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Rules for Operators of Laboratory Government Vehicles

Introduction

This document details the requirements for operators of Laboratory (Fermilab & GSA) Government Vehicles.

Definitions

Operator -

1. Fermilab employees with a valid State driver's license, appropriate for the vehicle, may operate Laboratory vehicles. A Fermilab employee to whom a Laboratory vehicle is assigned is expected to establish an appropriate internal mechanism to make sure that other Fermilab employees who have permission or authorization operate the assigned vehicle are appropriately licensed and have been made aware of these rules for the operation of Laboratory vehicles.
2. Subcontractor employees may be allowed to operate Laboratory vehicles only:
 - A) on the Fermilab site unless given specific written authorization to use the vehicle(s) off-site from the Business Services Section
 - B) if the subcontractor has provided appropriate liability coverage protecting Fermilab (which should be verified by contacting the Fermilab Contract Administrator)

Further, subcontractor employee use of a Laboratory vehicle normally should be allowed only in individual situations where such use is necessary to address some immediate Fermilab need, as most Fermilab Subcontractors are otherwise expected to provide their own vehicles for use in connection with performing their work at Fermilab. Finally, such Subcontractor employees must have a valid State driver's license appropriate for the vehicle, as verified by subcontractor management and the Fermilab employee to whom the vehicle may be assigned. The Fermilab employee to whom the vehicle is assigned must insure that the subcontractor has been made aware of these rules for the operation of Laboratory vehicles.

3. Users may be allowed to operate Laboratory vehicles but only on the Fermilab site. They must have a valid State or Foreign/International driver's license appropriate for the vehicle that they are using, as verified by management of the User group and by the Fermilab employee to whom the vehicle is assigned and have been made aware of these rules for the operation of Laboratory vehicles.

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Responsibilities

Vehicle Operators are responsible for:

- Reporting any vehicles that appear to not be in a safe operating condition (ex. questionable condition of tires; broken or inoperable head/tail lights or turn signals; illuminated trouble indicators for such items as brakes, oil, battery, or coolant; or other observed potentially serious operating difficulties or problems). Operators are to take or report the vehicle to the Fermilab Vehicle Maintenance Department as soon as possible
- NOT leaving a vehicle's keys in an unattended Laboratory vehicle
- Ensuring that the operator does not use a cellphone while operating the vehicle
- Shutting off the engine while the motor vehicle is stationary at a loading zone, parking area or any other off street areas unless special conditions are required for the safety of the operator or the safe operation of the vehicle
- Obeying all traffic laws, operating vehicles in a safe and professional manner and having their driver's license with them at all times while they are operating the Government vehicle. If the operator loses their valid state driver's license or if it is revoked, the operator's supervisor must be notified immediately. Continuing to operate a Fermilab vehicle without a proper license could result in termination of employment. *TRAFFIC AND PARKING VIOLATIONS ARE THE SOLE RESPONSIBILITY OF THE DRIVER.*
- Ensuring that all people in a Laboratory vehicle are wearing seat belts and shoulder belts at all times that the vehicle is in motion (if the vehicle is so equipped)
- Ensuring that no one within the Government vehicle is smoking. Smoking is not allowed in ANY Government vehicle at any time

Procedures

1. What to do in the Event of an On-site Accident
 - A) Notify the Fermilab Security Department immediately at (630)840-3131
 - B) If the accident occurs after normal business hours, notify the Fermilab Switchboard Operator at (630)840-3000
 - C) Complete the accident report form located in the glove compartment of the Laboratory vehicle (or obtain the form from the Fermilab Vehicle Maintenance Dept.) and send it to M/S 324 as soon as possible
 - D) Turn in a copy of the police report to Vehicle Maintenance

2. What to do in the Event of an Off-site Accident
 - A) Notify the local police authorities
 - B) Collect information from the other parties involved
 - 1) Name
 - 2) Address
 - 3) Insurance information
 - 4) Witness information
 - 5) Police report number

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- C) Complete the accident report form located in the glove compartment of the Laboratory vehicle (or obtain the form from the Fermilab Vehicle Maintenance Dept.) and send it to M/S 324 as soon as possible
3. Overnight Use of Government Vehicles
- A) If an official trip destination is so located that significant savings of time will result from taking a Fermilab vehicle home the night before and there is authorization from the BSS Vehicle Maintenance Dept (ext. 3307), then the vehicle may be taken overnight
- B) Situations that do not justify overnight use of Fermilab vehicles include but are not limited to: scheduled/unscheduled overtime, personal emergencies and missing car-pools, buses or trains etc.
- C) Misuse of Fermilab vehicles that are taken overnight include:
- 1) Transportation of friends or relatives
 - 2) Picking up strangers or hitchhikers
 - 3) Trips to establishments in connection with servicing of your own personal goods (dry cleaners, repair shop etc.)
 - 4) Indirect routes of travel to meet personal eating preferences when other reasonable and adequate eating establishments are more convenient to the employee's lodging, place of work or direct route of travel
4. Laboratory vehicles are the property of the United States Government. Their use for purposes other than OFFICIAL FERMILAB BUSINESS is prohibited and may be punishable by a fine (of up to \$10,000) or imprisonment (for up to 10 years) or both, and subject a Fermilab employee to disciplinary action.