

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. Updates electric vehicle and charging requirements and references to align with Executive Order (E.O.) 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability [E.O. 14057](https://www.fedcenter.gov/programs/eo14057) (<https://www.fedcenter.gov/programs/eo14057>).
 - b. Updates criteria for utilization across all vehicle types.
 - c. Reflects new information on VA Fleet Management Information Systems.
 - d. Updates telematics requirements, including stating that all vehicles shall have telematics installed if planned to be retained over two years without exception.
3. **RESPONSIBLE OFFICE:** Office of Management (004), Office of Asset Enterprise Management (044).
4. **RELATED DIRECTIVES/HANDBOOKS:** Not applicable.
5. **RESCISSION:** VA Directive 0637, VA Vehicle Fleet Management Program Policy dated December 2, 2020.

CERTIFIED BY:

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

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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, fiscally, and environmentally 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 manage 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,” 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) The Veterans Health Administration (VHA), Veterans Benefits Administration (VBA), National Cemetery Administration (NCA), and VA Staff Offices shall designate a primary and alternate organization fleet manager responsible for ensuring their organization’s compliance with this directive. For each administration, the fleet manager shall be a full-time employee. Multiple individuals may share the fleet manager role if necessary; however, only one individual shall hold the designation of fleet manager. Fleet managers bear responsibility to ensure that all fleet manager duties are accomplished, even where those duties are distributed to multiple individuals.
 - (b) VA organization fleet managers will ensure that all fleet management responsibilities are carried out for vehicles within their organization.

- (2) **VHA VISN Fleet Managers.** Each VHA VISN shall appoint a VISN Fleet Manager whose primary 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 CFR 102-34](https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34) (<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34>).
- (b) Cell phones shall not be used while operating a vehicle except in accordance with state and local laws, and where the vehicle is equipped with hands-free technology. If necessary, the driver shall safely stop the vehicle to conduct a telephone conversation. Headphones, earphones, or headsets (wired and wireless) 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. Text or app-based communications may only be conducted when the vehicle is stopped and in park.
- (c) Safely secure all cargo to prevent injury in the event of an accident or sudden vehicle maneuver.
- (d) Smoking is prohibited in all VA fleet vehicles.
- (e) Eating and drinking are prohibited while driving, but water consumption is allowed, unless it interferes with vehicle operation or safety.
- (f) Drivers shall remove all personal items and follow administration, regional, and facility policies to maintain vehicle cleanliness.

(2) **Accident/Incident Reporting.**

- (a) Insurance. The U.S. Government is self-insured. A vehicle-specific declaration card stating this shall 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](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (c) Personal Liability. Drivers shall not operate a U.S. Government vehicle off-route and/or out of the scope of work, committing traffic violations, or operate a vehicle under the influence of any substance that in any way impairs their ability to safely operate the vehicle. Drivers may be personally liable for any damages that occur to the U.S. Government vehicle and others during a collision. 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, to include 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 CFR 102-34.230](https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34/subpart-D/section-102-34.230) (<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34/subpart-D/section-102-34.230>). A fact sheet is provided on the [VA Vehicle Fleet SharePoint site](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). Contractor personnel must abide by all vehicle traffic

laws and shall be responsible for any violations. Additionally, the contractor must brief their personnel/subcontractors about the regulations for using a government-owned or leased vehicle.

(2) **Passengers.**

- (a) Passengers may be transported in U.S. Government vehicles only where such transport serves the VA mission. If passengers are not VA employees or patients, the Office of General Counsel must be consulted prior to transporting them.
- (b) The Secretary may approve transportation of children of Department employees located at isolated stations to and from school in available U.S. Government 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) 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 & Disposal”
(<https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx>).
- (2) Acquisition methods. Vehicles shall be acquired via lease from GSA where possible, by 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. Initiate process through contacting the local GSA Fleet Service Representative (FSR). More information is available on the [VA Vehicle Fleet SharePoint site](#) under “Acquisition & Disposal”
(<https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx>).
 - (b) Purchases and commercially leased vehicles are recommended for specialty vehicles not available through leasing from GSA. Purchases must be made through GSA Auto Choice, unless a waiver is obtained, as required by 41 CFR 101-26.501. Waiver requests must be sent to the VA Fleet Management Office. The waiver form is provided on the [VA Vehicle Fleet SharePoint site](#) under “Acquisition &

Disposal”

([https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx)).

- (c) Alternative solutions that also must be considered by the fleet manager 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) Zero-Emission Vehicles (ZEVs).

- (a) In accordance with [E.O. 14057](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/12/08/executive-order-on-catalyzing-clean-energy-industries-and-jobs-through-federal-sustainability/), (<https://www.whitehouse.gov/briefing-room/presidential-actions/2021/12/08/executive-order-on-catalyzing-clean-energy-industries-and-jobs-through-federal-sustainability/>) all acquisitions of light-duty vehicles (e.g., sedans, smaller sport utility vehicles, and smaller pick-up trucks) shall be ZEVs unless otherwise justified through the VAM tool.
- (b) All VA organizations must comply with the requirement in E.O. 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability which states the following: “the Federal Government shall use its scale and procurement power to achieve:
 - i 100 percent carbon pollution-free electricity on a net annual basis by 2030, including 50 percent 24/7 carbon pollution-free electricity, as defined in section 603(a) of this order.
 - ii 100 percent zero-emission vehicle acquisitions by 2035, including 100 percent zero-emission light-duty vehicle acquisitions by 2027.
 - iii VA shall acquire ZEVs whenever possible to support this goal consistent with mission requirements. Vehicles requiring a waiver will find the procedures for requesting these waivers are on [VA Vehicle Fleet SharePoint site](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx) under “Acquisition & Disposal” ([https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx)).

(4) Low GHG Vehicles.

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 to serve the VA mission. This requirement does not apply to donated vehicles.

(5) 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 shall only be acquired if the appropriate fuel for the vehicle is available.
- (c) A is mandated to reduce petroleum use agency-wide 20 percent compared to FY 2005.

(6) Donations.

- (a) 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 & Disposal" ([https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx)). Donated vehicle titles or certificates of origin for vehicles donated locally, are to be kept by the local VA Chief Supply Chain Officer. See [VHA Handbook 1620.02 \(Volunteer Transportation Network \(VTN\)\)](#) (C:\Users\vacowagned\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\EE3D4PGI\VHA Handbook 1620.02 (Volunteer Transportation Network (VTN)).pdf) for specifics around donated vehicles.

(7) 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 Vehicle Fleet SharePoint site](#) under "Acquisition & Disposal" ([https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx)).

(8) 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](#),

(file://C:\\Users\\VACOSC~1\AppData\\Local\\Temp\\1\\MicrosoftEdgeDownloads\\b6534260-2d6e-433e-a9e6-

3dfae304861b\\VA_Handbook_7002_8_Jan_2020.pdf)

[VA Handbook 7002 8 Jan 2020 \(1\).pdf](#)

(C:\\Users\\VACOScottE2\AppData\\Local\\Temp\\1\\MicrosoftEdgeDownloads\\830cab31-80b1-477d-af4d-

c925464cf0a0\\VA_Handbook_7348_8_Jan_2020.pdf). Specific rules and regulations are in place for the acquisition, use and disposition of motor vehicles.

(9) Electric Vehicle Supply Equipment (EVSE).

- (a) All VA organizations must comply with the Implementing Instructions for [E.O. 14057](#), Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, which states the Federal Government can further ZEV goal achievement of infrastructure advancement through external coordination with state and local governments, utilities and EVSE providers.
- (b) Achieving E.O. 14057's ZEV targets require rapid deployment of EVSE, comprised of battery and plug-in hybrid electric vehicle charging infrastructure and other types of refueling infrastructure for fuel cell electric vehicles.
- (c) In developing and executing ZEV strategies, VA must ensure availability of sufficient EVSE to support a fully ZEV fleet, including the deployment and accessing of leased, owned, and public EVSEs.
- (d) VA has established EVSE for VA Leased Facilities process and procedure authorizing the installation, operation, and use of electric vehicle supply equipment for the recharging of electric and zero emission vehicles at VA leased facilities in accordance with the [FAST Act](#) (<https://www.transportation.gov/fastact>). This process can be found on the [VA Fleet Management SharePoint site](#) under "Policies & Procedures"

(<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).

- (e) VA sites and facilities may install charging equipment for POVs at VA-owned and leased facilities, in accordance with the FAST Act. Recharging for POVs shall be provided on a reimbursable basis at no additional cost to the Government. Sites and facilities shall use the Department of Energy's Federal Workplace Charging Guide calculator to determine reimbursement costs. Additional information can be found on the [VA Fleet Management SharePoint site](#) under "Policies & Procedures"
(<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (f) VA has established process and procedure on how ZEVs shall be fueled using EVSEs for those employees granted Home-To-Work Authority (HTW) from the Secretary of VA. Any additional procedures and documents for EVSEs from VA Fleet Management may be found on [VA Vehicle Fleet SharePoint Site](#) under "Policies & Procedures"
(<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).

(10) Telematics.

- (a) In accordance with [E.O. 14057](#) implementing instructions (https://www.sustainability.gov/pdfs/EO_14057_Implementing_Instructions.pdf), all newly acquired GSA-leased vehicles for the Federal Government and install telematics on all preexisting leased vehicles by 2026.
 - i Telematics must be deployed on Agency-Owned vehicles on at least the same timeline.
 - ii Vehicle waivers have been excepted by OIG for unmarked and other sensitive law enforcement vehicles.
- (b) Telematics shall 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.
- (c) Telematics in vehicles can be installed by the manufacturer as standard equipment, added as an aftermarket product, or accessed as a wireless mobile application.
- (d) Telematics shall be installed in all newly acquired VA motor vehicles, which include agency owned, GSA-leased, donated, and commercially leased. Since fiscal year 2020, new GSA leased

vehicles are required to have telematics installed as part of the lease with extra cost depending on features.

- (e) Telematics shall be a required reporting element at least once a quarter providing the results of the analyses to OAEM upon request.

(11) 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](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx) under “Acquisition & Disposal” ([https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease + Purchase.aspx](https://dvagov.sharepoint.com/sites/VACOFleetmanagement/SitePages/Lease+Purchase.aspx)).
- (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 CFR 102-34.310](https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34/subpart-H/section-102-34.310) (<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-B/part-102-34/subpart-H/section-102-34.310>). All organizations will adhere to the requirements of VA Handbook 7002, Logistics Management Procedures [VA Handbook 7002, Logistics Management Procedures](#), and VA Handbook 7348, Utilization and Disposal of Personal Property [VA Directive 7348 8 Jan 2020.pdf](#).
- (2) Donated vehicles. Donated vehicles may require offering first right-of-refusal to the donor before disposal. Such offers shall 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 “Acquisition & Disposal” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Hom>

e.aspx). 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](https://uscode.house.gov/view.xhtml?req=(title:40%20section:503%20edition:prelim)%20OR%20(granuleid:USC-prelim-title40-section503)&f=treesort&edition=prelim&num=0&jumpTo=true) ([https://uscode.house.gov/view.xhtml?req=\(title:40%20section:503%20edition:prelim\)%20OR%20\(granuleid:USC-prelim-title40-section503\)&f=treesort&edition=prelim&num=0&jumpTo=true](https://uscode.house.gov/view.xhtml?req=(title:40%20section:503%20edition:prelim)%20OR%20(granuleid:USC-prelim-title40-section503)&f=treesort&edition=prelim&num=0&jumpTo=true)). 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](#) (https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.gsa.gov%2Fsystem%2Ffiles%2FFMR_Bulletin2004-B6_MotorVehicleManagement_R24T46_0Z5RDZ-i34K-pR.doc&wdOrigin=BROWSELINK), "Proceeds from Sale of Agency-Owned Vehicles." See the GSA Website ([GSA Personal Property Sales](https://www.gsa.gov/buying-selling/government-property-for-sale-or-disposal/personal-property-for-reuse-and-sale)) (<https://www.gsa.gov/buying-selling/government-property-for-sale-or-disposal/personal-property-for-reuse-and-sale>) for more information. Disposal through GSA shall 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 GSAFleet.gov. 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" (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (2) Exemptions. Under certain conditions, field offices may request an exemption 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” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). 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 shall be directed to FleetCardOps@va.gov.
 - (a) GSA provides a fleet charge card with each leased vehicle to purchase fuel and minor maintenance. You can review requirements for proper use of the fleet charge card at <http://www.gsa.gov/portal/content/104475> and through discussion with your local GSA fleet service representative (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. The facility fleet

manager is also to be contacted immediately if the card is lost or stolen.

(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 & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). 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” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). VA organizations shall develop service standards of their own if GSA standards are not available for a given vehicle.

(3) **Vehicle Utilization.**

- (a) VA vehicles shall be utilized in accordance with this directive and all relevant statutes, regulations, and other guidance.
- (b) Each VA vehicle must be adequately utilized, in accordance with [41 CFR 101-39.301](#) (<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-101/subchapter-G/part-101-39/subpart-101-39.3/section-101-39.301>). VA recognizes that some vehicles that are otherwise adequately utilized do not accrue the mileage expectation of 41 CFR 101-39.301 and therefore have been through waivers and exemptions. For additional information on utilization, including criteria for waivers and exemptions, please visit the [VA Vehicle Fleet SharePoint site](#) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). Vehicles shall not be driven unless necessary and shall not be driven for the exclusive purpose of meeting utilization standards. Vehicles, not eligible for exemption, that fail to meet the utilization standard for one quarter in a fiscal year shall be disposed.

(4) **Use of U.S. Government Vehicles in an Emergency.** Pursuant to [38 U.S.C. Section 703\(f\)\(1\)](#),

(<https://uscode.house.gov/view.xhtml?req=granuleid:USC-2000-title38-section703&num=0&edition=2000>) 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 only be operated (per Federal Travel Regulation):
 - i Between places of official business.
 - ii "Between such places and places of temporary lodging when public transportation is unavailable, or its use is impractical.
 - iii "Between either paragraph (i) or (ii) of this section "and restaurants, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business".

(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](https://www.govinfo.gov/content/pkg/USCODE-2021-title31/html/USCODE-2021-title31-subtitleII-chap13-subchapIII-sec1349.htm#:~:text=%C2%A71349.%20Adverse%20personnel%20actions%20%28a%29%20An%20officer%20or,from%20duty%20with%20out%20pay%20or%20removal%20from%20office.) (https://www.govinfo.gov/content/pkg/USCODE-2021-title31/html/USCODE-2021-title31-subtitleII-chap13-subchapIII-sec1349.htm#:~:text=%C2%A71349.%20Adverse%20personnel%20actions%20%28a%29%20An%20officer%20or,from%20duty%20with%20out%20pay%20or%20removal%20from%20office.). The unauthorized or willful misuse of a U.S. Government motor vehicle is 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.
- (b) Employees shall report any potential misuse of VA vehicles to the VA facility fleet manager. Concerns can also be reported to GSA by emailing howsmydriving@gsa.gov with more information at <https://www.gsa.gov/portal/category/105287>.

- (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 as evidenced through ticketing and/or telematics reporting.

- (8) **Managing Vehicle Assignments.**

- (a) Fleet managers shall 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 “Policies & Procedures” (<https://vawww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (b) Executive vehicles. With limited exceptions, it is VA’s policy not to 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 shall determine whether vehicles can be parked at other federal, state, or local government locations, and shall 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. VA vehicle garage locations must be reported in VA’s fleet management information system.
- (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 CFR 102-5](#) (<https://www.ecfr.gov/current/title-41/subtitle-C/chapter-102/subchapter-A/part-102-5>) and [FMR B-35](#) (https://www.gsa.gov/system/files/HTWFMR_Bulletin_B35.pdf), and fringe benefit tax information in [IRS Publication 15-B](#)

(<https://www.irs.gov/publications/p15b>). A fact sheet is available on the [VA Vehicle Fleet SharePoint site](#) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).

- i VA has adopted GSA’s definition of Home to Work without exemption.
- ii VA has established process and procedure for those employees granted Home-To-Work Authority (HTW) from the Secretary of VA. Any additional procedures and documents for Home to Work from VA Fleet Management may be found on VA Vehicle Fleet SharePoint Site under Policies

i. Vehicle Reporting and Records.

- (1) VA’s fleet management information system (FMIS) is GSA DriveThru for GSA-leased vehicles and GSAFleet.GOV for VA-owned and commercially leased vehicles. Vehicle registration and license plate status are required in GSA DriveThru. 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 “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (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) Manage 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.
- (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) Implement and maintain the vehicle fleet management information system at all appropriate facilities and all appropriate organizational levels.
- (7) Establish processes and procedures for requesting and managing home-to-work vehicles with the organization, in compliance with federal rules and regulations.
- (8) Establish process and procedures for requesting and managing exemptions from using federal license plates.
- (9) 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, in accordance with [40 U.S.C. 17502](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title40-section17502&num=0&edition=prelim) (<https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title40-section17502&num=0&edition=prelim>).
- (2) Serve as the Department-level vehicle fleet management office.
- (3) Monitor, coordinate, and report on fleet management activities at the Department level.
- (4) Represent VA in interagency management forums.
- (5) Develop Department-level policies and other guidance and resources to optimize management of all VA vehicles.
- (6) Provide leadership and guidance to VA organizations regarding vehicle fleet management.

c. **VA Administration and Staff Office Fleet Managers** 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 quarter 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.
 - (7) Administration/Staff Office Fleet Managers shall develop a ZEV and EVSE implementation/installation strategy for the fleet under their purview.
- d. **VISN and District 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) Approve expansion of the size of the fleet or change in mission requirements.
 - (3) Increase utilization of vehicles as practicable, through disposal of excess vehicles and more efficient vehicle management.
 - (4) Review facilities fleet data and reporting submissions to improve data quality. Manage access to fleet databases for facility fleet managers.
 - (5) Conduct quarterly, comprehensive oversight of facilities to assess and improve compliance with fleet policies and procedures.
 - (6) Assist facilities with adaptation to changing technologies, including telematics and electric vehicles.
 - (7) 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 quarter; and monitor utilization, fuel card usage, and maintenance monthly. Transactions with US Bank must be reconciled for each fleet card monthly by the facility fleet manager as required in VA Financial Policy, Volume XVI, Chapter 3.
- (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](https://www.energy.gov/sites/prod/files/2020/03/f72/epact2005-sec701.pdf#:~:text=Section%20701%20of%20the%20Energy%20Policy%20Act%20of,more%20expensive%20than%20gasoline%20%2842%20U.S.C.%20%20C2%A7%206374%28a%29%283%29%28E%29%29.) (<https://www.energy.gov/sites/prod/files/2020/03/f72/epact2005-sec701.pdf#:~:text=Section%20701%20of%20the%20Energy%20Policy%20Act%20of,more%20expensive%20than%20gasoline%20%2842%20U.S.C.%20%20C2%A7%206374%28a%29%283%29%28E%29%29.>). Procedures for requesting these waivers are on [VA Vehicle Fleet SharePoint site](#) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (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 three years at minimum. Retain records longer if required for audit purposes.
- (6) Maintain proof of completion of the current year’s required driver trainings at minimum. Retain records longer if required for audit purposes.
- (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 shall 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](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Policies & Procedures”

(<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).

- (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](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Training & FAQs” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (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 shall 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 valid state driver’s license, as well as meet any criteria set in administration, regional, and facility policies to begin and continue driving VA vehicles. Drivers shall also complete all required training before operating any government vehicle.
- (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](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>). 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](https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx) under “Policies & Procedures” (<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).

- (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 & FAQs"
(<https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>).
- (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. <https://www.govinfo.gov/content/pkg/BILLS-110hr6enr/pdf/BILLS-110hr6enr.pdf>
- b. Energy Policy Act of 1992 (EPAAct) (Public Law 102-486, 106 Stat. 2776). Alternative fuel vehicle acquisition requirements. <https://afdc.energy.gov/files/pdfs/2527.pdf>
- c. Energy Policy Act of 2005 (EPAAct 2005) (Public Law 109-58, 119 Stat. 594). Alternative fuel purchasing requirements. <https://www.ferc.gov/enforcement/enforce-res/EPAAct2005.pdf>
- d. Title 31 U.S.C. Section 1344. Restricts federal vehicles to official uses only. <https://www.govinfo.gov/app/details/USCODE-2011-title31/USCODE-2011-title31-subtitleII-chap13-subchapIII-sec1344>
- e. Title 31 U.S.C. Section 1349. Sets penalties for violation of Section 1344. <https://www.govinfo.gov/app/details/USCODE-2011-title31/USCODE-2011-title31-subtitleII-chap13-subchapIII-sec1349>
- f. Title 38 U.S.C. Section 703(f)(1). Established authority of the Secretary during emergencies. [https://uscode.house.gov/view.xhtml?req=\(title:38%20section:703%20edition:prelim\)](https://uscode.house.gov/view.xhtml?req=(title:38%20section:703%20edition:prelim))
- g. Title 40 U.S.C. Section 503. Exchange or sale of similar items. <https://www.govinfo.gov/app/details/USCODE-2011-title40/USCODE-2011-title40-subtitleI-chap5-subchapI-sec503>
- h. Title 40 U.S.C. Section 17502. Central oversight of fleet management. <https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title40-section17502&num=0&edition=prelim>
- i. 41 CFR 101-39.301, Utilization Guidelines. <https://www.govinfo.gov/app/details/CFR-2004-title41-vol2/CFR-2004-title41-vol2-sec101-39-301/context>

- j. 41 CFR 101-26.501, Requirement to Procure through GSA.
<https://www.govinfo.gov/app/details/CFR-2012-title41-vol2/CFR-2012-title41-vol2-sec101-26-501-1>
- k. 41 CFR 102-34.310, Disposal of Motor Vehicles.
<https://www.govinfo.gov/app/details/CFR-2008-title41-vol3/CFR-2008-title41-vol3-sec102-34-310>
- l. Federal Management Regulation (FMR) 102-5, Home-to-Work Transportation.
<https://www.govinfo.gov/app/details/CFR-2011-title41-vol3/CFR-2011-title41-vol3-part102-id96>
- m. FMR B-35. Home-to-Work Transportation.
https://www.gsa.gov/cdnstatic/FMR_Bulletin_B35.pdf
- n. FMR 102-34, Motor Vehicle Management. <https://www.gsa.gov/policy-regulations/regulations/federal-management-regulation-fmr/idtopicx2x16284>
- o. FMR 2004-B6, Motor Vehicle Management.
https://www.gsa.gov/cdnstatic/FMR_Bulletin2004-B6_MotorVehicleManagement_R24T46_0Z5RDZ-i34K-pR.doc
- p. Federal Travel Regulation, Part 301-10-Transportation Expenses.
<https://www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-fttr?asset=122660#i1205382>
- q. VA Financial Policies and Procedures, Volume XVI- Chapter 3, "Government Fleet Charge Card." <https://www.va.gov/finance/policy/pubs/volumeXVI.asp>
- r. [VA Handbook 7002, "Logistics Management Policy".](https://www.va.gov/vapubs/viewPublication.asp?Pub_ID=1129&FType=2)
https://www.va.gov/vapubs/viewPublication.asp?Pub_ID=1129&FType=2
- s. [VA Handbook 7348, "Utilization and Disposal of Personal Property".](https://www.va.gov/vapubs/viewPublication.asp?Pub_ID=1124&FType=2)
https://www.va.gov/vapubs/viewPublication.asp?Pub_ID=1124&FType=2
- t. VHA Handbook 1620.02, "Volunteer Transportation Network (VTN)"
https://www.va.gov/vhapublications/ViewPublication.asp?pub_ID=9845
- u. Executive Order 13834, "Efficient Federal Operations."
<https://www.federalregister.gov/documents/2018/05/22/2018-11101/efficient-federal-operations>
- v. Executive Order 14057, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability.
<https://www.fedcenter.gov/Bookmarks/index.cfm?id=38808>

- w. Executive Order 14057, Implementing Instructions for Executive Order 14057 Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability. https://www.sustainability.gov/pdfs/EO_14057_Implementing_Instructions.pdf
- x. Federal Energy Management Program's "Federal Fleet Management Requirements." <https://www.energy.gov/eere/femp/federal-fleet-management-requirements>
- y. IRS Publication 15-B, "Employers Tax Guide to Fringe Benefits for Employees." Covers home to work commuting. <https://www.irs.gov/pub/irs-pdf/p15b.pdf>
- z. Implementing Instructions for Executive Order 13834, "Efficient Federal Operations." https://www.sustainability.gov/pdfs/eo13834_instructions.pdf
- aa. VA Vehicle Fleet SharePoint site. Contain resources for all fleet managers. <https://vaww.vashare.vaco.va.gov/sites/fleetmanagement/SitePages/Home.aspx>

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 Vehicles (AFVs).** 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. **Electric Vehicle Supply Equipment (EVSE).** A power supply device that supplies electrical power for (re)charging plug-in electric and zero emission vehicles.
- f. **Executive Vehicles.** A vehicle used primarily to transport senior executives (heads of agencies, Senior Executive Service (SES) employees, and general officers.
- 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. **GSAFleet.gov.** The fleet information system that GSA maintains for federal agency use. GSAFleet.gov is an integral part of VA's official fleet management information system, used for all VA-owned and commercially leased vehicles.
- l. **GSA Fleet Drive Thru.** 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.
- m. **Home-To-Work Transportation.** The use of a government vehicle, whether Agency-owned or leased, to transport an employee between his/her home and regular place of work.
- n. **Leased Vehicles.** Vehicles the agency acquires for a temporary period to perform mission-related duties and activities, either from GSA or from a commercial vendor.
- o. **Light-Duty Vehicle.** A vehicle with a gross vehicle weight rating (GVWR) of less than or equal to 8,500 pounds.
- p. **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.
- q. **Medium-Duty Vehicle.** A vehicle with a GVWR of 8,501 to 16,000 pounds.
- r. **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.

- s. **Purchased vehicles.** Vehicles purchased with Government funds and owned by the agency to perform mission-related duties and activities.
- t. **Telematics.** Telematics are technology-based systems to collect and record vehicle operational data.
- u. **Zero Emission Vehicles.** Vehicles that do not emit exhaust gas or other pollutants from the onboard source of power.