

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
28 October 2014

*Fort Sill Supplement 1 to AR 58-1

Motor Transportation-General
Management, Acquisition, and Use of Motor Vehicles

Summary. This publication provides policy and procedures on the acquisition, management, and use of Non-Tactical Motor vehicles.

Applicability. This publication is applicable to all Fort Sill (FS) organizations and activities (including contracted organizations) except the special purpose vehicles (as described in paragraph 2-5 or paragraph 12-5 a. (1)(f)) assigned to the Directorate of Public Works (DPW) and the Network Enterprise Center (NEC).

Suggested Improvements. The proponent of this regulation is the Installation Transportation Officer (ITO), Logistics Readiness Center-Fort Sill (LRC-Sill). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the ITO.

Distribution. This supplement is distributed solely through Directorate of Human Resources, Administrative Services Division Homepage at:
http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This supplement supersedes Fort Sill Supplement 1 to AR 58-1, 1 March 2010.

AR 58-1, 10 August 2004, is supplemented as follows:

CONTENTS. Add the following:

ANNEX A, Greater Southwest Region Fleet Users Guide (with attachments A-H).

Appendix A, References add:

General Services Administration (GSA) Southwest Region Fleet User Guide (Annex A)

FS Form 833
Request for Motor Transportation

Appendix B, Glossary add:

LRC-Sill
Logistics Readiness Center-Fort Sill (formerly Directorate of Logistics (DOL))

Paragraph 1-4. Responsibilities. Add subparagraphs h(1) through (4) after subparagraph h:

(1) Installation Transportation Officer (ITO), Fort Sill, is responsible for the following:

(a) Exercising technical supervision over administration and operation of vehicles aligned with 407th Army Field Support Brigade (AFSB) Logistics Readiness Center-Fort Sill Billing Office Address Code (BOAC).

(b) Allocating vehicles in accordance with requirements based on available resources.

(c) Maintaining necessary records for requirements, authorization, distribution, operation, utilization and maintenance of vehicles.

(2) Transportation Motor Pool (TMP) is responsible for the following:

(a) Providing necessary vehicle support to Fort Sill units and activities, Inter-service Support Agreement (ISA) customers, and other authorized customers.

(b) Assuring efficient and economical utilization of vehicles.

(c) Assigning and withdrawing vehicles as required.

(d) Security and safeguarding of ignition keys/log books/credit cards/OTAP for vehicles within the TMP area is the responsibility of all TMP personnel. Direct responsibility lies with the using activity/unit supervisors for vehicles kept outside of TMP facilities.

(e) Ensuring each vehicle dispatched to a destination outside the Lawton area has been safety checked and is equipped with a spare tire, jack, lug wrench, credit card and Oklahoma Turnpike Authority Pikepass (OTAP), if required.

(3) Commanders and supervisors of activities utilizing vehicles are responsible for the following:

(a) Appointing a transportation coordinator for each unit at Brigade/Directorate level. Ensuring that transportation coordinators do not request transportation unnecessarily and that currently assigned vehicles are utilized to maximum extent.

(b) Centralizing, consolidating and scheduling details in order to accomplish designated tasks with minimal waiting time for the vehicle being utilized.

(c) Loading vehicles to fullest possible extent within authorized weight capacity in

order to eliminate unnecessary trips.

(d) Releasing vehicles immediately upon accomplishment of missions.

(e) Ensuring user drivers perform daily operator maintenance, in accordance with checklist provided by dispatch, on vehicles.

(f) Reporting any apparent misuse of vehicle furnished.

(g) Ensuring that accidents are properly reported and documented.

(h) Ensuring energy resources are not wasted or misused. Idling of engines solely for the purpose of keeping the vehicle cool or warm will not be permitted.

(i) Ensuring proper utilization, safety, security of vehicles, maintenance and completion of log book forms.

(j) Submitting detailed semiannual justifications which are due to TMP by 1 October and 1 April each year.

(4) Vehicle operator is responsible for the following:

(a) Carrying on his/her person, a valid, current license for type of vehicle being operated and ensuring that the vehicle is properly dispatched at all times.

(b) Wearing of seat belts by operator and passengers at all times in all vehicles equipped with such devices.

(c) Performing operator maintenance and inspection for damage before, during and after operations. Copies of operator daily maintenance are in equipment log books.

(d) Ensuring GSA schedules service on GSA owned fleet in conjunction with manufacturer's specifications for oil change, lubrication and other maintenance requirements. ITO specifies service of other vehicles.

(e) *Ensuring accident report forms, SF 91 (Operator report on Motor Vehicle Accidents) and DD Form 518 (Accident-Identification Card) are in the equipment log book.*

(f) Not operating a vehicle with a safety fault or fault that would do further damage to vehicle and recording all deficiencies on TMP furnished inspection form. Take vehicles with major deficiencies, to the TMP Dispatch Office as soon as possible. If inoperative, request maintenance/wrecker support by calling 580-442-2569 during duty hours or the Emergency Operations Center (EOC) during non-duty hours.

(g) Washing vehicle as necessary.

(h) Securing vehicle while not attended. Drivers/passengers will not leave engine idling while attended or unattended.

(i) Notifying TMP Operations Section, Building 2026 immediately following a vehicle accident involving activity's driver personnel, and instructing driver to report to Accident Report Clerk located in Building 2026 to complete the necessary accident report forms. If the vehicle operator is unable to report or complete the forms, then the operator's supervisor must accomplish this requirement. For accidents, the following apply:

(1) On-post accidents must be reported immediately to TMP. Do not remove the vehicle from accident scene until the accident has been investigated by military police. SF Form 91 must be filled out in ink at the accident scene and if possible, immediately turned in to Accident Report Clerk, Building 2026. Instructions are specified in FS Label 14 and in equipment log book.

(2) Off-post accidents will be immediately reported to civilian authorities and to TMP. SF Form 91 must be filled out in ink at the accident scene and mailed or otherwise delivered to LRC-Sill, Bldg 2258 Randolph Road, Attention: ASCW-LSI-T, Fort Sill, OK 73503-5100, within 72 hours there is damage to private property, include claim and insurance information with SF Form 91.

Paragraph 2-1. General. Add the following at the end of subparagraph a.:

The TMP is authorized to recall any vehicle assigned on daily or recurring dispatch to meet urgent or surge requirements beyond the capabilities of on call fleet. Vehicles will be returned to using units/organizations immediately following the surge requirement.

Paragraph 2-2. Elements of Non-Tactical Vehicle (NTV) Management. Add the following after subparagraph d(2).

(a) Submit requests for recurring dispatch vehicles (those required daily over an extended period of time) in a memorandum format and as prescribed by the TMP fleet administrator.

(b) These requests for recurring dispatch vehicles must include a full justification as to why a full-time vehicle assignment is required. All such requests will be signed by the Brigade Commander or civilian equivalent (Director) and have a fund cite attached and certified by the servicing budget office. Justifications will be reviewed and resubmitted annually.

Paragraph 2-2. Elements of NTV Management. Add the following after subparagraph d(3)(c).

(d) For one-time transportation requirements, the designated transportation coordinator or alternate will submit request to TMP administrator at usarmy.sill.407-AFSB.list.lrc-movement-operations-center@mail.mil, to arrive not later than 72 hours before transportation is required, excluding Saturday, Sundays, and holidays. Requests will be submitted in electronic format using the FS Form 833 (Request for Motor Transportation). Paper or faxed copied of the request will not be accepted. All requests will be routed through the servicing budget office that will affix and certify funds and will forward to the Transportation Office for action.

(e) All requests by Mission organizations must be routed through the FCOE G-4 for approval prior to sending to the Directorate of Resource Management (DRM) for funding.

(f) FORSCOM units requiring vehicle support beyond their capabilities will route requests to FORSCOM DRM analyst with funds certification authority to be forwarded to TMP administrator at usarmy.sill.407-AFSB.list.lrc-movement-operations-center@mail.mil.

(g) User drivers will be used to the maximum extent for all transportation requests. However, buses and troop transport vehicle will typically not be dispatched to units/organizations without an assigned driver.

Paragraph 2-3. Official Use of NTVs. Add the following after subparagraph (e).

(f) The Permissible Operating Distance (POD) for Fort Sill is 150 miles. Requests to use a Non-Tactical Vehicle for transportation to destinations beyond 150 miles must be fully justified and submitted to the ITO on a FS Form 833. The justification must clearly state why commercial means of transportation are not adequate or appropriate for the mission.

Paragraph 2-4. Restrictions. Add subparagraphs (g) through (i).

(g) Except for emergency vehicles, in performance of official duties (including range vehicles, wildlife management vehicles, and environmentalist vehicles) all vehicles will be restricted to improved surface roads. Improved surface roads are defined as those roads which as a minimum have been graded and graveled. Dirt range roads are not considered improved surface roads.

(h) Vehicles will not ford more than 6 inches of water and will use only fords with concrete bottoms. Speeds through water will not exceed 3 miles per hour.

(i) Vehicles will not be used to jump start, push, or tow any other vehicle. Disabled vehicles will be reported to the TMP dispatcher, at 580-442-2907, who will assist with recovery. After hours, the EOC, at 580-442-3241, will be contacted and they, in turn, will notify the TMP manager for assistance.

Paragraph 2-5. Utilization Goals. Add subparagraphs a., b., and c.

a. The TMP will review utilization of vehicles on recurring every 30 days. Data revealing poor utilization of each vehicle will be analyzed. If practicable, vehicles will be reassigned in order to improve overall utilization.

b. Quarterly, the Fort Sill Garrison Commander, Director, LRC-Sill, and the ITO/TMP administrator will review the entire GSA fleet utilization. All vehicles not obtaining standard of 500 miles per quarter will be reviewed during the quarterly Vehicle Utilization Review Board and a determination of continued assignment made.

c. All FSOK GSA vehicles assigned to customers will be physically dispatched through the TMP between the 15th and 20th day of each month. All vehicles will flow through TMP so actual mileage can be obtained so it can be reported to the GSA no later than the 30th day of each month. Failure to dispatch accordingly may result in the loss of assigned vehicle pending command review of asset.

PARAGRAPH 5-1. Bus Transportation Services, General. Add the following paragraphs after subparagraph b.(3):

c. GSA TMP buses/troop transporters are designed to carry personnel, their individual equipment, and assigned weapon. All personal baggage must fit on individual's lap. Transportation of bulk equipment to include tuff boxes and any other bulk equipment is to be coordinated by unit transportation coordinators through ITO/TMP administrator.

d. GSA TMP bus drivers are not authorized to allow bulk equipment to be loaded aboard their assigned vehicles.

e. GSA TMP Bus/Transporter priorities of movements are, in order: Emergency/Command Directed Transportation, requested Dining Facility schedule transportations, requested Field Movement Transportation, requested POI/Classroom Transportation, requested Graduation Transportation. All other non-scheduled transportation or changes requested within 72 hours from execution will be provided by TMP dispatch on first come, first served basis.

f. Mass transportation requested for movement of Soldiers less than three miles from billeting will be charged as reimbursable to requesting customer.

g. All requests for emergency transportation, movement of less than three miles or changes within the 72 hour window for set schedules must be approved through Brigade level command channels prior to TMP providing support for requested services.

h. All passengers transported will stay seated while bus or troop transporter is in motion. All passengers transported while standing will maintain direct hand contact with hand railing while bus or troop transporter is in motion. Noise levels of all passengers

will remain at a minimum, providing drivers the ability to monitor radio traffic, hear emergency sirens and stay focused on safely transporting passengers. All passengers transported will refrain from horseplay, foul language, spitting on floors and will remove all trash brought onto bus or troop transporter prior to exiting vehicles.

i. Noncommissioned Officers in Charge (NCOICs) are responsible for the actions of their Soldiers. NCOICs on the bus are not authorized to make changes to the bus schedule. The only authorized changes allowed are sent through the proper request channels. Once the bus is boarded, NCOICs will take all commands concerning transportation from the bus driver. If there is an issue between the NCOIC and driver, they will report it to their supervisors.

PARAGRAPH 10-3. Methods to Accomplish Maintenance. Add the following after 10-3. c.:

10-3 d. All vehicles will be serviced in accordance with (IAW) GSA published schedule. Current service schedules will be posted on the dispatch desk and periodic schedules will be sent via e-mail from TMP Administrator. All vehicles will have joint inspection conducted prior to GSA services being conducted. TMP personnel will utilize Form TD 001 to annotate any damages. GSA vehicles will be repaired to GSA Standards and all charges will be charged back to customers accordingly. Maintenance **above** GSA standards will be reimbursable by the customer/unit.

10-3 (e). User maintenance will be conducted IAW Attachment D of the published GSA southwest Region Fleet User Guide (Annex A). TMP Administrator will send annual update out to command levels so it can be disseminated to lowest levels possible.

**ANNEX A
GREATER SOUTHWEST REGION FLEET USERS GUIDE**

The GSA Fleet Management Program is required by section 211 of the Federal Property and Administrative Services Act of 1949, as amended, to recover all costs it incurs in providing vehicles and related services.

The provisions in this guide shall apply to all Federal agencies using the services of the GSA Fleet Management Program. Information and operating procedures are contained in the following attachments:

Attachments	Contents	Page
A	RESPONSIBILITIES	
	1. GSA Fleet Responsibilities	10
	2. Federal Agency Responsibility	10
	3. Agency-Operator Responsibility	11
	4. Vehicle Rate Schedule and Optional Equipment Rates	14
B	AVAILABLE SERVICES	15
C	USE OF SERVICES	
	1. Equipment Requirements	17
	2. Utilization Guidelines	17
	3. Rotation of Vehicles	18
	4. Assignment Receipt	18
	5. Billed Office Address Code (BOAC)	18
	6. Mileage Reporting Methods	18
	7. Contractor Use of GSA Fleet Vehicles	19
	8. Alternative Fuel Vehicles (AFVs)	20
	9. Unmarked GSA Vehicles	21
10. Card Services Team	21	
D	FUEL AND MAINTENANCE	
	1. Fuel	22
	2. General Maintenance	24
	3. Maintenance & Repair	25
	4. Instructions for Billing and Mailing	26
E	CARE OF GSA FLEET VEHICLES	28

Fort Sill Supplement 1 to AR 58-1, 28 October 2014

F	<p>ACCIDENTS: REPORTING AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> 1. General 2. Repairs 3. Agency Liability 4. Personal Liability 5. Withdrawal of Vehicle Support 	<p>30 30 30 31 31</p>
G	SPECIAL EQUIPMENT	32
H	VEHICLE REPLACEMENT STANDARDS	33

**ANNEX A, Attachment A
RESPONSIBILITIES**

1. GSA fleet responsibilities. The GSA Fleet is responsible for:

- a. Providing economical transportation and transportation services to meet the requirements of U. S. Government agencies and their personnel on official business;
- b. Providing proper identification of GSA Fleet vehicles;
- c. Obtaining optimum utilization of GSA Fleet vehicles;
- d. Providing procedures to ensure economical and safe operation of motor vehicles used in conducting official Government business;
- e. Promoting the use of alternative fuels;
- f. Maintaining emission test records and notifying using agencies when vehicles are due for emissions testing where applicable;

2. Federal agency responsibility. Federal Agencies are responsible for:

a. General responsibilities. Employees of the Federal Government entrusted with motor vehicles are responsible at all times for the proper care, operation, maintenance, and protection of the vehicle. It is the responsibility of every official to ensure that all employees under their supervision who use a GSA Fleet vehicle are fully acquainted with the requirements of this section.

b. Use for official purposes only.

(1) Use of Government furnished vehicles--Federal Travel Regulation (FTR 301-2.6) - When a Government furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 1344 as implemented in 41 Code of Federal Regulations (CFR), Federal Management Regulation (FMR) 102-34) which include transportation between places where the employee's presence is required incidental to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, place of worship, cleaning establishments, and such similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

(2) Violations - When a violation of the provisions listed in item number 1 (above) comes to the attention of GSA, the matter will be referred to the Central Office/Headquarters level of the agency concerned for investigation and appropriate action. The official in charge of the local office of the agency involved is responsible for investigating reports of unofficial use of GSA Fleet vehicles by their employees and for appropriate disciplinary action.

(3) Grounds for withdrawal of a vehicle - GSA may withdraw the issued vehicle from further use by the agency or its contractor if it is determined the using agency has not complied with the provisions of Federal Property Management Regulation (FPMR), Subpart 101-39.3, the vehicle has not been maintained in accordance with GSA Fleet maintenance standards, the vehicle has been used improperly, or the using agency has not reimbursed GSA for vehicle services. Improper use includes, but is not limited to, credit card abuse and misuse, continued violation of traffic ordinances, at-fault accidents, reckless driving, driving while intoxicated, use for other than official purposes, and incidental use when not authorized by the using agency.

c. Removing vehicles from defined areas.

(1) When an agency removes vehicles from the defined area of the issuing Fleet Management Center (FMC) for a period exceeding 90 days, the agency shall advise the issuing FMC of the location at which vehicles are currently in use; the date vehicles were moved to this location; and expected date the vehicles will be returned to original location.

(2) When GSA Fleet vehicles have been removed from the defined area of the issuing FMC for a period exceeding 90 days, the issuing FMC may elect to arrange to transfer accountability for the vehicles to the nearest FMC.

d. Operator misconduct or improper operation. Whenever a motor vehicle is damaged through misconduct or improper operation as defined in the 41 CFR (FPMR 101-39.406), the agency employing the operator of the vehicle will be furnished a complete statement thereof and shall be responsible for the damage. Costs resulting from such damage will be billed to the agency.

3. Agency-operator responsibility.

a. Operator. The operator of a vehicle assumes full responsibility for the equipment until its return to the FMC. This responsibility includes possession of a valid state driver's license, storage charges, and personal responsibility for traffic and parking violations. Additionally, operators are responsible for the accomplishment of both scheduled preventive maintenance and needed repairs. Vehicles should be maintained in a safe and presentable (clean) condition. Minor repairs should not be allowed to accumulate.

b. Employee. Employees issued a motor vehicle are responsible for exercising reasonable diligence in the care of the vehicle at all times. Failure to observe traffic regulations and to take proper care of a vehicle may be considered as justification for termination of the assignment or refusal of further vehicle issuance to such employee, after reasonable notice to the agency head of the activity concerned.

(1) GSA Fleet vehicles are to be protected from pilferage and malicious damage to the maximum extent possible. In the interest of economy, open storage shall be used whenever practical. If Government facilities are not available, Federal agencies electing to use commercial storage will bear all costs incurred.

(2) The vehicle operator must lock the vehicle when left unattended, except when prohibited by fire safety regulations. Car windows should be closed and the ignition, door, and trunk should be locked whenever the vehicle is left unattended. The GSA Fleet Card should be removed and kept in the possession of the driver in all instances.

c. Vehicle storage.

(1) GSA Fleet vehicles will be stored at the expense of the using agency. Storage facilities utilized by the using agency must provide protection from theft and malicious damage. **Damages caused by acts of nature will be charged to the using agency.**

(2) The operator must remove and properly safeguard the GSA Fleet Card at the using agency's office when the vehicle is left at a commercial facility for service, inspection, or repair. The operator must remove both the keys and credit card when the vehicle is parked or left unattended. **(NOTE: It is the operator's responsibility to inspect all repairs made to the GSA vehicles.)**

(3) GSA Fleet vehicles cannot be stored at an employee's residence or in his/her garage, except in those cases where a properly authorized official of his/her agency has determined such storage to be in the best interest of the Government and has given the employee written approval. Home-to-work use of a GSA Fleet vehicle must be approved and documented in accordance with Public Law 99-550.

d. Display of agency legend, decals, and bumper stickers on GSA Fleet vehicles. An agency desiring to display its name as part of the vehicle identification is required to submit a request and justification to their servicing Fleet Management Center. The request should include a statement that the agency will furnish decals and will pay all costs for applying and removing the name of the agency, including any necessary restoration of the vehicle.

e. Driver qualification. It is the responsibility of the using agency to ensure the driver is qualified to operate the type of vehicle he/she is assigned to operate and is licensed as required by the State and/or the Department of Transportation (DOT). As prescribed by Commercial Motor Vehicle Safety Act of 1986, all drivers of commercial motor vehicles (CMV) must have a commercial driver's license to operate any of the following:

(1) A single vehicle having a gross vehicle weight rating (GVWR) in excess of 26,000 pounds;

(2) A trailer with a GVWR of more than 10,000 pounds if the combination weight rating is more than 26,000 pounds;

(3) A vehicle designed to transport more than 15 persons (including the driver); or,

(4) Any size vehicle used in the transportation of hazardous materials requiring a vehicle placard under 49 CFR Part 172, (your state may have additional definitions of a CMV).

NOTE: The using agency is responsible for attaining, updating, and maintaining any qualifications and requirements associated with a commercial vehicle license endorsement.

f. In the event a vehicle or any of its component parts, including license plates, is lost or stolen, it will be the responsibility of the operator to report the theft to: (a) his/her immediate supervisor, (b) the appropriate Fleet Management Center, and (c) follow lost/stolen license plate procedures.

g. There is no immunity for operators of GSA Fleet vehicles from citations issued for parking in a fire hydrant area, restricted zones, double-parking, nonpayment of parking meter fees, etc. Citations for such violations must be responded to and become the personal liability of the vehicle operator.

h. All drivers of Government owned or leased vehicles must comply with all traffic and safety laws and regulations. All agencies will be responsible for the payment of all traffic and parking violations and all toll tag and toll fee charges.

i. Executive Order 12566, dated September 26, 1986, requires motor vehicle occupant restraint systems to be used by the driver and all passengers at all time. Supervisors of Government vehicle operators should take action to ensure motor vehicle accidents involving agency personnel are kept to a minimum and personal safety and prevention of injury are assured.

j. Each vehicle is supplied with the following items:

(1) Vehicle Operator's Manual

- (2) GSA Fleet Card
- (3) GSA Form 1627, Motor Vehicle Accident Reporting Kit
- (4) SF 91, Operator's Report of Motor Vehicle Accident
- (5) SF 94, Statement of Witness (2 copies)

k. Prohibited use of tobacco products in GSA Fleet vehicles 41 CFR (FPMR Subpart 101-39.300). The use of tobacco products is prohibited in GSA Fleet vehicles. The agency to which the vehicle is assigned is responsible for ensuring its employees do not use tobacco products while occupying GSA Fleet vehicles. If a customer agency violates this prohibition, the agency will be charged for the cost of cleaning the affected vehicle(s) beyond normal detailing procedures to remove tobacco odor or residue or repairing damage caused as a result of tobacco use. The decision to perform such additional cleaning or repair will be made by the GSA Fleet Manager based upon the condition of the vehicle when assigned, the degree of tobacco residue and damage, and the cost effectiveness of such additional cleaning.

4. Vehicle Rate Schedule and Optional Equipment Rates. A current listing of the GSA rate schedule and the Optional Equipment rates can be obtained from the GSA, Fleet Leasing website at <http://gsa.gov/vehiclerates>.

**ANNEX A, Attachment B
AVAILABLE SERVICES**

1. Rental. Rental of non-tactical vehicles, i.e., passenger cars and vans, sport utility vehicles, light to heavy duty pick-up trucks, cargo trucks and vans, semi trucks, buses and some special purpose vehicles are available to Federal agencies on a continuous assignment, seasonal or unusual types of assignment, or on emergency request. Seasonal, unusual, or emergency requests will be based on vehicle availability at the servicing FMC. Please contact your local FMC locations for leasing information.

2. Short Term Rentals (STR). The STR program can help you accomplish your mission by providing the right vehicles for seasonal work, special events, or surge related requirements. It is also a worry-free solution when you have a vehicle out of service due to an accident or maintenance. The STR program **CANNOT be used for TDY purposes**. In addition, please note that the maximum length of any one rental contract cannot exceed 60 days, per 41 CFR (FMR 102-34.25). Vehicle needs that exceed 60 days in length must be competed and new rental contracts issued.

3. Vehicle rental rate. The GSA rental rate is a combination of a mileage rate and monthly lease rate based on the class and type of vehicle leased. This rental rate covers all costs such as fuel, maintenance, depreciation, and replacement vehicle. Additional charges above the basic rental rates may be charged to the agency for reimbursement of damaged property. Explanation will be provided to the agency by the FMC. A current listing of the GSA rate schedule and the Optional Equipment rates can be obtained from the GSA Fleet Leasing website at <http://gsa.gov/vehiclerates>.

4. Driver Training. A free on-line defensive driving course is available to all GSA Fleet customers. This four hour course was designed by the National Safety Council and is accessible through GSA Fleet Drive-thru. The course offers an engaging, interactive learning environment where drivers can analyze real driving situations, spot driving hazards, and identify the proper corrective actions. The goal is safer drivers, fewer accidents and injuries, and lower costs. The defensive driving course can be accessed through GSA, Fleet Drive-thru (<http://drivethru.fss.gsa.gov/drivethru/drivethru/>).

5. Vehicle repair and preventive maintenance services. GSA Fleet provides Federal agencies with a "toll-free" telephone number to arrange for vehicle repair and/or preventive maintenance service by calling the Maintenance Control Center (MCC) at 1-866-400-0411. Repair authorizations are needed for all maintenance/repairs over \$100 (to include purchases for all tires and batteries).

6. Vehicle Monitoring. The latest technology in vehicle monitoring equipment can help maximize the utilization of vehicles and improve safety by identifying poor and/or hazardous driving practices. GPS and cellular communication provide real time data on vehicles using a password protected web-site.

7. Vehicle sales. GSA utilizes commercial auto auction contractors to dispose of vehicles that meet the GSA vehicle replacement standard. GSA Fleet vehicle sales offer quality vehicles with many of the options that the public expects in a late model car or truck. These vehicles have been serviced regularly and maintained in good condition. Information on vehicle sales can be obtained from <http://www.autoauctions.gsa.gov>.

**ANNEX A, Attachment C
USE OF SERVICES**

1. Equipment requirements.

a. Request for vehicles.

(1) Requests for vehicles on an indefinite assignment must be provided in writing in accordance with the requirements of 41 CFR (FPMR 101-39.204). Available vehicles may be assigned only upon receipt of a valid written request.

(2) Applicants should check with the appropriate GSA fleet manager for the required justification and format when requesting assignment of initial and/or additional vehicles. Each request should include the information required by FPMR. Some of the basic information is:

- (a) Vehicle type
- (b) Special equipment
- (c) Estimated monthly mileage
- (d) Period of assignment
- (e) Billed Office Address Code (BOAC)
- (f) Fuel Type
- (g) Signature of approving official

b. Seasonal or unusual requirements. Agencies or activities having seasonal or unusual requirements for vehicles or vehicle services should inform the FMC as far in advance as possible, preferably 3 months in advance. This lead-time allows the FMC an opportunity to acquire additional equipment, if necessary, or to make other arrangements.

2. Utilization guidelines. FPMR 101-39.301 prescribes the following minimum mileage objectives:

- a. Passenger-carrying vehicles - 1,000 miles/month; 12,000 miles per year;
 - b. Trucks, 12,500 GVW and under - 835 miles/month; 10,000 miles per year;
 - c. Trucks, 12,501 to 24,000 GVW - 625 miles/month; 7,500 miles per year;
- and
- d. Truck tractors - 835 miles/month; 10,000 miles per year.

3. Rotation of vehicles. GSA Fleet vehicles on high mileage assignments may be rotated with those on low mileage assignments to ensure more uniform overall fleet utilization. In cases where the continued use of a vehicle is essential but its miles traveled are not consistent with utilization guidelines, the using agency may be required to justify, in writing, retention of the vehicle. Each GSA Fleet manager will decide on a case-by-case basis which vehicles, if any, will be rotated based upon vehicle type, vehicle location, location and availability of replacement vehicles, and the mission of the using agency.

4. Assignment receipt. Upon determination to assign a vehicle, the FMC will prepare a GSA Form 1152, Motor Vehicle Assignment Receipt/Termination Transaction, or a Vehicle Accountability Form to be signed by an authorized representative of the requesting agency. A copy of the receipt will be furnished to the requesting agency upon delivery of each assigned vehicle. Upon termination of a vehicle from assignment, a new GSA Form 1152 or Vehicle Accountability Form will be completed, at the time of termination, with a copy given to the customer.

5. Billed Office Address Code. Customer agencies should furnish their BOAC number for billing purposes. The BOAC provides the basis of a single six-digit billing number for identifying a particular office on a nationwide basis. A further explanation is provided below:

a. It identifies the activities and addresses to which all FMC services are billed. The BOACs are established by GSA Finance Office in Kansas City, MO. All requests for new BOACs, address changes, and deletions should be made through your servicing FMC.

b. In addition to the basic six digit BOAC entered on the GSA Form 1152, customers may elect to use a two digit fund code and/or two accounting fields (ACCT1, ACCT2) eight digits each. These fields are alphanumeric and may be used by the customer to assist in properly expensing GSA costs.

6. Mileage reporting methods. The customer agency will be responsible for reporting mileages each month using one of the methods listed below:

a. GORP - Get Odometer Reading at the Pump (GORP) is the newest and easiest way to report mileage and is the most preferred method for reporting mileage. When paying for fuel with your Fleet Services card, you are prompted to key in vehicle and mileage information. GSA Fleet will electronically retrieve the mileage from your last fuel purchase (for the month) and use it as your ending mileage. In utilizing the GORP method, you will greatly reduce the manual work involved in reporting mileage. This tool makes it easy and fast to report your mileage. Current mileage reporting systems such as 494 postcards, Dial-a-mile and Mileage Express are less convenient and more time consuming. Please contact your local FMC if you are interested in reporting your mileage with the use of GORP.

b. File Transfer Protocol (FTP) - FTP is best utilized by those customers having 100 or more vehicles that maintain their fleet inventory and mileages with the use of an internal database. Customers utilizing FTP must have access to the Internet. Customers interested in utilizing the FTP process should contact the FTP coordinator at **(703) 605 - 2933**. The coordinator will forward the software and record the layout to the customers that FTP their mileages each month. The FTP needs to be sent in a timely manner before the end of the month to ensure there are no problems resulting in the FTP having to be redone. The FTP process is the 2nd most preferred method for mileage reporting.

c. Mileage Express - Mileage Express is utilized via the Internet at <http://drivethru.fss.gsa.gov/drivethru/drivethru/>. Mileages entered in "Mileage Express" should be entered by the last business day of each month. In order to access Mileage Express, you will need your customer number and access code. This information can be obtained by contacting your local FMC.

d. Dial-a-Mile - Dial-a-Mile is intended for those customers with 20 or less vehicles that do not have access to the Internet. When contacting dial-a-mile, you will be required to have your access number which can be obtained by contacting your servicing fleet management center. Dial-a-Mile should be done by the last business day of each month. The telephone number to contact "dial-a-mile" is **1-877-472-3773**.

7. Contractor use of GSA Fleet vehicles. Federal Acquisition Regulation (FAR) 51.2 prescribes policies and procedures for use by contractors of GSA Fleet vehicles and related services. In this subpart, contracting officers may, if it is in the Government's interest, authorize cost-reimbursement contractors to obtain, for official purposes only, GSA Fleet vehicles and related services. Government contractors, performing other than cost-reimbursement contracts (e.g. fixed-price contractors), may not be authorized to use GSA Fleet vehicles and related services without the specific approval of the Assistant Commissioner of the FAS, Travel Motor Vehicles and Card Services, who has been delegated approval authority. All requests/authorizations for fixed price contractors to use GSA Fleet vehicles should be forwarded to the FMC prior to submission to the Assistant Commissioner of the FAS, Travel Motor Vehicles and Card Services. The contracting officer of the agency requesting/authorizing its contractors to use GSA Fleet vehicles must provide a letter to the GSA FMC certifying that all requirements delineated in FAR 51.202 are met. These items pertain to both cost-reimbursement and other than cost-reimbursement contractors. The agency contracting officer must:

a. Determine that the authorization will accomplish the agency's contractual objectives and effect demonstrable economies;

b. Received evidence that the contractor has obtained motor vehicle liability insurance;

- c. Arranged for periodic checks to ensure that authorized contractors are using vehicles and related services exclusively under **THE AUTHORIZED** contracts;
- d. Ensure that contractors establish and enforce suitable penalties for their employees who use vehicles for other than performance of Government contracts;
- e. Receive a written statement that the contractor will assume, without the right of reimbursement from the Government, the cost or expense of any use of vehicles and services not related to the performance of the contract;
- f. **Consider any recommendations of the contractor;**
 - (1) Authorizations shall –
 - (a) Be in writing;
 - (b) Cite the contract number;
 - (c) Specify any limitation on authority;
 - (d) Instruct the contractor to comply with the applicable policies and procedures provided in this subpart;
 - (2) Authorizations to subcontractors shall be issued through, and with the approval of, the contractor.
 - (3) Contracting officers authorizing contractor use of Fleet vehicles and related services subject their agencies **AND CONTRACTORS** to the responsibilities and liabilities provided in 41 CFR (FPMR 101-39.4) regarding accidents and claims.

NOTE: Indian tribal activities with grants or contracts under the auspices of the Indian Self-Determination Act and specifically approved by the Secretary of the Interior or the Secretary of Health and Human Services are eligible to use GSA Fleet vehicles if such support is available.

8. **Alternative Fuel Vehicles (AFVs).** **EPACT 2005 and Executive Order 13149** The Energy Policy Act of 2005 (EPACT 2005) and Executive Order (E.O.) 13149 require Federal agencies to acquire 75% of their annual light duty vehicle acquisitions within metropolitan statistical areas (MSAs) as AFVs. EPACT 2005 requires GSA Fleet to spread the incremental cost of AFVs over the entire GSA leased Fleet. E.O. 13149 requires agencies to reduce petroleum consumption by 20% based on their 1999 consumption levels. In order to meet these goals, GSA has met with headquarter agency representatives to discuss their strategies for meeting the legislative requirements. These strategies are:

- (a) Meet customer AFV plans by 100%;

(b) Order all replacements, consolidations and additional with low cost alternative fuel vehicles, where appropriate;

(c) Remain fuel neutral; and

(d) Rely on private sector for maintenance and repair and fueling for AFVs/HEVS.

NOTE: Public Law 107-107. *The National Defense Authorization Act for Fiscal Year 2002, also known as Public Law 107-107, requires Department of Defense (DOD) agencies to acquire light duty HEV trucks in non-MSAs.*

9. Unmarked GSA vehicle. In accordance with 41 CFR (FMR 102-34), requests and certifications for unmarking GSA Fleet vehicles (i.e., exemption from using official U.S. Government tags and other identification) should be submitted from the requesting Agency Head to their servicing GSA Fleet Management Center. Evidence of properly delegated authority must be furnished with the certifications.

a. Activities with unlimited exemptions identified under 41 CFR (FMR Bulletin B-12 - located at www.gsa.gov/bulletin) need only request an unmarked vehicle from the appropriate Fleet Manager, certifying the use of the vehicle is in accordance with the applicable regulation.

b. GSA Fleet will no longer routinely permit customers to maintain possession of G-tags after a vehicle has obtained state plates. Customers must return the G-tags to their GSA Fleet Service Representative as soon as possible after customer receipt of state tags. In the event a customer requests to keep the G-tag with the state-plated vehicle, a customer must submit a written justification request for approval to the FMC Manager. If approved, the FMC will maintain copies of the approval letter on file. If the justification is approved, the customer may maintain possession of G-tags and must agree in writing to keep the tags secured. If the justification is not approved, the customer must turn in G-tags to their FSR who will destroy the tags and document the destruction.

10. Card Services Team. GSA Fleet will monitor all credit card transactions (to include credit card usage and maintenance) from a vehicle's initial assignment to its final termination and will provide the using agency with updates and information that is timely and conducive to meeting mission requirements. The Card Services Team coordinates with each Fleet Management Center to ensure fraud, waste, and abuse are detected in a timely manner.

**ANNEX A, Attachment D
FUEL AND MAINTENANCE**

1. Fuel.

a. GSA Fleet Card. A government credit card is issued with all vehicle assignments and is used to obtain fuel, service, maintenance and repair on the GSA vehicles. Each fleet card is unique to the vehicle that it is assigned to and is not to be used for personal items nor should it be used for other government or privately owned vehicles. The fleet card can be used to purchase regular unleaded gasoline (or the lowest price gasoline option at the pump), ethanol, diesel, oil, and other such products and services as listed in (4) below, from commercial facilities.

(1) Vehicle operators must utilize self-service pumps whenever possible in order to take advantage of the lower prices. The vehicle operator will be prompted at the pump or inside the station to enter an Access Code/Personal Identification Number (PIN). Information on the use of the PIN will be provided by your servicing Fleet Management Center.

(2) Vehicle operators using alternative fuel vehicles should use alternative fuel in bi-fuel and flex-fuel vehicles as a first choice when such fuels are available.

(3) If you encounter a problem at a service station you should call Wright Express at 1-866-WEX-4GSA, also printed on the backside of the card for your convenience.

(4) In addition to the purchase of fuel and oil, use of the credit card is encouraged to purchase maintenance and repair services, washing and cleaning services, and miscellaneous vehicle maintenance related items such as antifreeze, windshield wipers, light bulbs and lamps. All miscellaneous maintenance items are to be purchased and applied by an authorized service center.

(5) The vehicle operator is responsible for ensuring that services and products are received as charged.

(6) Like the vehicle itself, the GSA Fleet Card becomes the responsibility of the operator. If the card is lost, stolen, or misused in any way, the operator and/or employing agency may be held liable. If your vehicle fleet card has been lost, stolen, or is inoperable you must contact Fort Sill TMP personnel as soon as possible. TMP personnel will submit a request for a replacement card to replacementcards@gsa.gov (requests must originate from a government email account) or by FAX to 1-888-423-6848. Please note your email and/or FAX request must contain the following information: The vehicle license plate number; the reason for replacement (lost, stolen, or inoperable), a statement explaining the circumstances, and the agency's official contact information for the vehicle.

(Note: Federal Express cannot deliver to a Post Office Box). The GSA Fleet Card, as with all credit cards, can be easily compromised. Therefore, it is imperative that those entrusted with it should take the following precautions:

(a) Remove and properly safeguard the GSA Fleet Card when the vehicle is parked, left at a commercial facility for service, inspection, or repair, or otherwise left unattended;

(b) While in travel status, keep the GSA Fleet Card in your possession at all times;

(c) When the vehicle is stored at an agency location, keep the GSA Fleet Card in a secure place in the agency office; and

(d) When the vehicle is stored at an FMC, leave the GSA Fleet Card and vehicle keys at the FMC for safekeeping.

(7) GSA Fleet is no longer able to reimburse Federal agency employees when they have to use cash or a personal credit card to purchase gasoline or related services at authorized vendors. The employee must provide adequate documentation to the servicing Fleet Manager and if acceptable, the servicing Fleet Manager will issue a credit to the Federal agency on the GSA Form 2556 Miscellaneous Charges and Adjustment Transactions, listing the out-of-pocket purchases. The applicable Federal agency will be responsible for handling any subsequent reimbursement to their personnel.

b. Supplies:

(1) The need to conserve energy and control expenses associated with fuel costs continues to be a matter of concern. The acquisition of fuel efficient vehicles and upgrading preventive maintenance programs to achieve more efficient and economical operation of these vehicles are examples of GSA efforts in these areas. Regular grade leaded gasoline must never be used in vehicles requiring unleaded gasoline or diesel fuel. When purchasing fuel from commercial outlets, vehicle operators are required to **use self-service pumps, and ensure that regular unleaded gasoline (or the lowest price gasoline option at the pump) is used, or for vehicles powered by diesel fuel, the operator must ensure that only ultra low-sulfur diesel fuel is used.** The following exemptions from this policy may apply.

(a) Physical limitations of the vehicle operator;

(b) Service station refusal to honor the GSA Fleet Card for fuel pumped at self-service islands; and

(c) Severe weather conditions.

(2) Most major service stations accept the GSA Fleet Card. Drivers should verify the service station accepts the GSA Fleet Card prior to obtaining services.

(3) When purchases reflect improper credit card usage, the fleet manager may bill back to the customer agency the amount of purchase, plus a 10 percent administrative service charge. The customer agency must be notified in writing, usually via a completed GSA Form 2556 of all unauthorized or fraudulent purchases and subsequent bill-backs. A listing of questionable purchases citing the GSA Fleet Card account number will be enclosed with the written notification. Any suspected fraudulent use of the GSA Fleet Card shall be reported, in writing, through the Director, 7QMDB, to the Office of the Inspector General. The Director, Fleet Management Division, will also be provided a copy of the report.

2. General maintenance. Vehicles must be properly maintained in safe operating condition. Operators of GSA Fleet vehicles play a major role in assuring this. Items such as lights, horn, windshield wipers, tires, and brake operation are among the items for driver inspection. These items should be checked prior to taking the vehicle to the service station or repair shop for preventative maintenance service. After checking the safety items, the vehicle operator should list any deficiencies and have them repaired at the time service is performed. Following this procedure will increase driver awareness of vehicle safety and enhance the overall preventive maintenance program.

a. Preventive maintenance program.

(1) The preventive maintenance program is designed to provide maximum safety, efficiency, and economy in the operation of motor vehicles and minimize lost vehicle time caused by extensive repairs. The fleet management program requires periodic inspection and servicing of all GSA Fleet vehicles.

(2) To ensure uninterrupted service, motor vehicle preventive maintenance shall be performed on a scheduled basis and in accordance with instructions provided to the agency. **(NOTE: It is of the utmost importance that preventive maintenance inspections are accomplished on-time, as these schedules are established in accordance with the vehicle manufacturer's recommendation, and if the scheduled inspections become delinquent, the vehicle manufacturer is empowered to void that specific vehicle's warranty coverage.)**

(3) Each vehicle is provided with an operator's manual containing instructions which outline the driver's responsibility for having preventive maintenance inspections performed on a mileage or time basis in accordance with notification received. The operator's manual also contains information about vehicle operation and maintenance, the availability of supplies, the GSA Fleet Card, accident reporting forms, etc.

b. Emissions inspections.

(1) In accordance with the Clean Air Act, as amended, and the implementing regulations issued by the Environmental Protection Agency (EPA), all Federal agencies are required to comply with the motor vehicle emissions testing programs established for the localities in which the vehicles are operated. GSA will monitor testing of GSA Fleet vehicles in compliance with applicable State laws; operators of GSA Fleet vehicles are responsible for having the emissions tests performed.

(2) Customer agencies are required to report to the FMC the zip code of the primary location of each assigned vehicle and also advise the FMC if that location changes. The FMC will notify the customer agency when any emissions test is due. Failure of an agency to comply is a violation of Federal law and exposes that agency to enforcement action by the EPA.

(3) State and Local Government vehicle emission requirements. Some State and local governments enacted legislation requiring exhaust emissions tests on a regular basis. Agencies operating GSA fleet vehicles within these areas for a period over 90 days must have the emissions test performed on each vehicle. Records indicating the test results, inspection station numbers, technician I.D., etc., must be forwarded to the FMC. This information is needed by GSA to complete the annual reports required by the various state and local governments.

(4) Emission test exemption. All vehicles delivered in Colorado's emissions test area are exempt from emissions testing for the first 3 years of life. An exemption sticker is placed in the windshield prior to delivery. Vehicles delivered to Utah are exempt from emissions testing the first year. **NOTE: The customer agency will be responsible for all payments or charges related to Department of Transportation (DOT) state inspections.**

3. Maintenance and repair. The MCC is responsible for procuring maintenance and repair services necessary for the safe and dependable operation of your GSA assigned vehicle. Customers are required to call the MCC prior to obtaining any needed repair, service, or supplies estimated to cost over \$100 and/or repairs that include new tires and batteries. **Maintenance and repair authorization service is available by calling the toll-free number 1-866-400-0411 and following the prompts.** MCC personnel are trained technicians who, through an automated data base containing both complete maintenance histories of each GSA vehicle plus repair sources for repairs of all types, are responsible for diagnosing repairs required and directing customers to the appropriate facility. In addition, the technician will assume responsibility for authorizing work required of the commercial facility and providing information regarding payment for work performed.

a. Obtaining regular services and maintenance. Maintenance and repair services will be obtained from commercial or contract sources. Repairs should be performed when possible by maintenance facilities that accept the GSA Fleet Card. Gasoline, oil, grease, and other necessary service station services should be purchased using the GSA Fleet Card furnished with each vehicle.

(1) Repairs costing less than \$100. The vehicle operator is authorized to secure repairs and services costing less than \$100; however, **the MCC must approve all new tires and batteries.** If additional authorization is needed, telephone the MCC by calling 1-866-400-0411. Any purchase of carry out parts by a customer agency employee is not allowed without prior approval from the FMC.

(2) Repairs exceeding \$100. The agency must obtain advance approval from the Maintenance Control Center (MCC), 1-866-400-0411 (prompt# 1), for all maintenance and repair services (to include all tires and batteries) exceeding \$100.00, including parts and labor. The MCC will direct the user to a repair facility and provide authorization to the vendor for the necessary repairs. **Note: The agency will need to obtain advance approval from the Accident Management Center (AMC), 1-866-400-0411 (prompt# 2), to include all body repairs and glass repairs.**

b. Obtaining emergency vehicle repairs. Emergency repairs are unscheduled repairs that take place after hours, or when it is impossible or impractical for the driver to contact the MCC, FMC or the Fleet Manager. The limit for emergency maintenance repairs charged to the GSA Fleet Card is \$500 and the phone number 1-866-WEX-4GSA can be found on the back side of the Wright Express card for your convenience. It is also the responsibility of the vehicle operator to contact the MCC or FMC the next working day to report the circumstances of the emergency repairs and to obtain instructions regarding further actions that are necessary. It is important to understand the distinction between unscheduled repairs and emergency repairs. The \$100 limit on unscheduled maintenance will remain the same. Unscheduled repairs are those repairs that have not been planned (i.e.; a roadside vehicle breakdown during normal working hours). **NOTE:** If it is determined by the servicing GSA Fleet Manager that a customer is using the GSA Fleet Card for something other than the purchase of fuel, lubricants and associated services, or repairs, the GSA Fleet Manager may bill the responsible customer agency back for unauthorized purchases.

4. Instructions for billing and mailing. The preferred method of payment for repairs and maintenance is the GSA Fleet Card. Any deviation from this method of payment should be agreed upon prior to or at the time of the purchase. Customer activities or commercial vendors with questions regarding the method of payment should contact the MCC at 1-866-400-0411. In those instances where the use of the GSA Fleet Card is not possible, the vendor repair facility shall invoice GSA for services provided (see the Vendor Maintenance Procedures Card provided to each vehicle operator). **The vehicle operator is not to retain the invoice for any reason.** The vehicle operator shall ensure the vehicle license tag number, odometer reading, and authorization number provided by the MCC appears on each invoice. The vehicle operator is to ensure that the services are received as billed prior to leaving the repair facility. The vehicle operator must

sign and date the invoice verifying the service was received, and request that the vendor mail the invoice the same day repairs or services are accepted, to:

GSA Fleet Mgmt PPC (7QMDCA)
819 Taylor Street, Room 6A00
Fort Worth, TX 76102
Phone: 866-400-0411
Fax: 817-574-2601

If the charge for repair or service is incurred against a GSA Fleet Card; DO NOT submit those invoices to the address identified above.

When the vehicle point of contact, address, or telephone numbers change, please ensure that your local FMC is notified via telephone or a "Change of Address" notice, as soon as possible.

**ANNEX A, Attachment E
CARE OF GSA FLEET VEHICLES**

Vehicle appearance and condition.

a. Customer agencies are ultimately responsible for the overall appearance and condition of assigned GSA Fleet vehicles. Failure to comply with these responsibilities frequently results in increased operating and administrative costs for the GSA Fleet. GSA is required, by law, to recover all costs in the operation of the GSA Fleet. Rather than imposing an overall rate increase to recover these additional costs, it is GSA's policy to bill agencies direct for the cost of repairs to assigned vehicles that have not been properly maintained or cared for. This policy is in accordance with the 41 CFR (FPMR 101-39.406).

b. To avoid being charged for vehicle repairs or handling fees resulting from improper maintenance, abuse, or neglect, GSA customer agencies should maintain the vehicles assigned to them according to GSA Fleet maintenance procedures. All necessary repairs and services should be coordinated with GSA and accomplished in a timely manner. Upon initial assignment, using agencies should inspect all vehicles prior to signing receiving documents. Defects arising from this inspection must be brought to the attention of the FMC personnel. Specific questions should be referred to the MCC or appropriate FMC.

c. GSA or its representative will jointly inspect vehicles with using agencies upon assignment, termination, and rotation. Disputes regarding responsibility for repairs or damage will usually be resolved at that time. Agencies will be billed for the total cost of all damages resulting from neglect or abuse of assigned or issued GSA Fleet vehicles. Neglect is characterized as failure to maintain a vehicle in a safe and operable condition and non-compliance with GSA Fleet maintenance standards. Abuse is characterized as failure to exercise reasonable care in operating a vehicle. GSA will bill agencies for the total cost of damage due to acts of nature, accident, incident, and off-road operation except when a third party is at fault and the agency has supplied all required information to GSA to make a claim against the third party. Whenever a using customer agency is billed for vehicle repairs, accident damage, or handling fees, GSA will notify the agency of the details surrounding the billing.

d. In addition, program changes have necessitated the assessment of a handling fee which may be charged when GSA Fleet vehicles are turned in to GSA needing maintenance or repairs which should have been accomplished while the vehicle was assigned. This handling fee is necessary to recover the additional cost to the GSA Fleet for performing this work. The handling fee assessed will be 10 percent of the cost of the repair with a minimum of \$25 and a maximum of \$100. All vehicle repairs billed back to customer agencies will be consolidated to the fullest extent possible to avoid charging double handling fees.

e. GSA will adhere to the national policy and guidelines in determining cost recoveries to the using agency. Consideration will be given to the age, mileage, and overall condition of the vehicle, the cost of repairs, and the impact on vehicle value by making the repairs, and the future use of the vehicle.

**ANNEX A, Attachment F
ACCIDENTS: REPORTING AND RESPONSIBILITY**

The operator of a vehicle is responsible for calling 1-866-400-0411 regarding all accidents and following the prompts. All GOV related accidents should be reported directly to the Accident Management Center (AMC) within 48 hours of an accident.

1. General.

a. Officials, employees, and contractors responsible for the operation of GSA Fleet vehicles shall comply with procedures established by 49 CFR (FMR 102-34).

b. Customer agencies utilizing GSA assigned vehicles are responsible for ensuring that vehicle operator(s) involved in accidents report information pertaining to the accident utilizing SF 91, Motor Vehicle Accident Report; SF 94, Statement of Witness, etc., provided with each vehicle packet, within 5 days of the accident. Vehicle operators are cautioned to not make statements as to responsibility for the accident except to agency supervisory personnel or Government investigating officers.

c. When an accident has resulted in a fatality, the agency employing the vehicle operator should notify the appropriate FMC manager, as well as the AMC, and provide the following information as soon as possible but not more than 48 hours from the time of the accident: **Vehicle tag number, date, time, location of accident, name of deceased, number of passengers in GSA vehicle, identification of other vehicle and occupants involved, safety belt usage, air bag deployment, and any other circumstances surrounding the accident.**

2. Repairs. It is the AMC's responsibility to process the accident, ensure quality repairs are obtained and completed in a timely manner. If an inordinate amount of time elapses concerning repairs, or the quality of the repair is questionable, please contact your servicing FMC Fleet Service Representative as soon as possible.

3. Agency liability.

a. Whenever GSA vehicles are damaged through improper operation as stated in 41 CFR (FPMR 101-39.4), **all costs incurred in the removal, repair, or replacement of vehicles will be charged to the agency employing the operator.**

b. The basis for determining responsibility for negligence or misconduct that caused damage will be the findings of investigations conducted by, and in accordance with, administrative regulations of the agency employing the vehicle operator. Where agencies do not have established investigating procedures, GSA will investigate and affix responsibility in accordance with its established procedures.

c. Using agencies are financially responsible for damage to GSA provided law enforcement vehicles used in the pursuit and/or apprehension of known or suspected violators of the law. GSA will not attempt to recover damages from third parties involved in such pursuit activities. GSA will bill the using agency direct for such damage; and any attempt to recover monies from the third party will be the using agency's responsibility.

d. It is the responsibility of agencies operating GSA Fleet vehicles to supply a SF 95, Claim for Damage, Injury or Death, to citizens wishing to file claims for recovery of damage sustained due to accidents involving a Federal agency or contractor personnel.

4. Personal liability.

a. Operators of motor vehicles acting within the scope of their employment within the continental United States (CONUS) are protected against third party claims by Federal Tort Claims Legislation, (P.L. 87-25-8). If a Government driver is stopped by a police officer and the officer wants proof of insurance, the vehicle driver should have the police officer read "Notice to Law Enforcement Officials" (Financial Responsibility Laws) provided in the vehicle packet.

b. The operation of motor vehicles by Federal employees outside CONUS is not covered by the Federal Tort Claims Act (FTCA). The purchase of liability insurance by driver(s) of Government-owned vehicles operating in foreign countries, including Mexico and Canada, is the responsibility of the agency employing the operator.

c. FTR, Ch. 301, Subpart 301-3.2(c)(2), provides for reimbursement for trip insurance purchased by employees for use of Government-furnished or privately-owned vehicles used for official purposes during individual trips into foreign countries.

5. Withdrawal of vehicle support. Vehicle operators failing to report accidents involving GSA Fleet vehicles in accordance with 41 CFR (FPMR 101-39.401) or with records showing high accident frequency rates, misuse, or failure to obtain maintenance services or provide required usage reporting as requested, may have vehicle services terminated. In such cases, GSA will notify the appropriate official(s) of the operator's agency, and advise that such failure is considered by GSA to be sufficient justification for withdrawal of vehicle support.

**ANNEX A, Attachment G
SPECIAL EQUIPMENT**

Installation or modification of accessory equipment.

a. The modification of a GSA Fleet vehicle, or the permanent installation of accessory equipment, such as, sirens, lights and/or light bars, two-way or Citizen Band radios, cellular telephones, trash packer bodies, cranes/"cherry-pickers", etc., on a GSA Fleet vehicle, may be accomplished only when the request for such modification or installation is supported by full written justification from the customer agency and approved by the Regional GSA Fleet Management Center Manager. **(NOTE: Permanent installation means the actual bolting, fitting, or securing of an item to the vehicle.)** Such modifications or installation of accessory equipment must be considered by the using agency as essential for the accomplishment of the agency's mission and is not to be accomplished on GSA Fleet vehicles merely for the personal convenience or comfort of the vehicle operator.

b. The cost of acquisition, installation, maintenance, and the removal of the accessory equipment; and, the restoration of the GSA Fleet vehicle to its original condition will be at the expense of the using agency.

c. The installation of accessory equipment does not automatically exempt the vehicle from rotation with other vehicles because of under/over utilization.

**ANNEX A, Attachment H
VEHICLE REPLACEMENT STANDARDS**

Criteria

<u>Vehicle Category</u>	<u>Years</u>	<u>Miles</u>
Sedans and station wagons	3 and or 4 and or 5 and or (any) year and	36,000 24,000 (any) miles 75,000
Light Trucks, 4X2		
Gasoline / AFV	7 or	65,000
Diesel	8 or	150,000
Light Trucks, 4X4		
Gasoline / AFV	7 or	60,000
Diesel	8 or	150,000
Medium Trucks, 4X2,4X4		
Gasoline	10 or	100,000
Diesel	10 or	150,000
Heavy Trucks, 4X2,4X4,6X4,6X6		
Gasoline	12 or	100,000
Diesel	12 or	250,000
Ambulances		
Gasoline	7 or	70,000
Diesel	7 or	100,000
Buses		
School, Conventional	10 or	250,000
School, FC	10 or	250,000
Transit, City-type	12 or	500,000
Intercity Coach	15 or	1,000,000
Airport Shuttle		
Gasoline	8 or	100,000
Diesel	8 or	150,000

*The above vehicle replacement standards are the **minimum** criteria used to determine whether a GSA-leased vehicle is eligible for replacement and does not guarantee a vehicle will be replaced upon meeting these standards.

Appendix A
References

Section I
Required Publications

AR 58-1
Management, Acquisition, and Use of Motor Vehicles

Section II
Related Publications

GSA Southwest Region Fleet User Guide (Annex A)

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

DD Form 518
Accident Identification Card

FS Form 833
Request for Motor Transportation

SF 91
Operator Report on Motor Vehicle Accidents

Appendix B
Glossary

Section I
Abbreviations

AR
Army Regulation

DPW
Directorate of Public Works

IOC
Installation Operations Center

ISA
Inter-Service Support Agreement

ITO
Installation Transportation Officer

LRC-Sill
Logistics Readiness Center-Fort Sill (formerly Directorate of Logistics (DOL))

NTV
Non-Tactical Vehicle

OTAP
Oklahoma Turnpike Authority Pikepass

POD
Permissible Operating Distance

TMP
Transportation Motor Pool

ASCW-LSI-T



GLENN A. WATERS
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Intranet