

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

June 8, 2006

FEDERAL MANAGEMENT REGULATION  
Amendment 2006-03

TO: Heads of Federal agencies

SUBJECT: FMR Case 2006-102-1; Motor Vehicle Management

1. Purpose. This document includes pages that reflect amendments to Part 102-34 of the Federal Management Regulation (FMR).

2. Background. Part 102-34 of the Federal Management Regulation (FMR) (41 CFR part 102-34) is being amended to update the regulation in the following areas: The Fleet Average Economy Standards for FY 2000 and beyond; the preferred location for displaying motor vehicle identification; the source for obtaining official U.S. Government license plates; and the process for receiving exemptions from the requirement to display U.S. Government license plates and other motor vehicle identification.

Also, Federal agencies located in the District of Columbia (DC) should now use Federal license plates provided by UNICOR for all their vehicles, even those vehicles operating in DC. The requirement for Government vehicles operating in DC to obtain U.S. Government license plates from the DC Department of Motor Vehicles is removed by this interim rule. This change standardizes the license plate ordering process and allows Federal agencies in DC to use the same type of license plates as Federal agencies use in the rest of the country. The list of approved U.S. Government license plate codes has been removed from section 102-34.160 and placed in GSA Bulletin FMR B-11. Also, the list of agencies having unlimited exemptions from displaying U.S. Government license plate and motor vehicle identification has been removed from section 102-34.195 and placed in GSA Bulletin FMR B-12. (FMR bulletins are located at [www.gsa.gov/bulletin](http://www.gsa.gov/bulletin).)

Subpart I of 41 CFR part 102-34 is being revised to require agencies to have a vehicle management information system (VMIS) in accordance with 40 U.S.C. 17503. In April 2002, the Office of Management and Budget (OMB) requested all Executive Branch agencies to take a closer look at their fleet management operations, particularly the size of their fleets and costs of operations. Many agencies were unable to accurately evaluate their fleet operations because of a lack of data on vehicle inventory and operational costs. Agencies also lacked internal performance metrics to ensure their fleets were being replaced in

a timely manner and operating at their optimal performance level. An interagency review team from the Federal Fleet Policy Council (FEDFLEET) recommended that agencies be required to have a VMIS. There are two main reasons for this requirement. First, with a VMIS agencies can more efficiently and accurately collect agency information on their actual motor vehicle fleet: vehicle cost, fuel costs, projected vehicle inventories and vehicle disposals; and then use that information to better manage their fleets. Secondly, agencies can more easily provide that information to the Internet-based reporting system called FAST (Federal Automotive Statistical Tool) in lieu of the paper SF 82. The data reported to FAST will be used by GSA, the Department of Energy, and the Office of Management and Budget to monitor Federal fleets and identify those agency motor vehicle management programs that are effective as well as identify those programs that need to improve.

In addition, some sections of this regulation were rewritten for clarity. Editorial changes were made to the entire regulation to remove outdated information in tables and to make the regulation consistent with current practices. For example, in subpart F “crash” replaces “accident” when referring to motor vehicle collisions to be consistent with the National Highway and Safety Administration, the lead Federal agency for the assurance of safe, secure, and efficient automotive travel.

3. Effective date. This rule was published in the *Federal Register* and became effective on May 25, 2006.

4. Explanation of changes. The General Services Administration (GSA) is amending the Federal Management Regulation (FMR) by updating requirements and information on motor vehicle management. This interim rule makes changes to vehicle identification requirements. Specifically, it allows agencies to have limited identification exemptions for motor vehicles that are regularly used for common administrative purposes. Some agencies have expressed a need to exempt even their administrative vehicles from displaying Government identification for situations with specifically identified security risks. Agencies will still need to have a certification of need signed by the agency head or designee before authorizing limited identification exceptions.

This interim rule provides information for obtaining U.S. Government license plates from UNICOR, Federal Prison Industries Inc., the current license plate supplier. This interim rule further updates Federal motor vehicle management regulations by replacing the requirement for agencies to provide certain motor vehicle information to GSA on the Standard Form 82 with the requirement to use the Federal Automotive Statistical Tool (FAST), an Internet-based reporting tool.

This interim rule also requires agencies to have an agency-wide fleet management information system that will link all fleet data throughout the agency and interface with the Federal Automotive Statistical Tool (FAST). This new FMR requirement implements 40 U.S.C. 17503 that gives the Administrator with others, the authority to prescribe data collection requirements for data on the costs and uses of motor vehicles by executive agencies. Furthermore, the requirement for an agency-wide management information system was a keystone report recommendation for improving agency fleet management made by the Federal Fleet Policy Council's interagency team of fleet professionals following their review of agencies' fleet management programs in 2002. The FMR and any corresponding documents may be accessed at GSA's Web site at <http://www.gsa.gov/fmr>.

5. Filing instructions. Make the following page changes:

Remove FMR pages:

102-34-i and 102-34-ii  
102-34-3 thru 102-34-12

Insert FMR pages:

102-34-i and 102-34-ii  
102-34-3 thru 102-34-12

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## PART 102-34—MOTOR VEHICLE MANAGEMENT

*Sec.*

- 102-34.5— Preamble.
- 102-34.10— What definitions apply to motor vehicle management?
- 102-34.15— What motor vehicles are not covered by this part?
- 102-34.20— What types of motor vehicle fleets are there?
- 102-34.25— What sources of supply are available for obtaining motor vehicles?

### Subpart A—Obtaining Fuel Efficient Motor Vehicles

- 102-34.30— Who must comply with motor vehicle fuel efficiency requirements?
- 102-34.35— What are the procedures for purchasing and leasing motor vehicles?
- 102-34.40— How are passenger automobiles classified?
- 102-34.45— What size motor vehicles may we purchase and lease?
- 102-34.50— What are fleet average fuel economy standards?
- 102-34.55— What are the minimum fleet average fuel economy standards?
- 102-34.60— How do we calculate the average fuel economy for our fleet?
- 102-34.65— How may we request an exemption from the fuel economy standards?
- 102-34.70— How does GSA monitor the fuel economy of purchased and leased motor vehicles?
- 102-34.75— How must we report fuel economy data for passenger automobiles and light trucks we purchase or commercially lease?
- 102-34.80— Do we report fuel economy data for passenger automobiles and light trucks purchased for our agency by the GSA Automotive Division?
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### Subpart B—Identifying and Registering Motor Vehicles

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- 102-34.135— Do we need to register motor vehicles owned or leased by the Government?
- 102-34.140— Where may we obtain U.S. Government license plates?
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- 102-34.225— May I use a motor vehicle owned or leased by the Government for transportation between my residence and place of employment?
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- 102-34.240— How are Federal employees disciplined for misuse of motor vehicles owned or leased by the Government?
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- 102-34.250— Am I bound by State and local traffic laws?
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- 102-34.256— Who pays for parking fines?
- 102-34.260— Do Federal employees in motor vehicles owned or leased by the Government have to use all safety devices and follow all safety guidelines?

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- 102-34.265— What are motor vehicle replacement standards?
- 102-34.270— May we replace a Government-owned motor vehicle sooner?
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- 102-34.285— What kind of maintenance programs must we have?
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- 102-34.300— What forms do I use to report a crash involving a motor vehicle owned or leased by the Government?
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**Subpart I—Federal Motor Vehicle Fleet Report**

- 102-34.345— What is the Federal Fleet Report?
- 102-34.346— How do I submit information to the General Services Administration (GSA) for the Federal Fleet Report (FFR)?
- 102-34.347— Do we need a fleet management information system?
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- 102-34.355— When and how do we report motor vehicle data?

**Subpart J—Forms**

- 102-34.360— How do we obtain the forms prescribed in this part?

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(1) Average fuel economy standard for all passenger automobiles.

(2) Average fuel economy standard for light trucks.

(b) These standards do not apply to passenger automobiles and light trucks designed to perform combat-related missions for the U.S. Armed Forces or motor vehicles designed for use in law enforcement or emergency rescue work.

**§102-34.55—What are the minimum fleet average fuel economy standards?**

The minimum fleet average fuel economy standards appear in the following table:

**FLEET AVERAGE FUEL ECONOMY STANDARDS<sup>1</sup>**

| Fiscal year | Passenger automobile <sup>2</sup> | Light truck <sup>3,4</sup> |
|-------------|-----------------------------------|----------------------------|
| 2005        | 27.5                              | 21.0                       |
| 2006        | 27.5                              | 21.6                       |
| 2007        | 27.5                              | 22.2                       |

<sup>1</sup> These figures represent miles/gallon.  
<sup>2</sup> Established by section 49 U.S.C. 32902 and the Secretary of Transportation.  
<sup>3</sup> Fleet average fuel economy standard set by the Secretary of Transportation and mandated by Executive Order 12375 beginning in fiscal year 1982.  
<sup>4</sup> Fleet average fuel economy for light trucks is the combined fleet average fuel economy for all 4 x 2 and 4 x 4 light trucks.

**§102-34.60—How do we calculate the average fuel economy for our fleet?**

(a) Due to the variety of motor vehicle configurations, you must take an average of all motor vehicles, by category (passenger automobiles or light truck) purchased and leased by your agency during the fiscal year. This calculation is the sum of passenger automobiles or light trucks that your executive agency purchases or leases from commercial sources divided by the sum of the fractions representing the number of motor vehicles of each category by model divided by the unadjusted city/highway mile-per-gallon ratings for that model, developed by the Environmental Protection Agency (EPA) for each fiscal year. The EPA mile-per-gallon rating for each motor vehicle make, model, and model year may be obtained from the:

General Services Administration,  
 ATTN: FFA,  
 Washington, DC 20406.

(b) An example follows:

Light trucks:

(i) 600 light trucks acquired in a specific year. These are broken down into:

(A) 200 Six cylinder automatic transmission pick-up trucks, EPA rating: 24.3 mpg, plus

(B) 150 Six cylinder automatic transmission mini-vans, EPA rating: 24.8 mpg, plus

(C) 150 Eight cylinder automatic transmission pick-up trucks, EPA rating: 20.4 mpg, plus

(D) 100 Eight cylinder automatic transmission cargo vans, EPA rating: 22.2 mpg.

$$\begin{aligned}
 &= \frac{600}{\frac{200}{24.3} + \frac{150}{24.8} + \frac{150}{20.4} + \frac{100}{22.2}} \\
 &= \frac{600}{8.2305 + 6.0484 + 7.3530 + 4.5045} \\
 &= \frac{600}{26.1364} = 22.9565 \text{ (Rounded to nearest 0.1 mpg.)}
 \end{aligned}$$

(ii) Fleet average fuel economy for light trucks in this case is 23.0 mpg.

**§102-34.65—How may we request an exemption from the fuel economy standards?**

(a) You must submit your reasons for the exemption in a written request to the:

Administrator of General Services,  
 ATTN: MTV,  
 Washington, DC 20405.

(b) GSA will review the request and advise you of the determination within 30 days of receipt. Passenger automobiles and light trucks exempted under the provisions of this section must not be included in calculating your fleet average fuel economy.

**§102-34.70—How does GSA monitor the fuel economy of purchased and leased motor vehicles?**

(a) Executive agencies report to GSA their leases and purchases of passenger automobiles and light trucks. GSA keeps a master record of the miles per gallon for passenger automobiles and light trucks acquired by each agency during the fiscal year. GSA verifies that each agency's passenger automobile and light truck leases and purchases achieve the fleet average fuel economy for the applicable fiscal year, as required by Executive Order 12375.

(b) The GSA Federal Vehicle Policy Division (MTV) issues information about the EPA miles-per-gallon ratings to executive agencies at the beginning of each fiscal year to help agencies with their acquisition plans.

**§102-34.75—How must we report fuel economy data for passenger automobiles and light trucks we purchase or commercially lease?**

(a) You must send copies or synopses of motor vehicle leases and purchases to GSA. Use the unadjusted combined city/highway mile-per-gallon ratings for passenger automobiles and light trucks developed each fiscal year by the Environmental Protection Agency (EPA). All submissions for a fiscal year must reach GSA by December 1 of the next fiscal

year. Submit the information as soon as possible after the purchase or effective date of each lease to the:

General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

(b) Include in your submission to GSA motor vehicles purchased or leased by your agency for use in any State, Commonwealth, territory or possession of the United States, and the District of Columbia.

(c) Your submission to GSA must include:

- (1) Number of passenger automobiles and light trucks, by category.
- (2) Year.
- (3) Make.
- (4) Model.
- (5) Transmission type (if manual, number of forward speeds).
- (6) Cubic inch displacement of engine.
- (7) Fuel type (i.e., gasoline, diesel, or type of alternative fuel).
- (8) Monthly lease cost, if applicable.

**Note to §102-34.75:** Do not include passenger automobile and light truck lease renewal options as new acquisition motor vehicle leases. Do not report passenger automobiles and light trucks exempted from fleet average fuel economy standards (see §§102-34.50(b) and 102-34.65).

**§102-34.80—Do we report fuel economy data for passenger automobiles and light trucks purchased for our agency by the GSA Automotive Division?**

No. The GSA Automotive Division provides information for passenger automobiles and light trucks it purchases for agencies.

**§102-34.85—Do we have to submit a negative report if we don't purchase or lease any motor vehicles in a fiscal year?**

Yes, you must submit a negative report if you don't purchase or lease any motor vehicles in a fiscal year.

**§102-34.90—Are any motor vehicles exempted from these reporting requirements?**

Yes. You do not need to report passenger automobiles and light trucks that are:

- (a) Purchased or leased for use outside any State, Commonwealth, territory or possession of the United States, or the District of Columbia.
- (b) Designed to perform combat-related missions for the U.S. Armed Forces.
- (c) Designed for use in law enforcement or emergency rescue work.

**§102-34.95—Does fleet average fuel economy reporting affect our acquisition plan?**

It may. If previous motor vehicle purchases and leases have caused your fleet to fail to meet the required fuel economy by the end of the fiscal year, GSA may encourage you to adjust future requests to meet fuel economy requirements.

**§102-34.100—Where may we obtain help with our motor vehicle acquisition plans?**

For help with your motor vehicle acquisition plans, contact the:

General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**Subpart B—Identifying and Registering Motor Vehicles**

**Motor Vehicle Identification**

**§102-34.105—What motor vehicles require motor vehicle identification?**

All motor vehicles owned or leased by the Government must display motor vehicle identification unless exempted under [§102-34.180](#), [102-34.195](#), or [102-34.200](#).

**§102-34.110—What motor vehicle identification must we put on motor vehicles we purchase or lease?**

Unless exempted under sections [§102-34.180](#), [§102-34.195](#) or [§102-34.200](#), motor vehicles must display the following identification:

- (a) “For Official Use Only”,
- (b) “U.S. Government”, and
- (c) Identification that readily identifies the agency owning the vehicle.

**§102-34.115—What motor vehicle identification must the Department of Defense (DOD) put on motor vehicles it purchases or leases?**

The following must appear on DOD purchased or leased motor vehicles:

- (a) For Official Use Only;”
- (b) An appropriate title for the DOD component; and
- (c) The DOD code and registration number assigned by the DOD component accountable for the motor vehicle.

**§102-34.120—Where is motor vehicle identification placed on purchased and leased motor vehicles?**

(a) For most motor vehicles, the location in preferred order is as follows:

- (1) On the official U.S. Government license plate.



(2) On a decal in the rear window, or centered on both front doors if the vehicle is without a rear window or where identification on the rear window would not be easily seen.

(b) *On trailers.* Centered on both sides of the front quarter of the trailer in a conspicuous location.

**Note to §102-34.120:** Each agency or activity that uses decals to identify its motor vehicles is responsible for acquiring its own decals and for replacing them when necessary due to damage or wear.

**§102-34.125—Before we sell a motor vehicle, what motor vehicle identification or markings must we remove?**

You must remove all motor vehicle identification before you transfer the title or deliver the motor vehicle.

**License Plates**

**§102-34.130—Must our motor vehicles use Government license plates?**

Yes, you must use Government license plates, with the exception of motor vehicles exempted under [§§102-34.180, 102-34.195,](#) and [102-34.200.](#)

**§102-34.131—Can official U.S. Government license plates be used on motor vehicles not owned or leased by the Government?**

No, official U.S. Government license plates may only be used on motor vehicles that are owned or leased by the Government.

**§102-34.135—Do we need to register motor vehicles owned or leased by the Government?**

If the vehicles display U.S. Government license plates and motor vehicle identification, you do not need to register motor vehicles owned or leased by the Government in the jurisdiction where the vehicle is operated. However, motor vehicles exempted under [§102-34.180,](#) [102-34.195,](#) or [102-34.200](#) of this part must be registered and inspected in accordance with the laws of the jurisdiction where the motor vehicle is regularly operated.

**§102-34.140—Where may we obtain U.S. Government license plates?**

You may obtain U.S. Government license plates—

(a) For motor vehicles operated in any State, Commonwealth, territory or possession of the United States, and the District of Columbia by contacting:

U.S. Department of Justice,  
UNICOR,  
Federal Prison Industries, Inc.,  
400 First Street, NW.,  
Room 6010,  
Washington, DC 20534.

(b) For all other motor vehicles by contacting the following office for assistance:

General Services Administration,  
ATTN: MT,  
Washington, DC 20405,  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov).

**Note to §102-34.140:** The General Services Administration (GSA) has established a Memorandum of Understanding (MOU) on behalf of all Federal agencies with Federal Prison Industries (UNICOR) for the procurement of official U.S. Government license plates. Each agency must execute an addendum to this MOU providing plate design and specific ordering and payment information before ordering license plates. Agency field activities should contact their national level Agency Fleet Manager for assistance.

**§102-34.145—How do we display license plates on motor vehicles?**

(a) Display official U.S. Government license plates on the front and rear of all motor vehicles owned or leased by the Government. The exception is two-wheeled motor vehicles, which require rear license plates only.

(b) You must display U.S. Government license plates on the motor vehicle to which the license plates were assigned.

(c) Display the U.S. Government license plates until the motor vehicle is removed from Government service or is transferred, or until the plates are damaged and require replacement.

(d) For motor vehicles owned or leased by DOD, follow DOD regulations.

**§102-34.150—What do we do about a lost or stolen license plate?**

You should report the loss or theft of license plates as follows:

(a) *U.S. Government license plates.* Tell your local security office (or equivalent) and local police.

(b) *District of Columbia or State license plates.* Tell your local security office (or equivalent) and either the District of Columbia, Department of Transportation, or the State agency, as appropriate.

**§102-34.155—What records do we need to keep on U.S. Government license plates?**

You must keep a central record of all U.S. Government license plates for your agency's motor vehicle purchases and motor vehicle leases. The GSA Fleet must keep such a record for GSA Fleet vehicles. The record must identify:

(a) The motor vehicle to which each set of plates is assigned.

(b) The complete history of any reassigned plates.

(c) A list of destroyed or voided license plate numbers.

**§102-34.160—How are U.S. Government license plates coded and numbered?**

U.S. Government license plates will be numbered serially for each executive agency, beginning with “101”, and preceded by a letter code that designates the owning agency for the motor vehicle. The agency letter codes are listed in GSA Bulletin FMR B-8 (FMR bulletins are located at [www.gsa.gov/bulletin](http://www.gsa.gov/bulletin)).

**§102-34.165—How can we get a new license plate code designation?**

To get a new license plate code designation, write to the: General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**§102-34.170—[Reserved]**

**Identification Exemptions**

**§102-34.175—What types of exemptions are there?**

- (a) Limited exemption.
- (b) Unlimited exemption.
- (c) Special exemption.

**§102-34.180—May we have a limited exemption from displaying U.S. Government license plates and other motor vehicle identification?**

Yes. The head of your agency or designee may authorize a limited exemption to the display of U.S. Government license plates and motor vehicle identification upon written certification. (See [§102-34.185](http://www.gsa.gov/bulletin).) For motor vehicles leased from the GSA Fleet, send an information copy of this certification to the:

General Services Administration,  
ATTN: FFF,  
Washington, DC 20406.

**§102-34.185—What information must the certification contain?**

The certification must state either:

- (a) That the motor vehicle is used primarily for investigative, law enforcement or intelligence duties involving security activities and that identifying the motor vehicle would interfere with those duties; or
- (b) That identifying the motor vehicle would endanger the security of the vehicle occupants.

**§102-34.190—For how long is a limited exemption valid?**

An exemption granted in accordance with [§§102-34.180](http://www.gsa.gov/bulletin) and [102-34.185](http://www.gsa.gov/bulletin) may last from one day up to one year. If the requirement for exemption still exists at the end of the year, your agency must re-certify the continued exemption. For a motor vehicle leased from the GSA Fleet, send a copy of the re-certification to the:

General Services Administration,  
ATTN: FFF,  
Washington, DC 20406.

**§102-34.195—What agencies have an unlimited exemption from displaying U.S. Government license plates and motor vehicle identification?**

The Federal agencies, or activities within agencies, listed in FMR Bulletin B-12 (located at [www.gsa.gov/bulletin](http://www.gsa.gov/bulletin)) are granted an unlimited exemption for vehicles that meet the requirements in the bulletin.

**§102-34.200—What agencies have a special exemption from displaying U.S. Government license plates and motor vehicle identification on some of their vehicles?**

Motor vehicles assigned for the use of the President and the heads of executive departments specified in 5 U.S.C. 101 are exempt from the requirement to display motor vehicle identification. All motor vehicles, other than those assigned for the personal use of the President, will display official U.S. Government license plates.

**Note to [§102-34.200](http://www.gsa.gov/bulletin):** The Executive departments are: The Department of State, the Department of the Treasury, the Department of Defense, the Department of Justice, the Department of the Interior, the Department of Agriculture, the Department of Commerce, the Department of Labor, the Department of Health and Human Services, the Department of Homeland Security, the Department of Housing and Urban Development, the Department of Transportation, the Department of Energy, the Department of Education, and the Department of Veterans Affairs.

**§102-34.205—What license plates and motor vehicle identification do we use on motor vehicles that are exempt from motor vehicle identification and U.S. Government license plates?**

Display the regular license plates of the State, Commonwealth, territory or possession of the United States, or the District of Columbia, where the motor vehicle is principally operated.

**§102-34.210—What special requirements apply to exempted motor vehicles using District of Columbia or State license plates?**

If your agency wants to use regular District of Columbia (DC) license plates or State license plates for motor vehicles exempt from displaying U.S. Government license plates and motor vehicle identification, your agency head must designate

nate an official to authorize such use. Provide the name and facsimile signature of that official to the DC Department of Transportation annually, or to the equivalent State vehicle motor vehicle department, as required. Agencies must pay the DC and the States for these license plates in accordance with DC or state policy. Also, for motor vehicles leased from the GSA Fleet, send a list of the new plates to:

General Services Administration,  
ATTN: FFF,  
Washington, DC 20406.

**§102-34.215—Can GSA ask for a listing of exempted motor vehicles?**

Yes. If asked, the head of each executive agency must submit a report concerning motor vehicles exempted under this subpart. This report, which has been assigned interagency report control number 1537-GSA-AR, should be submitted to the:

General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: vehicle.policy@gsa.gov

**Subpart C—Official Use of Government Motor Vehicles**

**§102-34.220—What is official use of motor vehicles owned or leased by the Government?**

Official use of a motor vehicle is using a motor vehicle to perform your agency’s mission(s), as authorized by your agency.

**§102-34.225—May I use a motor vehicle owned or leased by the Government for transportation between my residence and place of employment?**

No, you may not use a Government motor vehicle for transportation between your residence and place of employment unless your agency authorizes such use after making the necessary determination under 31 U.S.C. 1344 and subpart 101-6.4 of this title. Your agency must keep a copy of the written authorization within the agency and monitor the use of these motor vehicles.

**§102-34.230—May Government contractors use motor vehicles owned or leased by the Government?**

Yes, Government contractors may use Government motor vehicles when authorized under applicable procedures and the following conditions:

- (a) Motor vehicles are used for official purposes only and solely in the performance of the contract.
- (b) Motor vehicles cannot be used for transportation between residence and place of employment, unless autho-

rized in accordance with 31 U.S.C. 1344 and subpart 101-6.4 of this title.

(c) Contractors must:

- (1) Establish and enforce suitable penalties against employees who use, or authorize the use of, such motor vehicles for unofficial purposes or for other than in the performance of the contract; and
- (2) Pay any expenses or cost, without Government reimbursement, for using such motor vehicles other than in the performance of the contract.

**§102-34.235—What does GSA do if it learns of unofficial use of a motor vehicle owned or leased by the Government?**

GSA reports the matter to the head of the agency employing the motor vehicle operator. The employing agency investigates and may, if appropriate, take disciplinary action under 31 U.S.C. 1349 or may report the violation to the Attorney General for prosecution under 18 U.S.C. 641.

**§102-34.240—How are Federal employees disciplined for misuse of motor vehicles owned or leased by the Government?**

If an employee willfully uses, or authorizes the use of, a motor vehicle for other than official purposes, the employee is subject to suspension of at least one month or, up to and including, removal by the head of the agency (31 U.S.C. 1349).

**§102-34.245—How am I responsible for protecting motor vehicles?**

When a Government-owned or -leased motor vehicle is under your control, you must:

- (a) Park or store the vehicle in a manner that reasonably protects it from theft or damage.
- (b) Lock the unattended motor vehicle. (The only exception to this requirement is when fire regulations or other directives prohibit locking motor vehicles in closed buildings or enclosures.)

**§102-34.250—Am I bound by State and local traffic laws?**

Yes. You must obey all motor vehicle traffic laws of the State and local jurisdiction, except when the duties of your position require otherwise. You are personally responsible if you violate State or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing your official duties, but which was not required as part of your official duties, payment is your personal responsibility.

**§102-34.255—Who pays for parking fees?**

You must pay parking fees while operating a motor vehicle owned or leased by the Government. However, you can

expect to be reimbursed for parking fees incurred while performing official duties.

**§102-34.256—Who pays for parking fines?**

If you are fined for a parking violation while operating a motor vehicle owned or leased by the Government, you are responsible for paying the fine and will not be reimbursed.

**§102-34.260—Do Federal employees in motor vehicles owned or leased by the Government have to use all safety devices and follow all safety guidelines?**

Yes, Federal employees in motor vehicles owned or leased by the Government have to use all safety devices including safety belts and follow all appropriate motor vehicle manufacturer safety guidelines.

**Subpart D—Replacement of Motor Vehicles**

**§102-34.265—What are motor vehicle replacement standards?**

Motor vehicle replacement standards specify the minimum number of years in use or miles traveled at which an executive agency may replace a Government-owned motor vehicle (see [§102-34.280](#)).

**§102-34.270—May we replace a Government-owned motor vehicle sooner?**

Yes. You may replace a Government-owned motor vehicle if it needs body or mechanical repairs that exceed the fair market value of the motor vehicle. Determine the fair market value by adding the current market value of the motor vehicle plus any capitalized motor vehicle additions (such as a utility body or liftgate) or repairs. Your agency head or designee must review the replacement in advance.

**§102-34.275—May we keep a Government-owned motor vehicle even though the standard permits replacement?**

Yes. The replacement standard is a minimum only, and therefore, you may keep a Government-owned motor vehicle longer than shown in [§102-34.280](#) if the motor vehicle can be operated without excessive maintenance costs or substantial reduction in resale value.

**§102-34.280—How long must we keep a Government-owned motor vehicle?**

You must keep a motor vehicle owned or leased by the Government for at least the years or miles shown in the following table:

**TABLE OF MINIMUM REPLACEMENT STANDARDS**

| Motor Vehicle Type    | Years <sup>1</sup> | or Miles <sup>1</sup> |
|-----------------------|--------------------|-----------------------|
| Sedans/Station Wagons | 3                  | 60,000                |

**TABLE OF MINIMUM REPLACEMENT STANDARDS**

| Motor Vehicle Type                 | Years <sup>1</sup> | or Miles <sup>1</sup> |
|------------------------------------|--------------------|-----------------------|
| Ambulances                         | 7                  | 60,000                |
| Buses:                             |                    |                       |
| Intercity                          | n/a                | 280,000               |
| City                               | n/a                | 150,000               |
| School                             | n/a                | 80,000                |
| Trucks                             |                    |                       |
| Less than 12,500 pounds GVWR       | 6                  | 50,000                |
| 12,500–23,999 pounds GVWR          | 7                  | 60,000                |
| 24,000 pounds GVWR and over        | 9                  | 80,000                |
| 4- or 6-wheel drive motor vehicles | 6                  | 40,000                |

<sup>1</sup> Minimum standards are stated in both years and miles; use whichever occurs first.

**Subpart E—Scheduled Maintenance of Motor Vehicles**

**§102-34.285—What kind of maintenance programs must we have?**

You must have a scheduled maintenance program for each motor vehicle you own or lease. This requirement applies to motor vehicles operated in any State, Commonwealth, territory or possession of the United States, and the District of Columbia. The GSA Fleet will develop maintenance programs for GSA Fleet vehicles. The scheduled maintenance program must:

- (a) Meet Federal, State, and local emission standards;
- (b) Meet manufacturer warranty requirements;
- (c) Ensure the safe and economical operating condition of the motor vehicle throughout its life; and
- (d) Ensure that inspections and servicing occur as recommended by the manufacturer or more often if local operating conditions require.

**§102-34.290—Must our motor vehicles pass State inspections?**

Yes, your motor vehicles must pass State inspections where mandated.

(a) Each motor vehicle owned or leased by the Government must pass Federally-mandated emission inspections in the jurisdictions in which they operate when required by State motor vehicle administrations or State environmental departments. You must reimburse State activities for the cost of these inspections if the fee is not waived. GSA will pay the cost of these inspections for motor vehicles leased from the GSA Fleet.

(b) Motor vehicles owned or leased by the Government that are exempted from the display of U.S. Government license plates and motor vehicle identification must comply with emission and mechanical inspection programs of the

State, Commonwealth, territory or possession of the United States or the District of Columbia in which they are regularly operated. Your agency must pay for these inspections, unless the fee is waived. Payment for these inspections for motor vehicles leased from the GSA Fleet are the responsibility of the using agency.

**§102-34.295—Where can we obtain help in setting up a maintenance program?**

For help in setting up a maintenance program contact the: General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**Subpart F—Motor Vehicle Accident Reporting**

**§102-34.300—What forms do I use to report a crash involving a motor vehicle owned or leased by the Government?**

The General Services Administration (GSA) requires that you use the following forms to report a crash in any State, Commonwealth, territory or possession of the United States and the District of Columbia. The forms should be carried in any motor vehicle owned or leased by the Government.

(a) *Standard Form 91, Motor Vehicle Accident Report.* The motor vehicle operator should complete this form at the time and scene of the crash if possible, even if damage to the motor vehicle is not noticeable.

(b) *Standard Form 94, Statement of Witness.* This form should be completed by any witness to the crash.

**§102-34.305—To whom do we send crash reports?**

Send crash reports as follows:

(a) If the motor vehicle is owned or leased by your agency, follow your internal agency directives.

(b) If the motor vehicle is managed by the GSA Fleet, report the crash to GSA in accordance with subpart 101-39.4 of this title.

**Subpart G—Disposal of Motor Vehicles**

**§102-34.310—How do we dispose of a motor vehicle in any State, Commonwealth, territory or possession of the United States, or the District of Columbia?**

After meeting the replacement standards under [subpart D](#) of this part, you may dispose of a Government-owned motor vehicle by transferring the motor vehicle title, or manufacturer's Certificate of Origin, to the new owner. Detailed

instructions on the disposal process are in parts [102-38](#) and [102-39](#) of this subchapter B.

**§102-34.315—What forms do we use to transfer ownership when selling a motor vehicle?**

Use the following forms to transfer ownership:

(a) Standard Form 97, The United States Government Certificate to Obtain Title to a Motor Vehicle, if both of the following apply:

(1) The motor vehicle will be retitled by a State, Commonwealth, territory or possession of the United States or the District of Columbia; and

(2) The purchaser intends to operate the motor vehicle on highways.

**Note to §102-34.315(a)(2):** Do not use Standard Form (SF) 97 if the Government-owned motor vehicle is either not designed or not legal for operation on highways. Examples are construction equipment, farm machinery, and certain military-design motor vehicles and motor vehicles that are damaged beyond repair in crashes and intended to be sold as salvage only. Instead, use an appropriate bill of sale or award document. Examples are Optional Form 16, Sales Slip—Sale of Government Personal Property, and Standard Form 114, Sale of Government Property—Bid and Award.

(b) Standard Form 97 is optional in foreign countries because foreign governments may require the use of other forms.

**Note to §102-34.315:** The original Standard Form 97 is printed on secure paper to identify readily any attempt to alter the form. The form is also pre-numbered to prevent duplicates. State motor vehicle agencies may reject certificates showing erasures or strikeovers.

**§102-34.320—How do we distribute the completed Standard Form 97?**

Standard Form 97 is a 4-part set printed on continuous-feed paper. Distribute the form as follows:

- (a) Original SF 97 to the purchaser or donee.
- (b) One copy to the owning agency.
- (c) One copy to the contracting officer making the sale or transfer of the motor vehicle.
- (d) One copy under owning-agency directives.

**Subpart H—Motor Vehicle Fueling**

**§102-34.325—How do we obtain fuel for motor vehicles?**

You may obtain fuel for any motor vehicle owned or leased by the Government by using:

- (a) A Government-issued charge card;
- (b) A Government agency fueling facility; or
- (c) Personal funds and obtaining reimbursement from your agency.

**§102-34.330—What Government-issued charge cards may I use to purchase fuel and motor vehicle related services?**

(a) You may use a fleet charge card specifically issued for this purpose. These cards are designed to collect motor vehicle data at the time of purchase. Where appropriate, State sales and motor fuel taxes are deducted from fuel purchases by the fleet charge card services contractor before your agency is billed. The GSA contractor issued fleet charge card is the only Government-issued charge card that may be used for GSA Fleet motor vehicles. For further information on acquiring these fleet charge cards and their use, contact the:

General Services Administration,  
ATTN: FCX,  
Washington, DC 20406.

(b) You may use a Government purchase card if you do not have a fleet charge card or if the use of such a government purchase card is required by your agency mission. However, the Government purchase card does not collect motor vehicle data nor does it deduct State sales and motor fuel taxes.

**Note to §102-34.330:** OMB Circular A-123, Appendix B, contains additional specific guidance on the management, issuance, and usage of Government charge cards. The Appendix B guidance consolidates and updates current Governmentwide charge card program requirements and guidance issued by the Office of Management and Budget, General Services Administration, Department of the Treasury, and other Federal agencies. Appendix B provides a single document to incorporate changes, new guidance, or amendments to existing guidance, and establishes minimum requirements and suggested best practices for Government charge card programs that may be supplemented by individual agency policy procedures.

**§102-34.335—What type of fuel do I use in motor vehicles?**

(a) Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer when fueling motor vehicles owned or leased by the Government.

(b) Do not use premium grade gasoline in any motor vehicle owned or leased by the Government unless the motor vehicle specifically requires premium grade gasoline.

(c) Use unleaded gasoline in all Government owned or leased motor vehicles designed to operate on gasoline and used overseas unless:

- (1) Such use would be in conflict with country-to-country or multi-national logistics agreements; or
- (2) Such gasoline is not available locally.

**§102-34.340—Do I have to use self-service fuel pumps?**

Yes. You must use self-service fuel pumps to the fullest extent possible.

**Subpart I—Federal Motor Vehicle Fleet Report**

**§102-34.345—What is the Federal Fleet Report?**

The Federal Fleet Report (FFR) is an annual summary of Federal fleet statistics based upon fleet composition at the end of each fiscal year and vehicle use and cost during the fiscal year. The FFR is compiled by the General Services Administration (GSA) from information submitted by Federal agencies. The FFR is designed to provide essential statistical data for worldwide Federal motor vehicle fleet operations. Review of the report assists Government agencies, including GSA, in evaluating the effectiveness of the operation and management of individual fleets to determine whether vehicles are being utilized properly and to identify high cost areas where fleet expenses can be reduced. The FFR is posted on the GSA, Federal Vehicle Policy Division Internet website (<http://www.gsa.gov/vehiclepolicy>).

**§102-34.346—How do I submit information to the General Services Administration (GSA) for the Federal Fleet Report (FFR)?**

(a) Annually, agencies must submit to the General Services Administration (GSA) the information needed to produce the Federal Fleet Report (FFR) through the electronic Standard Form (SF) 82, *Agency Report of Motor Vehicle Data*. Agencies must use the Federal Automotive Statistical Tool (FAST), an Internet-based reporting tool, to report required information to GSA. To find out how to submit motor vehicle data to GSA through FAST, go to <http://fastweb.inel.gov/>.

(b) Specific reporting categories, by agency, included in the FFR are—

- (1) Inventory;
- (2) Acquisitions;
- (3) Operating costs;
- (4) Miles traveled; and
- (5) Fuel used.

**Note to §102-34.346:** The FAST system is also used by agency Fleet Managers to provide the Department of Energy with information required by the Energy Policy Act and Executive Order 13149. In addition, the Office of Management and Budget (OMB) requires agency Fleet Managers and budget officers to submit annual agency motor vehicle budgeting information to OMB through FAST. (See OMB Circular A-11, *Preparation, Submission, and Execution of the Budget*.)

**§102-34.347—Do we need a fleet management information system?**

Yes, you must have a fleet management information system that—

- (a) Identifies and collects accurate inventory, cost, and use data;

- (b) Provides the information necessary to satisfy both internal and external reporting requirements;
- (c) Collects all costs incurred in the operation, maintenance, acquisition, and disposition of motor vehicles used for official purposes; and
- (d) Is capable of providing the data required for external reporting, such as FAST (see [§102-34.346](#)).

**§102-34.350—What records do we need to keep?**

For owned motor vehicles, you are responsible for developing adequate accounting and reporting procedures to ensure accurate reporting of inventory, cost, and operational data needed to manage and control motor vehicles.

**§102-34.355—When and how do we report motor vehicle data?**

(a) Within 75 calendar days after the end of the fiscal year, use Standard Form 82, Agency Report of Motor Vehicle Data, to report motor vehicle inventory, cost, and operating information. Send the Standard Form 82 to the:

General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

(b) Use separate forms to report data for domestic and foreign fleets.

(1) For motor vehicles lent to another agency during the reporting period, the owning agency reports all data.

(2) For motor vehicles transferred from one owning agency to another, each agency reports data for the time it retained accountability.

(c) Detailed instructions are included as part of the form. You can also complete the Standard Form 82 electronically using a computerized input medium. For further information, contact the:

General Services Administration,  
ATTN: MTV,  
Washington, DC 20405.  
Email: [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

**Subpart J—Forms**

**§102-34.360—How do we obtain the forms prescribed in this part?**

See [§102-2.135](#) of this chapter for how to obtain forms prescribed in this part.

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