

Fed*Fleet* 2025



Home-to-Work Transportation

Eric Adams GSA OGP

HtW Transportation Session Objectives

- Discuss the home -to-work rules and requirements.
- Determine how to properly operate home -to-work for an agency fleet.
- Discuss home -to-work best practices.
- Learn where to find additional resources and information about home -to-work .

What is Home-to-Work?

Home-to-Work transportation (HtW) is the use of a government vehicle, whether Agency -owned or leased, to transport an employee between his/her home and regular place of work.

HtW Summary

Not covered

- Employees on official travel
- Employees on PCS travel
- Employees essential for...

Allowed

- Field work
- Clear and present danger
- Compelling operational consideration
- Emergency

HtW Guidance:

Additional HtW Resources include:

- FMR Bulletin B-35
- CFR PART 102-5—Home-to-Work Transportation
- Federal Fleet Community

HtW Frequently Asked Questions

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HtW Frequently Asked Questions

Where can I park my vehicle?

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 §102-34.230 How am I responsible for protecting Government motor vehicles?

When a Government motor vehicle is under your control, you must:

- (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. (The only exception to this requirement is when fire regulations or other directives prohibit locking motor vehicles in closed buildings or enclosures.)

HtW Frequently Asked Questions

Who pays for parking a 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.

HtW Frequently Asked Questions

How many miles can a driver travel?

It depends on agency policy and mission requirements.

- If the 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.

HtW Frequently Asked Questions

Is the use of E-Cigarettes allowed in GOVs?

AFDA published its final rule on Electronic Nicotine Delivery Systems (ENDS) which defines them as tobacco products in 2016.

The use of electronic alternatives that produce nicotine or other vapors is also prohibited in federally owned or leased buildings.

GSA Fleet prohibits the use of tobacco products in leased vehicles.

FMR Bulletin B3, Use of Tobacco Products in U.S. Government Vehicles, advises agencies to write internal guidance.

HtW Frequently Asked Questions

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.

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

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

If you would like a copy of this presentation, email fedfleet@gsa.gov



Thank you!