



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: All California Employees

From: State Director

Subject: Authorization and Use of Government Owned or Leased Motor Vehicles

We have received numerous questions and requests for clarification pertaining to the requirements and authorization for the Use of Government Owned or Leased Motor Vehicles (GOV). This Information Bulletin offers guidance on the subject of use, qualifications, training and driver proficiency. This direction is a reiteration of existing Bureau, Interior and Labor Department policy and criteria.

Government owned or leased vehicles are for official use only. "Official use" is interpreted as: Forms of transportation authorized and provided for the purposes of performing an assignment of duties within the specific parameters of Federal Employment. This interpretation allows for all benefits as prescribed in BLM Manuals, Federal Travel Regulations and Department of Transportation guidances.

All employees (includes volunteers, contractors or cooperators) are required to successfully acquire, retain and have in their possession a valid state driver's license at *any time* a GOV is used. Successful acquisition & retention of a driver's license includes compliance with qualification requirements, insurance coverages and observation of all applicable state law(s).

Current out of State licenses will be recognized and honored for employees on extended detail -or- valid for the first 30 days of residence in California following a permanent transfer.

In addition to a valid state operator's permit, all employees operating a GOV are required to have a valid U.S. Government Identification or accepted Agency Identification Card in their possession.

All employees must participate in a Defensive Driver Training (DDT) Course every three years. The DDT must be a nationally recognized course offered by certified instructors. *Certified* in-house trainers may provide this training. Managers and supervisors must ensure that funding is made available to provide for this *mandatory* training annually, on an as-needed basis.

Motor Vehicle Operators (full time or incidental operators) *must be* properly licensed according to *DMV license classification* (Class A, B, C etc.) for the types and configuration of vehicles driven or being considered for operation. For additional information on the qualification classes & standards related to motorcycle, four wheel drive, commercial, industrial and specialized motor vehicles contact your local DMV or visit: www.dmv.ca.gov.

Employees will not exceed 8 hours of driving time (behind the wheel) during a 16 hour duty period. Breaks of 15 minutes are recommended every 2 hours when driving continuously. At least 8 consecutive hours of rest without duty, are required prior to each duty period requiring driving.

At least *once every 4 years* local managers will ensure that employees who routinely operate GOV or leased vehicles (i.e.; full time bus drivers & employee transports, heavy equipment operators, long haul & surface freight tractor drivers etc.) are medically able to do so without undue risk to themselves or other employees. When there is *any* question as to a drivers ability to perform these tasks, the employee must be referred for full medical examination.

All employees must wear seatbelts and will require that all passengers wear seatbelts at any time a GOV or rental vehicle is in operation.

Employees are prohibited from smoking, consuming alcohol, narcotics or other intoxicants in GOV's, fleet leases or rentals.

All employees will immediately notify their supervisor if their State Driver's License has been suspended, revoked, canceled, denied or if for any other reason an employee has become disqualified from holding a license. In addition, employees who choose to drive a GOV or leased vehicle with a revoked or suspended license may be subject to disciplinary action as provided in the appropriate OPM regulations as they would be.. "operating the vehicle outside the scope and duties of their position of employment"...5 CFR Part 930.113(d) & (e).

Employees are required to report any motor vehicle accidents to their supervisor(s) *immediately*. Supervisors must notify the State Safety Manager and make an entry in the Safety Management Information System (SMIS) @ www.smis.doi.gov within 48 hours of notification of such accidents.

We hope this correspondence offers adequate clarification, especially with the onset of the summer field season our most critical and dangerous driving period of the year.

If you have any concerns or questions pertaining to this Information Bulletin, please contact Jim Anger, State Safety Manager at (916) 978-4521 or contact him by e-mail at janger@ca.blm.gov.

Signed by:
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