

OFFICE OF SECURE TRANSPORTATION

POLICY NUMBER: 8.10

TITLE: Fleet Management

EFFECTIVE DATE: 04/17/07

PURPOSE: To establish guidelines for Motor Vehicle Management to meet program requirements within the Office of Secure Transportation (OST).

SCOPE: This Policy is applicable to all OST federal and contractor personnel. Motor vehicles included are DOE-owned operational, non-operational, and training vehicles. Also included are General Services Administration (GSA) fleet vehicles assigned to OST.

PROPONENT: Engineering Systems and Technology Division (ESTD)

REFERENCES:

- 41 CFR 102-34 Official Use of Government Motor Vehicle;
- 41 CFR 109-38, (DOE) Motor Equipment Management;
- 41 CFR 101-39.2, Interagency Fleet Management System Services;
- OST Policy 8.03, *Utilization of Government Owned & GSA Leased Vehicles*, dated 10-10-95
- OST Policy 8.07, *Property Management Program*, dated 7-29-05
- Link: [OST SOP-T7](#), Property Management, Annex I Motor Vehicles, dated January 2006

Notes: This is an initial policy.

POLICY

1. General Information

- a. OST Fleet Management ensures that motor vehicles shall be acquired, maintained, and utilized so that the OST mission can be achieved.
- b. The Fleet Management Program will exercise stewardship over the OST motor vehicle assets, which include both government owned and GSA leased vehicles, and ensure that motor vehicles are managed in a cost-effective manner.
- c. The OST fleet will be managed consistent with the NNSA vehicle allocation policy. Changes to the OST vehicle allocation cap shall be approved by the Deputy Administrator for Defense Programs, NA-10 in coordination with the Office of Facility Operations, NA-171.

2. Responsibilities

- a. The Director, ESTD is responsible for ensuring work activities are performed within the established framework of the Motor Vehicle Management.
- b. The Fleet Manager (FM) is responsible for managing the OST and GSA leased fleet vehicles, and is responsible for maintaining procedures for Motor Vehicle Management.
- c. Assignments of vehicles to OST organizations will be based on documented operational and training requirements determined by Office of Mission Operations (OMO) and Office of Training and Logistics (OTL), as well as fleet management factors, such as vehicle utilization and mileage, that ensure maximum use of each vehicle.
- d. Government-owned motor vehicle receiving, transfers, and disposals shall be coordinated with the OST Property Management Officer (PMO) or personnel assigned to assist in OST property management.

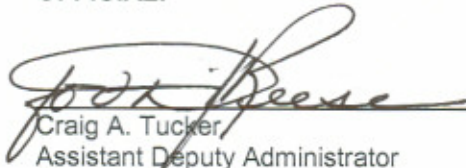
e. Government-Owned Vehicle Assignments

- (1) The owning organization within OST for vehicles shall be the Vehicle Maintenance Facility (VMF) which serves the assigned location area. Vehicle specialists at each owning organization are responsible for the key elements in the management of vehicles in the OST data record system.
- (2) Vehicles are assigned for use at various facility/program locations within OST. Each location will have a vehicle coordinator assigned to serve as a liaison with the FM and to coordinate vehicle management activities.

3. Requirements

- a. Procedures for motor vehicle management will establish processes used to manage and account for motor vehicles within OST. These procedures will be reviewed annually and updated as needed.
- b. Vehicle utilization of government-owned and GSA leased vehicles will be reviewed at least annually.
- c. Motor vehicle management will be monitored as part of the Property Management Program's annual self-assessment procedures.

OFFICIAL:



Craig A. Tucker
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Office of Secure Transportation

DATE 4-17-07