

William J. Hughes Technical Center
Motor Vehicle Program Office

ANNUAL LICENSE VERIFICATION – CONTRACTOR EMPLOYEES

Contracting Officer's Representative (COR)

- a. Managers/CORs must visually confirm that vehicle operators (**Contractor employees**) have valid drivers' licenses by conducting annual license verifications. In addition, managers/CORs must ensure that vehicle operators have completed the "Using Government Vehicles" Training.
- b. Contractor employees are permitted to use Government vehicles "solely for official purposes" under FMR 102-34.215 if the Contracting Officer has incorporated AMS Clause 3.8.4-6 into their contract, as well as inclusion of appropriate insurance coverage, hours of operation, contractor employee penalties, and other matters that may be appropriate.

Vehicle Operator's Responsibility:

- Have a valid driver's license.
- Use Government vehicle for official business use only.
- Obey all State and local jurisdiction motor vehicle traffic laws.
- Personally liable for violating any State or local traffic laws.
- Must park or store the Government motor vehicle in a manner that reasonably protects it from theft or damage; and lock the unattended Government motor vehicle.
- Willful misuse or unauthorized use of a Government motor vehicle for other than official purposes may result in administrative discipline, suspension without pay, or termination of employment. (31 U.S.C. 1349).

Name of Vehicle Operator	Routing Symbol	Expiration Date of Driver's License	Date Verification Conducted	Certify Completion "Using Govt. Vehicle" Training

Signature of COR/Organizational Manager

Routing Symbol/Company

Date

