

# ETA Property Management Handbook No. 359

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## CHAPTER IX

### MOTOR VEHICLES

1. Vehicle Requirements - Approvals. When motor vehicles are required for a minimum of sixty (60) consecutive days in support of a contract, the contractor must submit a Property Requirement List (PRL) detailing the requirement to the project officer (Chapter II explains instructions on preparation of Property Requirements Lists). Property Requirements Lists must stipulate the minimum body size, engine size, and optional equipment necessary to meet the requirements. The Project Officer must review the Property Requirements List and forward his recommendations.
  - a. General Services Administration Rental (Leased) Vehicles - Authorized cost-reimbursement contractors with Fedstrip AAC numbers can obtain these from the General Services Administration Interagency Motor Pool System (IMPS) after approval from the appropriate Project Manager.
  - b. Commercial Rental (Leased) Vehicles - New commercial leases are not allowable, except for Special Purpose (SP) vehicles that are not available from the Interagency Motor Pool System (IMPS). Commercial rentals require the approval of the appropriate Government Project Manager for regionally issued Job Corps contracts or the National Property Officer for all other contracts. Because of the interagency agreement with General Services Administration, and because of the Motor Vehicle Fleet Reporting Requirements of Public Law 99-272, Federal Motor Vehicle Expenditure Control requests for approval of such vehicles are to be kept to the minimum possible levels. If the appropriate Project Manager feels that a request for a commercially-leased vehicle is warranted, the Project Manager must submit the request to General Services Administration in accordance with 41 Code of Federal Regulations § 101-39.204 to ensure that the requirement cannot be satisfied through the Interagency Fleet Management System (IFMS); only requirements that cannot be satisfied through the IFMS will receive approval.
  - c. Loaned Vehicles - Although contractors may choose to use their own vehicles (at their own risk) for performing requirements under DOL/ETA contracts, they may not “loan” these vehicles to DOL/ETA. The Government will not accept the loan of contractor-owned vehicles.
  - d. Owned Vehicles - Training Aids & Special Purpose - Vehicles that are to be used as Training Aids in support of authorized programs (e.g., auto body repair, auto mechanics, diesel mechanics, etc.) which will not have license plates or be driven on public roads, and vehicles that have a special purpose (e.g., Fire Trucks, Wreckers, and Telephone Trucks) do not require approval of the appropriate Project Manager. Special Purpose vehicles are defined as “used and designed for specialized functions. Such vehicles include, but are not limited to, trailers, semi-trailers, and other types of trailing equipment; trucks with permanently mounted equipment (such as aerial ladders); construction and other types of equipment included in FSC 39; and fire-fighting equipment in FSC 42.”

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- e. Owned Vehicles - Vocational Skills Training (VST) and Maintenance (MNT) - Any non- Training Aids and non-Special Purpose vehicles titled to the Government which have Government license plates require regional office approval and the prior written approval of the National Property Officer (or designated representative). Federal Property Management Regulations and Executive Order No. 12844, 12375, and 15149 mandate that Department of Labor reduce the number of vehicles in its fleet to the lowest level consistent with meeting its mission. Therefore, such vehicles will be approved only if they are critical to the success of a Department of Labor project. Acquisition of such vehicles from sources other than Government excess or donation will require a determination from the IFMS that they cannot provide the vehicle under a lease. The property officer must submit the request to General Services Administration in accordance with 41 Code of Federal Regulations § 101-39.204 to determine if the requirement can be satisfied through the IFMS; only requirements that cannot be satisfied through the IFMS will receive approval. Use of alternatively fueled vehicles will be given priority.
2. Assignment of Item Codes. In order to track, manage, and report on Motor Vehicle acquisition, DOL/ETA requires that all motor vehicles be identified utilizing the most appropriate item code for the vehicle. Department of Labor-Owned Motor Vehicles must have item codes with “MNT”, “VST”, “TA”, or “SP” as suffixes.
3. Interagency Motor Pool System (IMPS) Vehicles. Use of General Services Administration Interagency Motor Pool System vehicles and other related services will only be authorized for contractors with cost-reimbursement contracts. (All Job Corps Center-operating contractors will be authorized to use GSA IPMS vehicles for official purposes.) Use of IMPS is the preferred DOL/ETA alternative for all motor vehicle requirements. The procedures IMPS use is as follows:
  - a. The appropriate Project Manager must issue a *Letter of Authority* allowing the contractor to use the IMPS vehicles and related services. (See sample letter Figure C-8 in the Appendix C)
  - b. The **related services** that may be authorized include:
    - (1) Fuel and lubricants.
    - (2) Vehicle inspection.
    - (3) Maintenance and repair of vehicles.
    - (4) Vehicle storage.
    - (5) Commercially-rented vehicles for short-term use.

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- c. The appropriate Project Manager must send two copies of the Employment and Training Administration authorization to either the appropriate General Services Administration regional Customer Service Bureau, Attention: Motor Equipment Activity (five vehicles or less) or General Services Administration, FTM, Washington, DC 20406 (more than five vehicles) with a letter containing the following information:
  - (1) Number of vehicles and related services required and the period of use.
  - (2) Names and telephone numbers of the contractor's employees authorized to request vehicles and services.
  - (3) A listing of the make, model, and serial numbers of contractor-owned or leased equipment authorized to be serviced.
  - (4) Instructions for billing and the contractor's billing address.
- d. Insurance requirements for Interagency Motor Pool System vehicles are the same as those in paragraph 6 of this chapter.
- e. Contractors **must immediately report** accidents involving Interagency Motor Pool System vehicles to the chief of the motor pool assigning the vehicles, the contracting officer's field representative, and the State, County, or Municipal authorities, as required by law. Notification must be on an Operator Report of Motor Vehicle Accident (SF-91). See sample (Figure B-7 in the Appendix B) with a copy of Statement of Witness (Standard Form 94). See sample (Figure B-8 in the Appendix B) when applicable. Job Corps contractors must also immediately notify the Regional Job Corps Project Manager who is responsible for notifying the Job Corps National Property Officer.
- f. Government motor vehicles must be stored in facilities protected from pilferage and damage. In the interest of economy, open storage may be used wherever practicable and feasible.
- g. Vehicles may not be assigned to individuals (see paragraph 10 of this chapter).
- h. Contractors must account for all GSA motor pool vehicles acquired under permanent lease using the "Rental" transaction type. The document number for all such transactions must be the vehicle's license tag number.
- i. Federal regulations governing Contractor use of Interagency Motor Pool Vehicles are detailed under 48 Code of Federal Regulations Chapter 1 Subpart 51.2.

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4. Acquiring Vehicles Through Excess. If GSA-leased vehicles (motor pool) are not available, the contractor may be authorized to screen excess Government vehicles for use under the contract. To obtain vehicles through excess, the following steps are necessary.
  - a. The contractor must contact known/applicable sources of excess (i.e., General Services Administration, local Department of Defense components, local Customs Service offices, the Internal Revenue Service, the Resolution Trust Corporation, etc.) to determine if the desired type of vehicle is available through excess. If it is available, obtain the location and a complete a description of the vehicle.
  - b. The contractor should inspect the vehicle, and if he finds it satisfactory he must request the General Services Administration DPU officer to freeze it. When availability and freeze are confirmed, the contractor shall immediately submit a completed SF-122, together with evidence of insurance for the vehicle to the appropriate DOL/ETA Project Manager.
  - c. Upon approval, the appropriate Project Manager must send an SF-122 to GSA with an information copy to the contractor. GSA will send the approved SF-122 to the holding agency for release of the identified vehicle.
  - d. The driver assigned to get the vehicle from the holding agency must have a valid State driver's license for the pertinent class of vehicle. If the vehicle does not meet State inspection requirements in the State where it is obtained, the driver must obtain inspection prior to putting Department of Labor (or other) license plates on the vehicle and/or driving the vehicle on public roads.
  - e. All vehicles obtained from excess (excluding those to be used only for on-center training and other special purposes) must be turned over to GSA for incorporation into the GSA Motor Vehicle Fleet and then leased back from GSA, (Ref. 41 Code of Federal Regulations 101-39.104-1(a)), if this is at all feasible.
5. Open Market Purchase. The open market purchase of a motor vehicle requires the prior written approval of the appropriate DOL/ETA Project Manager. A written request must be submitted to the appropriate Project Manager with supporting evidence that the vehicle was not available from excess or the GSA Interagency Motor Pool System. Upon approval, the contractor must follow the procedures for procurement from commercial sources detailed in Chapter IV. [Note that the open market purchase or lease of a motor vehicle may only be done with the prior written approval of GSA (Ref. 41 Code of Federal Regulations 101-38.104(c) for purchase and Ref. 41 Code of Federal Regulations 101-39.205 for lease.) The appropriate DL/ETA Project Manager is responsible for obtaining GSA's prior written approval before authorizing the contractor to proceed with an open market purchase.] The following criteria apply:
  - a. The motor vehicles must be titled to the U.S. Department of Labor.

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- b. The bill of sale must be made out to the U.S. Department of Labor, and a copy must be sent to the appropriate Project Manager.
  - c. Title fees will only be paid, and title documents may only be obtained for vehicles purchased in the District of Columbia.
  - d. The contractor must obtain insurance at the levels specified in section 6 of this Chapter before removing the vehicle from the dealer's premises.
  - e. The driver assigned to pick up the vehicle must have a valid driver's license for the pertinent class of vehicle.
6. Insurance. The contractor must obtain liability and property damage insurance on every Government-owned vehicle assigned to the contract, including all vehicles obtained through the GSA Interagency Motor Pool System. Insurance must cover minimum financial responsibility limits of \$200,000 per person, \$500,000 per accident for bodily injury and \$25,000 per occurrence for property damage. The insurance must be endorsed to provide a minimum of 30 days advance notice to the appropriate Department of Labor Project Manager before termination of policy. The contractor must provide a copy of insurance certification to the appropriate Project Manager before acquisition. The cost of any higher levels of coverage and/or additional insurance (e.g., collision, fire, and comprehensive insurance) is not an allowable direct or indirect (overhead) expense, unless explicitly included in the contract.
7. Registration and License Tags/Plates. Contractors must register and obtain license tags (plates) for each acquired vehicle. Official registration certificates and license tags must be obtained from the appropriate Department of Labor Project Manager.
- a. To obtain these, the contractor must submit an application with the following documents:
    - (1) A copy of the SF-122 pertaining to the vehicle, or a certified bill of sale attesting to Government ownership
    - (2) Evidence of insurance on the purchased vehicle (i.e., a Certificate of Binder)
    - (3) The necessary information to complete the Employment and Training Administration Registration Certificate for Motor Vehicles (Form ETA 3-15) (See Figure B-18 in the Appendix B), which will be entered into the automated Employment and Training Administration Vehicle Registration File
  - b. When a motor vehicle is removed from Department of Labor, the Department of Labor license tags must be returned immediately to the appropriate Department of Labor Project Manager in the issuing office.

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## 8. Motor Vehicle Operator's Licensing Requirements.

- a. The contractor is also responsible for ensuring that individuals possess the requisite licenses to operate the assigned vehicle(s). The contractor must exercise due diligence in assignment of the vehicle operational duties only to physically and mentally fit individuals.
- b. Job Corps students are authorized to drive Government vehicles if approved by center management. Such approval may be for the following purposes:
  - (1) Driver's Training. Contractors are responsible for ensuring that the students possess a valid state learner's permit and standard Job Corps Identification Card prior to operating Government vehicles for the purposes of learning to drive.
  - (2) Other Official Purposes. Contractors are responsible for ensuring that students possess a valid license for the type of vehicle they are required to operate. (The *Federal Personnel Manual*, Chapter 930, Subchapter 1, *Motor Vehicle Operators*, specifically authorizes Job Corps students, as Federal employees, to operate Government-owned or leased vehicles while on Government business.)

## 9. Official Legend and Agency Identification. All Government-owned or leased motor vehicles must display the legends "For Official Use Only," "U.S. Government," and below this "Department of Labor/Employment and Training Administration." Placement of the decals will be as follows:

- a. On vehicles with rear windows, the decals must be placed on the left side of the rear window, not more than 1.5 inches from the bottom of the window
- b. On vehicles without rear windows, the decals must be placed on both front doors or in another appropriate position on both sides of the vehicle.
- c. On trailers, the decals must be centered on both sides of the front quarter of the trailer in a conspicuous position.

**Note: General Services Administration-leased or rented vehicles may never be painted, otherwise inscribed, and/or defaced with legend information.**

## 10. Assignment of Motor Vehicles to Individuals. U.S. Government vehicles are assigned to the contractor as a legal entity as opposed to an assignment to any individual or group of individuals within the contractor organization. Any government motor vehicle in the contractor's possession will be assigned only for *official purposes* related to contract performance. No vehicle may be assigned for exclusive use of an individual. Penalties will be imposed for the use of (or authorization for use of) motor vehicles contrary to or outside of contract-related performance.

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11. Overnight Retention. Overnight retention of a U.S. Government vehicle by an individual is prohibited except as provided below.

- a. Pre-planned Retention. An operator of a U.S. Government vehicle may retain it overnight only if the operator's return from official travel is scheduled after normal duty hours. Unless alternative procedures are specified by the appropriate DOL/ETA Project Manager, written requests for such overnight retention must be submitted to the appropriate DOL/ETA Project Manager for approval with sufficient advance notification that a decision can be reached before the trip is scheduled to begin. These requests must identify the day or days when the vehicle will be retained and the purpose for the overnight retention. In such instances, prior written approval by the Project Manager or the designated representative must be received before the retention occurs.
- b. Emergency Retention. Department of Labor recognizes that circumstances might dictate the need for unscheduled overnight retention of a U.S. Government vehicle. To facilitate this, the contractor is permitted to designate responsible personnel authorized to approve such emergency retention. The names of the individuals authorized to approve emergency overnight retention of vehicles must be submitted to the appropriate DOL/ETA Project Manager upon contract initiation (and as changes occur). Approved emergency overnight retention of vehicles must be reported to the appropriate Project Manager on or before the 10th of the month following emergency approval.

**NOTE: The contractor is expected to maintain records of all instances that vehicles were retained overnight. Records must be available upon request for Department of Labor auditors/reviewers support staff to review.**

12. Operations and Inspection of Motor Vehicles According to State Law. Motor vehicles displaying Federal license plates must observe existing motor vehicle statutes and regulations of the State where they are operated. Operators and passengers in these vehicles must wear safety belts whenever the vehicle is in operation. Motor vehicles displaying **Department of Labor** license plates must be inspected either by an approved State inspection station on the same periodic cycle established by law for like vehicles for the State where the vehicle is based, or by the General Service Administration's fleet management system within the geographic area in which the vehicle is garaged. Motor vehicles based within the District of Columbia, however, must be inspected in and bear a District of Columbia Inspection Sticker. All vehicles must meet emission standards for the State in which they are based and be inspected by the State emission inspection stations in those States that have such stations. In all cases, the contractor is responsible for ensuring that all vehicles are kept in a safe operating condition at all times.