

Policy: Fleet Management – Operating Requirements

Revision	0
Effective Date	03/04/19
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

Responsibilities associated with operating a motor vehicle at Fermilab

1. Purpose

The purpose of this policy is to identify the requirements of operating government-owned vehicles in compliance with 41 CFR 109-38.3.

2. Scope / Applicability

This policy applies to all personnel (eligible employees, users and selected contractor employees, e.g. security force) who operate FNAL motor vehicles.

3. Policy

3.1. Use

Government-owned or leased motor vehicles are for "official use only."

3.1.1. Use of FNAL government motor vehicles is contingent upon completing all required training and meeting all requirements defined in all applicable regulations, policies, and procedures.

3.1.2. Obey all federal, state, and local regulations while utilizing a government-owned motor vehicle.

3.1.3. Do not take Government vehicles to a residence unless circumstances outlined in "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are met.

3.1.4. Report accidents and utilization information in accordance with FNAL procedures.

3.2. Violations/misuse of vehicles

Report all instances of misuse, including violations of the "official use only" rule and infractions of traffic regulations in writing to the appropriate Division/Section Head.

4. Responsibilities

4.1. The Property and Infrastructure Management System Owner approves this policy, identifying necessary resources and overseeing consistent Laboratory compliance.

4.2. The FESS- FESS-Site Services Department Head approves changes to this policy by assigning appropriate resources.

4.3. The Fleet Manager implements of procedures in support of this policy.

4.4. The Vehicle Operator must follow rules outlined in Rules for Operators of Laboratory Government vehicles.

5. Definitions

N/A

6. Resources / Supporting Documents

6.1. Regulation 41 CFR 109-38.3

6.2. Desk procedure: Self Service Entering Mileage (Self-Service Property Quick Reference Guide), 5/2017

6.3. Guidance: Rules for Operators of Laboratory Government vehicles, 10/20/06

7. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First Issuance

8. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	 Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:12:47 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	 Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 16:55:44 -06'00'