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MOTOR VEHICLE MANAGEMENT MANUAL

Office of Administrative Services and Property Management
Office of the Assistant Secretary for Administration
Office of the Secretary of Transportation

MOTOR VEHICLE MANAGEMENT PROGRAM

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CHAPTER 1

GENERAL INFORMATION

1-1 REFERENCES.

1-1.1 Title 31 U.S.C., Section 1344, Passenger Carrier Use.

1-1.2 Title 26 U.S.C. Subchapter 1.61-21, Taxation of Fringe Benefits.

1-1.3 Federal Property Management Regulations, 41 Code of Federal Regulations 101, Subchapters A, E, G, and H.

1-1.4 Executive Order 12844 of 4-21-93, Federal Use of Alternative Fueled Vehicles.

1-2 REPORTING.

1-2.1 FPMR, Subpart 101-38.9 requires all Executive agencies to submit reports to GSA on SF-82, Agency Report of Motor Vehicle Data. Instructions are printed on the reverse side of the form. Reports shall be submitted with an original and one copy to M-46 each December 1. M-46 will prepare a consolidated DOT report for submission to GSA.

1-2.2 Title XV, Subtitle C of Public Law 99-272, Consolidated Omnibus Budget Reconciliation Act (COBRA), requires all Federal agencies to submit annual reports of motor vehicle related obligations and outlays. This information will be requested each August by M-46. A consolidated report will be prepared and submitted to the OST Office of Budget.

1-2.3 FPMR 101-6.404 requires written notification be provided quarterly to Congress on approval/usage for home-to-work transportation for employees provided for reasons other than field work or law enforcement.

CHAPTER 2

DEPARTMENTAL MOTOR VEHICLE MANAGEMENT PROGRAM

2-1 DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal motor vehicle management program:

2-1.1 Acquisition. The acquisition of Government vehicles shall be limited to the minimum number required to meet operational requirements and these vehicles shall be the smallest, most economical and fuel-efficient vehicles which will meet operational needs.

a. The three sources for acquisition of Government vehicles are the General Services Administration, Interagency Fleet Management System (GSA/IFMS), purchase, and commercial leasing. IFMS vehicles shall be used to the maximum extent practicable. If IFMS vehicle support is unavailable or inadequate, an evaluation shall be made to determine whether purchase or commercial leasing is most economical and advantageous.

b. Federal Property Management Regulations (FPMR), Subpart 101-38.1, prescribes requirements and guidelines to promote energy conservation in the acquisition, operation, management, and maintenance of motor vehicles used for official purposes by the Federal Government.

2-1.2 Identification of Vehicles.

a. Official U.S. Government tags shall be used on all Government-owned or leased motor vehicles unless specifically exempt. The general requirements for vehicle registration, identification, and exemptions are in FPMR, Subpart 101-38.2.

b. GSA installs the official identification on all IFMS vehicles. Arrangements shall be made with the appropriate IFMS fleet management center to have the appropriate element name placed immediately below the IFMS identification when such identification is required for access to restricted areas or management control of motor vehicles.

c. DOT tags shall be procured in accordance with FPMR 101-38.202 for all DOT-owned vehicles. The license tag shall contain the serial number (assigned by list which follows) preceded by the letter code DOT. Requirements for block assignments of numbers in addition to those listed below shall be submitted to the Administrative Services Policy Division (M-46).

OST	1	-	100	
RSPA	101	-	1,999	
MARAD	2,000	-	2,099	
Reserved	2,100	-	4,999	
NHTSA	5,000	-	9,999	
USCG	10,000	-	19,999	
FAA	20,000	-	39,999	
FHWA	40,000	-	49,999	
FRA	50,000	-	59,999	
SLSDC	60,000	-	69,999	
FTA	70,000	-	70,999	
Reserved	71,000	-	79,999	
NHTSA	80,000	-	80,999	(Test Vehicles Only)

d. A current record of all DOT license tags in use shall be maintained. This record shall specify the vehicles to which tags are assigned and contain complete information regarding reassignments, voiding, and destruction of tags.

e. DOT-owned vehicles assigned for use in foreign areas do not require use of Government license tags. Display of required tags shall be in accordance with the Department of State's regulations for the foreign area.

f. A valid state, District of Columbia, or territorial motor vehicle operator's license or permit is required for the type of vehicle to be operated.

g. If the vehicle is a "commercial motor vehicle," as defined by Chapter 311 of Title 49, United States Code, the operator must possess a commercial driver's license for the class of vehicle to be operated. The cost of a commercial driver's license is borne by the employee.

2-1.3 Use and Replacement.

a. Under Environmental Protection Agency regulations, unleaded gasoline shall be used in 1975 or later model year Government-operated motor vehicles. Exceptions to this regulation are found in FPMR 101-38.401-1.

b. Self service pumps shall be used by motor vehicle operators. Exceptions from this policy are in FPMR 101-38.401-2.

c. The use of tobacco products are prohibited in DOT motor vehicles. See FPMR 101-39.300(d) for guidelines.

d. Motor vehicles may be replaced in accordance with replacement standards in FPMR 101-38.402. Motor vehicles that are in usable and working condition may be retained, even though the standards permit replacement, provided the vehicle can be used or operated an additional length of time without excessive maintenance cost or substantial reduction in resale value.

2-1.4 Supplies and Maintenance.

a. The primary source for services for Government motor vehicles is through cross-servicing arrangements with other Government agencies and use of SF-149, U.S. Government National Credit Card.

b. GSA has developed ordering procedures and instructions for use by Federal agencies for the acquisition of the SF-149 and for reporting the status of the credit cards issued. Copies of instructions may be obtained by contacting GSA, Attn: FBF, Washington, D.C. 20406

c. The SF-149 shall be used to obtain services and supplies at service stations which accept the credit card. These service stations are listed in the Defense Fuel Supply Center publication "Government Vehicle Operators Guide - Your Guide to Service Stations for Gasoline, Oil, and Lubrication." Copies of this publication are distributed annually.

d. A separate SF-149 shall be issued for each DOT-owned or commercially leased vehicle for 60 days or more. The SF-149 shall be adequately safeguarded in the office of issuance and while in the vehicle.

e. An inventory listing of all credit cards is distributed every quarter. The credit card expiration dates are listed on the inventory report.

f. Procedures shall be established in accordance with FPMR, Subpart 101-38.8 to provide for prompt notification to GSA of lost or stolen cards.

g. A preventive maintenance program shall be established for all DOT-owned and leased motor vehicles. The scheduled maintenance program shall include a recorded, systematic procedure for the servicing and inspecting of Government vehicles. FPMR 101-38.502 contains the requirements covering a maintenance program for Government-owned or leased motor vehicles.

2-1.5 Transfer and Disposal.

a. When a DOT-owned vehicle is replaced, the old vehicle, whether domestic based or foreign based, shall be disposed of in accordance with FPMR, Subpart 101-38.7. All such vehicles shall be reported to GSA (domestic locations) or turned over to the State Department (foreign locations) for sale, and the proceeds shall be applied to the acquisition cost of the replacement vehicles.

b. When a vehicle is permanently removed from Government service, the Government license tags and all other Government identification shall be removed prior to transfer of title.

2-1.6 Safety and Accident Reporting.

a. All occupants of DOT motor vehicles (owned or leased) are required to properly wear their safety belts whenever the vehicle is in operation, as required by FPMR 101-39.300(c).

b. Operators of motor vehicles shall exercise every precaution to prevent accidents. When accidents occur involving Government-owned or leased vehicles, they shall be reported in accordance with instructions in FPMR, Subpart 101-38.6. Requirements and guidelines for reporting accidents of GSA/IFMS vehicles are stated in FPMR, Subpart 101-39.4.

2-1.7 Management Information System. As much as possible, motor vehicle management computer systems and other automated applications should be used to enhance motor vehicle management control, efficiency, and effectiveness. Automation may include contract automated services, in-house system development, or off-the-shelf software purchases.

2-1.8 Records.

a. A perpetual historical record for each DOT-owned or leased vehicle shall be maintained. (GSA provides data quarterly on IFMS vehicles.) The record shall include the following information as a minimum:

(1) inventory control data to include license plate number, vehicle serial number, year, make, model and type, capacity and gross weight, acquisition or lease cost of basic vehicle, special equipment, acquisition document number, source of acquisition, current location and assignment of vehicle;

(2) utilization for each vehicle which shall include mileage and any additional specific utilization factor used in FPMR 101-39.301;

(3) record of maintenance costs which shall include all costs of repairs, parts, and materials;

(4) records of accidents and damage which shall include the date of the accident, case and file number, and cost of repairs; and

(5) disposal data which shall include the date of disposal, recipient, amount received, and disposal document number. Disposal data for GSA/IFMS and commercially-leased vehicles need reflect only the date returned to GSA or the lessor.

CHAPTER 3

OFFICIAL USE OF GOVERNMENT MOTOR VEHICLES

3-1 AUTHORIZED USE.

3-1.1 All Government motor vehicles operated by DOT employees or contractors shall be used only for official purposes.

3-1.2 The use of a Government motor vehicle to transport employees between their residence and place of employment is limited, in accordance with FPMR, 101-6.402, to:

a. the President, Vice-President, and other principal Federal officials and their designees, as provided in 31 U.S.C. 1344(b)(1) through (b)(7);

b. performance of field work, in accordance with regulations prescribed in FPMR 101-6.402; or

c. circumstances that present a clear and present danger, an emergency exists, or other compelling operational considerations make such transportation essential to the conduct of official business.

3-1.3 Home-to-work restrictions do not apply to those DOT employees essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties, when those employees have been so designated by the head of a Federal agency.

3-1.4 Home-to-work restrictions do not apply to the use of a Government vehicle when on official travel to perform temporary duty (TDY) assignments away from a designated or regular place of employment. For TDY travel, see DOT 1500.6A, DOT Travel Manual.

3-1.5 DOT employees or contractors who use Government motor vehicles for home-to-work transportation are subject to applicable Internal Revenue Service regulations that treat such use as a taxable fringe benefit. These fringe benefit provisions apply to an employee who commutes in a Government motor vehicle more than 12 round trips during a reporting year. OAs and BTS shall submit an annual summary report of fringe benefits to their appropriate payroll office each November.

3-2 APPROVALS.

3-2.1 The Secretary of Transportation shall determine which employees are eligible to use home-to-work transportation in accordance with guidance in FPMR, Subpart 101-6.4. This authority to make determinations may not be delegated. No determination may be made solely or principally for the comfort or convenience of the employee.

3-2.2 Requests for approvals may be made either for individual employees, categories of employees, or contractors to the Assistant Secretary for Administration. Contact M-46 for information needed to submit requests.

3-2.3 Prior to submitting these requests for processing, all requests shall be reviewed by the Chief Counsels in the OAs for substantive compliance with applicable laws and regulations.

3-2.4 The Assistant Secretary for Administration shall review requests and submit recommendations to the General Counsel for concurrence on legal sufficiency. After this review is complete, the Secretary will make written determinations on the home-to-work transportation requests.

3-2.5 Subsequent to Secretarial approval of a category of employees or contractors, supervisory approval must be obtained by individual employees within a category. Supervisory approval may not be delegated lower than the office director level (or equivalent) at headquarters or the head of a field office level (or equivalent) in the region. Additionally, the information shall be readily available for audit at the level where such approvals were made.

3-2.6 Field work and law enforcement authorizations may be updated as necessary, and must be recertified every 2 years. An authorization or contingency determination for a clear and present danger, an emergency, or a compelling operational consideration shall not exceed 15 calendar days. Should the same circumstances continue, subsequent authorizations or contingency determinations of not more than 90 additional calendar days each can be approved. This process may continue as long as required under the same circumstances.

3-3 PENALTIES FOR UNOFFICIAL USE.

3-3.1 Any DOT employee who willfully uses or authorizes the use of any Government motor vehicle for other than official purposes is subject to suspension without pay for at least 30 days, or when circumstances warrant for a longer period, up to and including removal from Federal service.

3-3.2 An employee may be held personally liable for expenses incurred through his or her unauthorized use of a Government motor vehicle.

3-3.3 Uniformed military personnel are subject to disciplinary action for unofficial use of Government motor vehicles in accordance with provisions of the Uniform Code of Military Justice.

3-4 RECORDS.

3-4.1 Each time a Government motor vehicle is used for home-to-work transportation, logs or other records must be documented. Additionally, the information shall be readily available for audit at the level where such approvals were made. As a minimum, the following information should be provided for this purpose:

a. name of OA or BTS;

b. name of approved category;

c. name and title of employee or contractor using motor vehicle;

d. location of both residence and place of employment of the individual employee or contractor;

e. distance between residence and place of employment;

f. name and title of supervisor approving use;

g. date and times of travel;

h. circumstances requiring home-to-work transportation; and

i. reasons why providing home-to-work transportation is advantageous to the Government.

3-4.2 Records of the official use of Government motor vehicles, including use for home-to-work transportation of DOT employees, shall be retained for a minimum of 3 years. Records of such uses by DOT contractors shall be retained in accordance with the record retention requirements of the contract or a minimum of 3 years.