

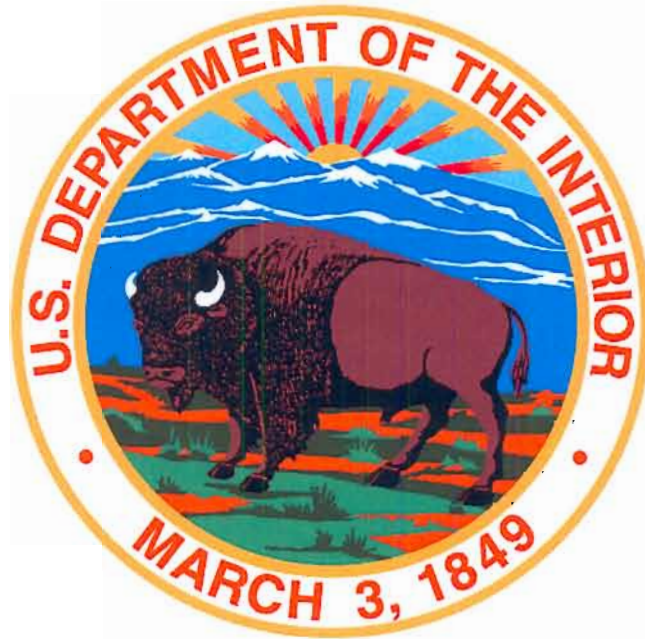
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DEPARTMENT OF THE INTERIOR  
MOTOR VEHICLE MANAGEMENT HANDBOOK

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APRIL 2008

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# DEPARTMENT OF THE INTERIOR MOTOR VEHICLE MANAGEMENT HANDBOOK

## FOREWORD

This Departmental Fleet Management Handbook provides uniform guidelines for the acquisition, management, maintenance and disposal of owned, commercially-leased, and General Services Administration (GSA)-provided vehicles by bureaus and offices of the Department of the Interior. The Handbook is a supplement to 412 Departmental Manual "Motor Vehicle Management". The Handbook implements laws and regulations mandated by Congress, Executive Order, the Office of Management and Budget, and internal Departmental policy and procedures.

This customer-oriented Handbook provides guidance on additional fleet management matters as recommended by Departmental bureaus and offices and provides clarification on GSA policies and requirements for Interior-owned, commercially-leased and GSA-provided vehicles. It also provides guidance on additional fleet management matters as recommended by laws, regulations, statutes, executive orders, Departmental and bureau policies, and other Federal agencies which establish fleet and transportation management policies.

Questions regarding the content of the Handbook may be directed to the Office of Acquisition and Property Management (PAM), or to the Departmental Fleet Manager. The handbook will be updated through releases when appropriate. For additional copies, please contact the Office of Acquisition and Property Management, 1849 C Street, NW MS-2607, Washington, DC 20240. The Handbook is also available on the PAM web-site at: [www.doi.gov/pam](http://www.doi.gov/pam).

Debra E. Sonderman, Director  
Office of Acquisition and  
Property Management

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## INTRODUCTION

1. **Purpose.** This handbook contains the policy governing the management, operation, maintenance, acquisition, assignment, utilization and disposal requirements for Department of the Interior-owned, -leased or -rented motor vehicles and related services. This handbook implements provisions of 412 Departmental Manual (DM) – Motor Vehicle Management and Federal Management Regulations (FMR Part 102) governed by the General Services Administration. Vehicle management is also guided by the Department’s Asset Management Plan which guides activities mandated by Executive Order 13327 on Federal Real Property Asset Management.

## CHAPTER 2. MOTOR VEHICLE USE AUTHORITY

1. **Purpose.** This chapter provides guidance for authorized motor vehicle use.

2. **Official Use.** Government owned, leased, or otherwise managed motor vehicles shall be obtained and utilized only to the extent required for the efficient and effective transaction of official Government business. Government motor vehicles are not provided for the convenience of DOI employees.

A. It is official business when a Government motor vehicle is used:

(1) To carry out authorized programs, including program work under contractual arrangements.

(2) To render assistance in major disasters or emergency situations.

(3) While on official temporary duty (TDY) travel assignments as documented and approved on DOI Form 1020 (Travel Authorization). Secretary approval is not required for home-to-work transportation during official travel. This includes using a Government motor vehicle for transportation for the following purposes:

(a) Between official station and temporary duty locations.

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

(c) Within the metropolitan area of the official station.

(d) From common carrier terminals at a temporary duty station to place of business and between such places if more than one is involved.

(e) From common carrier terminals at a temporary duty station to place of lodging.

(f) From place of lodging to place of business at a temporary duty 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.

(g) From place of lodging at a temporary duty 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.

B. The Ethics Reform Act of 1989, Section 503 (Public Law 101-194, November 30, 1989) allows agency heads to prescribe by rule the appropriate conditions for

incidental uses (other than for official business) of Government-owned or leased motor vehicles.

C. Use of Government vehicles for transportation by an employee between his/her residence and place of employment requires advance written approval by the Secretary. This authority may not be delegated. (see Chapter 9 – Home-To-Work-Transportation.)

D. Transporting Personnel of Other Federal Agencies, and Non-Federal Employees. An employee may transport persons who are not employed by DOI 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.

E. Transportation of Family Members and Others. DOI employees shall not transport family members, friends, or other persons who are not conducting official business in a Government vehicle (except as provided in 2D(2), above). This does not authorize transportation to/from an employee's residence. (see Chapter 9 Home-To-Work Transportation.)

F. Contractor and Grantee Use of Government Vehicles.

(1) Managers who provide contractors and/or grantees with Government-owned or -leased motor vehicles are responsible for ensuring that such vehicles are used only for the performance of the work authorized under such Government contracts and grants, only to the extent provided in the Federal Acquisition Regulations, Subpart 51.2.

(2) Managers must ensure that contractors and grantees establish and enforce suitable penalties for their employees who willfully use or authorize the use of Government motor vehicles for other than official purposes.

(3) Contractors or grantees assume any cost or expense incident to any use not related to the performance of the grant or contract. Such assumption of cost or expense is without the right of reimbursement from the Government.

G. Use of POV (Privately Owned Vehicles) for Official Business. When an employee is authorized to use a privately-owned vehicle to conduct official business, the authorization must be in writing and the head of the bureau or office must also consent to liability for the damages. Otherwise, use of the personal vehicle will be at the risk of the employee and no payment will be authorized. Reimbursement for the use of the POV is on Cost-Per-Mile basis.

**3. Unauthorized Use of Motor Vehicles.** Use of Government-owned, -leased or -rented vehicles for recreation, conduct of personal business or transporting persons not engaged in official Government business is prohibited except as provided in Paragraph 2D(2), above.

A. Whenever apparent unofficial use of Government motor vehicles is observed, the Office of Inspector General (OIG) and the Office of Acquisition and Property Management (PAM) shall be notified. The OIG, in coordination with PAM, may conduct an internal investigation to determine if a violation has occurred. The OIG will furnish a copy of the facts and findings to the Director, PAM and notify the applicable management official(s) of the using activity of the alleged violation in writing.

B. Any officer or employee who willfully uses or authorizes the use of Government vehicles for other than official purposes is subject to a suspension of not less than 30 days or, up to and including, removal by the Secretary of the Interior (31 U.S.C. 1349) and (41 CFR 102-34.240).

## CHAPTER 3. MOTOR VEHICLE OPERATOR REQUIREMENTS

1. **Purpose.** This chapter provides guidelines for maintaining an effective vehicle control system for determining the qualifications of those employees who are authorized to operate Government-owned or -leased motor vehicles, and for ensuring the safe and efficient operation of these vehicles.

2. **Program Responsibilities.** Bureau/Office Directors through the Senior Asset Management Officer will establish requirements for the safe operation of motor vehicles that include the following, in accordance with 485 DM 16:

A. Provide a system for restricting motor vehicle operations to qualified and authorized persons. (The use of the United States Government Motor Vehicle Operator's Identification Card, Optional Form 346, is optional.)

B. Require a Federal employee who regularly operates a Government, rental, or privately-owned motor vehicle for the Department or a contractor employee who regularly operates a Government motor vehicle for the Department to:

(1) Possess a valid state/international license for the class of vehicle being operated. (He/She must notify his/her employer if his/her driver's license is suspended, revoked, canceled, or he/she has been otherwise disqualified from holding a license.) Bureaus that transport school-age children must require drivers to be licensed in accordance with regulations administered by the Federal Highway Administration and the States wherein the children are transported.

(2) Have his/her supervisor's approval to operate the vehicle. (The supervisor must establish that the employee has the ability to operate the vehicle safely in the operational environment assigned.)

(3) Be at least 18 years old, or the higher age at which persons in that jurisdiction may hold an unrestricted driver's license.

(4) Have his/her driving record validated by the State (international-licensed drivers exempted) and/or National Driver Register upon employment and whenever management deems it advisable to review his/her driving record.

C. Require Federal and contractor employees who infrequently operate sedans and other light motor vehicles to meet conditions B(1), B(2) and B(3) above. Condition B(4) is also recommended, but at the bureau's discretion.

D. In addition to the requirements in 485 DM 16.3B, require a person who drives commercial motor vehicles (having either a gross vehicle weight (GVW) rating of more than 26,000lbs, towing a vehicle with a 10,000lb or more GVW rating, hauling hazardous material requiring the vehicle to be placarded, or operating a vehicle designed to transport 15 or more people including the driver) for the Department to:

(1) Possess only one commercial driver's license.



(2) Possess a valid medical examiner's certificate if required by his/her State of domicile or location of employment.

(3) Be at least 21 years old.

(4) Notify his/her employer if his/her driver's license is suspended, revoked, canceled, or he/she has been disqualified from holding a State/international license.

(5) Notify his/her employer if convicted of any traffic violation other than illegal parking.

E. Require a driver and all passengers to use the provided safety belts at all times when the motor vehicle is in motion, on or off the highway.

F. Provide drivers initial and refresher training as necessary for them to operate safely. Also inform them of the potential penalties for failure to operate motor vehicles in a safe and lawful manner (see 49 CFR 383 and 391).

G. Investigate and analyze vehicle accidents related to Departmental operations and take appropriate action to minimize them.

H. Report Department-related accidents as required in *Chapter 7*.

I. Include appropriate safety features in purchase orders and lease agreements for non-General Services Administration vehicles.

J. Inspect and maintain motor vehicles in a safe, operable condition.

**3. Infrequent and Temporary Duty Travel Operators.** Employees on official travel requiring a Government motor vehicle must have a DOI identification card, a valid State driver's license and a DOI Form 1020, Travel Authorization, authorizing the use of a Government motor vehicle.

**4. Adverse and Disciplinary Action.** Adverse or disciplinary actions against operators must be in accordance with applicable laws and regulations. Prior to taking any action against an employee, contact the appropriate bureau/office Office of Human Resources, and the Office of the Solicitor when adverse or disciplinary action is warranted.

A. Any employee who willfully uses or allows the use of Government motor vehicles for other than official purposes is subject to disciplinary action.

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

(1) State license is revoked.

(2) Not qualified 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 his or her identity known.

(5) Convicted of reckless driving, speeding, at-fault accidents or other traffic violations, except parking violations.

(6) Guilty of neglect and/or abuse in the care or operation of Government motor vehicles.

## CHAPTER 4. MOTOR VEHICLE ACQUISITION

1. **Purpose.** This chapter provides acquisition planning factors, and motor vehicle acquisition policies and procedures. These procedures shall be followed in accordance with OMB A-11 Annual Motor Vehicle Fleet Report and the Federal Automotive Statistical Tool (FAST). The acquisition of vehicles will be limited to the minimum size and quantity of vehicles necessary to meet operational requirements. The vehicles procured will be the smallest, most economical and fuel-efficient vehicles that meet mission needs.

2. **Acquisition Planning Factors.** Before initiating action to acquire additional vehicles, replace existing vehicles, or renew existing leases, a considerable amount of planning is necessary to ensure compliance with applicable laws, Executive Orders, Government-wide regulations, and agency policies and procedures. These laws, regulations, and policies are designed to ensure full use of existing vehicles and the procurement only of essential vehicles. In determining the need to replace, retain or acquire new motor vehicles, consideration must be given to the following:

A. The need to provide safe, economical and efficient transportation services for authorized programs.

B. Energy conservation and total cost to the Government.

C. Whether public transportation can be used. Use of public transportation generally results in the most efficient use of energy resources and should be used whenever it is available.

D. The number of vehicles required to accomplish the program objective.

E. The reasons for use, the cargo or number of passengers to be transported, the frequency and types of trips, and the location of trip destinations.

F. The type of vehicle(s) needed to meet the operational requirements of a particular program (determine the minimum capacity and operational performance required).

G. Whether a compact vehicle can provide the best fuel efficiency and complete the mission.

H. Whether vehicle(s) can be shared by more than one service or staff office or organization located in a single area or building. The sharing organizations would develop a cross-servicing written agreement for reimbursement of time, cost, and services. The bureau Senior Fleet Manager will assist subordinate offices in the acquisition planning and assigning vehicle(s).

I. Whether shuttle, dispatch or motor pool use in lieu of permanent assignment is feasible.

J. The availability/type/condition/size of previously owned, excess, and seized/forfeited vehicles.

K. Alternative Fuel Vehicles (AFV). The Energy Policy Acts of 1992 and 2005 and EO 13423 require DOI to demonstrate leadership in alternative fuel use, petroleum reduction, AFV use and to ensure that 75 percent of all acquisitions in covered fleets are AFVs.

**3. Fleet Management Plans.** The Department implemented a Fleet Initiative designed to promote the effective and efficient management of fleets in each bureau and office. This initiative targets effective life cycle management, optimum utilization and appropriately reducing the motor vehicle fleet, ensuring that DOI acquires vehicles that meet mission needs and disposing of excess vehicles.

Each bureau is responsible for developing, implementing, and updating its fleet management plan on an annual basis. The plan defines the bureau strategy for implementing its initiatives and achieving DOI and bureau mission goals. The bureau fleet management plan includes processes to develop investment strategies, effectively manage and maintain accountability for fleet, ensure the safety of vehicles, and demonstrate improved performance. Bureau baselines are used to set performance measures for the bureau's fleet programs and progress to achieve these measures are tracked through the bureau's fleet management plan. Within each plan, bureaus have outlined how they will optimize the size of the fleet in accordance with Departmental and bureau specific missions and will develop performance metrics to track progress towards achieving these goals.

**4. Acquisition Guidelines.** Bureaus and offices must make all motor vehicle purchasing or leasing arrangements in accordance with 41 CFR 101-26.5 guidelines. When the bureau Senior Fleet Manager determines that leasing is more economical than purchasing a particular type of motor vehicle, she/he will direct offices to contact the appropriate GSA Fleet Management Center (FMC) concerning motor vehicle acquisition requirements. The bureau Senior Fleet Manager will advise offices whether vehicle support can be provided through GSA or other sources.

A. Select motor vehicles with the maximum fuel efficiency, minimum body size, engine size, and optional equipment necessary to meet program requirements (41 CFR 102-34.45), unless exempted under 41 CFR 102-34.65.

B. Avoid the need for two vehicles by selecting dual- purpose vehicles, capable of hauling both personnel and light cargo.

C. Limit new sedans, station wagons, 4 x 4, and light and medium trucks other than those to be used for law enforcement to standard vehicles as defined in the Federal Standard published by the Automotive Commodity Center (see 41 CFR 102-34.40).

D. Purchase medium and heavy trucks in accordance with 41 CFR 101-26.501.

E. Prohibit the acquisition of foreign vehicles not available on the GSA Federal Supply Schedule, for domestic fleet use, with the following exceptions:

(1) The vehicle is an alternative fueled vehicle available on the GSA Federal Supply Schedule;

(2) The vehicle employs an emerging technology, such as plug-in hybrids, dedicated electric, gasoline/diesel hybrid technology, and other technologies that are beneficial to the efficient and effective mission requirements of the Department;

(3) Approval is granted by the Director, Office of Acquisition and Property Management.

**5. Acquisition Process.** After the Motor Vehicle Acquisition Plan is approved, send written requests to GSA, through the respective local Fleet Management Center, or commercial vendor. Vehicles must be purchased through GSA. Vehicles may be leased either through GSA or a commercial leasing facility.

A. Address the request to the vehicle provider, and forward it to the Senior Fleet Manager. The request must be approved by the bureau/office Director or their designee and forwarded to the GSA servicing FMC. The FMC manager can process only an approved written request containing the information identified in Paragraph B, below.

B. The following information shall be included in the request:

(1) A certification that public, private or other means of transportation are not feasible or cost effective;

(2) A certification that the number and types of vehicles required are limited to passenger vehicle class IA-small, IB-subcompact, or II-compact unless the bureau/office Director (or designee) has certified that larger vehicle(s) are essential to the agency's mission;

(3) Office requiring the vehicle;

(4) Location, including street address, city, and county where the vehicles are needed;

(5) Date required-earliest and latest dates acceptable;

(6) Anticipated length of assignment;

(7) Projected use (annual mileage);

(8) Certification that funding is available;

(9) Your organization's FED CODE (FUND CODE), Billed Office Address Code (BOAC) and billing address;

(10) The name, address and telephone number of the person to contact concerning the vehicle assignment;

(11) A statement as to whether or not your organization requests commercial leasing authority, and the anticipated duration of the lease, if GSA is unable to provide the requested vehicle;

(12) Certification that the vehicle(s) were endorsed and approved in an annual acquisition plan by the bureau/office Director or designee and the Office of Acquisition and Property Management, respectively.

C. Unless exempted, requests to acquire other than GSA Fleet motor vehicles will include a justification for obtaining a vehicle outside the GSA Fleet. Address requests to the Director, Office of Acquisition and Property Management, through the bureau Senior Fleet Manager, for procurement action.

D. Requests for leasing commercial motor vehicles for 60 consecutive days or more shall be submitted to the bureau/office Director or designee, through the Senior Fleet Manager for approval and appropriate action. Include full justification of the need for the commercially leased vehicles. The bureau/office Director or designee and the bureau Senior Fleet Manager will advise the requesting office whether vehicle support can be provided through GSA Fleet or commercial leasing action will be necessary.

E. Organizations having seasonal, peak or unusual vehicle requirements or related services must inform their Senior Fleet Manager as far in advance as possible, but not less than 3 months in advance of the need. Those requests will be filled, provided resources permit (41 CFR 101-39.206).

## CHAPTER 5. VEHICLE IDENTIFICATION

1. **Purpose.** All DOI Government-owned or -leased motor vehicles (unless exempted) must display the legends “For Official Use Only” and “U.S. Government” on official U.S. Government license plates (41 CFR 102-34.110), and should be registered and inspected in accordance with the laws of the State, Commonwealth, territory or possession if required (41 CFR 102-34.290).

### 2. **Tags and Identification.**

A. Vehicle Identification. Unless exempted, vehicles owned by DOI must have U.S. Government and agency identification tags provided by the Federal Prison Industries (UNICOR) with the agency “I”-tag. Tags for vehicles leased from the General Services Administration should be obtained at vehicle delivery from the appropriate GSA Fleet Management Center.

B. Exempt Vehicles. Vehicles are exempted from the display of U.S. Government and agency identification and tags when they are issued primarily for investigations, law enforcement, or intelligence duties involving security activities or when the safety of the vehicle’s occupants is a factor.

(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 United States Government or interfere with the purpose for which the motor vehicle is used.

(2) Written requests must be approved by the bureau Assistant Director for Administration, or the equivalent. The request must state that the motor vehicle is used primarily for investigative, law enforcement, and intelligence duties involving security activities or concern for the safety of the vehicle’s occupants, and that conspicuous identification will interfere with the discharge of such duties or endanger the security of individuals or the United States Government.

(3) Exemptions are limited to 1 year, and certification may be resubmitted, if necessary, at the end of the year.

(4) A certification for temporary removal of the official U.S. Government identification from GSA-leased vehicles must be submitted to the GSA Office of Vehicle Acquisition and Leasing for action with a copy of the request forwarded to Director, PAM.

(5) Exempted vehicle tags must be issued by the State, Commonwealth, District of Columbia, territory, or possession in which the vehicle is principally operated.

(6) Vehicles regularly used for administrative purposes not directly connected with law enforcement, investigative, or intelligence duties involving security activities are not exempt.

C. DOI-Owned Vehicles. Bureaus should contact the Federal Prison Industries (UNICOR/Amerimac) to purchase DOI-owned vehicle tags. Contact the Office of Acquisition and Property Management for assistance.

D. Commercial Leases/Rentals for Less Than 60 Days. It is not necessary to display the markings “For Official Use Only,” “U.S. Government,” and agency identification on passenger motor vehicles rented from private or commercial sources for a period of less than 60 days. This provision also includes vehicles rented and used primarily for off-highway work (i.e., tractors, graders, and front-end loaders). Vehicles leased for periods of 60 continuous days or more must display the official U.S. Government legend and tags, and agency identification.

E. Lost or Stolen Tags. Immediately report lost and/or stolen motor vehicle tags to (1) the Fleet Management Center for a GSA-leased vehicle, (2) the Federal Protective Service, the operator’s supervisor, and the Office of Acquisition and Property Management (PAM) for DOI-owned vehicles displaying “I” tags, (3) local law enforcement officials, when applicable, and (4) the rental company for a rented vehicle.



## CHAPTER 6. ASSIGNMENT, UTILIZATION, TRANSFER, AND DISPOSAL

1. **Purpose.** This chapter provides guidance to ensure maximum and equitable utilization of all vehicles.
2. **Motor Vehicle Approval.** Government motor vehicles should be used only when public transportation is not available, and when it is more advantageous and economical to the Government. Employees must obtain advanced, verbal or written, supervisory approval before operating the motor vehicle.
3. **Responsibilities.** The bureau Senior Fleet Manager is responsible for coordinating motor vehicle assignment, utilization, transfer and disposal requirements.
4. **Assignment and Utilization.** Assignment of motor vehicles is based on the nature of the duties and responsibilities of the organization, the estimated annual mileage to be driven, and the need for an assigned vehicle to perform the duties. Adhere to the following management practices to ensure maximum vehicle use without impairing an organization's operating efficiency:
  - A. Share motor vehicles with other services and staff offices whenever possible. Bureau/offices located in close proximity to each other can share motor vehicles when feasible.
  - B. Assign vehicles based on position responsibilities, not the convenience of the employee, in accordance with procedures established by this directive, the estimated annual use (days/trips/hours/miles per year), and the need for an assigned vehicle to perform the duties.
  - C. Rotate vehicles in high mileage assignments with those in low mileage assignments to ensure maximum use. Normally, vehicles should not leave the assigned vehicle area.
  - D. Ensure that assigned vehicles meet the utilization requirements described in paragraph 7, below. An underused vehicle may be an indication that the vehicle is not needed.
5. **Assigned Vehicle Area.** Vehicles assigned by the GSA 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. If a program necessitates the relocation of a vehicle from the assigned area for a period exceeding 90 calendar days, notify 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.

**6. Assignment and Usage Records.** The bureau/office Senior Fleet Manager shall establish and maintain records and files to identify organizational assignment and utilization, and to provide management with sufficient data to determine that vehicles meet or exceed usage goals and objectives. The bureau/office Senior Fleet Manager must:

A. Maintain assignment records on all motor vehicles with sufficient data to justify their assignment and use.

B. Maintain usage records on assigned motor vehicles (except heavy trucks, law enforcement, and special purpose vehicles) containing the following information:

(1) Operator's name, office symbol and telephone number;

(2) Date(s) the vehicle is being used;

(3) Destination address;

(4) The reason requiring Government motor vehicle transportation;

(5) A statement as to why public transportation cannot be used; and

(6) Mileage driven - reported by the operator after the trip is completed.

**7. Utilization Guidelines.** Vehicle assignment is determined on program needs and/or the number of miles traveled by the motor vehicle (41 CFR 101-39.301).

A. In cases where the continued use of a vehicle is essential, but the miles traveled are not consistent with the CFR utilization guidelines, a justification for acquiring or retaining the vehicle is required.

B. Usage guidelines for trucks and special purpose vehicles not identified in the CFR guidelines are not established. However, management should ensure that these vehicles are reasonably utilized, and if not, moved to another location/bureau for better utilization or excessed through the disposal process.

**8. Utilization Survey.** Bureaus and offices shall continuously evaluate program needs to ensure that the number of vehicles assigned is not in excess of actual requirements. Annual utilization reviews of permanently assigned passenger-carrying vehicles should be conducted to determine whether:

A. Additional vehicles are required;

B. Fewer vehicles are required, and if so, what disposal action is needed (reassignment, cancellation with GSA or commercial contractor);

C. There are concentrations of vehicles where a practical sharing concept with other bureaus/offices can be used;

D. All or part of the requirements can be provided more economically through the use of rented or privately owned vehicles.

**9. Transfer and Disposal.** It is the policy of DOI that a motor vehicle may be disposed of, funds permitting, when it meets or exceeds the minimum Federal Replacement standards, and/or when it is excess to an organization's need. Arrangements should be made with GSA when a vehicle is excess to the bureau's/office's need.

A. DOI-Owned Vehicles:

(1) **Vehicles Meeting or Exceeding Replacement Criteria.** The DOI developed performance measures to determine when a vehicle is eligible for replacement based on age, reported mileage and/or damage. For DOI vehicles, contact the bureau Senior Fleet Manager concerning vehicle replacement if the vehicle has been wrecked or damaged. If resources permit, the fleet manager will assist the requestor in arranging for replacement vehicle(s) with the designated bureau/office location.

B. GSA-Leased Vehicles:

(1) **Vehicles Meeting or Exceeding Replacement Criteria.** GSA has replacement standards to determine when vehicles are eligible for replacement based on age, reported mileage and/or damage. Vehicles meeting these standards are eligible for replacement under GSA guidelines:

(a) Passenger Vehicles – 3 years (36,000 miles) OR 4 years (Any miles) OR Any years (60,000 miles)

(b) Light trucks under 8,500lbs [4x2 and 4x4] – 7 years (60,000 miles) non-diesel, 8 years (150,000 miles) for diesel

(c) Medium trucks 8,501-16,000lbs [4x2 and 4x4] – 10 years (100,000 miles) non-diesel, 10 years (150,000 miles) diesel

(d) Heavy trucks over 16,001lbs [4x2, 4x4, 6x4, and 6x6] - 12 years (100,000 miles) non-diesel, 12 years (250,000 miles) diesel

(e) Ambulances – 7 years (70,000 miles) non-diesel, 7 years (100,000 miles) diesel

(f) Conventional Buses – 8 years or 150,000 miles

(g) Forward control Buses – 10 years or 250,000 miles

(h) Transit Buses – 12 years or 500,000 miles

(i) Intercity Coaches – 15 years or 1,000,000 miles

(2) Voluntary Vehicle Excessing. The bureau fleet manager or regional fleet manager shall contact their GSA FMC regarding the return of a GSA-leased vehicle that is no longer required prior to reaching the established replacement standards.

## CHAPTER 7. MAINTENANCE, CARE, AND STORAGE

1. **Purpose.** This chapter provides guidance on maintenance, care and storage of motor vehicles ensuring reasonable diligence in the day-to-day care, safety, and security of all motor vehicles.

2. **General Maintenance Guidelines.** Operators of all DOI motor vehicles must comply with the maintenance programs designed for use, care, safety, and efficiency (see 41 CFR 102-39.303). Fleet managers at the local level shall be responsible for the maintenance of vehicles in their fleet.

A. Preventive 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. Good preventive maintenance will detect many problems before they become serious. This will reduce the amount of unscheduled maintenance and repair, as well as the costs and inconvenience associated with vehicle downtime.

B. Unscheduled maintenance is a repair to a vehicle caused by mechanical breakdown or damage. To the extent possible, fleet managers shall work to ensure maximum vehicle availability for its operators and customers with minimum interruptions due to unscheduled repairs and breakdowns.

C. Have safety and preventive maintenance inspections performed at regularly scheduled intervals, as required by GSA and/or manufacturer's schedule, in order to ensure uninterrupted operation of motor vehicles.

D. Operators are to check and add the vehicle's gas, oil, battery fluid, and coolant when needed, and check and inflate the air pressure in the tires on a routine basis.

E. Offices shall maintain a separate vehicle folder for each owned, GSA-leased and commercially leased vehicle that includes all applicable records and forms, invoices for all repairs, and warranty and recall information as appropriate.

3. **GSA-Leased Vehicles.** Guidance for the maintenance and repair of DOI-owned fleet vehicles is established by the Office of the Secretary, Office of Acquisition and Property Management.

A. GSA-leased vehicles are provided with 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 GSA 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-leased vehicles must comply with the safety and preventive maintenance schedules, instructions and notifications issued by GSA for the vehicle. It is

imperative that the maintenance schedules are strictly followed in order to ensure warranty protection.

C. When service and inspection work is required, contact the appropriate GSA regional field office FMC and MCC for repair authorization and information on vehicle maintenance and service. The MCC is located in most GSA regional offices and is identified on the front cover of the Vehicle Operator's Manual. (Almost all maintenance and repair services are performed by commercial enterprises.)

D. If the vehicle malfunctions and requires immediate, emergency service or repair, and operator is unable to contact the MCC or the FMC, he/she should ascertain whether the vehicle and maintenance service are under warranty and take the following actions:

(1) Under warranty - go to the nearest authorized dealer.

(2) Expired warranty - select:

(a) A service facility under GSA contract (usually provided in the Vehicle Operator's Packet),

(b) Any service station that will honor the assigned charge card, provided the required repairs or services are covered under authorized use, or

(c) The nearest repair shop, garage, or service station.

(3) Explain why the facility was selected on the receipt copy of the repair invoice. On the next working day, call the MCC and advise them of the emergency repairs.

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

(b) If payment must be made in cash, personal check, government issued charge card or convenience check 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.

**4. Commercially Leased or Purchased Vehicles.** Maintenance and repair requirements for vehicles not acquired through the GSA leasing program should be covered by a repair and maintenance contract. 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. Fleet managers are responsible for ensuring vehicles in their fleet are maintained at optimal levels of safety and efficiency. Fleet managers are required to:

A. Ensure that all repairs and corrections covered under commercial vehicle warranties are actually performed under the warranty. Vehicle users/managers should consult the vehicle warranties for specific details. Corrections and/or repairs should be made at the manufacturer's facility or at the facility of a manufacturer's authorized representative (dealer).

B. Follow the contract provisions established for motor vehicles covered by a maintenance contract.

C. Follow the contract provisions established for motor vehicle repairs covered by a repair contract.

D. DOI charge card should be used for motor vehicle maintenance and repair when a motor vehicle service contract is absent.

**5. 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.

**6. Vehicle Repair Limits.** Except where replacement is administratively determined to be impractical, a motor vehicle is usually replaced instead of being repaired when the cost of repairs is expected to exceed the economic value of the vehicle.

**7. Refueling Guidelines.** Use self-service pumps where available. Substantial savings are achieved through the use of self-service pumps and regular grade gasoline. Premium gasoline must not be used unless required by the vehicle. If the vehicle is capable of using alternative fuels (E-85, CNG, etc.), such fuel must be used when it is available.

**8. Inspection.** Many states have an emission and/or a mechanical inspection requirement or both.

A. Emission inspections are mandatory for all DOI vehicles in areas having mandated programs, and the inspection fees will be paid by the bureau/office that manages the vehicles.

B. DOI vehicles will be inspected in accordance with the inspection laws of the State, Commonwealth, District of Columbia, territory or possession, if required. The bureau/office is responsible for payment for vehicle inspections.

**9. Care, Safety, and Security.** Vehicle users/managers must 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 belts are worn.

B. Motor vehicle operators must comply with all State and local laws governing the use of cellular telephones and similar devices while operating a vehicle. Hands-free cellular devices may be used when permitted by law. Use of cellular telephones and/or

similar devices not equipped for hands free operation is prohibited while operating a DOI provided vehicle.

C. The use of tobacco products, including smokeless tobacco, is prohibited in a DOI-provided vehicle.

D. The use of alcohol, narcotics, or other pathogenic drugs is prohibited in a DOI-provided vehicle.

E. Operators must lock unattended vehicles.

F. Operators must safeguard the charge card and keys, and remove the charge card from the vehicle when it is unattended. This is also required when the vehicle is left at a commercial facility for service, inspection, or repairs.

G. Operators must immediately report the theft of a vehicle, its contents, and/or lost or stolen charge 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-leased vehicle;

(4) The Federal Protective Service when it is an DOI-owned vehicle, and/or when the theft of a leased or rental vehicle occurs on Federal property; and

(5) The contractor when it is a leased or rented vehicle.

**10. Parking and Storage.** Store and park all motor vehicles at locations that provide protection from pilferage or damage. Use no-cost storage whenever practical and feasible.

A. Employees using Government-owned or -leased/rented vehicles should park at a Government facility. When a Government facility is not available or practical the following options should be explored in this order:

(1) State parking lots, if practicable (prior approval may be necessary);

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

(3) Commercial parking facility.

B. The cost of parking and storing vehicles is the responsibility of the bureau/office. Prior to securing other than temporary parking accommodations in urban centers, determine the availability of Government-owned or -controlled parking space (41 U.S.C. 101-39.305).



11. **Vehicle Withdrawal.** Officials or employees failing to take proper care of a vehicle may be refused further authorization to use vehicles.

## CHAPTER 8. ACCIDENT REPORTING

1. **Purpose.** This chapter establishes the procedures to follow in the event of a motor vehicle accident.
2. **General.** Officials or employees responsible for the operation of Government-owned, -leased or -rented vehicles must exercise every precaution to prevent accidents (see 41 CFR 101-39.400).
  - A. Due to the possibility of claims or civil suits against either the Government or the employee, the employee involved in an accident while operating a motor vehicle on official business must not admit liability.
  - 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 recommended. 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.
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's 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, proper procedures must be followed.
4. **Government Rental Car Company Responsibility.** A collision damage waiver is included in the daily car rental rate for cars rented from companies listed in the Federal Travel Directory. Employees are not responsible for any deductible, loss or damage while operating the vehicle on official business unless it is proven that the accident was caused by the employee's willful and wanton negligence.
5. **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 misconduct or improper operation of a vehicle if the Federal Tort Claims Act does not apply.
6. **Accident Reporting Procedures.** Vehicle certifying officials and supervisors are responsible for ensuring that personnel who operate motor vehicles on official business are supplied with the required accident-reporting forms and that these forms are prepared and forwarded to the employee's supervisor promptly. GSA-leased vehicles contain an Accident Reporting Kit with the necessary forms for reporting a vehicle accident.

Operators of any Government motor vehicle involved in an accident must immediately take the following action:

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

- (1) State, or local law enforcement authorities, as required by law;
- (2) GSA Accident Management Center for GSA-leased vehicles;
- (3) Immediate supervisor; and
- (4) The contractor, when operating a commercially-leased or -rented vehicle.

B. Take the following action at the scene of the accident:

(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, and Standard Form 91, Operator's Report of Motor Vehicle Accidents.

(2) Obtain the names, addresses, and telephone numbers of any witnesses, and whenever possible have witnesses complete the Standard Form 94, Statement of Witness (41 CFR 101-39.401).

(3) Give his or her name, address, telephone number, permit 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, and contact the supervisor, who will complete and process the forms described 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) The operator's immediate supervisor should complete the forms in the event that the operator is unable to do so.

C. Information not provided when the above forms are submitted should be obtained as soon as possible, and called in or forwarded to the reporting offices listed in D below.

D. Forward these forms not later than 5 working days after the accident as follows:

(1) For GSA-leased vehicles, send the original Standard Forms 91 and 94 to the GSA FMC, with a copy to the regional Safety and Environmental Management Division.

(2) For DOI-owned vehicles, send the original Standard Forms 91 and 94 to the issuing office responsible for the vehicle, with a copy to the bureau Senior Fleet Manager for disposition and action.

**7. Injuries and Treatment.** Employees injured while operating motor vehicles, and their supervisors, should contact their servicing personnel/human resources office for information and assistance. In addition, the Office of the Solicitor must be notified.

**8. Investigation.** Every accident must be investigated by the supervisor and local fleet manager, who will then brief the bureau Senior Fleet Manager, as appropriate.

**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 immediate supervisor. Supervisors will in turn contact the Office of the Solicitor for further disposition and guidance.

**10. Failure to Report an Accident.** Failure to report a motor vehicle accident, or 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 9. HOME-TO-WORK TRANSPORTATION

1. **Purpose.** This chapter applies to the use of home-to-work transportation for DOI employees. Home-to-work is defined as the use of a Government passenger carrier to transport an employee between his/her home and place of work. 41 CFR 102-5.4 determines that only the Agency head may determine authority for home-to-work determinations and the authority cannot be delegated. The Secretary of the Interior is the only official who may authorize the use of Government motor vehicles between an employee's residence and place of employment. Written authorization must be made in advance of using a vehicle for home-to-work.

2. **Authorized Home-To-Work Transportation.** Government motor vehicles must be used only for the purposes for which they were obtained, or for other officially designated purposes. However, 41 CFR 102-5 authorizes the use of home-to-work transportation under the following circumstances, if approved by the Secretary:

A. **Field Work.** Home-to-Work transportation may be authorized when official work requires the employee's presence at location(s) other than his/her regular duty station. The use of home-to-work transportation for field work should only be approved when it substantially contributes to the efficiency and economy of the Government. The location of the employee's home relative to his/her work and to the location(s) where non-temporary duty (TDY) travel is required must indicate a reduction in the number of miles the Government motor vehicle will travel.

(1) Examples of employees engaged in field work include, but are not limited to, certain law enforcement officers, auditors, investigators, scientists, and quality assurance specialists. Their jobs may require travel to several locations, including remote locations accessible only by Government-provided transportation, during the course of a workday. Assignment of an employee to a field work position does not entitle the employee to receive home-to-work transportation.

(2) A field work authorization cannot be used when the employee's workday begins at the official Government duty station. It cannot be used when the employee normally commutes to a fixed location however far removed from his or her official duty station. For example, auditors or investigators assigned to a contractor site do not qualify for Government-provided transportation to that site. Although their daily work station is not located in a Government facility, these employees are not performing field work and are responsible for their own transportation to and from work.

(3) Home-to-work transportation is provided only on days when the employee actually performs field work.

B. **Situations that Present a Clear and Present Danger.** Those highly unusual circumstances that present a threat to the physical safety of the employee's person or property under circumstances where:

(1) The danger is real, not imagined, and immediate or imminent, not merely potential; and

(2) The use of a Government passenger carrier would provide protection not otherwise available.

C. Compelling Operational Consideration. Those circumstances where the provision of home-to-work transportation is essential in conducting official business or would substantially contribute to DOI's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time.

(1) This authority is for employees who require occasional Government motor vehicle transportation, under the home-to-work authority.

(2) The circumstances for this authority could be, but are not limited to, trips to attend meetings or training, obtain goods and services, and conduct occasional inspections.

D. Emergencies. Those circumstances that exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission.

E. Investigators and Law Enforcement Personnel. Employees serving in positions essential to the safe and efficient performance of intelligence, counterintelligence, protective services, criminal investigations, or law enforcement duties.

F. For Official Use Only. Government motor vehicle transportation must only be used between residence and place of employment on days when official duties are performed, and this transportation is absolutely required. The use of a Government motor vehicle is not for the personal comfort or convenience of the employee.

(1) An employee who is assigned to visit other Government activities or is subject to be on-call on a 24-hour basis is not considered adequate justification for authorizing home-to-work transportation.

G. Contractor Use. Contractors are prohibited from using Government-owned, -leased, or -rented motor vehicles for home-to-work transportation, unless authorized in accordance with 31 U.S.C. 1344 (41 CFR 102-34.230).

H. Official Temporary Duty Travel. Employees using a Government passenger carrier in conjunction with official travel are not subject to 41 CFR 102-5. Official travel is when the employee has a temporary duty assignment away from a designated or regular place of employment for which a DOI Form 1020, Travel Authorization, or other approved travel authorization form or system has been approved. The requirement to use a Government passenger carrier during a trip must be documented and approved on the travel authorization or DOI Form 1020. The Secretary's approval is not required for home-to-work transportation during official TDY travel. While in TDY status, a Government passenger carrier may also be used to transport an employee between his/her residence and the common carrier terminal or from the terminal to his/her residence.

**3. Passengers Riding with Authorized Users.** Employees authorized home-to-work transportation may elect to share space in a Government passenger carrier with other persons on a space-available basis. However, the passenger carrier cannot travel additional distances as a result, and all travel must be performed in conjunction with the official performance of duties for the employee. The passenger must also have home-to-work transportation approval.

**4. Miscellaneous Situations.** Situations may arise where it is more cost-effective for the Government to provide an employee a vehicle for home-to-work transportation rather than have the employee travel a long distance to pick up a vehicle and then drive back toward or beyond his/her residence to perform his/her job. In these situations, consideration should be given to basing the vehicle at a Government facility near the employee's job site. If such a solution is not feasible, managers must decide if the use of the vehicle should be approved under the "compelling operational considerations" definition. Home-to-work transportation in these cases may be approved only if alternatives would involve substantial additional cost to the Government or the expenditure of substantial additional employee time.

**5. Submittal Requirements for Authorizing the Use of Home-To-Work Transportation.**

A. Determinations. A "Determination" is a written request for authorization to use a Government passenger carrier for home-to-work transportation. A determination should be completed for an employee in advance of providing home-to-work transportation. Determinations are approved only by the Secretary. Each determination request must include facts and circumstances that clearly demonstrate how use of a Government vehicle will substantially increase DOI's efficiency and economy, or how it is essential to the conduct of official business. A letter of concurrence through the requesting office's Assistant Secretary must be made through the Director, Office of Acquisition and Property Management. Home-to-work determinations and authorizations may be approved only by the Secretary.

B. Field Work Determinations. When preparing a determination to authorize home-to-work transportation for field work, consideration must be given to the location of the employee's home in proximity to his/her work and to the locations where non-TDY travel is required. It must clearly demonstrate that the use of home-to-work transportation for field work will substantially increase the efficiency and economy of the Government. The following information shall be included in the request:

- (1) Name and title of employee;
- (2) Requesting office;
- (3) Home address of employee;
- (4) Permanent duty station address;
- (5) List addresses of field work locations;

(6) Addresses of Government facilities near the field work location;

(7) Type of passenger carrier;

(8) Justification for home-to-work transportation must include:

- a. Cost comparisons,
- b. Times/dates,
- c. Distances,
- d. Locations,
- e. Beneficial effects on work performance,
- f. Expected results, and
- g. Anticipated duration of home-to-work usage;

(9) When a position rather than an individual is identified due to rapid turnover, the determination must include:

- a. Job title and series number,
- b. Duties of the position(s) which require the authorization,
- c. The address of the permanent duty station, and

d. Type of passenger carrier and justification - clearly citing the beneficial effects of work performance and expected results.

(10) Field-work authorizations are granted for 2 years from the date of approval and may be re-certified every 2 years.

C. Investigation and Law Enforcement Determinations. When preparing a determination to authorize home-to-work transportation for investigation and law enforcement personnel, the justification must clearly indicate how use of a Government vehicle will substantially increase DOI's efficiency and economy or, how it is essential to the conduct of official business. The following information must be included in the request:

- (1) Name and title of employee;
- (2) Requesting office
- (3) Home address of employee;
- (4) Permanent duty station address;



(5) Type of passenger carrier;

(6) Justification for home-to-work transportation must include the following: cost comparisons, times/dates, distances, locations, and the beneficial effects on work performance and expected results;

(7) When a position is identified rather than an individual due to rapid turnover, the determination shall include:

- a. Job title and series number,
- b. Duties of the position(s) which require the use of home-to-work transportation,
- c. The address of the permanent duty station,
- d. The operational level where the work is to be performed, and
- d. Type of passenger carrier and justification - clearly citing the beneficial effects of work performance and expected results.

(8) Authorizations for Investigation and Law Enforcement authorizations are granted for a period of 4 years from the date of approval and may be re-certified every 4 years.

D. Determinations for Situations That Present a Clear and Present Danger, Compelling Operational Consideration or Emergency. Determinations for situations that present a clear and present danger, compelling operational consideration or emergency are referred to as contingency determinations. Contingency determinations are appropriate when offices require certain employees or positions to be ready to respond when certain situations arise without warning. These determinations are prepared in advance of knowing when or whether the event will happen and must clearly demonstrate that the use of home-to-work transportation under the described circumstances will substantially increase the efficiency and economy of the Government or is essential to the conduct of official business. The following information shall be included in the request:

- (1) Name and Title of Employee.
- (2) Requesting Office.
- (3) Home Address of Employee.
- (4) Permanent Duty Station Address.
- (5) Type of Passenger Carrier.

(6) Justification for home-to-work transportation shall include the following: cost comparisons, times/dates, distances, locations, and the beneficial effects on work performance and expected results.

(7) Describe the events, situations or circumstances which, if and when they occur, will authorize designated employee to be provided with Government transportation to and from work.

(8) Anticipated duration of home-to-work usage.

(9) When a position is identified rather than an individual the determination shall include the job title and series number, duties of the position which require the use of home-to-work transportation, the address of the permanent duty station, the operational level where the work is to be performed, type of passenger carrier and justification - clearly citing the beneficial effects of work performance and expected results and describing the events, situations or circumstances making home-to-work transportation use necessary.

(10) The initial authorization for contingency determinations (compelling operational consideration, clear and present danger, emergency) shall not exceed 15 calendar days. The duration of these approved determinations begins with the first day of usage and expires 15 calendar days from that date or with the cessation of the event, situation, or circumstance giving rise to the need for carrier use, whichever is earlier. (Examples: A compelling operational consideration determination was approved October 11, 2001; the event giving rise to the need for carrier use was terminated October 13, 2001, the authorization expires October 13, 2001; or the employee first took a vehicle home November 15, 2001, the authorization expires November 29, 2001.) Subsequent authorizations of not more than 90 additional calendar days each can be approved should the same circumstances continue. This process may continue as long as required by the same circumstances.

**6. Determination Submission.** Transmit the requests by memorandum from the bureau Director through their Assistant Secretary and the Director, Office of Acquisition and Property Management (PAM) to the Secretary for approval. All information as cite above in Paragraph 10 shall be included with the memorandum.

## **7. Clearance Requirements.**

A. Office of the Solicitor. The Office of the Solicitor will review all requests for legal sufficiency, following review by the Office of Acquisition and Property Management and prior to submission to the Secretary, through the Assistant Secretary - Policy, Management and Budget.

B. Office of Acquisition and Property Management (PAM). The Office of Acquisition and Property Management will review each request to ensure it meets the criteria for approval. Requests will then be referred to the Secretary, through the Assistant Secretary – Policy, Management and Budget, for approval.

**8. Termination of Approved Authorizations.** Offices must notify the appropriate regional and headquarters office program coordinator, who will notify PAM when:

- A. A previously approved determination is canceled;
- B. The employee or position no longer requires home-to-work transportation;
- C. The determination expires and is not being renewed; or
- D. For other similar reasons.

The notification shall include the employee name(s), and/or position title(s), a copy of the original determination, and the approval date(s).

**9. Bureau/Office Responsibilities.** Bureaus and Offices must designate a Program Coordinator with responsibility for:

- A. Coordinating and disseminating information concerning home-to-work authority;
- B. Assisting in completing and processing determination requests;
- C. Collecting the monthly Home-To-Work Transportation Log (defined in par. 17a below) from employees when usage is made, and monitoring usage, and maintaining file copies; and
- D. Meeting other program requirements, including reports to Congress.

**10. Reporting Responsibilities.** The Office of Financial Management has the responsibility for implementing the Internal Revenue Service (IRS) Tax Reform Act of 1984. This Act established employer-provided transportation as a fringe benefit that is considered income for tax purposes. Employees are considered liable for this fringe benefit tax when they use a Government motor vehicle between their residence and official duty station more than 12 trips during the reporting year (November 1 through October 31). (Employees must contact the Office of Financial Management (PFM) regarding the rules and regulations governing this IRS tax rule.)

**11. Reporting Vehicle Usage.** Operators and passengers using Government motor vehicles for home-to-work transportation are required to record each trip on a monthly Home-To-Work Transportation Log.

A. Report Information. The records must establish that any home to work transportation was used for official purposes and at a minimum, include the following:

- (1) Name and title of the employee using the carrier.
- (2) Signature of the employee and the supervisor.
- (3) Passenger carrier identification.

- (4) Date(s) of use.
- (5) Location(s).
- (6) Duration of home-to-work transportation.
- (7) Circumstances requiring the home-to-work transportation.
- (8) Approval letter signed by the Secretary.

**B. Report Submission Process.**

(1) The employee completes the log, and he/she and the supervisor sign each page of the log.

(2) The supervisor maintains a copy and provides one copy to the bureau Senior Fleet Manager.

(3) The bureau Senior Fleet Manager maintains a copy for audit purposes and submits a quarterly report to PFM updating usage performed under the authorization.

**C. Exception.** Personnel operating non-personal use vehicles (as described by the Internal Revenue Service) may be exempt from the Tax Reform Act of 1984 and are not required to submit monthly Home-To-Work Transportation Log to PFM. Non-personal use vehicles include ambulances, certain trucks and buses, clearly marked police and fire vehicles, and unmarked vehicles used by law enforcement officers. Personnel in this category should consult the Solicitor's Office and PFM concerning the non-personal use vehicle exclusion.

**12. Congressional and Departmental Reports.**

A. Authorized home-to-work transportation determinations and transportation usage performed by employees must be reported to the following Congressional committees by the bureau Senior Fleet Manager not later than 60 calendar days after approval. Subsequent determinations can be consolidated into a single report and submitted quarterly.

(1) Chairman, Committee on Governmental Affairs, United States Senate, Suite SD-340, Dirksen Senate Office Building, Washington, DC 20510–6250, and

(2) Chairman, Committee on Governmental Reform, United States House of Representatives, Suite 2157, Rayburn House Office Building, Washington, DC 20515–6143.

B. Bureaus must promptly report exercised contingency determinations to PAM within 15 working days after the last day of usage. Provide the following information:

- (1) The name and title of the employee.

(2) The organizational title.

(3) The reason justifying the use of the contingency determination.

(4) The dates when the usage began and ended, or will end..