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Drivers Responsibilities

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Review Proper procedures in operating GSA Fleet Vehicles.

Your Responsibilities as an Operator of a GSA Fleet Vehicle
Do's and Don'ts

As the operator of an GSA Fleet vehicle, you are responsible for its proper use, maintenance, and protection. Abiding by the following Do's and Don'ts will help us keep costs down and provide the service you need.

DO DRIVE DEFENSIVELY AND SAFELY. The most important safety factor in an automobile is you, the driver.

Fasten Safety Belts. It's the law! Required by FMPR 101-39.300(c) and Executive Order 13043.

Adjust head restraints so that your head centers on the restraint.

Use both the rearview and side-view mirrors and the turn signal before moving from one traffic lane to another.

Use the emergency flasher lights when your vehicle becomes disabled or when you stop for an emergency on the side of the highway or any other public road.

Obey all traffic laws. A traffic or parking violation is the personal responsibility of the operator.

DO SAFEGUARD THE VEHICLE, CREDIT CARD(S), AND KEYS AGAINST DAMAGE, THEFT, OR MISUSE. Caution: your agency is financially responsible for losses due to vehicle theft, pilferage, vandalism, parking lot damages, and damages beyond normal wear and tear.

Lock all doors and carry the keys and credit card(s) with you when leaving vehicle unattended.

Turn in keys and a credit card when returning the vehicle to the FMC.

Store the vehicle in a secure parking facility when possible.

Report lost, damaged, or stolen credit cards and/or license plates immediately to the FMC.

Report the theft of the vehicle or its contents immediately to:
the local law enforcement agency
the FMC manager or the MCC technician
your supervisor

Set the parking brake when you leave the vehicle.

Carry a valid operator's permit for the type of vehicle operated, including a commercial driver's license for vehicles if required.

DON'TS:

DO NOT SMOKE. Smoking is prohibited in GSA Fleet vehicles.

DO NOT Use the vehicle for private business, personal errands, or recreation. Avoid creating any perception of misuse. Reported incidents of misuse often result in disciplinary actions.

DO NOT Transport members of your family, personal friends, or non-Government employees in the vehicle without specific permission from the head of your agency or his or her designee.

DO NOT Use the vehicle for transportation to or from work or park it at your residence without valid written authorization, as required by FPMR 101.38-3.

DO NOT Drive the vehicle without fastening your safety belt and ensuring all passengers have fastened theirs.

DO NOT Use your cellular telephone when at a gas station. Cellular phone use at gas stations or anywhere fuel is stored is hazardous. The switches and high-powered batteries in the phone can generate sparks that can set-off explosions. In one incident, a driver suffered burns and his car was severely damaged when gasoline fumes ignited an explosion while he was talking on his mobile phone near a gas pump. All electronic devices in gas stations are protected with explosive containment devices, while cell phones are not.

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