

Policy: Fleet Management – Vehicle Procurements

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

Guidance on DOE-owned Fleet and GSA procurements of vehicles.

1. Purpose

The purpose of this policy is to ensure compliance with Code of Federal Regulations 41 109-26.501 (CFR 41 109-26.501) as it applies to the laboratory's program for the procurement of fleet vehicles.

2. Scope / Applicability

This policy applies to all Fermilab Divisions and Sections who are custodians of DOE owned vehicles and/or GSA leased vehicles.

3. Policy

FNAL acquires fleet vehicles for laboratory use through the DOE fleet vehicle acquisition program and the General Services Administration (GSA) fleet lease program.

3.1. All regulations and executive orders related to the DOE and GSA fleet for the procurement of vehicles must be followed.

3.2. Vehicles qualify for replacement by meeting federally mandated age and / or mileage criteria (41 CFR 102-34.270), and the OMB/DOE allocation processes for passenger carrying vehicles. As operational requirements evolve, corresponding changes may be necessary regarding the type of replacement chosen for an existing vehicle (i.e. exchange a sedan for a pickup truck).

3.3. Vehicle acquisitions that increase the size of the fleet require full justification and the specific approval by the Department Motor Equipment Fleet Manager.

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.

5. Definitions

N/A

6. Resources / Supporting Documents

Regulation: 41 CFR 109-26.501, version 9/14/2016

Regulation: 41 CFR 102-34.270

Procedure: Fleet Management – Vehicle Procurements

7. Revision History

Version Number	Date	Author	Change Summary
0		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 10:01:40 -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 16:44:29 -06'00'</small>