

Procedure: Fleet Management – Rules for Operators of Government Vehicles

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

This procedure identifies the general principles/standards of expected action/behavior and /or compliance to be followed while operating a Government vehicle.

2 Procedure

All operators of Government vehicles must abide by the following rules:

- 2.1 Government motor vehicles shall be used only for official purposes.
- 2.2 Individual will assume personal responsibility for safe driving and operation of Government vehicles and compliance with Federal, State, local laws and regulations and report all accidents within 24 hours. Complete Form SF-91 motor vehicle accident report in timely fashion.
- 2.3 Vehicle operator must be in possession of a valid State license or permit for the type of vehicle being operated.
- 2.4 Operators are prohibited from providing transportation to non-FRA employees.
- 2.5 Use of seat belts is mandatory for all employees operating or riding in a Government vehicle.
- 2.6 Maintain accountability for all keys and credit cards. Improper use of credit cards is prohibited. Keys shall remain onsite and should be accessible for appropriate personnel to utilize vehicle towards mission support.
- 2.7 Operators are not allowed the use of tobacco products, including e-cigarettes, in motor vehicles.
- 2.8 Operators are prohibited from text messaging while operating motor vehicles.
- 2.9 Handheld cellphone usage is prohibited in governmental vehicles unless in hands free mode.

3 Definitions

- 3.1 **Vehicle Operator.** An authorized individual, including DOE Site Office, 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.

3.2 Acronyms

FRA Fermi Research Alliance, LLC

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-Logistics and Property Control Department Head** implements and manages changes to this procedure.
- 4.3 **FNAL Fleet Manager** implements these procedures.
- 4.4 **FNAL Vehicle Operator** follows the guidance provided in this procedure.

5 Resources / Supporting Documents

Form: SF-91 motor vehicle accident report.

6 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.

7 Approvals

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