

Petry, Patricia M

From: Bratten, Michaela

Sent: Thursday, March 25, 2010 8:54 AM

To: Varnado, Russell D; Lowery, Lisa A

Cc: Mesewicz, Norman; Anderson, John E; Bratten, Michaela

Subject: Proposed Fleet Management Handbook

Russell/Lisa:

According to HUD/AFGE Collective Bargaining Agreement, Article 5, Mid-Term Bargaining, I am providing you with the attached proposed Handbook 2300.04, REV-4, Fleet Management Program Handbook. It has been completely revised to incorporate changes in Federal law, regulation, as well as governing policies. This handbook will replace the current Motor Vehicle Management Handbook, 2300.4 REV-3. Highlights of the changes are provided below:

- Program responsibility is aligned with the Office of the Chief Human Capital Officer.
- Chapter 2, Motor Vehicle Acquisition, is new. This chapter identifies the factors, criteria, and processes used in obtaining (purchase or lease) motor vehicles.
- Chapter 3, Fuel Management, is new. This chapter addresses regulatory requirements for fuel management as well as process used for fueling Government leased or owned vehicles.
- Chapter 4, Official Use of Vehicles, is revised with emphasis being on the home to work program. It also addresses official use criteria, executive fleet, and use of POV's.
- Chapter 5, Administrative Responsibilities, consolidates responsibilities assigned to various HUD offices and/or program areas. The roles of the Primary Organization Heads, Regional Administrators, Field Office managers have been changed or deleted. Motor Vehicle Operator responsibilities were moved to Chapter 6. This chapter also consolidates various reporting requirements.
- Chapter 6, Driver Information, has been expanded to incorporate operator/driver information contained in various chapters of the previous handbook. It identifies driver/operator responsibilities. The need for a U.S. Government Motor Vehicle Operator ID (Optional Form 346) is no longer required. All information related to this requirement, i.e., process, have been deleted. The chapter updates driver/operator restrictions, i.e., use of cell phone and texting while driving.
- Chapter 7, Accidents and Claims - Headquarters and Field, provides updated headquarters and field accident reporting claims procedures.

NOTE: Driver and operator are mentioned in this handbook. They are interchangeable.

Should you wish to negotiate this change, please submit your proposals to this office within 10 calendar days.

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