

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## CHAPTER 5

### ALTERNATIVE FUELS, MAINTENANCE, AND THE USE OF VOYAGER FLEET CARD

#### 1. PURPOSE

This chapter states MRP policies and requirements for the use of alternative fueled vehicles (AFVs), alternative fuels and motor vehicle maintenance. This chapter also provides information on the use of the fleet card.

#### 2. POLICY

- a. MRP agencies will adhere to Executive Order 13149, which requires federal agencies to implement aggressive plans to acquire alternative fueled vehicles as established by the Energy Policy Act (EPACT). EPACT requires Federal agencies to acquire AFVs for 75 percent of new acquisitions in FY 2000 and beyond. These requirements apply to all vehicle acquisitions that are located in metropolitan statistical areas (MSAs) with populations of 250,000 or more.
- b. Operators using MRP-owned or leased vehicles must purchase and use alternative fuels when available at prices comparable to regular unleaded gasoline.
- c. Operators must use "self service pumps" unless:
  - (1) Such pumps are not available.
  - (2) The operator's physical condition does not permit such use.
  - (3) A service station refuses to honor the Voyager credit card for self-service pumps.
  - (4) Severe weather conditions make use of self-service pumps impractical.
- d. The Voyager credit card is the only Government credit card authorized for the purchase of gasoline and minor maintenance and repairs.
- e. MRP-owned vehicles must be scheduled for regular maintenance and repairs to ensure safety and fuel efficiency.

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### 3. MOTOR VEHICLE MAINTENANCE

- a. Though the Voyager Card must be used whenever possible, the Government Commercial Credit Card can be used when a vendor will not honor the Voyager Credit card. If the Commercial Credit Card is used, the vehicle identification number and the amount of fuel purchased or a description of any maintenance or repairs must be recorded on the monthly statement so that vehicle data may be captured correctly.
- b. Follow the manufacturer's recommendation in the vehicle owner's manual for the type of fuel required. Do not use premium gasoline unless it is required for the vehicle.
- c. Follow the manufacturer's recommendations for maintenance frequency unless use or other conditions require servicing more frequently.
- d. Routine maintenance and repairs should be performed at Government facilities (if available), companies that have contracts with GSA, or other commercial garages or service stations. Estimates should always be obtained before the work is started. Question costs of completed work that exceeds the estimate.
- e. Repairs covered by warranty will be performed by the dealer or warranty issuer.

### 4. PROCEDURES FOR MOTOR VEHICLE INSPECTIONS & EMISSIONS TESTING

- a. Each vehicle must be inspected by a qualified mechanic at least once a year. The operator should schedule the inspection, if possible, when regular maintenance and repairs are scheduled. Inspections may be obtained from a Government facility, an authorized dealer, or a qualified commercial garage or service station.
- b. The VAO must ensure that all inspections required by the State are obtained at the required time for each vehicle.
- c. Vehicles must have yearly emissions testing as required by the State.

### 5. USE OF THE VOYAGER FLEET CARD

- a. The Voyager Fleet Card is the USDA credit card approved for obtaining gasoline and other services. It may be used for procuring supplies and services for MRP-owned or leased vehicles, only.

**NOTE: Operators working in an emergency program must receive approval from the appropriate Agency Administrative Official to use a personal credit card to obtain services and claim reimbursement on the travel voucher.**

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- b. Operators are responsible for properly using and safeguarding the Voyager Fleet card. The following precautions will be taken:
  - (1) Remove the Voyager card from the vehicle when leaving the vehicle at a garage or service station for services or repairs.
  - (2) Return the Voyager card along with the vehicle keys to the location from which they were obtained.
  - (3) Store the Voyager card in a locked safe, file cabinet, or glove compartment when the vehicle is not being used.
- c. Operators must notify the area or State office when a Voyager card is damaged, lost, or stolen. The appropriate office prepares Form AD- 112, Report of Unserviceable, Lost or Damaged Property, and submits a copy to MRP-BS-ASD- Personal Property Section, through the regional office or equivalent. Describe on the AD-112 how and when the card was lost/stolen and the efforts to recover the card.
- d. The regional office or equivalent will:
  - (1) Destroy any Voyager cards which are recovered after being reported lost or stolen.
  - (2) Destroy damaged Voyager cards when new cards are received.
- e. Transactions using the Voyager card with the vehicle tag number capture data from the point of sale and feed it electronically into the Purchase Card Management System (PCMS). In turn, PCMS electronically feeds the information to PMIS/PROP based on a match with the vehicle tag number. This ensures accurate data feeds to the appropriate vehicle for maintenance/operations record in PMIS/PROP.
- f. Transactions using the POOL Voyager Card are not identified with a designated tag number so transaction data does not feed to PMIS/PROP. VAOs must forward the following information to MRP-BS-ASD- Personal Property Section for manual entry into the PMIS/PROP system:

For fuel purchases:

- (1) Copy of the receipt,
- (2) Odometer reading,
- (3) Type of fuel purchased,

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- (4) Number of gallons, and
- (5) For maintenance costs, a copy of the receipt for the purchases with the license tag number written on the receipt.