

Procedure: Fleet Management – Motor Pool 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

Obtaining temporary motor pool transportation.

1. Purpose

The purpose of this procedure is to describe how FNAL provides vehicles for temporary fulfillment of transportation requirements.

2. Procedure

The Vehicle Maintenance section maintains a motor-pool of various types of vehicles, available to laboratory employees, users, and select contractors for use as-needed.

2.1. To obtain a vehicle, the requestor must first contact the Vehicle Maintenance department.

2.1.1. Vehicles are available on a first come first served basis

2.1.2. Vehicles are assigned after determination of need, considering type of vehicle, destination, availability, and duration.

2.1.3. Reservations are made based on information obtained in 2.1.2.

2.1.4. Only personnel meeting the criteria contained within the "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are authorized to operate FNAL government vehicles unless special arrangements are made. Special arrangements must have the prior approval of the Facilities Engineering Services Section.

2.2. Operators pick-up vehicles from Vehicle maintenance

2.2.1. Vehicle operators must be qualified per FRA's "Vehicle Use Regulations"

2.2.2. Vehicle Operators must show proof that they have a valid driver's license to vehicle maintenance staff, appropriate to the vehicle being utilized.

2.2.3. Operator receives a FNAL vehicle trip ticket.

2.3. Vehicle operators must abide by FRA's "Vehicle Use Regulations"

2.3.1. Government vehicles cannot be taken to a residence unless circumstances outlined in "Rules for Operators of Laboratory (Fermilab and GSA) Government Vehicles" are met.

2.3.2. Prior to driving a vehicle off site, Operators must complete a Request for Overnight Use of a Government Vehicle form and obtain appropriate signatures.

2.4. Upon return, the driver reports any mechanical deficiencies or damages

2.4.1. Return the completed vehicle trip ticket

2.4.2. Return the vehicle keys

3. Definitions

Operator – FNAL employee, subcontractor or user.

4. Responsibilities

- 4.1. **The Property and Infrastructure Management System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. **The FESS-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3. **The Fleet Manager** implements procedures in support of this policy.
- 4.4. **The Vehicle Maintenance Administrative Assistant** is responsible for scheduling and assigning of motor pool vehicles.
- 4.5. **The Temporary Vehicle Custodian/Operator** is responsible for vehicle care, proper usage and following the Rules for Operators of Laboratory Government vehicles. Upon returning vehicle, custodian notifies vehicle maintenance staff of any potential issues with the vehicle.

5. Resources / Supporting Documents

Guidance: Vehicle Use Regulations

6. Revision History

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

7. Approvals

Title	Name	Electronic Signature & Date
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott  Date: 2019.03.05 11:36:28 -06'00'
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky  Date: 2019.04.03 05:48:11 -05'00'