

  
**FedFleet** 2024

# Federal Fleet Management Regulations and Policies

**Tuesday, January 23, 2024  
3:15 PM - 4:15 PM**

**REPEATED**

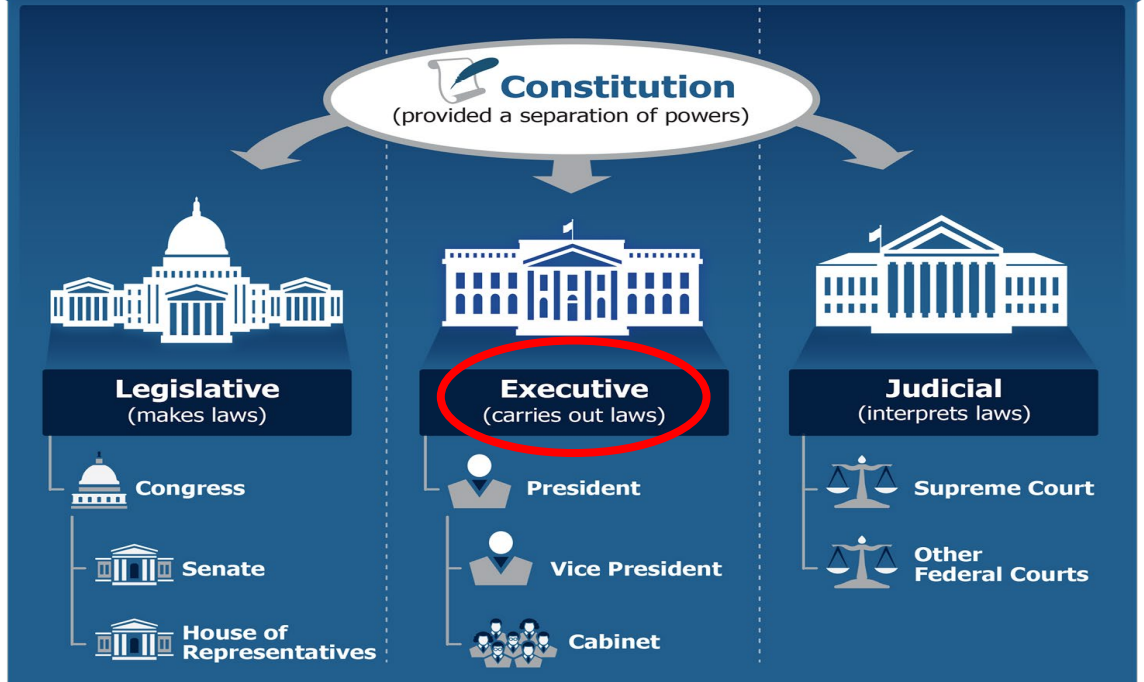
**Thursday, January 25, 2024  
2:15 - 3:15 PM**

# Learning Objectives

- Understand where regulations come from and how they supports federal agency missions.
- Learn the key laws, regulations and policies that impact Federal fleets.
- Identify stakeholders and key components of federal fleet management.
- Know where to find additional resources and information for managing a federal fleet.

# Regulations 101

## 3 BRANCHES *of* U.S. GOVERNMENT



# Regulations

- Issued by federal agencies, boards, and commissions
- Explain how agencies plan to carry out laws
- Require statutory authority
- Have force and effect of law
- Regulations are codified (arranged) in the Code of Federal Regulations (CFR)

# Why Do Agencies Regulate?

Statute

A law directs an agency to issue regulations.

Executive Order

The President directs an agency to issue regulations.

Agency Initiative

An agency issues regulations under its existing authority.

# Rulemaking

- Process by which agencies create regulations (“rules”)
- Process required by statute
- Involves public “notice and comment”

# The Rulemaking Process

## Publish

Publish a notice in Federal Register.

## Comments

Seek input from the public and other agencies.

## Finalize

Make necessary changes.  
Respond to comments.  
Provide date rule goes into effect.

# GSA's Authority

The “Administrator of General Services” is authorized to prescribe regulations to carry out the following functions (40 U.S.C. 121(c)):

Procuring and supplying property and nonpersonal services, and performing related functions including contracting, inspection, storage, issue, setting specifications, identification and classification, transportation and traffic management, establishment of pools or systems for transportation of Government personnel and property by motor vehicle within specific areas, management of public utility services, repairing and converting, establishment of inventory levels, establishment of forms and procedures, and representation before federal and state regulatory bodies.

Using available property.

Disposing of surplus property.

Records management.

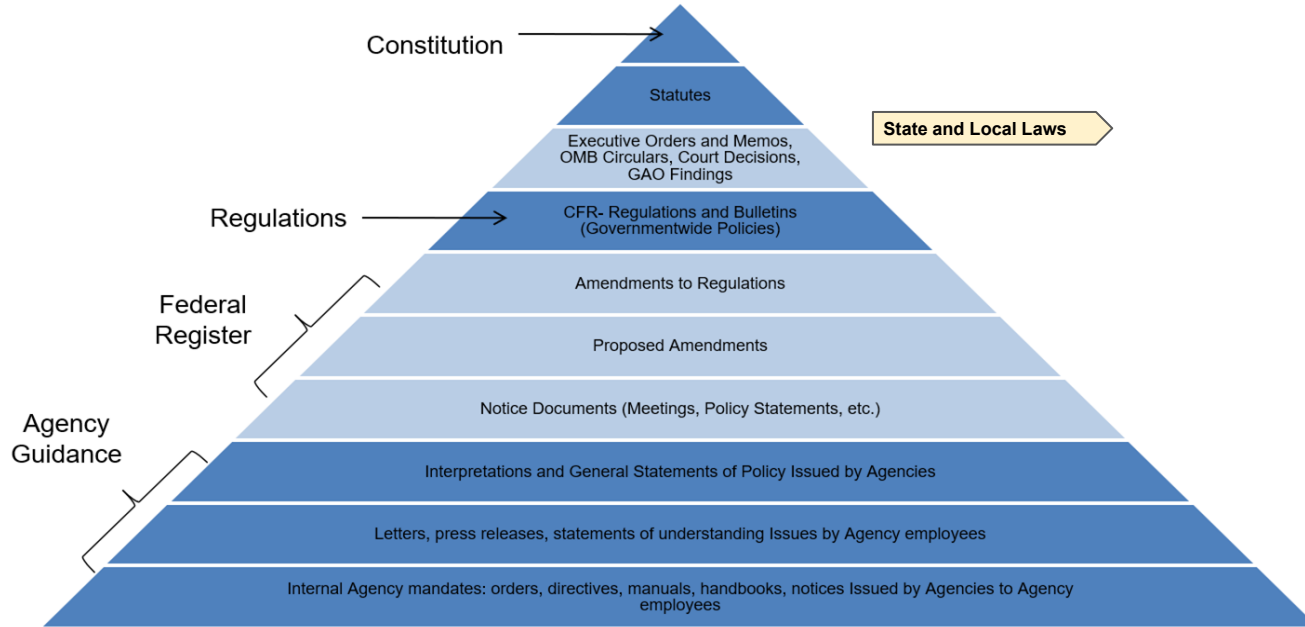


# GSA's Regulations

FMR	Federal Management Regulation Successor to Federal Property Management Regulation (FPMR)
FTR	Federal Travel Regulation
FAR	Federal Acquisition Regulation GSA, NASA, and DoD are on the FAR Council.
GSAR	GSA Acquisition Regulation GSA's supplement to the FAR.



# Hierarchy of Authority



# Regulations

- Issued by federal agencies, boards, and commissions
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- Motor vehicles are **personal property assets**. Many property managers also manage their agency's federal motor vehicle fleet, travel management, aircraft fleet, real property, mail management, and transportation programs.



# Profile: Federal Motor Vehicle Fleets (non-tactical)

Total Inventory: 656,494

20 Large Fleets (> 2,000 veh)

Miles Traveled: 4.30 billion

Operating Costs: \$5.04 billion

## Fleet Composition by Vehicle Type

Trucks:  
65.4%

Sedans:  
33.3%

Buses/Ambulances: 1.5%

ZEV Inventory: 2,705 (does not include low-speed vehicles)

Domestic Fleet:

94.1%

Foreign Fleet:

5.9%

## Fleet Composition by Agency Type

USPS: 36.7%

Civilian: 36.6%

Military: 26.7%

## Fleet Composition by Vehicle Source

Agency-owned: 68.8%

GSA Fleet: 30.6%

Commercial Lease: .64%

Source: FAST, [FY 2022 dataset](#) (subject to change)

# What is Federal Fleet Management?

- Any agency that needs motor vehicles to function engages in some form of fleet operations and fleet management.
- The purpose of fleet management is to oversee all fleet acquisition and disposal activities and in-use management of the motor vehicles including maintenance in order to increase productivity and help your agency meet its mission requirements.
- Federal Fleet Management is regulated by 41 CFR 102-34 Motor Vehicle Management which makes it unique.



# 41 CFR 102-34 Motor Vehicle Management

- How to obtain fuel efficient vehicles
- Vehicle registration and identification procedures
- Defines **Official Use**
- Governmentwide minimum replacement standards
- Fuel, Maintenance, Disposal and Crash Reporting
- Federal Fleet Report

# 41 CFR 102-34 Motor Vehicle Management

- **Governs the economical and efficient management and control of motor vehicles that the Government owns, leases commercially or leases through GSA Fleet**
- **Applicable to Government-furnished equipment in order to ensure adequate control over the use of motor vehicles**
- **Plain language, question and answer format**
- **Defines terms (vehicles types, sources of supply, replacement standards)**
- **Defines scope (Military design vehicles excluded, law enforcement vehicles excluded from most provisions)**



# 41 CFR 102-34 Motor Vehicle Management

- Acquisition
- In-Use Management
  - Identification and Registration
  - Official Use
  - Home to Work Transportation
  - Maintenance
  - Crash Management and Reporting
  - Fueling
  - Replacement Criteria
  - Asset Level Data Reporting
- Disposal

# 41 CFR 102-34 Motor Vehicle Management

Subpart B- Obtaining Fuel  
Efficient Motor Vehicles

## Vehicle Acquisition

- Purchase and lease vehicles that achieve maximum fuel efficiency
- Have body types, engine sizes, and options essential to agency mission
- **Establish and document a structured vehicle allocation methodology study (VAM)**
- Fleet average fuel economy standards published each year by the Department of Transportation ([www.dot.gov](http://www.dot.gov))

# 41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &  
Registering Motor Vehicles

## In-Use Management

- Display identification that indicates:
- **“For Official Use Only” & “U.S. Government”**
- Identification of the agency or service that owns or leases the vehicle (seal or tag code)
- **Federal license plate is the preferred location**
- Register vehicles in the **GSAFleet.gov Vehicle Registration Service**
- Obtain US Government license plates from UNICOR

# 41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &  
Registering Motor Vehicles

## In-Use Management

- Online Federal License Plate Desk Reference Guide at [www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy)
- GSAFleet.gov Vehicle Registration Service User guide <https://gsafleet.gov/Vehicle-Registration-Service-User-Guide-Jan2022-v1.pdf?v=1.1>

# 41 CFR 102-34 Motor Vehicle Management

Subpart C- Identifying &  
Registering Motor Vehicles

## In-Use Management

Exemptions to Government license plates and identification:

- Limited (Agency head authorizes, up to three years) can now include administrative vehicles
- Unlimited (investigative, law enforcement, intelligence, or security duties )
- Special (President & heads of Executive Departments)

# 41 CFR 102-34 Motor Vehicle Management

Subpart D- Official Use of  
Government Vehicles

## In-Use Management

Official Use is:

Using a motor vehicle  
to perform your  
agency's mission(s),  
as **authorized by your  
agency**

# 41 CFR 102-34 Motor Vehicle Management

Subpart D- Official Use of  
Government Vehicles

## In-Use Management

### Driver responsibilities:

- Operate, park, store, and lock as appropriate to prevent theft or damage
- Obey all State and Local traffic laws
- Use all safety devices including seat belts
- Pay any parking fees and fines

# 41 CFR 102-34 Motor Vehicle Management

Subpart E- Replacement of Motor  
Vehicles

## In-Use Management

**Minimum** replacement standards:

- Sedans - 3 years/60,000 miles
- Buses - Mileage only
- Trucks - By class, 6 years/50,000 miles minimum



# 41 CFR 102-34 Motor Vehicle Management

Subpart F- Scheduled Maintenance  
of Motor Vehicles

## In-Use Management

**Requires** scheduled maintenance programs:

- Meet emission standards
- Meet warranty requirements
- Ensure safe & economical operation
- Meet manufacturer recommendations
- Ensure **recalls** are performed in a timely manner

# 41 CFR 102-34 Motor Vehicle Management

Subpart G- Motor Vehicle Crash  
Reporting

## In-Use Management

Report crashes as follows:

- SF 91 - “Motor Vehicle Accident Report”
- SF 94 - “Statement of Witness”
- Follow internal agency directives for owned & leased vehicles
- Report crashes of GSA Fleet vehicles to GSA Fleet

# 41 CFR 102-34 Motor Vehicle Management

Subpart H- Disposal of Motor  
Vehicles

## Disposal

Transfer ownership as follows:

SF 97-1 - “U.S. Government Certificate to Obtain Title to a Motor Vehicle” (Other forms may be required by jurisdiction)

Consult the following regulations for detailed instruction:

41 CFR Part 102-38 “Sale of Personal Property”

41 CFR Part 102-39 “Replacement of Personal Property Pursuant to the Exchange/Sale Authority”

# 41 CFR 102-34 Motor Vehicle Management

Subpart I- Motor Vehicle Fueling

## In-Use Management

### Obtain fuel by:

Government charge card, fuel facility,  
or reimbursement (See OMB Circular A-  
123 for Gov't. charge card guidance)

### Refuel using:

The fuel type & minimum grade  
recommended by the vehicle  
manufacturer

# 41 CFR 102-34 Motor Vehicle Management

Subpart J- Federal Motor Vehicle  
Fleet Report

## In-Use Management

Agencies must have a fleet management information system at the department or agency level.

The **Federal Fleet Report (FFR)** compiles:

- Inventory, Acquisition, Cost, Mileage and Fuel Use data for Federal motor vehicles Reported annually through the Federal Automotive Statistical Tool (FAST)  
<http://fastweb.inel.gov>
- FAST also used to submit data for Energy Policy Act (DOE), OMB Circular A-11 Budget (OMB), and CEQ EV reporting

# 41 CFR 102-5 Home to Work Transportation

HTW for employees is generally  
**NOT** allowed  
Approval authority may not be  
delegated!

- Employees may be approved HTW by the head of the agency for—
  - Field work (up to 2 years)
  - Clear and present danger (15 days)
  - Compelling operational consideration (15 days)
  - Emergency (15 days)
  - Approved by person or specific job position
- Field work means official work requiring the employee's presence at various locations other than his/her regular place of work. (Multiple stops within the accepted local commuting area, limited use beyond the local commuting area, or transportation to remote locations that are only accessible by Government-provided transportation.)

# 41 CFR 102-5 Home to Work Transportation

## Employees not covered by HTW:

- Employees who are on **official travel (TDY)**; or
- Employees who are on permanent change of station (PCS) travel; or
- Employees who are essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties **when designated in writing as such by their agency head.**

# 41 CFR 102-5 Home to Work Transportation

Virtual/Telework/Remote

- Oh so complicated...
- Each agency handles virtual workers a little differently with regards to home to work transportation.
- **Contact your agency's General Counsel's office for assistance on this issue.**
- Option to park at an alternate location such as the local Post Office or nearby Federal facility.
- HTW, Virtual Workers and EVs- oh my! Stay tuned!



# Regulatory Bulletins

Informational in nature-- Guidance, not mandates

FMR B-2	Use of Hand-held Wireless Telephones
FMR B-3	Use of Tobacco Products in Motor Vehicles
FMR B-6	Proceeds from Sale of Agency-owned Vehicles
FMR B-11	U.S. Government License Plate Codes
FMR B-15	Requirements for MIS in Federal Vehicle Fleets
FMR B-19	Increasing the Fuel Efficiency of the Federal Fleet
FMR B-28	Federal Employee Transportation and Shuttle Services
FMR B-29	Accurately Reporting Passenger Vehicle Inventory in FAST
FMR B-31	Government Motor Vehicle Fueling During Market Shortages
FMR B-33	AFV Guidance for Law Enforcement and Emergency Fleets
FMR B-35	Home to Work Transportation
FMR B-38	Indirect Costs of Motor Vehicle Fleet Operations
FMR B-43	Vehicle Allocation Methodology for Agency Fleets
FMR B-48	Guidance on Exchange/Sale Financial
FMR B-53	Use of Government-issued Fleet Charge Cards
FMR B-2023-55	Fleet Management Information Systems

Access the latest [Motor Vehicle Management Advisory Bulletins](#)

# 41 CFR 101-26.5 GSA Procurement Programs

GSA Fleet is the **mandatory source** for **procurement** of all new non-tactical motor vehicles for the DoD and Federal executive agencies.

The Federal Vehicle Standards classifies various types and sizes of commercially available vehicles, and establishes minimum technical, quality, and optional equipment specifications. Published by GSA Fleet annually.

<https://vehiclestd.fas.gsa.gov/CommentCollector/Home>

# 41 CFR 101-39 GSA Fleet

Provides specific information on leasing vehicles from GSA Fleet.

GSA Fleet customers should reference the **GSA Fleet Customer Leasing Guide** for information on leasing from GSA Fleet:

[https://drivethru.gsa.gov/help/Customer\\_Leasing\\_Guide.pdf](https://drivethru.gsa.gov/help/Customer_Leasing_Guide.pdf)

Note: GSA Fleet full service vehicle **leasing** program is **not mandatory**.

# Agency Directives, Handbooks and Policies

Fleet Managers should seek out and learn internal directives, handbooks, and policies regarding the management of the motor vehicle fleet.

Get to know your Agency Fleet Manager, Agency Property Manager, Agency Travel Manager and Agency Sustainability Officers.

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information>

# Executive Order 13513- 2009

FEDERAL LEADERSHIP ON REDUCING TEXT  
MESSAGING WHILE DRIVING

Agency issued internal guidance  
FAR Citation- Encouraging  
Contractor Policies to Ban Text  
Messaging While Driving

Note: Agencies **must** adhere to  
**State and local laws** regarding  
safety including the use of mobile  
devices while driving.

GSA does  
not regulate  
local travel.

# 41 CFR 301 Temporary Duty (TDY)

How does the FTR relate to fleet  
management?

Defines modes of transportation  
agency may authorize for TDY  
including government vehicles.

Agency must select the method  
**most advantageous to the  
Government**, when cost and other  
factors are considered.



# 41 CFR 301 Temporary Duty (TDY)

How does the FTR relate to fleet management?

For what purposes may a government vehicle used while TDY? Only official purposes which include transportation: Between places of official business; Between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; Between either paragraph (a) or (b) of this section and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business; or as otherwise authorized by your agency under 31 U.S.C. 1344.

# National Archives and Records Administration (NARA)

## GRS 5.4 Facility, Equipment, Vehicle, Property and Supply Records

- Formerly known as General Records Schedule 10 Motor Vehicle and Aircraft Maintenance and Operations Records
- <https://www.archives.gov/files/records-mgmt/grs/grs05-4.pdf>

Transmittal No. 27  
January 2017

General Records Schedule 5.4

### GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p><b>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</b></p> <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"><li>• statistical and narrative reports</li><li>• studies</li><li>• requests for space using Standard Form 81 or equivalent</li><li>• space assignments and directories</li><li>• inventories of property, equipment, furnishings, stock, and supplies</li><li>• reports of survey regarding lost, damaged, missing, or destroyed property</li><li>• requisitions for supplies and equipment</li><li>• records tracking supply and procurement requirements</li><li>• records scheduling and dispatching vehicles, monitoring use, and reporting use</li><li>• related correspondence</li></ul> <p><b>Exclusion 1:</b> Records of aircraft operations (item 110 in this schedule covers these).</p> <p><b>Exclusion 2:</b> Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 3:</b> Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p>	<p><b>Temporary.</b> Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0001



# OPM Regulates Drivers, **not GSA**

- CFR Title 5 Part 930
  - Programs for Specific Positions and Examinations (Miscellaneous)
  - **Subpart A- Motor Vehicle Operators**
    - Definitions
    - Medical Examinations
    - Authorizations
    - Corrective Actions
- Does your **agency internal policies** on drivers reference this regulation?

# Sample Agency Policy

- **Agency Fleet Manager** developed a tool to ensure employees are eligible to drive a GOV.
- **Driver Authorization Tool** automated through SmartSheet
- Coordinated with agency's Safety and Occupational Health Manager

# Sample Agency Policy

I agree:

1. To ensure that other modes of transportation such as public transportation, taxis, Government shuttles, vehicle sharing/pooling (e.g., Uber, Lyft, and DRM), have been considered and are not available or it has been determined use of a GOV is most advantageous to the Government.
2. To take any required driver training.
3. To read and comply with Motor Vehicle Management Manual.
4. To not text and drive.
5. To immediately report to my supervisor if I should not drive due to a medical reason.
6. To immediately report if my State driver's license is suspended or revoked to my supervisor.
7. To report all driving violations/citations and accidents caused by me while driving a GOV to my supervisor.
8. To be personally responsible for any driving violation or parking fines.
9. To not use handheld cell phones, smartphones, or internet connected devices while driving where prohibited by law.
10. To always use seat belts and make sure all passengers are wearing seat belts before starting the car.
11. That I know that any employee who uses or authorizes the use of Government vehicles for other than official purposes is subject to disciplinary action, and that willful misuse of a Government vehicle requires suspension without pay for at least one month.
12. I will not drive a vehicle over one ton load capacity, or for law enforcement or emergency services, or to transport dangerous materials, without either completing a driver's test or obtaining a waiver for the test from the Chief Administrative Services Officer.
13. That I will not use a GOV to transport non-Federal employees while conducting official business without approval from my supervisor.
14. To not use a GOV for Home to Work transportation without written authorization from the Administrator.
15. That agency vehicles use telematics to monitor vehicle usage, that no expectation of privacy is to be assumed, and that operators performing unauthorized activities are subject to disciplinary action.

# Environmental Mandates

Where do I go for help?

Energy Policy Acts (EPAct) of 1992 and 2005, the Energy Independence and Security Act (EISA) of 2007, GSA FMR, and Executive Orders

## Department of Energy (DOE)

Federal Energy Management Program (FEMP)  
<https://energy.gov/eere/femp/federal-fleet-management>

## GSA

[www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy)  
[www.gsa.gov/gsafleet](http://www.gsa.gov/gsafleet)  
[www.gsa.gov/evse](http://www.gsa.gov/evse)  
[www.gsa.gov/afv](http://www.gsa.gov/afv)

## White House Council on Environmental Quality (CEQ)

<https://www.sustainability.gov/index.html>

## Agency Sustainability Officer/Agency Climate Office

# Environmental Mandates

## Fleet Electrification

**Executive Order 14057-Catalyzing  
America's Clean Energy Industries and Jobs  
through Federal Sustainability**

**“100 percent zero-emission vehicle  
acquisitions by 2035, including 100 percent  
zero-emission light-duty vehicle  
acquisitions by 2027;”**

**ZEV, EVs,PHEVs,EVSEs, ZPAC, Workplace  
Charging ...oh my!**

**[https://www.whitehouse.gov/briefing-  
room/presidential-  
actions/2021/12/08/executive-order-on-  
catalyzing-clean-energy-industries-and-  
jobs-through-federal-sustainability/](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/12/08/executive-order-on-catalyzing-clean-energy-industries-and-jobs-through-federal-sustainability/)**

# Environmental Protection Agency (EPA)

**Energy Independence and Security  
Act (EISA) of 2007**

**EISA 141 requires federal agencies to  
acquire low greenhouse gas (GHG)  
emitting vehicles.**

**[https://www.epa.gov/regulations-  
emissions-vehicles-and-  
engines/federal-fleets-using-low-  
greenhouse-gas-emitting-vehicles](https://www.epa.gov/regulations-emissions-vehicles-and-engines/federal-fleets-using-low-greenhouse-gas-emitting-vehicles)**

# Where do I go for policy questions in my agency?

- Agency Fleet Manager
- Agency General Counsel's office
- Agency Directives and Guidance Documents
- Agency Travel Manager
- Contracting Officer with regards to contractor use of GOVs

Don't forget your  
**most valuable**  
resource to ask  
for assistance....

Your Fellow Fleet  
and **Property**  
Managers!

<https://www.gsa.gov/policy-regulations/policy/vehicle-management-policy/agency-fleet-manager-information>



# It's the law!

## Miscellaneous Stuff

**1949 Federal Property & Admin.  
Services Act- GSA, Interagency Motor  
Pools**

**1973/1990 Clean Air Act – Emissions**

**1986 Pass. Carrier Act – Home-to-Work**

**1989 Ethics Reform Act – Incidental  
Use**

**1992/2005 Energy Policy Act –  
Alternative Fuels and AFVs**

**Federal Motor Vehicle Expenditure  
Control Act (FMVEC) 40 U.S.C 175**

**What's the deal?**  
**FMR vs FPMR**  
**Federal Property**  
**Management Regulation**  
**&**  
**Federal Management**  
**Regulation (FPMR &**  
**FMR)**

**41 CFR 101-26.501 (Purchase of New Motor Vehicles)**

**41 CFR 101-39 (Interagency Fleet Management Systems = GSA Fleet)**

**GSA Fleet Customer Leasing Guide**

[https://drivethru.gsa.gov/help/Customer\\_Leasing\\_Guide.pdf](https://drivethru.gsa.gov/help/Customer_Leasing_Guide.pdf)

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**41 CFR 102-5 (Home-to-Work Transportation)**

**41 CFR 102-34 (Motor Vehicle Management)**

**41 CFR 102-39 (Replacement of Personal Property Pursuant to the Exchange/Sale Authority)**

**41 CFR 301 (Federal Travel Regulation)**

# EO's and OMB Circulars

## Fleet Management and the Executive Branch

**EO 10579 – Interagency Motor Pools**

**EO 13043 – Increasing Seat Belt Use**

**EO 14008 – Tackling the Climate Crisis at Home and Abroad**

**Executive Order 14057-Catalyzing America's Clean Energy Industries and Jobs through Federal Sustainability**

**OMB Circular A-11 – Budget Process**

**OMB Circular A-76 – Commercial Activities**

**OMB Circular A-119- Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities (ASTM Standards)**

The internet is a  
wealth of  
information, but...

Not  
eCFR.gov

Random internet search  
may lead you to agency  
policy- not  
governmentwide policy!

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LII > Electronic Code of Federal Regulations (e-CFR) > [Title 41. Public Contracts and Property Management](#)  
> Subtitle C. Federal Property Management Regulations System > Chapter 102. FEDERAL MANAGEMENT REGULATIONS  
> Subchapter B. PERSONAL PROPERTY > **Part 102-34. MOTOR VEHICLE MANAGEMENT**

## 41 CFR Part 102-34 - MOTOR VEHICLE MANAGEMENT

CFR

prev | next

Subpart A - General Provisions (§§ 102-34.5 - 102-34.35)  
Subpart B - Obtaining Fuel Efficient Motor Vehicles (§§ 102-34.40 - 102-34.80)  
Subpart C - Identifying and Registering Motor Vehicles (§§ 102-34.85 - 102-34.195)  
<https://www.law.cornell.edu/cfr/text/41> > [Part 102-34.200 - 102-34.250](#) of Government Motor Vehicles (§§ 102-34.200 - 102-34.250)

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GOVERNMENT OWNED VEHICLES.doc 1 / 1 - 100% + |

### USE OF GOVERNMENT OWNED VEHICLES

Government chauffeured cars are available in Headquarters for use by the Administrator, Deputy Administrator, and Chief of Staff (when available) under authorized circumstances. They may also be used by Management Board members only if available and scheduled in advance. Other Government motor vehicles are available at most SBA locations for use by Agency executives and employees.

Improper use or the appearance of improper use of Government motor vehicles can be embarrassing and undermine public confidence.

As authorized by law, all vehicles owned or leased by SBA, or obtained from the GSA motor pool, are to be used for conducting official Government business. Use for other purposes is strictly forbidden. Improper use of Government vehicles carries a mandatory penalty of a 30 day suspension.

Trips to hotels and restaurants using Government owned or leased vehicles are not appropriate unless those trips are unquestionably business related. Even then, it is desirable from a public confidence viewpoint, to avoid the appearance of misuse.

You cannot use Government vehicles to travel to or from your domicile, except as authorized by law. There is only a very narrow range of circumstances under which this is permissible. All such use must have the prior written approval of the Administrator or other designated official. However, no official may approve use of a Government vehicle for himself or herself.

# Resources

- **Federal Register**  
([www.gpoaccess.gov/fr](http://www.gpoaccess.gov/fr))  
Daily publication site for Executive Orders, Regulations, Agency notices, etc.
- **Code of Federal Regulations**  
([www.gpoaccess.gov/cfr](http://www.gpoaccess.gov/cfr))  
Integrated publication of permanent rules (50 titles)
- **Federal Property Management Regulation & Federal Management Regulation (FPMR & FMR)** ([www.gsa.gov/fmr](http://www.gsa.gov/fmr))
- **Federal Acquisition Regulation (FAR)**  
([www.gsa.gov/far](http://www.gsa.gov/far))
- **Federal Travel Regulation (FTR)**  
([www.gsa.gov/ftr](http://www.gsa.gov/ftr))
- **Individual Agency Regulations and Directives**

# Resources

Tip of the Day  
FAST Help Webpage

- List of Underlying Requirements for FAST Reporting- **Why am I having to collect all this data for each vehicle?**
- Frequently Asked Questions (FAQs)
- Glossary of Terms
- FAST Program Points of Contact
- <https://fastweb.inl.gov/help/>

# Resources

Office of Government-wide Policy (OGP)  
[www.gsa.gov/ogp](http://www.gsa.gov/ogp)

## Office of Transportation & Asset Management Vehicle Policy Division

FMR 102-34 Motor Vehicle Management

FMR 102-5 HTW Transportation

FMR Bulletins

Federal License Plate Program

Manage FAST with DOE

Publish annual Federal Fleet Report

Manages FEDFLEET

Helps formulate policy in conjunction with OMB, CEQ, DOE, EPA, Congress, White House

## Travel, Relocation, Mail & Transportation

Federal Travel Regulation (FTR)

## Personal Property Division

FMR 102-35 to FMR 102-42 (Disposal, Exchange Sale U&D)

## Office of Evidence & Analysis

Federal Fleet Inventory Tool

# Resources

**Federal Acquisition Service (FAS)**  
**GSA Fleet**  
<http://www.gsa.gov/gsafleet>

**Vehicle Buying**  
**Vehicle Leasing**  
**FedFMS (MIS for agency owned)**  
**GSAFleet.gov**  
**Federal Fleet Management Cert Desktop Workshops**  
**FedFleet Annual Training Event**  
**Telematics**  
**Safety Training**  
**ZEV Team**  
**GOV Recalls**  
**GSA Fleet Card**  
**Accident & Maintenance Control Ctr Short Term Rentals (STR)**  
**GSAAuctions.gov**  
**Federal Vehicle Standards**  
**Vehicles & Accessories from GSA Schedules**

**Full service fleet management and more!**



# Resources

## **Federal Tort Claims Act:**

<https://www.govinfo.gov/content/pkg/USCOD E-2011-title28/pdf/USCODE-2011-title28-partVI-chap171.pdf>

## **Government contractor insurance requirement (FAR 51.202(a)(2):**

<https://www.acquisition.gov/far/51.202>

## **Agency, contractor and personal liability:**

<https://www.ecfr.gov/current/title-41/section-101-39.406>

# Resources

## Department of Energy, Federal Energy Management Program (FEMP)

Sustainability dashboard

Summary of Federal requirements

Information on technologies and fuels

<http://energy.gov/eere/femp/sustainable-federal-fleets>

## Federal Fleet Management Handbook- Now interactive on this site!

<https://www.energy.gov/eere/femp/resources-federal-fleet-management>

## Alternative Fuels and Advanced Vehicles Data Center

<http://www.afdc.energy.gov/>

## FAST (Federal Automotive Statistical Tool)

<https://fastweb.inl.gov/>

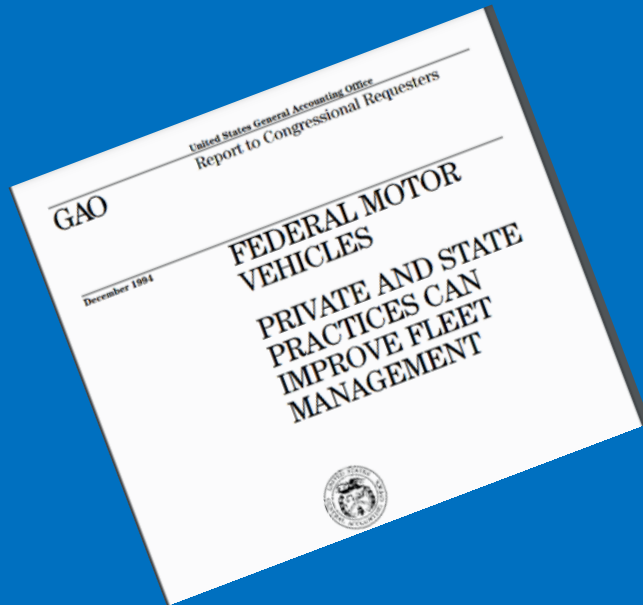
# Resources

## Workplace Charging FAST Act Implementation:

[https://www.gsa.gov/cdnstatic/General\\_Supplies\\_\\_Services/guidance\\_for\\_federal\\_agency\\_implementation\\_of\\_workplace\\_charging\\_electric\\_vehicle\\_supply\\_equipment.pdf](https://www.gsa.gov/cdnstatic/General_Supplies__Services/guidance_for_federal_agency_implementation_of_workplace_charging_electric_vehicle_supply_equipment.pdf)

<https://www.energy.gov/eere/feemp/electric-vehicle-workplace-charging>

# Resources



## Office of Management and Budget OMB Circular A-11, Preparation and Submission of Budget Estimates

<https://www.whitehouse.gov/omb/information-for-agencies/>

## Federal laws/statutes

<https://www.gpo.gov/fdsys/browse/collectionUSCode.action?collectionCode=USCODE>

## Government Accountability Office (GAO)

### Reports and Testimonies

<http://www.gao.gov/>

### Search Comptroller General Decisions

<http://www.gao.gov/legal/appropriations-law-decisions/search>

## ASTM International Standard Guide for Fleet Management

<https://www.astm.org/Standards/E2962.htm>

# Resources

**Federal Fleet Policy Council (FEDFLEET)**  
<http://www.gsa.gov/portal/content/102561>

**Quarterly online GSA/OGP**

**INTERFUEL Working Group**  
[https://federalfleets.energy.gov/interfuel\\_working\\_group](https://federalfleets.energy.gov/interfuel_working_group)

**Quarterly online DOE FEMP**

**FEVAR Working Group (Email [federal.fleets@nrel.gov](mailto:federal.fleets@nrel.gov))**

**Monthly online DOE FEMP**

**FedFleet Conference**

<https://www.gsa.gov/fedfleet>

**Annual**

**Energy Exchange**

<https://www.energy-exchange.com/>

**Annual event DOE FEMP**

**NPMA NES and Regional Events**

**INNOVATIONS IN FLEET MANAGEMENT AWARD**

<https://www.npma.org/page/FleetManagementAward>

# What now?

- Know your inventory
- Meet your customers and understand their missions
- Manage your budget
- Explore alternate forms of transportation
  - Public transportation
  - Motor Pool/Car Sharing
  - Interagency sharing
  - POV
  - Uber, Lyft (TNCs)
- Communicate- Internally and Externally
- Ask for help!

**You've Got Motor Vehicle Policy  
Questions?  
We've Got Answers**

**[vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)**

