

Policy: Fleet Management – Vehicle Assignment

Personal Property Manual Section	2105
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 fleet assignment and utilization in compliance with 41 CFR 109-38.5102.

2 Scope / Applicability

This policy applies to the FNAL Fleet Manager, 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

In accordance with 41 CFR 109-38.5102, the Laboratory will assign vehicles to maximize utilization as economically possible. Some controls the Laboratory uses to implement this requirement includes,

- 3.1 Vehicle assignments correspond to organizational need.
- 3.2 FNAL uses vehicle pools as much as practicable and whenever circumstances permit, since pooled vehicles offer the highest efficiency of use by reducing average maintenance expense, fuel consumption per passenger-mile, and non-utilization.
 - 3.2.1 FNAL maintains a motor pool sufficient to meet the needs of the laboratory.
 - 3.2.2 Vehicles in the motor-pool are for official use only.
 - 3.2.3 A Request for Temporary Duty Travel of a Government Vehicle form with appropriate signatures must be completed before leaving on a Temporary Duty Travel per Policy 2105 Vehicle Assignment.
- 3.3 Permanent assignments are made by exception and are associated to the position, NOT the employee.
- 3.4 FNAL maintains a Fleet Utilization Committee to optimize fleet utilization and is described in Fleet Operations Policy (2109).

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 chairs the Fleet Utilization Committee.
- 4.3 **Fleet Utilization Committee Members** attend quarterly and as needed meetings to review fleet utilization, vehicle assignments, and make recommendations for optimum utilization.
- 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 **Local Use Objectives.** Defined in 41 CFR 109-38.5105 and summarized as specific vehicle mileage requirements based on the type of work performed, special circumstances, etc. instead of mileage requirements based on Department-wide mileage standards. These objectives are review and approved at least annually.
- 5.4 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	