

Policy: Fleet Management – Fleet Operations

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

Fermilab's fleet management program

1. Purpose

The purpose of this policy is to describe the system Fermilab has adopted to responsibly manage fleet vehicle operations per 41 CFR 109-38.

2. Scope / Applicability

This policy applies to all personnel and operations involved with the management of FNAL fleet vehicles.

3. Policy

3.1. Fleet Utilization

To achieve the maximum utilization of Fermilab's fleet, the Laboratory follows guidance per 41 CFR 109-38.5102:

3.1.1. Implement the use of motor pools.

3.1.2. Employ dual purpose motor vehicles.

3.1.3. Rotate motor vehicles between high and low mileage assignments where feasible.

3.1.4. Record trips, mileage, or hours to sufficiently detail motor vehicle use.

3.2. Reporting

FNAL utilizes a computerized asset management tracking system to comply with guidance in 41 CFR 102-34 Subpart J – Federal Fleet Report.

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-Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Fleet Manager** is responsible for creation, implementation and adherence to these procedures in support of this policy as well as communications with the DOE Fleet Representative assigned to FNAL.
- 4.4. The Fleet Utilization Committee Representatives** are responsible for utilization oversight and communication.
- 4.5. The Custodian of the vehicle** is responsible for care and utilization.

5. Definitions

N/A


6. Resources / Supporting Documents

- 6.1. Regulation:** 41 CFR 109-38.5102, Utilization Controls and Practices, 7/1/10 edition
- 6.2. Regulation:** 41 CFR 102-34.345, Federal Motor Vehicle Fleet Report, 7/1/01 edition

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	Joe Pygott, UID:pygott 
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky 