

CHAPTER 1. GENERAL PROCEDURES

Par.

1. What is the purpose of this Manual?
 2. What are the authorities and references for this Manual?
 3. What is the FHWA policy pertaining to official motor vehicles?
 4. What are the responsibilities associated with the Motor Vehicle Management and Operations Program?
 5. What are the definitions of key terms used in this Manual?
-
1. **What is the purpose of this Manual?** This Manual issues guidance for the control of the Motor Vehicle Management and Operations Program for the Federal Highway Administration (FHWA).
 2. **What are the authorities and references for this Manual?**
 - a. [Title 31, United States Code \(U.S.C.\), Section 1344, Passenger Carrier Use](#);
 - b. Title 26, U.S.C., Subchapter 1.61-21, Taxation of Fringe Benefits, and Federal Management Regulations (FMR), [Title 41, Code of Federal Regulations \(CFR\), 102-5.45, Home to Work Transportation](#)
 - c. [FMR, 41 CFR 102-34, Motor Vehicle Management](#);
 - d. [Public Law \(P.L.\) 102-486, The Energy Policy Act of 1992, Title III, Alternative Fuels](#), as amended by the Energy Conservation Act of 1998 (PL 105-388);
 - e. [Executive Order \(E.O.\) 13149](#), dated April 21, 2000, Greening the Government through Transportation and Fleet Efficiency;
 - f. [E.O. 13043](#), dated April 16, 1997, Increasing Seat Belt Use in the United States.
 - g. The General Service Administration's (GSA's) Standard Form (SF) 82, [Agency Report of Motor Vehicle Data](#).
 3. **What is the FHWA policy pertaining to official motor vehicles?**
 - a. It is FHWA policy to ensure that its employees are qualified to operate Federal Government-owned or -leased motor vehicles for official business and to use energy-efficient vehicles in a safe manner.
 - b. The number of motor vehicles used will be limited to the minimum required to meet operational requirements, and these motor vehicles will be the smallest, most economical and fuel efficient motor vehicles that meet mission

requirements. Interagency Motor Pool (IAMP) motor vehicles should be used to the maximum extent practicable. Commercially leased motor vehicles should be used only when IAMP motor vehicles are unavailable or inadequate. To insure maximum energy conservation, acquisition of motor vehicles will be in compliance with the laws and regulations relating to energy conservation in motor vehicle management, and energy saving measures will be practiced to the fullest extent.

- c. Whenever possible, public transportation facilities such as airport limousines, taxis, trains, and buses should be used to meet transportation needs.
- d. [Executive Order 13043](#) requires that all occupants of Federal Government vehicles fasten their seat belts.
- e. Federal regulations prohibit the use of tobacco products in GSA motor vehicles.

4. **What are the responsibilities associated with the Motor Vehicle Management and Operations Program?**

- a. The Associate Administrator for Administration (HAD-1), through the Chief, Management Services Division (HAIM-20), is responsible for the Motor Vehicle Management and Operations Program for the FHWA Washington Headquarters.
- b. The HAIM-20 Division Team Leader, Property and Motor Vehicle Management (HAIM-22), is the Motor Vehicle Fleet Manager for Washington Headquarters.
- c. Division Administrators, Resource Center Managers, Federal Lands Division Engineers, and Administrative Service Team Managers are responsible for their respective field locations and should designate Motor Vehicle Fleet Managers. The positions listed in this paragraph are responsible for assuring that the duties listed under paragraph 4d are carried out. These duties may be assigned to the Motor Vehicle Fleet Manager.
- d. The Motor Vehicle Fleet Manager shall:
 - (1) classify motor vehicles as either general or special purpose;
 - (2) ensure that Federal Government motor vehicles under his/her control are used for official purposes only;
 - (3) provide guidance for the proper use and safe operation of motor vehicles;
 - (4) determine current and projected needs for motor vehicles;

- (5) establish and maintain fleet management records for utilization of all assigned motor vehicles (both FHWA-owned and GSA-leased) and for costs of maintenance and operation of FHWA-owned motor vehicles;
- (6) establish and maintain an effective preventive maintenance program for FHWA-owned motor vehicles and ensure compliance with GSA instructions for maintenance of IAMP motor vehicles;
- (7) ensure that motor vehicle reports are current and accurate;
- (8) ensure that replaced FHWA-owned motor vehicles are disposed of under the exchange sale authority and that excess motor vehicles are reported to GSA for disposal;
- (9) ensure that only qualified operators with valid drivers licenses operate motor vehicles;
- (10) conduct and/or aid in conducting periodic evaluations of motor vehicle management program performance and effectiveness;
- (11) initiate controls that prohibit contractors from acquiring motor vehicles at Federal government expense without specific approval;
- (12) ensure that Federal Government motor vehicles are stored in facilities that provide protection from theft and damages;
- (13) ensure that keys and credit cards are adequately protected both during and after normal duty hours;
- (14) ensure that each Federal Government-owned or -leased motor vehicle used for official business is equipped with safety belts; and
- (15) provide advice relating to local procedures for FHWA employees involved in an automobile accident while on official business.

e. Operators of Federal Government motor vehicles shall:

- (1) meet the licensing requirements for the motor vehicle to be operated;
- (2) operate motor vehicles in a safe, prudent manner;
- (3) use the motor vehicle's complete occupant restraint system at all times;
- (4) check the Federal Government-owned or -leased motor vehicle for damage before accepting the motor vehicle;

- (5) report motor vehicles that are in unsafe operating condition (field offices report to the Motor Vehicle Fleet Manager and Washington Headquarters offices report to HAIM-22);
- (6) report motor vehicle use and cost data as directed by the Motor Vehicle Fleet Manager;
- (7) report all accidents to the Motor Vehicle Fleet Manager;
- (8) comply with all applicable municipal, State, and Federal motor vehicle regulations;
- (9) pay all traffic violation fines levied against them;
- (10) ensure that motor vehicles and their contents are properly secured when left unattended;
- (11) ensure that the motor vehicle is properly serviced during the course of operation, or notify the Motor Vehicle Fleet Manager of needed servicing;
- (12) protect and properly use Federal Government credit cards;
- (13) use self-service pumps;
- (14) request each passenger to fasten his/her safety belt when operating any motor vehicle on official business; and
- (15) notify the Motor Vehicle Fleet Manager when any belt in a motor vehicle owned or leased by the Federal Government is not working.

5. **What are the definitions of key terms used in this Manual?**

- a. [Alternative fuel vehicles](#). These include motor vehicles that use the following types of power sources:
 - (1) Methanol, ethanol, and other alcohols;
 - (2) Blends of 85% or more of alcohol with gasoline;
 - (3) Natural gas and liquid fuels domestically produced from natural gas;
 - (4) Liquefied petroleum gas (propane);
 - (5) Coal-derived liquid fuels;

- (6) Hydrogen and electricity; and
 - (7) Biodiesel.
-
- b. **Fleet average fuel economy.** This is a ratio (consumption weighted average) used to calculate the relative fuel efficiency of motor vehicle acquisitions. These averages are based upon the Environmental Protection Agency's combined city/highway miles per gallon (MPG) rating.
 - c. **Fleet Management Center (FMC).** The GSA fleet is supported by a network of Fleet Management Centers (FMCs) responsible for the assignment of GSA fleet motor vehicles and providing for their administrative support and control in the specific geographical areas they serve.
 - d. **General purpose motor vehicles.** These are commercially manufactured vehicles, self-propelled, procurable from regular production lines, and designed for highway transportation of personnel and cargo (sedans, station wagons, 4x2 trucks, vehicles weighing one ton and under, and trucks weighing 1 ½ tons and over). The definition also includes any general-purpose motor vehicle that has undergone a temporary modification to meet seasonal or other special needs.
 - e. **Interagency motor pool (IAMP).** This is the GSA motor pool that provides motor vehicles services for the transportation of personnel and property.
 - f. **Lease.** This is the acquisition of a vehicle by contract or other arrangement from the GSA or a commercial firm for a period of 60 consecutive days or more.
 - g. **Official use.** This is the use of Federal Government-owned and -leased motor vehicles by FHWA personnel in accomplishment of the FHWA's mission. When contractors are authorized to use Federal Government-owned or -leased motor vehicles, the contract shall stipulate that such vehicles are to be used for official purposes only.
 - h. **Passenger automobiles.** These are four-wheeled motor vehicles, designed for passenger transportation on streets and roadways, that are commonly propelled by an internal combustion engine.
 - i. **Rental.** This is a motor vehicle acquired by contract or other arrangement from the GSA or a commercial firm for less than 60 days.
 - j. **Special purpose motor vehicles.** These are commercially manufactured motor vehicles, self-propelled, and designed for a special purpose; e.g., fire engines, rotary snowplows, road graders, and other motorized vehicles with permanently mounted equipment. This definition includes any general-purpose motor vehicle that has undergone permanent or major modification, which precludes further economical use as a general-purpose motor vehicle.

CHAPTER 2. MOTOR VEHICLE ACQUISITION, UTILIZATION, REPLACEMENT, AND DISPOSAL

Par.

1. How are motor vehicles acquired?
2. What are the requirements to acquire alternative fuel vehicles?
3. How are motor vehicles to be assigned and utilized?
4. What are the procedures for replacing or disposing of vehicles?

1. **How are motor vehicles acquired?** Motor vehicles may be obtained through purchase, the GSA IAMP, or by commercial leasing or renting.

- a. **Purchase.** Passenger and special purpose motor vehicles are authorized for purchase only when the FHWA has specific Department of Transportation (DOT) appropriation authority and when such motor vehicles are not available through IAMP. Requests for purchase must be processed through GSA. The acquisition of new sedans, station wagons, and light trucks is limited to class IA (small), class IB (subcompact), or class II (compact), unless a written justification is provided that a larger class vehicle is essential. All passenger automobiles and light trucks acquired must achieve a "fleet average fuel economy" as prescribed in [41 CFR 102-34.50](#). HAIM-22 should be notified of the purchase of any vehicle so that it is included in the FHWA motor vehicle inventory.

- b. **GSA lease or rental.** The primary source of leased motor vehicles for the FHWA on a long-term and short-term basis is the IAMP. When acquiring motor vehicles from the GSA, every attempt should be made to obtain a compact or economy-type motor vehicle at the lowest cost possible. Requirements for motor vehicles should be determined as soon as practicable to arrange for IAMP motor vehicles. Arrangements for IAMP motor vehicles for use by Washington Headquarters personnel should be made through HAIM-22. In the field offices, arrangements should be made through the Motor Vehicle Fleet Manager.

- (1) Requirements for indefinitely assigned motor vehicles should be met through the IAMP. Requests should be submitted in writing to the IAMP serving the area in which the motor vehicle is to be used. When the motor vehicle is required in an area not served by an IAMP, the Motor Vehicle Fleet Manager shall send his/her request to the GSA Fleet Management Center having jurisdiction over the area concerned. The request shall include the appropriate billing address and the Billing Office Address Code (BOAC), along with a justification for the request. The GSA will determine whether vehicles can be provided by the IAMP. If the GSA cannot meet the justified need, authorization for the use of commercial sources must be obtained from HAIM-22.

- (2) On a short-term basis, when all FHWA motor vehicles are in use, additional motor vehicles may be rented from the GSA. Arrangements for rental of GSA motor vehicles must be made through HAIM-22 in the Washington Headquarters and through the Motor Vehicle Fleet Manager in the field offices. If a GSA motor vehicle is not available, a commercial rental or privately-owned motor vehicle may be utilized.
 - (a) Before signing a receipt for a GSA motor vehicle, the driver shall inspect it for damage and ensure that an inflated spare tire and the necessary tools for changing the tire are in the motor vehicle. If any items are missing, the motor vehicle may be refused until these items are furnished or another motor vehicle is provided. While the safety of the Federal Government motor vehicle and its occupants are of prime consideration in all motor vehicle operations, it may become necessary to accept a motor pool vehicle that has been damaged or has some parts or accessories missing; this fact should be noted on the receipt that the GSA requires of the driver.
 - (b) When a GSA motor vehicle is returned, the pink copy of GSA Form 312, Motor Vehicle Dispatch Record, is given to the driver. In Washington Headquarters, this pink copy must be submitted to HAIM-22; in the field, the pink copy must be submitted to the Motor Vehicle Fleet Manager.
 - (c) When a traveler on an official travel order requires a rental motor vehicle, the motor vehicle must be authorized on the travel order or explained in the travel voucher submitted for reimbursement.
- (3) Each IAMP motor vehicle contains a packet with instructions to which operators must adhere. In the event a motor vehicle breaks down, the operator must call the local IAMP for specific instructions regarding the necessary repairs. Commercial repairs under \$100 may be made without prior GSA approval. Purchase of batteries, tires, and glass must always be authorized prior to purchase, regardless of cost. Payments under \$100 must be made using the credit card assigned to each vehicle. Repair costs that exceed \$100 require prior GSA approval and issuance of a purchase order to the repair facility by the GSA. Refer to Chapter 4 for procedures relating to damage claims against private individuals. Repairs that involve the safe operation of the motor vehicle need to be made immediately before any further use of the motor vehicle. Approval procedures for safety related items should be established by the FHWA organization responsible for the motor vehicle.
- (4) The GSA uses the [GSA SmartPay Program](#) to collect charges for IAMP support.

- (a) The GSA SmartPay® program provides the Federal Government and its contractors with numerous benefits including:
- 1 a streamlined purchasing process that eliminates the use of purchase orders and reduces administrative costs;
 - 2 an improved payment process that allows fully automated invoicing and payment processing;
 - 3 performance-based refunds for Federal agencies based on net charge volume; and
 - 4 electronic access systems that allow for streamlined financial operations and allocation methods.
- (b) See also Chapter 7, paragraph 1, for procedures for the use of the U.S. Government Credit Card assigned to Federal Government motor vehicles.

c. Commercial lease or rental

- (1) When a local GSA motor pool cannot meet an FHWA long-term leasing requirement, the Motor Vehicle Fleet Manager in the field must notify HAIM-22. If the requirement is justified, HAIM-22 will submit the request to the GSA authority to lease the motor vehicle from commercial sources. Upon notification from the GSA that authority is granted, HAIM-22 will authorize the local Motor Vehicle Fleet Manager to procure the motor vehicle(s) through a commercial lease arrangement. The acquisition of the additional motor vehicles must comply with [41 CFR Part 102-34](#).
- (2) The GSA has contracts with commercial firms throughout the country to supplement its equipment and facilities. Whenever IAMP services are not available for short-term needs, the sources listed in the Federal Supply Schedule should be used for renting a commercial motor vehicle. If a motor vehicle is not available from sources in the Federal Supply Schedule, a motor vehicle may be rented through any commercial source.
- (3) To acquire a commercial motor vehicle when on temporary duty, the traveler must have a purchase order or an official travel authorization specifying the use of a motor vehicle.
- (4) When renting a motor vehicle while on official travel, compact and economy motor vehicles shall be used in lieu of more costly standard or larger motor vehicles. If the use of a standard motor vehicle at a higher cost is necessary due to unusual circumstances, a justification must be

attached to the travel authorization and approved by the official approving the travel. If a need for a more costly motor vehicle is not known at the time the travel authorization is prepared, a justification shall be attached to the travel voucher.

- (5) All commercial charges covered by a travel authorization must be paid by the traveler and claimed on the travel voucher. Federal Government credit cards may not be used to rent motor vehicles.

2. **What are the requirements to acquire alternative fuel vehicles?** The Energy Policy Act (EPAct) set forth the statutory requirements for the acquisition of alternative fuel vehicles (AFVs) by Federal agencies. In Fiscal Year 2000 and beyond, 75 percent of light-duty vehicle acquisitions in covered fleets must be AFVs. [Executive Order \(E.O.\) 13149](#), Greening the Government through Transportation and Fleet Efficiency, directs Federal agencies to fulfill the intent of the EPAct to reduce the reliance on petroleum products. Each FHWA field office is required to meet the 75 percent level for AFVs. In order to meet the intent of the E.O., and recognizing limited AFV inventories from GSA and the car manufacturers, field offices should submit in writing to their GSA FMCs a request to receive alternative fuel vehicles during replacement cycles to meet the 75 percent criteria.

3. **How are motor vehicles to be assigned and utilized?**

a. **Assignment of vehicles**

- (1) An official motor vehicle cannot be assigned to any employee in the DOT (except the Secretary) for his/her exclusive use.
- (2) The Motor Vehicle Fleet Manager shall assign FHWA-owned or -leased motor vehicles as needed under his/her jurisdiction only if the following requirements have been met:
 - (a) the employee has a valid State, District of Columbia, or Commonwealth operators permit, which applies to the type of motor vehicle to be operated, and which is issued for the area in which that employee is principally employed or lives. An employee requiring temporary use of a motor vehicle while in travel status needs to possess a valid State driver's license and a travel authorization specifically authorizing the use of a motor vehicle;
 - (b) the motor vehicle is in a safe operating condition;
 - (c) the motor vehicle is appropriate for the assignment;

- (d) the motor vehicle contains a packet of all pertinent information in case of an accident or emergency; and
- (e) the motor vehicle has properly installed seat belts.

b. **Motor vehicle utilization standards**

- (1) A high level of vehicle utilization is the continuing objective of fleet motor vehicle management.
- (2) Each motor vehicle fleet field location should provide for a pooling operation wherever it is possible to do so. Motor vehicles should be rotated between areas requiring low mileage utilization and those requiring high mileage utilization so that mileage replacement standards will be reached for all motor vehicles of the same class and age at approximately the same time.

c. **Authorized uses of motor vehicles.** The FHWA-owned and -leased motor vehicles shall be used by Federal Government personnel for official purposes only. Motor vehicles may be used by non-Federal Government employees only when there is a direct connection with official business. Examples of official use include the following:

- (1) travel that is directly incidental to the performance of official business, provided that the motor vehicle is not diverted from a reasonable and prudent route or from its intended purposes;
- (2) transportation of Federal Government documents, material, or supplies;
- (3) transportation between temporary lodging and the temporary duty station;
- (4) transportation, while in travel status, to and from meals when suitable meals cannot be procured at the temporary duty station or place of temporary lodging;
- (5) transportation of employees and dependents on change of official duty station when authorized by travel orders; and
- (6) transportation between domicile and place of employment ([Home to Work rules](#)). The use of a Federal Government motor vehicle to transport employees between their residences and places of employment is limited in accordance with 41 CFR 102-5.35.
 - (a) FHWA home-to-work transportation is limited to those employees engaged in field work. Employees in Washington Headquarters do not qualify for this type of vehicle utilization.

- (b) Home-to-work restrictions do not apply to the use of a Federal Government vehicle when on official travel to perform temporary duty (TDY) assignments away from a designated or regular place of employment.
 - (c) The use of home-to-work transportation for field work should be authorized only to the extent that such transportation will substantially increase the efficiency and economy of the Federal Government.
 - (d) Whenever a motor vehicle is used for home-to-work transportation, written supervisory approval is required. The documentation within the motor vehicle file should include:
 - 1 supervisory approval,
 - 2 purpose of trip and justification for use to residence, and
 - 3 dates.
 - (e) Files should be kept for the duration of the lease or ownership of the motor vehicle. Files in field offices are kept by the Motor Vehicle Fleet Manager; files in Washington Headquarters are kept by HAIM-22.
- d. Driving a vehicle while operating a cellular phone without a hands-free device in the District of Columbia and in some other States can result in a fine, and possible points assessed to driver's licenses, for drivers of Federal Government and private vehicles. See [GSA Bulletin FMR B-2, Wireless Phone Use in U.S. Government Vehicles](#).
- e. The GSA Fleet Program prohibits the use of [tobacco products](#) in GSA fleet motor vehicles because of the potential health hazards associated with the use of these products and the negative residual effects of tobacco use in GSA fleet motor vehicles.
- f. **Penalty for unofficial use.** The following mandatory penalty applies to unofficial use of motor vehicles: Any officer or employee of the Federal Government who willfully uses or authorizes the use of any Federal Government owned passenger motor vehicle for other than official purposes shall be suspended from duty by the head of the office concerned, without compensation, for not less than one month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant. Refer to [41 CFR 102-34.240](#) for information regarding offenses and penalties.

4. **What are the procedures for replacing or disposing of vehicles?** Based on the fleet inventory, motor vehicles may be replaced in accordance with replacement standards in [41 CFR 102-34.280](#). Generally, motor vehicles must be replaced within three years or the mileage specified in 41 CFR-34.280 (Subpart D). Based upon the fleet inventory, a person from GSA’s FMC will contact the FHWA offices when replacement motor vehicles are ready to be assigned. Motor vehicles that are in usable and working condition may be retained even though the standards permit replacement, provided the motor vehicle can be used or operated an additional length of time without excessive maintenance cost or substantial reduction in resale value.

a. Minimum replacement standards for general purpose motor vehicles are as follows:

Table of Minimum Replacement Standards

Motor vehicle type	Years	Miles
Sedans/Station Wagons	3	60,000
Trucks:		
Less than 12,500 pounds GVWR	6	50,000
12,500-23,999 pounds GVWR	7	60,000
24,000 pounds GVWR and over	9	80,000
4- or 6-wheel drive motor vehicles	6	40,000

Minimum standards are stated in both years and miles; use whichever occurs first.

b. **Damaged motor vehicles.** A motor vehicle that has been damaged beyond economical repair (including unusual wear by abnormal operating conditions) may be replaced without regard to the above standards after certification by the Motor Vehicle Fleet Manager.

c. **Accidents.** See [41 CFR PART 102-34.300](#). Use Standard Form 91, Motor Vehicle Accident Report, and Standard Form 94, Statement of Witness, as necessary.

d. **Motor vehicle disposal.** See [41 CFR 102-34.310](#) and [FPMR 101-43](#).

(1) When an FHWA-owned motor vehicle has passed its useful life, it shall be disposed of under the exchange/sale authority. All motor vehicles must be reported to the GSA. The motor vehicle may be disposed of by transferring the motor vehicle title, or manufacturer's Certificate of Origin, to the new owner (such as the GSA, another Federal agency, or a salvage yard). Detailed instructions on the disposal process are in parts 101–45 and 101–46 of 41 CFR. The SF 120, Report of Excess Personal Property, is used to notify the GSA of any excess motor vehicles.

- (2) If a motor vehicle is not replaced, it is considered excess and will be reported to the GSA for reutilization.

CHAPTER 3. MOTOR VEHICLE OPERATION AND MAINTENANCE

Par.

1. What is appropriate motor vehicle operation?
2. What is appropriate motor vehicle maintenance?

1. **What is appropriate motor vehicle operation?** Good driving habits and a common sense approach should be maintained when operating motor vehicles. The following driving and operating techniques are examples of those that are to be observed:
 - a. Avoid one-vehicle-per-person trips. Use one motor vehicle for several passengers traveling in the same general area. Always consider: "Is this trip necessary?" "Can the job be accomplished by some other means?" Use the telephone when practicable.
 - b. Federal Government motor vehicle operators should not start the engine of a motor vehicle until all occupants have properly fastened their seat belts.
 - c. Use the smallest motor vehicle feasible for the trip.
2. **What is appropriate motor vehicle maintenance?** As required, safety and preventive maintenance inspections shall be performed on FHWA-owned and –leased motor vehicles by Motor Vehicle Fleet Managers. Special attention should be given to the following items: oil and air filters, tire pressure, the cooling system, and proper wheel alignments.
 - a. **FHWA-owned motor vehicles.** The manufacturers' recommended schedules and specifications should be followed. Proper maintenance can contribute to energy efficient operation and ensure that the motor vehicle will meet Federal and State emissions standards, which include safe and proper operation of the catalytic converter. (See [41 CFR 102-34.285](#).)
 - b. **Leased motor vehicle.** Motor Vehicle Fleet Managers shall comply with the GSA-prescribed maintenance schedule on either a time or mileage basis for IAMP motor vehicles. Users of IAMP motor vehicles shall comply with the safety and preventive maintenance instructions established by the local IAMP. For information on repairs, see [41 CFR 102-34.285](#).
 - c. **State inspections.** Motor vehicles must pass State inspections where mandated. The FHWA pays for these inspections unless the fee is waived. See [41 CFR 102-34.290](#).

CHAPTER 4. LIABILITY AND DAMAGE CLAIMS

Par.

1. What is the employee liability and insurance reimbursement when driving a Federal Government motor vehicle?
2. How is the defense of suits against employees handled?
3. What are the procedures for damage claims against private individuals?
4. What are the accident reporting requirements?

1. **What is the employee liability and insurance reimbursement when driving a Federal Government motor vehicle?**

- a. **Employee liability.** An employee will not be held financially liable for any damage to a Federal Government-owned or -leased motor vehicle resulting from the operation of the vehicle in the performance of official business. If the employee's actions warrant disciplinary measures, penalties will be based on the nature of the offense (see [41 CFR 102-34.240](#)).
- b. **Collision damage insurance**
 - (1) **Travel in the United States.** Reimbursement is not authorized for additional collision insurance (collision damage waiver adjustment) on rental motor vehicles. An FHWA employee with a rental motor vehicle that incurs damage can pay up to the deductible amount and claim reimbursement of the amount as a travel expense on his/her travel voucher. The damage should be explained on the voucher or as an attachment. To cover payment of a large deductible amount, an employee may charge the deductible to the employee's GSA SmartPay® Master Card obtained through the Travel Charge Card Program as described in Chapter 10 of DOT Order 1500.6A, Travel Manual. In addition, when the damage appears to be the result of actions by another non-employee against whom the Federal Government may have a claim, the traveler will submit an accident report and other pertinent information.
 - (2) **Travel in foreign areas.** An employee may be reimbursed for necessary additional insurance (collision damage waiver or collision insurance) when a motor vehicle is rented or leased for official travel in foreign areas (55 Comptroller General 1343).
- c. **Trip insurance-foreign countries.** Reimbursement is authorized for the cost of trip insurance purchased by employees for use of a Federal Government-furnished or privately-owned motor vehicle during official business in a foreign country. Trip insurance covers potential liability for property damage or personal injury or death to third parties. Reimbursement is limited to instances in which the

purchase of such insurance is required by foreign statute or is a practical necessity due to the legal procedures of the country that, in the event of an accident, could result in detainment of the driver and impoundment of the motor vehicle. Reimbursement is limited to the cost of the minimum insurance required for the use of the roads or an amount equivalent to the customary minimum amount required by the motor vehicle rental industry in the area.

2. **How is the defense of suits against employees handled?**

- a. The Federal Government will defend any civil action that may be brought against an employee, or his/her estate, for damage to property or for personal injury or death resulting from the employee's operation of any motor vehicle while acting within the scope of his/her employment. Insurance premiums paid by employees to obtain protection for them while driving official motor vehicles outside the scope of their employment are not reimbursable.
- b. When a civil action or proceeding against the employee or the employee's estate is instituted for damage to property, or for personal injury or death arising from an FHWA employee's operation of a motor vehicle while on official business, the employee shall immediately advise his/her first-level supervisor. Within three days, the employee shall deliver all process and pleadings or an attested true copy, served upon him/her, to his/her first-level supervisor.
- c. The employee's supervisor shall promptly furnish all information concerning the commencement of such action or proceedings and copies of all process and pleadings to the Washington Headquarters' Office of Chief Counsel (HCC-1). The Motor Vehicle Fleet Manager for Washington Headquarters will furnish HCC-1 upon request copies of SF 91-A, Investigation Report of Motor Vehicle Accident, and any other information available pertaining to the case.

3. **What are the procedures for damage claims against private individuals?**

- a. **Driver responsibility in case of accident.** When an accident has occurred in a GSA-leased motor vehicle, the FHWA employee should follow the instructions in the Motor Vehicle Accident Kit found in the vehicle. The employee should also contact his/her office's Motor Vehicle Fleet Manager for additional instructions. If an accident occurs in an FHWA-owned motor vehicle, contact the Motor Vehicle Fleet Manager who will provide instructions as to proper action.
- b. **Damage claims.** Where, on the basis of information furnished in an accident or survey report, it is clearly determined that a private individual is responsible for damage to an FHWA-owned or an IAMP motor vehicle, efforts should be made to recover the costs of repairs of such damages.
- c. **Direct payment to facility that repairs the damage.** The Motor Vehicle Fleet Manager should make every effort to have the responsible individual, or his/her

insurer, make arrangements for necessary repairs with an acceptable repair facility and for direct payment to such facility.

- d. **Payment to the FHWA.** When arrangements cannot be made for direct payment to the repair facility by the responsible individual or his/her insurer, payment by check to the FHWA will be required. Since direct payment to the FHWA for damages is not available for expenditure, all such collections will be deposited into the General Fund Receipts of the Treasury.
 - e. **Refusal to pay for damages.** When it is clearly determined that a private individual is responsible for damages to an FHWA-owned or IAMP motor vehicle and that individual is unwilling to pay for the repairs, the claim should be forwarded to HCC-1.
 - f. **Parking fees and fines.** Employees must pay parking fees while operating a motor vehicle owned or leased by the Federal Government. However, employees can expect to be reimbursed for parking fees incurred while performing official duties. Conversely, if an employee is fined for a parking violation while operating a motor vehicle owned or leased by the Federal Government, payment is the employees personal responsibility and the fine will not be reimbursed to the employee. See [41 CFR 102-34.255](#).
4. **What are the accident reporting requirements?** A National Accident Management Center (AMC), telephone 1-800-325-2958, supports GSA fleet customers. The AMC has technicians trained in body damage repair, rental cars, towing, and accident reporting policy. The AMC's job is to administer accident reporting procedures, process necessary documentation, bill the party at fault, and answer customer questions.

CHAPTER 5. LICENSING AND DISPLAY OF TAGS ON FEDERAL GOVERNMENT MOTOR VEHICLES

Par.

1. What are the requirements for licensing Federal Government-owned or -leased motor vehicles?
2. What are the requirements for the display of Federal Government tags?

1. **What are the requirements for licensing Federal Government-owned or -leased motor vehicles?**

- a. Official Federal Government license plates, or tags, must be used on all Federal Government-owned or -leased motor vehicles unless specifically exempted by [FMR 102-34.175](#).
- b. Official Federal Government tags must be obtained from [Federal Prison Industries, Inc. \(UNICOR\)](#).
- c. Federal Government motor vehicles based or housed outside the District of Columbia need not be registered in the States, territories, or possessions in which they are used. However, motor vehicles which are exempt from the display of official Federal Government tags and other identification shall be registered and inspected in accordance with the laws of the State, territory, or possession involved. Those vehicles regularly based or housed in the District of Columbia are to be registered and inspected in accordance with the provisions of [FMR 102-34.290](#).

2. **What are the requirements for the display of Federal Government tags?**

- a. Each vehicle will display official Federal Government identification tags mounted on the front and rear of the motor vehicle except in those instances where use of other tags are approved. In addition, each motor vehicle acquired for official purposes (except vehicles exempted by [FMR 102-34](#)) shall display the legends "For Official Use Only," "U.S. Government" and "U.S. Department of Transportation."
- b. Motor vehicles rented from private or commercial sources for a period of less than 6 months and used primarily for off-highway work need not display the legends described above. However, motor vehicles leased for periods of 6 months or longer shall display official Federal Government tags and the prescribed legends. Sedans and station wagons acquired for periods of 60 consecutive days or more must be identified by displaying the legends on the left side of the rear window, not more than one-and-one-half inches from the bottom of the window.

- c. Whenever a motor vehicle is permanently removed from Federal Government service, all U.S. Department of Transportation identification and any other Federal government identification shall be removed from the motor vehicle before transferring the title or delivering the motor vehicle.

- d. Unlimited exemptions from the requirement to display official Federal Government tags and other identification are granted to the organizational activities of Federal agencies as explained in [FMR 102-34.195](#). In addition, exemptions may be authorized by the Secretary of Transportation or designee upon written certification that conspicuous identification will interfere with the purpose for which the motor vehicle is used. Approval by GSA will not be required.

CHAPTER 6. CERTIFICATION OF MOTOR VEHICLE OPERATORS

Par.

1. To whom do these certification procedures apply?
 2. What are the requirements for certification of motor vehicle operators?
 3. What are the procedures to reserve a motor vehicle in Washington Headquarters?
-
1. **To whom do these certification procedures apply?** These certification procedures apply to all FHWA employees and contract personnel who operate FHWA motor vehicles while on official business. There are three classes of FHWA motor vehicle operators:
 - a. **Regular operator.** An FHWA employee whose principal job is that of a chauffeur, truck driver, bus driver, or similar function;
 - b. **Incidental operator.** An FHWA employee who is required to drive an FHWA motor vehicle incidental to the performance of other assigned duties; and
 - c. **Non-Federal Government operator.** An individual who is officially authorized to drive an FHWA motor vehicle but is not employed by the FHWA.
 2. **What are the requirements for certification of motor vehicle operators?**
 - a. All operators of FHWA motor vehicles are required to:
 - (1) have in their possession while operating the FHWA motor vehicle a valid State driver's license for the class of motor vehicle they are operating;
 - (2) have a valid Federal agency identification card at all times while operating the FHWA motor vehicle; and
 - (3) be physically qualified to operate the assigned motor vehicle.
 - b. **Incidental operators.** For incidental operators in both Washington Headquarters and field offices, the possession of a valid State driver's license may be used as sufficient evidence of physical qualification to drive a Federal Government-owned or -leased motor vehicle and should be shown at the time the vehicle's keys are picked up. However, in the Washington Headquarters, if the supervisor of an FHWA employee is aware of any reason not to allow the employee to use a Federal Government-owned or -leased motor vehicle, the supervisor should notify HAIM-22. For FHWA field offices, the supervisor should notify the Motor Vehicle Fleet Manager in his or her respective location.

3. **What are the procedures to reserve a motor vehicle in Washington Headquarters?**

All employees below the level of Office Directors are required to submit in writing to HAIM-22 a request to reserve a motor vehicle for official use indicating supervisory approval. This written submission may be in the form of an email provided by the Program Coordinator or Administrative Officer. The request to reserve a motor vehicle should include:

- a. name of the driver,
- b. office routing symbol and phone number of the driver,
- c. date and time the motor vehicle is required,
- d. purpose and location of the trip, and
- e. certification that stipulates the employee has supervisory approval.

CHAPTER 7. GOVERNMENT CREDIT CARDS FOR FLEET USE

Par.

1. What are the procedures for the use of the Federal Government Credit Card assigned to Federal Government motor vehicles?

1. **What are the procedures for the use of the Federal Government Credit Card assigned to Federal Government motor vehicles?**

- a. **Leased motor vehicles**

- (1) The primary source for services for leased Federal Government motor vehicles is through cross-servicing arrangements with other Federal Government agencies and the use of the [GSA Smart Pay Fleet Charge Card](#), which is authorized by contracts awarded under [GSA SmartPay Program](#). The GSA supplies a Smart Pay Fleet Charge Card with all new leased motor vehicles. The card is unique for each car bearing its license plate number. The GSA Smart Pay Fleet Charge Card shall be used to obtain services and supplies at selected service stations. All major oil companies accept the card. If a service station does not accept the card, employees should call one of the two "Maintenance Authorization" telephone numbers listed on the reverse side of the GSA Smart Pay Fleet Charge Card. Citibank will give the vendor a MasterCard authorization. The vendor will accept this. Drivers may use a GSA Smart Fleet Charge Card specifically issued for fueling. These cards are also designed to collect motor vehicle data (such as vehicle tag number, its duty location, the number of gallons of fuel purchased, and the date of purchase) at the time of purchase. Where appropriate, State sales and motor fuel taxes are deducted from fuel purchases by the fleet charge card services contractor before FHWA is billed. The GSA contractor issued fleet charge card is the only Federal Government-issued charge card that may be used for GSA-leased fleet motor vehicles. The Federal Government small purchase credit card does not collect motor vehicle data for amounts less than \$2,500.00 nor does it deduct State sales and motor fuel taxes.
- (2) If maintenance or repairs will exceed \$100, the employee operating the motor vehicle should contact the Maintenance Control Center (MCC) at 1-888-622-6344 for pre-approval. Also, purchases of batteries, tires, and glass must always be authorized prior to purchase, regardless of cost.
- (3) If the vendor will not accept the GSA Smart Pay Fleet Charge Card for the purchase of supplies and services, GSA regulations permit the vendor to send an invoice directly to the GSA Payment Center:

GSA Payment Center
529 West Felix Street
Building 40
Ft. Worth, TX 76115

The vendor should be instructed to include on the invoice:

- (a) the Federal Government tag number of the vehicle,
 - (b) the odometer reading at the time of the service, and
 - (c) the reason why the GSA Smart Pay Fleet Charge Card was not used.
- (4) If an employee must pay by cash or personal credit card, obtain a receipt for each purchase and verify the accuracy of all charges. Field employees should present or forward the receipt to the servicing FMC as soon as possible and include the following information:
- (a) vendor's name and address,
 - (b) date of service,
 - (c) Federal Government tag number of the motor vehicle,
 - (d) odometer reading at the time of service,
 - (e) itemized charges,
 - (f) reason why the GSA Smart Pay Fleet Charge Card was not used, and
 - (g) employee signature verifying the accuracy of all pertinent information and charges.

- b. **FHWA-owned motor vehicles.** For FHWA-owned motor vehicles, use the Bank One credit card. Offices that buy cars and trucks should send requests for license plates and a matching Bank One credit card to HAIM-22. Bank One credit cards can be used for fuel and vehicle repairs. Each field office pays for card charges from its own general operating expenses.

CHAPTER 8. MOTOR VEHICLE RECORDS AND REPORTS

Par.

1. What motor vehicle historical records must be kept?
 2. What are the motor vehicle reporting requirements?
 3. What annual report is required?
 4. What reporting is required for odometer readings?
-
1. **What motor vehicle historical records must be kept?** All Motor Vehicle Fleet Managers shall maintain a historical record for each motor vehicle (other than motor vehicles acquired for less than 60 days). The record shall include the following information:
 - a. **FHWA-owned motor vehicles**
 - (1) **Inventory control data**
 - (a) License plate numbers.
 - (b) Vehicle serial number.
 - (c) Year, make, model, and type.
 - (d) Capacity and gross weight.
 - (e) Acquisition cost of basic motor vehicle.
 - (f) Special equipment and cost of each item.
 - (g) Acquisition document number.
 - (h) Source of acquisition.
 - (i) Condition on acquisition.
 - (j) Current location and assignment of motor vehicle.
 - (k) Date and odometer reading at the time of acquisition.
 - (2) **Utilization.** Correct mileage and other information, documented on Optional Form 108, Daily Vehicle Usage Report.
 - (3) **Record of operating costs.** All costs of fuel, oil, tires, lubrication, washing, polishing, antifreeze, tire mounting, chains, etc.

- (4) **Record of maintenance costs.** All costs of repairs (including labor), parts and materials, battery renewal, oil filter and spark plug replacement, engine tuning, and other minor adjustments that can be accomplished without disassembly of a unit. Storage costs, other than overnight costs entered on a travel voucher, should also be included under maintenance when applicable.
- (5) **Record of accidents and damages.** The date of the accident, case or file number, and cost of repairs. This information must also be submitted to HCC-1 on the FHWA Occupational Accident Reporting Form.
- (6) **Disposal data.** The date of disposal, recipient, amount received, and disposal document number.

b. **IAMP motor vehicles**

- (1) Utilization and cost data for each motor vehicle acquired from the IAMP on regular assignment shall be maintained on forms prescribed by the GSA.
- (2) The employee responsible for obtaining regularly assigned IAMP motor vehicles at each FHWA installation will maintain a tabulation to reflect for each motor vehicle, by month, the miles driven and acquisition costs. This information will support justification for retention of motor vehicles and additions or reductions to the local fleet.

c. **Commercially leased motor vehicles.** Utilization and cost data will be maintained for each motor vehicle commercially leased by the FHWA for a period of 60 days or more for inclusion into the [Federal Automotive Statistical Tool \(FAST\) system](#) (see paragraph 2).

2. **What are motor vehicle reporting requirements?** The FAST system, developed by the Department of Energy and the GSA, is the only automated tool for capturing motor vehicle inventory data and making required energy reports. The FAST system was developed to assist fleets in meeting the data reporting requirements of Executive Order 13149, Greening the Government Through Federal Fleet and Transportation Efficiency, The Energy Policy Act of 1992, as amended by the Energy Conservation Reauthorization Act of 1998 (Public Law 105-388), and the GSA's SF 82, Agency Report of Motor Vehicle Data. Data collected through the FAST system will satisfy all of these requirements.
3. **What annual report is required?** Motor vehicle data will be summarized and reviewed annually by the Washington Headquarters Motor Vehicle Fleet Manager and entered into the FAST system each year between October 30 and November 30 so that a consolidated report may be transmitted to the Office of the Secretary of Transportation (OST) by December 1. Field offices that have FHWA-owned vehicles will enter this data into the FAST system during the period October 1 to November 30 each year. The Washington

Headquarters Motor Vehicle Fleet Manager will coordinate with these offices each year to ensure data entry regarding FHWA-owned vehicles.

4. **What reporting is required for odometer readings?** Motor Vehicle Fleet Managers or their designees should report their odometer readings to the appropriate GSA FMC each month. These readings are the basis for bills and are used to determine preventative maintenance needs for each motor vehicle. Odometer readings can be reported to GSA FMC in one of the following ways:
 - a. using the GSA Fleet's web-based mileage reporting system, [Mileage Express](#);
 - b. using Dial-a-Mile to report for a fleet of 20 or fewer vehicles. Dial 1-877-472-3773 and key in the tag numbers and mileages; or
 - c. completing and mailing GSA Form 494, Motor Vehicle Use Record, to the GSA FMC.