

JLab Fleet Vehicle Operations

Frequently Asked Questions

April 14, 2012

The Jefferson Lab vehicle policy is in Chapter 6 of the [JLab Property Manual](#). The following information is to make you aware of local procedures and practices to help plan and manage use of JLab fleet vehicles:

Vehicle Operations

Who can use JLab Fleet Vehicles? Drivers of JLab vehicles must be a JLab or Department of Energy payroll employee who is in possession of a current (not suspended) state driver's license. Drivers must be age 21 and over to drive off-site and age 18 and over to drive on-site. Authorizations for non-JSA/JLab personnel is kept at a minimum consistent with operational necessity; must be justified and approved in accordance with the JLab Property Manual. Vehicle insurance considerations must be resolved with the JLab Risk Manager, Joe Scarcello beforehand. A list identifying non-JSA/JLab personnel, basic information and justification must be sent to Kris Burrows, the JLab Vehicle Control Officer (VCO) before access is given to JLab vehicle keys.

What type of training is required for JLab Fleet Vehicle?

- GEN 400: Local Driving Conditions for JLab Fleet Vehicles: Required for all JLab government vehicle and motorized equipment drivers.
- GEN 401kd: E-85 Refueling Procedures: Required for all JLab government work truck drivers.
- SAF 309: Ford Fusion Hybrid Operators Guide: Required for all hybrid electric vehicle drivers.

Who determines "Official Use" at JLab? Responsible managers, supervisors, and group leaders determine official business. The JLab VCO must concur in writing with any use of JLab fleet vehicles that deviates from daily laboratory operations. The JLab Vehicle Control Officer is kept abreast of current DOE and GSA guidance and past determinations based on precedence.

Are State driving records checks performed? Regular drivers of JLab vehicles or companies providing contract labor who are authorized to drive JLab vehicles are subject to having their Department of Motor Vehicles drivers' record checked.

How does JLab minimize disruption of JLab operations and lower risk of loss with the high price of fuel? The Citibank Wright Express (WEX) Fleet card and E-85 tank dispenser keys are issued to drivers for trips and local refueling at the Facilities Management & Logistics Administration office (FM&L Admin.), VARC #52. Driver's license checks are conducted if the driver is not recognized. FM&L customer service office is open 8 a.m. to 5 p.m. Mon-Fri, and may be closed for a lunch period. Dreamie Newsome (269-7400) will add regular customers to an email list to be informed in advance of anticipated disruptions of service.

WEX Fleet Card: All JLab WEX Fleet Cards are controlled and issued from FM&L Admin. Guidance on Card dispensing codes will be provided by FM&L Admin. Each JLab vehicle (including rentals) now have one unique WEX Fleet Card per vehicle. GSA guidance dictates the mixing of cards is punishable by strict sanctions to include debarment from the inter-agency fleet system. The card is used for gas, regular and low sulfur diesel fuel, as well as maintenance. Maintenance is performed through FM&L. If the card is lost, damaged, or stolen it takes 2-4 days to replace. Immediately return cards and keys to FM&L Admin after use and immediately report those lost, damaged or malfunctioning to FM&L Admin 269-7400.

E-85 Tank: All flex fueled work trucks at JLab primarily use E-85 from the JLab tank in the Central Material Storage Area (CMSA) and a WEX Fleet Card is not needed. These vehicles are identified with decal markings on the dash and near the gas tank. Following manufacturer recommendations JLab flex fueled vehicles will not mix E-85 with regular gasoline.

How are vehicle keys controlled? Two sets of keys are provided by GSA for each vehicle. The primary is maintained by the vehicle custodian, the back-up by Manny Nevarez. The vehicle custodian is responsible for controlling the key or overseeing work center key control devices, or procedures. Managers of vehicle custodians are responsible to ensure keys are accessible only to persons authorized to conduct official JLab business. Manny Nevarez can be reached at phone: 876-1745 to assist with key issues. Making additional keys to JLab vehicles is prohibited.

How do I get a temporary vehicle or rental for work at JLab? Temporary vehicles must be approved by the DOE contracting officer and DOE fleet management official at the DOE Oak Ridge Office in coordination with the JLab VCO. Specific justifications and funding sources must be identified. All requests for vehicles for the 12GeV/Hall D project must be cleared through Dianne Napier, the 12 GeV integration engineer, 269-7475.

How are vehicles inspected, maintained, cleaned & repaired? FM&L inspects all JLab fleet vehicles on a monthly basis checking safety items, noting unusual wear & tear, recording mileage, and signs of misuse & abuse. Drivers and work groups report mechanical and servicing problems to receive prompt service through the FM&L Work Order System. Manny Nevarez, 876-1745 or Joe Thomas, 528-7158 will coordinate maintenance, servicing, hot swaps with drivers and JLab work centers.

How driver's are insured while driving JLab Fleet Vehicles? JLab employees are covered by JLab's vehicle liability insurance. Contract laborers are required to be covered by their company's vehicle liability insurance. Arrangements must be made with the JLab risk manager for those not covered. Cost of repairs will be the responsibility of the work group who caused the damage and will be responsible for paying any deductibles. Drivers who are determined to have exercised gross negligence will be personally responsible for the cost of repairs.

How are repeat offenders and problem driver's held accountable: Drivers who misuse and/or abuse JLab vehicles for any reason will not drive JLab vehicles. Drivers are subject to

immediate suspension of driving privileges, corrective action, and may include criminal penalties. Subcontractor's work or driving authorization may be withdrawn.

What is Misuse & Abuse? Examples of misuse are using the vehicle for private business, personal errands, or recreation. Others include putting the wrong fuel in a vehicle, overloading a vehicle with too many passengers or equipment, operating it in terrain and conditions it is not designed for, using JLab vehicles to carry visitors to off-site dining, using a cell phone while driving (without a hands-free device) or texting while driving, repeatedly taking keys and WEX Fleet Cards home, or not returning them promptly.

“Abuse” is where a responsible driver does/or does not do something to a vehicle that results in it being taken out of operation; requiring added resources to restore the vehicle to safe routine use. Some examples include: damaging a truck bed or lift gate with too heavy a load, damaging a vehicle in rough terrain, fouling or damaging a vehicle in a way maintenance cannot be performed, or where others will not operate it (spilling solvents, smoking in the cab, or not reporting obvious damage to the vehicle.)

Vehicle abusers and their supervisors will be warned of misuse/abuse as soon as it is detected and if the driver can be identified, will be issued a JLab Policy Violation. Repeat offenders will be barred from using any JLab vehicles for a period specified in a written notice to the individual and his supervisor.

Work centers that have inadequate key control procedures to determine who had the vehicle when it was damaged or fouled are at risk of having the vehicle reassigned. Managers may appeal the suspension and vehicle reassignment to the Director, Facility Management & Logistics.

Charge-backs: Costs of repairs, de-fouling, in-depth cleaning, and custom work specified by a work group, or special commercial services required to restore a vehicle to safe operation will be the responsibility of the work group, contractor, or person who caused the added expense.

Defensive driving training: According to The Hartford nearly 95 percent of all collisions are caused by driver error. GSA offers the [National Safety Council's Online Defensive Driving Course](#) in a four hour course designed to provide convenient training on a personal computer. Drivers analyze real driving, spot driving hazards, and identify the correct defenses. Upon completion, students receive a Water Marked certificate from the National Safety Council, which, in many states may be used to lower insurance rates. The GSA's link to the training is at: <https://drivethru.fas.gsa.gov/drivethru/fdt9001>

Plug in JLab Use ID: #03040089374G401. And select Department of Energy. This course is convenient and has memory recall where students can pick up where they left off. The course is available to all drivers.

Completion of this course is mandatory for JLab fleet drivers involved in a collision. A copy of the completion certificate must be provided to the JLab VCO before JLab fleet driving privileges are restored.

JLab's complete vehicle policy is in Part 6, Vehicles & Motor Equipment in the JLab Property Management Policy and Procedures Manual in pdf format online at:

http://www.jlab.org/fm/property/property_manual.pdf

Jefferson Lab Government Vehicle Fleet

Reg Number	Description	Make	Color	Special Equipment	Fuel Type ¹	Div	Department	Manager ²	Custodian ³	Locale	Available to	Purpose ⁴	12 Goal
G10-2143L	5-passenger sedan	11 Ford FusionHEV	Silver		HEV	DOE	DOE TJSO	D. Brittin	M. Perry	12	Coord	GenP	6000
G10-2147L	5-passenger sedan	12 Ford FusionHEV	White		HEV	COO	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	6000
G41-1021L	7-passenger minivan	11 Dodge Grand Caravan	Silver		Flex Fuel	COO	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	6000
G41-1046L	7-passenger minivan	11 Dodge Grand Caravan	White		Flex Fuel	COO	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	6000
G41-5241D	LD Minivan Cargo	2007 Dodge Grand Caravan	White		E-85 ONLY	COO	MSINST	N. Wilson	J. Heckman	59	Coord	GenP	1000
G42-0732H	LD Van (Cargo, w/windows)	09 Chevrolet G1300	Grey/Tan	Spring Ramp/Plywood	E85 ONLY	COO	MSSURV	C. Curtis	K. Bagget	58A	Coord	SP	N/A
G42-1328G	LD Pickup 4x2	08 Ford F150	Silver	Hydraulic Lift	E85 ONLY	PHY	TARGET	C. Keith	C. Keith	90	Coord	SP	N/A
G42-1329G	LD Pickup 4x2	08 Ford F150	Blue	Hydraulic Lift	E85 ONLY	COO	EES	B. Merz	D. Griffith	87	Coord	SP	N/A
G42-1330G	LD Pickup 4x2	08 Ford F150	Grey		E85 ONLY	PHY	HALL A	E. Folts	H. Smith	Hall A	Coord	GenP	1000
G42-1331G	LD Pickup 4x2	08 Ford F150	Grey	Ladder Rack	E85 ONLY	ACC	SRF	R. Rimmer	L. Turlington	58	Coord	GenP	1000
G42-1332G	LD Pickup 4x2	08 Ford F150	Silver	Bpr Crane	E85 ONLY	COO	JLab Tech Pool	K. Burrows	M. Nevarez	CMSA	Coord	GenP	1000
G42-1334G	LD Pickup 4x2	08 Ford F150	Blue	12 GeV Project Veh	E85 ONLY	12GeV	MSINST/12CEAI	D. Napier	N. Wilson	59	Dedicated Use	SP	N/A
G43-0788F	MD Van (12 passenger)	08 Chevrolet EXP2500	Grey	Multi Passenger	Gasoline	COO	EDU/PA	S. Fisk	J.Tyler/D. Golen	19	Dedicated Use	SP	500
G43-0864L	MD Pickup 4x2	11 Ford F250	Green		E85 ONLY	COO	JLab Tech Pool	K. Burrows	M. Nevarez	CMSA	Coord	GenP	1000
G43-2429G	MD Van (Cargo, no windows)	09 Ford E-150	Dark Green	Storage bins	E85 ONLY	COO	EES	B. Merz	B. Shinault	34C	Dedicated Use	SP	N/A
G43-2430G	MD Van (Cargo)	09 Ford E-350	White	Multi-Stop Delivery	E85 ONLY	COO	FM&L	C. Iannacone	B. Brisiel	90	Dedicated Use	GenP	1000
G43-3890A	MD Pickup 4x2	04 Ford E-350	Dark Green	Pipe racks, pintal hook	Gasoline	COO	MSCRYO	D. Arenius	S. Thompson	98	Dedicated Use	SP	N/A
G43-4169D	MD Truck (Crew Cab - PU)	06 Ford F-350 Crew Cab	Green	Pintail Hook, pipe rack	Gasoline	PHY	HALL C	W. Kellner	A. Kenyon	90	Coord	SP	N/A
G62-4127F	LD Truck - 4x4 (full size PU)	09 Chevrolet Silverado K1500	Blue	Long bed	E85 ONLY	12GeV	HALL D/12CDCF	D. Napier	T. Carstens	Hall D	Coord	GenP	1000
G71-0082L	HD Flatbed	04 Ford F- 650	Blue	16 ft, 17K payload	Diesel	12GeV	MSINST/12CEAI	D. Napier	N. Wilson	58	Dedicated Use	SP	N/A
G71-0126K	HD Flatbed	11 Ford F- 750	White	Snow plow provisioned	Diesel	COO	MSINST	W. Oren	N. Wilson	59	Dedicated Use	SP	N/A
G71-01515	HD Flatbed	02 International 15 ft, Stake	White	15 ft bed, Rear lift ramp	Diesel	PHY	HALL B	V. Burkert	D. Tilles	Hall B	Coord	SP	N/A
G71-16939	HD Truck (16 ft. Stake Bed)	98 Ford F- 800	White	14 ft. bed, 10K payload	Diesel	12GeV	SRF/12CCIT	D. Napier	J. Hogan	58	Coord	SP	N/A
E111956	HD Stake Truck w/crewcab	91 Chevrolet 3500	White	10x8 ft bed	Diesel	COO	JLab Tech Pool	K. Burrows	M. Nevarez	CMSA	Coord	SP	N/A
E111683	DH Box truck	90 Ford F600	White	17x8 ft bed, 10" lift gate	Diesel	12GeV	MSINST/12CEAI	D. Napier	J. Heckman	CMSA	Coord	SP	N/A
	Project trucks												

¹ Flex Fuel Vehicles may use regular gasoline or E85, "E85 ONLY" must use a JLab provided E-85 source of supply

² Designated responsible manager to make decisions as outlined in the JLab Admin Manual Government Vehicle Policy

³ Designated custodian who is assigned the vehicle; responsible for controlling access to keys/fuel card, coordinating use, maintenance, mileage reporting, etc.

⁴ Designated purpose of the government vehicle (General or Special) IAW FPR 102-34 as negotiated with DOE

⁵ Annual local utilization mileage goals established by DOE IAW FPR 102-34

Jefferson Lab Government Vehicle Policy, Selected Extracts

1. All vehicles are available for official JLab business. Coordinate with vehicle custodians persons to use vehicles.
2. Drivers must possess a valid U.S. driver's license, and produce it on demand to a supervisor, manager, or Facility Management staff.
3. Off site drivers must be 21 years old; On site drivers may be 18-20 years old with written Dept Manager or Group Leader approval on file at Facility Management
4. Supervisor of prospective driver must personally verify skill & experience in operating specialty equipment (lifts, plows, cranes) to include pre-use familiarization and demonstrated proficiency.
5. Anybody that is not a SURA/JLab or DOE Site Office payroll employee must meet all driver qualification and license requirements, and be authorized by a Department Manager.
6. Operation of the 15-passenger van requires documented familiarization training and has use limitations and restrictions; refer questions to the JLab VCO at 7548.

Ref JLab Admin Manual on line: http://www.jlab.org/div_dept/admin/HR/Admin_Manual/300/301.03.pdf

Jefferson Lab Government Vehicle Safety Policy and GSA Accident Management Center; Selected Extracts

What to do if you have an accident

1. STOP - Take Necessary Emergency Action. Take step to prevent a follow-on accident. Warn others drivers and bystanders to be careful in the presence of spilled fuel.
2. Call 911 if emergency medical or fire-fighting services are needed.
3. Report the accident to your immediate supervisor and Facility Management administration; the Vehicle Control Officer must report to the GSA Accident Management Center as soon as possible. DOE requires an Accident Report for all collisions; GSA requires all accidents involving bodily injury, fatality, and/or damage exceeding \$500 be investigated by an accident investigator.

Virginia requires any damage to a State vehicle to be investigated by the Virginia State Police.

4. Get the facts including registration permit, insurance, local decals, and witnesses.
5. Complete accident report kit in the glove compartment.
6. Obtain police report whenever possible even if you feel it's unnecessary. This will prevent disputes concerning liability.
7. Notify state, county or municipal authorities, as required by law. However, any official statement should be made to your supervisor or to the JLab investigator. Be courteous. Do not engage in arguments at the accident scene. Provide your motor vehicle operator's license if requested by police, investigating officials, or other drivers involved in the accident. Be aware that registration licensing and insurance requirements differ from privately owned vehicles; GSA Fleet vehicles are not insured because the Federal Government is a self-insurer. Additionally, your GSA Fleet vehicle is usually not registered within a particular state. Contact the Jefferson Lab Vehicle Control Officer if you have questions at 269-7548.

Ref JLab EH&S Manual on line: <http://www.jlab.org/ehs/manual/PDF/6170MotorVehicles.pdf>

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Reg Number	Description	Make	Color	Special Equipment	Fuel Type ¹	Div	Department	Manager ²	Custodian ³	Locale	Available to	Purpose ⁴	12 Goal
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