

Policy: Fleet Management – Operating Requirements

Personal Property Manual Section	2107
Revision	1
Effective Date	27 SEPTEMBER 2023
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

1 Purpose

The purpose of this policy is to identify the requirements of operating laboratory vehicles in compliance with 41 CFR 109-38.3.

2 Scope / Applicability

This policy applies to personnel authorized to be assigned laboratory vehicles in accordance with the Policy of Taxonomy and Nomenclature Matrix (i.e., DOE Site Office staff, FRA employees, and subcontractors if the subcontract included provisions and is approved by the DOE Site Office Contracting Officer).

3 Policy

Responsibilities associated with operating a laboratory vehicle at FNAL.

3.1 Use of Laboratory Vehicles

- 3.1.1 Laboratory vehicles are for official use only as identified in 41 CFR 109-38.3 and 41 CFR 102-34, Subpart D.
- 3.1.2 Laboratory vehicles are not to be used for personal business. I.e., even taking a “side trip” or indirect route during an otherwise official off-site trip in order to take care of personal matters is considered to be improper use of the laboratory vehicle.
- 3.1.3 Laboratory vehicles may not be used for transportation to and from personal residences.
- 3.1.4 Laboratory vehicles may not be used to transport passengers not on official laboratory business (e.g., friends, relatives).
- 3.1.5 Emergency use of laboratory vehicles is allowed for non-official purposes (i.e., where prior approval is not possible); however, these instances should be rare and may involve laboratory vehicle operators to bypass certain procedural requirements to utilize the vehicles swiftly and responsibly in urgent circumstances.
 - 3.1.5.1 Examples of an emergency may include,
 - When on official travel, an employee receives news of a family member in a critical medical condition and needs to travel to the hospital immediately. The use of the laboratory vehicle is justified

due to the urgent nature of the situation.

- In the event of a sudden and severe natural disaster (e.g., tornado, flood, earthquake), employees may need to use laboratory vehicles to evacuate their families to safety or to respond to emergency situations in their communities.

3.1.5.2 Records detailing instances of emergency use shall be maintained and review of all such emergency use must be certified through established audit procedures on at least an annual basis by the OPMO.

3.2 Vehicle Operator Responsibilities

3.2.1 All Vehicle Operators must possess a valid driver's license and must obey all federal, state, and local regulations while utilizing a laboratory vehicle.

3.2.1.1 License Suspension or Revocation. If an employee whose duties involve operation of a laboratory vehicle has their state driver's license revoked or suspended, the employee must notify their supervisor. Division directors or department heads must ensure that no one operates an official vehicle without a valid license.

3.2.2 The Vehicle Operator and occupants shall wear safety belts whenever the vehicle is in operation. The Vehicle Operator shall ensure that all vehicle occupants are wearing their safety belts prior to operating the vehicle.

3.2.3 Do NOT leave the vehicle's keys in an unattended laboratory vehicle.

3.2.4 The use of tobacco products is prohibited in laboratory vehicles.

3.2.5 Reasonable diligence in the care of laboratory vehicles shall be exercised by using agencies and operators at all times.

3.2.6 Only vehicle operators are allowed to operate laboratory vehicles which is contingent upon completing the following training:

3.2.6.1 Fermilab Vehicle Operator Training [FN000646]

3.2.6.2 Fermilab Property Control and Fleet Training [FN000607]

3.3 Violations/misuse of vehicles

3.3.1 Operators of laboratory vehicles are personally liable for the costs of any damages incurred due to their misuse of such vehicles. Misuse means unauthorized use, use for an improper purpose, gross negligence in the care and operation of an official vehicle, or not adhering to traffic safety regulations.

3.3.2 Individuals are required to report all instances of misuse including violations of the "official use only" rule and infractions of traffic regulations in writing to the appropriate Division Head. Any staff that observes vehicle misuse or violations should report via the Fermilab Concerns Reporting System.

3.3.3 Individual driving privileges may be refused, revoked, or suspended by the responsible department/division or the Fleet Manager whenever FNAL policy is violated.

4 Responsibilities

- 4.1 **Property and Infrastructure Regulatory Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 4.2 **Fleet Manager** maintains this policy; and develops and implements procedures in support of this policy.
- 4.3 **Vehicle Operators** have the responsibility to adhere to the provisions of this policy and associated procedures.

5 Definitions

- 5.1 **Vehicle Operator.** An authorized individual, including DOE Site Office staff, FRA employees, and approved subcontractors, trained to operate laboratory vehicles for official purposes. They must hold a valid driver's license, adhere to all relevant regulations, complete specific training, and promptly report any license suspension or revocation.
- 5.2 **Laboratory Vehicle.** A motorized vehicle owned or leased by a governmental entity (e.g., GSA) for official purposes. Laboratory vehicles can include cars, trucks, vans, buses, and other types of vehicles. They are often marked with official government insignia or logos and may be equipped with specialized equipment or technology depending on their intended purpose. These vehicles are subject to specific regulations, maintenance schedules, and usage policies.
- 5.3 Acronyms
 - CFR** Code of Federal Regulations
 - DOE** Department of Energy
 - FNAL** Fermi National Accelerator Laboratory
 - FRA** Fermi Research Alliance, LLC
 - GSA** General Services Administration
 - OPMO** Organization Property Management Officer

6 Authorities

- 6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.66 - FAR 52.251-2 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (JAN 1991)
- 6.2 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1 PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

7 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	George Davidson	First Issuance
1	09/26/2023	Kevin Coppert	Minor updates to reflect new requirements as identified in the lab Policy of Taxonomy and Nomenclature Matrix

8 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	