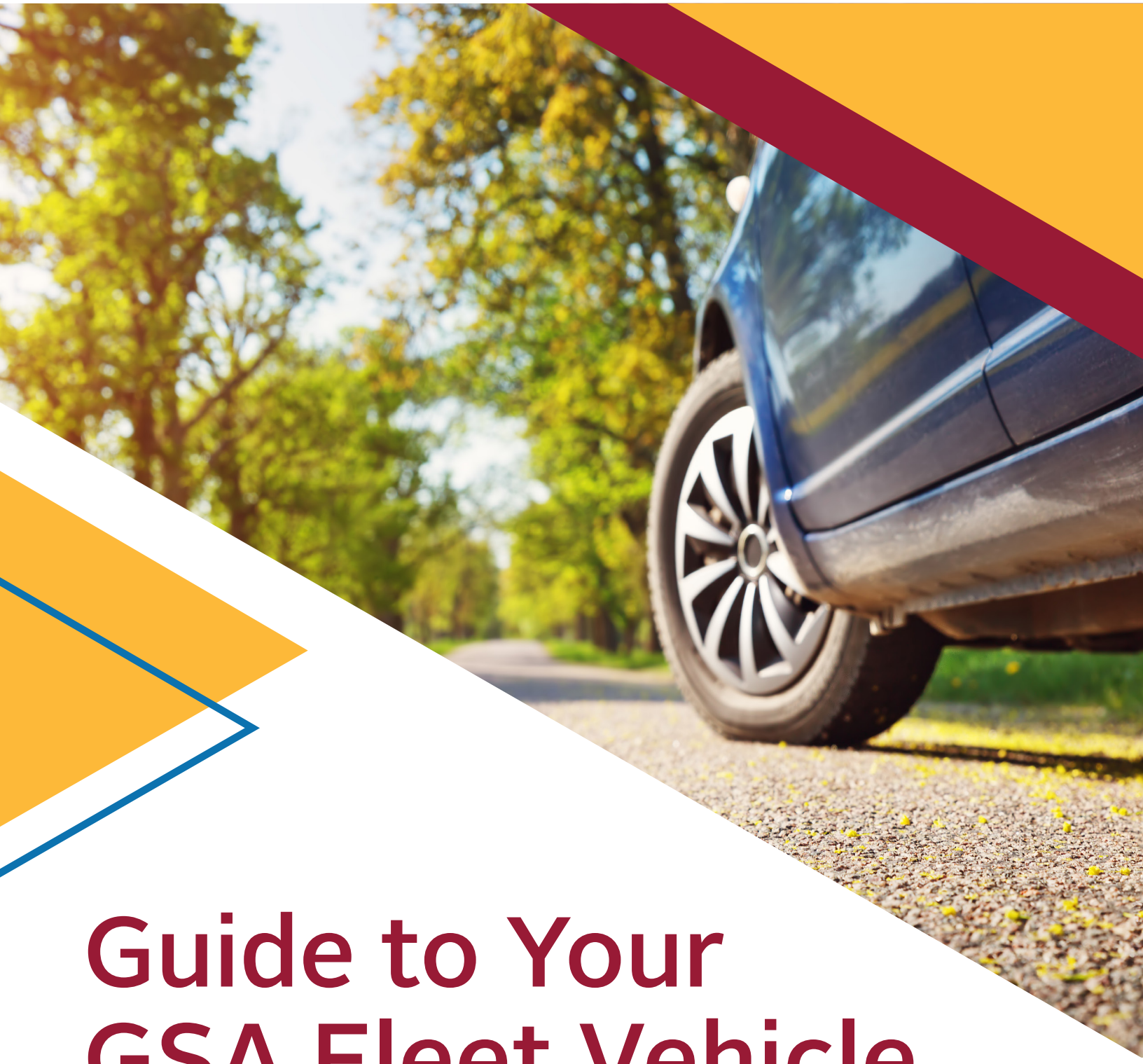
GSA Fleet℠



Guide to Your GSA Fleet Vehicle

Your role in maintaining a quality fleet and keeping costs low

Contents

Quick References 4

To Our Customers 9

Your Role as a GSA Fleet Vehicle Operator 10

Maintaining Your GSA Fleet Vehicle 14

Managing a Crash or Incident 16

Natural Disasters & Emergencies 18

Extended Vehicle Storage Guidance 19

Added Benefits of Being a GSA Fleet Leasing Customer 21

Notes 23

Quick References

Vehicle Registration

- This vehicle is registered in the Federal Motor Vehicle Registration System (FMVRS).
- Pursuant to 41 CFR 102-34.120, if a Government motor vehicle displays U.S. Government license plates and motor vehicle identification, it need not be registered in the jurisdiction where it is operated; however, it must be registered in FMVRS.
- Printed copies of a FMVRS registration document can be obtained through FMVRS or by contacting your GSA Fleet Service Representative (FSR).

Insurance

- The U.S. Government is a self-insurer of all motor vehicles operated by their employees within the U.S., its territories, and possessions. Claims for money damages against the United States for the injury or loss of property or personal injury or death arising from an accident with a Federal employee operating a government-furnished vehicle and while acting within the scope of employment are covered by the Federal Tort Claims Act (28 U.S.C. 2671 et seq.).
- If traveling outside the U.S., its territories, and possessions, additional insurance is typically required and is not provided by GSA Fleet. Contact your agency fleet manager or travel office for more information.
- A Motor Vehicle Accident Kit (Form 1627) is in the vehicle's glove box with more information and accident reporting forms. Replacement kits can be ordered through your FSR.

Customer Support

- GSA Fleet Management Center (FMC)
  - ◊ A network of FMCs are responsible for the overall day-to-day management of GSA Fleet-leased vehicles, while also providing administrative support and control in the specific geographic areas they serve.
  - ◊ Visit **www.gsa.gov/fsr** to locate your servicing FMC.
- GSA Fleet Service Representative (FSR)
  - ◊ FSRs serve as GSA Fleet's primary interface with customers. FSRs support and coordinate with customers to ensure satisfaction with GSA Fleet-leased vehicles. FSRs are there for GSA Fleet customers throughout the entire vehicle leasing process.
  - ◊ Visit **www.gsa.gov/fsr** to locate your FSR.

Maintenance Support

- Maintenance Control Center (MCC)
  - ◊ Provides GSA Fleet customer agencies, drivers, and vendors with one-stop service for mechanical repairs and record-keeping on vehicle repair history. Visit **www.gsa.gov/mcc** for more information.
  - ◊ For support in the U.S., its territories, and possessions, except Puerto Rico, call (866) 400-0411, Option 1.
  - ◊ For support in Puerto Rico, call (787) 749-4440.
- DO NOT AUTHORIZE VENDORS TO PERFORM REPAIRS OVER $100 OR TO REPLACE TIRES, BATTERIES, OR GLASS. HAVE THE VENDOR CALL THE MCC. (See below for "Getting Authorization and Paying for Maintenance and Repairs")

Crash or Incidence Report

- Accident Management Center (AMC)
  - ◊ Provides GSA Fleet's customer agencies and drivers with one-stop service for reporting crashes and incidents, coordinating vehicle repairs, and initiating third-party claims. Visit **www.gsa.gov/amc** for more information.
  - ◊ For support, call (866) 400-0411 option 2.
- DO NOT AUTHORIZE VENDORS TO PERFORM REPAIRS.

Choosing a Vendor

- Contact your FSR, the MCC, or the AMC for vendor recommendations.
- Utilize authorized warranty providers for repairs and roadside assistance whenever possible.

Getting Authorization and Paying for Maintenance and Repairs

Purchase Limits	Authorization	Payment
$100.00 or **less**	Vendors **do not require** prior authorization except for replacement of tires, batteries, or glass as well as all crash and incident repairs. (Follow instructions for $100.01 or more)	Vendor swipes Fleet Services Card or calls card provider. (Number on back of card)
$100.01 or **more**	Vendors required to contact AMC or MCC, as appropriate, for authorization prior to work being performed. Caution: If you authorize the vendor to perform a repair over $100 it is an unauthorized commitment. Your agency will be responsible for ratification and paying the vendor. (48 CFR 1.602-3)	Vendor contacts AMC or MCC, as appropriate, for payment.
Emergency After Hours Assistance	If MCC is closed, call (866) 400-0411 and follow the prompts to get after-hours emergency assistance. **Call and notify the MCC the next business day.**	

Using the Fleet Services Card

- GSA Fleet uses a commercial fleet card for fuel, maintenance, and repair services. Your GSA Fleet Services Card is assigned specifically to your vehicle and should be used only for the vehicle identified on the card.
- All GSA Fleet Services Card purchases must relate directly to your GSA Fleet vehicle. Unauthorized and illegal purchases (this includes purchases of personal items) may result in criminal prosecution under 18 U.S.C. 641.

- For Fuel
  - ◊ Purchase regular unleaded self-service gasoline from fueling stations offering the best value, unless premium fuel is required by the vehicle manufacturer, self-service is not available due to state law, or the operator has a physical limitation preventing him or her from pumping fuel.
  - ◊ Purchase E85 if the vehicle is E85- capable, the fuel is comparatively priced, and it is within 5 miles or 15 minutes.
  - ◊ Please remember to record accurate odometer readings and know your PIN (Driver ID) number. For assistance contact the number on the back of the card.

For Services

- See “Getting Authorization and Paying for Repairs” above.
- If you are unable to purchase vehicle needed services with the GSA Fleet Services Card, call (866) 400-0411 and select the menu option that applies to your situation.
- If you use cash or your personal credit card, you must seek reimbursement from your agency. Your agency must notify GSA Fleet for reimbursement. GSA Fleet will issue a credit to your agency’s monthly vehicle bill.
- Visit www.gsa.gov/fleetcard for more information.

Getting Roadside Assistance

- Contact GSA Fleet's MCC at (866) 400-0411, Option 1 for help obtaining roadside assistance.
- Roadside assistance requests may include, but are not limited to, tows, battery service, flat tire service, fuel delivery, lockout service, and extrication.
- Be prepared to provide the vehicle identification number (VIN), make/model, color, license plate, current mileage, and current location.
- Visit www.gsa.gov/roadsideassistance for more information.

Obtaining a Short-Term Rental (STR)

- For mission related short-term rentals, call (866) 886-1232.
- This line is open Monday through Friday from 7 a.m. to 5 p.m. (CT).
- STR is not available for temporary duty travel (TDY).
- Visit www.gsa.gov/str for more information.

To Our Customers

Thank you for choosing GSA Fleet to meet your transportation requirements. You are being served by one of the largest non-tactical fleets in the federal government. GSA Fleet proudly serves 75 agencies on a cost-reimbursable basis. This guide will help you to become familiar with the role you play in maintaining a quality fleet. Our goal is to satisfy your transportation needs by providing you with the best fleet services in the business at the lowest possible cost. You play a very important role in helping us meet this goal, because we serve you on a cost-reimbursable basis. The lower our costs, the lower your monthly rates!

Your Role as a GSA Fleet Vehicle Operator

Dos

- **DO** carry a valid operator's permit for the type of vehicle operated, including a commercial driver's license (CDL) if required.
- **DO** follow all state and local laws while driving. (41 CFR 102-34.235)
- **DO** safeguard the vehicle, Fleet Services Card and keys against damage, theft, or misuse.
  Caution: Your agency is financially responsible for any losses including but not limited to vehicle theft, acts of nature, pilferage, Fleet Services Card misuse, vandalism, parking lot damages, and damages beyond normal wear and tear. Fleet Services Card misuse resulting from a failure to safeguard the card will incur liability to the leasing agency.
- **DO** immediately report vehicle theft to:
  - ◊ The local law enforcement agency
  - ◊ Your FSR (GSA will notify the Department of Homeland Security)
  - ◊ Your supervisor
- **DO** report crashes and incidents to GSA Fleet's Accident Management Center within five (5) business days.
- **DO** park the vehicle in a secure facility when possible. Any parking and storage expenses are the responsibility of your agency.
- **DO** lock all doors, set the parking brake, and carry the keys and Fleet Services Card with you when leaving the vehicle unattended.
- **DO** turn in all keys and the Fleet Services Card when returning the vehicle to your agency point of contact or GSA.
- **DO** report lost, damaged, or stolen Fleet Services Cards using GSA Fleet Drive-Thru. Report lost, stolen, or damaged license plates to your FSR immediately! Upon receipt of your lost license plate report, your FSR will forward your report to the Department of Homeland Security.

Don'ts

- **DO NOT** use the vehicle for anything other than official purposes as authorized by your agency. (41 CFR 102-34.200)
- **DO NOT** use tobacco products in a GSA Fleet vehicle. (41 CFR 101-39.300(d))
- **DO NOT** authorize vendors to replace tires, batteries, or glass; perform body work; or any maintenance and repair in excess of $100. Only GSA Fleet's AMC and MCC can authorize these repairs. Authorizations to vendors by unauthorized individuals will require ratification and payment to the vendor by the authorizing official's agency. (48 CFR 1.602-3)
- **DO NOT** purchase food, unexplained miscellaneous items, unnecessary services, or a more expensive version of a product with the Fleet Services Card without justification. Unauthorized and illegal Fleet Services Card purchases (this includes purchases of personal items) may result in criminal prosecution under 18 U.S.C. 641.
- **DO NOT** use the Fleet Services Card to purchase fuel for any vehicle, equipment, or containers other than the GSA Fleet vehicle that it is assigned to. (See license plate number in the lower left corner of the card)
- **DO NOT** text and drive. (Executive Order 13513)
- **DO NOT** unplug or in any way disable an installed telematics device.

How You Can Help Minimize Costs

- **Be a safe driver.** To cut fuel costs and excessive wear, avoid quick stops and starts, stick to the speed limit, and don't drive aggressively. In addition, crashes are costly and often result in human tragedy. Please read the safety information on page 9 of this guide.
- **Limit idling.** Every cumulative hour of idling is the equivalent of driving 25-30 miles and half to one gallon of fuel. Limit emissions, save fuel, and reduce wear and tear on your engine by turning off the engine if the vehicle will be parked for more than 30 seconds.
- **Call your Fleet Service Representative (FSR), the Maintenance Control Center (MCC), or the Accident Management Center (AMC) before taking your vehicle to a vendor for service or repairs.** Your GSA Fleet support team can easily determine if your vehicle is under warranty and direct you to a qualified vendor. GSA Fleet's nationwide vendor network also includes many options offering discounts and/or package pricing for various services including tires, brakes, oil changes, and parts. Contacting GSA Fleet first can save money and time.
- **Let vehicle repair vendors know the vehicle is a GSA Fleet vehicle.** This reminds vendors to call the AMC and MCC for authorization prior to starting a repair. It can also help take advantage of existing discounts or package pricing if the vendor offers national or local pricing to GSA Fleet.
- **Use manufacturer-provided emergency roadside assistance if your vehicle is under warranty (it's free!).** Call the MCC if you need help determining your vehicle's warranty and/or roadside assistance coverage.
- **Practice preventive maintenance.** Follow GSA Fleet's preventive maintenance guidance for your vehicle. A vast network of vendors are close at hand.
- **Keep your tires properly inflated.** Check tire pressure at least once a month, or at every other refueling stop. Properly inflated tires increase fuel mileage. Recommended tire pressures can be found on permanent labels attached to one or more parts of the vehicle, including the driver's door edge or doorpost. Improperly inflated tires can be dangerous.
- **Purchase regular unleaded self-service gasoline** from fueling stations offering the best value, unless premium fuel is required by the vehicle manufacturer or when self-service is not available due to state law.
- **Repair your windshield.** A windshield can often be repaired at minimal cost, but it may result in a costly replacement if left unaddressed. Please be aware that there is no cost to your agency if glass can be repaired, but glass replacement and any related costs are the agency's responsibility.
- **Purchase non-synthetic oil** unless synthetic oil is *required* by the vehicle manufacturer.

Report Correct Odometer Readings

To ensure your vehicles receive preventive maintenance and you are billed correctly, it is important that you report current odometer readings of assigned vehicles each month. Your FSR can provide assistance with the following mileage reporting options:

Telematics	A telematics device may be included with your vehicle. If so, odometer readings will be automatically captured by GSA Fleet on a monthly basis and used for mileage reporting purposes. For more information on telematics, please contact your FSR or visit www.gsa.gov/telematics.
GORP (Get Odometer Readings at the Pump)	GORP allows you to enter your odometer reading when you purchase fuel. This sends your mileage electronically to GSA Fleet's system and you are done! Remember, if using GORP to report mileage, you'll need to **ensure that you fuel your vehicle at least once per month** using the assigned GSA Fleet Services Card.
Mileage Express	Mileage Express allows local fleet managers to input vehicle mileage using a web-based program at www.gsa.gov/fleetdrivethru. No other data transfer is needed.
FTP (File Transfer Protocol)	FTP is an electronic file-transfer process. There is no longer a minimum vehicle requirement – simply upload a template of vehicle mileages each month and they are recorded automatically. Please call (866) 472-6711, or visit www.gsa.gov/fleetdrivethru for more information.

Maintaining Your GSA Fleet Vehicle

Day-to-Day Care

As the vehicle operator, you are responsible for checking or inspecting the following before driving the vehicle:

- **Engine oil level.** Check and add oil, if necessary.
- **Fluid leaks.** Check ground for oil or other fluid spots.
- **Dashboard lights.** If a dashboard light illuminates, check the owner's manual or call the MCC for guidance. An oil life sensor or maintenance minder may indicate an oil change should be performed within 500 or 1,000 miles. However, ignoring indicators such as a check engine light, tire pressure monitoring sensor (TPMS) indicator, or diesel particulate filter (DPF) warning light can lead to a breakdown and/or expensive repairs. Contact the Maintenance Control Center (MCC) if you have any questions.
- **Tires.** Check air pressure regularly. Tire pressure other than that stated on the sticker label provided by the vehicle manufacturer (located on the driver's side door post or glove compartment or information found in your vehicle owner's manual) will reduce tire life and affect vehicle handling and fuel economy. Check tires for excessive or uneven tread wear. Contact the MCC if excessive or uneven wear is discovered.
- **Exterior.** Check vehicle for body damage incurred while parked and unattended. Report any damage promptly to the Accident Management Center (AMC) at **(866) 400-0411, option 2**.
- **Other.** Familiarize yourself with the vehicle's owner's manual and perform any operator checks or inspections listed therein. Inform your GSA Fleet Services Representative (FSR) if the owner's manual for your vehicle is missing.

Long-Term Care

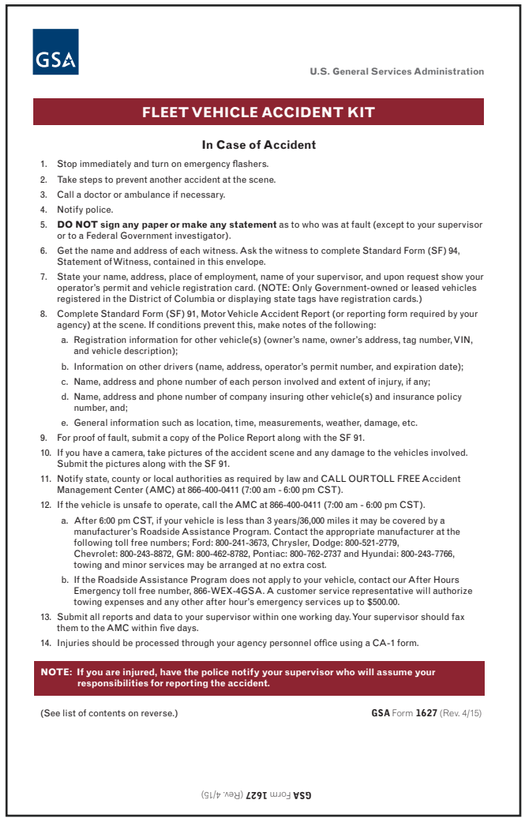
Timely preventive maintenance is the key to driving a safe and reliable vehicle that will serve you better and fulfill your transportation needs. You are in the driver's seat to make sure that your GSA Fleet vehicle receives preventive maintenance. Failure to perform preventive maintenance may void the warranty on your GSA vehicle and/or lead to costly future repairs.

- **Scheduled Preventive Maintenance.** GSA Fleet establishes preventive maintenance schedules for every vehicle in its fleet. Most new vehicles come equipped with an oil life system (OLS). If your vehicle has an OLS, have the engine oil changed when the dashboard light illuminates to signify the need for an oil change. Do not wait for a notification from GSA or reset the light before having the oil changed. If a year has passed since the vehicle's last oil change, GSA Fleet will send an email notification to perform preventive maintenance. If your vehicle is not equipped with an OLS, GSA Fleet will send an email notification to have the oil changed, based on the number of miles driven or time passed since the last oil change. If the services will exceed $100, the vendor must call the MCC for authorization.
- **Engine Oil.** Re-refined engine oil is preferred if available and cost effective. Otherwise, request conventional, American Petroleum Institute (API)-certified engine oil. Vendor questions should be referred to the MCC.
- **Diesel Vehicles / Diesel Particulate Filters (DPF) / Regeneration.** Most diesel vehicles require periodic regeneration of the DPF, which is the process of burning off excess soot from the filter. Drivers will be alerted to perform regeneration by a warning light and should follow the steps listed in the owner's manual to complete the regeneration. Ignoring the warning light or performing incomplete regeneration may result in the engine shutting down and possible damage to the DPF and/or engine. Charges incurred for vendors to initiate a DPF regeneration and repairs resulting from improper or not performed regeneration will be the financial responsibility of the leasing agency.
- **Recalls.** You must take immediate action when you receive notification, electronically or via mail, of an open, actionable safety recall or field service action affecting your vehicle. Upon receipt of a notification, contact your supporting dealer for that vehicle to ensure that parts are on hand and to make an appointment to have the defect remedied. Failure to respond promptly to safety recall notifications could lead to death and/or injury of Federal employees, contractors, and the general public as well as increase costs for your agency. For additional information on open recalls, you can visit the auto manufacturer's recall website, the National Highway Traffic Safety Administration's **safercar.gov**, or contact your FSR.

Additional information and a FAQ page are available at **www.gsa.gov/mcc**.

Managing a Crash or Incident

If you have a crash or other incident, the glove compartment of your vehicle contains a Motor Vehicle Accident Reporting Kit (GSA Form 1627).



GSA

U.S. General Services Administration

FLEET VEHICLE ACCIDENT KIT

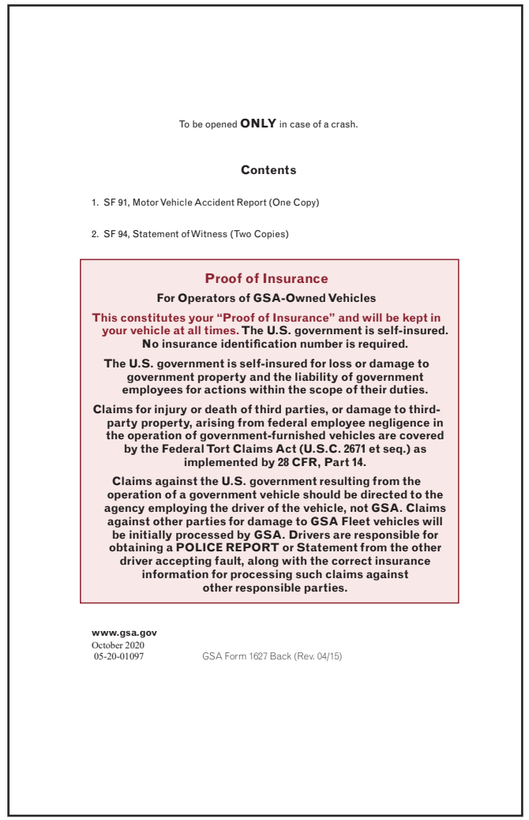
In Case of Accident

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT sign any paper or make any statement** as to who was at fault (except to your supervisor or to a Federal Government investigator).
6. Get the name and address of each witness. Ask the witness to complete Standard Form (SF) 94, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's permit and vehicle registration card. (NOTE: Only Government-owned or leased vehicles registered in the District of Columbia or displaying state tags have registration cards.)
8. Complete Standard Form (SF) 91, Motor Vehicle Accident Report (or reporting form required by your agency) at the scene. If conditions prevent this, make notes of the following:
   a. Registration information for other vehicle(s) (owner's name, owner's address, tag number, VIN, and vehicle description);
   b. Information on other drivers (name, address, operator's permit number, and expiration date);
   c. Name, address and phone number of each person involved and extent of injury, if any;
   d. Name, address and phone number of company insuring other vehicle(s) and insurance policy number, and;
   e. General information such as location, time, measurements, weather, damage, etc.
9. For proof of fault, submit a copy of the Police Report along with the SF 91.
10. If you have a camera, take pictures of the accident scene and any damage to the vehicles involved. Submit the pictures along with the SF 91.
11. Notify state, county or local authorities as required by law and CALL OUR TOLL FREE Accident Management Center (AMC) at 866-400-0411 (7:00 am - 6:00 pm CST).
12. If the vehicle is unsafe to operate, call the AMC at 866-400-0411 (7:00 am - 6:00 pm CST).
    a. After 6:00 pm CST, if your vehicle is less than 3 years/36,000 miles it may be covered by a manufacturer's Roadside Assistance Program. Contact the appropriate manufacturer at the following toll free numbers; Ford: 800-241-3673, Chrysler, Dodge: 800-521-2779, Chevrolet: 800-243-8872, GM: 800-462-8782, Pontiac: 800-762-2737 and Hyundai: 800-243-7766, towing and minor services may be arranged at no extra cost.
    b. If the Roadside Assistance Program does not apply to your vehicle, contact our After Hours Emergency toll free number, 866-WEX-4GSA. A customer service representative will authorize towing expenses and any other after hour's emergency services up to $500.00.
13. Submit all reports and data to your supervisor within one working day. Your supervisor should fax them to the AMC within five days.
14. Injuries should be processed through your agency personnel office using a CA-1 form.

NOTE: If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.

(See list of contents on reverse.) **GSA** Form **1627** (Rev. 4/15)

Front



To be opened **ONLY** in case of a crash.

Contents

1. SF 91, Motor Vehicle Accident Report (One Copy)
2. SF 94, Statement of Witness (Two Copies)

Proof of Insurance

For Operators of GSA-Owned Vehicles

This constitutes your "Proof of Insurance" and will be kept in your vehicle at all times. The U.S. government is self-insured. No insurance identification number is required.

The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties.

Claims for injury or death of third parties, or damage to third-party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act (U.S.C. 2671 et seq.) as implemented by 28 CFR, Part 14.

Claims against the U.S. government resulting from the operation of a government vehicle should be directed to the agency employing the driver of the vehicle, not GSA. Claims against other parties for damage to GSA Fleet vehicles will be initially processed by GSA. Drivers are responsible for obtaining a POLICE REPORT or Statement from the other driver accepting fault, along with the correct insurance information for processing such claims against other responsible parties.

www.gsa.gov
October 2020
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GSA Form 1627 Back (Rev. 04/15)

Back

This kit displays the Federal government "Proof of Insurance" on the front and steps "In Case of Accident" on the back. It contains:

- **Standard Form 91** - Motor Vehicle Accident Reporting Form
- **Standard Form 94** - Statement of Witness (2 copies)

In the event of a crash or incident, contact GSA Fleet's experienced specialists at the Accident Management Center at 1-866-400-0411, Option 2. AMC specialists are ready to help you with any of the following:

- Proper accident reporting procedures
- Procurement of repairs
- Short term rental
- Towing
- Processing all necessary documentation
- Billing
- Claims processing
- Answering all questions regarding crashes

Within five (5) business days, submit the following to the AMC:

- **Standard Form 91**
- **Standard Form 94**(s), if applicable
- Police Report, if applicable. It is the agency's responsibility to obtain the police report.

Submit the documents to:

For Eastern and Central Time excluding Iowa, Kansas, Missouri and Nebraska:

- Fax: (855) 511-9159
- Email: atl.amc@gsa.gov

For Mountain and Pacific Time, as well as Iowa, Kansas, Missouri and Nebraska:

- Fax: (855) 288-5171
- Email: kc.amc@gsa.gov

If a third party is involved,

- Document the name, contact information, and any other available details on the **Standard Form 91**. **Failure to provide third-party information may result in charges to your agency if GSA Fleet is unable to identify a financially responsible third-party.**
- Provide the third party with a **Standard Form 95**, Claim for Damage Injury or Death, that is to be filed with the vehicle operator's agency, not GSA Fleet, in the event they need to file a claim for damages.

Additional information and a FAQ page are available at **www.gsa.gov/amc**.

Natural Disasters & Emergencies

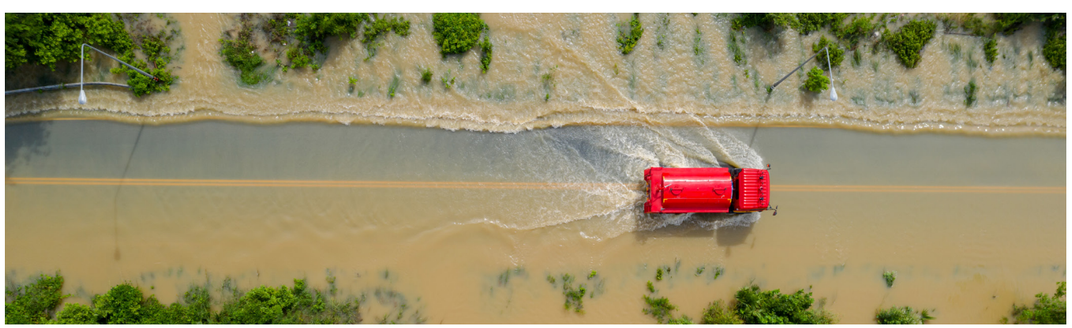
If there is sufficient time and appropriate warnings are provided, the customer agency must safeguard GSA Fleet vehicles. **Your cooperation is essential, and we count on you to avoid or minimize damage to U.S. government property.**

Note: Damage to vehicles due to acts of nature will be billed to the using agency.

Take the following simple but important steps:

- **Heed all warnings received.** Take appropriate action to protect your GSA Fleet vehicle. This may include moving a vehicle to higher ground if flood warnings are received or to a garage if hail warnings are issued.
- **Safeguard keys and Fleet Cards.** Remove the keys and Fleet Card(s) and lock all doors.
- **Prevent further damage.** After the disaster or emergency has passed, take appropriate action to prevent further damage. For example, if vehicle windows are broken during a storm, take steps to avoid further water damage to the vehicle interior.

If the disaster renders your agency incapable of completing its mission due to damaged vehicles or emergency relocation, you should contact your Fleet Management Center (FMC) and Fleet Service Representative (FSR). Provide the location and status of your assigned vehicle(s). With this information, GSA Fleet can coordinate vehicle repairs and/or recovery. If you are unable to contact the FMC or FSR, call the Maintenance Control Center (MCC) at (866) 400-0411, option 1.



Extended Vehicle Storage

Failing to prepare a vehicle for extended storage (greater than 14 days of inactivity) can lead to tire damage, battery damage, windshield wiper decay, corrosion or degradation damage, electrical damage, and oil changes due immediately based on age. The following guidance will help mitigate unnecessary downtime and costs.

Prior to storing a vehicle it is recommended that you:

- Clean the vehicle. Ensure the undercarriage is thoroughly washed to prevent rust during storage.
- Fill up the fuel tank.
- Inflate the tires to the proper air pressure.
- In fresh air, run the climate control system for at least 5 minutes at the high blower setting.
- Store in a garage or cover the vehicle if possible.
- Do not use the parking brake during storage. Prolonged contact of brake pads and rotors can cause the pads and rotors to fuse together.

Note: If you plan on storing an E85 or bio-diesel vehicle for longer than 30 days, consider adding fuel stabilizer to the fuel tank. For E85 vehicles, an alternative is to top off the fuel tank with regular gasoline.

During Storage:
Every two weeks, drive the vehicle for at least the minimum recommended engine run time as outlined below.

Minimum Engine Run Time:

- Gasoline and Hybrid Vehicles - 15 minutes
- Plug-in Hybrid and Electric Vehicles - 15 minutes
    - ◊ For less than 30 days between uses of the vehicle, you may leave your vehicle plugged in for charging.

Continued on next page

- E85, Diesel, Bio-Diesel - 30 minutes
    - ◊ If the Diesel Particulate Filter (DPF) warning comes on, you will need to drive the vehicle at highway speeds until the self-cleaning is complete (30 to 45 minutes).
- If you are unable to drive the vehicle, then some benefit can be obtained by:
    - ◊ Idling the vehicle for the minimum recommended engine run time. Ensuring you shift through all gears, remember that while shifting gears with the engine idling your foot needs to be on the brake.
    - ◊ Moving the vehicle at least 25 feet to ensure parts are lubricated.
    - ◊ Running the climate control system for at least 5 minutes at the high blower setting.

After Storage:
Prior to normal use of your vehicle after storage it is recommended that you do the following:

- Before starting the vehicle.
    - ◊ Check under the hood, the tail pipe, and fresh air intake vents for debris and rodent nests.
    - ◊ Check the tire pressure.
    - ◊ Inspect tires for flat spots.
    - ◊ Check fluid levels and look for any leaks.
    - ◊ Inspect windshield wipers for wear.
- First use of the vehicle.
    - ◊ Test the brakes by driving forward and backward about 15 feet.
    - ◊ Wash the vehicle. Ensure the undercarriage is thoroughly washed.

Benefits of GSA Fleet Leasing

Short-Term Rental

GSA Fleet offers the Short Term Rental (STR) program to customers needing additional or replacement vehicles for their fleet. The STR program provides vehicles and equipment for seasonal work, special events, surge requirements, and replacement of vehicles temporarily out of service. STR may not be used for personal travel or temporary duty travel (TDY) purposes. Advantages of using the STR program include:

- Easy convenient online request system.
- Lowest available rates.
- Rental period up to 120 days for vehicles and up to 365 days for equipment.
- Many vehicle types offered: sedans, mini-vans, SUV, light trucks, buses, box trucks, and trailers.
- Wide variety of equipment is available: fork lifts, scissor and boom lifts, generators, backhoes, excavators.
- GSA handles the entire procurement.
- Fleet Card provided for fuel.
- STR rentals are tax exempt.
- All rental and fuel charges are applied to your GSA Fleet bill.
- No fee for additional drivers.
- And more.

To make an STR request, log in to the WebSTR system at **www.gsa.gov/str**. Through WebSTR you can track requests, accept quotes, and view rental histories.

Contact the STR office at:
E-mail: gsa_rental@gsa.gov
Phone: (866) 886-1232
Hours: Monday through Friday, from 7 a.m. through 5 p.m. (CT)

Telematics

GSA Fleet is installing telematics devices on many newly acquired leased vehicles and retrofitting vehicles already in the fleet on a case-by-case basis. For more information, visit www.gsa.gov/telematics.

Telematics devices will:

- Automatically transmit mileage.
- Provide GSA Fleet with certain diagnostic trouble codes and engine based alerts.
- Provide GSA Fleet with select pieces of vehicle information including engine hours.
- Provide vehicle and geographic information to your agency if the agency subscribes to additional telematics services.
- Remain in the vehicle and be plugged in at all times. Repair technicians will be able to access required ports on the vehicle without removing the telematics device.

Telematics devices will not:

- Provide GSA Fleet with any geographic information. GSA Fleet has no active or passive way to access this information.

Driver Training

- Federal employees who drive GSA Fleet-leased vehicles have access to online defensive driver training at no cost to your agency.
- For enrollment information, contact your FSR or visit www.gsa.gov/vehiclesafety.

Notes

MY FSR IS:

NAME

PHONE NUMBER

EMAIL

OR PLACE BUSINESS CARD HERE