



# Vehicle Exchange: Marshalling & Securing Process

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# GSA's Vehicle Exchange



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# Pre-Appointment



# Appointment Scheduling

- Vehicle Fleet Exchange (VFE) - GSA's automated scheduler
  - Customer is electronically notified
  - Simply click on link to access VFE Calendar
  - Appointments offered in 15 min increments
- Schedule within 8 business days after receiving notification

Schedule Appointment

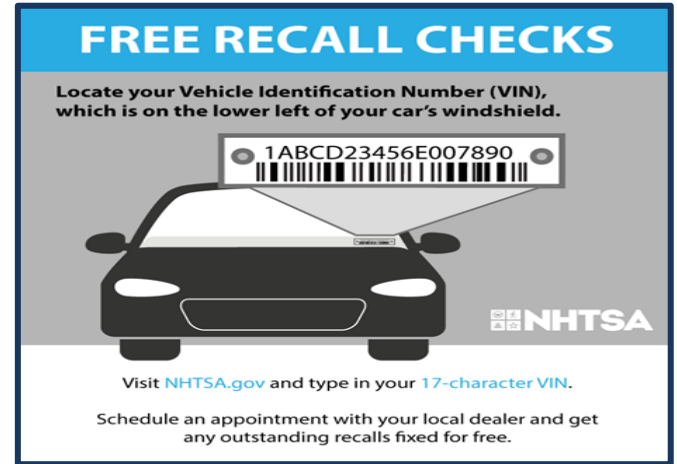
Select Time to Schedule Appointment.

August 27 - September 2, 2018

	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31
9:00 am					
9:15 am	G62 - 3048K				
9:30 am		G10 - 0271P			
9:45 am					
10:00 am					
10:15 am			G62 - 3048K		
10:30 am					
10:45 am					G10 - 3792M
11:00 am					

# Pre-Appointment Checklist

- Service lights are remedied
- Cracks in the windshield are filled or replaced
- Recalls are addressed and completed
- Wash vehicle of mud, salt, or grime
- Agency and personal items are removed
  - a. Please do not remove decals with a razor blade



# Appointment Day



# Appointment Day Essentials

- What to bring
  - Both sets of keys
  - License plates/tags
  - Fleet WEX card
- Ensure that your fuel tank is at least  $\frac{1}{4}$  full
- Inspect vehicles at drop off/pick up







### Electronic Vehicle Accountability Form

Mileage 0 New Veh Pick Up Only true

Exterior Body Condition

Front Bumper Grille	Left Front Fender/ Quarter Panel	Right Front Fender/ Quarter Panel
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Rear Bumper, Trunk or Tailgate	Left Side	Right Side
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Hood Panel Roof Panel	Left Rear Fender/ Quarter Panel	Right Rear Fender/ Quarter Panel
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Wheel Covers / Rims and Tire Condition

Left Front	Right Front	Spare
Left Rear	Right Rear	Jack & Tools

Interior and Glass Condition

Seats	Glass	Side Window
Flooring	Windshield	Mirrors

# of Govt. Tags 0 # of Keys/Remotes 0

Credit Card Returned

Comments

New Tag G-13-2000R New Vin 5NP074LF1KH435541

Mileage 10582

Comments Test assignment

New Vehicle-Reassignment

Driver's Name GSA DRIVER

Driver's Signature 03/23/2022 10:48:30 EDT *Test*

Marshaller's Name MARSHALER FLEET

Marshaller's Signature 03/23/2022 10:48:30 EDT *Test Mar*

**FINISH**

# Electronic Vehicle Accountability Form (eVAF)

- Mobile application
- Marshalling vehicle inspection tool
- Logs vehicle condition and pickup/drop off completion
- Paper copies may be used

# Electric Vehicles



# Picking up an Electric Vehicle



- Coordinate with your FSR prior to pickup
- Assure the route back to your duty location is within the EV's range
- Seek out operational guidance if needed

# Prior to Departure

- What you should leave with:
  - WEX Card
  - 2 keys/fobs/cards
  - Any additional equipment
  - Check fuel/charging levels

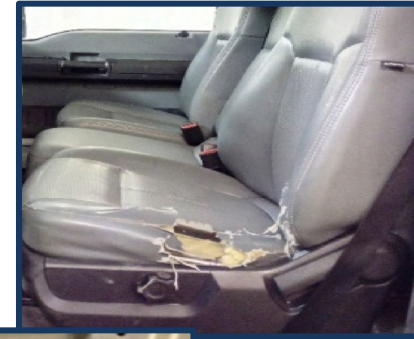


# Post-Exchange



# Post-Exchange Vehicle Evaluation

- Exchanged vehicle evaluated adhering to the Fair Wear and Tear Policy from the Customer Leasing Guide
- Is there...
  - Excessive wear and tear
  - Damage resulting from abuse or neglect
  - Dents
  - Scratches
  - Etc.



# Agency Incurred Expense (AIE)

- For damaged or inoperative safety equipment
- For repairs accomplished to stabilize vehicle sales
- Damaged sales vehicles
  - Non-safety items may not be repaired
  - AIE recoupment determined on actual vehicle proceeds
- Work with your FSR



# Vehicle Sales

- Necessary repairs are accomplished
- Sold at auction
- After a vehicle is turned in:
  - Vehicle assignment is terminated
  - Drops from customer view in Drive-thru



A screenshot of the GSA Auctions website. The page displays details for a 2011 Ford F250. The item information includes: Sale Lot Number: 8W4P#11707200, City, State: Norwalk, CA, Current Bid: 18,855 USD, Bidders: 5, Close Time: 01/18 11:23 AM CT (Closed), and Time Remaining. There are tabs for Description, Bidding Details, Bid History, and Item Location. A photo of the white pickup truck is shown on the right. A warning message at the bottom states: "Note: Bidders wanting the Title, VIN, issued in their business/company name MUST register as a company. No changes will be made after award." The website header includes "GSA Auctions" and "a GovSolutions.gov partner" with a Facebook link.



# Questions?

# Appendix

- Recall Information
  - Search by VIN number at <https://vinrcl.safercar.gov/vin/>
  - [NHTSA.gov](https://www.nhtsa.gov)
  - [Fleet Drive Thru](#)
- Electric Vehicle Resources
  - [GSA.gov Electric Vehicle Webpage](#)
  - [Charge your Vehicle At Public Stations \(PDF\)](#)
- Contact Us
  - Troy Saunders - [troy.saunders@gsa.gov](mailto:troy.saunders@gsa.gov)
  - Madison Tilo - [madison.tilo@gsa.gov](mailto:madison.tilo@gsa.gov)

