

Procedure: Fleet Management – Motor Pool Operations

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

1 Purpose

The purpose of this procedure is to describe how FNAL provides vehicles for temporary, nonpermanent fulfillment of transportation requirements.

2 Procedure

The Vehicle Maintenance section maintains a motor-pool of various types of vehicles, available to laboratory employees, users, and select contractors for use as-needed.

- 2.1. To obtain a vehicle, the requestor must first contact the Vehicle Maintenance department.
 - 2.1.1. Vehicles are available on a first come first served basis
 - 2.1.2. Vehicles are assigned after determination of need, considering type of vehicle, destination, availability, and duration.
 - 2.1.3. Reservations are made based on information obtained in 2.1.2.
 - 2.1.4. Only 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) are able to make reservations.
- 2.2. Operators' pick-up vehicles from Vehicle maintenance
 - 2.2.1. Vehicle Operators must show proof that they have a valid driver's license to vehicle maintenance staff, appropriate to the vehicle being utilized.
 - 2.2.2. Operator receives a FNAL vehicle trip ticket which records beginning and end mileage for the reservation time period.
- 2.3. Vehicle operators must abide by *Procedure-Rules for Operators of Government Vehicles*
 - 2.3.1. Government vehicles cannot be taken to a residence.
 - 2.3.2. Prior to driving a vehicle off site for Temporary Duty Travel, Operators must complete a Temporary Duty Travel Vehicle request form and obtain appropriate signatures.
- 2.4. Upon return, the driver reports any mechanical deficiencies or damages
 - 2.4.1. Return the completed vehicle mileage trip ticket
 - 2.4.2. Return the vehicle keys

2.4.3. Return Vehicle Credit Card, if issued.

3 Definitions

Operator – 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).

Temporary Duty Travel – FNAL employee designation reflecting travel or other assignment at a location other than the traveler's permanent duty station as authorized, including conferences and trainings.

Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory

4 Responsibility

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **ISD-Site Services Department Head** is responsible for implementing and managing changes to this procedure by assigning appropriate resources.
- 4.3 **Vehicle Maintenance Supervisor** implements procedures in support of this policy.
- 4.4 **Vehicle Maintenance Administrative Assistant** is responsible for scheduling and assigning of motor pool vehicles.
- 4.5 **Temporary Vehicle Custodian/Operator** is responsible for vehicle care, proper usage and following the Rules for Operators of Laboratory Government vehicles. Upon returning vehicle, custodian notifies vehicle maintenance staff of any potential issues with the vehicle.

5 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.

6 Approvals

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