

	U.S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Code: ADS-7
		Transmittal Number: 960
		Date: May 22, 2009
Subject: Motor Vehicle Management Program		
Approval: Glenda H. Owens		Title: Acting Director

1. **Purpose.** The purpose of this Directive is to establish a motor vehicle management program that consists of uniform procedures for the utilization, maintenance, tracking, replacement, and disposal of motor vehicles.
2. **Summary of Changes.**
 - a. The Directive aligns the Office of Surface Mining Reclamation and Enforcement's (OSM) policy on motor vehicle management with the Federal requirements in 41 CFR 102, Motor Vehicle Management, that addresses accountability, receiving, tracking, managing, and disposing of motor vehicles.
 - b. The Motor Vehicle Management Handbook was updated to assist OSM employees in implementing the Directive's requirements.
 - c. The motor vehicle management definitions within the Motor Vehicle Management Handbook were updated to include the terms: "Alternative Fuel Vehicles," "Certificate of Origin," "Executive Order 13423," "Financial and Business Management System," "Hybrid," and "Plug-In Hybrid."
 - d. Other minor, organizational, and editorial changes were made for purposes of clarity and consistency.
3. **Definitions.** Refer to Handbook, Chapter 18 (p. A-26) for definitions that are relevant to the Motor Vehicle Management Program.
4. **Policy.** It is OSM's policy to maintain management controls for the systematic accountability, receiving, tracking, managing, and disposing of motor vehicle assets. OSM employees have a personal obligation for the proper operation and care of the motor vehicles entrusted to them or under their control or direct supervision. No OSM employee will use, or permit the use of, Government motor vehicles for other than official purposes except as permitted by law.

5. **Responsibilities.**

a. The Assistant Director, Finance and Administration, is responsible for the overall management of the Motor Vehicle Management Program.

b. Assistant Directors, Regional Directors, Field Office Directors, Area Office Managers, and Regional Supervisory Auditors are responsible for carrying out and complying with OSM's motor vehicle management program requirements within their respective locations and for designating Local Fleet Managers.

c. Chief, Division of Administration, is responsible for overseeing the operation of the motor vehicle management program and designating OSM's Fleet Manager.

d. OSM Fleet Manager is responsible for the development and implementation of policies, procedures, and guidelines relating to all aspects of the motor vehicle management program.

e. Local Fleet Managers are responsible for managing motor vehicles that are assigned to them. This includes scheduling motor vehicles for maintenance; posting maintenance repair costs in the Financial and Business Management System; (FBMS) reporting mileage and petroleum and alternative fuel consumption; and providing reports on vehicle utilization. Local Fleet Managers provide assistance to the OSM Fleet Manager as needed.

6. **Procedures.** The Motor Vehicle Management Handbook (Appendix A) contains the procedures for the acquisition, operation, management, control, and disposal of motor vehicles. To aid compliance with the requirements, a copy of this Handbook should be made available to employees operating a Government-owned/leased vehicle. These procedures shall be followed by all OSM employees having the responsibility for assignment and operation of Government-owned or leased motor vehicles.

7. **Reporting Requirements.** The reports required in support of the motor vehicle management program are contained in the Motor Vehicle Management Handbook, Appendix A.

8. **Effect on Other Documents.** This Directive supersedes Directive ADS-7, Transmittal Number 530, dated March 29, 1989; Directive ADS-7-1, Transmittal Number 578, dated October 12, 1989; and Directive 7-2, Transmittal Number 668, dated April 15, 1991.

9. **References.**

- a. 31 U.S.C. 1344, Passenger Carrier Use
- b. 40 U.S.C. Chapter 175, Federal Motor Vehicle Expenditure Control (PL 107-217)
- c. 40 U.S.C. 483, Property Utilization
- d. 40 U.S.C. 491, Motor Vehicle Pools and Transportation Systems

- e. 5 CFR 930.101, Programs for Specific Positions and Examinations, Subpart A, Motor Vehicle Operators
- f. 41 CFR Chapter 102, Federal Management Regulations subparts 102-5 and 102-34
- g. Public Law 102-486, Energy Policy Act of 1992
- h. Public Law 101-194, Ethics Reform Act
- i. 114 DM-60.8, Survey Procedures
- j. 31 U.S.C. 1349, Adverse Personnel Actions
- k. Public Law 109-58, Energy Policy Act of 2005
- l. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- m. OSM Asset Management Plan
- n. OSM Five-Year Fleet Management Plan
- o. 410 DM 60, Personal Property Management
- p. 412 DM 1, Motor Vehicle Management
- q. 412 DM 1, Supplement, Department of the Interior Motor Vehicle Management Handbook
- r. 905 DM 1, Disaster Assistance
- s. 41 CFR 102-34.285, Scheduled Maintenance of Motor Vehicles
- t. 41 CFR 102-34.45, Size Motor Vehicles May Purchase and Lease
- u. 41 CFR 102-34.25, Sources of Supply for Obtaining Motor Vehicles

10. **Effective Date.** Upon issuance

11. **Distribution.** By electronic format

12. **Appendices.** Appendix A: Motor Vehicle Management Handbook

Contact: Finance and Administration Directorate, Division of Administration

OFFICE OF SURFACE MINING RECLAMATION
AND ENFORCEMENT



MOTOR VEHICLE MANAGEMENT
HANDBOOK

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Electronic Forms Addresses: Note: Copies of forms are not provided; refer to the following websites for electronic forms that give users the ability to view, fill, print, and save the form.

DOI Forms: http://www.doi.gov/nbc/formsmgt/fm_forms.html

GSA Forms: <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?pageTypeId=8199&channelPage=/ep/channel/gsaOverview.jsp&channelId=-13253>

Chapter 1: Operating OSM Motor Vehicles

OSM Headquarters, Region, and Field offices operating motor vehicles should:

- a. Maintain custody and accountability for all vehicles assigned to their personnel, including the establishment of recordkeeping and reporting systems relating to motor vehicle acquisition, use, operation, maintenance, and disposition.
- b. Comply with the Government regulations, Department of the Interior directives, OSM procedures, and guidelines that apply to the administration of OSM's motor vehicle management program.
- c. Determine and report current and future needs for motor vehicles, related facilities, and accessory equipment.
- d. Provide funds and facilities for maintaining, storing, parking, and operating OSM motor vehicles and obtaining related supplies, services, and accessories.
- e. As required, formulate maintenance, repair, and storage procedures for OSM-owned motor vehicles and related equipment.
- f. Implement instructions in this handbook, OSM issuances, and recommendations from OSM's Fleet Manager concerning motor vehicle operations.
- g. Comply with established standards for driver qualifications, training, and indoctrinating motor vehicle operators, and issuing and caring for motor vehicles.
- h. Prepare and submit motor vehicles operations reports to the OSM's Fleet Manager, as required.
- i. Enter all information regarding vehicles into the Financial and Business Management System (FBMS), within 72 hours of being acquired, transferred, when disposal procedures are initiated, and at final disposition.
- j. Devise, perform, and/or direct feasibility studies of motor vehicle use in their functions to ensure that OSM provides effective mission transportation for the best value to the Government.
- k. Comply with the motor vehicle safety program and OSM's accident reporting requirements.
- l. Coordinate with Local Fleet Managers on problems involving use of their vehicles and motor vehicle management in general.
- m. Designate an employee to act as the Local Fleet Manager, who will keep track of scheduled and preventive maintenance on OSM vehicles, including warranty maintenance.

Chapter 2: OSM's Fleet ManagerOSM's Fleet Manager's Responsibilities

1. The OSM's Fleet Manager is responsible for developing, implementing, and updating OSM's fleet management plan on an annual basis. The plan defines the OSM's strategy for implementing its initiatives and achieving both the Department's and OSM's mission goals. The OSM fleet management plan includes processes to develop investment strategies, effectively manage and maintain accountability for fleet, ensure the safety of vehicles, and demonstrate improved performance.
2. The OSM's Fleet Manager has a number of responsibilities including, but not limited to, the following:
 - a. Establish, implement, and enforce OSM motor vehicle policies and procedures and serve as a resource for Local Fleet Managers to develop specific internal procedures to fulfill the requirements of all applicable laws, rules, and executive orders.
 - b. Analyze fleet size, operating costs, and utilization relative to OSM's missions; recommend appropriate parameters to manage OSM's motor vehicles; and provide Local Fleet Managers with the tools to allow them to manage their fleets efficiently and cost effectively.
 - c. Maintain the FBMS fleet module and collect and analyze essential fleet data as provided by Local Fleet Managers.
 - d. Maintain a cost-effective vehicle replacement program to include mileage/age criteria for each type of vehicle. Identify vehicles that have accumulated less than the minimum required mileage for possible rotation and develop a vehicle repair/replacement model to assist managers in managing their fleet vehicles in an efficient and cost-effective manner.
 - e. Provide fleet management support through conference calls, publications, websites, meetings, and training, as needed or requested.
 - f. Monitor fleet charge card purchases to ensure that restricted items are not purchased.

Chapter 3: Local Fleet Manager Responsibilities

Local Fleet Managers of OSM Government-owned motor vehicles shall:

- a. Ensure the proper care, servicing, and inspection of equipment to keep it in a good, safe operating condition, to detect and correct mechanical defects, and to anticipate and prevent major repairs.
- b. Use FBMS to document receipts, inventory, disposal, sales, rotations, transfers, maintenance, and mileage for all vehicles, as well as fuel type consumption of Alternative Fuel Vehicles.
- c. Establish and maintain FBMS Equipment Master Records for utilization of all assigned motor vehicles and for costs of maintenance in OSM motor vehicle operations.
- d. Ensure annual inspections are performed at authorized dealerships or qualified independent garages.
- e. Never permit the operation of OSM motor vehicles with faulty, unsafe, or defective brakes, lights, steering apparatus, tires, exhaust, seat belts, door, hood, or window systems.
- f. Approve emergency repairs over \$250.00.
- g. Not authorize repairs resulting from vehicular accidents until all accident-reporting requirements have been met.
- h. Issue local instructions covering local accident repairs.
- i. Provide guidance for the proper use and safe operation of motor vehicles.
- j. Ensure that keys and fleet charge cards are adequately protected both during and after normal duty hours.
- k. Ensure that replaced OSM motor vehicles are disposed of in accordance with 41 CFR 102-39.
- l. Ensure that only qualified operators with valid drivers' licenses operate motor vehicles.
- m. Ensure that OSM motor vehicles are stored in facilities that provide protection from theft and damages.

Chapter 4: Motor Vehicle Supervisor Responsibilities

1. Supervisors are responsible for determining the driving requirements of positions to be filled and ensuring that employees who operate OSM motor vehicles have valid drivers' licenses.
2. The basic requirements for all operator categories, as prescribed by 5 CFR 930.105, are:
 - a. To possess a Department of the Interior (DOI) employee identification credential and a current and valid state drivers license for the specific type of vehicle to be operated, issued by a state, the District of Columbia, Puerto Rico, or any possession or territory over which the United States has administrative jurisdiction; and
 - b. To be physically able to operate a motor vehicle safely, to be competent to operate the vehicle safely and efficiently; and to pass a road test, if required.
3. Any supervisor that deems adverse or disciplinary action against an operator is warranted must comply with the requirements of pertinent laws, rules, and regulations, as well as the lawful provisions of applicable negotiated agreements for employees in exclusive bargaining units. Contact the appropriate Employee and Labor Relations Specialist, Division of Human Resources, and/or the Office of General Counsel or Regional Counsel when adverse or disciplinary action is warranted prior to taking any action against an employee.
 - a. Any employee who willfully uses or allows the use of Government motor vehicles for other than official purposes is subject to disciplinary action.
 - b. Permission to drive a Government-owned, -leased, -rented vehicle may be suspended and/or revoked from operators, and, if warranted, disciplinary or other appropriate action taken against operators for situations such as, but not limited to, the following:
 - (1) Driver's license is revoked;
 - (2) Driver is not qualified to operate a motor vehicle safely because of a physical or medical condition;
 - (3) Driver is convicted of operating under the intoxicating influence of alcohol, narcotics, or pathogenic drugs;
 - (4) Driver is convicted of leaving the scene of an accident without making his or her identity known;
 - (5) Driver is convicted of reckless driving, speeding, at-fault accidents, or other traffic violations, except parking violations; or
 - (6) Driver is guilty of neglect and/or abuse in the care or operation of Government motor vehicles.

Chapter 5: Motor Vehicle Operator Responsibilities

These are the guidelines for maintaining an effective vehicle control system. These guidelines assist in determining the qualifications of those employees who are authorized to operate Government motor vehicles and for ensuring the safe and efficient operation of these vehicles. OSM operators are required to:

1. Possess a valid driver's license for the class of vehicle being operated. (He/She must notify his/her supervisor if his/her driver's license is suspended, revoked, canceled, or he/she has been otherwise disqualified from holding a driver's license.);
2. Meet the defensive driver training requirements as established by OSM and operate the motor vehicle in a safe and prudent manner at all times;
3. Use the motor vehicle's complete occupant restraint system at all times and ensure that each passenger fasten his or her safety belt;
4. Report motor vehicles that are unsafe to the Local Fleet Manager;
5. Report motor vehicle use and cost data to the Local Fleet Manager;
6. Report all accidents to the supervisor and Local Fleet Manager;
7. Take responsibility for all parking and traffic violation fines levied against them;
8. Ensure assigned motor vehicle is properly secured when unattended;
9. Ensure the motor vehicle is properly serviced and inspected during the course of operation or notify the Local Fleet Manager of needed servicing;
10. Use the fleet charge card for Local Fleet Manager authorized emergency repairs; incur an emergency repair expense personally (not to exceed \$250.00) only when the Local Fleet Manager's approval cannot be obtained. A Claim for Reimbursement (SF-1164) along with a "paid" invoice must be submitted to the Local Fleet Manager for approval;
11. Wash motor vehicles, as needed and dependent upon road and weather conditions. Ensure that the under side of the vehicle is cleaned regularly to prevent the adverse effects of mud and dust on the 4-wheel-drive function, when applicable. Accumulation of trash or refuse is not permitted inside vehicle.
12. Use self-service pumps where available. Premium gasoline must not be used unless required by the vehicle. If the vehicle is capable of using alternative fuels (E-85, CNG, etc.), such fuel must be used when it is available.

Chapter 6: Official Use of Motor Vehicles

1. Use of a Government-owned or -leased motor vehicle is defined as “for official purpose.” Official use of motor vehicles is to carry out authorized programs, including program work under cooperative agreement, grants, or other contractual arrangements made pursuant to authority vested in the Government. This may include the transportation of non-Federal passengers when determined as appropriate by the supervisor and Local Fleet Manager.
2. OSM may render assistance in major disasters or emergency situations, as provided in 905 DM 1.
3. An employee may travel between his/her residence and place of employment when such use is authorized as provided in 31 USC 1344, and in accordance with the procedures set forth in 41 CFR 114-38, and 205 DM 9.1.
4. The use of a Government-owned or -leased motor vehicle for other than official purposes is prohibited by 31 USC 1344. 31 USC 1344(b) states that any officer or employee who willfully uses or authorizes the use of such vehicles will be suspended, without pay, by the head of the bureau for at least one month; or, when circumstances warrant, for longer periods of time; or summarily removed.

Chapter 7: Overnight Storage of Motor Vehicles

1. When overnight storage of a motor vehicle is required at a private residence, the employee must have a current, approved, Form OSM-18, Request for Overnight Storage of Government Vehicle at Employee's Residence.
2. The Local Fleet Manager will provide Form OSM-18 and assist with completing the form prior to travel.
3. Form OSM-18 must be approved in accordance with OSM's Delegations of Authority (OPM-5).
4. Form OSM-18 approval must be based on advantages to the Government in dollars saved by reduced travel time.
5. An employee in travel status with an approved Form OSM-18 may drive to his/her residence when it is in the interest of the Government that the travel starts from there, rather than from the place of employment.
6. Government motor vehicles may be stored at a residence at the conclusion of a trip when such storage is in the best interest of the Government with an approved Form OSM-18.
7. Government motor vehicles normally domiciled at work sites will be parked during non-working hours in official parking spaces designated by the applicable Local Fleet Manager.

Chapter 8: Replacement Motor Vehicles

1. A vehicle replacement program has been developed, which determines the replacement dates for vehicles. The criteria for replacement include age, mileage, and maintenance costs. In general, vehicles are replaced at six years and 60,000 miles. All new purchases for vehicles are part of the budget cycle and are coordinated through OSM's Fleet Manager.

TYPE	MILEAGE CRITERIA	YEARS (AGE) CRITERIA
Light Duty Trucks (4X4)	60,000	6 Years
Sedans & Station Wagons	60,000	6 Years

4X4s occasionally require replacement sooner due to rough terrain driving.

Each vehicle should achieve the standard utilization of at least 10,000 miles per year. The Local Fleet Manager will conduct a review to determine if the motor vehicle should be retained or rotated with another higher mileage vehicle at the same location or within the geographical region.

2. Motor vehicles should be retained as long as they can be operated in a safe and efficient manner without excessive maintenance costs or substantial reduction of trade-in value. Motor vehicle replacements should be ordered with sufficient lead time to ensure vehicles maintain maximum trade-in values.

3. In order to ensure that adequate funding is available for purchase, replacement, and operation of vehicles, it is necessary to include such requirements in budget projections. These projections must be included in both the planning and the operating budget processes.

a. It is the responsibility of each Region and Field Office, each Regional Audit Manager, and the Assistant Director, Finance and Administration, to include funding for vehicle operations in their budget projections.

b. Purchase and replacement of vehicles will be coordinated through the OSM's Fleet Manager.

4. The Office of Management and Budget (OMB), General Services Administration (GSA), and DOI require vehicle acquisition forecasts each fiscal year as part of OMB's A-11 Annual Motor Vehicle Fleet Report (AMVFR).

a. The automated forecasts are completed by the OSM's Fleet Manager using the Federal Automotive Statistical Tool (FAST).

b. AMVFR data is completed in August and operational costs, mileage, and out year forecasts are due to DOI by December 1.

c. OSM's Fleet Manager will complete all input and submit all requirements through the FAST.

(1) A justification statement will be prepared for each vehicle being replaced: the tag number, model and year, odometer reading, and any special factors concerning its condition and operability that may justify replacement.

(2) Requisitions for vehicles to be added to the fleet, or for replacement of one type of vehicle with another should include a narrative supporting justification.

(3) New and replacement vehicles will be ordered through the GSA automated website AutoChoice®. Each Local Fleet Manager is responsible for building their authorized vehicle within the AutoChoice® system before certification of funds. Once funds have been approved, the OSM's Fleet Manager will conduct a review to ensure the purchase is more economical, based upon life cycle costs against the cost of GSA leasing. After the review is completed, the OSM's Fleet Manager will submit the purchase requirement to the GSA AutoChoice®. An Electronic GSA Form 8002 Motor Vehicle Delivery Order (MVDO) is e-mailed to each ordering Local Fleet Manager.

d. The new motor vehicle is shipped from the manufacturer directly to a local dealership.

(1) The status of all MVDOs can be viewed through the AutoChoice® website.

(2) The local dealership taking delivery of the new vehicle will be identified in the MVDO.

(3) The vehicle is "prepped" and serviced at no charge to OSM.

(4) There are no logistic or administrative procedures required of OSM until dealer notification that the vehicle is ready to be accepted or picked-up.

(5) A copy of the delivery order and a Certificate of Origin for each new vehicle will be sent by the automotive manufacturer to the consigned Local Fleet Manager prior to delivery of the new vehicle. A copy of these documents should be provided to the OSM's Fleet Manager as part of the consolidated acquisition files.

(6) Upon receipt of this documentation, tags will be assigned and mailed directly to the respective office, and charge card requests will be prepared and submitted to the fleet charge card bank to be received prior to pick-up of the new vehicle.

(7) These documents should be taken to the local dealership to confirm proper receipt of the vehicle. They are then retained in the vehicle file folder at the local office level.

e. A designated Local Fleet Manager (or OSM's Fleet Manager in the case of a Washington, D.C., vehicle) will arrange to take delivery of a new vehicle from the local dealership.

- (1) Before the release is signed, a complete vehicle inspection should be conducted.
- (2) Any damage or other deficiencies, and correction required, should be noted prior to accepting delivery.
- (3) The dealer should be required to furnish documentation that certifies that the preparation services have been performed on each vehicle.

Chapter 9: Motor Vehicle Identification

1. All OSM Government-owned or -leased motor vehicles must display U.S. Government license plates (41 CFR 102-34.110).
2. Local Fleet Managers will request all license plates from the OSM's Fleet Manager. All license plates must be entered in the FBMS inventory.
3. Motor vehicle license plates begin with the letter "I" (for Interior), followed by six numbers. The assigned license plate must remain with the assigned vehicle as long as the vehicle is controlled by OSM.
4. If a vehicle is transferred to another bureau or agency, categorized as excess, or disposed of, the license tag is to be removed and sent to the Local Fleet Manager for final disposition.
5. The Local Fleet Manager will notify via e-mail the OSM's Fleet Manager of these actions.
6. New license plates will be issued for each new vehicle received. The Local Fleet Manager at the receiving location will enter required data on the new vehicle into the FBMS.
7. The Local Fleet Manager will notify the OSM's Fleet Manager when a license plate is lost, mutilated, or stolen. Notification will include a statement of events surrounding the loss. The Local Fleet Manager will notify local law enforcement if criminal activity is suspected.
9. When replacement license plates are received, the Local Fleet Manager will enter the appropriate fleet record change into FBMS.
10. In areas where vandalism to U.S. Government vehicles is a problem or where the mission or the personal safety of OSM personnel might be jeopardized by travel in an identifiable Federal vehicle, supervisors are encouraged to request approval to obtain state-issued license plates. Request for state-issued license plates requires supporting justification. The OSM's Fleet Manager will work with GSA in acquiring authorization for the state-issued plates. (FPMR 101-38.6.)

Chapter 10: Certificates of Origin

1. Certificate of Origin is sent by the manufacturer directly to the recipient of the new motor vehicle prior to delivery to the local dealership.
2. This document serves as the vehicle's title registration.
3. The original document should remain in the vehicle file folder.
4. A copy is to be kept in the vehicle at all times.
5. A second copy will be scanned as supporting documentation into FBMS for the motor vehicle.
6. If the motor vehicle is transferred outside of the OSM, sold, or salvaged, the original Certificate of Origin will be endorsed by the Local Fleet Manager on its reverse side and given to the new owner.
7. If an original Certificate of Origin is lost or destroyed, the Local Fleet Manager will notify the OSM's Fleet Manager and obtain a replacement copy from the GSA.

Chapter 11: Fleet Charge Card

1. The OSM's Fleet Manager is responsible for ordering fleet charge cards for all OSM Government-owned or -leased motor vehicles.
2. The Office of Government Ethics Standards of Conduct for Executive Branch employees applies to fleet credit card use. All transactions must be for official Government business only.
3. Fleet charge cards will be embossed with DOI's name and vehicle plate number and are issued with a two-year expiration date.
4. The fleet charge card is for the purchase of all automotive products and services required to operate a motor vehicle. Each fleet charge card will have a purchase limit of \$3,000.00 per month. Major repair charges exceeding \$3,000.00 require a purchase order.
5. Care should be taken to prevent exposure to extreme temperature and/or proximity to electro-magnetic fields. Cards placed on or near electronics equipment (radios, computers, monitors, cell phones, etc.) may result in data scrambles or erasures inside the cards' coded magnetic strips.
6. If a fleet charge card is lost, stolen, or damaged, the Local Fleet Manager must notify the OSM's Fleet Manager. The OSM's Fleet Manager will contact the bank to report and cancel the lost, stolen, damaged fleet charge card. The OSM's Fleet Manager will request a new account and fleet charge card.
7. Automatic replacement for expiring fleet charge cards are sent by the bank at least 15 days prior to the expiration date. If replacement cards are not received, the Local Fleet Manager must notify the OSM's Fleet Manager who will contact the bank for replacement cards.
8. When a motor vehicle is transferred within OSM, its charge card will accompany the vehicle. The OSM's Fleet Manager will notify the bank for updating the billing location information.
9. If the motor vehicle is transferred outside of the OSM, sold, or salvaged, the fleet charge card must be destroyed by the Local Fleet Manager.

Chapter 12: Motor Vehicle Safety

1. Motor vehicles must be operated safely at all times.
2. All OSM employees, when operating or riding in a motor vehicle while on official Government business, are to use safety belt systems at all times.
3. Drivers are to instruct passengers to fasten their seat and shoulder belts before the vehicle is in motion.
4. Supervisors should ensure that employees using Government-owned, leased, or personal vehicles on official Government business are informed of and comply with this policy.
5. Failure to use available safety belt systems may result in disciplinary and/or adverse action.
6. The following safety items will be provided with each motor vehicle for emergency use:
 - a. Accident Forms and Instruction Packet;
 - b. First Aid Kit;
 - c. Flare/Fuse;
 - d. Flashlight;
 - e. Fire Extinguisher (ABC Type);
 - f. Snow Chains (where appropriate);
 - g. Disposal flash box camera;
 - h. Tire gauge; and
 - i. Window Glass Breaker (Only when travel or work is near canals, lakes, rivers, etc.)
7. Unsafe motor vehicles will not be operated.
8. Motor vehicles must be examined prior to use and upon return.
9. Potential defects/conditions that may adversely affect the safety of the vehicle (brakes, tires, lights, steering, wipers, horn, etc.) will be given special attention, and, if found, immediately reported to the respective Local Fleet Manager for correction.
10. Defensive Driver's Training, including 4x4 safety training, will be provided triennially. This covers all employees who operate Government-owned motor vehicles, rental cars, or

personal-owned vehicles while on OSM business. (Mandatory as required by 485 DM, 29 CFR 1960, and see OSM Management Directive ADS-2)

11. Security of the vehicle, and its equipment, must be practiced at all times. This is assured through establishing the following operating habits:

- a. Unattended vehicles will be left with all windows secured and all doors locked.
- b. Unattended vehicles are not to idle nor have keys left in their ignition switches.
- c. Charge cards and materials of a sensitive nature should never be left in an unattended vehicle.
- d. Articles, equipment, or items of an attractive nature should never be exposed to view in an unattended vehicle.
- e. Vehicles garaged in open, unsecured lots must be equipped with inside hood latches to help prevent parts/battery theft.

12. Hitchhikers and other unauthorized persons not directly connected to official business will not be transported.

13. The use of cell phones and/or smoking while operating a Government motor vehicle is prohibited.

Chapter 13: Motor Vehicle Maintenance and Inspections

1. Operators of OSM motor vehicles must comply with the maintenance programs designed for use, care, safety, and efficiency (see 41 CFR 102-39.303). Local Fleet managers shall be responsible for the maintenance of vehicles in their fleet.

a. Preventive maintenance is the routine scheduled maintenance of motor vehicles and includes the inspection of motor vehicles, tune-ups, oil changes, filter changes, verification and replenishment of fluids, lubrication, mechanical inspections, alignments, tire wear, and pressure checks. Good preventive maintenance will detect many problems before they become serious. This will reduce the amount of unscheduled maintenance and repair, as well as the costs and inconvenience associated with vehicle downtime.

b. Unscheduled maintenance is a repair to a vehicle caused by mechanical breakdown or damage. To the extent possible, Local Fleet Managers will work to ensure maximum vehicle availability for its operators with minimum interruptions due to unscheduled repairs and breakdowns.

c. Safety and preventive maintenance inspections are performed at regularly scheduled intervals, as required by the manufacturer's schedule, in order to minimize uninterrupted operation of motor vehicles.

d. Operators are to check and add gas to vehicles when needed, and check and inflate the air pressure in the tires on a routine basis.

2. Emission inspections are mandatory (412 DM -Motor Vehicle Management and Federal Management Regulations (FMR Part 102)) for all OSM vehicles in areas having mandated programs. OSM vehicles will be inspected in accordance with the inspection laws of the state, Commonwealth, or District of Columbia, if required. The office with possession of the vehicle is responsible for payment for vehicle inspections.

3. Local Fleet Managers will maintain a separate vehicle folder for each Government vehicle that includes all applicable records and forms, invoices for all repairs, and warranty and recall information as appropriate.

Chapter 14: Motor Vehicle Accidents

1. Motor vehicle accidents can often be avoided through careful habits and defensive driving. However, all motor vehicle accidents, no matter how slight or injury-free, must be fully reported to the employee's supervisor, safety official, Local Fleet Manager, and OSM's Fleet Manager.

2. DOI's Accident Forms and Instruction Packet will be in each motor vehicle's glove compartment.

3. In the event of an accident, the operator must follow the instructions printed on the front and back of the packet. The packet includes the following forms:

a. SF-91, Motor Vehicle Accident Operator's Report

b. SF-94, Statement of Witnesses (two copies)

c. DI-134, Report of Accident/Incident

(1) The DI-134 must always be completed and signed by the supervisor. The supervisor is the reporting official and the designated Safety Officer is the reviewing official.

(2) All required items on forms must be completed. If additional information or changes are indicated after submission, DI-134-C, Supplementary Accident/Incident Report will be utilized.

d. SF-91A, Investigation Report

(1) The SF-91A is used for each accident involving a Government-owned/leased motor vehicle. All motor vehicle accidents will be investigated, and the report completed, within 48 hours of the accident. Both the supervisor and the employee involved must sign the document.

(2) Photos, measurements, doctor's certificates of bodily injury, and police reports are attached, as appropriate. Completing the SF-91A should not be delayed solely for those attachments as they may be subsequently submitted.

e. OF-26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator

(1) The OF-26 must be completed for all motor vehicle accidents.

(2) The OF-26 must be signed by both the concerned employee and the employee's supervisor.

4. Motor Vehicle Repairs. Estimates of repair costs for damages by qualified repair shops are required for each vehicular accident.

- a. Damage under \$500.00 requires that two estimates be submitted.
 - b. Damage over \$500.00 should have three estimates submitted, if practicable.
 - c. A charge for estimates may be obtained via a charge card, purchase order, or claimed as a reimbursement (Form SF-1164) once a “paid” receipt is obtained.
5. Record of Frequent or High-Cost Accidents. If an employee sustains a record of frequent or high-cost accidents or fails to make a proper and/or timely report of accidents, administrative disciplinary action may be considered as well as the suspension/revocation of his/her right to operate Government vehicles.
6. Fraud, Waste and Abuse. In cases where accidents or damages resulted from misconduct, improper operation, abuse, or driving under the influence of alcohol or drugs, operators can be required to pay for damages incurred that were judged to be his/her fault and/or subject to administrative disciplinary action.
7. Government-provided Legal Counsel and Protection. An employee is entitled to Government-provided legal counsel and protection against suits arising from motor vehicle accidents if they occur while performing official duties and within the scope of employment.
- a. When an operator or office receives a notice that another party intends to file a claim or file a lawsuit, the appropriate Headquarters, Regional, or Field Office manager in consultation with the OSM’s Fleet Manager will forward an SF-95, Claim for Damage, Injury, or Death, to the claimant with instructions on how to complete the Form and any required supporting documentation, requesting it be returned upon completion.
 - b. Upon receipt of a completed SF-95, the Headquarters, Regional, or Field Office manager will immediately notify the individual employee concerned and the OSM’s Fleet Manager.
 - c. The OSM’s Fleet Manager will be responsible for forwarding the matter, along with all details, to the appropriate Headquarters or Field Office of the Solicitor for review.
8. Accident Fault of Other Party. When the accident is determined to be the fault of the other party, the Local Fleet Manager or OSM’s Fleet Manager should attempt to ensure repairs to Government property with the other party or their Insurance Representative. Arrange for the other party (or their representative) to settle repair costs directly with the repair facility.
9. Minor Claim Value. A minor claim against an uninsured party may contain more nuisance than value and a negative settlement may be justified. When it appears a settlement is due the Government but it is unlikely that it will occur, the applicable office should forward a memorandum to the OSM OSM’s Fleet Manager providing the full particulars of the accident and request action by the Office of the Solicitor to obtain settlement.
10. Accident or Act of Nature. When an accident or act of nature, such as flood, fire, hailstorm, and similar cause results in the loss of a vehicle from inventory, the established

operating property Board of Survey will judge questions of cause and responsibility and make recommendations as to disposition.

The procedures for the Board are the same as will be covered by OSM's Property Management Directive (ADS-18) and are in 41 CFR 114-60.8. Each may be referred to for procedures. A Report of Survey will be completed for all Government-owned motor vehicle damages or losses.

Chapter 15: Disposal of Motor Vehicles

1. The primary methods of disposal are: (1) redistribution within OSM; (2) transfer to another bureau within DOI or another Government agency; and (3) sale.

2. When a vehicle is excess to the needs of an assigned office, the Local Fleet Manager must notify the OSM's Fleet Manager.

If the vehicle is designated for transfer to another OSM office, the OSM's Fleet Manager will coordinate the transfer.

a. The OSM's Fleet Manager will finalize transfer arrangements and ensure the completion of Form DI-104, Transfer of Property.

b. The vehicle file folder will be transferred with the vehicle that includes a copy of the DI-104 for record purposes.

c. The gaining Local Fleet Manager will update the FBMS and notify the OSM's Fleet Manager that the transfer has been completed and request charge card billing addresses be updated.

3. Vehicles determined to be excess to the needs of OSM require the Local Fleet Manager to input the excess vehicle into the GSAXcess®.

a. The Local Fleet Manager will also finalize any resulting transfer request and furnish the OSM OSM's Fleet Manager with copies of signed transfer documentation and ensure FBMS is updated.

b. The OSM's Fleet Manager will notify OSM's Division of Financial Management to ensure capitalized property records are updated.

c. Only the OSM's Fleet Manager may delete capitalized motor vehicle assets from FBMS.

4. Within 30 calendar days after a new replacement motor vehicle is received, the Local Fleet Manager will begin the sale process for the older motor vehicle.

a. The Local Fleet Manager, in collaboration with the OSM's Fleet Manager, will complete the Standard Form 126 (Report of Personal Property for Sale) and forward to either the respective GSA regional disposal office or the GSA-approved Oregon State Property office for exchange/sale.

b. Blocks 13 and 14 of the SF-126 should reflect the FBMS Cost Center and Station Deposit Symbol 14180001 for proper crediting of sale proceeds to OSM's account.

c. The SF-126 should state that the transaction is a replacement.

d. The Local Fleet Manager will provide digital photos of vehicles to enhance the sale potential during on-line auction process.

e. GSA will either request the older vehicle to be temporarily held on location for inspection and sale to local buyers or will ship it to another facility.

f. OSM personnel are expected to cooperate fully and provide assistance to GSA personnel in storing and showing these vehicles.

5. Motor vehicles being replaced because of damage should not incur any further OSM costs beyond being cleaned up or made presentable. However, up to \$150.00 may be expended on each non-damaged vehicle to enhance its sales potential. For each replaced vehicle, Local Fleet Managers will:

a. Remove the vehicle from service upon submission of the Form SF-126;

b. Ensure proper disposition of license plates, decals, and fleet charge cards;

c. Service vehicle for proper tire inflation, battery charge, and full oil level;

d. Start and run engine occasionally;

e. Deliver vehicle to sale location;

f. Provide aid to prospective buyers during inspection periods; and

g. If sold property is not removed within the time specified by GSA, notify GSA to take action to do so.

6. After full payment from the sale has been received, GSA will notify the Local Fleet Manager of the results by providing a copy of GSA Form 27 (Notice of Award).

a. If a SF-97, U.S. Government Certificate of Release of Motor Vehicle, is not provided by the seller, the Local Fleet Manager will prepare the SF-97.

b. The Local Fleet Manager will provide the original SF-97 to the purchaser and endorse the original Certificate of Origin and provide it to the purchaser.

c. The Local Fleet Manager will forward copies of the SF-97 and the Certificate of Origin to the OSM's Fleet Manager for deletion of the vehicle from FBMS.

7. If no transfer is arranged outside of OSM, a vehicle reported to GSAXcess® will be available for sale or donation as approved by GSA and processed accordingly by the Local Fleet Manager.

Chapter 16: Motor Vehicle Records Retention

Retention requirements for motor vehicle records are as follows:

Description of Records	Authorized Disposition
<u>Motor Vehicle Correspondence Files</u> Correspondence relating to maintenance and operation of motor vehicles not otherwise covered in this handbook.	Destroy when 2 years old.
<u>Motor Vehicle Operating and Maintenance Files</u> a.) Operating Records including those relating to gas and oil consumption, dispatching, and scheduling. b.) Maintenance records, including those relating to service and repair.	a.) Destroy when 3 months old. b.) Destroy when 1 year old.
<u>Motor Vehicle Cost Files</u> Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
<u>Motor Vehicle Report Files</u> Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF-82, Agency Report of Motor Vehicle Data, and SF-82-D, Agency Report of Sedan Data.	Destroy 3 years after date of report.
<u>Motor Vehicle Accident Files</u> Records relating to motor vehicle accidents, including SF-91, Operator's Report of Motor Vehicle Accident, SF- 91A, Investigation Report of Motor Vehicle Accident, and SF-94, Statement of Witness.	Destroy 6 years after case is closed.
<u>Motor Vehicle Release Files</u> Records relating to transfer, sale, donation, or exchange of vehicles, including SF-97A, Agency Record Copy of U.S. Government Certificates of Release of Motor Vehicle.	Destroy 4 years after vehicle leaves agency.
<u>Motor Vehicle Operation Files</u> Records relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employees or 3 years after rescission of authorization to operate Government-owned vehicles, whichever is sooner.

Chapter 17: Motor Vehicle Reports

The OSM's Fleet Manager will work with Local Fleet Managers in preparing the following reports:

Report Title	Due Date	Authority
Agency Motor Vehicle Fleet Report	8/30	OMB & GSA
Motor Vehicle Inventory - Report Control No. 1102-GSA-AN	12/01	FPMR 101-38.9
Annual Property Management Review Schedule	01/15	OMB Circular A-123
Exchange/Sale Report - Report Control No. 1528-GSA-AN	12/01	41 CFR FMR 102-39.75
Mileage and Fuel Consumption Report	Monthly	

Chapter 18: Definitions

1. Alternative fuel vehicles (AFV). Include any dedicated, flexible-fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel. AFVs are available in a variety of vehicle types ranging from light- to heavy-duty. The U.S. Department of Energy encourages the voluntary use of these hybrids, neighborhood-electrics, and low-speed vehicles; however, these are not AFVs.
2. Certificate of Origin. This is the vehicle title for the Government-owned motor vehicle. This document is sent directly from the manufacturer to the receiving location prior to delivery of the new motor vehicle.
3. Executive Order 13423, "Strengthening Federal Environmental, Energy, and Transportation Management," that strengthens key goals for the Federal Government. The Executive Order requires agencies to reduce greenhouse gases through a reduction in energy intensity of 3 percent a year or 30 percent by the end of fiscal year 2015 (compares with 2 percent per year and 20 percent overall from the Energy Policy Act of 2005).
4. Financial and Business Management System (FBMS). It is a functionality-driven solution designed to incorporate the majority of DOI's financial management functions into one system. FBMS includes motor vehicle management.
5. Motor vehicle. Any vehicle designed and operated principally for the transportation of passengers or property, includes all vehicles in OSM's fleet.
6. Hybrid. The hybrid electric vehicle typically combines the internal combustion engine of a conventional vehicle with the battery and electric motor of an electric vehicle.
7. 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.
8. Plug-in Hybrid. Plug-in hybrid electric vehicles can be charged with electricity like pure electric vehicles and run under engine power like hybrid electric vehicles
9. Rental. This is a motor vehicle acquired by contract or other arrangement from the GSA or a commercial firm for less than 60 days.