

Procedure: Fleet Management – Rules for Operators of Government Vehicles

Revision	2
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

1 Purpose

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

2 Procedure

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

- 2.1 Government motor vehicles shall be used only for official purposes in support of the Fermilab mission.
- 2.2 Vehicle operators will assume personal responsibility for safe driving and operation of government vehicles in compliance with Federal, State, local laws and regulations and report all accidents within 24 hours by completing Form SF-91 motor vehicle accident report and contacting Fermilab site security.
- 2.3 Vehicle operators must be in possession of a valid state license or permit for the type of vehicle being operated.
- 2.4 Vehicle operators are prohibited from providing transportation to non-FFDG employees.
- 2.5 Use of seat belts is mandatory for all employees operating or riding in a government vehicle.
- 2.6 Vehicle operators must maintain accountabilities for all keys and credit cards.
 - 2.6.1 Improper use of credit cards is prohibited. WEX fueling cards are to be used for the vehicle which it was assigned to only. Fueling other vehicles or other motorized equipment with a WEX card not assigned to it, is considered unauthorized use. The WEX fueling card shall be kept in a secure location outside of the locked vehicle (glove compartment box is not acceptable).
 - 2.6.2 Vehicle keys shall remain onsite, secured and should be accessible for appropriate personnel to utilize in the vehicle for which they are assigned.

- 2.7 Per CFR 102-34.230, when a government vehicle is under your control, you must:
 - 2.7.1 Park or store the vehicle in a manner that reasonably protects it from theft or damage; and
 - 2.7.2 Lock the unattended vehicle. (The only exception to this requirement is when fire regulations or other directives prohibit locking vehicles in closed buildings or enclosures)
- 2.8 Vehicle operators are not allowed the use of tobacco products, including e-cigarettes, in motor vehicles.
- 2.9 Vehicle operators are prohibited from cellphone use or text messaging unless in hands-free mode.

3 Definitions

- 3.1 **Vehicle Operator.** An authorized individual, including DOE Site Office, FFDG employees, and approved subcontractors, trained to operate laboratory vehicles for official purposes. They must hold a valid driver's license, adhere to all relevant regulations, complete specific training, and promptly report any license suspension or revocation.

3.2 Acronyms

FFDG Fermi Forward Discovery Group

4 Responsibility

- 4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2 **ISD-Logistics and Property Control Department Head** implements and manages changes to this procedure.
- 4.3 **FNAL Fleet Manager** implements these procedures.
- 4.4 **FNAL Vehicle Operator** follows the guidance provided in this procedure.

5 Resources / Supporting Documents

Form: SF-91 motor vehicle accident report.

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	George Davidson, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL Fleet Manager	Updates as result of FY22 audit findings.
2	05/21/2025	Jenny Thorson FNAL Fleet Manager	Updates on Vehicle, keys & WEX fueling card security

7 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Aria Soha	