

PART 2018 - GENERAL

Subpart G - U.S. Government Motor Vehicle Operator's Instructions

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[Exhibit A](#) Annual Verification of Employee Driver Authorization and Certification Requirements

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PART 2018 - GENERAL

Subpart G - U.S. Government Motor Vehicle Operator's Instructions

§ 2018.301 General.

This Instruction states policies and procedures on the operation of Government-furnished vehicles (GFVs) and Government-owned vehicles (GOVs) by employees to properly carry out assigned official duties. This Instruction supplements the Federal Travel Regulations (FTR) and the Agriculture Travel Regulations (ATR). The [Federal Property Management Regulations \(FPMR\)](#), the Agriculture Property Management Regulations (AGPMR), and Departmental Regulations (DRs) [2600-1, "Taxation of Fringe Benefits,"](#) [5400-5, "Use of Government Vehicle for Home to Work,"](#) 5 Code of Federal Regulations (CFR) part 930, [Subpart A,](#) United States Department of Agriculture (USDA), Driver Authorizations/Certification Guidelines requirements, [41 CFR Part 102-5, Home to Work Transportation](#) and the Executive Order 13834 Implementation [Instructions](#); are also referenced in this Instruction.

§ 2018.302 Coverage.

- (a) This Instruction applies to Rural Development (RD) employees who operate agency owned vehicle or leased (GFV) vehicles as part of their duties. Such employees are considered incidental operators, no RD employees are classified as vehicle operators.
- (b) This Instruction applies to all Deputy State Directors, Administrative Program Directors (APD), Administrative Officers (AO), and Management and Program Analysts (MPA) who manage the fleet as part of their duties, as well as all RD employees who operate fleet vehicles.
- (c) The use of a GFV or GOV for official transportation is generally advantageous to the Government; however, some situations warrant use of an employees' privately-owned vehicle (POV). Guidance for determining the travel circumstances for utilization of POVs and authorized reimbursements is contained in the FTR, ATR and RD Instruction 2036-A, Travel Regulations and Policies.

§ 2018.303 [Requirements](#).

RD employees operating GFVs or GOVs must meet the Office of Property and Environmental Management (OPEM), Driver certification program requirements, per 5 CFR part 930.104, subpart A, USDA Driver Authorizations/Certification Guidelines and have a valid State driver's license in their possession issued by their State of residence. Costs associated with obtaining the driver's license or certifications are the employee's responsibility. An employee's license status is subject to review by employer during appraisal or following accidents or violations. Per 5 CFR part 930.112, Subpart A, the employee or incidental operator will have a valid agency identification card or document (e.g., Lincpass) in his or her possession at all times while driving a Government-owned or -leased motor vehicle. Employees must complete a Defensive Driving 2.0 Course every four (4) years, and complete annual refresher Driving Safely Driving Smarter training.

§ 2018.304 [Responsibilities](#).

(a) [Assignment and control](#). RD's Fleet Program is part of the Business Center, Enterprise Office. The Enterprise Operations Division (EOD), Travel and Transportation Branch manages fleet orders and replacements, expenditures, fleet credit cards, recall notices, vehicle allocation methodology studies, utilization data, etc., pertaining to RD's fleet. The RD Fleet Team serves as a liaison with OPEM and the General Services Administration (GSA) and communicates requirements throughout RD on a consistent basis. The Enterprise Operations Division (EOD) Director, can request vehicles from the nearest General Services Administration (GSA) motor pool. Local point of contact (POC) will notify the RD Fleet Manager or EOD Director if the assigned motor pool cannot make a monthly assignment of vehicles. If an RD office staff urgently needs a vehicle, they should contact the RD Fleet Team to lease a vehicle commercially on a short-term basis. Submit requests for commercially-leased vehicles in excess of 60 consecutive days to the EOD Director, for submission to the Chief Enterprise Officer for approval. As vehicles are replaced, alternative fuel vehicles (AFV) must be selected as a replacement. All waivers must have a valid justification and must be sent and approved by the EOD Director. Keep in mind that this requirement is part of RD's initiative to meet the goals set forth in Executive Order 13834 "Efficient Federal Operations" and [Executive Order 14057](#) "Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability."

(1) Approval is needed from the EOD Director and GSA Fleet Service Representative (FSR) before installing any other special purpose equipment in GFVs or GOVs. The State Office or employee will be responsible for removal and any damages due to installation of non-approved equipment.

(2) Supervisors are responsible for ensuring that all employees under their supervision are fully acquainted with the requirements governing the proper care, operation, maintenance, and protection of GFVs and GOVs. Please refer to the GSA Fleet, [Guide to Your GSA Fleet Vehicle](#) for additional information.

(3) State Directors are responsible for designating a local fleet vehicle POC. State Directors and Vehicle POCs, are responsible for ensuring all GFVs and GOVs under their custody are being fully utilized in accordance with GSA utilization criteria. State Directors and Vehicle POCs are also responsible for maintaining the vehicle, reporting accidents or theft. ...

(b) [Management of Fleet](#). All vehicles will be provided through the GSA leasing program unless there is no facility located in that State (i.e., Hawaii). If there is no GSA facility located in a State, and there is an absence of vehicles through an established fleet sharing program, vehicles will likely need to be purchased. All requests for additions, reductions, or replacements for the fleet must be approved by the EOD Director. In the event of emergencies or events that impact the fleet such as pandemic, natural disaster, etc., Agency specific guidance will be provided by both Security, Safety and Emergency Management Division (SSEMD) and the RD Fleet Team.

(1) [Requesting new vehicles](#). To request a new (additional) vehicle, the vehicle POC must complete [Form RD 2018-2](#), Vehicle Allocation Methodology (VAM), and submit to the EOD Division Director by email to [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov). The form will be reviewed, and a determination will be made as to whether the vehicle is deemed necessary. The Fleet Team will collaborate with the designated Vehicle POCs to ensure transparency regarding decisions. It is important to remember that the need must be adequately justified, or the request will not be approved. Funding for all vehicles in RD's fleet is part of the Enterprise Operations Division's annual budget. All new vehicles will be AFV unless otherwise approved by OPEM.

(2) Requesting replacement vehicle. To request a replacement vehicle, the Vehicle POC must complete Form RD 2018-2, and select a vehicle downgrade or vehicle upgrade, as appropriate, and submit to the EOD Director. When requesting a replacement vehicle, please follow the GSA Vehicle Replacement Standards chart below. When requesting a new vehicle, please check with your GSA FSR about the type of spare tire that comes with the new vehicle, or if it comes with an inflation kit.

Vehicle Category	Fuel Type	Years/Miles
Passenger Vehicles	Gasoline or AFV	5 or 60,000
	Hybrids/Electric	5 and 60,000 7 and any miles any year and 85,000
Light Trucks 4X2	Non-Diesel	7 or 65,000
	Diesel	8 or 150,000
	Hybrid	7 or 90,000
Light Trucks 4X4	Non-Diesel	7 or 65,000
	Diesel	8 or 150,000
	Hybrid	7 90,000
Medium Trucks 4X2/4X4	Non-Diesel	10 or 100,000
	Diesel	10 or 150,000
Heavy Trucks 4X2/4X4/6x4/6x6	Non-Diesel	12 or 100,000
	Diesel	12 or 250,000

(3) Utilization Standards. Minimum USDA utilization standards have been established by the USDA Office of Procurement and Fleet Management (OPFM) based on vehicle size and type. Vehicles meeting or exceeding minimum annual miles driven, or days used are considered fully utilized and no other action is necessary. Vehicles not meeting miles driven must provide daily utilization data. Daily utilization is documented by use of log books (or equivalent records), as directed by 41 CFR part 102-34.335 thru 102-34.345, DR 5400-006 "Use of the Fleet Charge Card and Alternative Payment Methods" and the Motor Vehicle Manual (MRP) 5400 fleet manual. Vehicles not meeting annual miles driven but meeting the minimum daily utilization are considered fully utilized. Vehicles not meeting either utilization standard are considered underutilized and cannot be used as replacements. The alternative is to dispose/reassign the underutilized vehicle to increase use or use a pool vehicle or renting/leasing short term to fulfill the requirement.

FAST Vehicle Type	Minimum Utilization annual mileage	Minimum Utilization days per year
FMR 102-34.45 Passenger Automobiles <ul style="list-style-type: none"> <li>• Sedans</li> <li>• Station Wagons</li> </ul>	7,500 miles	7 or 65,000 8 or 150,000 7 or 90,000
Medium Trucks 4X2/4X4	Non-Diesel Diesel	10 or 100,000 10 or 150,000
Heavy Trucks 4X2/4X4/6x4/6x6	Non-Diesel Diesel	12 or 100,000 12 or 250,000

(4) Disposition of vehicles. To dispose of a vehicle, submit an electronic request in the RD [Fleet Operations SharePoint Site](#). The request should include the date the vehicle was returned to GSA, Fiscal Year, State, vehicle tag number (license plate), Vehicle Identification Number (VIN), garaged location, city, and zip code. Once received, the request will be reviewed and processed. GSA Vehicle Accountability Form is required as a receipt to document the vehicle disposal.

(c) [Authorized use](#). Employees shall use GFVs and GOVs only for official business purposes. An official purpose does not include transportation of employees between their residences and places of employment unless authorized in accordance with DR 5400-5 and properly documented in accordance with paragraph (c) of this section. This includes, but is not limited to, transportation to lunch, retirements, funerals, or shops. The vehicle is for official use and not for personal use.

(1) Employees who willfully use or authorize the use of GFVs or GOVs for anything other than official purposes are subject to disciplinary action ranging from suspension without pay for not less than one (1) month to removal from office, ([see 41 CFR 102-34.225 -- How are Federal employees disciplined for misuse of Government motor vehicles?](#)).

(2) Official purposes include:

(i) Between official stations and temporary duty locations.

- (ii) Within the confines of employees' official duty stations.
- (iii) From common carrier terminals at temporary duty stations to place(s) of business.
- (iv) From common carrier terminals at temporary duty stations to places of lodging.
- (v) From places of lodging to places of business at temporary duty stations where reasonable public transportation is not available or where the use of GFVs or GOVs for such purposes would be advantageous to the Government.
- (vi) To obtain goods and services necessary for the health and well-being of employees while in an overnight travel status, such as restaurants, barbershops, beauty shops, nail salons, day spas, fitness center, religious services, drugstores, and laundries, when such services are not available without transportation and no public transportation is reasonably available.
- (vii) While traveling outside the official duty stations, but not in an overnight travel status, only for the purposes cited in paragraphs (c) (2) (i) through (vi) of this section and to obtain lunch when such services are not available without transportation and no public transportation is reasonably available.
- (viii) To obtain emergency medical services.
- (ix) Employees shall not transport members of family, friends, volunteers, or other unrelated persons in GFVs or GOVs. Only Federal employees are covered under the Federal Tort Claims Act.
- (x) Contractors are not allowed to drive a GFV or GOV unless it has been deemed to be in the best interest of the Government and the office adheres to 41 CFR 102-34.21, Federal Acquisition Regulation (FAR) Subpart 51.2, and 41 CFR 101-39.202. The Contracting Officer must authorize vehicle use in writing and certify their drivers have the correct State issued license for the vehicle they are operating. The contractor will need to be an authorized driver, must have liability insurance and make a reservation in the online system to utilize a GFV or GOV.



(3) Employees from other agencies may use an RD vehicle if a written agreement between the two agencies has been put into place. Currently there is an established fleet sharing agreement between Farm Production and Conservation (FPAC) Mission Area and RD and Office of the Chief Information Officer (OCIO).

(d) Using GFVs or GOVs for home-to-work transportation. RD employees shall not use GFVs or GOVs for home-to-work transportation unless:

(1) His or her job series and occupation are listed in Appendix A of DR 5400-5, and

(2) The employees are actually engaged in field work which requires their presence at various locations that are at a distance from the official duty stations' commuting areas or at remote locations accessible only by Government-provided transportation if the efficiency and economy of the Government is increased; and

(3) Approved Forms AD-728, "Request and Authorization for Home to Work Transportation," are kept on file with the RD Fleet Team and in the employees' State/Service/ Office(s).

(i) Requesting employees shall submit Form AD-728 to the RD State/Service Office as the need arises.

NOTE: Home-to-work transportation is neither an entitlement nor a right simply because the employees' job series are included in Appendix A of DR 5400-5. There must be a valid justification and be in the best interest of the Government.

(ii) State Directors/National Office organizations or their designees will review and recommend approval for Home-to-Work program requests using Form AD-728, for employees who meet the criteria in paragraphs (c) (1) and (2) of this section. Forward all AD-728s to EOD for agency approval.

(iii) State Office/National Office organizations will maintain appropriate logs and vehicle usage records in accordance with DRs 5400-5 and 2600-1.

(4) In accordance with Departmental Regulation 5400-005, State Directors are not allowed to participate in the home to work program due to their job series. A waiver may only be granted for unusual circumstances that present a clear and present danger, an emergency, or a compelling operational consideration. The Secretary of Agriculture is the Approving Official for home-to-work

transportation waiver requests. **These requests must be submitted and approved in advance of the use of the GOV.**

(e) Liabilities and responsibilities.

(1) Employees are liable for fringe-benefit taxes if they use GFVs or GOVs for commuting between home and work more than 1 day a month, (Internal Revenue Service (IRS) Publication 15-B);

(2) Employees are responsible for maintaining vehicle usage records; and

(3) Employees are responsible for providing usage records and documentation for reporting automobile commuting use to their supervisor(s) for inclusion in time and attendance reports as required by DR 2600-1, Taxation of Fringe Benefits. Employees are required to submit fringe benefit taxes thru Transaction Code 17 Trips in a GOV car in WebTA.

(f) Using GFV's or GOV's for Temporary Duty (TDY) and local travel.

(1) Employees may use GFV's or GOV's while on TDY and for local travel. The GFV or GOV can be stored at a private residence on a case-by-case basis. Overnight storage is not for the employee's convenience and must benefit the Government in the completion of its mission. Before authorizing the storage, the Supervisor or Service Level approving official will consider other options, such as mileage payments for an employee who uses their personal vehicle when authorized or public/commercial transportation service. Management should only consider temporary storage when approval will increase the efficiency and economy for the Government and denial will cause the employee hardship.

(2) An employee may temporarily store a GFV/GOV at their residence prior to travel if:

(i) The storage is in the best interest of the Government (i.e., An employee leaves their residence and goes to the office to obtain the GFV/GOV for official travel or TDY and transits back past their residence to proceed on travel).

(ii) The authorization to use the GFV/GOV is listed on the employee's TDY orders (if applicable).

(iii) The employee has an Overnight Authorization Memorandum approved by their respective State Office vehicle POC or Service Level approving official.

(3) An employee must request and receive approval for temporary storage prior to the storage of the GFV/GOV at the employee's Residence when:

(i) The requesting employee shall submit an Overnight Authorization Memorandum to their Supervisor for approval recommendation, prior to travel.

(ii) The memorandum should be on State or Service Level letterhead and include the employees name, dates of travel, GOV license plate number, address where vehicle will be parked, and justification of need for vehicle.

(iii) The supervisor will forward the Overnight Authorization Memorandum to the State Office vehicle POC or Service Level approving official for approval/denial by the State Director, Administrative Programs Director, or Deputy State Director.

(iv) Upon approval/denial, the State Office or Service Level approving official will return the memo to the employee's supervisor, employee and send a copy to the RD Fleet Manager at [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov).

(v) Memos for State Director's will be routed to the State Operations Office at [RD.SOO@usda.gov](mailto:RD.SOO@usda.gov) for review and approval/denial.

(vi) The State Operations Office will return the memo to the State Director and send a copy to the RD Fleet Manager at [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov).

(4) Each office must ensure that the GSA Fleet Services Cards (fuel and maintenance credit cards), are physically secure or are accessible to those who have an official business reason to utilize them.

(g) Smoking policy. All tobacco use is prohibited in all GFVs and GOVs. This includes any forms of electronic cigarettes (E-Cigarettes) or vaping devices. If found in violation, the office to which the vehicle was assigned will be charged by GSA for the cost of cleaning the affected vehicle. Disciplinary action will be taken if employees violate this policy.

(h) Firearms. RD's mission does not involve law enforcement and, therefore, firearms are prohibited in a RD GFV or GOV. The Office of the General Counsel has ruled that if the employee had a firearm and were to actually discharge the weapon, the employee would be fully liable for any repercussions. RD will not be able to provide any support for the employee even if the employee was acting in self-defense. If a firearm is found in a RD GFV or GOV, disciplinary action will be taken.

(i) Vehicle Sharing. Vehicle sharing means the shared utilization of vehicles within and between Departmental agencies for official purposes only. Vehicle sharing is authorized by a service level agreement for a set period and can be changed or cancelled by any participating agencies. For information about RD's fleet sharing initiative, [contact the RD Fleet Team via email at RD.FLEET@usda.gov](mailto:RD.FLEET@usda.gov).

(1) Leased Vehicles. (License plate begins with "G") Agency leased vehicles have a GSA Fleet Services card assigned to them. When drivers fuel the vehicle, they will enter the Personal Identification Number (PIN) associated with the individual vehicle. The PIN is the numerical portion of the license plate tied to the vehicle.

(2) Owned Vehicles. (License plate begins with "A") Agency owned vehicles have a GSA Fleet Services card assigned to them. Employees will need an individually assigned WEX (PIN) to fuel the vehicle or pay for expenses related to use of the vehicle, and or pay for maintenance. This individual PIN should not be shared and should be cancelled when employees leave the agency.

§ 2018.305 Driver Authorization and Certification.

(a) Policy.

(1) RD Supervisors are required to maintain current, reliable information to support the qualifications of their employees to operate GOVs.

(2) RD driver certification program establishes the following policy:

(i) Employees must not operate any GOV without a current certification (training) and proper authorization.

(ii) Employees are responsible for all costs to obtain proper licensing and certification required to operate GOVs.

(3) Driving GOVs must be conducted in a safe, appropriate manner while promoting energy efficiency.

(b) Responsibility.

(1) All RD Supervisors must comply with the policies and procedures in this Instruction, for ensuring the Code of Federal Regulations(CFR) requirements are followed.

(2) RD therefore requires the following:

(i) Each Supervisor shall certify to the RD Fleet Manager on an annual basis that a signed memo has been forwarded to all employees who drive GOVs reminding them of the statutory and regulatory requirements. The RD Fleet Manager will establish the due date and forward a reminder memo with response format attached each year as appropriate. RD's complete annual certification will be filed with the Office of Property and Environmental Management (OPEM).

(ii) Each Supervisor will review employee training and authorizations on an annual basis during performance appraisals, and to renew each employee's authorizations at least every four (4) years.

(3) Supervisors are responsible for:

(i) The update and annual review of all incidental operator certification and authorization documents for the operation of GOVs.

(ii) Ensures employees have completed required AgLearn training courses prior to driving a GOV.

(4) Employees are responsible for:

(i) Maintaining a safe driving record.

(ii) Completing the appropriate State Driver's Licensing requirements to maintain a valid State Driver's License.

(iii) Employees must complete a Defensive Driving Course every four years, and complete annual refresher training every year.

(5) Additional requirements:

(i) **5 CFR 930.111.** An operator or incidental operator will have a State Driver's License in his or her possession at all times while driving a GOV.

(ii) **5 CFR 930.112.** The operator or incidental operator will have a valid agency identification card or document (e.g., building pass or credential) in his or her possession at all times while driving a Government-owned or -leased motor vehicle.

(c) Qualifications. Administration of Operator's Documents:

(1) Operator must meet the minimum certification requirements to operate a GOV or GFV.

(2) The minimum requirements shall be maintained in the Employee Development File (EDF) and must include: all stated below. Current certification documents, must include but not limited to:

(i) Copy of current authorization form signed by supervisor, see Exhibit A.

(ii) Copy of the employee's current, valid State Driver's License available upon request.

(iii) Verification of AgLearn; Annual Fleet Training- User Certification.

(iv) Verification of AgLearn; Defensive Driving training, (initial and every 4 years).

(v) Verification of AgLearn; Annual Distracted Driving 2.0 training.

(vi) If employee is involved in an accident or receives a ticket operating a GOV or GFV, Verification of AgLearn; Driving Safely, Driving Smarter training must be provided to the EOD Director.

(d) Performance.

(1) Supervisors are required to conduct an annual review of each employee's certification and authorizations.

(2) Supervisors must coordinate with employees, and Employment Resources/Human Resources specialists as appropriate, to determine the need to refer an employee for a physical examination or a doctor's release if medical conditions exist that could impact an employee's ability to operate a government-owned or -leased vehicle.

(3) Supervisors must verify their employees are assigned a current Agency Identification Card or Agency Identification Document, i.e LincPass to operate Government vehicles.

(4) Employees must report any accidents or violations that would affect their driving record or suspend their State Driver's License to their supervisor, and ER/HR when appropriate, within 24 hours of the incident.

(5) USDA OPEM will periodically conduct a review of certification and authorization records of select RD employees as part of an internal review to ensure employees are authorized, qualified, and trained to operate government vehicles is being followed per current agency policy.

(6) USDA OPEM Policy and procedures is to monitor and document employees' authorizations and qualifications for OPEM internal review. OPEM will coordinate with select USDA Subagencies to conduct a review of driver or operator qualifications of randomly selected employees. This will include confirmation from supervisor that the current certification documents are being maintained in the employee EDF; that the qualifications have been reviewed during performance appraisals; and the authorizations for the employee have been renewed every four years.

(e) WEX PIN.

(1) RD Employees who drive an agency owned vehicle must receive an individual PIN from WEX for use in fueling the vehicle GOV. Their local state /Administrative Program Director (APD) or Management and Program Analyst (MPA) will submit the request via email to [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov). Only after the employee has completed the required annual Fleet Training User Course will a PIN be issued. Training is required annually on the use of the Fleet credit cards.

(2) Misuse and Abuse of a GSA Fleet Services Card could result in the employee being held personally liable to the Federal Government for the amount of any unauthorized transactions. There is a number of applicable laws that can result in fines or imprisonment, and guidelines and procedures for disciplinary action to be taken against individuals for the improper, fraudulent, or abusive use of the purchase account. Purchase account misuse/ fraud may have the following potential consequences:

- (i) Counseling,
- (ii) Cancellation of Individual Pin,
- (iii) Notation in employee performance evaluation,
- (iv) Reprimand,
- (v) Suspension of employment, and
- (vi) Termination of employment.

(3) Misuse of the Fleet Charge Card may result in disciplinary action up to, and including, termination of employment and prosecution to the fullest extent permitted by law. A person may be subject to a fine up to \$10,000 or imprisonment for not more than 5 years, or BOTH, under 18 U.S.C. 287.

(i) A Travel and Transportation Specialist (TTS) will contact the state Fleet POC to advise of possible misuse. The TTS will provide a copy of the agency incurred expense (AIE), Vendor and Customer Self Service (VCSS) report and/or a notification received from GSA of misuse.

(ii) APD's/MPA's, will notify the employees supervisor of misuse and abuse.

(iii) For first time offenders, the employee will need to retake Fleet Card Training and provide proof to their supervisor and may have a written counseling.

(iv) On the second infraction the employee must retake Fleet Card Training, reimburse the government the amount of the (AIE) for the unauthorized purchase and may receive a written reprimand.



§ 2018.306 [Operating vehicles.](#)

All State Offices and National Office organizations are responsible for issuing guidance to their respective employees to assure all incidental operators use care and are economical in the operation of GFVs or GOVs. It is mandatory that operators and all passengers in GFVs or GOVs wear safety belts. Operators must adhere to all State and local laws, regulations and obey all speed limits.

(a) [Using self-service pumps.](#) The use of self-service fuel pumps is mandatory for GFV or GOV operators who purchase fuel at commercial service stations where self-service pumps are available. The only exceptions to this policy are:

(1) For GFVs, the non-availability of self-service pumps at a service station under defense fuel supply center contract for fuel.

(2) For both GFVs and GOVs, the physical limitations of the vehicle operator.

(3) For GFVs, the refusal by a service station to honor the Fleet Credit Card.

(b) [Day-to-Day Care.](#) Drivers are required to complete a daily vehicle inspection and report any damage or required maintenance to their local vehicle POC. Arrange all maintenance repairs (except for on-the-road emergencies) and inspections of GFVs with GSA. Conduct all maintenance and repairs of GOVs through approved GSA Maintenance Control Center (MCC) service stations or dealerships. Have inspections of GOVs, if required by State law, conducted at official State inspection stations.

(c) [Recordkeeping.](#) At a minimum, adequate records for GFVs include: physical location, body type, tag number, mileage, and monthly rental costs of each vehicle. At a minimum, adequate records for GOVs are: the physical location; purchase price; the mileage; and fuel, oil, repair and maintenance costs. (1) Uploading Fleet Card Receipts in VMT. To upload a receipt, click the paperclip at the top right of the form. Select the receipt file from the location where it is saved on your computer. You have uploaded the receipt successfully when you see it at the top of the form. Please name receipt files with: LICENSE PLATE\_DDMMYYYY. For example: A123456\_05012020. [VMT Quick Reference Guide.](#) Note: Once you have uploaded your receipt, click the Return Vehicle button at the bottom of the form.

(d) Accidents or damage. Operators shall immediately report accidents or damage to GFVs or GOVs to their supervisors. If employees cause vehicle damage through misconduct, the Agency is financially responsible; however, employees may be held financially accountable. Misconduct includes vehicle operation under the influence of alcohol or narcotics and willful abuse or misuse of a vehicle. State and National Offices are responsible for disciplining their employees who cause damage to GFVs or GOVs through misconduct.

(1) Operators' responsibilities. After an accident, operators must give aid to any injured person and give warning to other motorists of anything resulting from the accident that can have an effect on public safety. However, operators will not:

(i) Give encouragement to any person in an accident to make a claim against the Government using SF-95 (Claim for Damage, Injury, or Death or help in a claim that is made. (Refer to RD Instructions 2042-A, "Claims Under Federal Tort Claims Act," and 2042-B, "Reporting Accidents.")

(ii) Give notice that any settlement will be made for damages or personal injuries.

(iii) Discuss any agreement of a claim for damages or personal injuries from an accident.

(iv) Write about a claim with a person other than a Government administrative official, unless specifically authorized by the EOD Director.

(2) Reporting accidents or damage. GFVs and GOVs shall have Operator's Packets which contain a Fleet Vehicle Accident Kit, (GSA Form 1627) with instructions. Complete Standard Form (SF) 91, Motor Vehicle Accident (Crash) Report and SF-94 Statement of Witness (if applicable) at the scene. In the event of a crash or incident, contact GSA Fleet's experienced specialists at the Accident Management Center at 1-866-400-0411, Option 2. Or visit [Accident Management Center \(AMC\) | GSA](#). As soon as possible, but no later than 5 business days after the incident occurred, provide copies to the Local Fleet Vehicle POC and the Enterprise Operations Division ([RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov)) For GFVs and GOVs, reports of accidents or damages must be made to State, County, or Municipal authorities as necessary by law and 41 CFR 101-38.601 and 101-39.4. Make investigations and reports on accidents in accordance with RD Instructions 2042-B and 2069-A, "RD Safety and Security Emergency Management Division."

(3) Responsibility for damage. GSA will charge all GFV repair costs to RD including towing, making repairs, or replacement if a total loss. GSA will prepare and provide the Agency with an accident report and provide Form GSA 1593, "Motor Vehicle Accident Resume." The office responsible for the GFV must complete the billing questions on the form and return to GSA. Based on information on Form GSA 1593 GSA will provide a bill to the Agency. After review, it should be forwarded to the National Finance Center for payment. EOD budget will be charged for all costs. If vehicle is part of a sharing agreement, contact the Agency who owns vehicles for any questions related to cost and inform RD Fleet of repair costs.

(4) Persons other than the operators of GFVs or GOVs at fault. Operators will provide a report (including accident reports, police reports, and data on the accident and its investigation) to their immediate supervisors for submission to GSA's Regional Counsel where the vehicle was issued. The Regional Counsel will take action for the recovery of the Government claim and will give the Agency copies of legal papers and reports on claim progress and final settlement.

(5) Theft of GFVs or GOVs. Report all incidents of vehicle theft/vandalism to local Police immediately and request a police report. After reporting the incident to the police and your immediate supervisor, please also notify by email, both the Security, Safety and Emergency Management Division (SSEMD) at [SEMD@USDA.GOV](mailto:SEMD@USDA.GOV) and the Enterprise Operations Division (EOD) at [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov). The local fleet POC shall also notify the appropriate GSA contact. Call the AMC (Accident Management Center) at 866-400-0411 in addition to contacting your States APD of any theft of GFVs or GOVs, vehicle parts, or their recovery. AMC will inquire about the SF-91, police report, and vehicle repairs estimates. Copies of all documentation shall be emailed to [RD.Fleet@usda.gov](mailto:RD.Fleet@usda.gov).

(e) Alternative fuel vehicles (AFVs). Operators in states that have AFVs in their fleet must use alternative fuel stations if they are within 5 miles or 15 minutes from the office location. Dual-fuel vehicles must operate on alternative fuel unless the vehicle receives a waiver from the Department of Energy (DOE). Vehicles may receive a waiver if there is no alternative fuel within 5 miles or 15 minutes from the office location. Request for waivers must be sent to the Ru Fleet Manager for approval and processing. State by State locations for alternative fuel stations can be found on the Internet at <http://www.e85fuel.com> (search by zip or city and state). Flex Finder for smart phones is available at the Apple App Store and Google Play.

(f) [Text messaging while driving](#). Per Executive Order 13513 entitled, "Federal Leadership on Reducing Text Messaging While Driving," dated October 1, 2009, there is a Government-wide prohibition on the use of text messaging, or using a handheld mobile telephone, while driving on official business or while using Government-supplied equipment. "Driving" is defined as operating a vehicle that is not parked or pulled over. This pertains not only to GFVs and GOVs, but to POVs as well. This is also extended to cover Federal contractors as well.

(g) [Cell phone usage in vehicle](#). Operators of GOVs and GFVs are prohibited from using hand-held wireless phones while operating a vehicle. The operator of the vehicle is required to follow all state and local laws regarding cell phone use in the vehicle. A driver may not hold or handle their cell phone at any time while driving. Handsfree calls are permitted. Phone or other device may be used for navigation. However, handling phone to initiate call or navigation must be done before entering roadway. No touching/handling cell phone while driving/on-roadway is permitted, including while stopped at traffic signals. Regardless of state and local laws, while driving, using headphones or earbuds with all cellular devices is prohibited.

(h) [Alleged Misuse Report from GSA](#). If a concerned citizen witnesses an alleged abuse or misuse of a Government vehicle (GFV or GOV), they can report this alleged misuse or abuse through GSA. Once the complaint is made and the license plate number is associated with a particular agency, GSA will forward the complaint to that Department. Should RD receive such a complaint, there is a ten-day turnaround timeframe for providing a response back to the Department. EOD will contact the State Office to see who the vehicle was assigned to for the date and time of the complaint and confirm in VMT. An official letter will then be sent to the State Director asking for an investigation, the outcome of that investigation and any disciplinary action that may have resulted from the investigation (if applicable). If for some reason, the ten-day timeframe cannot be met, it is imperative that the State Office contact EOD as soon as possible. Once the information regarding the investigation is received, EOD will forward that information to the Department.

§ 2018.307 [Storage of Government motor vehicles](#).

Storage of GFVs and GOVs must be in safe facilities. Offices shall make every effort to obtain free storage at or reasonably near the office.

(a) Obtain commercial rental storage in accordance with procurement regulations if free storage space is not available.

(b) Vehicles shall not be stored at or near employees' private homes unless the employees' residences are their official duty stations of record or if currently under an approved Home to Work authorization or an overnight authorization .

(c) State Offices shall submit written requests to EOD for consideration on exceptions to either paragraph (a) or (b) of this section.

§§ 2018.308 - 2018.350 [Reserved]

Attachment: Exhibit A

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Exhibit A - RD, Fleet Operations

Annual Verification of Employee Driver Authorization and Certification Requirements

RD/Mission Area: \_\_\_\_\_

Per 5 CFR part 930, subpart A, and USDA Driver Authorizations/Certification Guidelines requirements, this Memo provides verification that current policy and procedures for authorization to operate agency-owned and -leased vehicles and equipment is provided on an annual basis to all employees and their supervisors as appropriate.

We acknowledge the following:

- Employee met the minimum certification training requirements to operate a Government-owned or leased vehicle and that minimum requirements for certification and authorization were maintained by the supervisor in the Employee Development File (EDF).
- Supervisor reviewed the employee's certification and authorization files during their annual performance appraisals or following any accidents or violations that affect driver records.
- Supervisor has approved of this employee's vehicle driver authorization and certification.

Supervisor Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Operator Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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