
Special Attention of:

Transmittal for Handbook No: 2300.04, REV-4

Issued: August 2009

1. This Transmits: HUD Handbook 2300.04, Fleet Management Program Handbook, REV-4.
2. Summary: This is a complete update and renaming of the Motor Vehicle Management handbook. It replaces Handbook 2300.4, REV-3, dated August 1989. Bargaining unit employees should also refer to any negotiated labor/management agreements regarding the Fleet Management Handbook.
3. Filing Instructions:

Remove:

Handbook 2300.4, REV-3, Motor Vehicle Management, dated 8/25/89

Insert:

Handbook 2300.4, REV-4, Fleet Management Program, dated 8/2009

FOREWORD

THIS HANDBOOK ESTABLISHES DEPARTMENTWIDE POLICIES AND PROCEDURES FOR HUD'S FLEET MANAGEMENT PROGRAM, ASSIGNS RESPONSIBILITIES, AND INCLUDES GUIDELINES AND STANDARDS FOR THE OFFICIAL USE OF MOTOR VEHICLES. THE PROVISIONS OF THIS HANDBOOK ARE EFFECTIVE UPON ISSUANCE.

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Chapter 1 General

1-1 **Purpose.** This Handbook establishes policies, guidelines, and procedures for the acquisition and use of Government-furnished motor vehicles for authorized official business.

1-2 **Governing Regulations.** The following governing regulations are applicable to Motor Vehicle Fleet Management:

- A. Federal Property Management Regulation (FPMR), Sub-chapter 1, Chapter 930, Federal Personnel Manual. GSA Link below states: Federal Management Regulation (FMR) **The current FMR includes Amendments from FMR Amendment 2009-05, effective August 14, 2009.**

The FMR is the successor regulation to the Federal Property Management Regulation (FPMR). It contains updated regulatory policies originally found in the FPMR. However, it does not contain FPMR material that described how to do business with the GSA.

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=14205

- B. Department of Housing and Urban Development (HUD) Independent Agencies 4-1 Appropriation Acts, Federal Register Volume 50, Number 246, pages 55281 through 52312, dated December 23, 1985.
- C. Public Law 99-550, which amends Title 31, United States Code (U.S.C.), Section 1344, effective October 27, 1986; Title 31, U.S.C., Section 1349 (b); 18 U.S.C., Section 6201 et seq.).
- D. Motor Vehicle Information and Cost Savings Act, as amended (15 U.S.C., Section 1901 et seq.).
- E. Energy Policy Act of 1992 (EPAct) (Public Law 102-486); and U.S.C., Section 301 of Title 3; Executive Order (E.O.) 13149, Greening the Government through Federal Fleet and Transportation Efficiency.
- F. Executive Order (E.O.) 13423, Strengthening Federal Environmental, Energy, and Transportation Management.
- G. Executive Order (E.O.) 13514, Federal Leadership in Environmental, Energy, and Economic Performance.
- H. Energy Independence and Security Act of 2007 (EISA).

- 1-3 **Related Issuances.** The provisions of *HUD Handbook 2200.1, Chapter 12 Safety and Health Program Management* ; *HUD Handbook 2300.2 Travel Handbook*; *HUD Handbook 2000.3 Office of Inspector General Activities* should be followed in implementing the policies of this Handbook, as appropriate.

This Handbook replaces Handbook 2300.4 REV 3, Motor Vehicle Management and establishes Department-wide policies and procedures for HUD's Fleet Vehicle Management Program. Additionally, it assigns responsibilities and includes guidelines and standards for the official use of motor vehicles.

The provisions of this Handbook are effective upon issuance.

- 1-4 **Organization.** HUD's fleet shall be managed by designated positions at HUD Headquarters and Field offices that report through the chain of command to the Chief Human Capital Officer. Staff with assigned duties related to fleet management are responsible for the efficient and effective management of HUD's fleet assets in compliance with the policies and procedures set forth in this Handbook.
- 1-5 **Budget.** The Chief Financial Officer (CFO) shall allocate travel funds each year to the Office of the Chief Human Capital Officer for the purpose of providing management oversight of all General Services Administration (GSA) vehicles assigned to the Department. The oversight involves monitoring and managing the costs associated with the GSA fleet.

Program Offices will be assessed, on a pro-rata basis, for their usage of GSA vehicles in Regional and Field offices based upon the previous fiscal year mileage reports and expenditures.

Chapter 2 Motor Vehicle Acquisition

2-1 **General.** The decision regarding whether to purchase or lease a vehicle can involve several factors. However, the key factors that affect the decision are:

- A. **Expected utilization.** If a vehicle has a moderate to high utilization, then a GSA lease with a relatively short term (3 to 6 years) may be the best approach. If, however, utilization is fairly low and retention cycles are expected to be longer than GSA leasing cycles (minimum for replacement for sedans/station wagons – three (3) years or 60,000 miles), the best approach may be to purchase the vehicle since the acquisition cost would be distributed over a longer period of time.
- B. **Expected retention cycle.** Variables such as type of vehicle, leased versus owned, change in organization mission, operational requirements, and cost will influence the replacement decision. Taken together, these steps comprise a typical fleet management life cycle.

It is recommended that vehicle needs are planned as far in advance as possible to ensure that Program Offices’ needs are met.

2-2 **Performance Metrics.** During vehicle acquisitions the following chart may be useful as a fuel-cost performance measurement and alternative fuel usage tool.

Measure	Indicates
Average fuel consumption (miles per gallon) by vehicle and by class	Energy efficiency of the fleet
Fuel cost per mile	Fuel efficiency
Fully burdened rate per gallon of fuel	Efficiency of fueling services for comparison with other providers
Month-end inventory in dollars and gallons and turnover ratio	Inventory efficiency
Percentage of alternative fuel used versus petroleum-based fuels	Compliance with EPA Act, E.O. 13423, E.O. 13514

2-3 **Methods of Acquisition**

- A. **Purchasing New Vehicles.** New vehicle requirements shall be coordinated through HUD’s Fleet Manager, or designee, who will assist with the evaluation of the job to be performed with the vehicle and the development of appropriate vehicle specifications.
- B. **GSA Leasing.** The HUD’s Fleet Manager authorizes the use of GSA-leased vehicles to support HUD’s mission. The most economical and efficient means of transportation that meets mission requirements shall be provided in all cases.

The HUD's Fleet Manager collaborates with the Program Office and with a GSA representative from the Fleet Management Center to acquire the requested leased vehicle. For Field requests, this process will include a statement certifying that Headquarters Fleet Manager concurs with the request.

- C. **Commercial Leasing.** Commercial leases shall only be used when that approach has been determined by the Fleet Manager, to be the most cost-effective alternative to providing customer support. Otherwise, only HUD-owned and GSA-leased vehicles will be utilized.
 - D. **Rental Vehicles.** A rental is normally classified as a contractual arrangement for less than 60 days. Offices may use these arrangements to meet special and urgent transportation requirements and where utilization does not justify a full-time assignment.
- 2-4 **Ordering Motor Vehicles.** In ordering motor vehicles for the purpose of purchasing or leasing a vehicle several elements need to be considered:
- A. **Vehicle Size.** The lightest and most fuel-efficient vehicle that fully meets the needs of customer requirement shall be acquired.
 - B. **Vehicle Specifications.** Prior to vehicle procurement, the program office shall coordinate with vehicle users and the Headquarters Fleet Manager to determine specific requirements for the motor vehicle to be acquired.
 - C. **Vehicle Acceptance.** When a new vehicle arrives, whether HUD-leased or GSA-leased, it must be thoroughly inspected by the Fleet Manager, or designee, to verify that it conforms to the acquisition specifications, and is free of defects.

For detailed information on acquisitions of vehicles visit <http://www.gsa.gov/automotive>.

- 2-5 **New Vehicle Deliveries, Marking and Registration.** New vehicles received in the inventory shall be prepared and placed in service within 15 working days after receipt.
- A. **Record-Keeping Requirements.** The following data elements shall be accurately collected and maintained for every vehicle and stored electronically by the Office of Field Administrative Resources (OFAR):
 1. Vehicle Identification Number (VIN).
 2. License Number.
 3. Year.
 4. Make.

5. Model name.
6. Model number.
7. Vehicle Type (e.g. passenger van, sedan).
8. Color.
9. Odometer reading at delivery.
10. Acquisition date.

2-6 **Vehicle Identification.** The most essential identification number for any vehicle is the manufacturer's VIN. For vehicles carrying a GSA license plate, the license number shall serve as identification to be used in the fleet management information system and reports.

2-7 **Unmarked Vehicles.** Federal Property Management Regulations (FPMR) subpart 101-38.6 requires that motor vehicles acquired for official purposes must be identified and carry the regular license plates issued by the State, Commonwealth, District of Columbia or possession in which the vehicle is principally operated.

A. Exemptions from this requirement may be authorized upon written certification that:

1. Conspicuous identification will interfere with the purpose for which the vehicle is acquired and used.
2. The certification must state that the vehicle is acquired and used for the purpose of investigative, law enforcement or intelligence duties involving security activities and that identification would interfere with the discharge of such duties or endanger the security of individuals.

Motor vehicles regularly used for common administrative purposes not directly connected with the above duties shall not be exempt.

2-8 **Certificate of Vehicle Use.** HUD's Fleet Manager will review assignment of vehicles annually to ensure a valid requirement exists for a vehicle. If it is determined that utilization of a vehicle does not justify the continued assignment to a particular individual or office, action will be taken by the Departmental Fleet Manager to reassign or terminate the use of the vehicle.

HUD's Fleet Manager will review the data from Federal Automotive Statistical Tool (FAST) data calls. If the report indicates that the usage is below 12,000 miles a year the HUD's Fleet manager may determine that the limited usage does not warrant retention.

2-9 **Waiver Criteria.** The waiver/request justification must be sent to HUD's Fleet Manager, by August 15th of each year. The waiver request must be in the form of a letter or email. The waiver may be sent via email, to the Fleet Management Mailbox or fax, (202-708-0077). The waiver request must include:

A. Make.

B. Model.

C. Year of the vehicle.

D. A detailed description outlining the usage of the vehicle and how the vehicle usage aids in fulfilling the mission of HUD.

2-10 **Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management.*** E.O. 13423 requires each federal agency that operates 20 or more vehicles within the United States to reduce petroleum consumption in fleet vehicles by 2 percent annually, increase purchase of nonpetroleum-based fuel by 10 percent annually, and use plug-in hybrid (PIH) vehicles when commercially available at a life-cycle cost reasonably comparable to non-PIH vehicles. Fleets may achieve the petroleum consumption reductions through a combination of increased use of nonpetroleum-based fuel in Alternative Fuel Vehicles (AFV), improved efficiency of non-AFV acquisitions, reductions in fleet sizes and vehicle miles traveled, and/or improvements in overall fleet operating efficiencies.

When possible, HUD organizations and contractors must use biodiesel blend in diesel vehicles, alternative fuels in alternative fuel vehicles, refined lubricating oils meeting manufacturer's performance standards, and retreaded tires with recycled content when they are reasonably available, are cost effective and meet performance standards.

2-11 **Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance.*** E.O. 13514 requires Federal agencies to set a 2020 greenhouse gas emissions reduction target within 90 days; increase energy efficiency; reduce fleet petroleum consumption; conserve water; reduce waste; support sustainable communities; and leverage Federal purchasing power to promote environmentally-responsible products and technologies.

Chapter 3 Fuel Management

- 3-1 **Alternative Fuel Vehicle Requirements.** HUD supports E.O. 13149, “Greening the Government through Federal Fleet and Transportation Efficiency”, which requires Federal agencies to take a leadership role in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFVs) and alternative fuels. Petroleum reduction will help in the following ways:
- A. Promotion of markets for more alternative fuel and fuel efficient vehicles.
 - B. Encourage new technologies.
 - C. Enhance the Nation’s energy self-sufficiency and security.
 - D. Ensure a healthier environment through the reduction of greenhouse gases and other pollutants in the atmosphere.
- 3-2 **Exemptions.** Military tactical vehicles, law enforcement vehicles, and emergency vehicles are common examples of vehicles for which exemptions to AFV requirements have been granted. Under E.O. 13149, the fleet, less these exemptions, must satisfy the requirement to reduce petroleum consumption.

Under EPAct (Energy Policy Act of 1992), vehicles located outside designated Metropolitan Statistical Areas (MSA) with a population of 250,000 or more are exempt, by virtue of geography, from the requirement that 75% of all light-duty vehicle acquisitions must be AFVs.

Alternative fuels as defined by the Energy Policy Act of 1992 consist of:

- A. Biodiesel.
- B. Electricity.
- C. Ethanol.
- D. Hydrogen.
- E. Methanol.
- F. Natural Gas.
- G. Propane.

3-3 Motor Vehicle Fueling

A. Drivers may obtain fuel for any motor vehicle owned or leased by the Government by using:

1. A Government-issued fleet charge card;
2. A Government Agency fueling facility;
3. Personal funds and obtaining reimbursement from the Department.

GSA has a contract with a Citibank, JP Morgan Chase, or U.S. Bank for a fleet credit card that replaces the Standard Form 149, U.S. Government National Credit Card, and Standard Form 149A, U.S. Government Fleet Credit Card. A local GSA Fleet Management Center (FMC) assigns a card to a vehicle, and it should be used only for the vehicle identified on the card.

Where appropriate, the fleet charge card contractor deducts State sales and motor fuel taxes from fuel purchases before billing the Department. For information on acquiring these fleet charge cards and their use, contact the:

General Services Administration,
ATTN: FCX,
Washington, DC 20406
Phone: 1(877) 472-3775
Fax: 1(888)423-6848
E-mail: replacementcards@gsa.gov

Operators may use a Government purchase card if they do not have a fleet charge card. However, HUD's Fleet Manager should be aware that the Government purchase card does not enable collection of motor vehicle data or deduction of State sales and motor fuel taxes.

B. When fueling Government owned or leased vehicles, operators should:

1. Use the grade (octane rating) of fuel recommended by the motor vehicle manufacturer.
2. Not use premium grade gasoline unless the motor vehicle specifically requires premium grade gasoline.
3. Use unleaded gasoline in motor vehicles designed to operate on gasoline and used overseas unless:
 - a) Such use would be in conflict with country-to-country or multinational logistics agreements; or

b) such gasoline is not available locally.

Operators must use self-service fuel pumps to the fullest extent possible.

Drivers must secure a receipt and return it with the keys so accurate records of fuel transactions for each vehicle can be maintained.

Reporting of fuel use is automatically entered into the Federal Automotive Statistical Tool (FAST) when the gasoline charge card is used. The Department's Fleet Manager annually reports fuel use and reduction progress to the Department of Energy (DOE).

3-4 HUD Fleet and Transportation Efficiency

A. Fulfilling the Acquisition of AFVs Requirement

HUD may acquire AFVs to meet the requirements of this order through lease from GSA, acquisition of original equipment manufacturer models, commercial lease, or any combination of these approaches. All vehicles, including those converted for alternative use, shall comply with all applicable Federal and State emissions and safety standards.

GSA will provide to Federal agencies information on acquisition plans of AFV manufacturers well in advance of budget and ordering cycles.

B. Submission of Reports on Statutory Compliance

HUD must state its compliance with E.O. 13423 in an annual report to DOE on the reduction of petroleum consumption and vehicle acquisition plans.

C. Vehicles Reporting Credits

HUD may acquire medium or heavy-duty dedicated AFVs or zero-emission vehicles to meet its AFV acquisition requirements.

3-5 Helpful Websites

A. Alternative Fueling Stations:

www.afdc.energy.gov/afdc/fuels/stations_locator.html

B. Planning Your Route:

http://www.afdc.energy.gov/afdc/stations/find_route.php

Chapter 4 Official Use of Vehicles

4-1 Official Use of Vehicle

- A. Government vehicles are to be operated by government employees and authorized contractors for official purposes only.
- B. 31 U.S.C. 1349(b) provides for the suspension from duty any officer or employee of the Federal Government who willfully uses, or authorizes the use of, a Government passenger motor vehicle for other than official purposes. The suspension is:
 - 1. Issued by the Secretary of the Department.
 - 2. Without compensation.
 - 3. For not less than one month (the suspension may be for a longer period or the officer or employee summarily removed from office if circumstances warrant).
- C. 18 U.S.C. 641 provides that any person who knowingly misuses any Government property (including Government motor vehicles) may be subject to criminal prosecution and, upon conviction, to fines or imprisonment.

The use of a motor vehicle for conducting official business must be approved by an authorizing official. When use is necessary in an official travel status, authorization shall be documented on the travel order.

- D. When motor vehicles are rented while on travel status, HUD's policy for short-term rental of motor vehicles by travelers on Temporary Duty (TDY) is to use the GSA contractors listed in the Travel Management Policy Overview (www.gsa.gov/travelpolicy). These contractors provide convenient locations and longer hours of service.

4-2 **Home-to-Work.** Home-to-Work transportation using a Federal passenger carrier (motor vehicle, aircraft, boat, ship, or other similar means of transportation owned or leased by the United States Government) is only allowed when the Secretary of HUD authorizes it after making the necessary determination under 31 U.S.C. 1344(b)(1) through (b)(7) and Federal Management Regulation(FMR) 102.34-225 and 102-5. This determination must be in writing and shall include the name and title of the office or employee, the reason for such determination, and the duration of the authorization.

- A. The Secretary of the HUD, through the Office of the Chief Human Capital Officer, is responsible for:
 - 1. Determining which employees are eligible to use home-to-work transportation. Determinations must be in writing and must be accomplished as soon as practicable.

Determinations must be updated as necessary and must be recertified at least every 2 years. The authority to make determinations may not be delegated.

2. Authorizing the use of home-to-work transportation only to the extent that such transportation will substantially increase the efficiency and economy of the Government.
3. The following employees are not covered under the home-to-work transportation program: (a) Employees who are on official (TDY); or (b) Employees who are on permanent change of station (PCS) travel; and (c) Employees who are essential from the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties should issue guidance concerning such use.

B. The Chief Human Capital Officer through the Office of Administrative and Management Services (OAMS) is responsible for:

1. Submitting quarterly reports to Congress for home-to-work transportation provided to employees other than those holding positions eligible under the “field work” determination.
2. Disseminating information to HUD Field Offices, updating regulations and procedures established by Congress, OMB, the Government Accounting Office, and GSA concerning home-to-work transportation.
3. Coordinating and compiling the information necessary for the Secretary’s signature and reporting to Congress annually on HUD employees authorized home-to-work transportation under any circumstances.

C. The Office of Field Administrative Resources (OFAR) is responsible for:

1. Obtaining motor vehicles from the designated GSA Fleet Management Center as approved by OAMS for Field office use.
2. Collecting home-to-work vehicle use on Daily Vehicle Utilization Report sheets for eligible employees approved by their Primary Organization Heads.
3. Ensuring that employees complete the Daily Vehicle Utilization Report sheet in his/her Field office jurisdiction.
4. Reviewing Daily Utilization Reports for accuracy and consistency of input by Program Office employees.
5. Monitoring maintenance logs to ensure that scheduled maintenance inspections are maintained by the program offices.

6. Inputting mileage costs in the designated HUD fleet management information system.
7. Transmitting mileage reports to GSA and reconciling monthly invoices.
8. Obligating funds allocated by the CFO to support the GSA vehicles into the agency's financial management system.

4-3 **Home-to Work Transportation Eligibility Requirements**

- A. **Criteria.** In accordance with FMR 102-5.35 and title 31 U.S.C. Section 1344(b)(1) through (b) (7) (Passenger Carrier Use), HUD shall limit the use of Government passenger carriers between employees' residences and place of employment to:
1. Employees engaged in field work.
 2. Circumstances involving a clear and present danger, an emergency, or a compelling operational consideration.

4-4 **Reports**

Reporting Period. HUD Headquarters shall submit to Congress each initial determination, as well as supplemental information on each situation where a contingency determination is exercised not later than 60 calendar days after approval. HUD may consolidate any subsequent determinations into a single report and submit them quarterly.

- 4-5 **Executive Fleet.** HUD Headquarters provides contracted, chauffeured transportation for approximately 45 executives in the Department. This service is provided Monday through Friday, 10 hours a day, excluding Federal holidays, with the primary pickup site being the Robert C. Weaver Federal Building.

This is restricted to those on the authorized riders list identified by the Office of the Secretary.

- 4-6 **Use of Privately Owned Vehicle. (POV)** A Government-furnished vehicle is the first resource when a vehicle is required for official travel performed locally or within commuting distance of an employee's designated duty station. If a Government-furnished vehicle is unavailable, employees may request to use a Government contract rental vehicle. The use of a POV is authorized only when it is advantageous to the Government. The authorization to use a POV outside the employee's official duty station must be approved in advance through a Travel Order Request and Authorization.

Chapter 5

Administrative Responsibilities

- 5-1 **General.** The mission of HUD personnel involved in fleet management is to assure the following:
- A. All HUD personnel that have access to, and use of, Government-owned vehicles, comply with policies and procedures set forth in this handbook.
 - B. The size of the fleet and the types of vehicles are appropriate to meet the needs of HUD organizations.
 - C. Fleet costs and other performance measures are tracked and reported in a timely manner consistent with HUD Headquarters directives.
 - D. Vehicles are maintained in accordance with manufacturer, Department, or GSA guidelines and provide HUD personnel with safe, reliable transportation.
 - E. HUD's Fleet Manager approves certification and waiver usage request.
 - F. The Fleet Manager compiles information for the AFV report based on data entered into the FAST system.
- 5-2 **Office of the Chief Human Capital Officer.** The Secretary of the Department of Housing and Urban Development, through the Office of the Chief Human Capital Officer, is responsible for:
- A. Biennially approving HUD positions for which the incumbent is eligible to use home-to-work transportation in the course of "field work".
 - B. Approving contingency determinations, as needed for home-to-work transportation under circumstances considered dangerous, an emergency, or compelling operational need.
- 5-3 **Office of Administrative and Management Services (OAMS).** The Office of the Chief Human Capital Officer for Administration, through the Office of Administrative and Management Services (OAMS) and the Office of Field Administrative Resources (OFAR)], is responsible for:
- A. Establishing policies and procedures for an effective and efficient Fleet Management program for the Department.
 - B. Coordinating and compiling the information necessary on employees who have home-to-work authorization.

- C. Disseminating information to Regional and Field Offices, updating regulations, requirements, and procedures established by Congress, Office of Management and Budget (OMB), Government Accountability Office (GAO), and General Services Administration (GSA), concerning home-to-work transportation.
- D. Submitting quarterly reports to Congress for home-to-work transportation provided to employees other than those holding positions eligible under the "field work" determination.
- E. Reviewing motor vehicle utilization logs to detect unauthorized vehicle usage and to ensure that resource requirements are justified.
- F. Reporting potential unauthorized usage for administrative or investigative actions.
- G. Notifying GSA vehicle users and their supervisors of the types of motor vehicle uses which are prohibited (See Section 6-3 Authorized and Unauthorized Use of Vehicles for further information).

5-4 **The Office of Field Administrative Resources.** The Office of Field Administrative Resources is responsible for:

- A. Inputting mileage into the Department's designated management system for fleet management cars.
- B. Obligating funds in conjunction with the Chief Financial Officer to support the Department's vehicle fleet.

5-5 **Reporting Requirements Summary**

A. **Reporting Periods**

1. **Daily:** Daily Vehicle Utilization Report.
2. **Within 48 hours:** Reports of accidents involving Government motor vehicles (See Chapter 7-Accidents and Claims Headquarters and Field for further information).
3. **Quarterly:** Headquarters report to Congress for home-to-work transportation provided to employees other than those eligible under the "field work" determinations.
4. **Annually:** Statutory compliance with Alternative Fuel Act reports due to the Office of Management and Budget (OMB) and copies to the General Services Administration (GSA) and the Department of Energy (DOE).

5. Biennial

- a) **Home-to-Work Transportation.** The use of government passenger carriers to transport employees between their homes and places of work.
- b) **Headquarters Secretary.** Approval of Departmental positions eligible for home-to-work transportation.
- c) **Field Offices.** Report on total number of employees by position and location in “field work”.

Chapter 6

Drivers' Information

This chapter of the Handbook pertains specifically to drivers and operators of government-owned vehicles. It is applicable to all users engaged either in operating vehicles or charged with day-to-day management of the vehicles. It is considered a guide and covers most of the day-to-day issues that drivers and operators encounter.

6-1 Fleet Coordinator Responsibilities

Departmental supervisors are ultimately responsible for the vehicles under their management and care as the Fleet Coordinator. Each Program Office shall appoint, in writing, Fleet Control Personnel to coordinate with the Office of Administrative and Management Services (OAMS) on all matters related to vehicle support, including new vehicle requests and annual validation. Basic responsibilities of the coordinator are as follows:

- A. Act as a liaison between their Program Office and OAMS.
- B. Control unit vehicles and obtaining necessary vehicle support services to meet mission needs.
- C. Ensure personnel are thoroughly trained on the requirements of this section of the handbook, within 120 days of signing the supplement.

6-2 General Driver Responsibilities

- A. **Identification Card.** All motor vehicle operators must have a valid State driver's license and HUD-issued identification card or document (e.g., building pass, credential, or travel orders) in their possession at all times while driving a Government-furnished vehicle.
- B. **Driver Licenses and Driving Records.** Vehicle operators must maintain appropriate licenses for the types of vehicles they are subject to operating. Each driver is responsible for ensuring that his/her license is current. It is prohibited for an employee to operate a vehicle without a valid driver's license. Drivers shall notify their supervisors when licensing issues arise.

Prior to checking out any GSA vehicle, a driver must provide a copy of his/her valid driver's license to the designated oversight office or show a valid driver's license at the time that the vehicle is checked-out.

- C. **Traffic Violations.** Operators of Government-owned or leased motor vehicles must obey all the motor vehicle traffic laws of the State and local jurisdiction in which they are operating, except when the duties of their position require otherwise. Operators are personally responsible for any violation of the State or local traffic laws. If an operator is

fined or otherwise penalized for an offense he or she committed while performing official duties, but the case of the penalty was not required as part of their official duties, payment is the operator's personal responsibility.

- D. **Seat Belts.** Executive Order 13043, dated April 16, 1997, mandates use of seat belts by all Federal employees occupying the front seat of a motor vehicle being used on official business. Also, operators are responsible for informing passengers of the requirements of using seat belts while the vehicle is in motion. Nonuse of seat belts can result in disciplinary action.
- E. **Disabled Vehicle.** Drivers will initially contact the Fleet Control Personnel (FCP) when they experience situations where the vehicle(s) is inoperable. The FCP will ensure customers are provided a means of contacting maintenance for towing or on-site repairs. GSA vehicles will be towed to the nearest authorized repair facility, including Government facilities that are authorized by contract.
- F. **Emergency Road Service/Towing.** The FCP will ensure emergency road service/towing is provided for driver and the vehicle.
- G. **Tire Replacement.** FCP will carefully inspect tire condition for wear and proper pressure before every use of the vehicle. The driver is responsible for checking engine oil and coolant levels.
- H. **Vehicle Maintenance-** Vehicle operators are not required to provide maintenance on Government Furnished Vehicles (GFV). Vehicle operators shall notify their supervisor of any issues regarding the GFV. Employees shall report any required maintenance or safety-related repairs to the Fleet Control Personnel (FCP) so that GFVs are maintained in good working order. Management may assign the employee with another GFV, authorize use of rental vehicle, or Privately Owned Vehicle(POV) to accomplish the program-related travel.
- I. **Use of Cellular Telephone.** The usage of cellular telephones while operating Government vehicles is prohibited.
- J. **Vehicle Key Control.** Generally, Government vehicles will be parked at the vehicle user's work site in a secure location, with the keys and credit card removed, windows rolled up, and the vehicles locked. Exceptions should be coordinated through the Fleet Coordinator who will ensure a key control system is in place for their assigned vehicles.
- K. **Daily Vehicle Utilization Report.** There are vehicle reporting requirements for vehicle operators. The reporting requirements are as follows:
 - 1. **Headquarters.** Each operator of a Government-furnished vehicle must maintain a Daily Vehicle Utilization report and submit the report to the Office of Administrative and Management Services (OAMS) that controls vehicles within

Headquarters. The daily vehicle utilization report can be accessed at:
www.hud.gov/offices/adm/hudclips/forms/files/21016.pdf.

2. **Field Offices.** Each operator of a Government-furnished vehicle must complete the Daily Vehicle Utilization report at the end of each trip. The report must be submitted to the Field Administrative Office or the designated program office that controls the vehicles within that Field Office. The daily vehicle utilization report can be accessed at:
www.hud.gov/offices/adm/hudclips/forms/files/21016.pdf.

6-3 Authorized and Unauthorized Use of Vehicles

- A. **Smoking.** Smoking is prohibited in all Government-controlled vehicles.
- B. **Contractors.** Contractors may use Government-owned or leased vehicles to conduct official business only.
- C. **Alcohol and illegal drugs.** Operators of GSA and government vehicles shall not, under any circumstances, operate vehicles while intoxicated or otherwise impaired or incapacitated.
- D. **Relatives and non-Government passengers.** It is HUD policy not to transport friends or relatives for any purpose unless specifically approved in writing by the General Counsel. Non-Government colleagues travelling with HUD employees for official HUD business may be not be transported in HUD GSA leased or owned vehicles.
- E. **Hitchhikers.** Use of Government-controlled vehicles to transport hitchhikers is strictly prohibited.
- F. **Cell Phone Usage.** While using Government-controlled vehicles, cell phone usage is strictly prohibited.
- G. **Text Messaging.** Executive Order 13513, dated October 1, 2009, "Federal Leadership on Reducing Text Messaging While Driving," section 2 states: "Federal employees shall not engage in text messaging (a) when driving GOV, or when driving POV while on official Government business, or (b) when using electronic equipment supplied by the Government while driving".

Chapter 7

Accidents and Claims-Headquarters and Field

- 7-1 **Reporting Accidents.** In an effort to reduce the number of accidents, ensure driver safety, and contribute to HUD's effort to control insurance-related expenditures, HUD has developed guidelines that operators of a GSA vehicle should follow.

These provisions apply to all vehicles operated by authorized HUD employees conducting official business, whether vehicles are GSA-leased (dispatched or permanently assigned to HUD), commercial lease-rental, or vehicles owned by employee organizations.

Employees involved in vehicle accidents who cannot complete the appropriate paperwork (SF 91 and SF 94) due to their injuries shall not be responsible for its accuracy if the report is prepared and signed for by the employee's supervisor. Employees shall provide their signed report to their supervisor as soon as they return to work. A copy of the form can be found in the glove compartment of the vehicle. In addition, if there are witnesses to the incident, a SF 94, Statement of Witness, shall be completed as well by persons who witness the accident. This form can be found in the glove compartment of the vehicle.

The Departmental Safety and Health Officer (DSHO-Headquarters) and in the field the Regional Safety Officer (RSO-Field) must be notified within 48 hours if a vehicle accident involves a Federal and/or non-Federal employee and results in a fatality or hospitalization of five or more such employees. If the vehicle operator is unable, because of personal injuries, to complete the reporting requirements, his/her supervisor, in coordination with the program office that assigned the vehicle, shall assume the specified reporting responsibilities. The report shall relate the circumstances of the accident/illness, names of individuals involved, actions taken, number of fatalities and/or injuries and extent of injuries. Accidents not reported immediately, but which subsequently result in death within six months of the date of the accident, must be reported within 48 hours of the time the office becomes aware of the death.

The vehicle operator shall furnish the following information: location of accident; names of persons involved in accident; license numbers of vehicles involved; extent of bodily injuries, if any; and extent of damage to vehicles and property. The vehicle operator shall make no statement as to the responsibility for the accident except to his/her official supervisor or to a Government investigation officer.

The motor vehicle operator is required by law or regulations to furnish the following offices specified information, either in person, telephone, or fax regarding accident:

- A. **Local Government.** Appropriate State, County, or municipal authorities, e.g., Police Department, Motor Vehicle Department (any vehicle source.)

B. GSA-leased. The Chief of the GSA Inter-agency Fleet Management System (IFMS) from which the vehicle was obtained, if an IFMS vehicle is involved (FPMR 101-39.802).

C. Commercial Contractor. The commercial rental contractor, if a commercial rental vehicle is involved, and the employee-operator's official supervisor (any vehicle source.)

7-2 Reports

A kit containing all the necessary forms for reporting a vehicle accident must be maintained inside the glove compartment of each GSA vehicle.

A. Investigation

1. Upon receiving preliminary notification of a motor vehicle accident, the Director, FMD, OAMS, (Headquarters) or designated Field Office Safety and Health Representative, as appropriate, shall review the accident reports for completeness and arrange to have the accident investigated.
2. To ensure that complete information is available for the defense of suits which may be filed under the Federal Tort Claims Act, every motor vehicle accident which occurs during the conduct of official business shall be investigated. Standard Form 91-A, Investigation Report, shall be used for documentation purposes.
3. Method and extent of the investigation shall be commensurate with the degree of severity of the accident considering whether a fatality occurred, severity of bodily injuries received, and extent of property damage. Where a fatality, severe bodily injuries or substantial property damage occurred, the Standard Form 91 shall include all requested data with a narrative report to bring out all pertinent facts. Other pertinent information such as sketches, photographs, police reports, physicians' statements or witnesses' should be included if obtainable. Further guidance may be obtained from the Office of General Counsel, as appropriate.

B. Accidents Involving GSA Interagency Fleet Management System Vehicles

1. The Federal Property Management Regulations (FPMR) Subpart 101-39-4 requires that where property damage is more than \$500 or bodily injury is involved, two copies of the complete report, including copies of Standard Form 91-A and all other supporting data, shall be forwarded to the designated Field Administrative Officer in the Regional or Field office. The agency must forward this information to the Chief, GSA IFMS, assigning the vehicle.
2. The investigation must be completed within 48 hours after the accident. Where property damage is less than \$500 and no bodily injury is involved, a copy of

Standard Form 91 and any other available supporting data shall be furnished to GSA. Any difficulty in completing the investigation shall be reported immediately to the appropriate Chief, GSA IFMS, since GSA may investigate any accident involving an IFMS vehicle.

7-3 **Retention of Accident Reports**

A. Headquarters

The program office obtains the approval and signature as “Reviewing Official” by the Director, OAMS, for all Standard Forms 91 covering Headquarters office employees. Original reports are forwarded to Chief, GSA IFMS, if an IFMS vehicle is involved, or, for other vehicles, retained for submission to the Office of General Counsel (OGC) if a tort claim is subsequently received. Motor vehicle accident reports should be maintained in individual folders by employee name and date of accident. Upon receipt of a claim, all pertinent documents must be attached to the claim, and forwarded to OGC, as appropriate. Copies of all documents, including claim forms, shall be made for the safety reference file prior to releasing originals. The file shall also reflect the date that the claim was released to OGC.

B. Field Offices

All Field Office Safety Representatives must retain a complete report copy in a safety management reference file and forward all originals to the Regional Safety Representatives in OFAR. The regional program office director obtains the approval and signature as “Reviewing Official” by the Director, OFAR, for all Standard Forms 91 covering Field Office employees. If the vehicle involved was obtained from a GSA IFMS, reports are forwarded to Chief, IFMS. For other vehicle sources the completed original reports are retained for submission to the OGC in the extent that a tort claim is subsequently received. Upon receipt of a claim, all pertinent documents must be attached to the claim, and then forwarded to the OGC.

C. Responsibility for Damages

Except for the exclusions listed in Federal Property Management Regulations 101-39.406, the Agency employing the vehicle operator shall be financially responsible for damage to the GSA Fleet vehicle. If a HUD employee is held responsible for damages, GSA will charge to HUD all costs for removing and repairing the vehicle. If the vehicle is damaged beyond economical repair, GSA will charge all costs to HUD, including fair market value of the vehicle less any salvage value.

Contractors or subcontractors that are in an accident while using a HUD GSA Fleet vehicle, HUD, the agency employing the contractor, will usually be billed directly for all costs associated with the accident. HUD is responsible for collecting accident costs from the contractor should the contractor be at fault.

7-4 **Claim for Damage or Injury**

A. **Headquarters**

Employee-operators making a claim against the Government are furnished copies of Standard Form 95 (located in glove compartment of vehicle or available on HUDCLIPS), Claim for Damage, Injury or Death, and are required to forward the completed form and required attachments to the Director, OAMS. After assembling all original reports and other pertinent data relating to incident, the claim is forwarded to OGC.

B. **Field Offices**

Employee-operators making a claim against the Government are furnished copies of Standard Form 95, Claim for Damage, Injury or Death, and are required to forward the completed form and required attachments to their respective field Administrative Officer. After assembling all original reports and other pertinent data relating to incident, the claim is forwarded to the OGC. A quarterly summary of all claims is to be provided to the Director of OFAR to be forwarded to the DSHO.

7-5 **Reporting Motor Vehicle Misuse**

General Service Administration (GSA) has taken on the responsibility to receive and respond to reports from the public about their concerns related to government driving. Citizens also may raise concerns about the appropriate use of government vehicles.

GSA's authority is limited to GSA government vehicles. If the vehicle is being operated by another public entity, you should contact them with your concern. If you give GSA the license plate number we can quickly determine if it is a GSA government vehicle.

Vehicle Misuse Report (VMR) was developed for reporting a government vehicle driving in a reckless manner or perceived to be used for an unauthorized reason. A copy of this form can be found in the GSA vehicle glove compartment.

GSA takes reports in writing and via email.

Email howsmysdriving@gsa.gov with the following information:

1. License plate number.
2. The date and time of the activity being reported.
3. The location where the activity occurred (name of the city, street, highway, mile marker, direction of travel).
4. Activity that is the cause of your concern.

Other helpful information includes: Description of vehicle, and description of driver and passengers. If you would like to hear back from GSA leave your name, email address, and phone number. GSA will respond to you in writing.

Glossary

Definitions

The following definitions are provided for the purpose of this Handbook:

Authorized Riders List - Key staff at Headquarters authorized by the Office of the Secretary to utilize Government controlled vehicles for official transportation.

Authorizing Official - A Department official, supervisor, or other employee who has delegated authority to authorize another employee to use a Government vehicle in performance of official duties.

Authorized Official Business - Use of Government motor vehicle, as necessary to the conduct of official Department business as authorized and/or approved by an appropriate authorizing official. The authorization and approval must be documented as follows:

- (1) Use while in temporary duty (TDY) travel: Travel Order request and Authorization are approved through Fed-Traveler
- (2) Authorized Driver's List: An approved list of drivers maintained at each regional and field office where GSA vehicles are located.
- (3) Use at permanent duty station: Written authorization to servicing GSA IFMS, if IFMS vehicle requested; or Standard Form 1164, Claim for Reimbursement for expenditures on Official Business if other sources used.
- (4) Authorized Riders List (Headquarters): Inclusion on approved list as described in Chapter 4, under Executive Fleet.

Chief Financial Officer – The Departmental official who allocates funds to program areas.

Clear and Present Danger - Those highly unusual circumstances which present a threat to the physical safety of the employee's person or property under circumstances where the danger is immediate or imminent, not merely potential, and it is demonstrated that the use of a Government passenger carrier would provide protection not available otherwise.

Compelling Operational Considerations - Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life and death situations.

Dispatch Vehicle - A vehicle obtained from a General Services Administration (GSA) Interagency Fleet for a specific period.

Federal Agency - A Department or any like establishment in the Executive Branch of the Government.

Federal Automotive Statistical Tool (FAST) – A statistical tool used to collect, and analyze motor vehicle data with respect to all costs incurred for the operation, maintenance, acquisition, and disposition of motor vehicles.

Field Work - Official work performed by an employee whose job requires his/her presence at various locations that are, at a distance from employee's place of employment (itinerant type travel {two or more stops}, within the accepted local commuting area, or use outside that area) or a remote location that is accessible only by Government provided 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.

Fleet Control Personnel (FCP) – Any staff that works directly with HUD's fleet management program.

Government-Furnished Vehicle - A motor vehicle owned, leased, or rented by the United States Government.

Home-to-Work Transportation – 41 CFR 102-5.30- The use of a government passenger carrier to transport an employee between his/her home and place of work.

Emergency as defined under Home-To-Work Transportation-

Circumstances that exist whenever there is an immediate, unforeseeable temporary need, to provide home to work transportation for those employees necessary to the uninterrupted mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, as an essential government service must be provided, and there is no other way to transport those employees (Title 41 CFR 102-5.3)

Misuse of Government-Furnished Vehicle - When an employee does not comply with Federal, Department, State or local laws, or regulations, in operating a Government-furnished vehicle. This includes, but is not limited to: use for nonofficial purposes; unsafe operation; failure to comply with State or local traffic laws; failure to comply with accident reporting requirements; and failure to comply with Departmental requirements stated in this Handbook.

Official Use – When an employee uses a motor vehicle to perform the Agency's mission(s), as authorized by the Agency.

Passenger Carrier - A motor vehicle, aircraft, boat, ship, etc., that is owned or leased by the Government.

Place of Employment - Any place within the accepted commuting area as determined by the Department for the locality involved, where an employee performs his/her business/trade, or occupation, even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, Headquarters, or any place where an employee is assigned to work, including locations where meetings, conferences, or other official functions take place.

Privately Owned Vehicle (POV) - A motor vehicle owned or leased by an individual.

Rental Vehicle Program- (Also known as Rental Vehicle) A GSA rental Program and its actual program title is RSVP. RSVP provides rented vehicles to augment federal fleets and other vehicle needs for employees on non-temporary duty travel. Typical rental requirements (under RSVP) include but are not limited to: Temporary replacement of a fleet vehicle damaged as a result of an accident or incident. Temporary replacement of a fleet vehicle undergoing maintenance or supplemental transportation support of fleets. Supplemental transportation in support of special events (e.g. political events, G8, training). Transportation support for national disasters, emergencies, and/or continuity of operations tests and drills, and deployments in support of mission requirements.

Residence - The primary place where an employee resides and from which the employee commutes to his/her place of employment.

State Driver's License - A valid driving permit issued by one of the 50 states, the District of Columbia, Puerto Rico, or other possession of the United States in which the employee lives or is principally employed.

I Appendix

FORMS REFERENCED AND/OR REQUIRED

A. Home -to -Work Transportation

HUD-2300.4- Daily Vehicle Utilization Log Sheets

B. Motor Vehicle Fleet Management

HUD-25- Travel Order Request and Authorization

HUD-33- Request for Messenger Service

HUD-21016- Daily Vehicle Utilization Report

HUD-21020- Credit Card Receipt Log

HUD-87- Driver's Past Performance Record

SF-82- Agency Report of Motor Vehicle Data

SF-91- Operator's Report of Motor Vehicle Accident

SF-94- Statement of Witness

SF-1012- Travel Voucher

SF-1164- Claim for Reimbursement for Expenditures

SF-95- Claim for Damage, Injury or Death

TDY- Temporary Duty

GSA Alleged Misuse Report Fact Sheet