

Department of the Interior Departmental Manual

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Series: Safety Management

Part 485: Safety and Occupational Health Program

Chapter 16: Motor Vehicle Safety

Originating Office: Office of Managing Risk and Public Safety

485 DM 16

16.1 Purpose. To specify the minimum Safety and Occupational Health Program (Program) requirements for the safe operation of over-the-road type motor vehicles for the Department of the Interior.

16.2 References.

- A. Section 211(j) of the Federal Property and Administrative Services Act of 1949 as amended [68 Stat. 1128].
- B. 40 U.S. Code Section 491(j).
- C. Federal Personnel Manual (FPM) Chapter 930, Subpart 1, Motor Vehicle Operations, and Chapter A, Physical Standards for Motor Vehicle Operators and Incidental Operators.
- D. 49 CFR Part 383, Commercial Driver's License Standards; Requirements and Penalties.

16.3 Requirements. Each bureau will establish requirements for the safe operation of motor vehicles that include the following, as a minimum:

- A. Provide a system for restricting motor vehicle operations to qualified and authorized persons. (The use of the United States Government Motor Vehicle Operator's Identification Card, Optional Form 346, is optional.)
- B. Require a Federal employee who regularly operates a Government, rental, or privately-owned motor vehicle for the Department or a contractor employee who regularly operates a Government motor vehicle for the Department to:
 - (1) Possess a valid state/international license for the class of vehicle being operated. (He/She must notify his/her employer if his/her driver's license is suspended, revoked, canceled, or he/she has been otherwise disqualified from holding a license.) Bureaus that transport school-age children must require drivers to be licensed in accordance with regulations administered by the Federal Highway Administration and the States wherein the children are transported.
 - (2) Have his/her supervisor's approval to operate the vehicle. (Supervisor is to establish that the employee has the ability to operate the vehicle safely in the operational environment assigned.)

(3) Be at least 18 years old.

(4) Have his/her driving record validated by the State (international-licensed drivers exempted) and/or National Driver Register upon employment and whenever management deems it advisable to review.

C. Require Federal and contractor employees who infrequently operate sedans and other light motor vehicles to meet conditions B(1), B(2) and B(3) above. Condition B(4) is also recommended, but at the bureau's option.

D. In addition to 16.3B, require a person who drives commercial motor vehicles (having either a gross vehicle weight (GVW) rating of more than 26,000 pounds, towing a vehicle with a 10,000 pound or more GVW rating, hauling hazardous material requiring the vehicle to be placarded, or operating a vehicle designed to transport 15 or more people including the driver) for the Department to:

(1) Possess only one commercial driver's license.

(2) Possess a valid medical examiner's certificate, if required by his/her State of domicile or location of employment.

(3) Be at least 21 years old.

(4) Notify his/her employer if his/her driver's license is suspended, revoked, canceled, or he/she has been disqualified from holding a State/international license.

(5) Notify his/her employer if convicted of any traffic violation other than illegal parking.

E. Require a driver and all passengers to use the provided safety belts at all times when the motor vehicle is in motion, on or off the highway.

F. Provide drivers initial and refresher training as necessary for them to operate safely. Also inform them of the potential penalties (See 49 CFR 383 and 391) for failure to operate motor vehicles in a safe and lawful manner.

G. Investigate and analyze vehicle accidents related to Departmental operations and take appropriate action to minimize them.

H. Report Department-related accidents as required in Chapter 7.

I. Include appropriate safety features in purchase orders and lease agreements for non-General Services Administration vehicles.

J. Inspect and maintain motor vehicles in a safe, operable condition.

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