

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 3791.2A

12-24-86

SUBJECT: FEDERAL EMPLOYEE MOTOR VEHICLE SAFETY PROGRAM

1. PURPOSE. To establish minimum licensing requirements for Department of Energy (DOE) employees operating Government-owned or leased motor vehicles and powered industrial equipment; to establish requirements for wearing of seat belts; and to establish operator training and safe driver award requirements.
2. CANCELLATION. DOE 3791.2, FEDERAL EMPLOYEE USAGE OF SEAT (SAFETY) BELTS, of 3-6-85.
3. EXCLUSION. Licensing requirements in this Order do not apply to employees on travel status requiring the use of rental vehicles. This Order also does not apply to employees who are subject to more stringent alternate requirements that have been formally established as position qualifications.
4. REFERENCES.
 - a. DOE 1800.1A, PRIVACY ACT, of 8-13-84, which establishes guidelines and procedures for implementing the Privacy Act of 1974 (Public Law 93-579, Title 5, U.S.C. 552a) in the Department.
 - h. DOE 3750.1, WORK FORCE DISCIPLINE, of 3-23-83, which provides procedures and actions that may be taken for failure to work in a safe manner, including failure to use required safety equipment.
 - c. DOE 3790.1A, FEDERAL EMPLOYEE OCCUPATIONAL SAFETY AND HEALTH PROGRAM, of 10-22-84, which sets forth policy for the implementation and administration of the program.
 - d. DOE 5484.1, ENVIRONMENTAL PROTECTION, SAFETY, AND HEALTH PROTECTION INFORMATION REPORTING REQUIREMENTS, of 2-24-81, which establishes requirements and procedures for "reporting information having environmental protection, safety, or health protection significance.
 - e. DOE Property Management Regulations (PMR), Subpart 109-38, "Motor Equipment Management, " which implements and supplements the Federal Property Management Regulations concerning the management of motor equipment, vehicles, aircraft, and watercraft.
 - f. Title 5, Code of Federal Regulations (CFR), Part 930, "Programs for Specific Positions and Examinations, " of 8-27-85, which governs agencies

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INITIATED BY:
Office of Personnel

in authorizing employees to operate Government-owned or leased motor vehicles for official business.

- g. Title 29, CFR 1926 and 1910, Construction Industry, which sets forth safety and health regulations for construction.
 - h. Federal Personnel Manual (FPM) Chapter 930, Subpart A, "Motor Vehicle Operators;" and FPM Chapter 930-A-1, Appendix A, "Physical Standards for Motor Vehicle Operators and Incidental Operators," which establishes physical standards that are to be used in determining the physical fitness of employees for issuance of a U.S. Government Motor Vehicle License.
 - i. Office of Personnel Management (OPM) Handbook X-118c, "Job Qualification System for Trades and Labor Occupations," which establishes qualification standards for blue collar occupations.
5. REGULATIONS. The Office of Personnel Management regulations, standards, and procedures dealing with motor vehicle operator requirements are to be followed except as supplemented by this Order.
6. SEAT BELT REQUIREMENTS. Each employee operating or riding in a Government-owned or leased motor vehicle or equipment, or in a privately owned or rental motor vehicle being used for official business shall, if the motor vehicle is so equipped, wear his or her seat belt at all times while the vehicle is in motion. Failure to comply is subject to corrective action in accordance with DOE 3750.1.
7. DEFINITIONS.
- a. Authorizing Official. The Deputy Director of Administration for Headquarters employees and Heads of Field Organizations with delegated personnel authority or their designated representatives authorized to issue identification cards.
 - b. Designated Physician. A duly licensed physician used to make medical determinations in filling motor vehicle operator positions.
 - c. Identification Card. Optional Form 346, "The United States Government Motor Vehicle Operator's Identification Card," which specifies the types of Government-owned vehicles the holder is authorized to operate.
 - d. Identification Credential. An official identification that identifies the individual as a DOE employee.
 - e. Incidental Operator. DOE employee, other than an operator, who occasionally operates a motor vehicle to properly carry out assigned duties.
 - f. Motor Vehicle. Any Government-owned or leased vehicle designated and operated principally for highway transportation of property or passengers.

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For seat belt usage, the term includes buses as it applies to drivers but not to passengers of buses, unless seat belts are provided. This term also includes all motor vehicles and material handling equipment in which seat belts are specifically required by 29 CFR 1926 and 1910. Such conveyances as motorcycles and motorscooters are not included in this definition.

- g. Operator. DOE employees who are regularly required to operate motor vehicles and whose positions are classified officially as motor vehicle operators.
- h. Powered Industrial Equipment. Fork trucks, tractors, platform lift-trucks, and other similar specialized industrial equipment powered by an electric motor or an internal combustion engine.
- i. Practical Road Test. OPM Test No. 544 or similar road tests developed by or acceptable to DOE for evaluation of the competency of prospective operators.
- j. Road Test Examiner. A person selected to conduct road tests. This person should have driver training and/or motor vehicle management responsibilities.
- k. State License. A valid driver's license or permit issued by the States, the District of Columbia, Puerto Rico, or U.S. possession in which the employee is domiciled or principally employed.

8. RESPONSIBILITIES AND AUTHORITIES.

- a. The Director of Administration is responsible for the motor vehicle safety program for Federal employees, and shall:
 - (1) Provide advisory and interpretive services dealing with the responsibilities and requirements in this Order;
 - (2) Establish policies and procedures to implement the Federal Employee Motor Vehicle Safety Program;
 - (3) Evaluate the performance of the Federal Employee Motor Vehicle Safety Programs of Headquarters and field organizations; and
 - (4) Maintain liaison with other Government departments and agencies on matters pertaining to improving traffic safety and driver qualifications, e.g., OPM, General Services Administration, and the Department of Transportation.
- b. Deputy Director of Administration shall assure that those line management responsibilities assigned to field organizations in paragraph 8c are carried out for Headquarters.

c. Heads of Field Organizations With Delegated Personnel Authority shall:

- (1) Designate an official to manage and administer the Federal Employee Motor Vehicle Safety Program;
- (2) Establish and maintain a Federal Employee Motor Vehicle Safety Program in accordance with this Order and DOE-PMR 109-38; and
- (3) Ensure that motor vehicle accidents are investigated and reports processed as required by DOE 5484.1.

9. GENERAL REQUIREMENTS.

a. Filing Operator Positions. Motor vehicle operator positions are to be filled through methods authorized by OPM for filling positions. Applicants for motor vehicle operator positions and incidental operator positions are to meet the following requirements:

- (1) Possess a safe driving record (see paragraph 10a.);
- (2) Possess a valid State driver's license;
- (3) Pass a practical road test as required in paragraph 9b (not required when operating vehicles of 1-ton-load capacity or less or when operating any class of vehicle if the operator possesses a current valid State driver's license" for the specific type of vehicle to be operated); and
- (4) Demonstrate that they 'are physically qualified to operate the type of vehicle to be operated (see paragraphs 10b and c).

b. Practical Road Test Requirements. Following is a list of the types of vehicles that will require the administering of a road test if the State in which the employee resides or in which he or she is principally employed does not have a licensing program that issues a license for the specific type of vehicle to be operated:

- (1) Vehicles with a load capacity of more than 1 ton;
- (2) Buses; and
- (3) Vehicles used in the transportation of dangerous materials, law enforcement, or emergency services.

c. Road Test Examiners. Road test examiners must be qualified to operate the motor vehicles which will be used in giving road tests, and only road test examiners are authorized to give the test. In organizations not having a road test examiner, employees may receive the road test from another agency that has an examiner.

- d. Powered Industrial Equipment. Employees who operate powered industrial equipment must meet all qualification standards required for their position as determined in OPM Handbook X-118c. In addition, they must be provided job-specific training on the specific type(s) of equipment they are authorized to operate. Additional requirements include:
- (1) Identification procedures that identify types of equipment the employee is authorized to operate; and
 - (2) Periodic review of the employee's physical requirements and competence to operate powered industrial equipment. The frequency of these reviews should be based upon the potential hazards associated with the equipment involved but should not exceed 4 years.

10. LICENSING REQUIREMENTS.

- a. Application. Each employee who is to operate a motor vehicle must complete DOE F 4440.1, "Application for Motor Vehicle Operator's Identification Card," (Attachment 1) or equivalent form. When initially authorizing or reauthorizing employees to operate motor vehicles, the National Driver Register (NDR) or State agencies may be consulted to determine whether the applicant's State driving licensing records include permit denials, terminations, or temporary withdrawals. A temporary authorization may be made during the review process. Request for using the NDR is made by completing the National Highway Traffic Safety Administration Form HS-1047. Attachment 2 describes the procedure for using the NDR; Attachment 3 provides a listing of where to request State driving records, and an example letter for making such requests.
- b. examinations. Item 21 on DOE F 4440.1 shall be reviewed carefully. Applicants should be referred to a designated physician for examination and advisory opinion when the authorizing official believes that an item answered "yes" would be detrimental to the driving safety of the applicant. When a physical defect is noted by an examining physician, the defect should be noted and appropriate driving restrictions be placed on the applicant. Physical examinations performed by designated physicians shall be at no cost to the employee.
- c. Physical Requirements. Physical requirements contained in FPM chapter 930-A-1, appendix A, will be used in the following situations:
- (1) For medical determinations in filling operator positions;
 - (2) In determining the physical fitness of incidental operators (optional when employees operate vehicles of 1-ton-load capacity or less and it can be determined that they are physically qualified to operate a motor vehicle without danger to themselves or others); and

- (3) During periodic review of authorization to operate a motor vehicle (see paragraph 10e).

d. Identification.

- (1) Optional Form 346, "Government Motor Vehicle Operator's Identification Card," will be issued to those applicants who qualify to operate motor vehicles. The card must list specific type(s) of vehicles for which the operator is qualified and show any restrictions imposed on the holder. In lieu of using Optional Form 346, field organizations may adopt alternate methods to identify employees who are authorized to operate motor vehicles. Alternate methods must include similar information pertaining to types of authorized vehicles and restrictions as required on Optional Form 346.
- (2) Employees operating motor vehicles shall have in their possession a valid DOE identification credential.

- e. Periodic Review. Authorization to operate motor vehicles shall be reviewed on a 4-year basis. Prior to the review, the employee should complete DOE F 4440.1. The review should determine if the employee meets prescribed physical standards and demonstrates competence to operate motor vehicles (it may be desirable to coordinate this review with State license renewals).

- f. Temporary Authorization. Temporary authorization to operate motor vehicles may be granted on a case-by-case basis, without regard to the qualification requirements contained in paragraphs 9 and 10 of this Order, to employees who possess a valid State driver's license and are physically qualified to operate a motor vehicle, such cases are as follows:

- (1) Employees in operating positions under temporary employment or detail not exceeding 1 month;
- (2) One-month or less authorization to appointees for operator positions in order to permit completion of special testing approved by DOE in a particular selection program;
- (3) One-month or less authorization to other employees who may be taking training to satisfy requirements as operators;
- (4) One-month or less authorization to employees when warranted in the best interest of DOE; and
- (5) Temporary emergency appointees. Authorization issued under this authority must clearly indicate the time restriction imposed.

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11. FLEET MANAGEMENT.

- a. Training. Training programs shall be developed to provide motor vehicle and powered industrial equipment safety training as an integral part of operating procedures. Types of training should include:
 - (1) Initial driver/operator training for newly appointed and/or assigned motor vehicle and powered industrial equipment operators;
 - (2) Driver improvement training for all authorized drivers;
 - (3) Remedial driver/operator training for those employees who have been involved in accidents or have been observed using unsafe practices; and
 - (4) Materials handling training to employees who transport hazardous materials and substances.
- b. Maintenance. Positive action must be taken to ensure the safe operating condition of motor vehicles. As a minimum, manufacturers' recommended schedules and specifications for inspections and service are to be followed.
- c. Safe Driver Awards Program. To provide incentives to improve accident prevention and safe driving, field organizations that qualify are encouraged to participate in the following awards programs:
 - (1) The National Safety Council's Safe Driver Award Program (for full-time motor vehicle operators); and
 - (2) The National Safety Council's fleet Safety Contest (must operate a fleet of 10 or more vehicles of a single type with a minimum average monthly exposure of 10,000 vehicle miles).
- d. Suspension of Authorization.
 - (1) Authorization to operate a motor vehicle will be withdrawn under the following situations:
 - (a) The employee is convicted of operating a motor vehicle under the intoxicating influence of alcohol, narcotics, or pathogenic drugs;
 - (b) The employee is convicted of leaving the scene of an accident without making his or her identity known;
 - (c) A designated physician determines that the employee fails to meet required physical standards; or

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- (d) The employee's State license is suspended or revoked.
- (2) Temporary removal from operating duties should be considered under the following situations:
- (a) The employee is involved in a motor vehicle accident and is found at fault;
 - (b) The employee is convicted of traffic (other than parking) violations with the motor vehicle assigned;
 - (c) The employee improperly operates the motor vehicle assigned and/or fails to comply with administrative orders relating to motor vehicle operations; and
 - (d) The employee is found, on medical examination, to fail required physical standards but the defects are considered by the designated physician to be of a temporary or remediable nature.
- (3) When authorization is suspended, employees should not be permitted to operate motor vehicles until their driving competence has been reestablished. Disciplinary or adverse actions may be required in certain cases. See DOE 3750.1 for procedures for taking adverse action.

BY ORDER OF THE SECRETARY OF ENERGY:



HARRY L. PEEBLES
Director of Administration

PART B - SUPERVISOR

INSTRUCTIONS: Supervisors or personnel representatives shall complete all items in Part B and sign in Item 4.

1. TYPE(S) OF MOTOR VEHICLE(S) TO BE OPERATED BY APPLICANT

Passenger Vehicle

2. WHAT TYPE OF IDENTIFICATION CARD SHOULD BE ISSUED? (Circle one)

Temporary (30-day limit on driving)

The driver is Over 21 or a holder of another state's driver's license to drive (state)

Operator's license (operator's license)

3. PLEASE REVIEW THE INFORMATION GIVEN BY THE APPLICANT IN PART A OF THIS FORM. STATE HERE ANY ADDITIONAL INFORMATION FROM YOUR OBSERVATION OR KNOWLEDGE OF THE INDIVIDUAL INCLUDING HIS PHYSICAL CONDITION WHICH WILL ASSIST IN DETERMINING HIS QUALIFICATIONS TO OPERATE A MOTOR VEHICLE.

EXAMPLE

| | | |
|------------------------------------|--|---------------------------|
| 4. SIGNATURE <i>Thomas Hall</i> | 5. TITLE <i> Sr. Petroleum Engineer</i> | 6. DATE <i>10/1/86</i> |
|------------------------------------|--|---------------------------|

PART C - REVIEW AND CERTIFICATION BY DESIGNATED OFFICIAL

- I CERTIFY that I have reviewed the applicant's license history form and other available information regarding the official operation of the applicant, and that I have made the following determination:
- There is no information on this form or otherwise available to indicate that the applicant should be referred for physical examination.
- On the basis of information on this form or other information, the applicant must be referred for physical examination before he is eligible to receive a license or other status of the current authority which is required.
- Information on this form or otherwise available on this person is referred for physical examination outlined in the following table:

[Signature]
Supervisor or Representative

10-2-86
Date

NATIONAL DRIVER REGISTER

1. BACKGROUND.
 - a. The National Driver Register (NDR) provides a central driver records identification facility containing the names of drivers whose licenses have been denied, suspended, or revoked for any reason (other than a denial or withdrawal of a license for less than 6 months due to a series of nonmoving violations). Depending upon the offense, records are maintained generally for 5-7 years.
 - b. By law, an NDR search may be requested only in connection with an application for a driver's permit. An authorization request to operate a Government-owned or leased motor vehicle meets this requirement. Employees are permitted, under the Privacy Act of 1974, to have an exact copy of any record pertaining to them, that is contained on the NDR file.
2. REQUEST. HS-1047, 'Request For National Driver Register File Check,' is required to request a search of the NDR file. The form shall be mailed to the National Driver Register, National Highway Traffic Safety Administration, Washington, DC 20590. These forms may be obtained either by writing the National Highway Traffic Administration or by telephone (FTS 426-4800). Agencies are not permitted to stock these forms. All forms requests should contain the DOE identification code "AD."
3. REPORTS. Only positive replies to an NDR inquiry will be returned to the requesting activity. A positive reply is one in which the subject of the inquiry apparently matches with the subject of a record or records on the NDR file. Positive replies should be received within 2 weeks.
4. VERIFICATION. Identifications provided by the NDR are not infallible. Verification may be accomplished through discussion with the employee and/or requesting a driver abstract from the appropriate State(s).

STATE DRIVER LICENSES RECORDS

When requesting information, list date of birth and full name of each individual. Request should indicate whether need for information is a result of probable identification received from the NDR. A self-addressed envelope should accompany each request.

ALABAMA

Driver License Records
P.O. Box 1471
Montgomery, AL 36192
Telephone: 205/261-4412

ALASKA

Department of Public Safety
Division of Motor Vehicles
Driver Services
Pouch N
Juneau, AK 99811
Telephone: 907/465-4363

ARIZONA

Motor Vehicle Division
Records Section
1801 W. Jefferson, Room 362M
Phoenix, AZ 85007
Telephone: 602/255-8350

ARKANSAS

Driver Control Section
P.O. Box 1272
Little Rock, AR 72203
Telephone: 501/371-1631

CALIFORNIA

Department of Motor Vehicles
Division of Driver Safety
and Licensing
Central Reference and Information
P.O. Box 12590
Sacramento, CA 95852
Telephone: 916/445-1076

COLORADO

Master File Section
Motor Vehicle Division
140 West 6th Avenue
Denver, CO 80204
Telephone: 303/866-3751

CONNECTICUT

Copy Records Unit
Motor Vehicle Department
60 State Street
Wethersfield, CT 06109
Telephone: 203/566-3210

DELAWARE

Driver Improvement Section
Motor Vehicle Division
P.O. Box 698
Dover, DE 19901
Telephone: 302/736-4424

DISTRICT OF COLUMBIA

Driver Records Office
Bureau of Motor Vehicle Services
301 C Street, NW.
Washington, DC 20001
Telephone: 202/727-6761

FLORIDA

Bureau of Records
Division of Driver Licenses
Neil Kirkman Building
Tallahassee, FL 32301
Telephone: 904/488-2117

GEORGIA

Supervisor, Driver Support Division
P.O. Box 1456
Atlanta, GA 30371
Telephone: 404/656-6064

HAWAII

Traffic Violations Bureau
Judiciary
842 Bethel Street
Honolulu, HI 96813
Telephone: 808/548-2467

IDAHO

Driver Services Bureau
Motor Vehicle Division
P.O. Box 34
Boise, ID 83731
Telephone: 208/334-3695

ILLINOIS

Driver Analysis Section
Driver Services Department
2701 South Dirksen Parkway
Springfield, IL 62723
Telephone: 217/782-2720

INDIANA

Bureau of Motor Vehicles
Division of Safety Responsibility
Room 410 - State Office Building
Indianapolis, IN 46204
Telephone: 317/232-2843

IOWA

Records Section
Office of Driver License
Motor Vehicle Division
Lucas State Office Building
Des Moines, IA 50319
Telephone: 515/281-6315

KANSAS

Driver Licensing and Control Bureau
State Office Building - 3rd Floor
Topeka, KS 66626
Telephone: 913/296-3671

KENTUCKY

Division of Driver Licensing
Department of Transportation
New State Office Building
Frankfort, KY 40601
Telephone: 502/564-2153

LOUISIANA

Driver Management Bureau
P.O. Box 64886
Baton Rouge, LA 70896
Telephone: 504/925-3681

MAINE

Driver Improvement Branch
Motor Vehicle Division
Augusta, ME 04333
Telephone: 207/289-2576

MARYLAND

Licensing & Consumer Services
Motor Vehicle Administration
6601 Ritchie Highway, NE.
Glen Burnie, MD 21062
Telephone: 301/768-7421

MASSACHUSETTS

Review and Appeal Services Division
100 Nashua Street
Boston, MA 02114
Telephone: 617/727-3833

MI CH I G A N

Driver and Vehicle Services
Michigan Department of State
7064 Crowner Drive
Lansing, MI 48918
Telephone: 517/322-1451

MI N N E S O T A

Licensing and Record Control
Driver and Vehicle Services Division
Transportation Building - Room 108
St. Paul, MN 55155
Telephone: 612/296-9498

MI S S I S S I P P I

Bureau of Driver Services
P. O. Box 958
Jackson, MS 39205
Telephone: 601/987-1200

MI S S O U R I

Drivers License Bureau
P. O. Box 200
Jefferson City, MO 65105
Telephone: 314/751-3238

M O N T A N A

Driver Licensing Records Section
Highway Patrol Bureau
303 N. Roberts Street
Helena, MT 59620
Telephone: 406/449-3000

N E B R A S K A

Department of Motor Vehicles
Driver Records Section
P. O. Box 94789
Lincoln, NE 68509
Telephone: 402/471-2251

N E V A D A

Records Section
Administrative Services Division
555 Wright Way
Carson City, NV 89711
Telephone: 702/885-5505

N E W H A M P S H I R E

Financial Responsibility Section
Division of Motor Vehicles
James H. Hayes Safety Building
Hazen Drive
Concord, NH 03301
Telephone: 603/271-3101

N E W J E R S E Y

Driver Records Abstract Section
Division of Motor Vehicles
137 East State Street
Trenton, NJ 08666
Telephone: 609/292-4557

N E W M E X I C O

Driver Service Bureau
Division of Motor Vehicles
Manuel Lujan Sr. Building
Santa Fe, NM 87503
Telephone: 505/827-2258

N E W Y O R K

Division of Driver Safety Services
Department of Motor Vehicles
Nelson A. Rockefeller
Empire State Plaza
Albany, NY 12228
Telephone: 518/474-0735

N O R T H C A R O L I N A

Driver Services
Division of Motor Vehicles
1100 New Bern Avenue
Raleigh, NC 27697
Telephone: 919/733-3025

NORTH DAKOTA

Drivers License Division
North Dakota State Highway Department
Capitol Grounds
Bismarck, ND 58505
Telephone: 701/224-2600

OHIO

Safety Responsibility Division
Bureau of Motor Vehicles
P. O. Box 16520
Columbus, OH 43216
Telephone: 614/863-7523

OKLAHOMA

Department of Public Safety
Driver Improvement Bureau
P. o. Box 11415
Oklahoma City, OK 73136
Telephone: 405/427-6541

OREGON

Driver Licensing Section
Motor Vehicles Division
1905 Lana Avenue, NE
Salem, OR 97314
Telephone: 503/378-6994

PENNSYLVANIA

Driver Safety Division
Bureau of Traffic Safety Operations
Room 415 Transportation and Safety Bldg.
Harrisburg, PA 17123
Telephone: 717/787-6309 or 6809

PUERTO RICO

Bureau of Motor Vehicles
P. O. Box 41243
Santurce, PR 00940
Telephone: 809/725-5145

RHODE ISLAND

Division of Motor Vehicles
Hearing Official, Room 101G
State Office Building
Providence, RI 02903
Telephone: 401/277-2994

SOUTH CAROLINA

Driver License Records
Motor Vehicle Division
P. O. Box 1498
Columbia, SC 29216
Telephone: 803/758-8428

SOUTH DAKOTA

Driver Improvement Program
118 W. Capitol Avenue
Pierre, SD 57501
Telephone: 605/773-4127

TENNESSEE

Driver Control Division
Department of Safety
1124 Andrew Jackson State Office Bldg.
Nashville, TN 37219
Telephone: 615/741-3954

TEXAS

Driver and Vehicle Records Division
Department of Public Safety
P. O. Box 4087
Austin, TX 78773
Telephone: 512/465-2004

UTAH

Driver License Services
Motor Vehicle Records Department
Third Floor South
4501 South 2700 West
Salt Lake City, UT
Telephone: 801/965-4425

VERMONT

Department of Motor Vehicles
120 State Street
Montpelier, VT 05603
Telephone: 802/828-2121, Ext. 66

VIRGINIA

Driver Licensing and Information Dept.
Division of Motor Vehicles
P.O. Box 27412
Richmond, VA 23269
Telephone: 804/257-0538

WASHINGTON

Department of Licensing
Division of Driver Services
Highways-Licenses Building
Olympia, WA 98504
Telephone: 206/753-6972

WEST VIRGINIA

Investigation and Control Bureau
Department of Motor Vehicles
1800 Washington Street, East
Charleston, WV 25305
Telephone: 304/348-0239

WISCONSIN

Revocation and Suspension Unit
Wisconsin Department of Transportation
P.O. Box 7917
Madison, WI 53707
Telephone: 608/266-1483

WYOMING

Financial Responsibility Section
Motor Vehicle Division
2200 Carey Avenue
Cheyenne, WY 82002
Telephone: 307/777-7971. Ext. 260

LETTER



**Department of Energy
Washington, D.C. 20585**

To Whom It May Concern:

The Individual identified below is an applicant for a U.S. Government Motor Vehicle License. Information in this individual's traffic violations and accident record is needed to determine the applicant's eligibility for such a license.

Please check your criminal and/or traffic court records for any violations. If your department has no record or information regarding the individual, please indicate at the bottom of this letter. A self addressed envelope is enclosed for your response.

Thank you for your cooperation.

Sincerely,

EXAMPLE

NAME: Joe Bob Smith DRIVERS LICENSE NO.: 233-64-5300

SOCIAL SECURITY NO.: 233-67-5700 DATE OF BIRTH: 10/8/46

PRESENT ADDRESS: 4000 Wheatstone Drive
Fairfax, Virginia 22032

RECORO: * Yes No (*If there is a record, please furnish details on the back of this sheet.)

INFORMATION FURNISHED BY: Steven Ross, Chief of Records

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

DOE 3791.2A Chg 1

8-21-92

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1. PURPOSE. To transmit revised pages to DOE 3791.2A, FEDERAL EMPLOYEE MOTOR VEHICLE SAFETY PROGRAM, of 12-24-86.
2. EXPLANATION OF CHANGE. To make editorial revisions to reflect only organizational title and routing symbol changes required by Notices in the SEN-6 series. No substantive changes have been made at this time. However, this Order will undergo substantive changes in the near future. If you have any questions about specific provisions of the Order, please consult appropriate staff members in the Office of Personnel

3. FILING INSTRUCTIONS

- | a. | <u>Remove Page</u> | <u>Dated</u> | <u>Insert Page</u> | <u>Dated</u> |
|----|--------------------|--------------|--------------------|--------------|
| | 1 | 12-24-86 | 1 | 12-24-86 |
| | 2 | 12-24-86 | 2 | 8-21-92 |
| | 3 and 4 | 12-24-86 | 3 and 4 | 8-21-92 |
- b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



DOLORES L. ROZZI
Director of Administration
and Human Resource Management

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U.S. Department of Energy

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agencies in authorizing employees to operate Government-owned or leased motor vehicles for official business.

- g. Title 29, CFR 1926 and 1910, Construction Industry, which sets forth safety and health regulations for construction.
 - h. Federal Personnel Manual (FPM) Chapter 930, Subpart A, "Motor Vehicle Operators;" and FPM Chapter 930-A-1 Appendix A, "Physical Standards for Motor Vehicle Operators and Incidental Operators," which establishes physical standards that are to be used in determining the physical fitness of employees for issuance of a U.S. Government Motor Vehicle License.
 - i. Office of Personnel Management (OPM) Handbook X-118c, "Job Qualification System for Trades and Labor Occupations," which establishes qualification standards for blue collar occupations.
5. REGULATIONS. The Office of Personnel Management regulations, standards, and procedures dealing with motor vehicle operator requirements are to be followed except as supplemented by this Order.
6. SEAT BELT REQUIREMENTS. Each employee operating or riding in a Government-owned or lease motor vehicle or equipment, or in a privately owned or rental motor vehicle being used for official business shall, if the motor vehicle is so equipped, wear his or her seat belt at all times while the vehicle is in motion. Failure to comply is subject to corrective action in accordance with DOE 3750.1.
7. DEFINITIONS.
- a. Authorizing Official. The Director of Administration and Human Resource Management for Headquarters employees and Heads of Field Elements with delegated personnel authority or their designated representatives authorized to issue identification cards.
 - b. Designated Physician. A duly licensed physician used to make medical determinations in filling motor vehicle operator positions.
 - c. Identification Card. Optional Form 346, "The United States Government Motor Vehicle Operator's Identification Card," which specifies the types of Government-owned vehicles the holder is authorized to operate.
 - d. Identification Credential. An official identification that identifies the individual as a DOE employee.
 - e. Incidental Operator. DOE employee, other than an operator, who occasionally operates a motor vehicle to properly carry out assigned duties.
 - f. Motor Vehicle. Any Government-owned or leased vehicle designated and operated principally for highway transportation of property or

passengers. For seat belt usage, the term includes buses as it applies to drivers but not to passengers of buses, unless seat belts are provided. This term also includes all motor vehicles and material handling equipment in which seat belts are specifically required by 29 CFR 1926 and 1910. Such conveyances as motorcycles and motorscooters are not included in this definition.

- g. Operator. DOE employees who are regularly required to operate motor vehicles and whose positions are classified officially as motor vehicle operators.
- h. Powered Industrial Equipment. Fork trucks, tractors, platform lift-trucks, and other similar specialized industrial equipment powered by an electric motor or an internal combustion engine.
- i. Practical Road Test. OPM Test No. 544 or similar road tests developed by or acceptable to DOE for evaluation of the competency of prospective operators.
- j. Road Test Examiner. A person selected to conduct road tests. This person should have driver training and/or motor vehicle management responsibilities.
- k. State License. A valid driver's license or permit issued by the States, the District of Columbia, Puerto Rico, or U.S. possession in which the employee is domiciled or principally employed.

8. RESPONSIBILITIES AND AUTHORITIES.

- a. Director of Administration and Human Resource Management is responsible for the motor vehicle safety program for Federal employees, shall assure that those line management responsibilities assigned to field elements in paragraph 8b are carried out for Headquarters, and shall:
 - (1) Provide advisory and interpretive services dealing with the responsibilities and requirements in this Order;
 - (2) Establish policies and procedures to implement the Federal Employee Motor Vehicle Safety Program;
 - (3) Evaluate the performance of the Federal Employee Motor Vehicle Safety Programs of Headquarters and field organizations; and
 - (4) Maintain liaison with other Government departments and agencies on matters pertaining to improving traffic safety and driver qualifications, e.g., OPM, General Services Administration, and the Department of Transportation.

- b. Heads of Field Elements With Delegated Personnel Authority shall:
- (1) Designate an official to manage and administer the Federal Employee Motor Vehicle Safety Program;
 - (2) Establish and maintain a Federal Employee Motor Vehicle Safety Program in accordance with this Order and DOE-PMR 109-38; and
 - (3) Ensure that motor vehicle accidents are investigated and reports processed as required by DOE 5484.1.

9. GENERAL REQUIREMENTS.

- a. Filling Operator Positions. Motor vehicle operator positions are to be filled through methods authorized by OPM for filling positions. Applicants for motor vehicle operator positions and incidental operator positions are to meet the following requirements:
- (1) Possess a safe driving record (see paragraph 10a);
 - (2) Possess a valid State driver's license;
 - (3) Pass a practical road test as required in paragraph 9b (not required when operating vehicles of 1-ton-load capacity or less or when operating any class of vehicle if the operator possesses a current valid State driver's license for the specific type of vehicle to be operated); and
 - (4) Demonstrate that they are physically qualified to operate the type of vehicle to be operated (see paragraphs 10b and c).
- b. Practical Road Test Requirements. Following is a list of the types of vehicles that will require the administering of a road test if the State in which the employee resides or in which he or she is principally employed does not have a licensing program that issues a license for the specific type of vehicle to be operated:
- (1) Vehicles with a load capacity of more than 1 ton;
 - (2) Buses; and
 - (3) Vehicles used in the transportation of dangerous materials, law enforcement, or emergency services.
- c. Road Test Examiners. Road test examiners must be qualified to operate the motor vehicles which will be used in giving road tests, and only road test examiners are authorized to give the test. In organizations not having a road test examiner, employees may receive the road test from another agency that has an examiner.