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# MOTOR VEHICLE FLEET MANAGEMENT

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## I. Purpose

This directive establishes Department of Homeland Security (DHS) policy for motor vehicle fleet management.

## II. Scope

This directive applies to all DHS organizational elements serviced by DHS Office of Administration. All organizational elements that receive administrative support from another Federal agency or that have existing programs, should continue to use these procedures until a DHS-wide system is developed and implemented.

## III. Authorities

This directive is governed by numerous Public Laws and national policy, such as:

- A. 31 U.S.C. 1344, "Passenger Carrier Use".
- B. 31 U.S.C. 3512, "Executive Agency Accounting and Other Financial Management Reports and Plans".
- C. 40 U.S.C. 483, "Property Utilization".
- D. 40 U.S.C. 491, "Motor Vehicle Pools and Transportation Systems".
- E. 41 CFR Chapter 101, "Federal Property Management Regulations", and subpart 101-38.
- F. 41 CFR Chapter 102, "Federal Management Regulations", and subpart 102-34.
- G. 40 U.S.C. Chapter 20, sections 901-913, "Federal Motor Vehicle Expenditure Control".

## IV. Definitions

**Motor Vehicle**: any vehicle, self propelled or drawn by mechanical power, designed and operated principally for highway transportation of property or passengers, but does not include a military design motor vehicle or vehicles not covered by 41 CFR 102-34.

## V. Responsibilities

A. The **Under Secretary for Management** has oversight responsibilities for the management of the use, allocation, and acquisition of vehicles, to include law enforcement vehicles to:

1. Assure that the motor vehicle fleet management program meets the requirements for effective control and accountability;
2. Issue any additional guidance relating to motor vehicle management as may be necessary;
3. Designate a senior management official who will be responsible for the motor vehicle assets in their respective bureaus and offices;
4. Ensure that offices and employees entrusted with government owned or leased motor vehicles are aware of their responsibility for the proper care, operation, use, maintenance and protection of the vehicles;
5. Adhere to the motor vehicle management principles, which consist of numerical limitations on vehicle purchases set out in appropriations acts, when replacing vehicles ensure they meet the minimum vehicle replacement standards and;
6. Maintain systems for the effective control and accountability of all motor vehicle fleet assets.

## VI. Policy and Procedures

A. **Policy**:

1. Motor vehicles shall be obtained and utilized only to the extent required for the efficient and effective transaction of official business, including law enforcement.
2. Each bureau or office shall operate and maintain only the minimum number and types of vehicles necessary to meet that bureau's legitimate transportation requirements.

3. Those employees and supervisors who are entrusted with owned or leased motor vehicles are responsible for their proper use and care.

4. All motor vehicles shall use either GSA issued license plates or license plates issues by an appropriate state licensing agency.

B. **Procedures.**

1. Copies of requisitions for acquiring vehicles (lease, purchase) are to be submitted to the DHS Director of Administration.

2. Annual motor vehicle reports are to be prepared and submitted to GSA with copies provided to the DHS Director of Administration.

C. **Questions or Concerns Regarding the Process:** Any questions or concerns regarding this directive should be addressed to the Office of the Under Secretary for Management.