

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 4670.7A

EASTERN REGION
JAMAICA, NY 11434

MAY 6 7 2002

SUBJ: Operation of Government Motor Vehicles

1. PURPOSE. This Order advises all personnel in the Eastern Region of the procedures to be followed for operating government vehicles on official business.

2. DISTRIBUTION. This Order is distributed to each facility in the Eastern Region.

3. CANCELLATION. EA Order 4670.7, Operation of Government Motor Vehicles, is canceled

4. BACKGROUND. Regulations require that employees have their valid state license and government identification card in their possession at all times while operating a government vehicle.

5. 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. In the field, this authority is delegated to the facility manager. This authority may be re-delegated to a lower supervisory position. A "lower supervisory position" is considered to be a branch manager, section supervisor, assistant facility manager, sector field office manager, or unit supervisor.

6. PROCEDURES. All employees required to operate government vehicles, regardless of frequency, will follow these procedures:

a. If the employee has had no disqualifying traffic violations, driving while intoxicated or reckless endangerment, or medical problem including poor vision, poor hearing or as listed on their state driver's license, the authorizing supervisor may grant driving authority.

1. If there are any questions as to whether or not to grant driving authority, the supervisor shall contact the Regional Motor Fleet Manager for recommended action.

2. If the employee has a medical condition or is taking medication that may affect their driving ability, the supervisor shall consult with the Aerospace Medicine Division prior to granting driving authority.

7. AUTHORIZATION. Employees are only authorized to operate the same class vehicles specified on their state license. NO EXCEPTIONS WILL BE MADE. UNDER NO CIRCUMSTANCES WILL AUTHORIZATION TO DRIVE A GOVERNMENT VEHICLE BE GRANTED IF AN EMPLOYEE DOES NOT HOLD A VALID STATE LICENSE.

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8. RESPONSIBILITIES.a. The Regional Motor Fleet Manager shall:

1. Provide guidance to authorizing supervisors if questions and/or problems arise regarding the qualifications of employees to operate government vehicles.

b. Authorizing supervisors shall ensure that:

1. All employees operating government vehicles hold a valid state license which authorizes operation of the same class vehicle that the employees will be required to operate in the conduct of official business.

2. The Regional Motor Fleet Manager is advised in writing of any of the following conditions encountered with an operator of a government vehicle.

- a. Any disqualifying traffic violations (DWI or reckless endangerment).
- b. The employee's state license is restricted, suspended or revoked.
- c. The employee is disqualified from operating a vehicle due to medical reasons, including parking tickets.
- d. Any accidents, incidents or violations, while operating a government vehicle, including parking tickets.

c. Employees will ensure that:

1. Their state license is kept current and that they only operate vehicles for which they are authorized on their state license.

2. They notify their authorizing supervisor within 8 duty hours of any of the following conditions:

- a. Any disqualifying traffic violations (DWI or reckless endangerment).
- b. That their state license has been restricted, suspended or revoked.
- c. They are disqualified from operating a vehicle because of medical reasons, including use of medication.
- d. Any accidents, incidents or violations while operating a government vehicle, including parking tickets.

3. They have their DOT/FAA Identification Card and valid state license in their possession while operating government vehicles.


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