

Policy: Fleet Management – Short-Term Vehicle Rentals

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| Personal Property Manual Section | 2102 |
| Revision | 1 |
| Effective Date | 16 SEP 2024 |
| 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 describe the laboratory's requirements for short-term rentals of vehicles in support of augmenting the fleet of laboratory vehicles to meet seasonal work, special events and surge requirements, as well as replacements for vehicles/equipment temporarily out-of-service for repairs and maintenance. Note, this policy does not apply to travel (TDY).

2 Scope / Applicability

This policy applies to personnel authorized to procure laboratory vehicles for the laboratory.

3 Policy

The STR program is a service offered by GSA Fleet for vehicle and equipment rental services for mission essential duties exclusive of TDY or travel.

- 3.1 All laboratory vehicle procurements, including STRs, will be coordinated through the FNAL Fleet Manager.
- 3.2 STRs are to be used for mission essential duties for when the current fleet of laboratory vehicles does not meet mission needs. Examples of this may include:
 - Seasonal work
 - Special events (e.g., ground-breaking ceremonies requiring additional shuttles)
 - Surge requirements (e.g., temporary conference requiring additional shuttles)
 - Replacements for vehicles temporarily out-of-service
- 3.3 STRs are not authorized for TDY.
- 3.4 All STR vehicles rented for 60 or more days must be inputted into the fleet management database.

4 Responsibilities

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.
- 4.2 **FNAL Fleet Manager** maintains this policy; and develops and implements procedures in support of this policy.

- 4.3 **Procurement Staff** have the responsibility to adhere to the provisions of this policy and associated procedures.

5 Definitions

- 5.1 **Short-Term Rental.** As defined in the Federal Management Regulations (FMR) under 41 CFR 102-34.35, a vehicle acquired for use by the government for a period of less than 120 days is considered to be a short-term rented vehicle. A vehicle acquired for more than 120 days is considered to be a leased vehicle. Leased vehicles must comply with 41 CFR 102-34 including identification and license plate requirements. Therefore, vehicle rental lengths under the STR program are limited to 120 days per vehicle per contract. Equipment rental lengths are limited to up to 365 days per contract. Any vehicles rented through the equipment program that can be registered and licensed in a state are limited to 120 days.

5.2 Acronyms

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| CFR | Code of Federal Regulations |
| DOE | Department of Energy |
| FNAL | Fermi National Accelerator Laboratory |
| FRA | Fermi Research Alliance, LLC |
| GSA | General Services Administration |
| TDY | Temporary Duty Travel |
| STR | Short-Term Rental |

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 FNAL Fleet Manager | First Issuance |
| 1 | 09/01/2024 | Jenny Thorson FNAL Fleet Manager | Minor updates to reflect new requirements as identified in the lab Policy of Taxonomy and Nomenclature Matrix |

8 Approvals

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