

## VA VEHICLE FLEET MANAGEMENT PROGRAM

1. **REASON FOR ISSUE:** This directive prescribes and updates the goals, policies, roles and responsibilities, and major requirements for Administration and Staff Office vehicle fleet management and reporting within the Department of Veterans Affairs (VA).
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This directive updates and streamlines principles, policies, responsibilities and other key elements necessary to facilitate the continual improvement of VA's vehicle fleet management and comply with Federal vehicle fleet management and reporting requirements. This directive:
  - a. Consolidates content from VA Handbook 0637 into VA Directive 0637, largely by transferring specific procedures and resources to the [VA Vehicle Fleet Management SharePoint Site](#). These online procedures have been updated for areas ranging from license plates to accidents to acquisition.
  - b. Reorganizes sections by function for more convenient use by VA fleet managers, with headings such as Fleet Safety, Acquisition, and Fleet Operations.
  - c. Removes references to revoked Executive Orders 13514 and 13423.
  - d. Expands detail for roles and responsibilities in fleet management. The Veterans Integrated Services Networks (VISN) Fleet Manager role is newly specified.
  - e. Updates processes for vehicle donations and vehicle disposals.
  - f. Standardizes utilization across all vehicle types, allowing exemptions from utilization criteria for certain vehicle types.
  - g. Reflects new information on VA Fleet Management Information Systems.
  - h. Updates telematics information, including requiring all vehicles to have telematics if planned to be retained over two years without exception.
  - i. Removes program management requirements, such as the Fleet Management Task Force, Handbook 0637, VA Vehicle Fleet Management Program, and Fleet Management Action Plan.
3. **RESPONSIBLE OFFICE:** Office of Asset Enterprise Management, Office of the Assistant Secretary for Management.
4. **RELATED DIRECTIVES/HANDBOOKS:** None.

5. **RECISSIONS:** VA Directive 0637 and VA Handbook 0637, VA Vehicle Fleet Management Program Policy, dated May 10, 2013.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

/s/  
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## VA VEHICLE FLEET MANAGEMENT PROGRAM

1. **PURPOSE.** This directive revises policies and responsibilities for implementation of the Department Vehicle Fleet Management Program. It provides guidance to comply with Federal vehicle fleet mandates and achieve internal goals while meeting mission requirements.
2. **POLICY.** It is VA policy to manage and operate the vehicle fleet in an effective, efficient, safe, and fiscally sound manner to support the mission, achieve internal goals, and conform to all applicable laws, regulations, and other guidance.

### a. Scope

- (1) This directive applies to all VA organizations that are managing VA-owned, commercially leased, or General Services Administration (GSA) leased vehicles licensed for on-road use. It does not cover motorized equipment not licensed for on-road use.
- (2) This directive covers critical high-level fleet policy and responsibility, with online references for policy and procedure details and specific tasks.
- (3) A requirement in this directive is identified by “shall” or “must,” a good practice by “should,” permission by “may” or “can,” and an expected outcome or action by “will.”
- (4) Each VA organization will ensure that all subordinate organizations are aware of and comply with this directive.

### b. Fleet Managers

#### (1) Organization Fleet Managers

- (a) VA Administrations and Staff Offices with oversight over vehicles shall designate a primary and alternate organization fleet manager responsible for ensuring their organization’s compliance with this directive. In organizations with more than 500 vehicles, the primary position shall be a full-time employee whose main duty is to manage the vehicle fleet. In organizations with more than 2,000 vehicles, the primary position shall be a full-time employee whose only duty is to manage the vehicle fleet.
- (b) VA organization fleet managers will ensure that all fleet management responsibilities are carried out for vehicles within their organization. Duties may be delegated downward as appropriate.

- (2) **VHA VISN Fleet Managers.** Each VHA VISN shall appoint a VISN Fleet Manager whose main duty is to ensure all fleet management responsibilities are carried out within the VISN.
- (3) **Facility Fleet Managers.** Each organization with field-based operations and associated vehicles must have at least one facility fleet manager designated to manage the day-to-day operation of vehicles assigned to the given facility. Facility may mean a group of physical facilities, such as a VA medical center and nearby community-based outpatient clinics, or simply a group of vehicle end-users, such as a specialized program spanning multiple facilities.

c. **Fleet Safety**

(1) **Key Precautions**

- (a) Drivers must use all provided safety devices, such as seatbelts, and follow vehicle manufacturer guidelines as required by 41 C.F.R. 102-34. Additionally, drivers shall not use cell phones (including calling and texting) or other communication devices while operating a government vehicle or personal vehicle on government business. If necessary, the driver should safely stop the vehicle in order to conduct a telephone conversation. Radio earphones or stereo headsets shall not be worn while driving the vehicle. Any communication through two-way radio systems shall be very brief unless the vehicle is safely stopped.
- (b) All cargo should be safely secured to prevent injury in the event of an accident or sudden vehicle maneuver.
- (c) Smoking, eating, and drinking are prohibited in all VA fleet vehicles. Drivers shall also remove all personal items and leave the vehicle in good condition after using a vehicle. Water consumption for hydration purposes, especially in extreme weather situations, is allowable. Drivers should ensure the consumption of water does not interfere with operation of the vehicle to maintain driver safety.

(2) **Accident/Incident Reporting**

- (a) Insurance. The U.S. Government is self-insured. A vehicle-specific declaration card stating this should be downloaded from the Federal Motor Vehicle Registration System (FMVRS). Facility fleet managers must ensure that a copy of a completed declaration is placed in the glove compartment of all vehicles. In the event of an accident or if a driver is stopped by law enforcement, the driver may present the self-insurance declaration to law enforcement authorities. The license plate number and vehicle identification number (VIN) are noted on the form.

- (b) Accident Reporting and Procedures. Details on procedures, such as reporting an accident, roadside assistance, and required documents are available on the [VA Vehicle Fleet SharePoint site under "Policy"](#)
  - (c) Personal Liability. Any U.S. Government vehicle driver determined to be operating a U.S. Government vehicle off-route and/or out of the scope of work, and/or committing traffic violations, including driving under the influence, may be personally liable for any damages that occur to the U.S. Government vehicle and others during a collision. The magnitude of the liability depends on the state in which the accident occurs. It may be advantageous for drivers of U.S. Government vehicles to acquire personal liability coverage in the event they are held liable for damages.
- d. **Authorized Drivers and Passengers of Government Vehicles**
- (1) **Authorized Drivers**
    - (a) Federal Employees. This includes both VA and other federal agency employees, including employees of the Veterans Canteen Service.
    - (b) Volunteers and Other Uncompensated Drivers. Volunteers and other uncompensated drivers must be specifically authorized in program statute to operate a U.S. Government vehicle. Volunteers and other uncompensated drivers must meet the same requirements as employee drivers, such as training.
    - (c) Contractors (only under special circumstances). VA discourages any use of U.S. Government vehicles by contractors. Contractors may drive a U.S. Government vehicle **only** when stipulated in their contract with VA and must comply with 41 C.F.R. 102-34.230. A fact sheet is provided on the [VA Vehicle Fleet SharePoint site under "Policy."](#) Additionally, the contractor must brief their personnel/subcontractors about the regulations for using a government-owned or leased vehicle. Contractor personnel must abide by all vehicle traffic laws and shall be responsible for any violations.
  - (2) **Passengers.** Passengers of VA vehicles may be transported only for the purposes of serving the VA mission. If passengers are not VA employees or patients, the Office of General Counsel should be consulted prior to transporting them.
    - (a) The Secretary may approve transportation of children of Department employees located at isolated stations to and from school in available Government-owned automotive equipment. It is not the policy of VA to use Government-owned vehicles or drivers employed by VA to transport children of VA employees to and from school within the U.S.

**e. Acquisition of Vehicles**

- (1) All vehicles shall be acquired in the most cost-effective manner. Each VA entity that plans to acquire a vehicle shall conduct and document a cost-benefit analysis for each vehicle planned to be acquired. All vehicles acquired shall be limited to the minimum body size, engine size and optional equipment (if any), and shall be as fuel efficient as possible, while still fulfilling the mission. Procedures and templates for proper vehicle acquisition, including the mandatory use of the VA vehicle allocation methodology (VAM) tool, are described on the [VA Vehicle Fleet SharePoint site under "Acquisition."](#)
- (2) Acquisition methods. Vehicles may be acquired via lease from GSA, lease from a commercial entity, by purchase, or through donation.
  - (a) Leasing a vehicle through GSA is the preferred method for acquisition, subject to acquisition regulations. It is generally the simplest and most cost-effective option for VA vehicles. Fleet managers may also participate in consolidation of VA-owned vehicles to GSA leases. Through this process VA transfers an owned vehicle to GSA for leasing and eventual replacement. This can be initiated through contacting the local GSA Fleet Service Representative (FSR). More information is available on the [VA Vehicle Fleet SharePoint site under "Acquisition"](#).
  - (b) Purchases must be made through GSA Auto Choice, unless a waiver is obtained, as required by 41 C.F.R. 101-26.501. Waiver requests must be sent to the VA, Office of Management, Fleet Management Office. The waiver form is provided on the [VA Vehicle Fleet SharePoint site under "Acquisition."](#) Purchases and commercially-leased vehicles are recommended for specialty vehicles not available through leasing from GSA.
  - (c) Alternative solutions that also must be considered for cost-effectiveness are: consolidating trips; eliminating trips through communications technology; transferring a vehicle available from another VA site; shuttles; improved scheduling and routing; contracted deliveries, taxis, public transit; and voluntary use of privately-owned vehicles.
  - (d) GSA short-term rental and commercial rental are recommended for a temporary or intermittent need.
- (3) **Donations.** Facilities have the authority to accept donated vehicles into their fleet. There must be a written agreement between VA and the donor to facilitate accepting and returning donated vehicles. VA's Office of Logistics

Policy and Supply Chain Management (003A3) (within the Office of Acquisition, Logistics, and Construction) maintains donated vehicle titles or certificates of origin for vehicles donated to VA nationally, and contact information is available on the [VA Vehicle Fleet SharePoint site under "Acquisition"](#). Donated vehicle titles or certificates of origin for vehicles donated locally, are to be kept by the local VA Chief Supply Chain Officer (CSCO). See VHA Handbook 1620.02 (Volunteer Transportation Network (VTN) for specifics around donated vehicles.

#### (4) Requests and Approvals

- (a) Facility fleet managers are responsible for reviewing, approving, and submitting for higher level approval all requests for vehicles needed to serve the mission, including annually selecting replacement vehicles in ongoing leases with GSA.
  - (b) Administration and Staff Office fleet managers must review and approve all vehicle acquisition requests for their subordinate fleets, including purchases, GSA leased vehicles, commercially leased vehicles, and short-term rentals. This responsibility includes ensuring that the proper documentation has been submitted. Any additional procedures and documents for vehicle acquisitions from VA Fleet Management may be found on the [VA Fleet Management SharePoint site under "Acquisition."](#)
- (5) **Personal Property.** Motor vehicles are personal property as defined in the Federal Management Regulation (FMR) and must be treated as such regarding guidelines discussed in VA Handbook 7002, Logistics Management Procedures, and VA Handbook 7348, Utilization and Disposal of Personal Property. Specific rules and regulations are in place for the acquisition, use and disposition of motor vehicles.

#### (6) Alternative Fuel Vehicles (AFVs)

- (a) All VA organizations must comply with the requirement in the Energy Policy Act of 1992 that 75 percent of a Federal fleet's new light-duty vehicle acquisitions each year must be AFVs.
- (b) AFVs should only be acquired if the appropriate fuel for the vehicle is available. Per the Energy Policy Act of 2005, Section 701, alternative fuel must be used in dual-fuel vehicles if the fuel is available within five miles or 15 minutes of the vehicle's garaged location. If a facility does not have an alternative fuel station available within those parameters, the facility is encouraged to consider installing an alternative fueling station, if economically feasible. If not feasible, the facility must either:
  - 1) acquire AFVs that help meet this requirement but don't need an



associated fueling station, such as gasoline hybrid vehicles, advanced lean burn vehicles, and vehicles that demonstrate significant petroleum reduction; or 2) use only low greenhouse gas (GHG) vehicles. These are considered AFVs where alternative fuels are not available. All federal agencies, including VA, are mandated by the Energy Independence and Security Act of 2007 (EISA 2007), Section 142, to reduce petroleum use agency-wide 20 percent compared to FY 2005, and given VA's expanding mission, these vehicles are the most effective solution to meet that standard.

- (7) **Low GHG Vehicles.** Per EISA 2007, Section 141, all light- and medium-duty passenger vehicle acquisitions must qualify as low GHG vehicles. Any required vehicles that do not meet this criterion require a functional needs exemption form to be completed and approved, which demonstrates the need for the vehicle in order to serve the VA mission. This form and further instructions can be found on the [VA Vehicle Fleet SharePoint site under "Acquisition."](#) This requirement does not apply to donated vehicles.
- (8) **Telematics.** Telematics are technology-based systems to collect and record vehicle operational data. Telematics should include features to enhance fleet management as practical, including a global positioning system (GPS) and ability to monitor and record fuel consumption, emissions, speed, maintenance, and utilization. Telematics in vehicles can be installed by the manufacturer as standard equipment, added as an aftermarket product, or accessed as a wireless mobile application.
- (a) Telematics should be installed in all newly acquired VA motor vehicles, which include agency owned, GSA-leased, donated, and commercially-leased. Beginning in Fiscal Year 2020, new GSA leased vehicles will have telematics installed as part of the lease with extra cost depending on features.
- (b) Within one year of issuance of this directive, telematics should also be installed on all existing VA vehicles when the expected retention is more than two years.
- (9) **Modification**
- (a) GSA leased vehicles. Physical modification of GSA leased vehicles must follow procedures outlined in the GSA fleet leasing guide and may be pursued at the discretion of the facility fleet manager. The guide and other resources can be found on the [VA Vehicle Fleet SharePoint site under "Acquisition."](#)
- (b) Commercially leased vehicles. Modifications to commercially leased vehicles require the authorization of the vendor. Typically, the vehicle

must be returned to its original condition prior to turn-in, or as stipulated in the lease. The vendor may assess charges for reversing modifications and/or repairing damage.

- (c) VA-owned vehicles. Modifications to VA owned vehicles may be made at the discretion of the facility fleet manager. A VA employee authorizing a modification without the written consent of the vendor may be liable for all costs associated with warranty annulment and/or defects and accidents caused by such modification

**f. Disposal of Vehicles**

- (1) Disposal of VA-owned vehicles shall be in accordance with 41 C.F.R. 102-34.310. All organizations will adhere to the requirements of VA Handbook 7002, Logistics Management Procedures, and VA Handbook 7348, Utilization and Disposal of Personal Property.
- (2) Donated vehicles. Donated vehicles may require offering first right-of-refusal to the donor before disposal. Such offers should be made in writing, with a record kept of responses/non-responses. For vehicles being returned to donors, a Standard Form 97 (SF-97), "The United States Government Certificate to Obtain Title to a Motor Vehicle," must be issued by VA's National Utilization Officer (NUO). This position resides in the Office of Acquisition and Logistics. Contact information for the NUO is posted on the [VA Vehicle Fleet SharePoint site under "Disposal."](#) Reference VHA Handbook 1620.02 for specifics of returning donated vehicles to their donors.
- (3) VA-owned vehicles. Sales of VA-owned vehicles must be coordinated through GSA. Title 40 United States Code (U.S.C.) 503 provides the Exchange/Sale Authority. VA retains proceeds from Exchange/Sale Authority sales of VA owned vehicles as provided under 40 U.S.C. 503. VA fleet and finance staff share responsibility to collect and disburse sale proceeds. Details of GSA personal property sales services and rates are found in FMR Bulletin 2004-B6, "Proceeds from Sale of Agency- Owned Vehicles." See the GSA Website ([Proceeds from Sale of Agency- Owned Vehicles](#)) for more information. Disposal through GSA should be coordinated through the facility's personal property Accountable Officer (AO).
- (4) Generally, vehicle titles are required for transfer of a vehicle. When a VA field office needs to dispose of a vehicle for which no title is available, an SF-97 is required.
- (5) GSA leased vehicles must be returned to GSA for disposal. Disposal of commercially leased vehicles will be in accordance with lease provisions.

**g. Vehicle Registration and License Plates**

- (1) All VA motor vehicles used on public roads and designated non-motorized vehicular equipment, such as trailers, must display U.S. Government vehicle license plates. All current U.S. Government vehicle license plates have an expiration date of eight years from date of issue. License plates must be registered and managed in FMVRS. License plates may not be transferred between vehicles. All procedures for managing license plates are available on the [VA Vehicle Fleet SharePoint site under "License Plates."](#)
- (2) Exemptions. Under certain conditions, field offices may request an exemption in order to place a state, District of Columbia, commonwealth, or territorial license plate on a U.S. Government vehicle rather than a VA or GSA license plate. Typical reasons for using these license plates include investigations and law enforcement or intelligence duties involving security activities. Possible exemptions are:
  - (a) Unlimited Exemptions. U.S. Government vehicles used for investigative activities by the Office of the Inspector General, regional field examiners, and property management inspectors have unlimited exemptions. These exemptions do not require renewal.
  - (b) Limited Exemptions. The Secretary may authorize a limited exemption. This authority is delegable. Each Administration and Staff Office must establish their own processes, procedures and requirements for requesting exemptions from the Secretary and requesting delegation of approval authority. Limited exemptions require annual renewal.

**h. Fleet Operations**

- (1) Fleet Charge Cards. Each vehicle must have a dedicated fleet charge card that is for use with that vehicle only, as required by VA Financial Policies and Procedures, Volume XVI, Chapter 3. This document and other resources can be found on the [VA Vehicle Fleet SharePoint site under "Fleet Operations."](#) Each card is for official U.S. Government business only, and specifically for the purchase of fuel and minor maintenance for the vehicle. The Office of Finance, Fleet Card Operations, manages the fleet charge card program for VA-owned vehicles. Questions regarding the fleet charge card program should be directed to [FleetCardOps@va.gov](mailto:FleetCardOps@va.gov).
  - (a) GSA provides a fleet charge card with each leased vehicle to purchase fuel and minor maintenance. Requirements for proper use of the fleet charge card may be viewed at on the [Fleet Card page of the GSA Vehicle Leasing website](#) and through discussion with the local GSA FSR.

- (b) Intentional use of a fleet charge card for other than official VA business may be considered an attempt to commit fraud against the U.S. Government and may result in disciplinary action against the user. The card may only be used to purchase fuel, service, maintenance or repairs of that vehicle. Cards may never be used for personal purchases or as identification for personal purchases. Each facility is responsible for all fleet charge cards under their purview and must monitor these fleet charge cards for unauthorized use.
- (c) If a card is lost or stolen, the card provider must be contacted immediately to cancel the card and issue a new card.

## (2) **Vehicle Maintenance**

- (a) To be considered serviceable, a vehicle must have addressed any issues identified during driver inspections. Inspections are detailed in Vehicle Driver responsibilities on the [VA Vehicle Fleet SharePoint site under "Policies."](#) Deficiencies affecting safety are not acceptable regardless of vehicle age, mileage, use, or other characteristics.
- (b) For most vehicles, VA uses GSA's serviceability standards, which can be found on the VA Vehicle Fleet SharePoint site under "Fleet Operations." VA organizations shall develop service standards of their own if GSA standards are not available for a given vehicle.

## (3) **Vehicle Utilization.** VA vehicles shall be utilized in accordance with this directive and all relevant statutes, regulations and other guidance.

- (a) Each VA vehicle must be adequately utilized, in accordance with 41 C.F.R. 101-39.301. VA recognizes that some vehicles that are otherwise adequately utilized do not accrue the mileage expectation of 41 C.F.R. 101-39.301. For additional information on utilization, including days used criteria and exemptions, please visit the [VA Vehicle Fleet SharePoint site under "Policy"](#). Vehicles shall not be driven unless necessary and shall not be driven for the exclusive purpose of meeting utilization standards. Vehicles that repeatedly fail the utilization standards should be disposed.

## (4) **Use of U.S. Government Vehicles in an Emergency**

- (a) Pursuant to 38 U.S.C. Section 703(f)(1) and delegated by the Secretary through this directive, the head of the facility, when it is determined that an emergency situation exists and that such action is necessary for the effective conduct of the affairs of VA, may utilize Government-owned or leased vehicles to transport employees to and from the facility and nearest adequate public transportation, or, if such public transportation is either

unavailable or not feasible to use, to and from the facility and their home. Employees must reimburse VA. Reimbursement will be based on the cost to the individual employee of common carrier transportation (trolley, bus, taxi, etc.) in the community for the same trip, e.g., to facility from the nearest public transportation or from facility to home.

#### **(5) Use of U.S. Government Vehicles on Travel**

- (a) U.S. Government vehicles may be used for transportation between lodgings and temporary duty stations for personnel on official travel. The travel status of an individual does not necessarily justify the use of a U.S. Government motor vehicle. Authorization for the use of a U.S. Government vehicle (owned, leased or rented) must be annotated on the employee's travel orders. Use of the vehicle must be predicated on need, distance involved, and other conditions that justify its use.
- (b) When authorized, a U.S. Government motor vehicle may be operated:
  - i. Between places where the employee's presence is required for official business and temporary lodgings.
  - ii. Between places of business or lodging and establishments required for sustenance of the employee.
  - iii. Between places of business or lodging and eating establishments in reasonable proximity to the temporary duty location. Personnel conducting official duties are authorized to stop at eating establishments in the immediate vicinity of the temporary duty work site. This authority does not include eating or stopping at private homes unless it is their place of lodging.
- (c) Use of motor vehicles for transportation to or from any entertainment or recreational facilities is prohibited. Employees are not authorized to stop at shopping or dining facilities on, or in the proximity of, their permanent duty location while in route to temporary duty locations.

#### **(6) Misuse of Government Vehicles**

- (a) VA restricts the use of all VA motor vehicles, including those rented or leased, to official purposes only, i.e., uses that further the mission of VA. Misuse and/or failure to prevent misuse of U.S. Government-owned or -leased motor vehicles is punishable under title 31 U.S.C. Section 1349. The unauthorized or willful misuse of a U.S. Government motor vehicle can be cause for suspension from duty without pay, for not less than one month, and if circumstances warrant, suspension for a longer period, or

summary removal from office. Volunteers and contractors may be prohibited from future use of VA vehicles. The vehicle driver using the assigned U.S. Government vehicle to conduct an activity out of the scope of the work may be personally liable for any damages to the U.S. Government or other vehicles that occur as a result of a collision and/or a traffic violation. The following are examples of misuse:

- i. Transportation to a private social function.
- ii. Personal errands or side trips for unofficial purposes.
- iii. Transportation of dependents or visitors without accompanying officials or in support of unofficial activities, without supervisory approval.
- iv. Taking a U.S. Government owned, leased or rented vehicle home overnight, unless officially authorized by the Secretary through the appropriate Administration/Staff Office home to work authorization process This prohibition does not apply to use of vehicles while on approved travel.
- v. Use solely for employee convenience for transportation to a VA or government function.

(b) Employees should report any potential misuse of VA vehicles to the VA facility fleet manager. Concerns can also be reported to GSA by emailing [howmydriving@gsa.gov](mailto:howmydriving@gsa.gov) with more information on [GSA's Vehicle Leasing website](#).

(7) **Traffic Law Violations.** Drivers of U.S. 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, such as law enforcement and other emergency vehicles.

(a) Drivers are personally responsible for any violation of state or local traffic laws. If a driver is fined or otherwise penalized for an offense he or she committed while performing official duties, payment is the driver's personal responsibility.

(b) Drivers of U.S. Government-owned or -leased motor vehicles must pay any parking fees incurred (parking fees when incurred in the performance of official duties are reimbursable). Drivers are personally responsible for payment of fines for a parking violation and VA will not reimburse them for such fines.

- (c) VA may revoke U.S. Government vehicle driving privileges for repeat traffic law or parking offenders.

#### **(8) Managing Vehicle Assignments**

- (a) Fleet managers should assign all or most vehicles to a vehicle pool. Occasionally, vehicles may be assigned to a specific office to meet mission requirements. The request for assignment must be made in writing to the facility fleet manager and be signed by the director of the office to which the vehicle will be assigned. The request must contain a justification in enough detail to allow an individual not familiar with the mission to determine the need for a vehicle. Details on the information for the request is on the [VA Vehicle Fleet SharePoint site under "Policy."](#)
- (b) Executive vehicles. With limited exceptions, VA fleets shall not maintain executive vehicles (those used to transport agency executives exclusively) due to the likelihood for underutilization and the burden of additional reporting requirements. VA permits dedicated executive vehicles for the Secretary, the Deputy Secretary, and the Under Secretaries for Health, Benefits, and Memorial Affairs. The Office of Human Resources and Administration's executive motor pool will serve all Assistant Secretaries and others of similar rank in the Washington, D.C. area. All other executives shall seek transportation through local station motor pools. Any additional assignments of executive vehicles must be approved by the Secretary.
- (c) Keys. The facility fleet manager must ensure that there is a key in a secure place with easy access for each vehicle under their purview. The driver may be liable for the cost of a replacement key if she or he is determined to be negligent.
- (d) Parking. Parking at a VA facility is always the default, preferred location for a VA vehicle. Facility and administration policy should determine whether vehicles can be parked at other federal, state, or local government locations, and should always be in the interest of VA, not for employees' benefit. A memorandum of understanding between the VA facility and the facility where the vehicle is to be parked must be in place, covering critical issues such as space, time, and liability.
- (e) Home to work commuting. By law, unless specifically authorized to do so by the Secretary, VA employees may not use VA vehicles for commuting (home-to-work transportation). Regulations are detailed in 41 C.F.R. 102-5 and FMR B-35, and fringe benefit tax information in IRS Publication 15-B. A fact sheet is available on the [VA Vehicle Fleet SharePoint site under "Policy."](#)

**i. Vehicle Reporting and Records**

- (1) VA's fleet management information system (FMIS) is GSA DriveThru for GSA-leased vehicles and GSA FedFMS for VA-owned and commercially leased vehicles. Vehicle registration and license plate status are required in FMVRS. It is mandatory for VA organizations to enter and review data into these systems to meet federal reporting requirements. VA fleet managers at all levels are responsible for ensuring that their organization's data is accurate and complete. Further resources are available on the [VA Vehicle Fleet SharePoint site under "Fleet Data."](#)
- (2) Reportable vehicles include sedans, station wagons, buses, ambulances, fire trucks, motorcycles, law enforcement vehicles, vans, utility motor vehicles, trucks and truck tractors, regardless of fuel type, if the vehicles are licensed for use on public roads. Excluded are military-design motor vehicles, dollies, cable reels, and other vehicles not used for the transportation of goods or people.
- (3) Individual motor vehicle records, such as trip ticket logs, vehicle logs, and fuel receipts shall also be maintained by local fleet managers. VAM tool reports from vehicle acquisition requests must be kept for three years.

**3. RESPONSIBILITIES.****a. Under Secretaries, Assistant Secretaries, and Other Key Officials shall:**

- (1) Establish and implement fleet management programs within their organization to ensure compliance with this directive.
- (2) Oversee their organization's vehicle fleet, to include programming, budgeting, acquisition, provision, distribution, and disposal of vehicle assets to meet customer requirements at minimum overall cost.
- (3) Oversee the fulfillment of fleet data and reporting requirements for all fleets within the organization.
- (4) Ensure fleet management programs are routinely evaluated and procedures are in place to identify and correct program issues.
- (5) Ensure measures for successful implementation of fleet management programs are included in performance standards and evaluations of appropriate personnel.
- (6) Establish processes and procedures for fleet items requiring the



Secretary's approval, including requesting and managing home-to-work vehicles with the organization, in compliance with federal rules and regulations. And requesting and managing exemptions from using federal license plates.

- (7) Request enough funds to ensure compliance with all applicable fleet management laws, regulations, executive orders, and this directive.

**b. Executive Director, Office of Asset Enterprise Management (OAEM) shall:**

- (1) Oversee the VA Fleet Management Program, which: 1) serves as the Department-level vehicle fleet management office; 2) monitors, coordinates and reports on fleet management activities at the Department level; and 3) represents VA in interagency management forums.
- (2) Develop Department-level policies and other guidance and resources to optimize management of all VA vehicles.
- (3) Provide leadership and guidance to VA organizations regarding vehicle fleet management.

**c. Fleet Managers, VA Administration and Staff Offices shall:**

- (1) Lead organization fleet managers and act upon new and updated requirements from OAEM.
- (2) Oversee fleet management programs and responsibilities within their organizations.
- (3) Review and approve all facility fleet vehicle acquisitions and ensure all required documentation has been completed.
- (4) Establish policy and procedures for any fleet activities specific to their organization, including reporting, corrective actions, and data collection procedures for abuse, accident, and incident cases.
- (5) Conduct vehicle utilization reviews of all field offices and activities under their purview at least once a year and provide the results of the analyses to OAEM upon request.
- (6) Ensure new fleet managers receive information regarding fleet management training within 30 business days of being assigned the fleet management position or role. Each VA organization is encouraged to develop any additional fleet manager or driver training that it deems necessary to supplement training already available.

- d. **VISN Fleet Managers shall:** Assist Administration fleet managers with execution of fleet management programs and responsibilities within their region of responsibility, including:
- (1) Request changes or additions to Administration policy as needed to improve fleet management.
  - (2) Increase utilization of vehicles as practicable, through disposal of excess vehicles and more efficient vehicle management.
  - (3) Review facilities fleet data and reporting submissions to improve data quality. Manage access to fleet databases for facility fleet managers.
  - (4) Conduct annual, comprehensive oversight of facilities to assess and improve compliance with fleet policies and procedures.
  - (5) Assist facilities with adaptation to changing technologies, including telematics and electric vehicles.
  - (6) Support fleet managers in learning and managing the many facets of fleet operations, such as safety, accidents, recalls, fleet charge cards, maintenance, and other topics.
- e. **Facility Fleet Managers shall:**
- (1) Establish and implement fleet management programs within their organization to ensure compliance with this directive.
  - (2) Routinely evaluate programs and put procedures in place to identify and correct program issues, including budgeting, acquisition, provision, distribution, and disposal.
  - (3) Conduct utilization reviews of all vehicles under their jurisdiction at least once a year; and monitor utilization, fuel card usage, and maintenance monthly.
  - (4) Request a waiver each year from the U.S. Department of Energy for any alternative fuel vehicle that does not have access to alternative fuel per Section 701 of the Energy Policy Act of 2005. Procedures for requesting these waivers are on the [VA Vehicle Fleet SharePoint site under "Reporting."](#)
  - (5) Maintain an historical record for each VA-owned, GSA-leased, or commercially-leased motor vehicle. The record shall include inventory control data, annual utilization reports, operating costs, maintenance costs, accidents and damage information, acquisition, and disposal data. A copy of each accident report must be available for seven years.
  - (6) Maintain proof of completion of driver trainings for a period of three years.

- (7) Report fleet data as required into the FMIS, and keep the information in the system up-to-date, including entering new vehicles and updating changes within five business days.
  - (8) Document misuse and actions taken to penalize violators and report the issue to their chain of command for action.
  - (9) Ensure that vehicle recalls are promptly addressed. Fleet managers should coordinate with vehicle service facilities and vehicle drivers to make sure that vehicles are made available for repairs.
  - (10) Follow procedures for accidents, assignment and utilization, license plates, maintenance, and managing vehicle drivers as outlined on [the VA Vehicle Fleet SharePoint site](#).
  - (11) Establish and promulgate reporting and data collection procedures for abuse, accident, and incident cases. Copies of such reports will be filed with the local/VA police office or safety office as appropriate. A copy of the report shall be sent to the VA Fleet Management office. Public inquiries and vehicle misuse complaints require timely response from the local fleet manager, normally within 30 working days.
  - (12) Complete all VA fleet management training courses within 90 business days of notification of training requirements. Courses are listed on [the VA Vehicle Fleet SharePoint site under "Training."](#)
  - (13) Ensure that recycled content, biobased, and environmentally preferable motor vehicle products are purchased. This includes products used for engine/motor oil changes. In addition, when selecting the provider for routine motor oil changes, preference should be given to those companies that support green practices, such as the use of biobased products and recycling, especially of lubricants (oil). GSA recommends using a synthetic blend oil to increase the range between oil changes and to waste less oil.
- f. VA Fleet Vehicle Drivers shall:**
- (1) Furnish proof of a good driving record and valid driver's license, completing all required training before operating any government vehicle, and informing the facility fleet manager of any vehicle-related court proceedings, liabilities, or accidents.
  - (2) Comply with all traffic regulations.
  - (3) Understand and comply with all policies for use of U.S. Government-owned or leased vehicles.

- (4) Follow vehicle operation and fueling procedures as outlined on the [VA Vehicle Fleet SharePoint site under "Policy."](#) including assisting fleet manager with recalls, cleaning, and maintenance.
- (5) In cases of an accident/incident, follow key procedures as listed on the [VA Vehicle Fleet SharePoint site under "Policy."](#)
- (6) Complete all prescribed training and provide proof of completion to the facility fleet manager prior to operating a vehicle, as well as completing one safety course per year. Course options are listed on the [VA Vehicle Fleet SharePoint site under "Training."](#)
- (7) Follow all other procedures and requirements related to be a driver of a VA fleet vehicle.

#### 4. REFERENCES.

- a. Energy Independence and Security Act (EISA) of 2007. Low greenhouse gas vehicle requirements. Petroleum consumption reduction requirement. Alternative fuel use requirement. [Energy Independence and Security Act \(EISA\) of 2007](#)
- b. Energy Policy Act of 1992 (EPAct) (Public Law 102-486, 106 Stat. 2776). Alternative fuel vehicle acquisition requirements. [Energy Policy Act of 1992](#)
- c. Energy Policy Act of 2005 (EPAct 2005) (Public Law 109-58, 119 Stat. 594). Alternative fuel purchasing requirements. [Energy Policy Act of 2005](#)
- d. Title 31 U.S.C. Section 1344. Restricts federal vehicles to official uses only. [Title 31 U.S.C. Section 1344](#)
- e. Title 31 U.S.C. Section 1349. Sets penalties for violation of Section 1344. [Title 31 U.S.C. Section 1349](#)
- f. Title 38 U.S.C. Section 703(f)(1). Established authority of the Secretary during emergencies. [Title 38 U.S.C. Section 703\(f\)\(1\)](#).
- g. Title 40 U.S.C. Section 503. Exchange or sale of similar items. [Title 40 U.S.C. Section 503](#)
- h. 41 C.F.R. 101-39.301, Utilization Guidelines. [41 C.F.R. 101-39.301](#)
- i. 41 C.F.R. 101-26.501, Requirement to Procure through GSA. [41 C.F.R. 101-26.501](#)
- j. 41 C.F.R. 102-34.310, Disposal of Motor Vehicles. [41 C.F.R. 102-34.310](#)

- k. Federal Management Regulation (FMR) 102-5, Home-to-Work Transportation. [FMR 102-5](#)
- l. FMR B-35. Home-to-Work Transportation. [FMR B-35](#)
- m. FMR 102-34, Motor Vehicle Management. [FMR 102-34](#)
- n. FMR 2004-B6, Motor Vehicle Management. [FMR 2004-B6](#)
- o. VA Financial Policies and Procedures, Volume XVI- Chapter 3, “Government Fleet Charge Card.” [VA Financial Policies and Procedures, Volume XVI](#)
- p. VA Handbook 7002, “Logistics Management Policy”. [VA Handbook 7002](#)
- q. VA Handbook 7348, “Utilization and Disposal of Personal Property”. [VA Handbook 7348](#)
- r. VHA Handbook 1620.02, “Volunteer Transportation Network (VTN)”. [VHA Handbook 1620.02](#)
- s. Executive Order 13834, “Efficient Federal Operations.” [Executive Order 13834](#)
- t. Federal Energy Management Program’s “[Federal Fleet Management Requirements](#).”
- u. IRS Publication 15-B, “Employers Tax Guide to Fringe Benefits for Employees.” Covers home to work commuting. [IRS Publication 15-B](#)
- v. Implementing Instructions for Executive Order 13834, “Efficient Federal Operations.” [Implementing Instructions for Executive Order 13834](#)
- w. VA Vehicle Fleet SharePoint site. Contains resources for all fleet managers. [VA Vehicle Fleet SharePoint Site](#)

## 5. DEFINITIONS.

- a. **Alternative Fuels.** Includes methanol, ethanol, and other alcohols; blends of eighty-five percent (85%) or more of alcohol with gasoline; natural gas and liquid fuels domestically produced from natural gas; liquefied petroleum gas (propane); coal-derived liquid fuels; hydrogen; electricity; biodiesel (B100); and P-series.

- b. **Alternative Fuel Vehicle (AFV).** A dedicated or dual fueled vehicle fueled by alcohols (E85), compressed or liquid natural gas (CNG and LNG), liquefied petroleum gas (LPG, propane), electricity, or hydrogen. In addition, qualified hybrid vehicles include advanced lean burn vehicles and vehicles that demonstrate significant petroleum reduction including low-GHG emitting vehicles located in areas without access to alternative fuel.
- c. **Driver.** Any VA employee or volunteer who drives a VA-owned or leased vehicle, including vehicle operators.
- d. **Electric Vehicle.** A vehicle that utilizes an electric motor as its primary source of power, charged through a plug-in system. This may or may not be supplemented with gasoline power.
- e. **Executive Vehicle.** A vehicle used primarily to transport senior executives (heads of agencies, Senior Executive Service (SES) employees, and general officers.
- f. **FedFMS.** The fleet information system that GSA maintains for federal agency use. FedFMS is an integral part of VA's official fleet management information system, used for all VA-owned and commercially leased vehicles.
- g. **Fleet Management Information System (FMIS).** A database used for tracking key fleet vehicle data, such as miles traveled, and costs incurred. All federal agencies with fleet vehicles must have an FMIS. VA's FMIS is the combination of FedFMS for owned and commercially-leased vehicles and GSA DriveThru for GSA-leased vehicles.
- h. **Federal Motor Vehicle Registration System (FMVRS).** The license plate and vehicle registration system for the federal government, like a state motor vehicle registration database.
- i. **Functional Needs Exemption.** Section 141 of the Energy Independence and Security Act of 2007 (EISA) requires federal agencies to purchase low greenhouse gas (GHG)-emitting vehicles. If no low GHG-emitting vehicle is available to meet the functional needs of an agency, the agency must document why the requirement cannot be met, for each vehicle the agency is exempting.
- j. **Government-Owned or Leased Vehicle.** A vehicle that has either been purchased by the U.S. Government or leased for Government use from GSA or a commercial vendor.
- k. **GSA Fleet DriveThru.** A component of the fleet information system that GSA maintains for federal agency use. This is an integral part of VA's official fleet management information system, used for all vehicles leased from GSA.

- l. **Home-To-Work Transportation.** An infrequently used authorization to allow an employee to drive a Government-owned or leased vehicle to and from their home.
- m. **Leased Vehicle.** A vehicle the agency acquires for a temporary period either from GSA or from a commercial vendor, to perform mission-related duties and activities.
- n. **Light-Duty Vehicle.** A vehicle with a gross vehicle weight rating (GVWR) of less than or equal to 8,500 pounds.
- o. **Low Greenhouse Gas (GHG) Emitting Vehicle.** Any vehicle that meets the criteria defined by EPA for the category. These criteria can and do change annually.
- p. **Medium-Duty Vehicle.** A vehicle with a GVWR of 8,501 to 16,000 pounds.
- q. **Operator.** An employee who is regularly required to operate Government-owned or leased motor vehicles and is occupying a position officially classified as motor vehicle operator.
- r. **Purchased vehicle.** A vehicle purchased with Government funds and owned by the agency to perform mission-related duties and activities.