

**ORDER**

SW 4670.3C

**MOTOR FLEET MANAGEMENT**



12/7/89

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-X-3; A-FOF-0 (2 cys), A-FAF-10

Initiated By: ASW-52

12/7/89

SW 4670.3C

FOREWORD

This order prescribes policy, delegates authority, and assigns responsibility for assuring compliance with provisions of Federal Aviation Administration (FAA) headquarters directives. Necessary operational standards and procedures are included.

The material in this order provides direction and procedures for all areas of operation relating to the use of motor vehicles and/or motorized equipment used in performance of official business.



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Regional Administrator

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## CHAPTER 1. GENERAL

1. **PURPOSE.** This order implements Order 4670.2A, Motor Vehicle Management, and furnishes regional policies and procedures for achieving the outlined objectives.
2. **DISTRIBUTION.** This order is distributed to the branch level and above at regional headquarters, to each field office, and to F&E field installation/construction representatives.
3. **CANCELLATION.** Order SW 4670.3B, Motor Fleet Management, dated April 4, 1983, and Order SW 4670.9, Home-to-Work Transportation in a Government-owned Vehicle, dated 10/13/89, are canceled.
4. **EXPLANATION OF CHANGES.**
  - a. Figure 2-1, Comparative Cost POV Versus Assigned GOV, has been revised due to changes in Government-owned vehicle (GOV) rental and mileage costs.
  - b. Paragraph 105, informs of revised policy for home-to-work transportation in a GOV, in accordance with Public Law 99-550.
  - c. Provisions of Changes 1 through 5 to Order SW 4670.3B have been incorporated into this order.
5. **DELEGATION OF AUTHORITY.** The Transportation Specialist, ASW-52A2, is designated Motor Fleet Manager, Southwest Region.
6. **FORMS AND REPORTS.** Refer to Appendix 7 for forms and reports information.
7. **OBJECTIVES.** The region's objectives are to develop and implement motor vehicle replacement schedules; to assure that Government-owned and leased vehicles are being used only for legally authorized official purposes; to reduce the number of vehicles in the fleet, where possible, by achieving better utilization and by using lower cost public transportation whenever feasible; to establish an effective preventive maintenance program; and, where economically advantageous to FAA, to fully participate in the General Services Administration Fleet Management Systems in obtaining motor vehicles to meet requirements; to administer the drivers' authorization program, and to implement procedures to meet requirements for reporting and handling accidents involving agency personnel, property, or operations which cause injury or property damage which may give rise to a claim either for or against the agency.
8. **RESPONSIBILITIES.**
  - a. Every official concerned with the use or control of vehicles used in performance of official business is responsible for assuring that all employees under his supervision who operate or use such vehicles are fully acquainted with the provisions of this directive.
  - b. Managers and supervisors at all organizational levels will use all appropriate media available to promote the use of occupant restraint systems on a continuing basis.

c. Personnel acting as chauffeurs are primarily responsible for following instructions of their supervisors or authorized passengers with respect to the use of the Government vehicle. When acting in accordance with such instructions, the driver is relieved of personal responsibility for damage resulting from the carrying out of such instructions. Driver shall not place a vehicle equipped with restraint systems in motion until all passengers (including driver) have fastened all of their available restraint belts.

d. The Motor Fleet Manager's responsibilities are set forth in Order 4670.2A, Motor Vehicle Management.

e. Responsibilities of others are covered in detail under specific program areas in this directive.

9.-11. RESERVED.

## CHAPTER 2. DETERMINING MODE OF TRAVEL

12. POLICY. It is the policy of the Federal Aviation Administration (FAA) to provide adequate transportation to meet program requirements at the lowest possible cost to the Government and to assure effectiveness of fleet operations. Vehicle requirements and utilization must be continually reviewed and analyzed to assure the safest, most economical and convenient transportation of persons and goods.

13. MODES OF TRANSPORTATION FOR OFFICIAL TRAVEL.

a. FAA Vehicles. Most agency-owned vehicles are special purpose vehicles of a type not available from General Services Administration (GSA) or having special equipment mounted thereon.

b. GSA Vehicles. Vehicles are available on either a daily basis, or on an indefinite assignment basis, and usually provide the least expensive means of motor vehicle transportation. (See Appendix 5 for a listing of FAA field offices and facilities that will furnish a GOV, if available, to personnel in travel status.)

c. Commercial Rental Cars. Commercial rental cars, when use is authorized or approved, may be obtained as outlined in Chapter 5.

d. Privately Owned Vehicles (POV). Use of POV's under certain conditions provides a means for more economical transportation in the conduct of official business, and may be authorized when use of a vehicle has been determined as advantageous to the Government. Travel Manual, Order 1500.14A (DOT 1500.6A), provides travel regulations covering use of POV's.

(1) The costs for a GSA compact term rental are \$129 per month plus 11¢ per mile. Therefore, if a term rental vehicle is assigned and the monthly utilization of the vehicle is less than 1,200 miles per month, field managers should encourage the use of POV's and return the assigned vehicle to GSA. If a GOV is retained and is readily available, its use is always more economical than a POV since the \$129 basic rental cost must be paid even though it is not used at all. After the basic cost, the 11¢ mileage charge is preferable to the mileage charge for use of a POV. In view of this, when an assigned GOV is available, use of a POV is not recommended under normal circumstances. (See Figure 2-1 for comparative cost.)

(2) There are occasions when it is prudent to use a POV even though the cost per mile is greater. Factors such as probable need to have the GOV available for office or other use, etc., should be considered in determining the mode of travel. During periods of very hot weather, the employee may be granted permission to use a POV, on a personal option basis, in the event an air-conditioned GOV is not available.

(3) A GOV is considered to be NOT AVAILABLE only when:

(a) The cost of transportation and man-hours involved in obtaining a vehicle from either a GSA motor pool or FAA facility and returning it offsets the savings that would accrue by its use, or

(b) It is necessary for the employee to have the vehicle overnight at his residence in order to leave during the early morning to start official travel, or

(c) It is impractical to obtain such vehicle from either a GSA motor pool or FAA facility due to the urgency of the situation that demands the employee begin travel as soon as possible. For example, an employee is called back to perform work at other than his official duty station and his services are required as soon as possible. It could be impractical to require the employee to travel to his official duty station to obtain a Government vehicle and then proceed to his duty point, or

(d) A facility manager or supervisor determines that an assigned vehicle, which is not in use, cannot be released for travel outside of the local area because of contingency purposes it serves, or

(e) GSA cannot immediately assign a vehicle for long-term (more than 30 days) or permanent use. The status must change to AVAILABLE on the date that GSA indicates that a vehicle can be assigned or as soon thereafter as feasible from a management standpoint, or

(f) Such use is not economically feasible because monthly mileage requirement is less than the breakpoint indicated in Figure 2-1.

FIGURE 2-1. COMPARATIVE COST POV VERSUS ASSIGNED GOV

POV @ 18¢ and 24¢ per mile  
 Compact GOV \$129 per month rental cost plus 11¢ per mile

	No. Miles Per Month	When GOV Available POV (\$'s) @ 18¢	When GOV Not Available POV (\$'s) @ 24¢	\$129 per Month + 11¢ per mile GOV (\$'s)
	100	\$ 18.00	\$ 24.00	\$140.00
	200	36.00	48.00	151.00
	300	54.00	72.00	162.00
	400	72.00	96.00	173.00
	500	90.00	120.00	184.00
	600	108.00	144.00	195.00
	700	126.00	168.00	206.00
	800	144.00	192.00	217.00
Breakpoint	900	162.00	216.00	228.00
POV @ 24¢	1,000	180.00	240.00	239.00
	1,100	198.00	264.00	250.00
	1,200	216.00	288.00	261.00
	1,300	234.00	312.00	272.00
	1,400	252.00	336.00	283.00
	1,500	270.00	360.00	294.00
	1,600	288.00	384.00	305.00
	1,700	306.00	408.00	316.00
Breakpoint	1,800	324.00	432.00	327.00
POV @ 18¢	1,900	342.00	456.00	338.00
	2,000	360.00	480.00	349.00

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14. RESPONSIBILITY. The information concerning costs and types of vehicles available for transportation is provided as points to be considered in authorizing the mode of travel. The manager/supervisor delegated authority to authorize travel is responsible for considering all elements and for designating the mode of travel to be used.

15.-16. RESERVED.

## CHAPTER 3. FAA-OWNED MOTOR VEHICLES

17. GENERAL. Any changes proposed in the status of agency-owned vehicles (whether by acquisition or disposal), must be coordinated with and approved by the Motor Fleet Manager, Logistics Division.

18. PURCHASE ORDER/RECEIVING REPORTS for newly acquired agency-owned vehicles will be forwarded to the Motor Fleet Manager. The receiving report should include the capacity of the vehicle, vehicle type, engine number, serial number, cost, date received, condition, mileage, tag number of vehicle used as trade-in (if any), and any extra equipment mounted on the vehicle.

19. OFFICIAL GOVERNMENT LICENSE TAGS. The Motor Fleet Manager will provide license tags for new vehicles and will replace tags that are mutilated or no longer legible.

20. REPLACEMENT AND DISPOSAL OF VEHICLES OR EQUIPMENT. Vehicles proposed for replacement must meet the minimum standards of Federal Property Management Regulations 101-38.4, and may be disposed of in accordance with established agency procedures as outlined in Order 4800.2A, Utilization and Disposal of Excess and Surplus Personal Property. When a vehicle is sold to a non-Government interest or individual, Standard Form 97, The United States Government Certificate of Release of a Motor Vehicle, will be issued by the Motor Fleet Manager at the regional headquarters.

21. REASSIGNMENT. The transfer or reassignment of an FAA vehicle shall have the prior approval of the Motor Fleet Manager. If approved, transfer of custody will be accomplished by FAA Form 4650-12, Materiel Requisition/Issue/Receipt. The transferee shall mail two signed copies of the form to the Motor Fleet Manager upon receipt of the vehicle. A copy of the transfer document or memorandum notice concerning change in assignment will be furnished to the Accounting Branch, ASW-42, by the Motor Fleet Manager.

22. RECORDING MOTOR VEHICLE USE. Monthly vehicle use records shall be prepared for each agency-owned vehicle. FAA Form 4670-5, Motor Vehicle Use Record, shall be completed by the vehicle operator or other responsible person having custody of the vehicle. The forms will automatically be furnished the custodian of each FAA-owned vehicle by the Motor Fleet Manager at the beginning of the fiscal year, or at the time DOT license tags are assigned to new equipment.

a. Record of Use. Section II Operation Record of FAA Form 4670-5 is for the operator to record daily entries of motor vehicle data. Instructions for preparation are included on the form.

b. Monthly Summary. On the last working day of each month, the operator or other responsible person shall total the daily entries and post to FAA Form 4670-5, Section III, Monthly Operation Summary. This form shall be sent to the Motor Fleet Manager immediately after the close of each month, and in no event later than the fifth working day following the month reported. This procedure must be followed whether or not the vehicle was used during the month. ALL costs incurred in the operation, storage, or maintenance of the vehicle must be reported. Invoices obtained when charging oil, gas, and related products and services will be attached to and forwarded with the summary.

23.-26. RESERVED.

## CHAPTER 4. GSA FLEET MANAGEMENT SYSTEM VEHICLES

27. GENERAL. GSA Fleet Management Centers (FMC) will furnish passenger cars and trucks on a temporary or continuous assignment basis. Packets furnished with all GSA vehicles include instructions pertaining to vehicle use. All employees using these vehicles are required to become familiar with these GSA instructions and observe them.

28. POLICY. All arrangements pertaining to continuous use vehicle assignments (30 days or more) shall be made between GSA and the Motor Fleet Manager or the designated representative. GSA vehicles required for periods of less than 30 days may be requested by the employee direct from the FMC serving that area.

29. PROGRAMING GSA VEHICLE REQUIREMENTS. The Motor Fleet Manager must plan and program the vehicle requirements as far in advance of the requirement date as possible.

a. Future Requirements. Information concerning future requirements for additional vehicles or changes in type of vehicle shall be furnished through organizational channels to the Motor Fleet Manager no later than May 15 of each year in order to be included in GSA's annual procurement cycle for the following fiscal year.

b. Current Requirements. Vehicle requirements not included in planned programs may be requested by a letter to the Motor Fleet Manager. The letter should furnish information on the type of vehicle and any special equipment required, reason for need, anticipated monthly mileage, and approximate date of need. Requests for vehicles to meet unforeseen needs will be honored by GSA to the extent vehicles are available.

(1) Assignment Receipt. When a vehicle is assigned, FMC personnel will prepare GSA Form 1152, Motor Vehicle Assignment Receipt. The agency employee accepting delivery of the vehicle will sign and date the receipt and forward it immediately to the Motor Fleet Manager.

(2) Termination of Assignment. The office having custody will notify the Motor Fleet Manager when a vehicle is no longer needed. When the vehicle is released to a GSA FMC, GSA Form 1152 showing the termination date will be signed and one copy forwarded to the Motor Fleet Manager.

30. UTILIZATION OF ASSIGNED VEHICLES.

a. The Motor Fleet Manager will maintain documentation to justify requirement for each assigned vehicle.

b. Annually, as requested, field office or facility managers or division managers will furnish the Motor Fleet Manager with documentation to justify retention of all vehicles that do not meet the utilization objectives. The following mileage standards have been established:

- (1) Passenger-carrying vehicles G-12 and G-21. 3,000 miles per quarter or 12,000 miles per year.
- (2) Light trucks and other general purpose vehicles G-40, G-41, G-42, and G-43. 1-ton and under (less than 12,500 GVW) - 2,500 miles per quarter or 10,000 miles per year.
- (3) Medium trucks and other general purpose vehicles G-71 (excluding multiple drive vehicles). 1 1/2 ton to 2 1/2 ton (12,500 to 23,999 GVW) - 1,875 miles per quarter or 7,500 miles per year.
- (4) Heavy trucks and other general purpose vehicles, G-81 and G-82 (excluding multiple drive vehicles). 3-ton and over (24,000 GVW and over) - 1,875 miles per quarter or 7,500 miles per year.
- (5) Multiple drive trucks and similar special-use vehicles G-60, G-61, G-62, and G-63. 1,875 miles per quarter or 7,500 miles per year.

c. Monthly Motor Vehicle Use Record, GSA Form 494, will be furnished each using office before the 10th day of each month. The odometer reading of each vehicle should be entered under Item 13, Ending Mileage, and the original sent to GSA in the provided envelope no later than the 15th day of the month. A COPY of the completed form should be sent to the Motor Fleet Manager, ASW-52A2.

31. ROTATION OR REASSIGNMENT. GSA vehicles may be rotated or reassigned, based on standard utilization criteria, by the GSA FMC Manager. An employee requesting that custody of a GSA vehicle be transferred to another facility should coordinate this action with the Motor Fleet Manager.

32. DAILY OR TRIP DISPATCH VEHICLES. Upon availability, FMC's may furnish daily or trip dispatch vehicles for periods of 30 days or less.

a. Procedure. Employees may contact GSA FMC dispatchers in person or by telephone to obtain vehicles at the location from which service is desired.

b. Billing Information. Employees requesting trip or daily dispatch vehicles must furnish the dispatcher the agency's complete name, the billed office address code (BOAC) which is 697002, signature, title and/or routing symbol of driver, and the cost center code as prescribed by Order SW 2700.14D, Accounting Procedures and Classification Handbook, for the driver's office.

c. Dispatch Record. When the trip is completed, the employee using the vehicle will be given a copy of the completed GSA Form 312, Motor Vehicle Dispatch Record. This form should be forwarded immediately to the Motor Fleet Manager.

33. REGIONAL HEADQUARTERS MOTOR POOL. GSA vehicles assigned to the regional headquarters motor pool are available for use by regional office personnel and agency personnel visiting the regional office.

a. Procedure to Obtain Service. Requests for vehicles should be submitted to the motor pool as far in advance as possible.

b. Emergency Requirements. During nonbusiness hours, vehicles may be obtained by presenting identification to the security guard who will assign the vehicle.

c. See Order SW 4670.8, Southwest Regional Headquarters Motor Pool, for further policy and procedures.

34. RESTRICTIONS.

a. Relocation of GSA Vehicles. GSA assigned vehicles shall not be permanently relocated in another GSA FMC area, nor used for one-way transportation unless the Chief, GSA Fleet Management Branch, has agreed to such action in advance.

b. Towing. No GSA vehicle shall be used to tow a house trailer or POV.

35. LOST OR STOLEN PROPERTY. In the event a Government-owned or leased vehicle (or any of its component parts) is stolen, it will be the responsibility of the operator to report such theft to the FBI and local law enforcement agencies; the FMC Manager, if a GSA vehicle is involved; his immediate supervisor; the Civil Aviation Security Division, ASW-700, and the Motor Fleet Manager.

36. RESPONSIBILITIES. All FAA employees are responsible for operating a vehicle being used on official business in a safe and prudent manner, and for taking proper care that the vehicle is protected from damage and theft to the extent possible.

37.-45. RESERVED.

## CHAPTER 5. COMMERCIAL RENTAL VEHICLES

46. POLICY. Commercial rental vehicles shall be used only when their use is advantageous to the Government, a GOV is not available, or common carrier use is impractical.

47. PROCEDURES.

a. Rental Firms. Several nationally known firms have an agreement with GSA whereby they provide flat daily discounted rates, with unlimited mileage, to Government employees upon presentation of official travel orders or identification cards. Most of the companies offer discounted weekly rates and several offer discounted one-way rates. A list of these companies, with detailed information and toll-free numbers, is contained in the Federal Travel Directory issued monthly by GSA. On occasions when there is no participating firm available, the employee should rent from the most economical source.

b. Vehicle Types. Compact or subcompact vehicles will be used in lieu of standard-size vehicles.

c. Method of Payment. The traveler shall use a personal credit card or pay cash and claim reimbursement on SF-1012, Travel Voucher, or SF-1164, Claim for Reimbursement for Expenditures on Official Business. SW Form 4670-24, Attachment to SF-1012, Travel Voucher, or a statement with the following information shall be attached to the customer copy of the rental agreement:

(1) Why a GOV or common carrier was not used.

(2) If a rental company with a GSA agreement was used. If not, justification must be given.

(3) If a compact or subcompact car was used. If a larger car was rented, justification must be given.

48. INSURANCE COVERAGE. The Government will not reimburse a traveler for the cost of insurance or waiver for collision damage which is available in commercial rental contracts. EXCEPTION: When a vehicle is rented for official travel in foreign areas, reimbursement is allowed.

49. DAMAGES.

a. If the rented vehicle is damaged, the traveler will pay up to the amount deductible and claim reimbursement of the amount as a travel expense on the travel voucher. The traveler shall not make any payments other than to the rental agency for the deductible amount required to be paid by the contract. The traveler shall make the written statement on the appropriate rental agency form: "Payment of this amount shall not be construed as an admission of liability." The employee shall make no admissions to the contrary.

b. Accident reporting procedures contained in Chapter 12 of this order shall be followed in the event of an accident involving a commercial rental vehicle. This is especially important if the damage appears to have been the fault of another individual against whom the Government may have a claim.

50. LONG-TERM LEASING.

a. If GSA is unable to assign a vehicle to fill a requirement, long-term commercial leasing authority may be requested from GSA. The Motor Fleet Manager is responsible for transmitting a request for this authority to the Fleet Management Division, GSA, Washington, through FAA headquarters.

b. Leasing shall be accomplished in accordance with instructions contained in the latest edition of the appropriate Federal Supply Schedule which will be furnished by GSA along with their letter granting authority.

51.-60. RESERVED.

## CHAPTER 6. MAINTENANCE, REPAIR, AND INSPECTION OF GOVERNMENT MOTOR VEHICLES

61. CARE OF VEHICLE. The operator or employee having custody of a Government vehicle shall be responsible for:

- a. Exercising reasonable diligence in the care of the vehicle at all times.
- b. Having vehicle inspected at regular, required intervals.
- c. Reporting any known mechanical condition which could possibly result in an accident or expenditure for major repairs.
- d. Refusing to operate a vehicle that is mechanically unsafe.

62. MAINTENANCE AND REPAIR OF GSA VEHICLES. Custodians of GSA leased vehicles will have required maintenance and/or repair services accomplished by commercial sources. GSA has furnished pocket-size Maintenance Instruction Cards to each using office. These cards contain brief instructions for vehicle operators and commercial vendors. An additional supply of these cards may be requested from your servicing GSA FMC.

a. Gasoline, oil, and other necessary service station services are to be purchased by use of Standard Form 149, U.S. Government National Credit Card, furnished with each vehicle.

b. Supplies and services listed on the reverse side of the SF-149 may be obtained from a service station by use of the SF-149.

c. Repairs and maintenance costing less than \$50 are to be secured by the vehicle operator. If additional authorization is needed, phone the GSA Central Maintenance Control Center (CMCC) at FTS (817) 334-4670. Collect calls will be accepted where FTS is not available. CMCC personnel will speak with the service manager and authorize the repairs. NOTE: If operator believes the repair should be covered by manufacturer's warranty, contact the CMCC.

d. Engine tune-ups, chassis lubrication, oil changes, or filter replacements are to be performed only as scheduled on the GSA Form 3478, Motor Vehicle Service Authorization, unless approved by the CMCC. See paragraph 63.

e. For repairs costing \$50 or more, including those covered by manufacturer's warranty, contact the CMCC at the phone number given in paragraph 62c. The CMCC will direct the operator to a repair facility and provide authorization for the necessary repairs.

f. Purchases of tires and batteries must be authorized by the CMCC.

63. PREVENTIVE MAINTENANCE INSPECTION. Periodic inspection and servicing is required for all GSA motor vehicles. GSA Form 3478, Motor Vehicle Service Authorization, will be mailed to the vehicle custodian by GSA and will list the date and mileage by which the inspection must be completed, and the service procedures required. After completion, the Motor Equipment Division Copy must be returned in the envelope provided, and the Motor Pool Copy must be forwarded to your servicing Fleet Management Center along with the invoice. Maintenance inspections that can be performed for under \$50 may be purchased on the credit card, SF-149. Those costing \$50 or over must be taken to the vendor specified by the CMCC.

64. MAINTENANCE AND REPAIR OF FAA-OWNED VEHICLES AND EQUIPMENT. Operators or custodians of FAA vehicles and/or equipment shall have maintenance or repair accomplished in accordance with procedure prescribed in Order SW 4402.2E, Small Purchase Instructions. SF-44, Purchase Order-Invoice-Voucher, may be used to obtain service within the established limitations. Charges for maintenance shall be shown in the proper column of FAA Form 4670-5, Section III - Monthly Operation Summary, and appropriate description of the work should be shown. Repairs in excess of \$300 must be approved by the Motor Fleet Manager. Prior approval by the Motor Fleet Manager is necessary if total repair costs in a 12-month period exceed 35 percent of the vehicle's current value.

65.-70. RESERVED.

## CHAPTER 7. PARKING AND STORAGE OF GOVERNMENT VEHICLES

71. GENERAL. All Government-owned motor vehicles shall be stored or parked in areas which will provide adequate protection from pilferage or damage. This does not necessarily mean covered storage.

72. PARKING AND/OR STORAGE OF GOVERNMENT VEHICLES.

a. Outside parking areas are normally provided at FAA facilities and should be used when feasible.

b. Overnight storage may be used for FAA-owned or leased vehicles at any GSA FMC, provided space is available. Overnight storage at the FMC is usually without charge, but a nominal charge is required for storage exceeding 1 day.

c. Vehicles must be locked when left unattended, except when the vehicle is stored in a Government, secured, parking area.

d. Commercial storage may be obtained at the expense of FAA, payable from the same appropriation used to defray rental or operating costs. When stored in a commercial garage or parking lot requiring the keys to be left in the vehicle, the SF-149, shall be removed and kept in the possession of the driver. Commercial storage may be used in the following instances:

- (1) Extreme adverse weather conditions.
- (2) Space is not available in FAA or GSA parking areas.
- (3) Suitable street parking is not available.

e. Authorization to park vehicle at residence shall be approved ONLY as prescribed in paragraph 105.

73.-80. RESERVED.

## CHAPTER 8. ACQUISITION OF GASOLINE, OIL, AND MISCELLANEOUS SERVICES

81. POLICY. When feasible, fuel and emergency repairs and supplies (belts, hoses, wiper blades, etc.) for GOV's must be purchased from service stations which will accept an SF-149. However, at times it may be necessary to make such purchases from noncontract stations. In these instances, an SF-149 may not be accepted, and the purchaser may find it necessary to use personal funds for payment. (See paragraph 85 for reimbursement procedures if personal funds are used.)

82. GENERAL.

a. SF-149 for GSA Vehicles. An SF-149 showing the billing address of the GSA FMC will be provided by GSA with each vehicle assigned. A mutilated, lost, or stolen SF-149 shall be reported immediately by the vehicle operator or custodian to the appropriate GSA FMC and the regional headquarters Motor Fleet Manager.

b. SF-149 for FAA Vehicles, Equipment, Aircraft, and Boat. The regional headquarters Motor Fleet Manager shall be responsible for requisitioning and issuing SF-149 credit cards to be used with agency-owned vehicles and equipment. An SF-149 will be automatically requisitioned and issued, if appropriate, when a new vehicle license tag is issued. If an SF-149 is mutilated, lost, or stolen, it shall be reported immediately to the Motor Fleet Manager. NOTE: All current, valid, SF-149's show an expiration date. Notice should be given to the Motor Fleet Manager 30 days before the expiration date, in order that a new card can be ordered.

83. PURCHASES. SF-149 purchases are limited to the following items:

a. Regular, unleaded, or low lead gasoline, depending on vehicle requirement, or premium gasoline with proper justification. Federal Property Management Regulation (FPMR) 101-38.401-2, use of Self-Service Pumps, mandates the use of self-service pumps when purchasing gasoline. If other than the foregoing grades of gasoline are purchased or if other than self-service pumps are used, explanation of deviation from regulations must be furnished by making notation on the reverse of the ticket, or GSA will bill the excess costs to the using office or facility. The following exemptions from this policy may apply:

- (1) The physical limitations of the vehicle operator;
- (2) The refusal by a service station to honor the SF-149 for fuel pumped at self-service islands; and
- (3) Severe weather conditions.

b. Other supplies and services listed on the reverse side of the SF-149.

84. SERVICE STATION DELIVERY TICKETS. Before signing service station delivery tickets, operators will ensure that the ticket shows date of purchase, correct units and total prices, and correct number of gallons. Any explanation required by paragraph 83a must be shown on reverse of delivery ticket.

a. Purchases for GSA Vehicles. Signed copies of service station delivery tickets covering SF-149 purchases for GSA vehicles shall be forwarded to the GSA FMC at the end of the reporting period. Each gasoline purchase ticket must show the odometer reading at the time of purchase.

b. Purchases for FAA Vehicles. (Includes automobiles, boats and other motorized, self-propelled equipment.) Signed copies of delivery tickets to cover credit card purchases for agency-owned vehicles and/or equipment shall be attached to the Motor Vehicle Use Record, FAA Form 4670-5, and sent to the regional headquarters Motor Fleet Manager immediately after the close of each month, except for the last month of the fiscal year when tickets will be forwarded immediately to the Accounting Branch for obligation.

85. REIMBURSEMENT PROCEDURES FOR PERSONAL FUND PURCHASES.

a. GSA-owned Vehicles. Reimbursement for personal fund purchases of fuel, emergency repairs, or supplies for GSA-owned vehicles may be received by submitting purchase ticket, documented per paragraph 84, direct to the GSA Imprest Fund located at local GSA FMC's. The ticket also must show the station identity, location, and attendant's signature. The employee must explain the circumstance, sign the ticket, and show his office identification.

b. FAA-Owned Vehicles. Reimbursement for purchase of fuel, emergency repairs, or supplies for an FAA-owned vehicle may be obtained from the local FAA Imprest Fund by submission of an SF-1164, supported by all tickets.

86. TRADING STAMPS. Trading stamps offered with any FAA purchase shall be accepted by the employee and shall be forwarded to the regional headquarters Motor Fleet Manager. Trading stamps obtained with purchase for any GSA vehicle shall be forwarded to the GSA FMC with the copies of service station delivery tickets at the close of the reporting period.

87.-92. RESERVED.

## CHAPTER 9. EQUIPMENT AND VEHICLE OPERATION SAFETY STANDARDS

93. PURPOSE. This chapter prescribes equipment and vehicle operation safety standards for travel on official business, and assigns responsibility for compliance.

94. OPERATION. All operators of motor vehicles on official business must adhere to applicable state laws, and the operating condition of all motor vehicles used on public roads must meet applicable state laws.

95. EQUIPMENT/SAFETY STANDARDS. Vehicles operated on official business on public roads must be sufficiently equipped to meet applicable state laws and agency safety standards. Following is a list of equipment that must be used when appropriate:

a. Occupant Restraint Systems. All GOV's or POV's used on official business must be equipped with a body restraint system which must be used by each occupant.

b. Fire Extinguishers. Field office or facility managers or supervisors or individuals who are assigned custody of or responsibility for FAA-owned or operated vehicles shall determine requirements for fire extinguishers, procure those available through GSA supply sources, and assure installation. Extinguishers for vehicles shall be bracket-mounted in the cab or where readily accessible to the operator. Installation of extinguishers in GSA-owned vehicles must be coordinated with and be approved by the GSA FMC from which the vehicle is assigned. Fire extinguishers purchased by FAA and mounted in GSA vehicles remain the property of FAA and must be removed before the vehicle assignment is terminated and it is returned to GSA. Minimum requirements for selection and installation of fire extinguishers in FAA-owned or operated vehicles and equipment are as follows:

(1) Vehicles transporting chemicals, explosives, flammable liquids, LP gas, compressed gas cylinders, and other dangerous and/or volatile items: one 5-pound dry chemical (preferable) or one 15-pound carbon dioxide extinguisher.

(2) Vehicles transporting aircraft fuel and servicing aircraft: two 10-pound dry chemical fire extinguishers, with one extinguisher readily accessible from each side of the vehicle.

c. Warning Flares. Field office or facility managers or supervisors or individuals who are assigned custody of vehicles designated for nighttime operation should assure that the vehicles are equipped with four warning flares. These flares should be equal to NSN 1370-01-009-2593, Signaling Fusee, in the GSA Supply Catalog. Flares should be stored in the glove compartment of the vehicles and operators so advised. Flares that have an expiration date should be disposed of and replaced when that date is reached. When use of flares has been required, operators are responsible for assuring that replacement flares are obtained.

d. Cargo Barriers. All vans, sedan deliveries, and station wagons should be equipped with a cargo barrier directly behind the driver and passenger seats

if they are used to carry equipment or material in such a manner that it could shift forward and strike an occupant in case of a sudden stop or accident.

e. Trailer Towing. When necessary to tow a trailer or trailer-mounted equipment, the following guidelines shall apply. (EXCEPTION: All of these guidelines may not apply to tractor-trailer rigs equipped with a fifth wheel.) Use of this type of equipment must meet the standards of the manufacturer and the state in which it is headquartered.

(1) Trailer and load shall not exceed 75 percent of Gross Vehicle Weight (GVW) of tow vehicle or vehicle manufacturer's specifications shown in Owner's Manual, and tongue weight of trailer with load shall not exceed 10 percent of GVW of tow vehicle or vehicle manufacturer's specifications shown in Owner's Manual. The load should be arranged so that 65 percent of its weight is in the front part of the trailer.

(2) All trailer hitches must be attached to frame of tow vehicle. Tongue weight of trailer shall not exceed specifications of the manufacturer of the trailer hitch.

(3) All trailers weighing more than 1,500 pounds (empty) must be equipped with a braking system that meets the standards of the state in which the trailer is headquartered.

(4) At least one sway-control bar must be used when towing trailers more than 15 feet long or that have a GVW (including load) of more than 2,000 pounds.

(5) If a trailer reduces the ground clearance of the extreme rear of a tow vehicle (usually bumper) as much as 6 inches, a weight distributing hitch must be installed on the vehicle before it is used to tow the trailer.

(6) Turn signals, brake lights, clearance lights, and reflectors must meet standards of the state in which the trailer is headquartered.

(7) All trailers must be equipped with safety chains long enough to attach to frame of tow vehicle.

(8) Operator of tow vehicle must have an unobstructed view either side of the vehicle of an area of 20 feet by 100 feet to the rear and an unlimited view directly behind the trailer commencing not more than 50 feet from the trailer. Rearview mirrors must be installed, if necessary, to assure operator can adequately see these areas.

96. RESPONSIBILITY. Supervisors of employees operating vehicles subject to the above standards are responsible for approval, procurement, and installation of equipment required to meet these standards, subject to any approval required from GSA for such installation.

97.-102. RESERVED.

## CHAPTER 10. OFFICIAL USE OF GOVERNMENT-OWNED OR LEASED MOTOR VEHICLES

103. RESTRICTIONS ON USE OF VEHICLES.

a. A Government-owned or leased vehicle may be used only for official business by employees who are authorized to use the particular vehicle and meet licensing requirements as shown in paragraph 114.

b. Only the interest of the Government is considered in determining whether use of a vehicle is for official business. Official and nonofficial business must not be intermingled.

c. Provisions of this chapter apply equally to the use of commercially rented vehicles.

d. What constitutes official purposes is a matter of administrative discretion to be exercised within applicable laws. The general rule may be stated that where transportation is essential to the successful operation of an authorized agency activity such transportation will be considered as official use.

e. Penalties for unofficial use are provided for in 31 U.S.C. 1349. Any officer or employee who uses or authorizes the use of a Government-owned or leased motor vehicle for other than official purposes is subject to a suspension of at least one month or, up to and including, removal by the head of the agency.

104. EXAMPLES OF OFFICIAL USE.

a. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route or from its intended purposes.

b. Transportation of Government documents, material, or supplies.

c. Transportation of employees in travel status between place of lodging and temporary duty station. During nonduty hours, authorized use would consist of travel between either of the above places and suitable eating places, 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. (See Order 1500.14A (DOT 1500.6A), paragraph 3-018a.)

d. Transportation of employees in travel status for returning to official station for nonwork days when required to do so by the supervisor. Such requirement must be advantageous to the Government in accordance with Order 1500.14A (DOT 1500.6A), paragraph 4-0202c.

e. Transportation of employees and dependents on change of official duty station when authorized by travel orders. OTHER transportation of dependents is permitted on a case-by-case basis only when authorized in writing by the manager of the parent division, and for a period not to exceed one year. The authorization must be reviewed and revalidated annually. Copies of all authorizations shall be forwarded to the Motor Fleet Manager.

105. HOME-TO-WORK TRANSPORTATION. Under the new Public Law 99-550, all home-to-work transportation in a Government-owned or leased vehicle must have the written approval of the Secretary of Transportation. (See FPMR 101-6.4.)

a. Secretarial approval has been given for home-to-work transportation under the field work exception for the following employee categories when such use is advantageous to the Government:

- (1) Aviation Safety Personnel
- (2) Engineers/Technicians/Planners
- (3) Air Traffic Personnel
- (4) Managers and Field Personnel

b. Definitions.

(1) Field work means official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area, or use outside that area) or at a remote location that is not accessible by public or privately owned transportation. The designation of a work site as a "field office" does not, of itself, permit the use of a Government passenger carrier for home-to-work transportation. Field work refers to the nature of the work performance; it is not restricted to "field service" as distinguished from "headquarters service." HOME-TO-WORK TRANSPORTATION UNDER THE FIELD WORK EXCEPTION USUALLY DOES NOT APPLY WHEN THE EMPLOYEE IS PREDOMINANTLY SCHEDULED TO BE AT HIS OR HER PLACE OF EMPLOYMENT OR CAN REASONABLY BEGIN OR END THE DAY THERE.

(2) Advantageous to the Government means that providing home-to-work transportation is clearly to the benefit of the Government rather than being for the personal comfort and convenience of the employee. Providing such transportation must permit a substantial increase in the efficiency and economy of the Government; e.g., travel distance or travel time is substantially less from home to the work site than from the office to the work site; or significant overtime payment would otherwise be incurred by the Government; or responsiveness or effectiveness of personnel could not otherwise meet stated program requirements.

## c. Regional Approval.

(1) Supervisory approval is required for each instance of home-to-work transportation of an employee within a category. Approval authority shall not be delegated lower than the Regional Administrator for regional office employees, or field office and facility managers (sector level for Airway Facilities) for field employees. EXCEPTION: In the case of a sudden requirement, the local supervisor may temporarily authorize this use. As soon as possible after the use, correct approval level authorization shall be obtained with an additional explanation as to why it was not obtained before the actual use.

(2) Employees' requests for supervisory approval of home-to-work transportation shall be made by completion of SW Form 4670-27, Supervisory Approval for Home-to-Work Transportation for Employee Within an Approved Category. This form supersedes SW Form 4670-25, Home-to-Work Transportation on a Short-Term Basis, and is available from the Logistics Services Branch, ASW-52.

d. Reporting Requirements. A copy of all supervisory approvals shall be forwarded immediately to ASW-52 for subsequent reporting to the Department of Transportation.

106.-113. RESERVED.

## CHAPTER 11. AUTHORIZATION FOR USE OF VEHICLES ON OFFICIAL BUSINESS

114. GENERAL. No employee shall operate a motor vehicle in the conduct of official business unless this use has been authorized on SW Form 4670-26, Request/Authorization for Operation of Motor Vehicle on Official Business, and he has a DOT identification card and valid state driver's license in his possession.

115. DELEGATION OF AUTHORITY. Authority is delegated to division managers and staff officers to determine that an employee meets the prescribed standards for operating a motor vehicle on official business. This authority may be redelegated to a lower supervisory position.

116. PROCEDURES.

a. The employee shall submit a completed SW Form 4670-26 to the delegated supervisor for review.

b. If the employee has had no disqualifying traffic violations or medical problem other than poor vision, poor hearing, or as listed on the state driver's license, the delegated supervisor may sign the SW Form 4670-26 as designated official and grant driving authority. (Disqualifying traffic violations are listed in Appendix 1, pages 1 and 2.)

(1) If there are disqualifying traffic violations, the supervisor shall contact the Motor Fleet Manager, Logistics Division, ASW-52A2, for recommended action.

(2) If the employee has a medical condition other than as stated in paragraph 116b, the supervisor shall consult with the proper aviation medical activity before granting driving authority.

c. The original of the SW Form 4670-26 shall be forwarded to ASW-52A2 for inclusion in the employee's driving folder. The authorizing office and the employee each shall retain a copy of the form.

117. RESPONSIBILITIES.

a. The authorized driver shall:

(1) Possess a driver's license in the state in which domiciled or principally employed, as required by law, keeping it in current status.

(2) Have a valid state driver's license and DOT identification card in his possession when operating a motor vehicle on official business.

(3) Notify the delegated supervisor immediately of any disqualifying traffic violations, action against his state driver's license, or change in physical condition, including use of medication.

b. The authorizing supervisor shall:

(1) Maintain a record of authorized drivers.

(2) Take action against an employee's driving authority, in accordance with Appendix 1, if it becomes apparent that the employee does not meet the standards for operating a motor vehicle on official business. Any action shall have the concurrence of the division manager/staff officer, and be coordinated with the Motor Fleet Manager.

(3) Assure that all authorized drivers annually review the material in this chapter.

118. SEPARATIONS/TRANSFERS.

a. When an authorized driver separates from the agency, his copy of the SW Form 4670-26 shall be attached to the Employee Clearance Record, SW Form 2700-83. The facility copy shall be destroyed three months after separation.

b. When an authorized driver transfers to another facility within the agency, he shall retain his copy of the SW Form 4670-26. The facility copy shall be transferred to the receiving delegated supervisor.

119.-122. RESERVED.

## CHAPTER 12. REPORTING DAMAGE AND/OR ACCIDENTS INVOLVING MOTOR VEHICLES

123. POLICY. All accidents or incidents involving employees operating a motor vehicle on official business and resulting in property damage or personal injury must be reported through supervisory channels to the Motor Fleet Manager, Logistics Division, within 48 hours of the event.

124. GENERAL.

a. The Federal Tort Claims Act (Title 28, USC) provides that the Federal Government may be sued in the same manner and to the same extent as a private individual under like circumstances for property damages or personal injury. Public Law 100-694 provides for the defense of suits against Federal employees or their estates arising out of their operation of motor vehicles while acting within the scope of their office or employment with the Federal Government.

b. Employees of the Southwest Region are prohibited from:

(1) Making any statement, oral or written, admitting or indicating personal or Government liability in accident cases, except to FAA supervisory personnel or personnel of the Logistics Division or Civil Aviation Security Division, ASW-700, or in judicial proceedings where they are requested to do so.

(2) Encouraging private parties to file claims against the Government.

(3) Assisting private parties in filing claims against the Government, except that employees may furnish private parties with necessary copies of SF-95, Claim for Damage, Injury or Death.

c. Repairs to GSA vehicles involved in accidents shall be in accordance with the instructions given by the GSA Fleet Management Center.

d. Repairs to FAA-owned vehicles involved in accidents shall be approved by the Motor Fleet Manager, Logistics Division. In approving such repairs, consideration will be given to the remaining life expectancy of the vehicle. Repairs shall be obtained in accordance with regional procurement instructions.

e. Repairs to POV's involved in accidents while being used on official Government business are not the responsibility of the Government. An employee must be aware that damage to his POV may not be reimbursable by the Government. (Order 2700.14B, Employee Claims Manual, Chapter II, paragraph 1g.)

125. RESPONSIBILITIES AND PROCEDURES.

a. Action to be taken by driver involved in vehicle accident:

(1) Render any possible aid to injured parties.

(2) Take necessary precautions such as posting witnesses as flagmen or setting flares to avoid further complications to the accident.

(3) Obtain names and addresses of witnesses. If possible, have driver of other vehicle and witnesses prepare SF-94, Statement of Witness.

(4) Obtain other driver's name, address, and license number, and name and address of his insurance company.

(5) Notify local law enforcement authorities before leaving the scene of the accident when practical. However, local laws and ordinances must be observed.

(6) Notify supervisor (and the FMC if the vehicle involved is a GSA vehicle) at once.

(7) In cases of major property damage (\$500 or more) and in all cases of personal injury, notify the Motor Fleet Manager by telephone.

(8) When possible, take or obtain pictures of the accident.

(9) Prepare SF-91, Operator's Report of Motor Vehicle Accident, and OF-26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator, and forward through supervisory channels to the Logistics Division, Motor Fleet Manager. In all cases, SF-91 should reach the Motor Fleet Manager within 72 hours of the accident.

(10) If an FAA employee is injured, Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, should be prepared and submitted to his supervisor at once for forwarding to ASW-12. (See Order 3800.5B, Employee Benefits.)

(11) Any legal action commenced in connection with a vehicle accident and ALL PROCESSES OR PLEADINGS served on the employee shall be immediately forwarded to the Regional Counsel. At the same time, the employee should advise his immediate supervisor and the Logistics Division by the most expeditious means that he has received and forwarded such legal documents.

(12) The employee's rights or benefits may be seriously jeopardized and the outcome of litigation affected by failure to act promptly and in accordance with the above provisions.

b. When the FAA driver is injured in a manner that prevents him from performing the above functions, they will be performed to the degree possible by his supervisor.

c. Each supervisor is responsible for:

(1) Requiring that employees report accidents accurately and promptly.

(2) Making prompt and thorough investigation of any accident occurring within the area of his responsibility, and taking or recommending corrective action.

(3) Submitting the following accident report forms in triplicate to the Motor Fleet Manager within 72 hours of an accident. An additional carbon copy may be routed through supervisory channels to the appropriate regional division. In no instance shall any of these report forms be submitted to the GSA Fleet Management Center by the supervisor or employee.

(a) SF-91, Operator's Report of Motor Vehicle Accident.

(b) SF-91A, Investigation Report of Motor Vehicle Accident (prepared and signed by supervisor).

(c) SF-94, Statement of Witness (if possible).

(d) OF-26, Data Bearing Upon Scope of Employment of Motor Vehicle Operator.

(e) Police Officer's report of accident (if possible).

(f) Pictures of the damaged property and area (if available).

(4) Completing FAA Form 3900-6, FAA Mishap Report. The completed form should be forwarded to the driver's division office for review before forwarding to ASW-12, Benefits and Automated Information Branch.

126.-131. RESERVED.

## CHAPTER 13. SPECIAL PURPOSE MOTOR EQUIPMENT

132. PURPOSE. This chapter assigns responsibilities and prescribes standards and procedures for the management and control of special purpose motor equipment (SPME).

## 133. GENERAL.

a. Operator's Authorization. Custodians of Government-owned and leased special purpose equipment will assure that operators are fully qualified to operate assigned equipment and possess a valid SW Form 4670-26 issued in accordance with provisions of Chapter 11 of this order. Qualifications shall be based on performance skill test applicable to the type of equipment involved. The items of SPME for which an operator must be tested, are indicated in Appendix 2 of this order. The test must be administered by a qualified operator who has been tested and certified. Successful accomplishment of the test(s) must be documented on SW Form 4670-14, Certification of Performance Skill Tests for SPME, and SW Forms 4670-14-1 through 4670-14-7 which are individually identified in Appendix 7. The test criteria, certification documents, and appropriate instructions will be supplied by the Motor Fleet Manager on a request basis. Order SW 4670.5, Operation of Snow Vehicles, contains information concerning qualification and certification of snow vehicle operators.

b. State, County, and Municipal Laws and Regulations. FAA-owned or rented SPME shall be operated in conformance with all Federal, State, County, and Municipal laws, ordinances, and regulations in force in the areas of their operation when operated over public roads.

c. Official Government license tags shall be permanently assigned by the Motor Fleet Manager to FAA-owned SPME which uses public roads for movement to and from job sites. Tags shall not be assigned to equipment solely as a means of identification.

d. Fire Extinguishers. See paragraph 95b for criteria on SPME requirements.

134. RESPONSIBILITIES. The primary responsibility for effective management and control of SPME rests with the Motor Fleet Manager and custodians of the operating elements to which the items are assigned. Specific responsibilities for the program are defined below.

a. The Motor Fleet Manager shall:

(1) Assure that accountability records for SPME are established and maintained.

(2) Establish minimum use objectives for each item.

(3) Conduct an effective utilization program to ensure maximum efficiency and economy.

(4) Review requests for acquisition and/or replacement and participate in lease vs. purchase studies.

(5) Prescribe maintenance and inspection schedules for SPME.

b. Property custodians shall:

(1) Assure that all operators are fully qualified to operate assigned items. Qualifications must be established in accordance with paragraph 133a.

(2) Record the information prescribed by Motor Vehicle Use Record, FAA Form 4670-5, Sections I, II, and III. A booklet of forms will be furnished to custodians at the beginning of each fiscal year by the Motor Fleet Manager for each item that requires a monthly summary. On the last working day of each month, property custodians should total the daily entries and post to FAA Form 4670-5, Section III, Monthly Operations Summary. (See Figure 13-1, page 85.) This summary will be sent to the Motor Fleet Manager immediately after the close of each month, and in no event later than the fifth working day following the month reported. ALL costs incurred in the operation, storage, or maintenance of the equipment must be included. ALL invoices covering ALL costs (operating and maintenance) listed should be attached to the form when it is forwarded to the regional office. Negative responses are required if equipment is not used during the month. When applicable, "hours used" should be reported instead of "mileage" on Line e, Total Mileage Current Month, in the top portion of the form.

(3) Assure that maintenance and inspections are performed as prescribed by the Motor Fleet Manager. Property custodians must obtain prior approval from the Motor Fleet Manager for repairs, including parts, in excess of \$300. (See Appendix 1, Par 1X, of Order 4402.2F, Small Purchase Instructions.)

(4) Assure the safety and preservation of SPME when not in use.

(5) Provide on-the-job training for SPME operators to assure proper use of equipment and safety of operators and equipment.

135. UTILIZATION OBJECTIVES are listed in Appendix 2. These standards will be used by the custodian and the Motor Fleet Manager as a guide in determining the continued need, reassignment, replacement, disposal, and acquisition of all SPME. Unusual and variable conditions will be considered in these determinations.

**136. ACQUISITION/REPLACEMENT STANDARDS.**

a. FAA requirements for SPME shall be fulfilled to the maximum extent by internal reassignments and acquisition from Government excess.

b. Decisions to replace SPME shall be based upon such factors as the maximum economical life expectancy of the item, the cumulative cost of repairs, years of operation and conditions under which operated, and a realistic one-time repair limitation based upon the age of the vehicle and its replacement cost. Appendix 3 includes the above factors plus a representative listing of SPME and the special purpose trailing equipment to which the factors will be applied. FPMR 101-25.405 prescribes the criteria for replacement of materials handling equipment.

c. Prior to the acquisition or replacement of SPME, the Motor Fleet Manager shall assure that a written determination is made as to whether rental of an item of SPME or contracting for the required service would be more economical. Determinations shall consider the availability of commercial rental equipment, the projected costs (including manpower) of maintenance, operation, overhead, depreciation, storage during the economical life expectancy of the replacement item, and its salvage or exchange sale value versus the cost of rental on an as-required basis or contracting for the service during the same period.

d. A copy of lease vs. purchase determination will be provided the procurement office. In addition, a copy will be made a part of the historical record of the item to be acquired.

**137. MAINTENANCE AND OPERATION STANDARDS.**

a. An equipment history jacket will be established and maintained by the Motor Fleet Manager for each reportable item of SPME. The jacket will include a copy of the bill of sale or purchase order (when available), service and inspection orders, invoices, and shop repair orders.

b. Preventive maintenance of SPME will be performed in accordance with standards recommended by manufacturers, adjusted to terrain and climatic conditions as appropriate. Maximum use will be made of warranties which cover maintenance, inspections, and repairs. NO MAINTENANCE OR REPAIRS WILL BE PERFORMED THAT WOULD VOID SUCH WARRANTIES. When the manufacturer's maintenance manual is not available and a warranty is not in effect, maintenance shall be performed in accordance with the Preventive Maintenance Standard for SPME, Appendix 4.

c. FAA Form 3778-3, Preventive Maintenance Inspection will be used for documenting performance of preventive maintenance and mechanical/safety inspection on each SPME. The Motor Fleet Manager will furnish forms to custodians for each piece of equipment to be reported. Forms will not be furnished for items such as concrete mixers, mowers, sprayers, tar pots, air compressors, engine generators, ditching machines, and trailers. These items should be maintained in an operational ready status.

(1) The reports are to cover the period from April 1 through March 31 annually. FAA Form 3778-3 will be mailed to custodians by February 15 and are to be completed and returned to the Motor Fleet Manager by April 30.

(2) Items performed are to be checked ( ) on the work order portion of the form. Services or inspections accomplished that are not printed on the form are to be recorded in the REMARKS portion of the form. Any item performed that is required by the equipment maintenance manual or an existing warranty should be further identified by an M or W. Items required by PM Standard, Appendix 4, should be further identified by an S. The checkmarks and letters will signify to the Motor Fleet Manager that performance was accomplished as prescribed. The Service and Inspection Stub also should be completed. The block titled "INSERT MILES OR DAYS" on the stub portion of the form must show the miles, operating hours, or months accumulated during the period. If the work is done by FAA personnel in lieu of a commercial firm, indicate FAA PERFORMED in the block titled "FIRM NAME," and include the actual labor cost with other such costs in the block marked "OTHER." Both parts of the form are to be submitted intact to the Motor Fleet Manager. Neither portion of the form is to be left with the service vendor.

(3) The costs to be entered in the blocks titled "FUEL OIL, LUBE, ETC." and "OTHER" are to be comprised only of expenditures connected with the various services and maintenance inspection steps and any repairs resulting from these services and inspections. Invoices covering these costs should be furnished with the FAA Form 3778-3. THESE COSTS ARE NOT TO INCLUDE DAILY OPERATING OR EMERGENCY REPAIRS, which are to be reported on FAA Form 4670-5 as prescribed by paragraph 134b(2) of this directive. All expenditures (excluding FAA labor) in connection with annual service and inspection on a piece of equipment estimated to exceed \$300 must be approved by the Motor Fleet Manager prior to accomplishment.

138. DISPOSAL. Excess SPME will be reported, screened, and disposed of in accordance with criteria prescribed in Order 4800.2A, Utilization and Disposal of Excess and Surplus Personal Property. Transfer of title to SPME will be accomplished on SF-97 and SF-97A, The United States Government Certificate of Release of a Motor Vehicle.

**FIGURE 13-1. MOTOR VEHICLE USE RECORD**

Section III—MONTHLY OPERATION SUMMARY		Month
a. Organization Unit		March 19 90
AFS		
b. Location		
San Antonio		
c. License Plate No.		
FA-1111		
d. Speedometer reading end of current month		4721 hrs
e. Total mileage current month		18 hrs
<b>OPERATING COSTS</b>		
a. Fuel Gallons	Gasoline	130.8
	Other	
Cost	Gasoline	\$169.91
	Other	
b. Oil Quarts		5
Cost		\$7.00
Lubrication cost		
c. Tires and tubes cost		
d. Other expenses		\$3.90
e. Total operating costs		\$180.81
<b>MAINTENANCE COSTS</b>		
a. Repair cost		\$128.00
b. Other expenses		\$7.65
c. Total maintenance cost		\$135.65
d. Storage cost		
Total expenses		\$316.46
Signature		Date
/s/ John Brown		4/5/90

FAA Form 4670-5 (3-74) FORMERLY FAA FORM 2808

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