

Policy: Fleet Management – Vehicle Accidents

Personal Property Manual Section	2106
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 regarding vehicle accidents involving Laboratory Vehicles in compliance with 41 CFR 102-34.290 and 41 CFR 102.34.295.

2 Scope / Applicability

This policy applies to personnel authorized to use 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

Accidents involving Laboratory Vehicles require reporting beyond the requirements of personally operated vehicles.

3.1 Offsite Accidents

- 3.1.1 Report all accidents or damage to Laboratory Vehicles immediately to the local authority.
- 3.1.2 As soon as practicable, report the accident to FNAL Security of the accident and provide the accident report filed with the local authority.
- 3.1.3 FNAL Security will coordinate with the FNAL Fleet Manager to make additional reports to the DOE or GSA as appropriate.

3.2 Onsite Accidents

- 3.2.1 Report all accidents or damage to Laboratory Vehicles immediately to FNAL Security.
- 3.2.2 FNAL Security will coordinate with the FNAL Fleet Manager to make additional reports to the DOE or GSA as appropriate.

- 3.3 Security to provide notification of accident reporting to personnel via a distribution list.

4 Responsibility

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **Vehicle Operator** is responsible for accident notification to onsite security or offsite local law enforcement and Vehicle Maintenance staff.
- 4.3 **FNAL Fleet Manager** maintains this policy, as well as, the procedures to ensure concurrence with all applicable federal, state, and local regulations.
- 4.4 **FNAL Security** provides initial response and intake of all accidents and notifies responsible parties of security report.

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

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	03/04/19	George Davidson	First Issuance
1	09/01/2024	Kevin Coppert	Management Change Revisions

8 Approvals

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