

## Policy: Fleet Management – Vehicle Maintenance Operations

Personal Property Manual Section	2108
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 vehicle maintenance in compliance with 41 CFR 102-34.275.

### 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

In accordance with 41 CFR 109-38.5102, the Laboratory will maintain a scheduled maintenance program for all Laboratory Vehicles to ensure vehicles meet Federal and State emissions and safety standards, meet manufacturer warranty requirements, safe and economical operating condition of the motor vehicle throughout its life, and inspections and servicing occur as recommended by the manufacturer or more often if local operating conditions require. Some controls the Laboratory uses to implement this requirement includes,

- 3.1 Vehicle operators must bring vehicles assigned to them into the Vehicle Maintenance Department for all required maintenance.
- 3.2 All DOE Owned vehicles are scheduled every six (6) months or 4,000 miles (or sooner if required) for a comprehensive preventive maintenance and safety inspection; GSA Leased vehicles are annually (12) months or 7,500 miles.
- 3.3 Preventative maintenance will be in accordance with the manufacturer's specifications.
- 3.4 All preventative maintenance actions and inspections will be conducted by qualified vehicle mechanics.
- 3.5 Services and repairs more than \$100 are only completed upon prior approval from the Vehicle Maintenance Supervisor for Laboratory owned vehicles or from GSA for GSA leased vehicles.
  - 3.5.1 The Vehicle Maintenance Supervisor or designee will determine the economic repair limit prior to performing extensive repairs on any DOE owned vehicle.

### 3.6 Records and Reports

Repair and maintenance data will be recorded for all vehicle and miscellaneous equipment when performed by or overseen by the vehicle maintenance department into the computerized asset management system database for eventual cost transfer or reporting purposes.

## 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 and implements this policy.

4.3 **Vehicle Maintenance Supervisor** is responsible for implementation of procedures in support of this policy.

4.4 **Vehicle Maintenance Mechanics** are responsible for proper vehicle maintenance and repair.

4.5 **Vehicle Operators** are responsible for reporting vehicle deficiencies, damages, accidents and making available for maintenance.

## 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 **Economic repair limit.** The threshold of expenditure where the cost to repair an item is greater than the cost to replace it.

5.3 **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.

5.4 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	03/04/2019	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	