Vehicles, Management of Laboratory or Government Fleet

BRIEF

Policy Summary
This policy provides guidance on the management and maintenance of any Berkeley Lab-, Department of Energy (DOE)-, or General Services Administration (GSA)-owned vehicle.

Who Should Read This Policy
This policy applies to all employees who operate Laboratory or government vehicles, vehicle custodians, Laboratory divisions, and the Fleet Operations staff.

To Read the Full Policy, Go To:
The POLICY tab on this wiki page

Related Policy
*Vehicles, Use of Laboratory or Government*, document number 09.05.005.000

Contact Information
Fleet/Site Services Manager
Facilities Division

POLICY

A. Purpose
This policy provides guidance on the management and maintenance of any Berkeley Lab-, Department of Energy (DOE)-, or General Services Administration (GSA)-owned vehicle.

B. Persons Affected
This policy applies to all employees who operate Laboratory or government vehicles, vehicle custodians, Laboratory divisions, and the Fleet Operations staff.

C. Exceptions
Not applicable
D. Policy Statement

1. Berkeley Lab requires operators of Laboratory or government cars, trucks, and electric vehicles to have a valid California driver's license or a California-recognized license issued by the employee's state of legal residence.
2. Fleet Operations of the Facilities Division is responsible for the maintenance and management of Laboratory or government fleet vehicles.
3. Vehicles are assigned to various groups through custodians who are directly responsible for their proper use. These vehicles are required to meet specific usage criteria (see Fleet Procedure: Local Use Objectives [LUO]).
4. DOE has supplied the Laboratory with a fleet of cars, trucks, and electric carts to support the Laboratory’s scientific mission. Berkeley Lab provides each department with convenient transportation to meet its mission in the most cost-efficient manner. The minimum number of vehicles will be retained to satisfy program and Environment, Safety & Health requirements.

E. Roles and Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
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</table>
| Fleet Manager              | • Administers and oversees the fleet of vehicles in accordance with Laboratory and government policies  
                              | • Notifies vehicle custodians and others when vehicles do not meet appropriate utilization criteria  
                              | • Approves and coordinates vehicle additions, deletions, assignments, or reassignments to the Laboratory fleet  
                              | • Reviews and approves vehicle reclassifications or change of type of vehicle  
                              | • Maintains records of fleet maintenance and operation costs  
                              | • Ensures vehicle inventory information is maintained to include appropriate Vehicle Identification Number (VIN) and license information  
                              | • Ensures agency vehicle information is entered into the Federal Motor Vehicle Registration System (FMVRS) at fmvrs.fas.gsa.gov/  |
| Fleet Administration       | • Maintains fleet maintenance and usage databases  
                              | • Records monthly usage data of each Laboratory or government vehicle  
                              | • Prepares and maintains maintenance schedules, and notifies vehicle custodians of required maintenance  
                              | • Processes accident reports and solicits repair estimates  
                              | • Collects sign-out logs from vehicle custodians on a monthly basis  |
| Custodian Responsibilities | • Ensures only qualified and appropriate individuals have access to assigned vehicles  
                              | • Ensures assigned vehicle is meeting local use criterion  
                              | • Delivers the vehicle to the transportation area at the scheduled time for all maintenance  
                              | • Maintains the vehicle in clean condition  
                              | • Notifies the Fleet Manager prior to any reassignment of vehicles  
                              | • Reports any mechanical problems promptly to Fleet Operations  
                              | • Maintains sign-out logs for each vehicle assigned to them  |

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

The Fleet Administrator maintains all records for three years.

H. Implementing Documents

<table>
<thead>
<tr>
<th>Document number</th>
<th>Other reference number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>09.05.008.002</td>
<td>FLEET-004</td>
<td>Fleet Procedure: General Information/Vehicle Acquisition</td>
<td>Procedure</td>
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I. Contact Information

Fleet/Site Services Manager
Facilities Division

J. Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tr>
<td>1/2/2012</td>
<td>0</td>
<td>K. Porter</td>
<td>Rewrite for the wiki (brief)</td>
<td>all</td>
<td>Minor</td>
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<tr>
<td>12/4/2012</td>
<td>1</td>
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| 3/26/2013  | N/A      | K. Porter  | Linked Implementing Documents          | • Section H under Policy tab
                                                      • Implementing Documents table under Document Information tab
                                                      • Implementing Documents restricted to department/functional use under Additional Information tab | Editorial         |
| 12/12/2013 | N/A      | J. Braithwaite | Add missing SRD          | Document Info tab, SRD | Editorial         |
| 3/3/2015   | 1.1      | J. Braithwaite | Three-year periodic review    | Contact Information, Policy (D, E) | Minor       |

Document Information

DOCUMENT INFORMATION

Title: Vehicles, Management of Laboratory or Government Fleet
Document number 09.05.008.000
Revision number 1.1
Publication date: 3/3/2015
Effective date: 1/2/2012
Next review date: 3/3/2018
Policy Area: Vehicles at LBNL
RPM Section (home) Facilities Management
RPM Section (cross-reference) none
Functional Division Facilities

Source Requirements Documents

- Contract 31, Clause I.139, DEAR 970.5223-6 Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management (Sept 2010)
- Contract 31, Clause I.114, DEAR 970.5244-1 Contractor Purchasing System (Aug. 2009), Paragraph (q)(1), Purchase of Special Items

Other Driving Requirements

- DOE Motor Vehicle Management Handbook

Implementing Documents

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