

# Vehicle Views

<http://www.gsa.gov/vehiclepolicy>

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## Third Time Sure is the Charm!!!

By Laurie S. Feld  
FedFleet 2002 Project Manager

### Record success and record attendance at FedFleet 2002!

**T**he Third National Federal Fleet Manager Workshop and Information Fair was definitely the most successful one yet.

We had 1,370 total registrants from all over the world, 136 exhibit companies / organizations, and 322 exhibit booth spaces.

We had 50 breakout workshop training sessions, four general sessions, and over 75 speakers.

Our two pre-conference sessions on Monday, July 22nd (FAST / Fleet Report and Response to Terrorism) were very well received and attracted "standing room only" attendance.

The Exhibitor Information Fair was the largest in FedFleet history with its comprehensive display of products, services, supplies, vehicles, buses, and trucks. The exhibit hall was designed to be convenient and comfortable with its wide aisles, Cyber Café and Lounge, clearly marked aisles, and distinctive "road" carpet.

throughout the event – from the colors of the exhibit hall, registration desk, and signs to the awesome balloon displays that added a flash of color and pizzazz.

The Welcome Reception dazzled attendees with the variety and quality of the food, the vintage car ice sculpture, ample room to network, and the Skip Hawkins Jazz Band and dance floor.

Our keynote presenter, Joe Malarkey, entertained and inspired all attendees with his unique style and held up his reputation as the worst motivational speaker in America. He made us all laugh while teaching us a valuable lesson about believing in yourself and overcoming the fear of failure. After hearing Mr. Malarkey, we found ourselves flashing two thumbs up while advising each other to "Choose to Lose!"

In light of the Office of Management and Budget's new initiative on fleet reduction and improvements, FedFleet 2002 offered workshops that addressed critical decision-making processes essential to improving fleet operations.

The Fleet Management Desk

Red, White, and Blue décor was used

*Continued on page 2*

## FEDFLEET from page 1

Reference display outside the workshop rooms gave attendees a one-on-one view of this Internet based knowledge management and training tool for fleet training, reference material, and regulatory / legislative issuances.

Six agencies held on-site meetings:

- **Immigration and Naturalization Service,**
- **National Aeronautics and Space Administration,**
- **U.S. Department of Agriculture,**

- **U.S. Department of Energy,**
- **U.S. Marine Corps,**
- **U.S. Navy.**

We certainly do appreciate you taking advantage of the opportunity to bring together your associates from headquarters, regional, and field offices to discuss fleet issues relevant to your respective agency.

The USO Troupe of Metropolitan New York presented a "Salute to America". These three talented performers brought the spirit of America to the audience, made us feel proud to be American, and even brought a tear to some of our eyes.

Their performance was presented courtesy of General Motors Fleet Commercial Operations.

We were very pleased to have the following associates from the U.S. General Services Administration (GSA) join us and provide very pertinent and significant remarks:

- **Stephen A. Perry, Administrator,**
- **Thurman Davis, Deputy Administrator,**
- **Barney Brasseur, Assistant Commissioner, Office of Vehicle Acquisition and Leasing, Federal Supply Service.**

Sincere thanks to:

- **All attendees,**
- **All speakers,**
- **All exhibitors,**
- **The interagency planning committee,**
- **The sponsors – Federal Fleet Policy Council, the U.S. Department of Energy, the GSA Office of Governmentwide Policy, Visa USA, and MasterCard International,**
- **A-S-K Associates Conference Management Group,**
- **Balloons by Tammy,**
- **CMI Communications (audiovisual contractor),**
- **Eddys' Catering,**
- **Geo E. Fern (exposition service contractor),**
- **Kansas City Convention Center,**
- **Kansas City Convention & Visitors Bureau,**

*Continued on page 3*



FEDFLEET from page 2

- **USO Troupe of Metropolitan New York.**

Everyone's participation and support really did make a difference and contributed significantly to make FedFleet 2002 a success.

Please visit [www.fedfleet.org](http://www.fedfleet.org) to view a digital photo slideshow and speaker presentations. Where else can you imagine seeing Bill Rivers dressed as a "biker-dude" with leather and chains one day and as good 'ole Uncle Sam on another day?

Our journey sure does continue... with IMEAC 2003 (June 2003 in Portland, OR) and FedFleet 2004 (dates and location to be determined soon). See you there! ■



## [vehicle.policy@gsa.gov](mailto:vehicle.policy@gsa.gov)

E-mail the Experts in the Federal Vehicle Policy Division

### Question:

Am I required to have a valid state driver's license to operate a government owned vehicle? What regulation applies to this issue?

### Answer:

Yes, you are required to have a valid state driver's license to drive a government owned vehicle. You are required to obey all state and local

*traffic laws when operating a government owned vehicle. Here is an excerpt from the Federal Management Regulation that applies to this issue:*

#### **Chapter 102—Federal Management Regulation**

#### **Subchapter B—Personal Property**

#### **Part 102-34—Motor Vehicle Management**

#### **102-34.250 Am I bound by State and local traffic laws?**

*Yes. You must obey all motor vehicle traffic laws of the State and local jurisdiction, except when the duties of your position require otherwise. You are personally responsible if you violate State or local traffic laws. If you are fined or otherwise penalized for an offense you commit while performing your official duties, but which was not required as part of your official duties, payment is your personal responsibility. ■*

# GSA has a better way!

## Fleet Management Review

### Letter from OMB to Heads of Agencies



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

April 10, 2002

THE DIRECTOR

Honorable Stephen A. Perry  
Administrator  
General Services Administration  
18th and F streets, NW  
Washington, DC 20405

Dear Administrator Perry:

As part of OMB's pursuit of the President's Management Agenda, we have taken an initial inventory of the federal vehicle fleet, and found it merits a closer look. I am writing to request your assistance in gathering additional information and ideas to tighten control in this area.

OMB's preliminary research has turned up some arresting findings. We were intrigued to discover that one Cabinet Department reports more vehicles than employees, and to learn that five agencies appear to have at least one vehicle for every three FTEs. Only two agencies have more than 100 employees per vehicle. The available figures, however, only reflect the status at the end of fiscal 2000, just before this Administration took office.

By the time of your department's budget submission, please report any fleet reductions or other changes that may have occurred since you took office last year. OMB also seeks your ideas on cheaper and different fleet management or leasing arrangements.

Understandably, some departments may require more vehicles than others due to the nature of their work. Contractors' use of federal vehicles may be an important factor. One's first impression from these data, however, is that **the numbers seem excessive in many cases and that significant reductions may be in order.**

Thank you for your attention to this matter.

Sincerely,

Mitchell E. Daniels, Jr.

Attachment

**...the numbers seem excessive in many cases and that significant reductions may be in order.**



## Fleet Management Review

### What is it all about?

In April 2002, the Office of Management and Budget (OMB) requested all Executive Branch agencies to take a closer look at their fleet management operations particularly the size of their fleets. To help agencies review their fleet operations, the Federal Fleet Policy Council (FEDFLEET) and the General Services Administration's Office of Governmentwide Policy (OGP) are developing a template for fleet management reviews. With this template, an agency can do an internal review, request an interagency review through FEDFLEET, or hire a private consultant to perform the review. Agencies may also utilize the tools available on [www.manageyourfleet.gov](http://www.manageyourfleet.gov) to review their fleet operations. A complete fleet management review will allow agencies to have a more effective and efficient fleet management program. This will help agencies "right size" their fleets to ensure they have the number and types of vehicles they need to successfully complete their missions.

How to review a fleet management operation is a difficult question for federal agencies. Fleet management operations are composed of many diverse tasks and responsibilities. In the past, the "motorpool" consisted of a few administrative employees and mechanics. Today, managing and operating a fleet of motor vehicles has become both challenging and

rewarding. Fleet personnel must understand the vehicle acquisition market, maintenance and repairs, vehicle disposal and all the regulations and policies affecting use including environmental laws. This requires extensive training for fleet managers and significant skill levels for workers.

A draft fleet management review template was written to help you in your review process. A comprehensive fleet management review can result in significant cost savings for your agency by rightsizing your fleet and ensuring proper vehicle utilization. The draft template was presented at FedFleet 2002 in Kansas City, Missouri at the end of July. The draft template was well received by the participants who gave us many suggestions for the final template. We are in the process of completing these changes and hope to publish the template on our website in the very near future. Please stay tuned to [www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy) for more information.

### What are my options for reviewing my agency's fleet management program?

#### Internal Review

Your agency may choose to review their fleet management program internally. After OMB's letter to the Department of Energy (DOE) about their fleet size, DOE immediately

began an internal review of their fleet management program. DOE is in the process of evaluating data collected during the review to determine if motor vehicle reductions are appropriate and necessary. Long-term action plans will be developed for more efficient motor vehicle management. The General Services Administration (GSA) is also conducting an internal review of their fleet operations.

#### Interagency Team Review

FEDFLEET has formed an interagency team that is available to review your agency's fleet operations. The team is comprised of fleet personnel from various federal agencies with years of experience in fleet management. It is a unique opportunity to have your fleet operations reviewed by your peers and a forum for sharing best practices in federal fleet management.

#### Private Consultant

There are many private consultants who can review your fleet management program. In the past, the U.S Customs Service and the Immigration and Naturalization Service have used private consultants to make recommendations for more efficient vehicle utilization. The agencies were able to "right size" their fleets based upon the consultant's recommendations.

#### Best Practices in Federal Fleet Management

- **Effective funding - revolving fund**

*Continued on page 6*

## **FLEET MANAGEMENT** from page 5

- GSA Fleet
- Forest Service
- **Formula for allocation of vehicles**
  - United States Marshals Service
  - Air Force
- **Management Information System**
  - GSA Fleet
  - United States Marshal Service
  - Department of Energy
- **Periodic review of fleet - annual or other**
  - Air Force
  - United States Marshals Service
- **Use of commercial auctions**
  - Treasury
  - GSA Fleet
- **Pre-trip checklist**
  - Navy
- **Centralized Accident Management**
  - GSA Fleet

Submit your Agency's Best Practices in Federal Fleet Management online at [www.manageyourfleet.gov](http://www.manageyourfleet.gov)!

**The Fleet Management Desk Reference Guide (FMDR) is a great resource for learning more about Fleet Management principles and best practices! You can find all of this information at: [www.manageyourfleet.gov](http://www.manageyourfleet.gov).**

## **Overview of Fleet Management**

### **The Life Cycle**

- Determination of Need
  - The Federal Budget Process
  - Forecasting Vehicle Needs
  - Federal Standards
  - Alternative Fuel Vehicles
- Acquisition of Need
  - Fleet Size, Mix, and Systems and Accessories
  - Costs and Sources
- Accountability and Maintainability
  - New Vehicle Warranties
  - Vehicles in Use
  - Maintenance
  - Procurements for Operations
  - Record keeping
  - Cost Control and Safety Programs

- Utilization and Disposal
  - Optimum Utilization of Vehicles
  - Replacement Criteria and Priorities
  - Vehicle Reconditioning
  - Disposal and Sale

## **Checklists**

- Acquisition- Best Value Considerations
- Credit Card- Fleet Card Reporting Information
- Fuel- Alternative Fueling Tips
- Principles of Fleet Management
- Organizational Performance
  - Key Performance Indicators
  - Most Efficient Organization (MEO)
- Federal Fleet Management Reporting
- Vehicle Care
  - Reconditioning
  - Safety Inspections

**Advice-** Extensive Compilation of Frequently Asked Questions

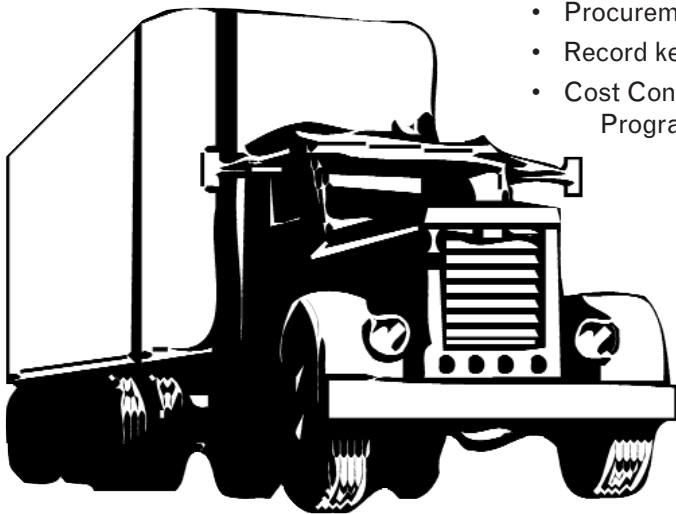
**Decision Trees-** Key Federal Fleet Management Functions and Steps

**Documents, Policies, and Reports-** References for Daily Use

**Glossary-** Fleet Management Definitions and Terms

**Tools-** Tools of the Trade for Federal Fleet Managers

For more information, please contact Connie Aaron on 202-208-7634 or e-mail [connie.aaron@gsa.gov](mailto:connie.aaron@gsa.gov). ■



## Public Sector Budgets in Trouble Everywhere; Retreads Can Help

*The information and opinions expressed in this article are strictly the author's and do not reflect any endorsement on behalf of the Federal Vehicle Policy Division or GSA.*

**C**ities, counties, provinces and states all over North America are facing serious budget shortfalls, causing all kinds of programs to be cut or eliminated. One major budget item in any public sector budget is tires.

That's where retreads can help. Retreaded tires now enjoy a safety and performance record equal to the best new tires, but at a far lower price. Thanks to advances in retread plant technology, especially in the area of non-destructive testing before a tire is retreaded, retreads often have a LOWER adjustment rate than comparable new tires.

Hundreds of cities, counties, provinces, school districts and other municipalities throughout North America already enjoy the savings afforded by retreads. They not only save money, but they also help reduce the scrap tire problem and help to save oil. Retreads are not only economical; they are also very environmentally friendly. Since tires contain a large percentage of synthetic oil, which is petroleum based, every time a tire is retreaded

less oil is used. This translates to a saving of approximately 400 million gallons of oil every year in North America, thanks to retreaded tires.

The Tire Retread Information Bureau urges any public sector fleet not yet using retreads to take another look at their tire program. The savings that retreads offer add up to serious dollars, all without sacrificing safety, performance or handling.

"We are well aware of the resistance some fleets have to retreads. But on closer examination they will find that their concerns have long since been dealt with," said Harvey Brodsky, Managing Director of the Tire Retread Information Bureau/TRIB. "All we ask is that any fleet manager who is still skeptical about retreads allow us to arrange a visit to a retread plant in their area. He or she will come away with a greater appreciation for the advances in retreading in recent years, and we can practically guarantee they will be convinced that retreads will make sense for their fleets, regardless of



the types of vehicles they operate."

For more information about arranging for a retread plant tour, or for a list of contact names of public sector fleet managers who successfully use retreads, or for a free Retread Tire Information Packet and a series of videos about retreading and proper tire maintenance, contact the Tire Retread Information Bureau/TRIB, toll free from anywhere in North America at 888-473-8732, or by e-mail: [info@retread.org](mailto:info@retread.org).

Contact:

Harvey Brodsky  
831-372-1917  
[www.retread.org](http://www.retread.org) ■

## CDL Final Rule Toughens Penalties Against Unsatisfactory Drivers

**C**ontinuing its efforts to improve the safety of trucks and buses, the U.S. Department of Transportation's Federal Motor Carrier Safety Administration (FMCSA) issued a final rule that significantly strengthens the licensing and sanctioning requirements of the commercial driver's license (CDL) program for truck and bus drivers required to hold a CDL. The rule is effective Sept. 30, 2002.

This final rule, which implements provisions of the Motor Carrier Safety Improvement Act of 1999, combines two CDL rulemakings proposed in 2001.

"These comprehensive requirements for those who want to drive trucks and buses will help ensure that our highways are safer," U.S. Transportation Secretary Norman Y. Mineta said. "Only safe drivers should operate trucks and buses, and this rule will help make that happen."

With this final rule, FMCSA intends to make the CDL program more effective in preventing dangerous truck and bus drivers from continuing to drive. It strives to improve safety by improving the performance of drivers and removing unsafe drivers from the road.

Within three years after the rule's effective date, FMCSA will penalize states not in substantial compliance with licensing and sanctioning requirements of the CDL program by

withholding Motor Carrier Safety Assistance Program (MCSAP) money. MCSAP funds provide financial assistance to states through federal grants.

The new rule allows FMCSA to prohibit states that do not comply with this rule from issuing, renewing, transferring, or upgrading CDLs and from issuing hardship licenses to truck and bus drivers who lose their driving privileges. States that comply with FMCSA CDL requirements will be permitted to issue non-resident CDLs to drivers living in states that have lost that privilege.

As a result of this final rule, FMCSA may now disqualify commercial motor vehicle (CMV) drivers who have been convicted of traffic violations while operating a passenger vehicle that result in their license being canceled, revoked or suspended, or of committing drug and alcohol-related offenses while driving a passenger vehicle. It also adds the following two new disqualifying offenses: driving a CMV after a CDL was revoked, suspended or canceled for operating a CMV; and causing a fatality through the negligent or criminal operation of a CMV.

The regulation expands the list of serious traffic violations to include drivers who fail to obtain a CDL, driving a CMV without a CDL in the driver's possession, and operating a CMV without proper class of CMV

being driven or type of cargo being transported. The regulation authorizes FMCSA's Chief Safety Officer to disqualify, on an emergency basis, CDL drivers who pose an imminent hazard, a condition that presents a likelihood of death, serious personal injury or substantial danger to the public.

The final rule requires that applicants obtaining, transferring, or renewing a CDL tell their state driver-licensing agency where they previously held motor vehicle licenses. This enables the issuing agency to obtain a candidate's complete driving record.

A new requirement in the rule creates a new endorsement. Applicants wanting to operate a school bus must pass knowledge and skills tests before receiving a CDL for that purpose. States with school bus licensing programs that currently meet or exceed FMCSA requirements may continue to test and license school bus drivers.

The Commercial Vehicle Safety Act (CMVSA) of 1986 established the CDL program and the Commercial Driver's License Information System (CDLIS) to serve as a clearinghouse and repository of CDL information and traffic-conviction data. The CMVSA also requires state personnel to ensure that drivers convicted of certain serious traffic violations are prohibited from operating a CMV.

The final rule is on the Internet and can be viewed by searching for docket numbers FMCSA-2001-9709 and FMCSA-00-7382 at <http://dms.dot.gov/>.

Contact :  
Suzy Bohnert  
202-493-0189 ■



## Put the Brakes On Fatalities Day

**O**n a single day in the U.S., vehicle crashes are an even greater threat to life and health than crime. In 2000, there was one murder every 34 minutes, while one person died from traffic crash every 13 minutes. There was one violent crime every 22 seconds, but one crash-related injury every 10 seconds. We are not helpless, however, to help 'put the brakes on fatalities.' Changing driving behavior can work to reduce vehicle crashes. Just a few of the measures that individuals can do:

- Drive courteously and defensively
- Wear seat belts and use child safety restraints properly

- Never drive while impaired
- Don't speed or drive aggressively
- Be alert while driving

On October 10th, the Second Annual Put the Brakes on Fatalities Day will strive to reduce the approximately 115 fatalities that occur each day. Last year's campaign resulted in a 29% reduction in fatalities on October 10, 2001, but that's only a starting point. Find out what you can do to get involve and support the goal of zero fatalities at [www.brakesonfatalities.org](http://www.brakesonfatalities.org). ■

## Click It or Ticket

**I**f you noticed more law enforcement on the roads than usual around Memorial Day weekend, then you saw Click It or Ticket in action. This seat belt enforcement campaign was conducted in all fifty states and the District of Columbia. Some states used an unprecedented combination of paid advertising and heightened seat belt enforcement in order to get the message across.

The message is simple: If you don't wear a seat belt, you may get a ticket. Some states have primary seat belt laws that allow a law enforcement officer to write a citation whenever an unbelted driver or passenger is observed. In states with secondary seat belt laws, an officer must stop a

violation for another infraction before being able to issue a citation. In either case, you could get a ticket for not buckling up.

Wearing your seat belt will not only help you avoid a ticket, but it may save your life. Someone is killed in a crash every 13 minutes. However, seat belts save over 11,000 lives each year, and they can help you maintain control of your car in a crash. Be smart and safe, and buckle up.

For more information on Click It or Ticket, see the National Highway Traffic Safety Administration's website, [www.nhtsa.gov](http://www.nhtsa.gov). ■



## Air Force Alternate Fuels Program Takes Off at Tinker

*\*Reprinted from Air Force News Archive*

by Tech. Sgt. Scott Elliott  
Air Force Print News

Logisticians at Tinker Air Force Base, Okla., are the latest to embrace the future with renewable fuels by mixing a bit of soybean oil into their diesel tanks.

Congress, through the Energy Policy Act of 1992, tasked the Air Force, along with all other federal agencies, to take the lead in finding ways to reduce the nation's dependence on petroleum and improve air quality.

"Tinker's delivery of 'biodiesel' is the (latest) piece of the Air Force's alternative fuels program," said Col. Thomas Keller, chief of the infrastructure and vehicles division within the Air Force's installations and logistics directorate.

Biodiesel is a product made through a chemical reaction of alcohol with vegetable oils, fats, or greases. The Air Force currently uses B-20, a blend of 80 percent diesel and 20 percent soybean-derived biodiesel. Although a vehicle may burn as much B-20 as it did standard diesel, actual petroleum consumption is reduced.

Tinker joins Peterson AFB, Colo., Vandenberg AFB, Calif., Patrick AFB, Fla., and Scott AFB, Ill., as the service's leaders in the alternative

fuels movement, and more bases are coming on line.

"The beauty of biodiesel is that it requires no vehicle modification," Keller said. "You can take the same dump truck that's burned diesel for 10 years and put biodiesel in it without changing a thing, and we're getting alternate fuel vehicle credit (from the Energy Policy Act of 1992)."

Another benefit is lower maintenance, thanks to biodiesel cleaning carbon out of engines and allowing them to run more efficiently, said Senior Master Sgt. Rex Curry, chief of the vehicle maintenance policy and procedures team.

"Biodiesel also has more lubricity than basic diesel, so things don't wear out as quickly," Curry said. "At some point (in the future), industry-wide, it is extremely likely that you won't be able to buy diesel without it being blended with (at least 2 percent of) some bio-mass type fuel.

"It's kind of like ethanol," he said. "In some places, like Colorado, you get 10 percent ethanol (blended into gasoline) all the time."

Reducing the amount of diesel fuel consumption is just as much an

ethical issue as it is a Congressional mandate, Keller said.

"It's been proven that diesel (exhaust) is a carcinogen," he said. "We have school buses full of children (driving) around, and we're (exposing them) to cancer."

"There's a study that offers proof that buses burning (standard) diesel fuel (are) 46 times higher in carcinogens than a bus burning biodiesel," Curry said. "We can, literally, save children's lives by using biodiesel."

Besides eliminating carcinogens from exhaust, the fumes have a pleasant side effect.

"It smells like whatever the 20 percent (additive) was," Curry said. "If it's soy, it smells like soy; if it's chicken fat, it smells like Kentucky Fried Chicken going down the road. (According to) one article, the biodiesel smelled like popcorn."

By joining the biodiesel revolution, Tinker is helping ensure the Air Force will meet one of the act's tougher mandates: that 75 percent of new vehicle acquisitions be alternative fuel-capable by 1999. The Energy Policy Act of 1992 was amended in 1998 to give agencies one alternative fuel vehicle acquisition credit for every 2,250 gallons of B-20 used.

"We're going to get very close (to meeting our goal) this year," said Lt. Col. William Fisher, chief of the vehicle policy team. "With increased use of these biodiesel fuels, I predict, we'll exceed them next year." ■

## E85 Scores Big in DOE Grants Program

**S**ecretary of the U.S. Department of Energy (DOE) Spencer Abraham recently announced that the DOE had issued grants to assist in the establishment of an additional twenty public and private E85 fueling stations across the nation.

A total of \$807,403 has been awarded to specifically support the establishment of E85 fueling sites. Phil Lampert, Executive Director of the National Ethanol Vehicle Coalition (NEVC) stated, "This is the largest single award that has ever been made by a federal agency to advance the establishment of E85 fueling sites. These funds are part of the monies that the Congress appropriated for use by E85 advocates during fiscal year 2002."

NEVC spokesperson Michelle Saab also noted that almost 50% of the E85 funds would be used "outside the generalized farm belt" of the Midwest. "We are seeing a nationwide interest in the use of E85 as a form of alternative fuel, and while the majority of the fueling sites are certainly located in the Midwest, we expect the major advances in infrastructure development will take place on the east and west coasts."

Projects receiving funding include:

- Dover, Delaware: 1 new E85 fueling station;
- Twin Cities of Minnesota: 8 new E85 fueling stations;
- Buffalo, NY: 3 new E85 fueling stations;

- Southeast Wisconsin: 3 new E85 fueling stations;
- Titusville/Kennedy Space Center: 3 new E85 fueling stations;
- Cleveland, Ohio: 1 new E85 fueling station;
- Fargo, North Dakota: 1 new E85 fueling station.

For additional information regarding NEVC, visit their web site at [www.E85Fuel.com](http://www.E85Fuel.com).

Contact:  
Michelle Saab  
573-635-8445. ■

# GSA plays it safe!

## Federal Vehicle Policy Division (MTV)

**T**he Federal Vehicle Policy Division's mission is to ensure the effective and efficient use of the Federal Government's 590,000 motor vehicles and the expenditure of close to \$2 billion annually on fleet operations through innovative policies, adoption of best practices, effective communication, and leading edge technologies.

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Official Business  
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