

## Policy: Fleet Management – Motor Pool Operations

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

Motor pool operation and use of motor pool vehicles

### 1. Purpose

The purpose of this policy is to define the purpose and requirements of the FNAL motor pool to comply with 41 CFR 38.5102.

### 2. Scope / Applicability

This policy applies to all FNAL personnel and operations involved with the management of motor pool operations or use a motor pool vehicle for official FNAL business transportation.

### 3. Policy

**3.1.** FNAL maintains a motor pool sufficient to meet the needs of the laboratory.

**3.1.1.** The pool consists of government-owned vehicles and leased vehicles procured through the GSA.

**3.1.2.** Vehicles in the motor-pool are for official use only.

**3.2.** A Request for Overnight Use of a Government Vehicle form with appropriate signatures must be completed before taking the vehicle home in preparation of leaving on a trip from home.

### 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** implements procedures in support of this policy.

**4.4. The Division / Section of Temporary Vehicle Custodian** could be responsible for certain damages to vehicle.

### 5. Definitions

N/A

### 6. Resources / Supporting Documents

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

**6.2. Form:** Request for Overnight Use of a Government Vehicle

**6.3. Regulation:** 41 CFR 109-38.5102

## 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 <small>Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:14:56 -06'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 17:01:06 -06'00'</small>