each course takes approximately one hour to complete

More information at [www.gsa.gov/ffmcp](http://www.gsa.gov/ffmcp)

Questions? Email [fleet\\_training@gsa.gov](mailto:fleet_training@gsa.gov)



# More Training Resources

**American Public Works Association:**

<https://www.apwa.org/education-careers/certificates-and-workshops/>

**Public Fleet Management Certificate**

**Association of Equipment Management Professionals:**

<https://aemp.org/page/equipment-management-specialist>

**Equipment Management Specialist**

**Certified Equipment Manager**

**Certified Equipment Support Professional**

<https://aemp.org/page/certifications>

*If you would like a copy of this presentation, email [fedfleet@gsa.gov](mailto:fedfleet@gsa.gov)*



Thank you!

# FedFleet 2025



**Federal Fleet Boot Camp**

**Federal Fleet Mashup with Q&A**

**Eric Adams and Connie Aaron, GSA OGP**

**What else?**

**Communication**

**Risk Management**

**Fleet Utilization**

**Fleet Data Dashboards**



# Let's talk more about your role as a Communicator

Effective communication between the agency fleet manager to senior management to the field fleet managers to drivers is **CRITICAL** to a successful fleet program.

It's key to successfully influencing driver behavior and introducing new initiatives.



# Ways to Communicate

- Agency and bureau level fleet handbooks
- Driver packets in vehicles
- Agency intranet pages
- Agency training workshops on fleet management
- Mini-training session on vehicle pickup days
- Agency broadcast emails on hot fleet topics
- Agency social media pages with fleet articles and info blasts
- Fleet Specific events at HQ and the field level (Earth Day, Driver Safety Week, etc.)
- Agency videos on driving GOVs
- Send posters out to the field on the do's and don'ts when driving a GOV
- Regularly scheduled working groups between HQ, Field and Drivers
- Driver and field fleet manager incentives
- Fleet email box for questions

# Agency Policy Examples

Agency Policy Statement:  
CONTRACTOR USE OF  
GOVERNMENT AND PRIVATELY-  
OWNED VEHICLES

# Agency Policy Examples

DEPARTMENT OF THE INTERIOR  
MOTOR VEHICLE MANAGEMENT  
HANDBOOK

March 2020

# Agency Policy Examples

## [Army Regulation 58-1](#)

Surface and Transportation  
Management, Acquisition, and Use of  
Motor Vehicles

# Agency Policy Examples

[HHS Website with helpful contacts and links.](#)



# Risk, Crash and Driver Management

- **Safety Program Laws, Regulations, and Policies**
  - Federal Tort Claims Act (FTCA)
  - 41 CFR 102-34 Motor Vehicle Management
    - Safety Devices
    - Crash Reporting
  - 5 CFR Part 930, Subpart A - Motor Vehicle Operators
    - Definitions
    - Medical Evaluations
    - Authorizations
    - Corrective Actions
  - Internal Agency Policy
    - Agency Safety Program
    - Effective Safe - driving Education Program
    - Required Record Keeping
    - Internal Accident Review Board
    - Use Telematics to monitor driver behaviors
    - Vehicle Maintenance is up to date and require visual inspections
    - Use of personal device policy while driving
    - Coordinate with your Agency's Safety Officer

# Fleet Utilization Metrics

## Measure it to Manage it!

## Utilization Criteria Examples

<b>Mileage: Historical, Expected miles traveled</b>	<b>Hours spent on call or standby ready to go</b>
<b>Number of trips per day, week, month</b>	<b>Some measure of cost per mile; maintenance costs, etc.</b>
<b>Hours of use</b>	<b>Amount of vehicle downtime or time unavailable for mission</b>
<b>Vehicle age and/or condition</b>	<b>Can the vehicle meet required mission response times?</b>
<b>Seasonal use/mission requirements</b>	<b>The vehicle's criticality to the mission</b>



# Identify Critical Mission Vehicles

- Determine and document vehicles that are mission critical and require retention no matter what the utilization.
- Examples: Emergency response vehicles, Law enforcement, Surveillance. What else?

# Utilization Discussion

- What utilization criteria do you use?
- How often is vehicle utilization reviewed/assessed?
- What happens if a vehicle's utilization doesn't meeting criteria?
- How is utilization used to justify the vehicle being in the fleet?
- What else about utilization?



# Why measure vehicle utilization?

- Support fleet rightsizing efforts to determine the appropriate size, number, and types of motor vehicles
- Vehicle utilization criteria help identify vehicles that are potentially underutilized or unnecessary
- Helps maintain an efficient and cost-effective fleet that effectively uses limited resources

# Fleet Data Dashboards

- **Annual Reporting:** Agencies report motor vehicle fleet data annually under the [Subpart J](#) of the 41 CFR 102-34 Motor Vehicle Management regulation, utilizing the [Federal Automotive Statistical Tool \(FAST\)](#), cosponsored by GSA and the Department of Energy, collects Fleet data from **October 1 through December 15** for the previous fiscal year.
- **Public Data Summary:** GSA's Office of Asset and Transportation Management makes a summary of this data available to the public. This summary includes annual agency motor vehicle fleet inventory, cost, fuel consumption, and usage data, accessible via multiple GSA.gov sites.
  1. [Federal Fleet Report \(FFR\) Open Data Set:](#) A collection of spreadsheets summarizing inventory, fuel consumption, cost, and utilization of the motor vehicle fleet at the Federal and agency fleet levels. This data is available on the GSA.gov Vehicle Management Policy website.
  1. [Federal Fleet Report \(FFR\) Dashboard,](#) developed through GSA's Office of Evidence and Analysis, is a Tableau-based tool that is used for sorting, filtering, aggregating, analyzing, and visualizing the FFR Open Data Set. It caters to specific interests in the federal motor vehicle fleet and is accessible on GSA's D2D platform without requiring user login, including dashboards from FY14 onwards.

# Fleet Asset Level Data Tools

- Two Additional Tableau-based tools will be made available to government agencies and are hosted on GSA's D2D platform:
  1. [High Level Fleet Dashboard](#)
  2. [Fleet Executive View](#)
- Access will be automatically granted to users in the "GSA OGP MA Asset Level Data" user group.
- Users with accounts to access GSA's D2D platform that are not in this group will be granted access on request. The introduction of these dashboards aims to enhance data transparency and support agencies in optimizing fleet performance and resource utilization. Email [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov) for assistance.



# What now?

- Know your inventory
- Meet your customers and understand their missions
- Manage your budget
- Explore alternate forms of transportation
  - Public transportation
  - Motor Pool/Car Sharing
  - Interagency sharing
  - POV
  - Uber, Lyft
- Communicate - Internally and Externally
- Ask for help!

# STOP!

Don't miss the wonderful training scheduled for **this week**! Set your out of office message right now for those days!

Take a look at the program and plan your week at FedFleet 2025.

[www.gsa.gov/fedfleet](http://www.gsa.gov/fedfleet)

Lots of great workshops and panel discussions.



Tuesday, February 4, 2025	
Time	Room: Salon ABC
9:00 AM - 10:00 AM	Welcome and Supplier Panel Discussion
Time	Exhibit Floor, Computer Lab & Ask Expert Session
10:00 AM - 3:00 PM	Exhibit Floor: Visit Vendor Booths on Exhibit Floor and Participate in the Ride N' Drive
10:00 AM - 3:00 PM	Room 150AB: Computer Lab - Hands -on System Help
1:00 PM - 3:00 PM	Room 146C: Ask the Experts "Open House" Style Q&A and Networking Session

## Exhibit Floor, Computer Lab & Ask the Experts Sessions

Wednesday, February 5, 2025	
Time	Exhibit Floor, Computer Lab & Ask Expert Session
9:00 AM - 12:00 PM	Exhibit Floor: Visit Vendor Booths on Exhibit Floor and Participate in the Ride N' Drive
9:00 AM - 12:00 PM	Room 150AB: Computer Lab - Hands -on System Help
9:00 AM - 12:00 PM	Room 146C: Ask the Experts "Open House" Style Q&A and Networking Session

# GSA Office of Government-wide Policy Vehicle Policy Division

[www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy)

[vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

GSA Federal Acquisition Service  
GSA Fleet

[www.gsa.gov/gsafleet](http://www.gsa.gov/gsafleet)

[gsafleet@gsa.gov](mailto:gsafleet@gsa.gov)

You've Got Motor Vehicle Policy Questions?  
We've Got Answers

[vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

