

Policy: Fleet Management – Fleet Operations

Personal Property Manual Section	2109
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 to responsibly manage fleet vehicle operations in compliance with 41 CFR 109-38.51.

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

- 3.1 The FNAL Fleet Manager is charged with the oversight, maintenance, implementation, and communication with policies and procedures regarding fleet management. This includes,
 - 3.1.1 Reviewing Laboratory Vehicles utilization and ensuring the minimum number is needed to satisfy programmatic requirements.
 - 3.1.2 Identifying controls and practices to achieve the most practical and economical utilization of Laboratory Vehicles.
 - 3.1.3 These controls and practices apply to all DOE-owned and commercially leased motor equipment and to GSA Interagency Fleet Management System motor vehicles.
- 3.2 FNAL maintains a Fleet Utilization Committee to optimize fleet utilization.
 - 3.2.1 The committee is chaired by the FNAL Fleet Manager and is made up of representatives from divisions across the Laboratory.
 - 3.2.2 The committee reviews fleet utilization and directs custodians to rotate/reassign vehicles for optimum utilization.
 - 3.2.3 The committee members assist the FNAL Fleet Manager with the development of annual Local Use Objectives.
- 3.3 FNAL utilizes a computerized asset management system for reporting to

comply with guidance in 41 CFR 102-34 Subpart J – Federal Fleet Report.

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.

5 Definitions

5.1 **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.

5.2 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	