

## Policy: Fleet Management – Vehicle Assignment

<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

Assignment and rotation of motor vehicle equipment to individuals or groups

### 1. Purpose

The purpose of this policy is to describe how the Laboratory assigns and rotates fleet vehicles to maximize utilization according to 41 CFR 109-38.5102.

### 2. Scope / Applicability

This policy applies to all Fermilab fleet vehicles and laboratory employees and organizations which participate in and support vehicle utilization.

### 3. Policy

**3.1.** Vehicle assignments correspond to organizational need.

**3.1.1.** FNAL uses vehicle pools whenever circumstances permit. Pooled vehicles offer the highest efficiency of use by reducing average maintenance expense, fuel consumption per passenger-mile, and non-utilization.

**3.1.2.** Certain positions at FNAL necessitate a permanently assigned vehicle

**3.1.2.1.** Permanent assignments are made by exception, and are associated to the position NOT the employee.

**3.1.2.2.** Government vehicles cannot be used for transportation between residence and place of employment unless authorized by the employee's division/section and the Facilities Engineering Services (FESS) Section Site Services Department.

**3.2.** FNAL maintains a Fleet Utilization Committee to verify proper fleet utilization. The committee reviews fleet utilization and directs custodians to rotate/reassign vehicles for optimum utilization.

**3.3.** Committee representatives assist the Fleet Manager with the development of Local Use Objectives which are submitted to DOE on a yearly basis.

**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 Heads** are responsible for selecting an employee to act as the Fleet Utilization Committee representative.
- 4.5. The Fleet Utilization Committee** is responsible for assistance in the vehicle assignment process.

**5. Definitions**

N/A



**6. Resources / Supporting Documents**

**Regulation:** 41 CFR 109-38.5102, Utilization Controls and Practices, 9/14/16 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  Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 10:10:31 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Digitally signed by Karen Kosky, UID:kkosky Date: 2019.03.05 16:54:13 -06'00'