



**U.S. Department  
of Transportation**

Office of the Secretary  
of Transportation

SUBJECT: Fleet Manual

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**ORDER**

DOT Order 4440.3D

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## 1. PURPOSE

The mission of the U.S. Department of Transportation (DOT) is to ensure a fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of the American people. This Order conveys policy, delegates authority, and assigns responsibility to ensure that DOT, including its Operating Administrations (OAs), meet all legal and regulatory requirements related to environmentally responsible procurement, operation, maintenance, and disposal of motor vehicles in fulfillment of that mission.

This Order supplements and implements the Federal Management Regulations (FMR) 102-34, which documents the Government-wide policy on motor vehicles. A key goal of the Order is to ensure compliance with Federal mandates affecting the DOT Motor Vehicle Fleet Program and the management and operation of its vehicles and equipment, such as Executive Orders (E.O.s), Federal statutes, and DOT Directives. This Order is closely tied to DOT's Fleet Sustainability Order 4359 and there is a great deal of overlap in its goals and objectives.

This Order applies to DOT actions and activities that affect its motor vehicle fleet, including DOT-owned and leased vehicles. In addition, this Order directs DOT to optimize its fleet while ensuring that it can fulfill the Department's mission, reduce the use of petroleum and greenhouse gas (GHG) emissions, and increase the use of alternative fuels in fleet vehicles. In addition to contributing to reduced use of petroleum and reduced GHG emissions through purchasing its own fleet, the DOT, through the National Highway Traffic Safety Administration (NHTSA), jointly with the U.S. Environmental Protection Agency (EPA) have issued regulations requiring improved fuel economy and reduced GHG emissions for light duty vehicles, as well as regulations requiring increased fuel efficiency and reduced GHG emissions for medium- and heavy-duty vehicles, contributing to reduced petroleum consumption and reduced GHG emissions in the national fleet. The requirements of this Order shall not restrict or inhibit DOT operations or the safety of the traveling public.

## 2. POLICY

Pursuant to Executive Order 13423, Section 1: It is the policy of the United States that Federal agencies conduct their environmental, transportation, and energy-related activities under the law in support of their respective missions in an environmentally, economically and fiscally sound, integrated, continuously improving, efficient, and sustainable manner.

Pursuant to DOT Policy Order 4356, the Energy Policy Act of 1992 (EPAct 1992), the Energy Policy Act of 2005 (EPAct 2005), the Energy Independence and Security Act of 2007 (EISA), the General Services Administration's (GSA) Federal Management Regulation (FMR), and EO 13514, or as superseded the Department must acquire alternative fuel vehicles (AFVs) and low GHG emissions vehicles, reduce petroleum consumption, increase alternative fuel consumption, and optimize the number and types of vehicles in its fleet.

### 3. APPLICABILITY

This Order applies to all DOT offices, including Federal employees and contractors who operate and maintain Government-owned or leased vehicles. DOT offices shall use this Order to ensure that they are performing proper and effective fleet management and are collecting and applying appropriate fleet management data to accomplish mission requirements.

Additionally, DOT must ensure that all Government-owned, contractor-operated (GOCO) vehicles comply with the requirements of this Order. This Order applies to all primary contracts, and all subcontractors to the primary contracts, unless exempt; therefore, Contracting Officers shall ensure that this Order is listed as a requirement in each applicable contract.

This Order applies to all DOT employees and contractors involved in all phases of administration, planning, programming, budgeting, operations, maintenance, and training activities that affect the procurement, operation, maintenance, and disposal of DOT's motor vehicle and equipment fleet.

With the exception of Section II, Safety and Accident Reporting, Paragraph c., this Order does not apply when employees receive reimbursement for the use of their privately owned vehicles (POV) at the official business mileage rate or when employees rent vehicles while on official travel. Nor does it apply to contract employees driving contractor-owned vehicles.

#### I. Official Use of Government Owned, Rented, and Leased Vehicles

DOT employees must obtain and use Government-owned, rented, leased, or otherwise managed motor vehicles to transact official Government business. Government motor vehicles are not provided for the convenience of DOT employees. OAs shall ensure compliance with Departmental and GSA policies and regulations and ensure that all employees are aware of the policy that Government vehicles are only to be used to perform the agency's mission(s), as authorized by the agency. The only exceptions are emergency conditions that threaten loss of life or property. The following guidance on official use is provided for comprehensiveness of this Order only and does not alter DOT or GSA regulations or policies.

If an employee willfully uses, or authorizes the use of, a Government motor vehicle for other than official purposes, the employee is subject to suspension of at least one month or, up to and including, removal by the head of the agency (31 U.S.C. § 1349).

- a. "Official Use" Defined: Apply the following definitions of official use, as necessary and applicable:
  - i. Those employees carrying out authorized programs, including program work under cooperative agreements or other contractual arrangements.
  - ii. Those employees conducting official temporary duty (TDY) travel assignments. TDY orders must cite authorization for use of a Government vehicle.
  - iii. Those employees rendering assistance in major disasters or emergencies.
  - iv. Those employees in support of an immediate, unforeseeable, temporary need to provide home-to-work transportation for employees who are necessary to the uninterrupted performance of the DOT mission (see Ethics Reform Act of 1989, Pub. L. No. 101-194 § 503 (Use of Government Vehicles)).

- b. Non-Employee Transportation: DOT employees may transport employees of other Federal agencies and non-Federal employees while conducting official business when it benefits the Government and does not interfere with accomplishing the employee's primary business.
- c. Transportation of Family Members: DOT employees shall not transport members of his/her family, friends, or other persons who are not conducting official business in a Government vehicle (except as provided in "b," immediately above).
- d. DOT employees may use Government-owned, leased or rented motor vehicles when on Temporary Duty (TDY) while performing official duties, provided that the motor vehicle operator possess a valid license for the type of motor vehicle being operated. While on TDY, DOT motor vehicles may also be used for incidental travel to locations necessary to the traveler's subsistence and/or health. However, public perception must be considered. Entertainment or recreational uses are not authorized. Other Federal employees on TDY may ride along with employees authorized to use the DOT motor vehicle provided they are performing official duties that are within their scope of employment. Scope of Employment is the action of an employee that furthers the business of the agency and is not personal business.
- e. DOT contractors on TDY may only operate Government-owned, leased or rented motor vehicles if specific language authorizing this action is stated in the applicable contract,
- f. Transporting Employees and Contractors: Policies regarding transporting employees of grantees, contractors, "Pathway" employees, and subcontractors who are authorized to use Government motor vehicles are:
  - i. Grantees, contractors, and subcontractors may only use such vehicles solely in the performance of the work authorized under such Government grants, contracts, and subcontracts.
  - ii. Grantees, contractors, and subcontractors shall establish and enforce suitable penalties for their employees who willfully use or authorize the use of Government motor vehicles for other than official purposes.
  - iii. Appropriate provisions shall be made for the assumption by the grantee, contractor, or subcontractor of any cost or expense incident to any use of the Government motor vehicle and not related to the performance of the grant or contract, such assumption of cost or expense to be without the right of reimbursement from the Government.
- g. Official Use Determination: Use the following non-exhaustive questions when determining whether use is official or unofficial:
  - i. Is the purpose of the trip official (i.e., not for personal business or matters of convenience or travel to restaurants etc., unless eating facilities are not readily available while on official travel or traveling to or visiting a field station)?
  - ii. Will the request impact mission requirements?
  - iii. Does the request have the potential to reflect unfavorably on DOT or draw public criticism?

Note: Official use, described in FMR 102-34.200, is use of a motor vehicle to perform your agency's mission, as authorized by your agency. Resolve questions on official use of a motor vehicle in favor of strict compliance with statutory provisions and DOT policy.
- h. Investigation of Vehicle and Equipment Misuse: OA Fleet Managers must ensure prompt investigation of suspected misuse as applicable below:
  - i. Conduct a technical assessment of the incident to determine whether regulatory official-use guidance has been violated.
  - ii. Forward all substantiated allegations, along with the technical assessment, to the appropriate supervisor or manager for investigation.

- iii. Maintain a log of all suspected misuse cases and reports, and maintain a case file on each substantiated allegation.
  - iv. Coordinate with the appropriate Office of Human Resources to use 31 U.S.C. § 1349 to determine disciplinary action where needed.
  - v. Notify the Office of the Inspector General (OIG) and the DOT Fleet Manager when apparent unofficial use of a Government motor vehicle is observed.
  - vi. Request that the OIG coordinate with DOT Fleet Manager and conduct an internal investigation to determine whether a violation has occurred.
  - vii. Request that the OIG furnish a copy of the facts and findings to the OA Fleet Manager, and notify the applicable management official(s) of the alleged violation in writing.
- i. Adverse and Disciplinary Action: 31 U.S.C. § 1349(b) provides that any officer or employee who willfully uses or authorizes the use of a passenger motor vehicle or aircraft, owned or leased, by the U.S. Government (except for an official purpose authorized under section 1344 of this Title) or otherwise violates section 1344, will be suspended from duty. If warranted, disciplinary or other appropriate action will be taken for situations such as, but not limited to:
- i. State license is revoked.
  - ii. Convicted of leaving the scene of a crash without making his or her identify known.
  - iii. Guilty of neglect and/or abuse in the care or operation of Government motor vehicles.
  - iv. Not qualified to operate a motor vehicle safely because of a physical or medical condition.
  - v. Convicted of operating under the intoxicating influence of alcohol, narcotics, or pathogenic drugs.
  - vi. Convicted of reckless driving, speeding, at-fault crashes or other traffic violations, except parking violations.

## II. Safety and Accident Reporting

OA Fleet Managers will ensure that a comprehensive crash and risk management program is in place. This will include capturing all crash data, analyzing all crash data, and developing programs to minimize risk and crashes.

Crash prevention is the cornerstone of the Motor Vehicle Safety Program. The success of a crash prevention program depends upon:

Proper training	Refresher courses	Proper identification of drivers	Properly maintained vehicles
Obedying State laws	Observing speed limits	Consideration for weather conditions	Use of seat belts
Limiting distractions	Courtesy to other drivers	Map out your route before leaving	No cellphone use or texting while driving

- a. FMR 102-34 Subpart G (.290–.295) provides instruction as to what fleet managers must do for motor vehicle crash reporting. The following forms should be kept in the vehicle at all times.

- i. Standard Form (SF) 91, Motor Vehicle Accident Report. The motor vehicle operator should complete this form at the time and scene of the crash if possible, even if damage to the motor vehicle is not noticeable.
  - ii. SF 94, Statement of Witness. This form should be completed by any witness to the crash.
- b. Vehicle operators will meet the following requirements before, during, and after vehicle operation, as appropriate:
  - i. Perform daily safety and reliability inspection;
  - ii. Immediately report any deficiencies found during inspections to the vehicle maintenance shop for correction or GSA maintenance activity;
  - iii. Refrain from smoking in an official vehicle;
  - iv. Always wear seat belts;
  - v. Do not use a handheld mobile phone for any reason when operating an official vehicle, other than for emergency or law enforcement purposes
  - vi. Drive defensively;
  - vii. Maintain current license for type of vehicle operated; and
  - viii. Turn on headlights when weather indicates the need to do so.
- c. 49 CFR § 393.75 Tires, provides as follows:
  - i. No motor vehicle shall be operated on any tire that:
    - a) Has body ply or belt material exposed through the tread or sidewall;
    - b) Has any tread or sidewall separation;
    - c) Is flat or has an audible leak; or
    - d) Has a cut to the extent that the ply or belt material is exposed.
- d. Any tire on the front wheels of a bus, truck, or truck tractor shall have a tread groove pattern depth of at least  $\frac{4}{32}$  of an inch when measured at any point on a major tread groove. The measurements shall not be made where tie bars, humps, or fillets are located.
  - i. Except as provided in paragraph (b) of this section, tires shall have a tread groove pattern depth of at least  $\frac{2}{32}$  of an inch when measured in a major tread groove. The measurement shall not be made where tie bars, humps or fillets are located.
  - ii. No bus shall be operated with regrooved, recapped or retreaded tires on the front wheels.
  - iii. A regrooved tire with a load-carrying capacity equal to or greater than 2,232 kg (4,920 pounds) shall not be used on the front wheels of any truck or truck tractor.
  - iv. Tire loading restrictions (except on manufactured homes). No motor vehicle (except manufactured homes, which are governed by paragraph (g) of this section) shall be operated with tires that carry a weight greater than that marked on the sidewall of the tire or, in the absence of such a marking, a weight greater than that specified for the tires in any of the publications of any of the organizations listed in Federal Motor Vehicle Safety Standard No. 119 (49 CFR § 571.119, S5.1(b)) unless: (1) The vehicle is being operated under the terms of a special permit issued by the State; and (2) The vehicle is being operated at a reduced speed to compensate for the tire loading in excess of the manufacturer's rated capacity for the tire. In no case shall the speed exceed 80 km/hr (50 mph).
  - v. Tire loading restrictions for manufactured homes built before January 1, 2002. Manufactured homes that are labeled pursuant to 24 CFR 3282.362(c)(2)(i) before January 1, 2002, must not be transported on tires that are loaded more than 18 percent over the load rating marked on the sidewall of the tire or, in the absence of such a marking, more than 18 percent over the load rating specified in any of the publications



- of any of the organizations listed in FMVSS No. 119 (49 CFR § 571.119, S5.1(b)).  
Manufactured homes labeled before January 1, 2002, transported on tires overloaded by 9 percent or more must not be operated at speeds exceeding 80 km/hr (50 mph).
- vi. Tire loading restrictions for manufactured homes built on or after January 1, 2002. Manufactured homes that are labeled pursuant to 24 CFR § 3282.362(c)(2)(i) on or after January 1, 2002, must not be transported on tires loaded beyond the load rating marked on the sidewall of the tire or, in the absence of such a marking, the load rating specified in any of the publications of any of the organizations listed in FMVSS No. 119 (49 CFR § 571.119, S5.1(b)).
  - vii. Tire inflation pressure. (1) No motor vehicle shall be operated on a tire that has a cold inflation pressure less than that specified for the load being carried. (2) If the inflation pressure of the tire has been increased by heat because of the recent operation of the vehicle, the cold inflation pressure shall be estimated by subtracting the inflation buildup factor shown in Table 1 from the measured inflation pressure.

**Table 1 - Inflation Pressure Management, Correction for Heat;  
Minimum inflation pressure buildup**

Average speed of vehicle in the previous hour	Tires with 1,814 kg (4,000 lbs.) maximum load rating or less	Tires with over 1,814 kg (4,000 lbs.) load rating or less
66-88.5 km/hr (41-55 mph)	34.5 kPa (5 psi)	103.4 kPa (15 psi)

- viii. E.O. 13513 and DOT Order 3902.10, prohibit texting while driving Government-owned, leased, or rented vehicles. This prohibition also extends to POVs while on official Government business. Employees are prohibited from using electronic equipment supplied by the Government while driving any vehicle (even during off-duty hours).
- ix. OAs should encourage Federal contractors, subcontractors, grantees, and cooperative agreement recipients to establish safety policies to decrease crashes caused by distracted drivers.
- x. The DOT Office of the Senior Procurement Executive shall, within 30 days of the effective date of this Order, disseminate to relevant OA offices, Department-wide language to be included in future contracts, grants and cooperative agreements mandating they comply with this Order.

### III. Vehicle Acquisition

41 CFR § 101-26.501-1 requires DOT to use the General Services Administration (GSA) as the mandatory source for the purchase of passenger motor vehicles and trucks, unless otherwise covered by the CFR. If DOT determines that requirements for passenger motor vehicles and trucks indicate the need for procurement from other than GSA, a request for waiver justifying the procurement shall be submitted in writing to the General Services Administration, Washington, DC 20406. GSA will notify agencies in writing as to whether a waiver has been granted. Justification may be based on urgency of need or unique vehicle characteristics, such as special-purpose body or equipment that requires agency personnel to closely supervise installation of the equipment by the

contractor; e.g., when a medical van is to be equipped with Government- or contractor-supplied equipment.

- a. DOT Policy: The acquisition of Government vehicles shall be limited to the minimum number required to meet operational requirements, and these vehicles shall be of the smallest, most economical and fuel-efficient types that will enable DOT to meet its mission needs.
  - i. CFR § 102-34 Subparts B through K prescribe requirements and guidelines to promote energy conservation in the acquisition, operation, management, maintenance, and disposal of motor vehicles used for official purposes by the Federal Government.
  - ii. The Energy Policy Act (EPA) of 1992 required that 75 percent of DOT's light duty vehicle (LDV) requirements in Metropolitan Statistical Areas (MSAs) be Alternative Fuel Vehicles (AFVs). The Presidential Memorandum on Federal Fleet Performance, dated May 24, 2011, requires that all new LDVs acquired by DOT be AFVs by December 31, 2015. In addition, E.O. 13423 requires DOT to use Plug-in Hybrid Electric Vehicles (PHEVs) when they are commercially available at a life-cycle cost reasonably comparable to non-PHEVs.
  - iii. The source for acquisition to purchase or lease Government vehicles is the GSA Interagency Fleet Management System (IFMS). *See* 41 CFR part 101-39. DOT policy is that GSA shall be the sole source for acquisition of all vehicles to the maximum extent practicable. If a required vehicle is not available through GSA IFMS, the requesting organization must perform a lease versus buy analysis to determine the most economical and advantageous method to acquire the vehicle commercially. The DOT Fleet Manager, upon approval from GSA, may authorize the purchase of vehicles from sources other than GSA.
  - iv. All motor vehicles shall be of minimum body size, engine size, and operational equipment (if any) necessary to fulfill the needs the vehicles must meet. Limit passenger vehicles to "small," "subcompact" or "compact" unless otherwise approved by the DOT Fleet Manager.
  - v. Where several OAs or federal agencies have similar basic transportation needs and are located in close proximity, DOT encourages OAs to implement an efficient inter-agency vehicle motor pool, where such pools do not sacrifice availability or quality of transport.
  - vi. Consider rotating or disposing of vehicles with the lowest average utilization rate, as appropriate.
  - vii. Remember the need to accommodate persons with disabilities when establishing specifications for a new vehicle (e.g., provide lifts on shuttle buses if transporting people wheelchair bound).
  - viii. Ensure that all GOCO vehicles performing official business for the Department comply with the AFV acquisition requirements set forth in this Order.

Administrators of OAs that acquire fleet vehicles are responsible for ensuring compliance with the requirements in this Section. Vehicle acquisitions may be exempted from E.O. 13514 Federal Leadership in Environmental, Energy, and Economic Performance and E.O. 13423 Strengthening Federal Environmental, Energy, and Transportation Management if they meet the exception criteria listed in Section 18 of E.O. 13514 and Section 8 of E.O. 13423, and have approval from the Assistant Secretary for Administration (ASA). For further information, refer to the DOT Action Memorandum on Federal Vehicle Fleets Replacement Requirements, dated February 24, 2011.

- b. Prior to Vehicle Acquisition: The OA Fleet Manager must determine that the requested vehicle is both mission critical and will have an acceptable level of utilization. If the vehicle request passes this test, the OA Fleet Manager should coordinate with vehicle users to determine specific requirements, an action that can be accomplished during annual utilization reviews.
  - i. OAs must not acquire vehicles with greater Gross Vehicle Weight Rating (GVWR) or lower, Environmental Protection Agency (EPA)-estimated, miles per gallon (mpg) rating than the current vehicle being replaced (also known as upsizing). Additionally, employ vehicle total life-cycle cost analysis methods where appropriate to assure selection of the most economical vehicle type.
  - ii. In accordance with DOT Annual Fleet Acquisition Guidance, OAs must not acquire any vehicles specifically restricted by the Assistant Secretary for Administration and/or DOT Fleet Manager without an acquisition waiver.
- c. Acquisition Alternatives
  - i. OAs must consider the option to lease a vehicle from GSA prior to any purchase or acquisition through transfer, including replacement vehicles.
  - ii. Purchase versus Lease: The decision whether to purchase or lease involves several variables, but key factors are expected utilization and expected retention cycle. If a vehicle has moderate to high utilization, then a GSA lease with a relatively short term (3 to 6 years) may be the best approach. If, however, utilization is low and retention cycles are expected to be longer than GSA leasing cycles, purchasing the vehicle through GSA IFMS may be more cost effective because the acquisition cost is spread over a longer period. The DOT Fleet Manager can provide guidance for performing a purchase versus lease financial analysis.
  - iii. Purchasing New Vehicles: All new vehicle requirements shall be coordinated with the DOT Fleet Manager, who will assist with the evaluation of the mission requirements and the development of appropriate vehicle specifications. The OA Fleet Manager shall annually validate the type and quantity of vehicles authorized for use on GOCO contracts. Contractors shall coordinate new vehicle requirements through the OA Fleet Manager.
  - iv. Purchasing Used Vehicles: OAs may not purchase used vehicles without prior approval from the DOT Fleet Manager. Procurement of used vehicles may be appropriate in cases where expected utilization does not justify the initial cost of a new vehicle. For example, if a large crane truck is essential to the mission but only needed for an hour each day, and rental units are either unavailable or very inconvenient to obtain and return, purchasing a used crane truck that is in good condition may be better.
  - v. Commercial Leasing: Commercial leases shall only be used when that approach has been determined to be the most cost-effective alternative. Otherwise, only DOT-owned and GSA leased vehicles will be utilized. Recurrent use of commercial rentals/leases (i.e., “back to back”) to bypass standard acquisition procedures is strictly prohibited. The DOT Fleet Manager shall be notified regarding all commercial leases and shall track the types, quantities, and duration of such leases to evaluate the need for additional vehicle requirements for the Department.
  - vi. Rentals: A rental is a contractual arrangement for fewer than 120 days. Agencies may use these arrangements to meet emergent or peak workload requirements without regard to established vehicle allowances. The OA Fleet Manager shall be notified regarding all vehicle rentals and shall track the types, quantities, and duration of rentals to evaluate the need for additional vehicle requirements for the organizations.
  - vii. Demonstration Vehicles: Demonstration of new types of vehicles by vendors to

evaluate their functionality is highly discouraged and requires approval from the DOT Fleet Manager. The only exception to this policy is the demonstration of safety technology that DOT has solicited in the course of evaluating new or existing safety technologies to reduce vehicle-related injuries and fatalities.

d. After Acquisition

- i. In-Servicing: In-Servicing refers to the process of bringing a newly delivered vehicle into the fleet. For GSA vehicles, the DOT Fleet Manager will be notified when vehicles are due for replacement and the OA Fleet Manager will be notified when the new vehicles have been received. GSA Fleet Service Representatives (FSRs) notifies vehicle users when vehicles are available for pickup. Upon delivery of any new vehicle, the OA Fleet Manager shall obtain copies of all transactional paperwork, including Government fleet credit card information. The OA Fleet Manager will acknowledge receipt of all vehicles and ensure that all DOT owned vehicles are added to the DOT inventory system of record, Integrated Logistics Management System (ILMS).
- ii. New Vehicle Acceptance: When a new vehicle arrives, it should be thoroughly inspected by the representative of the using office/organization to verify that it conforms to the lease/purchase specifications. Discrepancies should be noted and reported to the OA Fleet Manager immediately. If possible, the vehicle should be test-driven and special equipment should be test operated by a trained operator. Arrangements should be made for operator training if appropriate.

e. AFV Acquisition Compliance

- i. EPCA 1992, as amended by the Energy Conservation Reauthorization Act (ECRA) of 1998 and the National Defense Authorization Act (NDAA), sets statutory requirements for the acquisition of AFVs by Federal agencies. Seventy five percent of LDV acquisitions in covered fleets must be AFVs. Vehicles that weigh less than 8,500 pounds GVWR are considered LDVs. The Presidential Memorandum on Federal Fleet Performance, dated May 24, 2011, requires that all new light-duty vehicles acquired by DOT be AFVs by December 31, 2015.
- ii. Compliance with EPCA 1992 is met by AFV acquisition credits, which are granted based on the number of AFVs acquired and the quantity of biodiesel fuel used.
  - a) Federal fleets earn one credit for every bi- or flexible-fuel AFV acquired.
  - b) An additional credit is earned for acquiring dedicated AFVs as these vehicles operate exclusively on alternative fuels.
  - c) Three credits are earned for dedicated medium duty vehicles (MDVs).
  - d) Four credits are earned for dedicated heavy-duty vehicle acquisitions.
  - e) Fleets also earn one credit for every 450 gallons of neat biodiesel (B100) or 2,250 gallons of B20 (20 percent biodiesel and 80 percent petroleum diesel) used.
- iii. E.O. 13423 requires Federal agencies to use PHEVs when commercially available at a reasonably comparable life-cycle cost, compared with non-PHEVs.
- iv. E.O. 13693's goal is to maintain Federal leadership in sustainability and greenhouse gas emission reductions. Signed by President Obama on March 19, 2015. Section 16 of this EO revokes the following:
  - a) Executive Order 13423 of January 24, 2007;
  - b) Executive Order 13514 of October 5, 2009;
  - c) Presidential Memorandum of December 2, 2011 (Implementation of Energy Savings Projects and Performance-Based Contracting for Energy Savings);

- d) Section 1 of Presidential Memorandum of February 21, 2012 (Driving Innovation and Creating Jobs in Rural America through Bio-based and Sustainable Product Procurement); and
  - e) Presidential Memorandum of December 5, 2013 (Federal Leadership on Energy Management); and
  - f) Presidential Memorandum of May 24, 2011 (Federal Fleet Performance)
- v. When acquiring LDVs and MDVs, OAs must only acquire low GHG-emitting vehicles with the following characteristics, unless the Assistant Secretary for Administration approves a functional-need exception waiver in accordance with the February 24, 2011, DOT Action Memorandum on Federal Vehicle Fleets Replacement Requirements:
- a) Low GHG-emitting vehicles, as designated by the EPA;
  - b) AFVs for locations with access to alternative fuel within five miles or 15 minutes of garaged location including: diesel vehicles for locations with access to biodiesel blends and electric vehicles to replace gasoline vehicles;
  - c) Vehicles with greatest fuel efficiency;
  - d) Vehicles with the smallest wheelbase and average track width;
  - e) Other guidance as provided by DOT, Department of Energy (DOE) or GSA.
  - f) OAs may apply for an exception from one or more of the above acquisition requirements based on the following process:
  - g) The OA Administrator must submit an exception request to the DOT Assistant Secretary for Administration, following the instructions provided in the February 24, 2011, DOT Action Memorandum on Federal Vehicle Fleets Replacement Requirements, and
  - h) OAs must receive written approval from the Assistant Secretary for Administration before pursuing vehicle acquisition(s).
  - i) DOT must ensure that all non-exempt GOCO vehicles performing official business for the Department comply with the AFV acquisition requirements set forth in this Order; and
  - j) DOT must ensure that the above acquisition requirements are included in all GOCO contracts.
- f. Low Greenhouse Gas (GHG) Vehicles
- i. The Energy Independence and Security Act of 2007 (EISA), Section 141, prohibits Federal agencies from acquiring LDVs and MDVs that are not low GHG-emitting vehicles. Each year, the EPA Administrator shall issue guidance identifying the makes and model numbers of vehicles that are low GHG-emitting vehicles. The most current list can be found at: [www.epa.gov/otaq/climate/regs-fleet.htm](http://www.epa.gov/otaq/climate/regs-fleet.htm), and
  - ii. The prohibition above shall not apply to acquisition of a vehicle if the Assistant Secretary for Administration, in accordance with the February 24, 2011, DOT Action memorandum on Federal Vehicle Fleets Replacement Requirements, certifies, in writing, for each individual vehicle purchased the following:
    - a) No low GHG-emitting vehicle is available to meet the functional needs of DOT.
    - b) The functional needs that cannot be met with a low GHG-emitting vehicle.
    - c) DOT has taken more cost-effective alternative measures to reduce petroleum consumption and reduce a measured and verified quantity of GHG emissions equal to or greater than the quantity of GHG reductions that would have been achieved through acquisition of a low GHG-emitting vehicle over the lifetime of the vehicle.

The DOT Fleet Manager shall establish a method for documenting its determinations regarding exceptions to EISA 2007, Section 141, and maintain records of such determinations for at least five (5) years in accordance with Department-specific recordkeeping requirements.

#### IV. Vehicle Identification, Licensing and Insuring

FMR 102-34, Subpart C (.85–.195) provides information on vehicle identification, license plates and exemptions. The most basic and essential identification number for any vehicle or piece of equipment is the manufacturer's Vehicle Identification Number (VIN). For vehicles carrying a DOT or GSA license plate, the license number shall serve as the DOT vehicle number for use in the DOT fleet management information system and any required reports. Official license plate identification of a motor vehicle shall be installed on the front and rear of the motor vehicle unless exempt. The following are additional identification requirements:

- a. Federal Motor Vehicle Registration System: OA Fleet Managers are responsible for maintaining the Federal Motor Vehicle Registration System (FMVRS), which is the official record for assignment of license plates to individual Government-owned vehicles. FMVRS is a GSA-administered database that provides registration information (e.g., year, make, model, VIN, location, and license plate numbers) for all vehicles owned and leased by the Federal Government.
- b. Vehicle Markings: It is not necessary to display the markings "For Official Use Only," "U.S. Government," and agency identification on motor vehicles rented from private or commercial sources for a period of less than six months and those used primarily for off-highway work (e.g., tractors, graders, and front-end loaders).
- c. Issuing License Plates: OA Fleet Managers will issue all license plates and maintain a current list of all official U.S. Government license plates in use on motor vehicles for which the DOT is accountable. Each OA shall maintain a listing of license plate numbers, specifying the motor vehicle to which the plate is assigned, and include complete information regarding all assignments of license plates.
- d. State and Local Vehicle Registration and Inspection: If the Government motor vehicle displays U.S. Government license plate and motor vehicle identification, you do not need to register it in the jurisdiction where operated. All motor vehicles must be inspected in accordance with the laws of the jurisdiction where it is regularly operated.
- e. DOT-owned License Plates: FMR 102-34.150 provides information for the procurement of license plates for DOT-owned vehicles. GSA has established a Memorandum of Understanding (MOU) on behalf of all Federal agencies with Federal Prison Industries (UNICOR) for the procurement of official U.S. Government license plates. The DOT Fleet Manager has executed an addendum to this MOU providing plate design and assignment numbers for all DOT organizations. The table below designates assigned numbers to be used on DOT license plates. Submit any request for additional numbers to the Office of Facilities, Information and Asset Management, the Administrative Services Policy Division (M-93) at Headquarters, Department of Transportation.
- f. Lost or Stolen License Plates: OAs must immediately report lost or stolen plates to local law enforcement officials, local security office (or equivalent), the OA Fleet Manager, the Federal Protective Service (FPS) Watch center, update the FMVRS for DOT-owned vehicles, and notify GSA's Fleet Management Center for GSA leased vehicles. Also, take immediate action

to update FMVRS if the vehicle is reassigned or the license plates are voided, lost, or destroyed.

- g. Transfer of License Plates: No license plate issued by UNICOR shall be transferred to another vehicle. Remove all DOT license plates from DOT-owned vehicles prior to disposal/transfer and return them to UNICOR for disposal. The OA Fleet Manager is responsible for updating FMVRS and their internal listing of license plate numbers.

<b>License Plate Number Assignment for DOT Owned Motor Vehicles</b>		
<b>Acronym</b>	<b>Organization</b>	<b>Assigned Numbers</b>
OST	Office of the Secretary of Transportation	1 – 100
OST-R	Office of the Secretary of Transportation – Research and Technology	101 – 1,999
MARAD	Maritime Administration	2000 – 2,099
PHMSA	Pipeline and Hazardous Material Safety Administration	2,100 – 4,999
NHTSA	National Highway Traffic Safety Administration	5000 – 9,999
FMCSA	Federal Motor Carrier Safety Administration	10,000 – 19,900
FAA	Federal Aviation Administration	20,000 – 39,900
FHWA	Federal Highway Administration	40,000 – 49,900
FRA	Federal Railroad Administration	50,000 – 59,999
SLSDC	Saint Lawrence Seaway Development Corporation	60,000 – 69,999
FTA	Federal Transit Administration	70,000 – 70,999
FAA	Federal Aviation Administration	71,000 – 79,999
NHTSA	National Highway Traffic Safety Administration (Test Vehicles Only)	80,000 – 80,999
STB	Surface Transportation Board	90,000 – 90,999

V. Motor Vehicle Identification Exemption:

Vehicles may be exempted from the display of U.S. Government and agency identification and license tags when they are issued primarily for investigations, law enforcement, or intelligence duties involving security activities or the safety of the vehicle's occupants. Exemptions from displaying U.S. Government license tags and other identification may be approved by Director of M90 when such identification may endanger the security of individuals or the U.S. Government or interfere with the purpose for which the motor vehicle is used.

- a. The DOT Fleet Manager must maintain records and review all approved exemptions annually. An exemption granted in accordance with FMR 102-34.160 may last from one day up to 3

- years. If the requirement for exemption still exists beyond 3 years, DOT must re-certify the continued exemption.
- b. DOT-owned vehicles assigned for use in foreign areas do not require use of Government license tags. Display of required license tags shall be in accordance with the Department of State's (DOS) regulations for the foreign area.
  - c. Vehicles used primarily for investigations, law enforcement, or intelligence duties, and exempt from displaying U.S. Government and agency identification and license tags, shall have State, DC, or territorial license plates issued for that vehicle, with approval from the Director, Office of Facilities, Information, and Asset Management (M93).

## VI. Driver Licensing and Driving Records

The Office of Personnel Management (OPM) regulates drivers; not GSA. A valid State, District of Columbia, or territorial motor vehicle operator's license or permit is required at all times for all employees, contractors, fellows, and interns who operate DOT motor vehicles and equipment. If the vehicle is a "commercial motor vehicle," as defined by Chapter 311 of Title 49, U.S.C., the operator must possess a commercial driver's license (CDL) for the class of vehicle to be operated. Specific regulations covering procedures and qualifications of Government motor vehicle operators are contained in 5 CFR 930.105. The OA Fleet Manager is responsible for ensuring that each person operating a vehicle is properly licensed, and that all drivers meet the following basic requirements for operating a motor vehicle, whether owned, leased or rented.<sup>1</sup>

- a. Driver Requirements: Drivers must possess a safe driving record and have a DOT employee identification credential and a current, valid State, District of Columbia, U.S. territory of the United States operator's license for the type/class of vehicle to be operated (required by 5 CFR 930 and is also addressed in 49 U.S.C. Chapter 313). Additional requirements include:
  - i. Supervisor's assurance that the employee has the ability to operate a vehicle safely in the operational environment assigned.
  - ii. Where required, drivers must successfully complete a written examination and a road test.
  - iii. Where required, drivers must pass a physical examination.
- b. Agencies must have procedures to identify employees who are authorized to operate Government-owned or leased motor vehicles and assure that requirements are met.
- c. Suspended, Revoked or Canceled License: Operators shall notify their immediate supervisor when their driver's license has been suspended, revoked, or canceled.
  - i. OAs must:
    - a) Restore driving privileges to operators with a suspended or revoked license only when the operator involved has had their license restored.
    - b) Document records of such suspensions of the operator's identification card (GSA Optional Form OF346) and official driving record.
    - c) Provide data on driver's license suspension or revocation to the OA Fleet Manager.
  - ii. OAs may obtain an annual certified copy of the employee's driving record from his or her State of residence.
- d. Incidental Use operators will have a State license in his or her possession at all times as well as a valid DOT identification card or document (e.g., building pass or credential) in his or her possession at all times while driving a Government-owned or leased motor vehicle

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<sup>1</sup> Contract employees must also be properly licensed for the vehicle or equipment they operate.



- e. Transportation of School Children in DOT Vehicles: DOT organizations that transport school age children, in DOT vehicles, must require drivers to be licensed in accordance with regulations administered by the Federal Motor Carrier Safety Administration and the States where the children are transported.
- f. CDL Requirements: OA Fleet Managers will ensure that operators understand that operating an official vehicle that requires a CDL without possessing a CDL may subject them to adverse action. Applicable procedures are:
  - i. Obtain CDLs from place of residence; that is, through the District of Columbia Division of Motor Vehicle or the State motor vehicle department involved;
  - ii. Each OA will be responsible for updating the position description and performance plan for any position requiring the employee to obtain a CDL;
  - iii. Employees should direct questions or concerns pertaining to CDLs to their OA Fleet Manager.

## VII. Fuel Card Management

41 CFR § 102-34.320 provides information as to the type of Government-issued charge cards that may be used to purchase fuel and motor-vehicle related services.

- a. All GSA-leased vehicles received by the organization must have assigned Government-issued fleet charge cards. For DOT-owned vehicles, OA Fleet Managers issue fleet charge cards. These cards ensure the collection of motor vehicle data at the time of purchase. Where appropriate, State sales and motor fuel taxes may be deducted from fuel purchases by the fleet charge card services contractor before your organization is billed; otherwise, you may need to request reimbursement from each State to which taxes were paid. The GSA-issued fleet charge card is the only Government-issued charge card that may be used for GSA-leased vehicles.
- b. The operator or assigned person shall be personally responsible for safeguarding and protecting Government-issued fuel cards. The fuel card must be removed from the vehicle when unattended, especially when left at a commercial facility for service, inspection, or repairs. Use of a fuel card for unauthorized purchases will subject the user to disciplinary action.
- c. OA Fleet Managers should periodically review all charges on Government-issued fleet cards and address or correct any unusual charges.
- d. Use of a fuel card for unauthorized purchases will subject the user to disciplinary action.

**Note:** 41 CFR § 102-34.320: Office of Management and Budget (OMB) Circular A-123, Appendix B, Improving the Management of Government Charge Card Programs (revised), contains additional specific guidance on the management, issuance, and usage of Government charge cards. The Appendix B guidance consolidates and updates current Government-wide charge card program requirements and guidance issued by OMB, GSA, Department of the Treasury, and other Federal agencies. Appendix B provides a single document to incorporate changes, new guidance, or amendments to existing guidance, and establishes minimum requirements and suggested best practices for Government charge card programs that individual OA policy and procedures may supplement.

## VIII. Motor Vehicle Fueling and Fuel Management

On-site fueling facilities will be used to the maximum extent possible. All DOT organizations must be able to account for all fuel used by their respective fleets. This includes bulk fuel

transactions, point-of-sale transactions and all transactions resulting from redistribution from tanks/tankers to vehicles. The organization must maintain a detailed record of all transactions that must be available for review/audit upon request.

- a. Operators shall use unleaded fuel in vehicles with the minimum grade (octane rating) recommended by the vehicle manufacturer when fueling DOT-owned or leased motor vehicles. Use of premium grade fuel is prohibited unless specifically required by the vehicle manufacturer.
- b. Alternative Fuel Policy: DOT policy is that all alternative fuel vehicles must be fueled with alternative fuels E-85 (85 percent ethanol/15 percent gasoline), Compressed Natural Gas (CNG), etc. where fuel is available within 5 miles or 15 minutes of the garage location. EPA Act 2005 Section 701 waivers may be granted on a case-by-case basis when alternative fuel is not available or the cost of the alternative fuel is unreasonably more expensive compared with gasoline. The OA Fleet Manager must submit all waivers to the DOT Fleet Manager who will enter them into the Federal Automotive Statistical Tool (FAST) no later than midnight, 30 June of each year, and must be certified by the Assistant Secretary for Administration. For a complete listing of alternative fuel station locations go to:  
<http://www.afdc.energy.gov/locator/stations/>.
  - i. OA Fleet Managers can now prescreen waiver applications by entering vehicle location data into the FAST. The FAST compares this information against the National Renewable Energy Laboratory's (NREL's) fuel station locator to determine the likelihood of waiver approval for that location. Be advised that DOE will not reconsider waiver approval without a detailed description of the request if a waiver approval appears unlikely during prescreening.
- c. Petroleum Use and Reduction Policy: DOT established both its total petroleum consumption, and alternative fuel use baselines in the Department's Federal Fleet Report in FAST for fiscal year (FY) 2005. If these baselines are determined to be inaccurate, the DOT Fleet Manager may work with DOE to correct the original data.
  - i. EISA requires DOT to reduce the use of petroleum by at least twenty percent from the FY 2005 baseline by October 1, 2015. Additionally, for a covered fleet, E.O. 13423 requires an annual petroleum reduction of at least two percent from a FY 2005 baseline through the end of FY 2015. Lastly, E.O. 13514 further extends the requirements of E.O. 13423 through the end of FY 2020, thus requiring at least a 30 percent reduction from FY 2005 to FY 2020.
  - ii. OA Fleet Managers should evaluate petroleum reduction strategies and tactics for each fleet location, based on an assessment of site-specific characteristics, including availability of alternative fuel, fleet size, and fleet composition (vehicle type and size).
  - iii. If OAs are not already on track to meet or exceed petroleum reduction goals, they must reduce petroleum use through various means, including but not limited to the following practices:
    - a) Develop and implement a communications plan to ensure that strategies for improving fleet fuel efficiencies are disseminated and that all drivers are aware of fuel efficiencies gained by driving more efficiently. The communications plan should include the strategies listed in GSA Bulletin FMR B-19, Motor Vehicle Management.
    - b) Ensure that the Fleet Managers maintain their vehicles as required.
    - c) Acquire hybrid electric vehicles (HEVs), including PHEVs, for fleets when they are commercially available at a life-cycle cost that is reasonably comparable to non-

- PHEVs. Supporting policy statements related to HEV Acquisition can be found in DOT's Sustainable Acquisition Policy and in earlier sections of this policy.
- d) Acquire and install electric vehicle infrastructure (i.e., 240V charging stations, 120V outlets) for HEV and PHEV fleets at DOT facilities.
  - e) Reduce vehicle miles traveled (VMT) through various means, including but not limited to:
    - 1) Use video and Web conferencing tools for meetings;
    - 2) Encourage carpooling and trip consolidation to avoid duplication of trips;
    - 3) Use alternative modes of transportation such as bicycles and low-speed electric vehicles;
    - 4) Take advantage of mass transit, public transportation and Department shuttles;
    - 5) Share vehicles and trips among OAs; and
    - 6) Seek to optimize travel time and distance.
  - d. To demonstrate compliance with the requirements in this section, DOT must annually document petroleum fuel cost and consumption for covered vehicles in FAST. DOT must also report progress made toward reducing petroleum usage in the Annual Fleet Compliance Report, and the GHG and Sustainability Data Report.
  - e. Agencies engaged in the management of aboveground or underground storage tanks must follow all statutory and regulatory requirements listed in:
    - i. 40 CFR part 112 for Aboveground Storage Tanks (ASTs);
    - ii. 40 CFR parts 280, 281, and 282.50-282.105 for Underground Storage Tanks (USTs); and
    - iii. Further information and guidelines related to bulk storage tanks for fuel can be found in DOT Sustainability Policy DOT Order 4359.
  - f. Administrators of OAs that operate covered vehicle fleets are responsible for ensuring compliance with the requirements in this section.
  - g. Alternative Fuels: E.O. 13423 requires DOT to reduce the fleet's total petroleum consumption by two percent annually through the end of fiscal year 2015 and increase the total fuel consumption of nonpetroleum-based fuel by 10 percent annually. Per the DOT Fleet Sustainability Policy, DOT must annually increase the total alternative fuel consumption by 10 percent (compounded annually) starting from a FY 2005 baseline through the end of FY 2015. Additionally, DOT must ensure that at least five percent of total fuel consumed in fleet vehicles is alternative fuels. EAct 2005, Section 701 requires DOT to use alternative fuels in all dual-fuel fleet vehicles if such fuel is available within 5 miles or 15 minutes of the vehicle's garaged location, unless a vehicle receives a Section 701 waiver from DOE. DOT must reduce the number of EAct 2005, Section 701 waivers requested annually. To be considered in compliance with this requirement, DOT must achieve the following annual waiver reductions specified below: a) in each year where less than 50 percent of AFVs are waived, the OA must reduce the number of waivers requested two percent from the previous year. b) in each year where more than 50 percent of AFVs are waived, the OA must reduce the number of waivers requested 10 percent from the previous year. Finally, pursuant to EISA 2007, Section 246, DOT must install alternative fuel infrastructure, including but not limited to electric vehicle charging stations in fleet refueling centers, where cost-effective, to the maximum extent possible.

Alternative fuels for vehicles include, but are not limited to:

    - i. Blends of 85 percent or more of denatured ethanol, and other alcohols, with gasoline or other fuels (including E85);
    - ii. Natural gas and liquid fuels domestically produced from natural gas;

- iii. Liquefied Petroleum Gas (LPG), including propane;
- iv. Electricity;
- v. Biodiesel (B100);
- vi. Hydrogen; and
- vii. P-Series fuels.

Although biodiesel blends are not alternative fuels, for those biodiesel blends equal to or greater than 20 percent, OAs may count the biodiesel component of the blend toward Department alternative fuel use requirements.

Administrators of OAs that operate covered vehicle fleets are responsible for ensuring compliance with the requirements in this Section. DOT's covered vehicle fleet includes domestic DOT-owned and leased vehicles but excludes vehicles that are described in E.O. 13514 § 19(b).

#### IX. Vehicle Maintenance Management

A fleet management organization's primary mission is to maximize the availability of vehicles so that its customers can productively perform their jobs. The focus of maintenance management is to develop practices that minimize unscheduled repairs and return vehicles requiring repair to service in as little time as possible. This should, of course, be accomplished at a competitive cost, notwithstanding the requirement for a high level of service. DOT organizations must ensure that a scheduled maintenance program is in place for all motor vehicles, owned or leased (FMR 102-34.275).

- a. Fleet maintenance and repair processes significantly affect vehicle availability, reliability, safety, economy, and environmental integrity. The principal requirements for a fleet maintenance program are:
  - i. Facilities and equipment,
  - ii. Mechanic labor,
  - iii. Parts, and
  - iv. Commercial (i.e., sublet or outsourced) services.
- b. Although difficult to quantify, indirect economic impacts of fleet maintenance are also important and can far exceed the direct costs. For example, mechanical failures that idle employees or disrupt service can result in productivity losses or more severe problems, the costs of which dwarf those associated with repairing the mechanical defects. Such impacts highlight the importance of using maintenance management and performance measurement techniques to control maintenance and repair quality.
- c. A network of Fleet Management Centers (FMCs) supports the maintenance of GSA Fleet vehicles by providing maintenance management services for all vehicles through the National Maintenance Control Center (MCC). This link will help you identify the Fleet Management Center for your area: <http://gsa.gov/portal/category/100759>
- d. Maintain GSA Fleet vehicles in strict accordance with GSA directives. Maintain DOT-owned vehicles according to the guidelines set forth in this Order.
- e. Unless other arrangements have been made (e.g., reimbursement by GSA for maintenance services performed by the DOT shop), the cost of repairs, maintenance, and fuel for GSA vehicles is included in the rate for normal repairs. Customers pay for repairs and damage that exceeds fair wear and tear, including crash repair costs. The OA Fleet Manager will coordinate

- with the GSA FMC for overdue Preventative Maintenance (PM) on GSA-leased vehicles and arrange for delivery of vehicles to vendors for PM completion.
- f. A comprehensive PM program is paramount to the success of any fleet operation. By managing and adhering to PM programs, a well-managed fleet operation can detect and correct minor problems before they result in service-disrupting breakdowns and costly repairs. An effective PM program will include documenting activities to be performed at specific time or usage intervals, scheduling, and establishing follow-up mechanisms that ensure vehicles are serviced at these intervals. OA Fleet Managers will establish and implement a PM plan for DOT-owned vehicles and equipment.
    - i. A viable PM program includes accomplishing emissions and safety inspections on all vehicles and equipment. Often, local authorities (e.g., States, municipalities) mandate inspections (FMR 102-34.280). Accordingly, OA Fleet Managers will ensure that vehicles and equipment are scheduled for inspections and that they are completed.
    - ii. Ensure exhaust emissions comply with local requirements.
  - g. The OA Fleet Manager or a designated representative will ensure that vehicles are inspected when they arrive for service or repair and verify discrepancies and then action(s) taken to have the vehicles or equipment repaired in a timely manner and returned to the customer.
  - h. Contract Repairs: Working with contract personnel, the OA Fleet Manager will work to compete, negotiate, and complete service contracts with local service providers.
    - i. Obtain descriptive documentation from the maintenance service provider.
    - ii. Require service providers to document all maintenance actions with sufficient detail similar to shop repair orders.
    - iii. Ensure that services are complete and meet contractual requirements.
  - i. Body and Paint Work: OA Fleet Managers will ensure use of the most cost-effective means for all body and paint work on DOT-owned vehicles.
  - j. Vehicle Recalls: The OA Fleet Manager or a designated representative will need to monitor all recall notifications and pass recall information to all affected users with a stated course of action, if applicable.
    - i. Assist operators in obtaining temporary replacement vehicles as/when necessary.
    - ii. Maintain a tickler file to follow-up and ensure recall work has been completed.
  - k. Vehicle and Equipment Alterations and Modifications:
    - i. DOT organizations shall refrain from performing alterations and modifications on GSA Fleet vehicles without GSA approval (41 CFR 101-39.304).
    - ii. DOT organizations must obtain the approval of the DOT Fleet Manager for alterations and/or modifications on DOT-owned vehicles that will affect the end use of the vehicle.
    - iii. Use extreme caution when modifying any vehicle or piece of equipment due to the potential for adverse and dangerous effects on the handling, operation, and drivability of the vehicle.
  - l. For the most part, GSA Fleet vehicles will not reach the point where they are uneconomical to repair, with the exception of crash-damaged vehicles. However, for DOT-owned vehicles, some repairs may be uneconomical because of the vehicle's age and condition. OA Fleet Managers shall get approval from the DOT Fleet Manager on whether to repair or retire a vehicle when repairs exceed 65 percent of its resale value.
  - m. Warranty Repairs: The OA Fleet Manager will coordinate with the service provider to obtain repair, corrections, or re-repair at no cost if a vehicle is still under warranty.
  - n. Unscheduled Repairs/Breakdowns: OA Fleet Managers shall, to the extent possible, work to ensure maximum vehicle availability for customers with minimum interruptions due to unscheduled repairs and breakdowns. OA Fleet Managers shall:

- i. Establish and publish local procedures for GSA leased and DOT-owned vehicles that describe what will be done if your fleet vehicles or equipment breakdown, including breakdowns that occur after hours.
  - ii. Include elements in the procedures such as name, address, and phone number of service provider(s), details of any contractual arrangements, and what each service provider is expected to do.
  - iii. Secure and publish the name, address, and phone number of wrecking/towing service providers.
  - iv. Establish contract services to handle requirements such as towing and flat tire repair as needed.
- o. Lubricants: Vehicle Coordinators will ensure that E.O. 13149 is followed whenever practicable. For example, section 403 mandates that federal agencies shall not purchase or allow the use of virgin petroleum oils when re-refined oils are reasonably available and meet manufacturers' specifications.

#### X. Disposal and/or Resale of Motor Vehicles

FMR 102-34.300 prescribes guidelines for the transfer, storage, and disposal of Government-owned motor vehicles. DOT's policy is that DOT-owned motor vehicles may be disposed of, funds permitting, when the vehicle meets or exceeds the minimum federal replacement standards, and/or when it is excess to an organization's need. OA Fleet Managers, when replacing vehicles, should consider using the exchange/sale authority (40 U.S.C. § 503) to reduce the cost of replacement personal property. When you have personal property that is wearing out or obsolete and must be replaced, you should consider either exchanging or selling that property and using the exchange allowance or sales proceeds to offset the cost of the replacement personal property.

- a. Prior to disposal, OA Fleet Managers will notify the DOT Fleet Manager of any excess DOT-owned vehicles that are fully operational. The DOT Fleet Manager will check with other DOT organizations that may have additional/replacement vehicle requirements.
  - i. OA Fleet Managers shall take disposition action on vehicles that are considered unsafe for operation and cannot be economically repaired.
  - ii. DOT fleet cards shall be closed out and destroyed by the OA Fleet Card Organizational Program Coordinator on any vehicle that is removed from the OA's inventory.
  - iii. All Government markings shall be removed prior to disposal.
  - iv. GSA vehicles shall be returned to GSA for disposition. After meeting the replacement standards listed in 41 CFR § 102-34, Subpart E, DOT-owned motor vehicles may be disposed of by transferring the motor vehicle title, or manufacturer's Certificate of Origin, to the new owner. Detailed instructions on the disposal process are in 41 CFR § 102-38 and 102-39. DOT-owned vehicles at domestic locations shall be returned to the local asset-disposal unit along with all maintenance records. DOT-owned vehicles at foreign locations shall be turned over to the State Department for sale. All proceeds from the sale of DOT-owned vehicles (domestic and foreign) shall be applied to the acquisition cost of replacement vehicles or returned to the OA Office of Budget.
  - v. Process vehicles for disposal within 15 days after determining they should be removed from service.

## XI. Vehicle Record Keeping/Reporting

The National Archives and Records Administration (NARA) Management Schedule 10, Motor Vehicle and Aircraft Maintenance and Operations Records, provides Federal agencies with guidance on the management of records and other types of documentary materials accumulated by Federal agencies and officials.

- a. Section 15303 of the Consolidated Omnibus Budget Reconciliation Act of 1985, Pub. L. No. 99-272, requires all Federal agencies to submit annual reports of motor vehicle-related obligations and outlays. This information will be requested each August by the Office of Facilities, Information and Asset Management (M-93). A consolidated report will be prepared and submitted to the Office of the Secretary of Transportation (OST) Office of Budget.
- b. 41 CFR § 102-5 requires written notification be provided within 60 days of approval to Congress on approval/usage for home-to-work transportation for employees provided for reasons other than field work or law enforcement.
- c. Federal policies (OMB Circular A-11, GSA Bulletin B-30, et al) requires agencies to report annually information on Federal motor vehicle usage and the makeup of their motor vehicle fleets, along with the use of efficient and alternative fuel vehicles as part of petroleum reduction goals. Federal agencies report the following data to GSA and DOE each year via the FAST:
  - i. Motor vehicle acquisitions;
  - ii. Petroleum and alternative fuel consumption;
  - iii. Requests for EPOA of 2005 Section 701 waivers surrounding alternative fuel consumption; and
  - iv. Fleet fueling centers
- d. OA Fleet Managers must ensure that individual history record files are established for each assigned vehicle. The system of record for maintaining this data will be DOT's Integrated Logistics Management System (ILMS) for inventory reporting purposes.
  - i. Maintain this file in complete and up-to-date status, from the time the vehicle is acquired until it is transferred for disposal or excess. History record files may be maintained in hard copy and/or computer media.
  - ii. History record files shall accompany vehicles transferred from one activity to another.
  - iii. At a minimum, maintain the following information in the vehicle history record:
    - a) Crash reports;
    - b) Certificate of origin (or vehicle title/ownership certificate);
    - c) Copies of any applicable quality deficiency reports (QDRs);
    - d) Copies of any vehicle modification requests or work completed;
    - e) Current annual safety inspection;
    - f) Manufacturer recalls or notices; and
    - g) Other appropriate documentation considered necessary for further reference purposes, such as warranty work and unsatisfactory equipment reports.

## XII. Home-to-Work Policy:

- a. 41 CFR § 102-5 covers the use of Government passenger carriers to transport employees between their homes and places of work.

- b. Scope: The provisions of this policy apply to the home-to-work program regardless of the frequency or duration of such usage. This guidance does not affect the provisions in the Federal Travel Regulations or (41 CFR § 300-304) for employees who are on temporary duty from their designated or regular place of employment.
- c. Responsibilities: The Secretarial Offices and Heads of Operating Administrations are responsible for ensuring that home-to-work transportation for either fieldwork or law enforcement is advantageous to the Government and documented as such, each time the Government passenger carrier is used. Home-to-work transportation shall be authorized by the Secretarial Offices and the Heads of OAs only to the extent that it will result in a substantial increase in the efficiency and economy of the Government. Approvals must be in writing and are not transferable.
- d. Authorizing Home to Work: The Secretarial Offices and the Heads of OAs shall submit requests for determinations, in memorandum form, to the Assistant Secretary for Administration. Each memorandum shall explain the basis for the request.

Describe the types and number of employees in a list format (see below for example), by position title and occupational series number who will be authorized to use the passenger carriers as well as the situations in which they will be used.

**EXAMPLE: LIST OF FIELD WORK NAME AND POSITIONS AUTHORIZED**

	First Name	Last Name	Position Title/#	Grade	Work Address				Home Address			
					Street Address	City	State	Zip	Street Address	City	State	Zip
1			Operations Engineer/ 1234	GS-12	921 Hillside Lane	Boise	ID	83703				
This employee's drive is over 50 minutes from his residence to the Division Office. The Division office is Southeast from his Residence, while his destinations (project sites) are North. The travel time to his project sites range from 6 to 8 hours. The employee will utilize HTW transportation only when visiting project sites, and only when it substantially improves the efficiency and effectiveness of the Government.												
2			Transportation Engineer / 4321	GS-12	407 Forest Street	Atlanta	GA	30303				
The building at 407 Forest Street is located in a high crime area. The FHWA has safety/security concerns due to the Employee's early departures (before 7 am) and late arrivals (after 6 pm) to/from project site visits. The employee will utilize HTW transportation only when visiting project sites, and only when it substantially improves the efficiency and effectiveness of the Government.												

- i. Describe the review process and administrative controls in place to ensure that home-to-work transportation is used solely for the intended purpose.
- ii. Provide a written statement of assurance that the requested home-to-work determinations are necessary to the OA's mission requirements, satisfy applicable statutes and regulations, and will not adversely affect the organization's program budget. Execution of this statement of assurance cannot be delegated.
- iii. See Appendix A for Distance Limitation on Home-to-Work Eligibility Memo.



- e. The Assistant Secretary for Administration (as delegated to M-93) will review all requests for determinations to ensure conformity with any applicable statutes and regulations, as well as this Directive, before submission to the Secretary for approval.
- f. Basis for Authorization: The Secretary is the only official within the Department who may make a determination that authorizes employee's use of passenger carriers for home-to-work transportation. Authorizations may be based on the following categories of determinations:
  - i. Person Engaged in Field Work. Guidance on fieldwork is located in the GSA regulations at 41 CFR 102-5.70. The assignment of an employee to a fieldwork position does not in itself entitle the employee to receive daily home-to-work transportation. In cases where only intermittent fieldwork is performed, OAs shall establish procedures to ensure home-to-work transportation is used only on days when it is actually performed by the employee.
  - ii. Intelligence, Counterintelligence, Protective Services, or Criminal Law Enforcement. An employee who is engaged in intelligence, counterintelligence, protective services, or criminal law enforcement activities and who occupies a position for which transportation between residence and various locations is essential to the safe and efficient performance of those duties may be provided with home-to-work transportation only if the employee or position (OIG only) is so designated in a determination executed by the Secretary.
- g. Taxation and Fringe Benefits: A Federal employee is required to pay Federal income taxes along with Social Security and Medicare taxes on the fair market value of non-cash fringe benefits provided by the Government. Employer-provided transportation between home and work may be subject to such treatment. The provision of home-to-work transportation, and/or parking provided for an official vehicle used for this purpose, to an employee may result in the attribution of "fringe benefit income" to the employee.

### XIII. Federal Automotive Statistical Tool (FAST)

- a. Annually, agencies must submit to GSA the information needed to produce the Federal Fleet Report (FFR) through FAST, an Internet-based reporting tool. To find out how to submit motor vehicle data to GSA through FAST, review the instructions for annual data calls from the DOT Fleet Manager and read the documentation at <https://fastweb.inel.gov/index.htm>.
- b. Specific reporting categories, by agency, included in the FFR are:
  - i. Inventory;
  - ii. Acquisitions;
  - iii. Operating costs;
  - iv. Miles traveled; and
  - v. Fuel used.
- c. The DOT Fleet Manager will use the FAST system to provide DOE with information required by EAct 1992 and 2005, and related E.O.s. In addition, OMB requires the agency Department Fleet Manager to submit annual agency motor vehicle budgeting information to OMB through FAST (see OMB Circular A-11, Preparation, Submission, and Execution of the Budget).
- d. After the FAST data has been entered by the DOT Fleet Manager, use the Data Quality Consistency Report to analyze whether your data is accurate and valid.
- e. To demonstrate compliance with the requirements in this Section, DOT must document fuel cost and consumption in FAST annually, as well as progress made toward reducing petroleum usage in the Annual Fleet Compliance Report. OAs must provide non-FAST vehicle petroleum fuel cost and consumption data in DOE's annual GHG and Sustainability Data Report template

to the Office of Sustainability and Safety Management (OSSM), and document petroleum reduction progress in the Leadership in Sustainability Scorecard, as well as the OAs annual Strategic Sustainability Performance Plan.

- f. Find further information and guidelines for meeting the fleet optimization requirements in DOE's Comprehensive Federal Fleet Management Handbook, and the DOT Sustainability Manual. Find supporting policy statements regarding GHG emissions in DOT's Greenhouse Gas Emissions Policy.

#### XV. Fleet Sustainability

See DOT Order 4359 (reproduced in Appendix B) for details on DOT's Fleet Sustainability Policy.

#### XVI. Fleet Management Information System (FMIS)

- a. Sections 15301 and 15302 of the Consolidated Omnibus Budget Reconciliation Act of 1985, Pub. L. 99-272, require Federal executive agencies to have a centralized system to identify, collect and analyze motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles. GSA Bulletin FMR B-15, "Requirements for Management Information Systems in Federal Vehicle Fleets" (Sep. 21, 2007), provides minimum recommendations for an FMIS that would meet the needs of executive agency motor vehicle fleets. An FMIS improves central management of the fleet, with benefits that include:
  - i. Timely response to OMB and agency data calls;
  - ii. Current and electronically available inventory data;
  - iii. Current, complete, and electronically available maintenance and fuel costs;
  - iv. Availability of data essential to development of a comprehensive replacement plan;
  - v. A standard method for replacement planning;
  - vi. Tracking and reporting of fleet performance measures;
  - vii. Efficient preparation and submission of the FAST report; and
  - viii. Reduction of manual data capturing and calculation.
- b. DOT's official FMIS is the Integrated Logistics Management System (ILMS). The DOT Fleet Manager is responsible for the oversight and maintenance of ILMS.
- c. OAs are required to enter motor vehicle fleet data into ILMS to meet both internal and external reporting requirements.

#### XVII. Vehicle Allocation Methodology (VAM)

A VAM is a process for establishing and controlling fleet size and composition, more succinctly termed "right-sizing." From the standpoint of OMB, a VAM documents the basis for fleet size and, consequently, fleet-related budgets. It requires a standard and consistent protocol for the collection, management, and analysis of comprehensive fleet data. VAM data should enable organizations to undertake and statistically support their fleet-size decision making. The VAM process includes development of a fleet baseline profile to identify current vehicle assets and how they match with DOT mission needs. The goal is to ensure that future vehicle fleets are not over-costly, and OAs can accomplish this by, among other things, having the right number and types of vehicles that will fulfill their missions while achieving sustainability goals. OAs may develop their own VAM, but the method and statistical outputs must have final approval from the DOT Fleet

Manager before being accepted as conforming with FMR 102-34.50 (b) and GSA Bulletin FMR B-30, Vehicle Allocation Methodology for Agency Fleets. Additionally the Fleet Management Plan (FMP) must meet the requirements of the current FMP and budget narrative provided by GSA Office of Government Wide Policy, Motor Vehicle Policy Division at [www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy).

At a minimum, a standard VAM program requires an accurate fleet inventory, utilization data (mileage, trips, or engine hours), a comprehensive and standardized justification protocol, a process for dealing with unjustified vehicles, and establishment of a Table of Allocation (TOA) (the baseline fleet). The VAM process typically begins with a full fleet analysis based upon utilization data by vehicle type and/or work category to assess whether the right number and types of vehicles comprise the fleet inventory. Essentially, each OA Fleet Manager will build a data-driven exception report to assess need. Based upon that data, each organization can better determine need, and relate that need to standard vehicle performance metrics, such as per vehicle mileage and trips per vehicle, as well as other factors that affect the types and number of vehicles acquired and operated, including mission, law-enforcement incidents (by type), terrain, climate, vehicle condition, and down-time.

During previous VAM reporting periods, Federal agencies reported utilization by vehicle class. Beginning with the FY 2015 VAM reporting period, Federal agencies will be required to report vehicle utilization data for each individual vehicle rather than grouping them by class as required in the past.

- a. **Utilization:** Vehicle utilization assessment is part of the VAM process. Capturing and applying utilization data constitute a best practice in the fleet profession for right-sizing fleets, from acquisition through allocation to disposal. Utilization is an objective, data-driven performance measure (utilization being defined in the broader sense of trips or hours used in addition to miles traveled). Consequently, it stands outside subjective claims of vehicle need. This is not to say that utilization alone should determine need, but it should be the metric that sets the bar for users to have vehicles allocated to their organizations.
- b. **Justification:** Every fleet vehicle should have a clear plan of use that includes metrics that make sense. This information should not only “feed” the VAM justification form but should also establish the foundation for assessing whether to retain the vehicle in the fleet from year to year. For example, does the projected estimate of miles or hours of use per year match actual use? The vehicle metrics and determination of criticality of need should support vehicle retention, if appropriate. Each vehicle must be justified based upon mission criticality, mileage, hours of use, or number of daily trips.
- c. **Vehicle Rotation:** One outcome of the utilization analysis is to determine which, if any, vehicles to rotate, thereby helping to ensure they will reach their life expectancy in miles as well as years. For GSA in particular, the utilization goal is to attain the GSA utilization standards; therefore, vehicles allocated for high mileage assignments should be rotated with those on low mileage assignments. In specific cases where the continuous use of a specific vehicle is essential, but its usage does not meet the objectives, the DOT Fleet Manager may require the using activity to furnish a written explanation of the need for excluding the vehicle from the rotation program requirements, except in those instances where it is known that the usage requirements or installed equipment makes it impractical to rotate the vehicle.
- d. **Fleet Baseline:**
  - i. Having completed the above processes, establish the OA’s fleet baseline. Develop a composite (that is, GSA Fleet and DOT-owned) fleet inventory of vehicles to establish a

fleet baseline that will be the minimum required number and type for accomplishing the mission and tasks.

- ii. The DOT Fleet Manager will publish the vehicle allocation for each organization, on the DOT fleet website. The DOT Fleet Manager will freeze the fleet at the published level. If the DOT mission changes, the DOT Fleet Manager, in conjunction with OA Fleet Managers, will review any new motor vehicle requirements, and adjust the baseline accordingly.
- iii. The DOT VAM policy is to maintain zero growth. This means that after vehicle allocations are established, additional vehicle assignments must be related to mission change and supported with valid justification. This does not mean that an organization cannot add vehicles to its fleet, only that a change of mission or special circumstances must be documented and the vehicle(s) justified to increase the TOA.

#### 4. RESPONSIBILITIES

- a. **DOT Deputy Secretary of Transportation:** Serves as the senior official responsible for evaluating the performance of each OA through regular reviews of each OA's Leadership in Sustainability Scorecard.
- b. **DOT Assistant Secretary for Administration (ASA):** Provides departmental leadership and develops DOT policy on issues related to human resources, security, acquisition and grants, information services, energy, environment management and sustainability, transportation, facilities, and space management. Also, reviews and approves OA fleet management strategies (e.g. waivers and exemptions, and acquisitions).
- c. **DOT Chief Financial Officer and Assistant Secretary for Budget and Programs (CFO):** Serves as the principal advisor to the Secretary of Transportation on the development, review, and presentation of the Department's budget resource requirements and allocations. The CFO provides oversight of the Department's program performance and is responsible for all aspects of financial management, including provision of a point of contact as a required signatory for the FMP that the DOT Fleet Manager must submit annually.
- d. **DOT Fleet Manager:** Specific responsibilities related to this Order include, but are not limited to:
  - i. Ensures that the overall DOT fleet meets or exceeds all applicable fleet management requirements, including DOT-specific goals and requirements;
  - ii. Ensures that the overall DOT fleet is right-sized to the fleet's mission;
  - iii. Facilitates the implementation of petroleum reduction and alternative fuel use strategies fleet-wide;
  - iv. Monitors the performance of the overall DOT fleet in reducing petroleum and increasing alternative fuel use;
  - v. Provides support to OA fleet managers in selecting fleet management strategies;
  - vi. Provides recommendations to ASA on OA fleet management strategies (e.g., waivers and exemptions, acquisitions, etc.);
  - vii. Refines DOT fleet management strategies based on performance and provides recommendations to the ASA;
  - viii. Ensures that all reports identified in Section 5 of this Order, Monitoring for Policy Compliance, are complete, accurate, and on time; and
  - ix. Analyzes and publishes to OAs the results of data collection and reporting for trends.

- e. **DOT Office of the General Counsel:** Interprets and provides guidance on new and existing energy, environmental, and sustainability laws, regulations, executive orders, and other requirements. Reviews contracts and ensures they meet all applicable laws, regulations, E.O.s, and other requirements. Advises ASA on legal issues arising with home-to-work waiver requests.
- f. **OA Administrator:** Ensures OA conforms with and implements all applicable requirements for fleet sustainability provided in this Order. Additionally, the OA Administrator may delegate responsibilities as necessary to meet the requirements. Specific responsibilities related to this Order include, but are not limited to:
  - i. Issues data collection requests and analyzes data for reporting progress milestones;
  - ii. Communicates new requirements throughout the OA;
  - iii. Ensures that fleet sustainability information is tracked and reported to the appropriate reporting systems at the minimum intervals;
  - iv. Submits requests to OST, as needed, for exceptions to the goals or requirements; and
  - v. Conducts an annual VAM in accordance with FMR B-30.
- g. **OA Fleet Manager:** Specific responsibilities related to this Order include, but are not limited to:
  - i. Identifies and implements the optimal fleet management strategy for that OA (based on evaluating the fleet characteristics and requirements at the site);
    - a) Ensures that the fleet at the fleet location(s) is right-sized (number and types) to mission;
    - b) Monitors the performance of the fleet in reducing petroleum and increasing alternative fuel use;
    - c) Ensures that the fleet complies with applicable fleet requirements related to alternative fuel infrastructure;
    - d) Refines the fleet optimization strategy based on changes in fleet characteristics, performance, and mission; and
    - e) Ensures all fuel data are entered into the DOT Fleet Management System, ILMS.
  - ii. Ensures complete and accurate record keeping;
  - iii. Provides to the DOT Fleet Manager complete and accurate data throughout the year in support of the annual DOT reporting requirements; and
  - iv. Is a member of the Fleet Management Council (FMC).
- a. **OA Senior Procurement Official (OA Chief Acquisition Officer or Federal Aviation Administration [FAA] Acquisition Executive):** Awards and administers contracts and ensures compliance with FAR, TAR, TAM, and other Departmental policies related to acquisition. In conjunction with key stakeholders, when applicable, ensures that all applicable contracts and acquisition tools meet the requirements of this Order.<sup>2</sup>
- b. **Fleet Management Council:** DOT has established a Fleet Management Council (FMC) responsible for the organizational leadership needed to implement the Department's FMP. The FMP outlines the department's strategies for meeting the President's goals regarding right-sizing of the fleet, petroleum reduction and increasing alternative fuels. Through shared membership, the FMC will be linked to DOT's Senior Sustainability Officer (SSO) Council. This organizational structure will ensure integration of the FMP with the Annual Strategic Sustainability Performance Plan.

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<sup>2</sup> To the extent the policy, herein, is consistent with 49 U.S.C. 106(f)(2)(D).

## 5. SUPPORTING DOCUMENTATION

**Authorities:** This Order is governed by numerous laws, regulations, and policies including, but not limited to, the following:

- a. Statutes
  - i. National Defense Authorization Act for Fiscal Year 2008, Pub. L. No. 110-181
  - ii. Energy Independence and Security Act of 2007 (EISA), Pub. L. No. 110-140 §§ 141 & 142
  - iii. Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, (Jan. 24, 2007), codified by the 2009 Omnibus Appropriations Act, Pub. L. 111-8 § 748
  - iv. Energy Policy Act of 1992 (EPAAct), Pub. L. No. 102-486, as amended by the Energy Policy Act of 2005, Pub. L. No. 109-58
  - v. Energy Conservation and Reauthorization Act of 1998, Pub. L. No. 105-388
  - vi. 31 U.S.C. § 1344, Passenger Carrier Use
  - vii. 31 U.S.C. § 3512, Executive Agency Accounting and Other Financial Management Reports and Plans
  - viii. 40 U.S.C. § 521–529, Use of Property
  - ix. 40 U.S.C. §§ 601–611, Motor Vehicle Pools and Transportation Systems
  - x. 40 U.S.C. §§ 17501–17510, Federal Motor Vehicle Expenditure Control
  - xi. 42 U.S.C. § 8251-8262, National Energy Conservation Policy Act (NECPA) of 1978 as amended
  - xii. 42 U.S.C. §§6991–6991m, Regulation of Underground Storage Tanks
- b. Regulations
  - i. 26 CFR § 1.61-21, Taxation of Fringe Benefits
  - ii. Federal Acquisition Regulations (FAR) part 41, Acquisition of Utility Services (not relevant for the Federal Aviation Administration)
  - iii. Federal Property Management Regulations, 41 CFR chapter 101, Subchapters A, E, G, and H
  - iv. 10 CFR parts 433-436, Department of Energy, Energy Conservation Regulations
  - v. 40 CFR part 112, Environmental Protection Agency, Oil Pollution Prevention
  - vi. 40 CFR part 280 Environmental Protection Agency, Technical Standards and Corrective action requirements for Owners and Operators of Underground Storage Tanks (USTs)
  - vii. 40 CFR part 281 Environmental Protection Agency, Approval of State Underground Storage Tank Programs
  - viii. 40 CFR part 282, subpart B Environmental Protection Agency, Approved State Programs
  - ix. 41 CFR part 102-34, Motor Vehicle Management
- c. Other Regulations, Directives, and Guidance
  - i. DOT Order 4351, Overarching Sustainability Policy
  - ii. DOT Order 4352, Greenhouse Gas Emissions Policy
  - iii. DOT Order 4353, Sustainable Building Policy
  - iv. DOT Order 4354, Energy Conservation Policy
  - v. DOT Order 4355, Water Conservation Policy
  - vi. DOT Order 4356, Pollution Prevention and Waste Management Policy

- vii. DOT Order 4357, Sustainable Acquisition Policy
- viii. DOT Order 4358, Electronics Stewardship Policy
- ix. DOT Order 4351 M, DOT Sustainability Manual
- x. Department of Energy, Comprehensive Federal Fleet Management Handbook (July 2011)
- xi. Presidential Memorandum on Federal Fleet Performance (May 24, 2011)
- xii. GSA Bulletin FMR B-1, Acquisition and Display of Official U.S. Government License Plates and Other Motor Vehicle Identification (Oct. 25, 2011)
- xiii. GSA Bulletin FMR B-2, Use of Hand-Held Wireless Telephones (Mar. 1, 2002)
- xiv. GSA Bulletin FMR B-3, Use of Tobacco Products in Motor Vehicles (Apr. 15, 2002)
- xv. GSA Bulletin FMR 2004-B6, Proceeds from the Sale of Agency-Owned Vehicles (Oct. 22, 2004)
- xvi. GSA Bulletin FMR B-11, U.S. Government License Plate Codes (May 25, 2006)
- xvii. GSA Bulletin FMR B-15, Requirements for Management Information Systems in Federal Vehicle Fleets (Sep. 21, 2007)
- xviii. GSA Bulletin FMR B-19, Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet (Aug. 29, 2008)
- xix. GSA Bulletin FMR B-28, Federal Employee Transportation and Shuttle Services (May 26, 2011)
- xx. GSA Bulletin FMR B-29, Accurately Reporting Passenger Vehicle Inventory within the Federal Automotive Statistical Tool (July 11, 2011)
- xxi. GSA Bulletin FMR B-30, Vehicle Allocation Methodology for Agency Fleets (Aug. 22, 2011)
- xxii. GSA Bulletin FMR B-31, Government Motor Vehicle Fueling during Market Shortages (Aug. 26, 2011)
- xxiii. GSA Bulletin FMR B-32, Posting Executive Fleet Vehicles on Agency Websites (Oct. 12, 2011)
- xxiv. GSA Bulletin FMR B-33, Alternative Fuel Vehicle Guidance for Law Enforcement and Emergency Vehicle Fleets (Nov. 15, 2011)
- xxv. GSA Bulletin FMR B-35, Home-to-Work Transportation (Aug. 29, 2012)
- xxvi. Department of Energy. Guidance: Requirements for Installing Renewable Fuel Pumps at Federal Fleet Fueling Centers under EISA Section 246, (Apr. 2011)
- xxvii. DOT Action Memorandum on Federal Vehicle Fleets Replacement Requirements (Feb. 24, 2011)
- xxviii. Department of Energy, Guidance for Federal Agencies on E.O. 13514, Section 12, Federal Fleet Management, (Apr. 2010)
- xxix. Council on Environmental Quality, Instructions for Implementing Executive Order 13423 (Mar. 28, 2007)
- xxx. Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance (Oct. 5, 2009)
- xxxi. Executive Order 13149, Greening the Government Through Federal Fleet and Transportation Efficiency (Apr. 21, 2000)
- xxxii. Executive Order 13031, Federal Alternative-Fueled Vehicle Leadership (Dec. 13, 1996)
- xxxiii. DOT Administrative Policy Letters (APL) and DASH – Bulletins
- xxxiv. DOT Order 3902.10, Text Messaging While Driving

## Definitions

Acquisition or Procurement: Obtaining goods or services by contract, using appropriated funds for supplies or services (including construction) by and for the use of the Federal Government through purchase, lease or replacement, whether the supplies or services are already in existence or must be created, developed, or demonstrated and evaluated. Acquisition begins when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation, selection of sources, contract award and financing details, contract performance and administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

Alternative Fuel: Methanol, denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such other percentage, but not less than 70 percent) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas, including liquid fuels domestically produced from natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel the Secretary of Energy determines, by rule, is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

Alternative Fuel Vehicle (AFV): A vehicle that operates solely on alternative fuel or is capable of operating on both alternative fuel and gasoline or diesel fuel, including: a new qualified fuel cell motor vehicle (as defined in 26 U.S.C. § 30B(b)(3)); a new advanced lean burn technology motor vehicle (as defined in 26 U.S.C. § 30B(c)(3)); a new qualified hybrid motor vehicle (as defined in 26 U.S.C. § 30B(d)(3)); and any other type of vehicle that the EPA determines would achieve a significant reduction in petroleum consumption.

Biodiesel: A type of biofuel typically made from soybean, canola, or other vegetable oils; animal fats; or recycled grease. Biodiesel can be blended with regular diesel fuel (for a biodiesel blend if containing more than 20 percent biodiesel, for AF credit) and used in most diesel engines. Some engines can also be modified to run on pure biodiesel.

Compressed Natural Gas (CNG): An alternative fuel for motor vehicles; considered one of the cleanest because of low hydrocarbon emissions and its vapors are relatively non-ozone producing. However, vehicles fueled with CNG do emit a significant quantity of nitrogen oxides.

Covered Vehicles: Domestic DOT-owned and leased vehicles, excluding vehicles that are cited as exempt within the Guidance for Federal Agencies on E.O. 13514, Section 12, Federal Fleet Management. Exempt vehicles include law enforcement vehicles, emergency response vehicles, military tactical vehicles, non-road vehicles, motor vehicles used for motor vehicle manufacturer product evaluations or tests, contractor-owned vehicles where the contract is less than 12 months, and contractor vehicles where a central purpose of the contract is neither for providing vehicles nor for providing transportation services of people or materials on site (shuttle bus services are not exempt from E.O. 13514 and E.O. 13423 requirements).

Dual-Fuel Vehicle: Also known as a Flexible Fuel Vehicle. A vehicle that is capable of operating on alternative fuel or a mixture of biodiesel and diesel fuel meeting the standard established by the American Society for Testing and Materials or under Section 211(u) of the Clean Air Act (42 U.S.C. § 7545(u)) for fuel containing 20 percent biodiesel (commonly known as “B20”) and on gasoline or diesel fuel. The vehicle provides equal or superior energy efficiency, as calculated for



the applicable model year, during fuel economy testing for the United States Government, when operating on alternative fuel, as when operating on gasoline or diesel fuel.

Electric (or Electric Motor) Vehicle (EV): A vehicle primarily powered by an electric motor that draws current from rechargeable storage batteries, fuel cells, photovoltaic arrays, or other sources of electric current.

Federal Automotive Statistical Tool (FAST): A web-based reporting tool managed and funded by FEMP, the GSA Office of Government-wide Policy, and the DOE's Energy Information Administration. The tool collects Federal fleet information based on regulatory requirements.

Federal Fleet Fueling Center: An existing Federally owned or contracted refueling site that is located on Federal property and primarily used to fuel Federal fleets, including those operating on appropriated or working capital funds and that dispenses gasoline, diesel, and/or alternative fuels. Excluded from the definition of "Federal fleet fueling center" are refueling centers with a fuel turnover rate of less than 100,000 gallons per year of at least one fuel type.

Fleet Management Plan: An agency description of how it will achieve its optimum fleet inventory and meet other fleet sustainability requirements such as petroleum and GHG reduction and increase consumption of alternative fuels. The Fleet Management Plan is required annually through GSA Bulletin B-30 Vehicle Allocation Methodology.

Greenhouse Gases (GHGs): Gases defined to include CO<sub>2</sub>, methane, nitrous oxide, hydro fluorocarbons, perfluorocarbons, and sulfur hexafluoride.

Government Owned Contractor Operated (GOCO): A Government-owned facility or vehicle that a contractual civilian organization operates.

Gross Vehicle Weight Rating (GVWR): The maximum operating weight of a vehicle as specified by the manufacturer, including the vehicle's chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo, but excluding any trailers.

Hybrid Electric Vehicles (HEV): Vehicles that draw propulsion energy from onboard sources of stored energy, which are both an internal combustion engine using consumable fuel and a rechargeable energy storage system.

Heavy-Duty Vehicle (HDV): Vehicles over 10,000 pounds (lbs.) GVWR.

Life-Cycle Cost-Effective: The determination that the life-cycle cost of a product, project, or measure, is estimated to be equal to or less than the base case (i.e., current or standard practice or product).

Light Duty Vehicle (LDV): Passenger cars and light duty trucks at or under 8,500 lbs. GVWR.

Low GHG-Emitting Vehicle: A vehicle that meets any of the following standards:

- a. Any passenger car that achieves a GHG score of 7 or higher when operated with gasoline, diesel, or CNG.
- b. Any light-duty truck or medium-duty passenger vehicle that achieves a GHG score of 6 or higher when operated with gasoline, diesel, or CNG.
- c. Any passenger car that achieves a GHG score of 6 or higher when operated with E-85 biodiesel blend.
- d. Any light-duty truck or medium-duty passenger vehicle that achieves a GHG score of 5 or higher when operated with E-85 biodiesel blend.

Medium Duty Vehicles (MDVs): Includes all vehicles between 8,500 lbs. and 10,000 lbs. GVWR.

Medium Duty Passenger Vehicles: Vehicles with a GVWR between 8,500 lbs. and 10,000 lbs. designed to transport less than 12 passengers, or less than 9 passengers rearward of the driver's seat, and not equipped with an open cargo area of 72 inches in interior length or more.

Metropolitan Statistical Areas (MSAs): Geographic entities delineated by OMB for use by Federal statistical agencies in collecting, tabulating, and publishing Federal statistics. A metro area contains a core urban area of 50,000 or more population. Each metro consists of one or more counties and includes the counties containing the core urban area, as well as any adjacent counties that have a high degree of social and economic integration (as measured by commuting to work) with the urban core.

P-Series Fuel: A fuel blend of ethanol, methyltetrahydrofuran (MTHF), and pentanes plus, with butane added to blends used in severe cold-weather conditions. The composition of P-series fuels varies from 60 to 100 percent non-petroleum. The P-Series fuels are generally used in flexible fuel vehicles (FFVS) design to operate on E-85.

Petroleum: A generic term applied to oil and oil products in all forms, such as crude oil, lease condensate, unfinished oils, petroleum products, natural gas plant liquids, and non-hydrocarbon compounds blended into finished petroleum products.

Plug-in Hybrid Electric Vehicles (PHEVs): Vehicles that are propelled by both an internal combustion and heat engine and to a significant extent by an electric motor that draws electricity from a battery that can be recharged from the grid.

Vehicle Miles Traveled (VMT): The total number of miles traveled in a given period of time by a given vehicle or fleet of vehicles.

## Acronyms

AFDC	Alternative Fuels Data Center
AFV	Alternative Fuel Vehicle
ASA	Assistant Secretary for Administration
AST	Aboveground Storage Tank
CDL	Commercial Driver's License
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CNG	Compressed Natural Gas
COBRA	Consolidated Omnibus Budget Reconciliation Act
DOE	Department of Energy
DOT	U.S. Department of Transportation
ECRA	Energy Conservation and Reauthorization Act
EISA	Energy Independence and Security Act
EMS	Environmental Management System
E.O.	Executive Order
EPA	Environmental Protection Agency
EPAct	Energy Policy Act

FAA	Federal Aviation Administration
FAR	Federal Acquisition Regulation
FAST	Federal Automotive Statistical Tool
FEMP	Federal Energy Management Program
FFR	Federal Fleet Report
FMIS	Fleet Management Information System
FMC	Fleet Management Center
FMP	Fleet Management Plan
FMR	Federal Management Regulation
FMVRS	Federal Motor Vehicle Registration System
FSR	GSA Field Service Representative
FY	Fiscal Year
GHG	Greenhouse Gas
GOCO	Government Owned Contractor Operated
GPS	Global Positioning System
GSA	General Services Administration
GVW	Gross Vehicle Weight
GVWR	Gross Vehicle Weight Rating
HD	Heavy Duty Vehicle
HEV	Hybrid Electric Vehicle
IFMS	Interagency Fleet Management System
LDV	Light Duty Vehicle
MCC	GSA National Maintenance Control Center
MDV	Medium Duty Vehicle
MPG	Miles per Gallon
MSA	Metropolitan Statistical Areas
MOU	Memorandum of Understanding
NARA	National Archives and Records Administration
NDAA	National Defense Authorization Act
NREL	National Renewable Energy Laboratory
OA	Operating Administrator/Administration
OF	Optional Form
OFEE	Office of the Federal Environmental Executive
OIG	Office of the Inspector General
OMB	Office of Management and Budget
OSSM	Office of Sustainability and Safety Management
OST	Office of the Secretary of Transportation
PHEV	Plug-in Hybrid Electric Vehicle
PL	Public Law
PM	Preventative Maintenance
POV	Privately Owned Vehicle

QDR	Quality Deficiency Report
SF	Standard Form
SSO	Senior Sustainability Officer
SSPP	Strategic Sustainability Performance Plan
TDY	Temporary Duty
TOA	Table of Allowance
UNICOR	Federal Prison Industries Inc.
USC	United States Code
UST	Underground Storage Tank
VAM	Vehicle Allocation Methodology
VIN	Vehicle Identification Number
VMT	Vehicle Miles Traveled

### Monitoring for Policy Compliance

The Department must use the following monitoring and documentation systems related to the above program initiatives and abide by reporting. The table below describes the major activities and reporting deadlines DOT must follow to meet the requirements of this Order. Unless stated otherwise, these reports are the responsibility of the DOT Fleet Manager, and are required to satisfy DOT-wide motor vehicle fleet reporting requirements. These systems are generally web-based and proprietary to the Federal Government.

<b>Reporting Module</b>	<b>Purpose</b>	<b>Data Attributes to Report</b>	<b>Minimum Reporting Frequency (sustainability requirements)</b>
FAST - EISA 2007 Section 141	Report summarizing DOT compliance with EISA Section 141	Vehicle type Fuel type Model year Vehicle location Number of vehicles OA Fleet Manager provides owned vehicle acquisition information	Annually, no later than December 15
Annual Vehicle Acquisition, Petroleum and Alternative Fuels Report to Congress	Summary of activities to meet fleet management requirements	Report of DOT's compliance with fleet requirements for acquisition, petroleum reduction and alternative fuel	Annually, but no later than February 15 for the previous fiscal year

FAST - 701 Waiver Requests	Waiver from the EISA Section 701 requirement to use alternative fuel in all DOT dual-fuel vehicles	Vehicle type Fuel type Average miles per gallon Model year Vehicle location Number of vehicles Waiver reason Expected miles driven Expected alternative fuel use (percent) OA Fleet Manager provides owned vehicle information	Annually, but no later than June 30
FAST - EISA Section 246 Annual Report	Report summarizing DOT compliance with EISA Section 246	Federal fleet fueling centers, fuel consumption, renewable fuel pump data; evaluation of compliance with requirement to install renewable fuel pumps OA Fleet Manger provides fuel station information	Annually, but no later than June 30
FAST OMB A-11 and VAM Update	Report fleet budget data for all vehicles, owned or leased	Budget estimates of current fiscal year, as well as future fleet operating costs OA Fleet Manager provides owned vehicle information	Annually, OMB A-11 no later than August, VAM update no later than March 31st
EISA Section 142 Fleet Plan	Revised plan to meet petroleum reduction and alternative fuel increase requirements	Specific and quantifiable means by which DOT will remedy any current shortfall and catch-up to meet the next year's milestone OA Fleet Manger provides input	No later than August 15, if required
Annual GHG and Sustainability Data Report	Provide FAST and non-FAST mobile emissions data to OSSM	Gallons of fuel consumed by type Cost of fuel consumed OA Representative provides non-FAST vehicle information	Annually, no later than December 1, or date mutually agreed upon between the OA and OSSM for the previous fiscal year
FAST - Data Report	Provide FAST inventory, acquisition, and disposal data; fuel consumption, vehicle costs	Vehicle inventory actuals, acquisition actuals, and disposal actuals data Vehicle cost and mileage data report Actual fuel cost and consumption by fuel type data OA Fleet Manger provides owned vehicle information	Annually, no later than December 15

## 6. POLICY UPDATES AND/OR REVISIONS

At least once every three years the OST Office of Facilities, Information, and Asset Management will review this Order to determine whether updates or revisions are necessary. In the interim, if Congress revises applicable laws, or the Executive Branch issues new E.O.s, Presidential Memoranda, guidance, or instructions related to fleet sustainability, they are incorporated by reference until the next update to this Order is made.

## 7. POLICY EXCEPTION REQUIREMENTS

This Order applies to internal DOT actions and activities that affect the Department's vehicle fleet excluding vehicles cited as exempt within the Guidance for Federal Agencies on E.O. 13514, Section 12, Federal Fleet Management. OA Administrators can submit a request for a policy exception for DOT-owned or leased vehicles to the SSO, through OST's Office of Facilities, Information, and Asset Management. Specific questions relating to this Order should be addressed to OST's Office of Facilities, Information, and Asset Management, DOT Fleet Manager.

## 8. DISTRIBUTION

This Order is distributed to all OA Administrators, Senior Sustainability Officers, Associate Administrators for Administration, Senior Real Property Officers, and Procurement Officials.

## 9. CONTACT

If you have specific questions related to this Order, please contact OST's Office of Facilities, Information, and Asset Management, DOT Fleet Manager, Mr. Eugene Tumblin at [eugene.tumblin@dot.gov](mailto:eugene.tumblin@dot.gov).

## 10. CANCELLATION

This order cancels DOT M 4440.3C, Motor Vehicle Management Manual Program, dated April 3, 1995.

FOR THE SECRETARY OF TRANSPORTATION:



Jeff Marootian  
Assistant for Administration

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## APPENDIX A – Home-to-Work Distance Limitation Guideline Memo

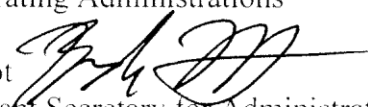


**U.S. Department of  
Transportation**  
Office of the Secretary  
of Transportation

JUN 15 2011

1200 New Jersey Avenue, SE  
Washington, DC 20590

MEMORANDUM TO: Heads of Operating Administrations

FROM: Brodi Fontenot   
Deputy Assistant Secretary for Administration

SUBJECT: Distance Limitation on Home-to-Work Eligibility

In accordance with Title 31, United States Code (U.S.C.) Section 1344, "Passenger carrier use" and Title 41, Code of Federal Regulations (C.F.R.), Part 102-5, "Home-to-Work Transportation," by statute, certain Federal officials are authorized home-to-work transportation, as are employees who meet certain statutory criteria. Employees engaged in field work, are faced with a clear and present danger, an emergency, or a compelling operational consideration, may be authorized home-to-work transportation. No other employees are authorized home-to-work transportation.

Heads of Operating Administrations and OST offices must consider the location of the employee's home in proximity to his/her work and to the locations where non-TDY travel is required. Participants in the home-to-work program may not participate in the program if they live within a 10 mile radius of where they work. This limitation is being implemented to avoid any perception of misuse of the program. Under no circumstances will home-to-work transportation be authorized solely or principally for the comfort or convenience of an employee. Mission security is the only condition wherein a waiver from this policy may be requested. All waiver requests will be evaluated on a case-by-case basis. This new process will be included in the upcoming DOT policy on home-to-work transportation.

If you need any assistance in this effort, please contact the DOT Fleet Manager, Eugene Tumblin, Office of Facilities, Information and Asset Management (M-90) at 366-0266.

Thank you for your continued support.



**APPENDIX B - DOT Order 4359 Fleet Sustainability Policy**