

Policy: Fleet Management – License Plates

Personal Property Manual Section	2104
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 identify FNAL requirements for acquisition, use, and disposition of government license plates in compliance with 41 CFR 102-34.

2 Scope / Applicability

This policy applies to the FNAL Fleet Manager, vehicle maintenance staff, and any 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

All laboratory vehicles must have government license plates affixed to the vehicle, both front and back. The FNAL Fleet Manager coordinates efforts with the DOE Fleet Manager to properly manage license plate records.

3.1 General Requirements

- 3.1.1 Display official government license plates on the front and rear of all laboratory vehicles. The exception is two-wheeled motor vehicles and trailers, which require rear license plates only.
- 3.1.2 Government license plates shall only be used on the laboratory vehicle to which the license plates were assigned.
- 3.1.3 Display the government license plates until the laboratory vehicle is removed from service or is transferred outside the agency, or until the plates are damaged and require replacement.
- 3.1.4 Government license plates shall only be used for one laboratory vehicle and shall not be reissued to another laboratory vehicle.

3.2 Vehicle Operator Responsibilities

- 3.2.1 When initially assigned a vehicle, the Vehicle Operator shall verify that the vehicle meets the general requirements of this policy.
- 3.2.2 If, during normal operations of a laboratory vehicle, the government license plate is damaged, stolen, or lost, the Vehicle Operator shall report this to the FNAL Fleet Manager as soon as possible.

3.2.3 Do not operate laboratory vehicles that do not have adequate or inaccurate government license plates.

3.3 Vehicle Maintenance Responsibilities

3.3.1 During routine and corrective maintenance actions, vehicle maintenance staff shall verify that all laboratory vehicles meet the general requirements of this policy prior to releasing vehicles into operation.

3.4 FNAL Fleet Manager Responsibilities

3.4.1 Coordinate with the DOE Fleet Manager to acquire and dispose of government license plates.

3.4.2 Maintain a central record of all government license plates for laboratory vehicles via FVRS. The record must include:

3.4.2.1 Identify the motor vehicle to which each set of plates is assigned.

3.4.2.2 List lost, stolen, destroyed and voided license plate numbers.

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 **Vehicle Maintenance Staff** have the responsibility to adhere to the provisions of this policy and associated procedures.

4.4 **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

FVRS Federal Vehicle Registration System

FRA Fermi Research Alliance, LLC

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	Updates as result of FY22 audit findings.

8 Approvals

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