

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 4670.6B

EASTERN REGION

MAY 07 2002

Jamaica, NY 11434

SUBJ: Vehicle Trip Record Requirements for Agency-Owned and Leased Government Vehicles

1. **PURPOSE.** This Order furnishes information and guidance pertaining to maintaining accurate trip records for all vehicles.
2. **DISTRIBUTION.** This Order is distributed to the Section level in the Regional Headquarters and to all field offices and facilities.
3. **CANCELLATION DATE.** Order EA 4670.7A is cancelled.

4. **BACKGROUND.** Federal Property Management Regulation, FPMR 101-39.9– Use and Rotation of Vehicles, provides vehicle usage objectives for federal motor pool systems. This regulation describes the following minimum mileage for GSA leased vehicles.

- a. General purpose vehicles (sedans) and light trucks, 1-ton (12,500 lbs. GVW and under) – 10,000 miles per year.
- b. General purpose vehicles (sedans) and trucks, 1-1/2 ton through 2-1/2 ton (over 12,500 lbs. GVW to 17,000 lbs. GVW) – 7,500 miles per year.
- c. Heavy trucks and truck tractors – the average usage objective for heavy truck tractors is as follows:
 1. Heavy trucks and general purpose vehicles over 3 tons (over 17,000 lbs. GVW) – 7,500 miles per year.
 2. Truck tractors – 10,000 miles per year.

5. **ACTION.**

- a. All operators in the Regional Office and field offices and facilities shall maintain EA Form 1790-5, Daily Trip Ticket for all Government-owned vehicles (see Appendix 1). These daily trip tickets shall be maintained on a monthly basis for every Government-owned vehicle.

"Arlene B. Feldman
Regional Administrator

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Initiated By:
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Appendix 1[illegible]

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