

6 FAM 1930 LOCAL TRANSPORTATION

(TL:GS-150; 09-26-2005)
(Office of Origin: A/OPR/GSM)

6 FAM 1931 DEPARTMENT VEHICLES

6 FAM 1931.1 *General*

6 FAM 1931.1-1 Department of State Employees

(TL:GS-150; 09-26-2005)
(State Only)

- a. Department *of State motor pool* vehicles are available to all *Department of State* employees for official business. *These vehicles* are a required first source for local transportation.
- b. *Priority will be as follows due to the limited availability of resources:*
 - (1) *Under Secretaries;*
 - (2) *Assistant Secretaries;*
 - (3) *Deputy assistant secretaries or their equivalents; and*
 - (4) *All others, on a first-come, first-served, basis.*
- c. Other means of transportation should only be utilized when:
 - (1) Department vehicles are unavailable;
 - (2) *Department shuttle buses do not accommodate the destination;*
 - (3) The trip is less than six blocks or more than 25 miles; *and*
 - (4) The use of commercial or private transportation proves to be more cost effective.

NOTE: *The use of a U.S. Government vehicle for trips of 25 miles or more must be approved by the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO).*

6 FAM 1931.1-2 Department of State Contractor Personnel

*(TL:GS-150; 09-26-2005)
(State Only)*

a. Department of State contractor personnel may utilize U.S. Government vehicles:

- (1) Only when the contract under which the individual is working specifically states that the U.S. Government is responsible for providing vehicles for the contractor's use in performance of the contract. Such contracts must specifically state:
 - (a) All terms and conditions of the contractor's use of the vehicle in performance of contract requirements (e.g., fueling and operator maintenance requirements, data and accident reporting, key control, liability for vehicle damage and third-party tort claims, etc);*
 - (b) The quantities and types of vehicles to be provided for the contractor's use;*
 - (c) Vehicles provided under the terms of the contract may only be used for official purposes in meeting contract requirements;*
 - (d) Vehicles provided under the terms of the contract may not be utilized for personal business, including home-to-work transportation;*
 - (e) Vehicles provided under the terms of the contract must be operated in a safe, fuel-efficient manner, and in accordance with all Department regulations and local laws; and*
 - (f) The contractor's fiscal responsibility for repairs of damage to a vehicle due to neglect, accident, and abuse;**
- (2) Upon prior notification to the motor pool by the contracting officer/contracting officer's representative that the individual is authorized use of the vehicle under the terms of the contract; and*
- (3) Upon presentation to motor pool personnel of a valid driver's license for the type and class of vehicle to be operated.*

b. Due to liability concerns, vehicles under the control of the Department of State may not be loaned to any private individual, organization, business or other non-Department of State entity without prior formal approval of the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO).

6 FAM 1931.2 Restrictions on the Use of U.S. Government Vehicles

*(TL:GS-150; 09-26-2005)
(State Only)*

- a. Title 31 of the United States Code (*U.S.C.*), Section 1344(a) prohibits the use of a U.S. Government-owned or -leased vehicle for other than official purposes. The law also states that any officer or employee who willfully uses or authorizes the use of a U.S. Government vehicle for other than official purposes will be suspended for at least one month without pay by the head of the agency (31 U.S.C. 1349(b)).
- b. *Title 31, Part 1344(a)(1) specifically excludes transportation of officers or employees between their residences and places of employment from the definition of "official use" except as prescribed in other sections of Title 31, Part 1344. The only individuals in the Department of State who are authorized by statute to use a U.S. Government vehicle for home-to-work transportation are the Secretary, the U.S. Representative to the United Nations, and principal diplomatic and consular officials abroad. While the President has the statutory authority to authorize home-to-work transportation for up to ten additional officers or employees of Federal agencies, no such additional authority has been issued to any individuals in the Department of State.*
- c. *31 U.S.C. 1344(a)(2)(A) and 31 U.S.C. 1344(a)(2)(B) authorize the Secretary to issue a written determination of "official use" for transportation between the residence of an officer or employee and a location that is:*
 - (1) *Required for the performance of field work, to the extent that such field work will substantially increase the efficiency and economy of the U.S. Government; or*
 - (2) *Essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties.*
- d. *31 U.S.C. 1344(b)(3)(B) authorizes the Secretary to authorize home-to-work transportation for a single principal deputy when the Secretary deems such transportation appropriate; the Secretary has bestowed this authorization on the Deputy Secretary of State.*
- e. *A passenger carrier may be used to transport between residence and place of employment any person for whom protection is specifically authorized pursuant to section 3056(a) of Title 18 or for whom transportation is authorized pursuant to section 28 of the State Department Basic Authorities Act of 1956, section 2637 of Title 10, or section 8(a)(1) of the Central Intelligence Agency Act of 1949.*

- f. **Compelling need:** 31 U.S.C. 1344(b)(9) *authorizes the use of a U.S. Government vehicle for transport between residence and place of employment for an officer or employee with regard to whom the Secretary makes a determination that highly unusual circumstances present a clear and present danger, that an emergency exists, or that other compelling operational considerations make such transportation essential to the conduct of official business:*
- (1) *Such determinations shall be in effect for not more than 15 calendar days;*
 - (2) *Authorizations shall be in writing and shall include the name and title of the officer or employee affected, the reason for such determination, and the duration of the authorization for such officer or employee to use the vehicle for home-to-work transportation;*
 - (3) *If the compelling need extends or may extend for a period in excess of 15 calendar days, the Secretary shall determine whether the initial authorization shall be extended in excess of 15 calendar days for a period of not more than 90 additional calendar days;*
 - (4) *The authority to make designations based on compelling need may not be delegated, and no designation or determination under this section may be made solely for the comfort or convenience of the officer or employee.*
- g. **Congressional notification:** 31 U.S.C. 1344(d)(4) *requires that notification of home-to-work authorization for the single principal deputy and for each compelling need designation or determination shall be transmitted promptly to the Committee on Government Operations of the House of Representatives and to the Committee on Governmental Affairs of the Senate. For the principal deputy designation, the notice to Congress must contain the name and title of the individual. Compelling need notifications to Congress must include the name and title of the officer or employee affected, the reason for the determination, and the expected duration of the authorization.*
- h. **Documentation:**
- (1) *Each Federal agency shall maintain logs or other records necessary to establish the official purpose for U.S. Government transportation provided between an individual's residence and such individual's place of employment pursuant to this section;*
 - (2) *The individual being transported must fill out and maintain Form OF-108, Daily Vehicle Use Record or other vehicle logs necessary to establish the official purpose for U.S. Government transportation provided between an individual's residence and place of employment. The records or other logs should contain the following information:*

- (a) Name and title of person authorizing use;
 - (b) Name and title of person transported;
 - (c) Passenger carrier information (i.e., make, model, vehicle year and tag number);
 - (d) Date(s) home-to-work transportation is authorized;
 - (e) Location of residence;
 - (f) Duration; and
 - (g) Circumstances requiring home-to-work transportation;
- (3) *The head of the executive office* for those officials for whom home-to-work transportation is provided shall *ensure* vehicle records or other vehicle logs *are maintained*;
- (4) *For* use and control of U.S. Government vehicles at Foreign Service posts, *see 14 FAM 418*.

NOTE: *Secretarial approvals* of home-to-work transportation must be in writing and cannot be delegated. *It is incumbent upon the vehicle user to ensure that proper Secretarial authority is in place prior to utilization of a U.S. Government vehicle for home-to-work transportation.*

6 FAM 1931.3 Requests for *Vehicle with Driver Services*

(TL:GS-150; 09-26-2005)
(State Only)

- a. *Department of State employees may obtain car and driver services by reservation through the motor pool Dispatch Office. Under Secretaries, Assistant Secretaries, deputy assistant secretaries and their equivalents have priority. Vehicle with driver services will only be provided to individuals below the deputy assistant secretary level when they travel in groups of two or more. Due to the limited availability of resources, priority-ranking for reservations will be:*
 - (1) *Under Secretary;*
 - (2) *Assistant Secretary;*
 - (3) *Deputy assistant secretary and equivalent; and*
 - (4) *All others when traveling in groups of two or more, on a first-come, first-served basis.*
- b. Vehicles shall be requested *via telephone by the requesting executive or administrative office to the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO) dispatch office*

between the hours of 8:15 a.m. and 5:00 p.m., Monday through Friday.

- c. Requests must include the name and title of the person *to be transported, the date and time*, pick-up *location*, and destination.
- d. Due to heavy demands on the limited number of vehicles available, it *may be* necessary to *consolidate* requests for *passengers traveling* in the same general direction at approximately the same time. *It may also be necessary to cancel a trip to accommodate a higher-ranking official or for other unforeseen reasons such as vehicle breakdowns.*
- e. *Requests* shall be placed as far in advance as possible, and *passengers* shall be at the *pickup location* at the time designated to avoid *any* inconvenience to others who may *be* scheduled
- f. The waiting period on trips will not exceed *15* minutes *for pickup locations and return trips*. Drivers are not permitted to wait at a destination *more than 15 minutes* without clearance by the dispatcher.

6 FAM 1932 SHUTTLE BUS SERVICE

6 FAM 1932.1 Authorization

(TL:GS-150; 09-26-2005)
(State Only)

- a. *The use of shuttle bus services is limited to the conduct of official business; by definition, this does not include the use of the shuttle bus system for transport over all or any portion of an individual's route between home and office.*
- b. *The following individuals are authorized to utilize the Department of State-sponsored shuttle bus system in the conduct of official business:*
 - (1) *Individuals possessing a valid Department of State/USAID identification card (including contractor employees) and their accompanied guests;*
 - (2) *Individuals possessing a U.S. diplomatic passport and their accompanied guests; and*
 - (3) *Individuals not falling in either of the aforementioned categories who are attending Department-sponsored events (including classes at the Foreign Service Institute (FSI)) and who possess a shuttle bus guest pass issued by the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO).*

6 FAM 1932.2 Guest Passes

(TL:GS-150; 09-26-2005)
(State Only)

- a. *Guest passes must be obtained in advance from the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO).*
- b. *An individual seeking guest passes will be required to produce a picture ID and to provide sponsor point-of-contact information for verification purposes. The individual must produce a valid guest pass and a photo ID in order to board a shuttle bus. An individual traveling under a guest pass is not authorized to escort other guests; each guest must possess an individual guest pass issued by A/OPR/GSM/FMO.*

6 FAM 1932.3 Shuttle Bus Schedules

(TL:GS-150; 09-26-2005)
(State Only)

- a. *Schedules of regular shuttle bus service are posted in the D Street lobby of the Harry S Truman (Main State Department) building and on the Bureau of Administration's intranet Web site.*
- b. *Changes to shuttle bus service will be distributed upon implementation by Department notice, followed by a formal change to published schedules in the next reprint.*
- c. *All scheduled buses pick up and deliver passengers at the D Street entrance.*
- d. *New shuttle bus routes and changes to existing shuttle bus routes/stops must be established by the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO). Questions regarding shuttle bus service should be directed to the A/OPR/GSM/FMO dispatch office.*
- e. *During periods of inclement weather, heavy traffic, reduced Federal Government operating status (such as during periods of liberal leave or early closure), etc., shuttle buses will operate as close to published schedule times and routes as possible. Shuttle bus services will be discontinued only when the Office of Personnel Management (OPM) announces a total Federal Government closure, or when A/OPR/GSM/FMO determines that road conditions are too hazardous to ensure continued safe transport of passengers.*

6 FAM 1933 TAXICABS AND PRIVATELY OWNED AUTOMOBILES

6 FAM 1933.1 Use

(TL:GS-150; 09-26-2005)
(State Only)

- a. When a Department car or other means of transportation approved by *the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO)* is not available or will not meet the need, an employee on official business may hire a taxicab or other special conveyance, or use a privately owned automobile for transportation at employee's official duty station. Also, an employee may hire a taxicab for travel between office and home when the employee is dependent on public transportation for such travel incident to officially ordered work outside of *the* employee's regular work hours, and travel is during hours of infrequently scheduled public transportation or darkness.
- b. In addition, privately owned automobiles may be used for official business by an employee whose duty requires frequent travel within a 50-mile radius of official duty station, and when such use has been approved by the employee's immediate supervisor.

6 FAM 1933.2 Reimbursement

(TL:GS-150; 09-26-2005)
(State Only)

- a. Reimbursement for expenses incurred for the use of taxicabs, other special conveyances, and privately owned automobiles shall be claimed as stated below. Claims may be filed as frequently as necessary, but preferably not more than once a month.
- b. Reimbursement for taxicab expenses may be obtained by filing a claim on Form SF-1164, Claim for Reimbursement for Expenditures on Official Business (original and one copy). If expenses have been incurred in two fiscal years, a separate Form SF-1164 shall be used for each fiscal year. As trips are made, the employee shall enter *the following information:* date, point of origin, destination (buildings, offices, or street addresses), cost of fare, and tip for each trip, as provided on the form. Claims for the use of taxicabs between office and home under the conditions specified in 6 FAM 1933.1 must include a narrative justification on Form SF-1164 supporting the official necessity for the expenditure involved. When fares exceed charges for one person, the number of persons accompanying the claimant shall be listed on the "From" column on the line directly below

the applicable entry. A certification that the claim is correct shall be signed by the claimant and the statement that the travel was advantageous to the U.S. Government shall be signed by the approving officer.

- c. Reimbursement for tips to taxi drivers is allowable in the following amount: 15 cents when the fare is \$1.00 or less, or 15 percent of the reimbursable fare when it exceeds \$1.00. If the 15 percent is not a multiple of 5 it may be increased to the next multiple of 5.
- d. Reimbursement for the use of a privately owned automobile is authorized for the distance traveled at the rate *published by the General Services Administration at the time of travel*. The points of travel shall be given, and the speedometer readings at the *commencement* and end of each trip shall be shown. Reimbursement should be claimed on Form SF-1164.
- e. Reimbursement for the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls is also allowable unless administratively restricted. When an employee has been provided authorization to use the employee's privately owned vehicle for official business and the employee pays for parking at own duty station on a monthly basis, the employee may be reimbursed for those days on which employee's automobile was used for travel, **provided** it is administratively determined that the use of rented parking space is necessary because of official business and is advantageous to the U.S. Government.
- f. Reimbursement for expenses incurred for the use of special conveyances other than taxicabs shall be claimed on Form SF-1164.

6 FAM 1933.3 Administrative Approval

(TL:GS-150; 09-26-2005)
(State Only)

Before reimbursement is made, claims authorized by 6 FAM 1933.1 shall be administratively approved on Form SF-1164, *Claim for Reimbursement for Expenditures on Official Business*, by the office director, deputy office director, executive officer, budget officer, division chief, administrative officer, or other person designated in writing by one of them, except that claims for taxicabs used between office and home under the conditions set forth in 6 FAM 1933.1 must be approved at a level not lower than administrative officer. A copy of such designation shall be forwarded to the *Bureau of Resource Management's* Fiscal Operations Payment Division (RM/EFD/FO/PD).

6 FAM 1934 U-DRIVE-IT (UDI) VEHICLES

(TL:GS-150; 09-26-2005)
(State Only)

- a. Department of State employees may obtain a U-Drive-it vehicle by prior reservation through the Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO) motor pool dispatch office. Due to the limited number of vehicles available, vehicles will be provided on a first-come, first-served basis.*
- b. Vehicles shall be requested via telephone by the requesting executive or administrative office to the A/OPR/GSM/FMO motor pool dispatch office between the hours of 8:15 a.m. and 5:00 p.m., Monday through Friday.*
- c. Requests must include the name and title of the person(s) who will operate the vehicle, the date and time of pickup, destination, and expected duration.*
- d. Due to heavy demands on the limited number of vehicles available, it may be necessary to cancel a request to accommodate a higher-ranking official or for other unforeseen reasons, such as vehicle brake-downs. Requests shall therefore be made as far in advance as possible.*
- e. Prior to dispatch, the operator will be required to conduct a condition inspection of the vehicle. Prior to operating the vehicle, the operator should notify the motor pool dispatcher of any vehicle deficiencies (such as low fluid levels, dents/scratches, broken glass, and inoperable lights) identified during the inspection.*
- f. The intended operator of the vehicle must present to the dispatcher a valid State driver's license qualifying him or her for the type of vehicle to be operated prior to receiving the vehicle. The dispatcher will retain a copy of the operator's license on file.*

6 FAM 1935 AGENCY REPORT OF MOTOR VEHICLE DATA

(TL:GS-150; 09-26-2005)
(State Only)

The Office of General Services Management's Fleet Management Operations Division (A/OPR/GSM/FMO) is required to complete and submit the following major reports:

- (1) Annual Motor Vehicle Fleet Report (OMB A-11, Exhibit 33) submitted electronically to the Office of Management and Budget*

- (OMB) via the Federal Automotive Statistical Tool (FAST) in the August/September timeframe;*
- (2) Annual Alternative Fuel Vehicle Report to Congress (copy to the Department of Energy (DOE)) by November 13; and*
 - (3) Annual Property Management Report to the Property Management Branch of the Office of Logistics Operations (A/LM/PMP/BA/PM) by March 15.*

6 FAM 1936 THROUGH 1939 UNASSIGNED