

6 FAM 1940

MOTOR VEHICLE OPERATORS

6 FAM 1941 GENERAL

6 FAM 1941.1 Authority

(TL:GS-1104; 6-1-85)

The Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 337; 64 Stat. 578; 68 Stat. 1126; 40 U.S.C. 471 et seq.), expresses congressional intent to provide for an economical and efficient system for transportation of Government personnel and property. Section 211(j) of the Act provides for the establishment of procedures to assure safe operation of Government-owned motor vehicles for official purposes within the States, the District of Columbia, Puerto Rico, and the possessions of the United States.

6 FAM 1941.2 Requirements

(TL:GS-1104; 6-1-85)

An employee who operates a Government-owned vehicle shall have in the employee's possession at all times an identification card issued by the General Services Division (FMSS/GS/FMO).

6 FAM 1941.3 Definitions

(TL:GS-1104; 6-1-85)

a. **Operator:** Any employee of the Federal Government whose job regularly requires the operation of motor vehicles. This includes chauffeurs, mounted messengers, truck drivers, garage employees/drivers, and guard drivers.

b. **Incidental Operator:** Any employee in other than an operator position who is required to operate a motor vehicle in order to properly carry out assigned duties.

c. **State License:** A driver's license of the State, District of Columbia, Puerto Rico, or possession in which the employee is domiciled or principally employed for operation of the type of Government vehicle to be used.

d. **Identification Card:** Form SF-46, U.S. Government Motor Vehicle Operator's Identification card, which specifies the types of Government-owned vehicles the holder is authorized to operate.

e. **Practical Road Test:** Test No. 347 of the Office of Personnel Management.

6 FAM 1942 IDENTIFICATION CARDS

6 FAM 1942.1 To Whom Issued

(TL:GS-1104; 6-1-85)

a. The General Services Division (FMSS/GS/FMO) will issue and renew identification cards to employees who qualify for them and who are assigned to operator positions, and to employees who qualify as incidental operators, in accordance with the requirements of 6 FAM 1943 and 6 FAM 1944 , except that identification cards may be issued without regard to the requirements in 6 FAM 1943.1 in the following cases:

(1) To employees in operator positions under temporary employment or detail not exceeding 1 month;

(2) For 1 month or less to appointees to operator positions in order to permit completion of special testing approved by the Office of Personnel Management in a particular selection program;

(3) For 1 month or less to other employees who may be taking training to satisfy requirements as operators or incidental operators, or under such circumstances as they are judged by the Department to make it necessary in the interests of the Government; or

(4) To temporary emergency appointees.

b. Identification cards are issued based upon the qualifications of the operator as determined by FMSS/GS/FMO and under the authority of this section. These cards shall clearly indicate the time restriction imposed and shall be issued only to employees who are in possession of a valid State driver's license.

6 FAM 1942.2 Contents of Identification Card

(TL:GS-1104; 6-1-85)

a. Each type of motor vehicle which the holder is authorized to operate.

b. Any restrictions imposed upon the holder.

c. The date of expiration.

d. "Other Record": This space may be utilized for relevant data such as awards for safe driving and records of arrest.

6 FAM 1943 QUALIFICATIONS REQUIREMENTS

6 FAM 1943.1 Competitive Operator Positions

(TL:GS-1104; 6-1-85)

Competitive motor vehicle operator positions may be filled by any of the methods normally authorized for filling competitive positions. The requirements include experience, a safe driving record, a practical road test, a valid State driver's license, and physical fitness (See 6 FAM 1944.1), as established by the Office of Personnel Management.

6 FAM 1943.2 Excepted Operator Positions

(TL:GS-1104; 6-1-85)

In filling excepted operator positions, the Department will apply the standards in 6 FAM 1943.1 .

6 FAM 1943.3 Details

(TL:GS-1104; 6-1-85)

An employee may be detailed to a competitive or an excepted operator position for 30 days or less provided that the employee possesses a valid State driver's license. For details exceeding 30 days, the employee must meet the requirements applicable to the position to which detailed.

6 FAM 1943.4 Incidental Operators

(TL:GS-1104; 6-1-85)

To qualify as an incidental operator in either the excepted or competitive service, an employee must meet the criteria referred to in 6 FAM 1944.1 and must possess a valid State driver's license.

6 FAM 1944 PHYSICAL FITNESS REQUIREMENTS

6 FAM 1944.1 Examination by Medical Officer

(TL:GS-1104; 6-1-85)

The Office of Medical Services conducts physical examinations of operators, applicants for operator positions, and employees seeking issuance or renewal of incidental operator identification cards, as listed below.

6 FAM 1944.1-1 Applicants for Operator Positions

(TL:GS-1104; 6-1-85)

Upon receipt from the Employment Program of Form SF-78, Certificate of Medical Examination, including the Health Qualification Placement Record with items 9 and 10 appropriately filled in, the Office of Medical Services conducts physical examinations of applicants for operator positions. On the basis of its findings, the Office of Medical Services submits to the Employment Division a recommendation as to the individual's physical fitness for an operator position.

6 FAM 1944.1-2 Operators

(TL:GS-1104; 6-1-85)

Upon receipt from the Office of Operations, of Form SF-78, Certificate of Medical Examination issued by the Office of Medical Services, including the Health Qualification Placement Record with items 9 and 10 appropriately filled in, the Office of Medical Services is to conduct a physical examination of the operators. On the basis of its findings, the Office of Medical Services submits to the General Services Division a recommendation as to the individual's physical fitness for an operator position.

6 FAM 1944.1-3 Incidental Operators

(TL:GS-1104; 6-1-85)

All requests for issuance or renewal of incidental operator identification cards are to be submitted to the General Services Division (FMO) by the administrative or executive officer of the area concerned. Upon receipt from the General Services Division of a completed Form SF-47, Physical Fitness Inquiry for the Motor Vehicle Operators (or on the basis of a physical examination if the Office of Medical Services determines that such an examination is advisable), the Office of Medical Services will submit to the General Services Division a recommendation as to the employee's physical fitness to receive an incidental operator's identification card. If the Office of Medical Services feels that a physical examination is advisable, it requests the General Services Division to furnish Form SF-78, as stated in 6 FAM 1944.1-1 .

6 FAM 1944.2 Criteria

(TL:GS-1104; 6-1-85)

The physical standards established by the Office of Personnel Management are to be used by the Office of Medical Services in considering whether the physical condition of the individual examined is such as to lead to a recommendation to revoke or suspend an identification card or to withhold its issuance or renewal. It should be noted that section 2

of the Civil Service Act (22 Stat. 403; 5 U.S.C. 632 et seq.; 40 U.S.C. 42) prohibits discrimination against any person because of any physical handicap with respect to any position the duties of which may be efficiently performed by a person with such a handicap, provided that such employment will not be hazardous to the appointee or endanger the health or safety of fellow employees or others. (See 3 FAM 1512 .)

6 FAM 1945 ADVERSE ACTIONS AGAINST OPERATORS AND INCIDENTAL OPERATORS

6 FAM 1945.1 Grounds for Adverse Actions

(TL:GS-1104; 6-1-85)

The following grounds are among those constituting sufficient cause for adverse action against operators and incidental operators:

- (1) The employee is convicted of operating a motor vehicle under the influence of alcohol or narcotics;
- (2) The employee is convicted of leaving the scene of an accident without making self known;
- (3) A Federal medical officer finds that the employee fails to meet the required physical standards;
- (4) The employee's licensing State driver's license is revoked; or
- (5) The employee's licensing State driver's license is suspended. However, the Department may continue the employee in present position for a period not to exceed 45 days from the date of suspension of the licensing State driver's license, for operation on other than public highways.

6 FAM 1945.2 Removal from Duties

(TL:GS-1104; 6-1-85)

In addition to the grounds for adverse action listed in 6 FAM 1945.1 , the following circumstances may serve as a basis for removing employees (for such period of time as may be necessary) from duties requiring the operation of a motor vehicle:

- (1) The employee is involved in a motor vehicle accident while operating a Government-owned vehicle and, after investigation, is found to be at fault;
- (2) The employee is convicted of traffic (other than parking) violations;

(3) The employee operates the motor vehicle in an improper, illegal, or dangerous manner;

(4) The employee fails to comply with Federal administrative orders relating to motor vehicle operations;

(5) The employee fails to meet appropriate physical standards, but the defects are considered by a Federal medical officer to be of a temporary or remedial nature; or

(6) The employee is convicted of operating a motor vehicle while intoxicated.

6 FAM 1945.3 Withdrawal of Identification Card

(TL:GS-1104; 6-1-85)

An employee's identification card may be withdrawn as follows:

(1) The General Services Division (FMO) may revoke or suspend an operator's or incidental operator's identification card for such period of time as may be required by the particular circumstances. Such an employee is not authorized to operate a Government-owned or -leased motor vehicle until a road test has been made and a current physical examination, along with other requirements, are found to be satisfactory to FMSS/GS/FMO; or

(2) The General Services Division (FMO) may recommend to the appropriate personnel office the removal of an employee from a motor vehicle position, or other adverse action. The General Services Division is to present the facts to the appropriate personnel office for decision and for such action as it may deem proper in accordance with Office of Personnel Management (OPM) procedures. If adverse actions result in removal of the employee from a position, the identification card is to be revoked automatically in accordance with 6 FAM-1942 .

6 FAM 1946 ASSIGNMENT OF VEHICLES

6 FAM 1946.1 Use

(TL:GS-1104; 6-1-85)

Department vehicles may be assigned to a specific officer upon request. The request must be in writing and be signed by the executive director of the office making the request. The request must contain the following information:

(1) Justification for:

(a) Use of the vehicle

- (b) Approximate mileage per month;
- (c) Where the vehicle will be based; and
- (d) When the vehicle is needed.
- (2) Approximate length of assignment;
- (3) Certification of funding;
- (4) Accounting information for billing purposes;
- (5) Type of vehicle required; and
- (6) Person having direct responsibility for the vehicle (including individual's job title, office symbol, and telephone number).

6 FAM 1946.2 Issuing Authority

(TL:GS-1104; 6-1-85)

The General Services Division (FMO) will assign vehicles based on a determination of need by FMSS/GS/FMO. Upon receipt of a request for vehicle support, FMSS/GS/FMO will meet with the requesting office for an evaluation of the request. Vehicle assignments will only be made for services considered to be in the best interest of the Government, the most cost effective or the only source available.

6 FAM 1946.3 Involuntary Withdrawal of Assigned Vehicle

(TL:GS-1104; 6-1-85)

Vehicle assignments will be terminated for any of the following reasons:

- (1) Insufficient utilization: FMSS/GS/FMO will conduct a periodic examination of the vehicles' utilization in the event it is determined that, due to low utilization, the mission could be accomplished through other more cost effective means such as temporary rental;
- (2) Improper care and use of the assigned vehicle; or
- (3) Failure to comply with administrative guidelines established by FMSS/GS/FMO for operation of the vehicle.

6 FAM 1946.4 Right of Appeal

(TL:GS-1104; 6-1-85)

Any office having a vehicle assignment terminated under 6 FAM 1946.3 may appeal the termination to A/OPR. The office filing the appeal must present evidence showing why the termination should be reversed, or that corrective action has been taken regarding the infraction. Should a vehicle assignment be terminated on three separate occasions for the same infraction, there is no further right of appeal.

6 FAM 1947 VEHICLE MANAGEMENT STUDIES

6 FAM 1947.1 When Applicable

(TL:GS-1104; 6-1-85)

Offices establishing new programs through regulation or expansion that require additional vehicle support may request a vehicle management study from the General Services Division (FMSS/GS/FMO).

6 FAM 1947.2 Purpose

(TL:GS-1104; 6-1-85)

Vehicle management studies are to assist the requesting bureau or office in determining the exact number, composition, and cost of the required vehicle support. Results of the study should provide efficient low-cost vehicle support in addition to expediting the vehicle acquisition process.

6 FAM 1948 AND 1949 UNASSIGNED