

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

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**BULLETIN No. 92**

**December 2015**

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**GSA Leased Vehicles**

The District of Columbia Fire and EMS Department has an established agreement with the General Service Administration (GSA). The agreement includes leased motor pool vehicles and Federal Government issued WEX charge cards.

**GSA Leased Vehicles**

The department leases vehicles from the General Services Administration (GSA) Interagency Fleet Management System (IFMS). These vehicles are leased through the US Federal Government. There are certain rules and regulations set forth in the Code of Federal Regulations as to their use and operation. These rules will be in addition to existing rules found in the Fire and EMS Department Order Book, Article XX. These vehicles will be assigned in a motor pool fashion (not assigned to individual members) to various divisions.

The Assistant Fire Chief of Services will approve assignments of all GSA fleet motor pool vehicles and will coordinate distribution of these assets through the Director of the Fleet Maintenance Division.

The Director of the Fleet Maintenance Division will manage all GSA fleet motor pool vehicles. The Director will manage and coordinate all GSA vehicular asset management, preventive maintenance, vehicle repairs, vehicle trade-ins, WEX charge cards, documentation and liaison with the GSA Fleet Manager.

When a vehicle is assigned to a division, the Division Commander will appoint a Motor Pool Supervisor (MPS). Division Commanders and Motor Pool Supervisors contact information will be on file with the Director of the Fire and EMS Department Fleet Maintenance. Information will be updated on a semi-annual basis or upon personnel changes within the Division or Motor Pool Supervisor as necessary.

Motor Pool Supervisors will maintain a daily log and a sign in/out log for each leased vehicle. The daily log will include: date of use, time checked out and in, mileage, fuel level when checked out and in, amount of fuel received and condition of the vehicle when checked out and in. Each vehicle log will be maintained in each vehicle, and monthly the log sheets will be placed in a vehicle file maintained at the office in which the vehicle is assigned. All log sheets and the sign in/out log will be available on the Local Area Network (LAN) in the "FEMS Office Forms" folder.

**Keys**

Leased vehicle keys will be maintained by the Motor Pool Supervisor. Employees requesting the use of a leased vehicle will receive the keys from the MPS and log them out/in on the Division sign out log and complete the daily log form in the vehicle.

Spare keys for leased vehicles will be maintained at Fleet Maintenance.

**Assignment of Motor Pool Vehicles**

The Assistant Fire Chief of Services will approve all assignments of leased vehicles through the Director of Fleet Maintenance. GSA fleet vehicles are temporarily assigned to a Division and can be transferred at any time based on the needs of the agency.

Division Commanders can request an increase or decrease of leased vehicles if there has been a change in staff or mission requirements. Additionally, if the vehicle type set is not correct for the Division, then the Division Commander can request a change in the vehicle platform. All requests will be directed to the Director of Fleet Maintenance by January of each year.

**General Information**

To operate a motor vehicle furnished by the GSA, employees must have in their possession a valid Driver's License for the type of vehicle to be operated and an official Fire Department or official District Government identification.

Drivers and occupants are required to wear safety belts whenever the vehicle is in operation. The vehicle operator shall ensure that all vehicle occupants are wearing their safety belts prior to operating the vehicle.

The use of tobacco products is prohibited in GSA motor vehicles. The division to which the vehicle is assigned is responsible for ensuring that its employees do not use tobacco products while occupying GSA vehicles.

The use of any hand-held mobile device is prohibited when operating a fleet vehicle.

Reasonable diligence in the care of GSA vehicles shall be exercised by divisions and operators at all times. Officials or employees failing to take proper care of motor vehicles issued to them may be refused further authorization to use GSA vehicles after reasonable notice has been provided by GSA to the head of the Division.

Uniformed and civilian members who have existing FD Form 140's on file will not need to go through the a driver's training course at the Training Academy. All other members (uniformed and civilian) will have to attend a driver's training course and obtain authorization on a Form 140 from the Training Academy. Division Commanders are responsible to ensure compliance.

Members using the vehicle will ensure that the vehicle is fully fueled and clean prior to returning it to the motor pool. Keys and fuel cards to all vehicles shall be kept at all times by the Motor Pool Supervisor. Members wishing to utilize a vehicle must state their destination to the MPS.

### **Maintenance of Records**

Motor Pool Supervisors will maintain an individual file on each GSA vehicle assigned to their Division and retain the monthly log sheets. Log sheets are to be retained for a minimum of three years.

The Director of Fleet Maintenance will maintain an individual file on each GSA vehicle to include original documents and copies of reports. All original reports will be sent to the appropriate GSA Maintenance Control Center or Accident Control Center.

### **Authorized use**

Officers and employees of the District Government shall use government owned or leased motor vehicles for official purposes only. "Official purposes" does not include transportation of an officer or employee between his or her residence and place of employment, or going to lunch. Officers and employees entrusted with a motor vehicle are responsible for the proper care, operation, maintenance and protection of the vehicle.

### **Violation of State and local motor vehicle traffic laws**

Operators of Government leased motor vehicles shall become familiar with and obey all motor vehicle traffic laws of the state and local jurisdictions in which they operate. Violation of state or local motor vehicle traffic laws can result in fines and/or imprisonment of the motor vehicle operator. Fines imposed on a government employee for an offense committed, by him or her while in the performance of, but not as a part of, the employee's official duties are imposed on the employee personally and payment thereof is his or her personal responsibility. This includes, but is not limited to, fines for parking or toll violations while operating a government owned or leased motor vehicle.

Operators of government motor vehicles shall obey posted speed limits. Operators should also be cognizant of the effects that weather and traffic conditions have on travel speeds.

### **Fueling**

Division Commanders shall require the use of self-service pumps by motor vehicle operators when purchasing fuel at commercial service stations with self-service pumps. Operators should minimize the cost of fuel purchases by using only **regular unleaded 87 octane fuel**, or ethanol based fuel for Alternative Fuel Vehicles (AFV), or diesel at service stations which accept the U.S. Government WEX Fleet Credit Card (supplied with each vehicle).

Federal Government WEX credit cards are to be used only for the leased vehicle to which they are assigned. The pin number is the same as the last six (6) digits of the vehicle license plate. Operators of vehicles are responsible for checking all fluids when fueling.

It is important when refueling that the correct vehicle mileage be entered at the fuel pump. The mileage on each vehicle impacts the preventive maintenance schedule, trade in schedule and/or overall monthly leased fees to the agency.

**If the operator experiences problems getting fuel at a pump, he or she must call the GSA Federal Government WEX 1-800 number on the back of the credit card.**

Vehicles shall be refueled when fuel gauge is at  $\frac{3}{4}$  of a tank or less. Fuel credit cards are to be turned into the Motor Pool Supervisor when returning the vehicle.

### **Reporting of accidents**

Reporting of accidents shall be done in accordance with the procedures as set forth in Fire and EMS Department Order Book, Article XX. If the accident occurs in a jurisdiction other than the District of Columbia, the Safety Officer and Battalion Fire Chief will not perform an investigation, however, they should still be notified of the incident. The operator of the vehicle shall contact the local jurisdictional police agency to obtain a report. In addition, the vehicle operator shall complete the GSA accident forms packet found in the glove compartment of the vehicle. When completed, the forms (SF-91 and SF-94) shall be given to the vehicle operator's supervisor and sent to the Director of Fleet Maintenance. Forms and information will be found in the GSA Motor Vehicle Accident Report Kit located in the glove box of the GSA vehicle.

Additional fillable and pdf. versions of form SF-91 and SF-94 are available online through GSA: [www.gsa.gov/portal/forms](http://www.gsa.gov/portal/forms). Click on the Standard Form Tab and select SF-91 or SF-94.

When a vehicle operator is injured and cannot comply with the above requirements, the Division to which the vehicle is issued shall report the accident to the state, county or municipal authorities as required by law and notify the Director of Fleet Maintenance as soon as possible after the accident. The Motor Pool Supervisor shall complete the Standard Form 91 as outlined in the GSA Motor Vehicle Accident Report Kit, and process through the Director of Fleet Maintenance.

All accidents will be immediately reported to the Director of FMD and the GSA Accident Management Center (AMC) **1-866-400-0411 - option 2**. AMC will ensure:

- Proper accident reporting procedures;
- Procurement of repairs;
- Short term rental;
- Towing;
- Billing;
- Claims processing.

**Service and Maintenance**

Division Commanders will be notified by the Director of Fleet Maintenance when the vehicle is due for preventive maintenance, etc.

The Director of FMD must get pre-approval through GSA National Maintenance Control Center (MCC), at 1-866-400-0411 - Option 1, if services or repairs are:

- Greater than \$100.00. (baseline cost is usually one oil change);
- Battery repair or replacement; or
- All tire repairs or replacement.

The Director of FMD must get pre-approval through GSA Accident Management Center (AMC), at 1-866-400-0411 - Option 2 for repairs to glass or windshields.

The Motor Pool Supervisor will ensure that each vehicle assigned to his or her Division has its oil level checked once per week and tire pressure checked monthly. The information will be logged into the vehicle log sheets.

The DC Fire and EMS Department Fleet Maintenance Division will not perform any repairs on leased vehicles. FMD will only be utilized for air service for vehicle tires, and refilling of critical fluids (i.e. oil, windshield fluid, DEF).

Members who experience mechanical problems or breakdowns with any leased vehicle are to contact the GSA National Maintenance Control Center (MCC), at 1-866-400-0411 - Option 1. In addition, the member is to notify the Director of Fleet Maintenance. No member of the department is to perform service or alter these vehicles in any manner.

**Do's and Don'ts**

**Do** safeguard the vehicle, charge card and keys against damage, theft or misuse.

**Do** park the vehicle in a secure facility if possible.

**Do** lock all doors, set the parking brake and carry the keys and charge card with you when leaving the vehicle unattended.

**Do** turn in the keys and charge card when returning the vehicle to the Motor Pool Supervisor.

**Do** report lost, stolen or damaged credit cards and/or license plate tags to the Director of Fleet Maintenance immediately. GSA will forward all reports to the Department of Homeland Security.

**Do** report vehicle theft or accident damage to:

- The local law enforcement agency.
- Your Motor Pool Supervisor.
- Director of Fleet Maintenance.

**Do not** use the vehicle for private business, personnel errands or recreation.

**Do not** transport members of your family, personal friends or non-government employees without authorization from the Assistant Fire Chief of Services.

**Do not** leave personal belongings or government equipment in the vehicle where it can be seen. Secure all items in the trunk.

### **Car Wash**

GSA vehicles can be cleaned at an approved car wash location. After each use the operator of the vehicle is to ensure all trash has been removed from the vehicle. The department has a \$15.00 monthly stipend for each GSA vehicle.

### **Insurance**

Within the United States and its territories, the US Government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties. This "Proof of Insurance" is explained on the GSA Motor Vehicle Accident Reporting Kit (GSA Form 1627) located in the glove box of the GSA Fleet vehicle.

### **Important phone numbers**

For repairs, maintenance, tires or battery issues, contact the Maintenance Control Center 1-866-400-0411 - option 1. After hours, weekends or holidays call 1-866-939-4472.

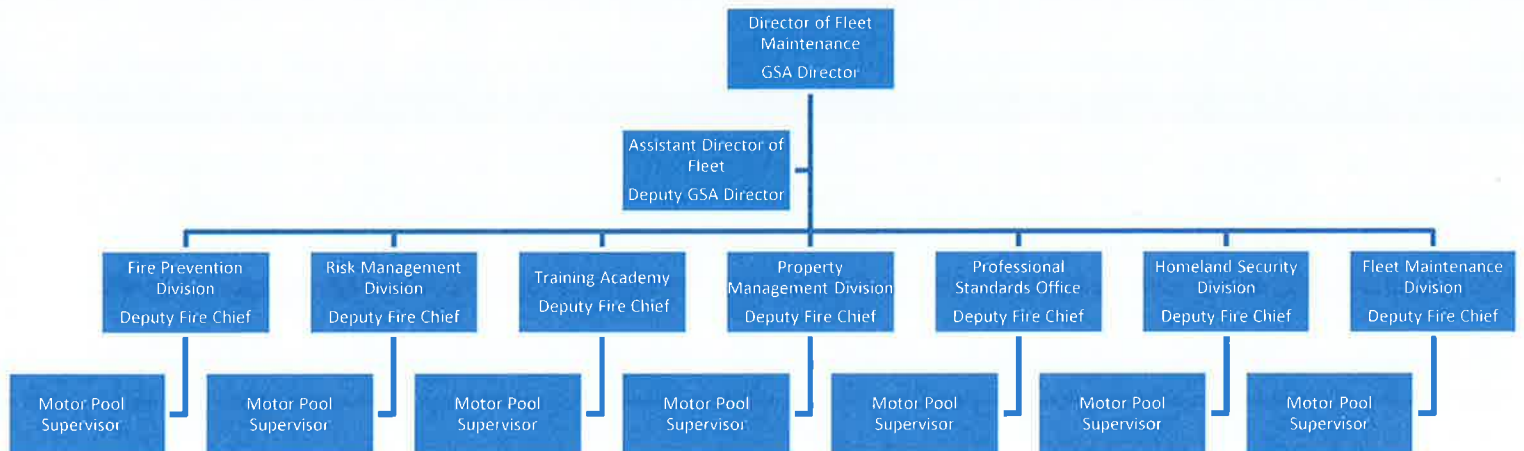
For glass repairs or accidents, contact the Accident Management Center 1-866-400-0411 - option 2.

For problems when fueling, contact the Federal Government WEX credit card 1-800 number on the back of the card.

### **Car Inventory (Glove Box)**

- 1 vehicle operator manual
- 1 GSA Motor Vehicle Accident Reporting Kit including Forms SF 91 and SF 94
- 1 Vehicle Registration
- 1 copy of the current GSA Bulletin

## GSA Fleet Vehicle Chart



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**Personnel Using the GSA Vehicles shall ensure that there is a sufficient amount of fuel left for the next travel. GSA vehicles shall be fueled when the fuel gauge reaches to ¾ tank. Fueling Example (Odometer Number 0000/ ID Number 12 0000H)**