

5.0 DEFINITIONS - N/A

6.0 GENERAL INFORMATION

6.1 EMCBC GSA VEHICLES SUMMARY USE INSTRUCTIONS

Attached are general instructions and guidance provided to assist you in checking out and using an EMCBC Government (GSA-leased) motor vehicle for local or temporary duty (TDY) travel. Copies of these instructions are also kept with the GSA Vehicle Use Logbooks and are in your Employee Handbook under the Office/Work Schedule Procedures section.

6.2 PRIVATELY OWNED VEHICLE (POV) MILEAGE REIMBURSEMENT FOR OFFICIAL TRAVEL

The EMCBC must select the method most advantageous to the Government when cost and other factors are considered for official travel. When the EMCBC determines that your travel must be performed by automobile, a Government motor vehicle is presumed to be the most advantageous method of transportation. (41 CFR 301-10), (Requirement 4.1.3)

When the use of a privately owned vehicle is determined by the EMCBC to be advantageous to the Government (for example, if a Government motor vehicle is not available), you will be reimbursed the Federal Travel Regulation (FTR) rate for use of a privately owned automobile (POA) when used for official travel. (41 CFR 301-10.303), (Requirement 4.1.3)

If you are authorized to use a Government motor vehicle and use a privately owned vehicle instead, your reimbursement will be limited to the amount authorized by the Federal Travel Regulation (FTR) rate for use of a privately owned auto (POA) when a Government motor vehicle is available. (41 CFR 301-10.310(a), (Requirement 4.1.3)

These requirements apply for both local and temporary duty (TDY) travel.

6.3 OFFICIAL USE OF MOTOR VEHICLES

Government motor vehicles may be used only for official use and for the incidental purposes described in (41 CFR 102-5 and this policy) (Requirement 4.1.2)

Government motor vehicles are for Federal employees and contractors for official use only. No family members, friends, strangers, or hitchhikers are permitted in the Government vehicle while you are on local or TDY travel. If you feel that traveling by yourself while on TDY travel is a safety issue, remember that you can always drive your own vehicle and get the lesser amount for mileage reimbursement.

31 USC 1349(b) (Reference 4.2.2) provides for the suspension from duty of any officer or employee of the Federal Government who willfully uses, or authorizes the use of, a Government passenger motor vehicle for other than official purposes. The suspension is:

- Issued by the head of the department concerned.
- Without compensation.
- For not less than one month (the suspension may be for a longer period or the officer or employee summarily removed from office if circumstances warrant).

6.4 FUEL PURCHASES

All fuel purchases must be made using the Voyager Fleet Card assigned to the vehicle. Operators should purchase self-service E-85 or unleaded gasoline from service stations offering the lowest price. **Never use your Government Issued Travel Card to purchase fuel, windshield washer fluid, or other items for the GSA Vehicles.**

Flex-Fuel Vehicles: Alternative fuels (E-85/Ethanol) must be used in flex-fuel vehicles when reasonably available. For the location of the most convenient alternative fuel-fueling site refer to the Alternative Fueling Station Locator at http://www.eere.energy.gov/afdc/stations/find_station.php.

6.5 HOME-TO-WORK USE OF GOVERNMENT MOTOR VEHICLES

Official use does not include the use of vehicles between home and a place of work except for the circumstances addressed in this policy. **Employees shall have written supervisory approval before a Government vehicle is issued in the situations describe below.**

A Government motor vehicle may be issued to a DOE employee at the close of the preceding workday when the employee is authorized to travel by Government motor vehicle and either of the following situations applies:

There is a significant savings in time by permitting a departure from home.

The employee is scheduled to depart for temporary duty, in the interest of the Government, before the beginning of regular work hours.

Similarly, when an employee is scheduled to return after regular work hours, the motor vehicle may be returned the next regular workday.

This type of use of a Government motor vehicle is not regarded as prohibited by 31 USC 1344, (Requirement 4.1.1)

These requirements apply for both local and temporary duty (TDY) travel.

[Reference: DOE G 580.1-1 (12-7-05)], (Reference 4.2.3)

7.0 ATTACHMENTS

- 7.1 Attachment A - EMCBC GSA Vehicles Summary Use Instructions
- 7.2 Attachment B – EMCBC Pre-Operation Inspection Log, PS-550-01-F1
- 7.3 Attachment C – EMCBC Record of Revision, IP-251-01-F1, Rev. 2

EMCBC GSA Vehicles Summary Use Instructions –September, 2008

General Instructions

The EMCBC currently has three Government (GSA-leased) motor vehicles that are available for use through the Office of Logistics Management. To use a vehicle, our primary point of contact is the Office of Logistics

Administrative Assistant – the GSA Vehicle Use Logbooks are kept at Logistics Administrative Assistant's desk on the sixth floor, and she also secures and issues the keys for the vehicles. If Administrative Assistant is not available – any of the Personal Property Team members or the Transportation Team members in the Office of Logistics Management can also assist you in obtaining a GSA vehicle for use.

The vehicles are available for an hour, a day, or a week – for as long as you need. You may use one of the vehicles on a daily as-needed basis – or by making an advance reservation. All EMCBC employees have access to the shared GSA Vehicle Outlook calendars for scheduling purposes. See your administrative assistant or call the help desk for directions to access the calendars.

The logbook is used to record the employee using the vehicle and the date(s) of use, the general destination, the overall starting and ending mileage for the use, and the Chiquita Center Parking Garage location of the vehicle. The employee using the vehicle is responsible to record this information in the logbook. Each logbook also includes a Vehicle Pre-Operation Inspection Log that must be completed prior to operating the vehicle. Please remember to record the Chiquita Center Parking Garage location when you are finished with the vehicle – the next user will need that information to locate the vehicle in the Chiquita Center Parking Garage.

A GSA Credit Card and Chiquita Center Parking Garage Key Card are kept in the holder attached to the keys.

The Chiquita Center Parking Garage Key Card allows you to enter and leave the parking garage without taking a ticket. At the parking garage exit and entry gates there is a Key Card reader – just hold the Key Card up to the reader and the gate will automatically open allowing you to pass through. The Key Card parking is considered to be a monthly pass holder, and entry to the garage is available even when the garage lot may be marked “full”. You may park in any open parking space (not the reserved spaces). Please record the starting and ending mileage and parking garage location for entry in the logbook when you are finished with the vehicle.

The GSA Credit Card is to be used for fuel purchases and can also be used for vehicle related supplies and services under \$100, such as oil and windshield washer fluid. Check first that the card is accepted by the station before adding fuel. The card can be used in the pay-at-the-pump card readers. You may be prompted for a driver's ID number (or PIN); in which case use the last 5 digits of the license tag number, or use the 4 digits and ignore any letters.

The Government vehicles are only for Official Use and for the related incidental purposes for the official business. A Government vehicle may be issued to a DOE employee at the close of the preceding workday when the employee is authorized to travel by Government vehicle and either of the following situations applies: (1) there is a significant savings in time by permitting a departure from home; or (2) the employee is scheduled to depart for temporary duty, in the interest of the Government, before the beginning of regular work hours. Similarly, when an employee is scheduled to return after regular work hours, the motor vehicle may be returned the next regular workday.

The guiding principle during the use of a Government vehicle is SAFETY!

Do not compromise your personal safety. In case of an accident, mechanical breakdown or other mishap, use common sense and assure you are in a safe place or get to a safe place first, and then deal with the circumstances of the event. You have a responsibility for safe driving and operation of the Government vehicle to prevent injury to yourself and others and to safeguard Government property from damage.

EMCBC GSA Vehicles Summary Use Instructions – September 2008

Operator Responsibilities

- Vehicle is for Official Use Only.
- Valid Drivers License and Agency Identification (Badge) are required. (Agency identification takes the place of a vehicle registration and proof of insurance required with private vehicles).
- Mandatory seatbelt use for all occupants of GSA Vehicles.
- Tobacco Product use prohibited in GSA Vehicles.
- The use of hand-held wireless phones by a driver while operating a GSA Vehicle is discouraged.
- Transportation of family members, friends, strangers or hitchhikers is prohibited.

Chiquita Center Parking Garage

- Please record the Parking Garage Level and Parking Space Number for the next user.
- The Parking Garage Key Card is kept in the holder attached to the keys.

Fueling Instructions

- The GSA Fuel Credit Card is kept in the holder attached to the keys.
- Check first that the card is accepted by the station before adding fuel.
- Record the vehicle mileage.
- Enter the driver's ID number (or PIN).
- Self-Service Pumps required when available.
- **Flex-fuel vehicles which require the use of E-85/Ethanol must be refueled with E-85 when reasonably available.** Alternative fueling stations can be located at the DOE Alternative Fuel Station Locator website at; http://www.eere.energy.gov/afdc/stations/find_station.php.
- Regular Unleaded Gasoline may be used only when E-85 is not reasonably available.

Problem Reporting

Vehicle problems noted that do not require emergency maintenance or repair should be recorded in the GSA Vehicle Use Logbook and reported to the Office of Logistics Management.

Maintenance and/or Repairs, Emergency Supplies and Services

- The GSA Fuel Credit Card can be used for some non-fuel items under \$100 such as oil, windshield washer fluid, car washes and other vehicle related supplies and services.
- For other maintenance and repairs, contact the Maintenance Control Center 1-866-400-0411 (the phone number and instructions are listed on the back of the GSA Fuel Credit Card).
- Personal items such as food, tobacco products, or beverages are not authorized purchases using the GSA Fuel Credit Card.

Accidents

Report Accidents, Theft or Vandalism to the GSA vehicles by using the Accident Reporting Forms (SF-91, Motor Vehicle Accident Report and SF-94, Statement of Witness) located in the glove box and calling the Accident Management Center 1-866-400-0411 (call 911 for injuries or serious conditions).

- Report accidents and incidents to your supervisor within 24 hours.
- Report accidents and incidents to the Accident Management Center within 5 calendar days.
- Third Party accidents and accidents involving injury require a police report.

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Original Policy	All	09/13/06
2	Changed to Rev. 2	All	08/05/08
2	Changed Paragraph 6.2 Reference from (41 CFR 301-10) to (41 CFR 301-10.303)	2	08/05/08
2	Deleted 44.5 cents per mile and added; "the Federal Travel Regulation (FTR) rate for use of a privately owned automobile (POA) when used for official travel."	2	08/05/08
2	Deleted limited to the cost that would be incurred for use of a Government vehicles which is 28.5 cents per mile and added, "limited to the amount authorized by the Federal Travel Regulation (FTR) rate for use of a privately owned auto (POA) when a Government motor vehicle is available."	2	08/05/08
2	Deleted 18 USC 641, (Reference 4.2.1), provides That any person knowingly misuses any government property (including Government motor vehicles) may be subject to criminal prosecution and, upon conviction, to fines or imprisonment.	3	08/05/08

2	Changed Paragraph 6.4 and added <u>FUEL PURCHASES</u> All fuel purchases must be made using the Voyager Fleet Card assigned to the vehicle. Operators should purchase self-service E-85 or unleaded gasoline from service stations offering the lowest price. Never use your Government Issued Travel Card to purchase fuel, windshield washer fluid, or other items for the GSA Vehicles.	3	08/05/08
	Flex-Fuel Vehicles: Alternative fuels (E-85/Ethanol) must be used in flex-fuel vehicles when reasonably available. For the location of the most convenient alternative fuel-fueling site refer to the Alternative Fueling Station Locator at http://www.eere.energy.gov/afdc/stations/find_station.php .		
2	Renumber paragraph 6.4 to 6.5	3	08/06/08
2	Deleted “It is DOE policy that space in a Government motor vehicle used for home-to-work transportation may be shared with a spouse, relative, or friend as long as they travel with the employee from the same point of departure to the same destination.	3	08/05/08
2	Changed date from May 2006 to August 2008 at heading of page	5	08/05/08
2	Deleted “Joanne Merritt” and added “the Office of Logistics Administrative Assistant.”	5	08/05/08
PC	Changed paragraph 6.5 by adding, “ Employees shall have written supervisory approval before a Government vehicle is issued in the situations described below.	3	03/17/09
PC	Deleted “Joanne” and added the “Logistics Administrative Assistant’s” in paragraph 1.	5	03/17/09
PC	Changed Attachment A, Paragraph 3 by adding “Each logbook also includes a Vehicle Pre-operation Inspection Log that must be completed prior to operating the vehicle.	5	03/17/09
PC	Renumbered Attachment B to Attachment C	5	03/17/09
PC	Added new Attachment B “Vehicle Pre-operation Inspection Log	5	03/17/09
PC	Changed the bullet number 4 under Fueling Instructions on Attachment A.	6	03/17/09