

Procedure: Fleet Management – Rules for Operators of Government Vehicles

Revision	0
Effective Date	TBD
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

This procedure outlines the rules that custodians must follow before using a Government vehicle

1. Purpose

This procedure provides guidance that custodians must follow prior to operating a Government vehicle, which includes GSA leased vehicles.

2. Procedure

All operators of DOE – FNAL or GSA leased vehicles must abide by the following rules:

- 2.1. Government motor vehicles shall be used only for official purposes.
- 2.2. Individual will assume personal responsibility for safe driving and operation of Government vehicles and compliance with Federal, State, local laws and regulations and report all accidents in a timely fashion. Complete Form SF-91 motor vehicle accident report in timely fashion.
- 2.3. Vehicle operator must possess a valid State license or permit for the type of vehicle being operated.
- 2.4. Custodian could face disciplinary measure for unauthorized use of Governmental vehicle.
- 2.5. Operators are prohibited from providing transportation to strangers or hitchhikers.
- 2.6. Mandatory use of seat belts for all employees operating or riding in a Governmental vehicle.
- 2.7. Maintain accountability for all keys and credit cards. Improper use of credit cards is prohibited.
- 2.8. Operators are not allowed the use of tobacco products in motor vehicles.
- 2.9. Operators are prohibited from text messaging while operating motor vehicles.
- 2.10. Handheld cellphone usage is prohibited in governmental vehicles unless in hands free mode.
- 2.11. Procedure statements identify the general principles/standards of expected action/behavior and/or compliance.

3. Definitions

N/A

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-Logistics and Property Control Department Head** implements and manages changes to this procedure.
- 4.3. The Fleet Manager** implements these procedures.
- 4.4. The Vehicle Custodian** follows the guidance provided in this procedure.

5. Resources / Supporting Documents

Form: SF-91 motor vehicle accident report.

6. Revision History

Version Number	Date	Author	Change Summary
0	6/20/2019	Jack Kelly	First Issuance

7. Approvals

Title	Name	Electronic Signature
FESS Logistics and Property Control Department Head	Jack Kelly	Jack Kelly, UID:jkelly <small>Digitally signed by Jack Kelly, UID:jkelly Date: 2019.07.08 11:58:08 -05'00'</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky <small>Digitally signed by Karen Kosky Date: 2020.01.22 21:25:32 -06'00'</small>