

FSIS DIRECTIVE

2450.1
Revision 7

8/1/22

FLEET MANAGEMENT PROGRAM

I. PURPOSE

This directive sets out procedures regarding FSIS motor vehicles fleet management and the assignment and use of motor vehicles for official business. FSIS is reissuing this directive in its entirety to introduce newly implemented Federal and Departmental fleet policies, instructions and procedures, and FSIS fleet training requirements.

II. CANCELLATION

FSIS Directive 2450.1, Revision 6, *Assignment and Use of Motor Vehicles for Official FSIS Business*, 11/3/14.

FSIS Directive 2450.3, *Mandatory Supervisory Training and Responsibilities Concerning Government Owned Vehicle Misuse*, 7/2/19.

III. BACKGROUND

When FSIS personnel travel on official business, they are to use public transportation when available and practical. FSIS personnel may use Government owned/leased vehicles (GOVs) when required on a continuing basis for extensive travel. FSIS employees may also use a privately owned vehicle (POV) when authorized or approved for official business at the rates and conditions specified in [FSIS Directive 3800.2](#), *Reimbursement for Use of Privately Owned Vehicles* or in the most current applicable FSIS notice.

IV. FLEET MANAGEMENT PROGRAM

The Office of Management (OM), Administrative Services Division (ASD) is responsible for the efficient day-to-day operation of the Agency's Fleet Management Program. In this regard, FSIS Fleet Management has developed procedures for the administration, management, accountability, leasing, operation, maintenance, and reporting related to the FSIS Fleet. Program Areas may not acquire, lease, or rent any motor vehicle for the accomplishment of Agency mission requirements (except temporary duty (TDY) travel transportation without prior coordination with the FSIS Fleet Management staff.

V. EMPLOYEE RESPONSIBILITIES

FSIS employees are entrusted with the use of a GOV for official purposes only and are required to comply with established policies and procedures. Compliance with training, documentation, and safety requirements is essential in maintaining an effective vehicle fleet program. Employees driving GOVs are to:

1. Complete required training prior to receiving a GOV and complete any annual refresher training to maintain driving authorization;

2. Not operate a GOV for Home to Work (HtW) without a current authorization;
3. Not operate shared vehicles unless properly dispatched by authorized personnel;
4. Cover all costs to obtain proper licensing to operate a GOV to perform their duties;
5. Complete the appropriate state/DC/U.S. territory driver's licensing requirements to maintain a valid driver's license;
6. Maintain a safe driving record to operate a GOV;
7. Be aware that certain violations, such as reckless driving, may prevent them from receiving approval to operate a GOV, and may be grounds for disciplinary actions and removal from service;
8. Maintain a valid driver's license in their possession while driving a GOV;
9. Have a valid FSIS Identification or credential in their possession while driving a GOV on a public road or highway;
10. Report any accidents or traffic violations that occurred while driving personal or Government vehicles within the last five years to their supervisors and on their certification and/or authorization forms;
11. Report any accidents or violations that would affect their driving record or suspend their state/DC/U.S. territory driver's license to their supervisor within 24 hours of the incident;
12. Report via phone call, text, or email all GOV accidents or incidents involving damage to GOVs within 24 hours to their supervisors. Accident/incident reports are to include the [Standard Form \(SF\)-91](#), *Motor Vehicle Accident (Crash) Report*; [SF-94](#), *Statement of Witness* (if available); and Police Report (if available). The employee is to also complete and submit, [Form AD-112](#), *Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property* within 72 hours to their supervisors;

NOTE: Vehicle incidents include non-accident vehicle damages including but not limited to vandalism (including stolen plates), falling objects, weather damage (flood, hail, winds), fires, earthquakes, and animal damages. Flat/punctured tires and cracked windshields do not require reporting as they are noted as wear and tear of the vehicle.

13. Read the instructions printed on the General Service Administration's [GSA Form 1627](#), Fleet Vehicle Accident Kit, for motor vehicle accident reporting.
14. Report motor vehicle accidents and property damage incidents involving motor vehicles to their supervisor following the instructions in this Directive and [FSIS Directive 4791.13](#), *Workplace Inspections and Injury, Illness, and Motor Vehicle Incident Reporting*;
15. Perform preventive vehicle safety checks before, during, and after operation (e.g., oil, fuel, tires, scratches, dents);
16. Operate the vehicle in a safe manner;
17. Protect the vehicle, keys, and fleet services card (fuel card) against theft and misuse;

18. Maintain the vehicle clean and free of trash;
19. Park or store the vehicle in a manner that reasonably protects it from theft, towing, or damage;
20. Lock the vehicle when unattended, except when fire regulations or other directives prohibit locking vehicles in closed buildings or enclosures;
21. Remove the ignition key(s) and fleet services card from the vehicle when the vehicle is left unattended;
22. Remove the fleet services card from the vehicle when the vehicle is left for repairs or service; and
23. Ensure that all government property, such as laptops, printers, and equipment, are secured in a non-visible area of the vehicle when vehicle is not being operated.

VI. SUPERVISORS' RESPONSIBILITIES

A. Supervisors of FSIS employees applying for the use of an HtW GOV are to:

1. Complete required annual and refresher fleet training;
2. Evaluate employees' HtW vehicle requests. An evaluation is based only on what is beneficial to the Government;
3. Ensure employee completes required training prior to receiving a GOV and completes annual refresher training to maintain driving authorization;
4. Ensure employee completes assigned vehicle maintenance services as directed by GSA, to include preventive maintenance and recalls;
5. Prohibit the use of unsafe or defective vehicles;
6. Prohibit the use of vehicles for other than official purposes;
7. Review employee driving qualifications and authorizations on an annual basis during performance appraisals. The review is to consist of driver authorization documents for the operation of vehicles on roads and highways open to the public (driver's license, HtW documents, training);
8. Ensure employees' local files contain the following documentation:
 - a. [Form AD-728](#), Request and Authorization for Home to Work Transportation;
 - b. [FSIS Form 3800-2](#), Annual Notice to High-Mileage Drivers;
 - c. [FSIS Form 2450-5](#), Request for Authorization to Operate a GOV;
 - d. [FSIS Form 2450-6](#), Government Vehicle Data Sheet;
 - e. Copy of completed required training certificates; and

- f. Completed GOV accident/incident reports (if applicable).
9. Ensure prompt reporting of vehicle accidents/incidents;
10. Report all cases of known or suspected GOV misuse to their immediate supervisor and to Internal Affairs (IA), Office of the Administrator (OA);
11. Contact the Labor and Employee Relations Division (LERD), OM for guidance when an employee is the subject of a GOV misuse complaint; and
12. Take appropriate action on confirmed GOV misuse as directed by LERD.

VII. DESIGNATED GOV FLEET MANAGER RESPONSIBILITIES

FSIS employees designated by their Program Area as GOV fleet managers are to:

1. Complete required fleet training;
2. Serve as liaison between GSA and GOV drivers for actions related to assigned GOVs;
3. Maintain an accurate fleet inventory of assigned vehicles;
4. Maintain accurate information of assigned GOVs in the GSA [Drive-Thru](#) system for vehicles not outfitted with telematics technology;
5. Select replacement vehicles in the Customer Acquisition Module (CAM), per GSA and ASD Fleet Management guidance;
6. Provide supporting documentation/information related to underutilized vehicles, as requested by ASD Fleet Management, for vehicles not outfitted with telematics technology;
7. Submit completed [Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property](#) to the ASD Fleet Management office within 48 hours of receipt from the Accountable Property Officer (APO); and
8. Submit completed accident/incident reports to the ASD Fleet Management office.

VIII. ACCOUNTABLE PROPERTY OFFICER RESPONSIBILITIES

APOs are to:

1. Review [Form AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property](#) for GOVs and forward to the local fleet manager within the Resource Management Staff (RMS) within 48 hours of receipt from supervisors; and
2. Take necessary actions upon completion of accidents/incidents review and recommendations from the FSIS Property Management Officer (PMO).

IX. CONDITIONS NECESSARY TO USE A GOV

A. The use of a GOV is for official business when determined to be in the Government's best interest. Official business does not include use for private business, personal errands, or recreation. An employee assigned a motor vehicle on a continuous basis for transportation between several places, required for the performance of his or her duties, is authorized to stop for food at suitable

eating establishments and locations necessary to perform Government business following the [Federal Travel Regulation](#) and [FSIS Directive 3800.2](#), *Reimbursement for Use of Privately Owned Vehicles*.

B. No FSIS employee is to operate a GOV unless he or she possesses a valid state/DC/U.S. territory driver's license, local approval to drive a shared vehicle, or a current HtW authorization. GOV operators authorized to park vehicles overnight at other locations (establishments, district office, etc.) do not require a HtW authorization. Although other Government employees may occasionally ride in an FSIS GOV as part of official business (see paragraph E of this section), non-FSIS employees may not drive the GOV.

C. Employees are to obey all motor vehicle traffic laws of the state and local jurisdiction in which they are assigned. FSIS will hold employees responsible for any violations of state or local traffic laws. If an employee is fined or penalized for committing an offense while performing his or her official duties, payment is his or her responsibility. Per [41 CFR 102-34.225](#), the statutory penalty for willful misuse of a government vehicle is a minimum suspension of 30 days without pay.

D. [Executive Order \(EO\) 13513](#), *Federal Leadership on Reducing Text Messaging While Driving*, states that a Federal employee is not to engage in text messaging when driving GOVs or POVs while on official Government business, or to use electronic equipment for text messaging supplied by the Federal Government while driving. Text messaging means reading from or entering data into any handheld or other electronic device, emailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

E. An employee can transport other Government employees while on official business if:

1. Use of the vehicle is more efficient;
2. Use of the vehicle is for official purposes only;
3. Use does not hamper the performance of assigned official duties; and
4. Transporting these individuals is directly related to the operator's official duties.

F. Transporting private individuals (to include family members) for personal matters is prohibited.

G. Unless approved for a service animal, the transportation of pets/animals is prohibited.

H. Operators and passengers are to properly wear seat belts while vehicle is in motion.

I. Each GOV is to have a [GSA Form 1627](#), *Fleet Vehicle Accident Kit* containing:

1. [SF-91](#), *Motor Vehicle Accident (Crash) Report*. The [SF-91](#) form is used for accident reporting.
2. [SF-94](#), *Statement of Witness*. The [SF-94](#) form is used to obtain a witness statement.
3. [SF-95](#), *Claim for Injury, Damage, or Death*. Employees are to provide this form to the third party when involved in an accident if asked.

J. Smoking is prohibited in USDA-owned or leased vehicles per [Departmental Regulation 4400-006](#), *USDA Smoking Policy*. This prohibition applies to all tobacco products and E-cigarettes, which are defined by the Food and Drug Administration (FDA) as a tobacco product.

K. GOVs may come equipped with special features (i.e., OnStar or Sirius XM radio) requiring a subscription service once the free trial period ends. FSIS personnel operating these vehicles are prohibited from subscribing to the service using program or personal funds. Utilization of this type of equipment and options is considered personal use of Government equipment.

L. Program Areas with shared vehicles are to maintain full control of assigned vehicles. The District or Region RMS is to establish internal controls to sign vehicles in and out to shared vehicle drivers using a sign in/out log. Shared vehicle drivers do not require approval from the FSIS ASD Fleet Management staff to use the vehicles. When signing out shared vehicles, the RMS is to ensure drivers possess a state/DC/U.S. territory driver's license and have completed the required fleet training.

M. GOVs are to be used as they are received from GSA. Vehicles are not to be modified in any manner from its original design, unless covered and approved by a reasonable accommodation. Any approved modification is to be coordinated between a Program Area's RMS, FSIS Fleet Management staff, and the GSA Field Service Representative (FSR).

X. HtW PROGRAM

A. By statute, certain Federal employees are authorized HtW transportation. HtW is authorized only when all the following criteria are met:

1. An eligible employee is engaged in field work. Eligible employees include the following:
 - a. Veterinary Medical Officer – 0701;
 - b. Food Technologist – 1382;
 - c. Food Inspector – 1863;
 - d. Consumer Safety Inspector – 1862;
 - e. Import Inspector – 1863;
 - f. Investigator – 1801;
 - g. Consumer Safety Officer – 0696; and
 - h. General Investigation – 1810.
2. It is validated that such authorization is required to properly perform official duties.
3. The details of the HtW authorization are fully documented.
4. The employee certifies that he or she is aware of the penalties for using the vehicle for unofficial purposes or operating the vehicle in a manner that violates state or local laws. Except as provided below, employees are not to park GOVs at or near their residence, unless they receive written approval from ASD Fleet Management staff.

B. The designation of a worksite as a field office does not, by itself, permit the use of a GOV for HtW transportation. This is applicable to employees involved in field work whose jobs require travel to several locations during the course of the work day as established in [DR 5400-005](#).

C. Enforcement, Investigations, and Analysis Officers (EIAO) are to park GOVs at the worksite whenever possible. If they are determined to be on call 24 hours a day, seven days a week by the District Office (DO), then an HtW authorization is to be considered.

D. FSIS supervisors, RMS, and fleet managers reviewing and approving HtW requests are to consider the following:

1. Employees are allowed to use GOVs for transportation to and from work only when that use is consistent with [DR 5400-005](#), *Use of Government Vehicle for Home to Work*;
2. Employees are stationed at a field location where there is a local office but normally report directly to varying locations of duty. The fact that the employees can travel to a field location is not sufficient for HtW authorization. Travel plans are to be definite before HtW GOV usage can be approved;
3. Calls for work are made at unusual hours, and the need for prompt action does not permit delay; and
4. Distance guidelines for mileage from employee's residence to their primary duty location (PDL) are as follows:
 - a. If the distance from the residence to the PDL is 100 miles or more driving one way, the authorization request is denied;
 - b. If the distance from the residence to the PDL is 80-99 miles, the request is sent back to the DO or Program Area to determine whether the mileage and patrol is in the Government's best interest. If the DO or Program Area does not approve the request, HQ Fleet Management is to concur and disapprove the HtW request; or
 - c. If the distance from the residence to the PDL is 79 miles or less, HQ is to approve the request unless the DO or Program Area provides supplemental information as to why it is not in the Government's best interest.

E. HtW authorization is not applicable when employees assigned to field work are not actually performing field work. This is applicable when employees are on extended periods of leave (sick or annual) or performing details outside of the field work area.

F. For instances where an employee is authorized HtW transportation under the field work provision, but performs field work only on an intermittent basis, the Agency is to establish procedures to ensure that a GOV is used only when field work is actually being performed.

H. WebTA Code 17 simplifies claiming commuting fringe benefits. The [Tax Reform Act of 1984](#) required that certain employer-provided fringe benefits be considered as income for Federal tax purposes. The Internal Revenue Service (IRS) determined that employer-provided transportation, such as GSA-leased vehicles, between home and the point of duty is such a fringe benefit. The IRS determines annually the amount to be reported for each one-way commute as taxable income. WebTA Transaction Code 17 was developed to capture these fringe benefit trips on the time and attendance (T&A) form. [DR 2600-001](#), *Taxation of Fringe Benefits*, clarified which trips are considered fringe benefits that require using Code 17. For clarification of when to use this code, please contact your supporting RMS.

XI. SUBMISSION OF HtW REQUEST

- A. Before submission of an HtW request, employees are to complete required fleet training in AgLearn. Once training requirements are complete, employees are to complete items 1 through 11 on [Form AD-728](#) and prepare a simple sketch or detailed list showing the travel pattern for a typical work-day route to assist the approving officials in making an impartial determination. The sketch or detailed list is to identify the route(s) and mileage between starting and ending points.
- B. Employees are to sign and provide the [Form AD-728](#) to their supervisor or designee for review.
- C. Supervisors are to review the request based only on what is beneficial to the Government following [DR 5400-005](#). Supervisors are to sign and complete block 12 with an approval/disapproval recommendation. If the supervisor disapproves the request, he or she is to explain the reason for the disapproval in block 13 and return the request to the employee. Supervisors are to forward approved requests to the supporting RMS for processing.
- D. The Property Management Branch (PMB) is to ensure all HtW requests are properly justified and review the AD-728 form for accuracy and completeness. FSIS is to only authorize HtW transportation when such use substantially increases the efficiency and economy of the Government, the request follows [DR 5400-005](#), and the vehicle allocation is within the USDA approved Vehicle Allocation Methodology (VAM) threshold. The employee's comfort and convenience are not justifications.
- E. PMB is to ensure that [Form AD-728](#) for approved HtW authorizations are filed and maintained to document the need for an employee to use HtW transportation. PMB is to ensure that all HtW transportation approvals are recertified every fiscal year. PMB is to distribute a copy of the approved Form AD-728 to the respective Program Area's fleet points of contact (POCs) and retain the original.
- F. Employees are to submit a new application whenever circumstances change, or whenever a home address or duty assignment changes. There can be only one authorization in effect at a time. All previous authorizations are obsolete with the issuance of a new authorization. Employees cannot have authorizations at more than one residence.
- G. HtW authorizations are not transferable.

XII. ANNUAL HtW RECERTIFICATIONS

- A. FSIS HtW authorizations are valid from October 1st through September 30th of the fiscal year. HtW participants are to recertify HtW authorizations annually. To recertify, all FSIS HtW drivers are to submit [Form AD-728](#) and route sketch to their supervisor no later than May 31st every year. Supervisors are to review HtW applications for accuracy and completeness, approve/disapprove the application, and forward to the supporting RMS. The supporting RMS reviews the application and forwards locally approved applications to the FSIS Fleet Management staff at fsisfleetmanagement@usda.gov by June 30th of every year.
- B. Fleet Management staff is to process all applications and forward completed forms to the respective RMS. Employees who fail to recertify may not operate a GOV on October 1st, as annual authorizations will expire on September 30th every year.
- C. Supervisors and Program Area's fleet POCs are responsible for ensuring all HtW participants under their purview submit annual recertification documentation.
- D. Submission of [FSIS Form 2450-5](#) and [FSIS Form 2450-6](#) during annual recertifications is no longer required.

XIII. ANNUAL HIGH-MILEAGE DRIVERS

A. USDA GOV utilization criteria for FSIS GOVs is 7,500 miles annually. GOVs not achieving 7,500 miles annually are considered underutilized and are subject to reassignment to other employees. FSIS drivers who opt to use a GOV instead of a POV are to meet the high-mileage criteria of 625 miles per month to be considered high-mileage drivers.

B. The high-mileage figure is based solely on a comparison, using the mileage figure, between the cost for operating a GOV and the cost for reimbursable POV mileage. The GOV cost can be obtained by calculating the GSA leased vehicle monthly rate plus the current mileage rate for a GSA compact sedan. When it becomes more expensive to drive the POV than the GOV, the corresponding mileage figure, rounded to the nearest hundred, becomes the high-mileage figure for that fiscal year (FY).

C. Employees on official travel who are expected to drive at least the monthly high mileage are to confirm annually in writing whether they will drive a GOV or POV. Supervisory personnel determine the following:

1. The mileage driven during the past FY. This amount is the primary factor in making this forecast unless circumstances change.
2. The number of miles the employee is expected to drive for the current FY. This amount determines whether an employee is a high-mileage driver.
3. Applicable miles driven include:
 - a. Official work assignment mileage;
 - b. Reimbursable home-to-home mileage;
 - c. Union officials' representational activities mileage; and
 - d. Attendance at work unit or district meetings and coverage positions mileage.

D. Employees who expect to drive 625 or more official reimbursable miles per month during the following fiscal year are to submit [FSIS Form 3800-2](#) to their supervisors to indicate their commitment to drive a GOV or their POV. Supervisors are to forward the forms to the Program Area RMS, and the RMS is to forward all forms to the ASD Fleet Management staff at fsisfleetmanagement@usda.gov by May 15th each year.

E. When submitting [FSIS Form 3800-2](#) outside of the annual commitment cycle (May 15th), forms are to be submitted five working days before the end of the month. If submitted after, the maximum reimbursement will begin on the first day of the month following the date of the driver's submission and continue until a vehicle is provided to the employee. Low-mileage drivers are not required to file commitments. Supervisors are to complete [FSIS Form 3800-2](#) and maintain the completed form in the employee's local personnel file.

F. The high-mileage commitment is the basis for reimbursement to the employee for the entire FY and can only be changed under the following circumstances:

1. Employees can change the annual commitment, or initiate a new one, when a permanent

assignment change qualifies or disqualifies the driver for the high-mileage category. A permanent change can result from:

- a. Reassignment to a different duty station; and
 - b. Circumstances that were not contemplated at the time the original commitment was made, including reassignment to a different position at the same duty station and an increase or decrease in the number of establishments covered or a change in the frequency of coverage.
2. High-mileage drivers who made a commitment to drive a POV may change their commitment if they find that the current reimbursable rate per mile is insufficient because of fluctuating fuel prices. Drivers may request relief from the annual commitment to drive a POV when an increase in the price of fuel exceeds, by 25 percent or more, the prevailing market price at the time of the original commitment.
 3. If an employee is considered a high-mileage driver, both before and after any of the above changes, the original commitment continues to apply. Employees using GOVs are to continue using it at the new official duty station, provided that the GOV can be relocated without incurring an unreasonable expense.
 4. If a change in assignment moves the employee into the high-mileage category, the employee is to submit a commitment with an effective date on the first day of the next month. A new commitment is the basis for reimbursement for the remainder of the FY. Such commitments made after March 31 are binding for the next FY as well.
 5. If the change in assignment results in a move of the employee out of the high-mileage category, the employee can be released from the initial commitment as of the first day of the next month.
 6. FSIS high-mileage drivers whose GOV driving privileges are revoked due to misuse are to complete a new [FSIS Form 3800-2](#) within 30 days of driving status change indicating that he or she will be operating his or her POV at the lower POV rate (Section B, Option 4) for the remainder of the FY, or as determined by the FSIS IA, LERD, USDA Office of General Counsel (OGC), or USDA Office of Inspector General (OIG).
 7. The mileage rates are authorized by [41 CFR 301-10.310](#) and are subject to change each January when the IRS sets the mileage rate for the current tax year, and GSA sets the POV rate. In the event of a mileage rate change after the commitment was submitted, employees' mileage reimbursement rates are to be adjusted effective the month of the effective rate change. High-mileage drivers do not have to complete a new FSIS Form 3800-2.
 8. If a GOV is requested and becomes available and then refused by the employee, the employee will be responsible for completing a new high-mileage commitment form stating that he/she will drive a POV. From the date of the refusal, the employee is to be reimbursed at the current high-mileage POV rate. The employee will not be allowed to request a GOV for a period of 12 months after the refusal of a GOV.

G. Certain costs in connection with the business use of a POV are deductible expenses for Federal income tax purposes. The cost of driving between home and work is a commuting expense, not a deductible business expense.

EXCEPTION: If a trip is completely reimbursable, it is not recorded on the T&A, and therefore, there are no tax implications associated with that specific trip. Only the trips that are coded Code 17 on a

T&A have tax implications. (See [FSIS Directive 3800.2](#), Part Two.)

1. [IRS Publication 15-B](#), *Employer's Tax Guide to Fringe Benefits*, states that employer-provided transportation between home and work is a taxable noncash fringe benefit. Drivers are to report each one-way commute with the respective sum as taxable income.
2. Employees are to report each one-way trip on their T&A reports so that accurate tax information can be compiled and included on the employee's Form W-2, Wage and Tax Statement.

XIV. LICENSE PLATES

A. GSA provides Government license plates for all Agency-leased vehicles. License plates are to be mounted on the front and rear of the vehicle, even if the state where the vehicle is driven requires only one plate.

B. Government license plates are to remain attached to the vehicle to which they are assigned and are not transferable to other vehicles.

C. Agency vehicles used for investigative purposes requiring state plates are normally registered in the state where delivery is made. Program Area fleet POCs, in coordination with the respective FSR and local Department of Motor Vehicles (DMV), are to coordinate details for temporary and permanent state plates. For legal and management purposes, Program Area POCs are to notify ASD Fleet Management of state plates received for any of their assigned GOVs.

D. The employee is to take the manufacturer's statement of origin or the vehicle title, and any other documents required for state registration to the appropriate state DMV and register the vehicle free of liens.

E. License plates assigned to unmarked vehicles are to comply with the state laws where the vehicle is registered.

F. If the license plates (leased or State) are stolen, the employee is to report the loss to the immediate supervisor and to state and local police. The employee is to complete [Form AD-112](#), documenting the incident and forward it to PMB. The employee is also to report all losses of plates on leased vehicles to the assigned [Fleet Management Center \(FMC\)](#).

XV. HIGHWAY TOLLS

A. Depending on location, GOV drivers may be required to commute in areas where highway tolls are required. Where practical, employees are to avoid highway tolls and use common routes to and from work. Current Federal financial management policies prevent the use of the Government Purchase Card for GOV repairs and services. The Government Purchase Card may be used for the purchase of toll transponders, but not the service.

B. Program Areas requiring toll transponders for assigned GOVs are to assess and validate employee requirements before purchasing transponders as Government property. Transponders may be issued to the GOV drivers and returned when no longer needed using [FSIS Form 8200-1](#), *Property Receipt*. Program Areas are to establish internal controls to account for transponder device accountability.

C. Employees requiring transponders are to coordinate with supervisors and/or RMS staff for the acquisition of devices. Employees are to claim monthly tolls using [OF-1164](#), *Claim for*

Reimbursement for Expenditures on Official Business, through their supporting RMS.

XVI. VEHICLE TELEMATICS

A. FSIS implemented vehicle telematics to enhance driver safety, improve efficiency, and optimize fleet utilization.

B. [41 CFR § 102-34](#), *Motor Vehicle Management*, authorizes the collection of GOV information required to manage government fleet vehicles and comply with Federal reporting requirements. Telematics technology automatically collects vehicle administrative, usage (mileage, trips, days use), fuel, maintenance, accident, and risky driver behavior data.

C. FSIS Fleet Management is to manage telematics data for the purpose of:

1. Rightsizing the FSIS fleet;
2. Reducing vehicle fuel usage;
3. Reducing vehicle underutilization;
4. Reducing risks associated with reckless driving and misuse of vehicles;
5. Reinforcing proper maintenance;
6. Increasing safety; and
7. Facilitating compliance with [Federal Automotive Statistical Tool \(FAST\)](#) reporting requirements.

D. ASD Fleet Management will make requested telematics data available to IA, OIEA, LERD, OIG, and OGC as part of ongoing investigations. These offices may share relevant investigation/case information as needed per internal policies.

E. Employees are not to tamper, disable, or remove telematics devices. ASD Fleet Management is to report willful tampering, disabling, or removal of telematics devices to IA for investigation.

XVII. GSA FLEET SERVICES CARD

A. All Agency vehicles are leased from GSA. Each GSA fleet vehicle is issued one GSA fleet services card to purchase fuel and services. Each fleet services card is embossed with the vehicle's license plate number. The GSA fleet services card that matches that GSA fleet vehicle's license plate must be used for all transactions and may not be used for other vehicles. GOV drivers are to familiarize themselves with how to properly use the GSA fleet services card prior to fueling or purchasing maintenance.

B. GSA relies on commercial facilities for the fueling and maintenance of vehicles to the greatest extent possible. Fleet services cards are accepted at 95% of U.S. fuel stations and 45,000 service stations for under \$100 transactions, excluding tires, batteries, or glass replacement, which require preauthorization.

C. Fleet services cards are for official Government use only and only for their intended vehicle purpose. The cards are not to be used for travel, office supplies, or services.

D. When purchasing fuel, drivers are to verify the fuel pump reading to ensure accuracy. Drivers may contact the customer service number on the back of the fleet services card for fueling questions, fleet services card use issues, or after-hours usage.

E. Drivers are to ensure accurate odometer readings are entered at the pump. GSA uses odometer readings to ensure GOVs receive the necessary preventive maintenance and are billed correctly. Odometer readings entered at the pump are directly embedded into GSA established controls designed to prevent fraud or misuse of GSA fleet services cards. ASD may make GSA fleet services card data available to IA, LERD, OIG, and OGC for use in investigations and discipline. These offices may share relevant investigation/case information as needed per internal policies.

F. In cases of fraud or misuse involving fuel, GSA will issue an Agency Incurred Expense (AIE) for the entire purchase amount to recover those costs. ASD Fleet Management is to review all AIEs to determine if purchases were justified and take the necessary actions to ensure compliance.

Improper fueling actions include:

1. Fueling non-government vehicles;
2. Fuel theft;
3. Over-tank fuel purchase;
4. Fueling non-GSA Fleet, government-owned equipment;
5. Incorrect fuel type and/or fuel card for the respective vehicle;
6. Multiple vehicles fueling with the same GSA fleet services card;
7. Excessive fuel consumption based on actual versus expected fuel economy;
8. Full-service fuel (except NJ & OR, or locations required by law); or
9. Upgraded fuel when not required and more expensive.

G. GSA charges FSIS for any fraudulent purchase with the GSA fleet services card and may refer cases to the USDA OIG for further investigation. Cases may include:

1. Any attempt to obtain cash back from the GSA fleet services card or selling fuel or items purchased with the fleet services card;
2. Any unexplained miscellaneous purchases, food, alcohol, or other unauthorized purchase;
3. Selling/skimming a fleet services card or card information;
4. Stealing items (e.g., tires, batteries, motor oil) paid for with the services card;
5. Unexplained consumable purchases (e.g., oil, washer fluid); and
6. Fueling a personal vehicle or other personal equipment.

H. Fuel transactions are captured and maintained electronically; therefore, drivers are not required to maintain fuel receipts, unless a fuel claim will be submitted. Fuel reimbursement is authorized when fuel pump issues prevent the use of the GSA fleet services card, and the driver pays for fuel from his or her own funds. The driver is to obtain a receipt showing the price per gallon, gallons purchased, date, GOV license plate number, and odometer reading when submitting a fuel claim. The claim is to be submitted as a travel expense. In this situation, employees are to attach a copy of the receipt to the [OF1164](#) and submit it via supervisory channels to ASD fleet management fsisfleetmanagement@usda.gov.

I. In addition to fuel, drivers may use the GSA fleet services card to pay for:

1. Lubricating services;
2. Antifreeze;
3. Oil and air filter service;
4. Battery charging;
5. Tire repair;
6. Washing and cleaning; and
7. Emergency replacement of plugs, fans, belts, wipers, lamps, and other minor repairs.

J. When using the GSA fleet services card, drivers are to contact the GSA MCC at (866) 400-0411 for:

1. Maintenance over \$100 (Maintenance over \$100 is automatically declined when swiping the card. Prior authorization must be received from the GSA Maintenance Control Center);
2. Tires and batteries regardless of cost; and
3. Body work (No body work is to be requested, unless an accident/incident report has already been submitted).

K. Drivers are to use ethanol blended fuels (E-85) in Agency owned or leased bi-fuel vehicles when available for purchase in the state where the vehicle is located. Check E-85 fuel availability by contacting the GSA servicing representative from the servicing fleet center, or at the Department of Energy [Alternative Fuel Data Center](#) E-85 locator.

L. The purchase of premium fuels is not authorized unless required by the vehicle manufacturer.

M. An employee is to use self-service pumps for refueling GOVs, unless:

1. No self-service pumps are available at a service station; or
2. The employee operating the vehicle has physical limitations.

N. If the vehicle is electric or a plug-in hybrid electric and requires charging at public EV charging stations, drivers are to contact gsafleetavteam@gsa.gov for an RFID charging card or for more information.

XVIII. REPORTING MONTHLY MILEAGE

A. Reporting mileage is mandatory and essential to having an effective billing process for GSA-leased vehicles. The GSA Get Odometer Reading for the Pump (GORP) system collects mileage from the odometer readings entered at the pump when fuel was purchased. Drivers are to enter the correct odometer reading when fuel is purchased for this program to work properly.

B. Manual GSA Drive-Thru mileage reporting is no longer required.

XIX. SAFETY INSPECTIONS, MAINTENANCE, SAFEGUARDING, AND SERVICING

A. Drivers are to provide proper care and maintenance to sustain the safe and reliable operation of the FSIS GOVs. The driver is to be familiar with all important maintenance aspects of the assigned GOV. Lack of care for an assigned GSA Fleet vehicle (in the form of misuse, neglect, or excessive wear) may lead to an AIE charged to the program office customer account. Employees may be held liable for vehicle damages as a result of neglect or misuse. A comprehensive list of excessive wear and tear is available in the [GSA Fleet Customer Leasing Guide](#).

B. Before driving, the driver is to understand the vehicle, its controls, and features. Drivers are to also inspect engine oil levels, fluid leaks, tires, and exterior of the vehicle for damages before operating the vehicle. Each GSA Fleet vehicle is equipped with an owner's manual provided by the manufacturer in the glove compartment. Drivers are to refer to the GSA [MCC Home page](#) for detailed information on the care and servicing of the vehicle.

C. Timely preventive maintenance ensures that Agency vehicles are safe, reliable, and effectively serve the employee's mission needs. Employees are responsible for making sure that their GOV receives preventive maintenance (PM) as scheduled. Failure to perform timely PM may void the warranty on the GSA vehicle and/or lead to future costly repairs. GSA Fleet notifies customers of due and overdue preventive maintenance via automated notifications to the vehicle POC and PM Express on the [GSA Drive-Thru](#) website. PM services are to be completed within 30 days of GSA notification.

D. When performing routine maintenance, employees are to remember that dexos, synthetic oils, and synthetic blends are not authorized for use in GSA Fleet vehicles unless they are comparatively priced to conventional or re-refined oils. When in doubt, contact the respective area [GSA FSR](#).

E. When the cost of repairs or maintenance is expected to exceed \$100, employees are to obtain prior approval from the MCC by calling 866-400-0411, Option 1. Employees located in Puerto Rico are to call 787-749-4344/4345, extensions 225 or 226.

F. For emergency after-hours repairs over \$100, employees are to follow the directions on the reverse side of the national fleet credit card and call 866-939-4472. To avoid charges to the Agency, employees are to notify the MCC the next day of emergency repairs.

G. Employees are to follow the National Highway Traffic Safety Administration (NHTSA) and GSA guidance for vehicle maintenance recalls. GSA notifies RMAs when vehicle recalls affect a vehicle within their area. When a vehicle recall requires the GOV to be grounded for safety reasons, RMAs are to follow procedures in Section XXIV of this directive to request a vehicle via GSA Short-Term Rental (STR) process.

H. During a state of emergency due to weather conditions, drivers, in coordination with immediate supervisors, are to arrange for parking/storage of GOVs to protect the vehicles from damage, theft, and pilferage. Drivers are to claim reimbursement via local channels using [OF-1164](#). If the employee

is still required to drive to perform essential duties during a state of emergency, the supervisor is to determine if driving the GOV is in the best interest of the Government, and provide guidance to the employee on how to best protect the GOV from damage, theft, or pilferage.

I. Employees are to keep the vehicle locked at all times and follow local parking ordinances when parked to prevent theft, towing, and/or vehicle damage.

J. Employees are to follow [GSA's Fleet Vehicle Cleaning & Disinfecting Guidance](#) for COVID-19.

XX. REPORTING ACCIDENTS, THEFT, OR DAMAGE

A. FSIS drivers are to operate vehicles per established local traffic laws to minimize the risk of potential accidents. Government employees acting within the scope of their employment are protected against third party claims by [Public Law 87-258](#), *Federal Tort Claims Act*. USDA pays for any repairs needed because of an accident or theft. Employees may be liable for vehicle damages not caused by accidents when negligence is suspected and proven after investigations. Employees operating a POV when conducting official business are covered under their private automotive insurance policy.

B. In case of a vehicle accident, drivers are to follow the following procedures:

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another collision at the scene.
3. Notify the police or Emergency Medical Services as needed.
4. Sign the [SF-91](#) and obtain their supervisor's signature. Failure to submit a signed [SF-91](#) may impact GSA Fleet's ability to pursue third-party claims and creates legal issues when processing tort claims legal cases.
5. Do not sign any paper or make any statement as to who was at fault (except to your supervisor or an FSIS/USDA Government investigator).
6. Obtain the name and address of each witness. Ask the witness(es) to complete the [SF 94](#), *Statement of Witness*, contained in the [GSA Form 1627](#), *Fleet Vehicle Accident Kit*, envelope in the glove compartment of each GOV.
7. Drivers are to state their name, address, place of employment, name of supervisor, and upon request, show their driver's license. The Federal Government is self-insured, and proof of insurance is located on the back of the Fleet Vehicle Accident Kit envelope. Employees may also download a copy of the Proof of Insurance from the digital version of the [GSA Form 1627](#).
8. Complete [SF-91](#), *Motor Vehicle Accident (Crash) Report* at the scene. If conditions prevent this, make notes of the following on the [SF-91](#):
 - a. Registration information for other vehicles involved (owner's name, owner's address, tag number, Vehicle Identification Number, and vehicle description);
 - b. Information of other drivers (name, address, driver's permit number, and expiration date);
 - c. Name, address, and phone number of each person involved, and injuries sustained, if any;

- d. Name, address, and phone number of the insurance companies insuring other vehicle(s) and related insurance policy number(s); and
 - e. Situational information, such as the location, time, measurements, weather, damage, etc.
9. Request a copy of the police report, if applicable.
 10. Take photos of the crash scene and any damage to the vehicles or other property involved.
 11. If the vehicle is unsafe to operate, do the following:
 - a. During business hours (6:00 AM to 6:00 PM CST, Monday-Friday except Federal holidays), call the MCC at (866) 400-0411, option 2; or
 - b. After hours, call the GSA's After-Hours Emergency toll-free number (866) 400-0411. A customer service representative will authorize towing expenses and any other required after-hours emergency services.
 12. Complete an SF-91 and forward a copy to the MCC and the original copy to ASD Fleet management at fsisfleetmanagement@usda.gov.
 13. If providing an [SF-95](#) to a third party, drivers are to list ASD PMB Fleet Management as the point of contact for submitting claims and provide the [SF-95](#) to the third party, if requested.

D. When the driver's supervisor is notified of theft or an accident, he or she is to conduct an initial inquiry and complete the required forms. See [FSIS Directive 4791.1](#) and [FSIS Directive 4791.13](#) for additional information. The supervisor is to arrange for an investigation by IA if the accident involved possible misconduct, or there could be claims for or against the Government.

XXI. REASSIGNMENT OF VEHICLES

A. FSIS GOV drivers no longer requiring a vehicle are to notify their immediate supervisor. Supervisors are to coordinate with their supporting RMS to ensure the vehicle is properly turned in or reassigned and the vehicle is returned in the same condition as it was received, except for normal fair wear and tear damages. RMS is to make every effort to reassign the GOV to another high-mileage driver in the same area. If vehicle is not required within the same area, RMS is to contact the ASD Fleet Management staff for coordination and transfer of the GOV to other areas.

B. Fleet POCs are to review and assess vehicle mileage at least semi-annually to identify underutilized vehicles without reasonable justifications. Fleet POCs are to reassign vehicles as needed when employees no longer qualify as high-mileage drivers.

XXII. GOV FLEET MANAGER, OPERATOR, AND SUPERVISOR TRAINING/CERTIFICATION

A. Drivers, drivers' supervisors, and fleet managers at all levels are to also complete required training to ensure program compliance. The following fleet training is required:

1. [Government Owned/Lease Vehicle Operation, Management, and Maintenance](#). This interactive AgLearn course introduces FSIS GOV drivers, drivers' supervisors, and fleet managers to the FSIS Fleet Management program and policies. Topics covered in this course include employee responsibilities, supervisor responsibilities, and the do's and don'ts of driving a GOV per GSA, USDA, and FSIS policies.

- a. Drivers are to complete this training before receiving a GOV. This training is applicable to all drivers regardless of type of authorization (HtW, shared, ad-hoc). Drivers are to also complete this training annually as a refresher course during Q2 (January-March) of the following fiscal years. Requests for GOVs and annual HtW recertifications are not to be approved unless training course is completed.
- b. Drivers' supervisors and fleet managers are to complete this training annually as refresher training during Q2 (January-March) of the fiscal year.

XXIII. GSA SHORT-TERM RENTAL (STR) PROGRAM

A. The GSA Fleet STR Program supplies vehicles, for up to 60 days to meet Agency mission requirements. This program may not be used for temporary duty (TDY) travel as defined in [FSIS Directive 3900.1](#), *Temporary Duty Travel*. The STR program is to be used when Agency requirements arise and transportation requirements are not readily available. Examples for the STR use include, but are not limited to:

1. Transporting cargo between locations (vans, trucks, etc.);
2. Extended maintenance down time of assigned vehicles; and
3. Mission requirements, while awaiting permanently assigned vehicle (within 60 days).

B. RMS is to submit STR requests to the ASD Fleet Management team at least 10 days from the date vehicle is required. When submitting an STR request, the fleet manager is to submit the following information:

1. Type of vehicle required;
2. Brief description of proposed or required usage;
3. Statement that the program has budgeted for this requirement and that funding is available;
4. Billing office address code;
5. Program office fund code;
6. Estimated mileage for the duration of vehicle requirement;
7. Rental vehicle pick-up and turn-in dates;
8. Driver's name and address; and
9. Location where vehicle is to be stored. If not replacing a HtW vehicle, the rental vehicle is to be parked at work site when not in use.

XXIV. ALL-WHEEL DRIVE OR 4-WHEEL DRIVE VEHICLE REQUESTS

A. Employees located at locations subject to long periods of severe weather conditions or rough terrain may request vehicles or accessories required for that specific location. Drivers are to coordinate all requests through their supervisors with the supporting RMS [FSIS Form 2450-10](#), *Severe Weather and/or Terrain Non-Standard GOV Equipment Request*. Equipment approval is subject to DO or Program Area approval and funding availability. USDA Office of Property and

Environmental Management (OPEM) provides final approval determination for All-Wheel/4-Wheel Drive Vehicles. Studded and snow tire approval determination is at the DO or Program Area RMS level.

B. Criteria for vehicle and equipment is as follows:

1. All-Wheel/4-Wheel Drive Vehicle: Severe weather is predicted daily during the winter season. Mountainous, treacherous, or rough terrain are traveled daily during the winter season.
2. Studded Tires: Severe weather is predicted on a recurring basis (at least two weeks per month), which includes severe icing conditions. Snowfall accumulations are over six inches per event.
3. Snow Tires: Snow is predicted in the immediate commuting area on a regular basis (at least two weeks per month). Snowfall accumulation is over three inches per event.

C. Supervisors are to sign the [FSIS Form 2450-10](#) and provide a concurrence recommendation within five business days after receiving the form. Nonconcurrence is to be explained in the comments section of the form.

D. Supervisors are to forward the request to the supporting RMS for District Manager/Regional Director or designated representative approval.

E. For studded or snow tires, if approved, RMS is to coordinate with the respective GSA FSR for acquisition and installation details. For All-Wheel/4-Wheel Drive Vehicles, approved requests are to be sent to the ASD Fleet Management at fsisfleetmanagement@usda.gov. ASD Fleet Management is to coordinate final approval from the USDA OPEM.

F. Employees are responsible for storing and re-mounting all-season tires. Employees are to adhere to the following:

1. Provide inside storage for the all-season tires at their expense.
2. Have the all-season tires re-mounted on the vehicle after the snow tires are no longer needed for the season. Employees are to provide inside storage of the snow tires at their expense.
3. Contact a certified tire vendor to re-mount the tires, determine the cost, and whether vendor accepts the GSA Fleet Services Card. Employees are not to re-mount the tires himself/herself. If the re-mounting of the tires is more than \$100, contact the GSA MCC/AMC at 866-400-0411 for approval. If disapproved by the GSA MCC/AMC, or the GSA Fleet Services Card is not accepted, the employee may use personal funds, have the tires re-mounted, and submit an [OF-1164](#), for reimbursement only for re-mounting the tires.

G. When an employee returns a vehicle to GSA, the vehicle is to have all-season tires mounted.

H. If GSA provides an employee with a vehicle for which the snow tires the employee has do not fit, the employee is to contact the DO or Regional Office (RO) before disposing of the snow tires.

I. Any expenses associated with the disposal of the snow tires will be at the DO's or RO's expense. The employee is to be reimbursed for the expense of the disposed tires after they submit an [OF-1164](#) for the cost of disposal.

XXV. REVOCATION OF AUTHORIZATION TO USE A GOV

A. An employee using or allowing someone else to use a GOV is subject to suspension without pay for not less than 30 days or removal from office if the facts warrant such action.

B. GOV use authorization is to be revoked when there is proven evidence that the employee:

1. Misrepresents material facts related to his or her identity, driving record, and physical or mental condition;
2. Has a state/DC/U.S. territory license that is revoked or suspended;
3. Operates a GOV on official business without a valid driver's license;
4. Is convicted (or forfeits collateral) in connection with a serious traffic violation, such as reckless driving, manslaughter, or speeding more than 20 miles per hour over the posted speed limit;
5. Is convicted in traffic court of operating a motor vehicle under the influence of alcohol, narcotics, or other illegal drugs;
6. Is suspended or removed for more than 60 days by adverse action from a position that requires operating a motor vehicle;
7. Is convicted of leaving the scene of an accident without providing proper identification;
8. Has three or more preventable (at fault) motor vehicle accidents within a period of three years or less; or
9. Fails to respond to prescribed medical treatment causing the inability to operate a motor vehicle in a safe manner, including failure to take medication as prescribed.

C. Vehicle telematics is to be used to capture vehicle usage and reckless driving data. ASD Fleet Management is to report reckless driving incidents to the respective Program Area DO or RO leadership for disciplinary action and could result in the revocation of GOV driving privileges.

D. GOV drivers are to notify their supervisor if any of the situations listed in B. above occur. Failure to make a timely report (within 15 calendar days) can result in disciplinary action against the offending employee. Disciplinary action can result in relieving the offending employee from duties that require operating a motor vehicle.

E. Employees may be required to pay the cost of repair or replacement of property damage, may be disciplined, or both, if the Agency determines that an accident involving a GOV was caused by the employee negligence or the violation of laws or regulations. See [FSIS Directive 3720.1](#), *Federal Tort Claims*, and [FSIS Directive 2410.3](#), *Personal Property*.

E. Supervisors are to make appropriate recommendations for granting or revoking driving privileges. The supervisor is to prohibit an employee from driving a GOV on official business if the employee:

1. Is found potentially impaired or intoxicated;
2. Has endangered public safety;

3. Has engaged in unsafe driving practices; or
4. For any reason, cannot drive safely.

XXVI. TRANSFERS AND SEPARATION FROM THE AGENCY

A. Employees with assigned HtW GOVs transferring within FSIS to another state/DC/U.S. territory must meet the following requirements to retain assigned GOV:

1. The Program Area District Manager or Regional Director must agree that employee may retain GOV;
2. New duty position/series must also qualify for HtW transportation;
3. The employee must qualify as a high-mileage driver at the new duty location; and
4. The employee must complete a new HtW package, route it via new supervisor, and process it via supporting RMS to ASD Fleet Management prior to departure from current duty station.

B. The employee is to obtain a valid driver's license for the new location within 30 days of assignment, if required by law.

C. If the employee qualifies for HtW at the new location and he or she is not able to retain the current GOV, ASD Fleet Management is to work with the respective RMS on the acquisition of a GOV from GSA.

D. GOV drivers departing the Agency are to coordinate with their immediate supervisor to turn in the vehicle, vehicle keys, and fleet credit card prior to the date of separation.

E. Supervisors are to inspect the vehicle for cleanliness and serviceability. The GOV must be clean and must not have any physical damages or excessive wear and tear per [GSA Fleet Customer Leasing Guide](#). Supervisors are to report any vehicle deficiencies to the RMS staff for action before the employee's departure.

F. Program Areas are to notify PMB Fleet Management within 48 hours of receiving vehicle keys for coordination of vehicle reassignment. Program Areas are to follow the same notification protocol when separation is due to unusual circumstances (death, job abandonment, etc.). Program Areas are to reassign vehicles to other qualifying HtW employees to the maximum extent possible. Program Areas are to return vehicles to GSA only when there are no additional transportation requirements within the Agency, and they have received written approval (email) from the PMB Fleet Management staff.

XXVII. QUESTIONS

Refer questions regarding this directive to fsisfleetmanagement@usda.gov.



Assistant Administrator
Office of Policy and Program Development