

Jefferson Lab Government Vehicle Fleet

Reg Number	Description	Make	Color	Special Equipment	Div	Department	Manager <sup>1</sup>	Custodian <sup>2</sup>	Locale	Available to	Purpose <sup>3</sup>	08 Goal
11-485S	Sedan, 4 door	04 Chev. Cavalier	Dark Blue		State	JLab Pool	K. Burrows	D.Newsoms	28	All Staff	GenP	2500
54385S	Sedan, 4 door	06 Chev. Cobalt	Silver		State	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	2500
G41-1458B	LD Minivan, 7-passenger	05 Dodge Caravan	Gold Met.	Flex Fuel	JLab	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	6000
G41-1459B	LD Minivan, 7-passenger	05 Dodge Caravan	Silver Met.	Flex Fuel	JLab	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	6000
G41-4972A	LD Minivan, 7-passenger	04 Chev Venture Van	Grey		DOE	DOE TJSO	J. Turi	M. Perry	12	Coord	GenP	6000
G41-5241D	LD Minivan, (Cargo)	07 Dodge Grand Caravan	White	Flex Fuel	F&L	Mech. Eng. Systems	C. Jones	M. Sprouse	19	Coord	SP	1000
G42-1328G	LD Pickup 4x2	08 Ford F150	Silver	Hydraulic Lift/Flex	PHY	Target Group	M. Seely	M. Seely	19	Coord	SP	1000
G42-1329G	LD Pickup 4x2	08 Ford F150	Blue	Hydraulic Lift/Flex	ENG	RF Systems	B. Merz	D. Griffith	87	Coord	SP	1000
G42-1330G	LD Pickup 4x2	08 Ford F150	Grey	Flex Fuel	ACC	SRF Institute	B. Rimmer	L. Turlington	58	Limited Use	GenP	2500
G42-1331G	LD Pickup 4x2	08 Ford F150	Grey	Ladder Rack/Flex F	F&L	Facilities Maint. Constructio	K. Burrows	K. Boyes	19	Coord	GenP	2500
G42-1332G	LD Pickup 4x2	08 Ford F150	Silver	Bpr Crane/Flex F	JLab	Hall A	K. de Jager	E. Folts	98	Coord	GenP	2500
G42-1334G	LD Pickup 4x2	08 Ford F150	Blue	Flex Fuel	PHY	JLab Pool	K. Burrows	D. Newsome	28	All Staff	GenP	2500
G42-41572	LD Van (Cargo, no windows)	01 Dodge B1500 Cargo V	Grey/Tan	Exterior Ladder Ra	F&L	Facilities Maint. Constructio	K. Boyes	D. Merritt	19	Coord	SP	1000
G43-08409	MD Truck - 4 x 4 (full size PU )	01 Dodge RAM 2500 HD	Dark Red		F&L	Facilities Maint. Constructio	K. Royston	K. Boyes	19	Coord	GenP	2500
G43-14592	MD Van (Cargo w/windows)	01 Dodge B3500	Grey/Tan	Industrial carpet	ENG	Installation	N. Wilson	J. Heckman	58	Coord	GenP	1000
G43-15084	MD Van (Cargo)/Multisrop	01 Ford 350	White		F&L	Property	T.Briggs	B. Brisiel	90	Coord	SP	1000
G43-3903A	MD Van (15 passenger)	04 Chevrolet CG3300	Grey	Multi Passenger	COO	Strategic Planning	S. Fisk	J.Tyler/D. Goler	13	Restricted Use	SP	1000
G43-3980B	MD Van (Cargo, w/windows)	05 Chevrolet	Grey/Tan	Spring Ramp/Plyw	ENG	Survey & Alignment	C. Curtis	C. Curtis	58	Coord	GenP	1000
G43-4169D	MD Truck (Crew Cab - PU)	06 Ford F-350 Crew Cab	Black	Pintail Hook, pipe r	PHY	HALL C	W. Kellner	A. Kenyon	90	Coord	SP	1000
G62-1474B	LD Van (4x4 Cargo)	06 Chevrolet G1300		Storage bins	ENG	Support Services	B. Merz	B. Shinault	38	Coord	SP	1000
G63-2355A	LD Truck - 4x4 (PU, 6 cyl)	04 Chev Silverado	Bronze	Pipe rack	ENG	Cryogenics	D. Arenius	S. Thompson	98	Coord	GenP	2500
G71-01515	HD Truck (16 ft. Stake Bed)	02 International 15 ft. Sta	White	Rear lift ramp	PHY	HALL B	V. Burkert	D. Tilles	Hall B	Mission Supp	SP	1000
G71-17186	HD Truck (Stake Bed, big)	98 Ford F-800 Stake bed	White	Snow Plow	ENG	Installation	W. Oren	N. Wilson	38	Coord	SP	1000

Color codes indicate periodic swaps managed by the JLab Vehicle Control Officer to even out fleet low/high mileage use

<sup>1</sup> Designated responsible manager to make decisions as outlined in the JLab Admin Manual Government Vehicle Policy

<sup>2</sup> Designated custodian who is assigned the vehicle; responsible for controlling access to keys/fuel card, coordinating use, maintenance, mileage reporting, etc.

<sup>3</sup> Designated purpose of the government vehicle (General or Special) IAW FPR 102-34 as negotiated with DOE

<sup>4</sup> Annual local utilization mileage goals established by DOE IAW FPR 102-34, (\*) indicated vehicle will be replaced FY08 for alternative fueled vehicle

Jefferson Lab Government Vehicle Policy, Selected Extracts

- All vehicles are available for official JLab business. Coordinate with vehicle custodians persons to use vehicles.
  - Drivers must possess a valid U.S. driver's license, and produce it on demand to a supervisor, manager, or Facility Management staff.
  - Off site drivers must be 21 years old; On site drivers may be 18-20 years old with written Dept Manager or Group Leader approval on file at Facility Management
  - Supervisor of prospective driver must personally verify skill & experience in operating specialty equipment (lifts, plows, cranes) to include pre-use familiarization and demonstrated proficiency.
  - Anybody that is not a SURA/JLab or DOE Site Office payroll employee must meet all driver qualification and license requirements, and be authorized by a Department Manager.
  - Operation of the 15-passenger van requires documented familiarization training and has use limitations and restrictions; refer questions to the JLab VCO at 7548.
- Ref JLab Admin Manual on line: [http://www.jlab.org/div\\_dept/admin/HR/Admin\\_Manual/300/301.03.pdf](http://www.jlab.org/div_dept/admin/HR/Admin_Manual/300/301.03.pdf)

Jefferson Lab Government Vehicle Safety Policy and GSA Accident Management Center; Selected Extracts

What to do if you have an accident

- STOP - Take Necessary Emergency Action. Take step to prevent a follow-on accident. Warn others drivers and bystanders to be careful in the presence of spilled fuel.
- Call 911 if emergency medical or fire-fighting services are needed.
- Report the accident to your immediate supervisor and Facility Management administration; the Vehicle Control Officer must report to the GSA Accident Management Center as soon as possible. DOE requires an Accident Report for all collisions; GSA requires all accidents involving bodily injury, fatality, and/or damage exceeding \$500 be investigated by an accident investigator. Virginia requires any damage to a State vehicle to be investigated by the Virginia State Police.
- Get the facts including registration permit, insurance, local decals, and witnesses.
- Complete accident report kit in the glove compartment.
- Obtain police report whenever possible even if you feel it's unnecessary. This will prevent disputes concerning liability.
- Notify state, county or municipal authorities, as required by law. However, any official statement should be made to your supervisor or to the JLab investigator. Be courteous. Do not engage in arguments at the accident scene. Provide your motor vehicle operator's license if requested by police, investigating officials, or other drivers involved in the accident. Be aware that registration licensing and insurance requirements differ from privately owned vehicles; GSA Fleet vehicles are not insured because the Federal Government is a self-insurer.

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Additionally, your GSA Fleet vehicle is usually not registered within a particular state. Contact the Jefferson Lab Vehicle Control Officer if you have questions at 269-7548.  
 Ref JLab EH&S Manual on line: <http://www.jlab.org/ehs/manual/PDF/6170MotorVehicles.pdf>