

XX. USE OF GOVERNMENT VEHICLES

A. POLICY

Use of government vehicles by Center staff and visiting scientists will be authorized only if such persons have in their possession a valid State, Territorial, or foreign operator's permit and an appropriate U.S. Government Drivers Permit.

B. USE

Government vehicles shall be used only for official duties connected with the Center, and in accordance with guidelines from the Contracting Agency.

1. The Center Director or a designee shall establish procedures governing the issue and control of Government Operator's Licenses and for control and scheduling of vehicles assigned to or stationed at Headquarters or remote locations.
2. Vehicles are to be operated in accordance with the Center's policy and in compliance with applicable federal regulations.
3. Unauthorized persons, including hitchhikers, may not be transported.

C. ASSIGNMENT

The control and scheduling authority must consider availability of vehicles and intended use, including maximizing passenger load.

D. DRIVER RESPONSIBILITY

1. Any citations, fines, or confinement resulting from violation of existing laws by an AURA employee or an authorized visitor driving a government vehicle are the personal responsibility of the individual and may result in withdrawal of driving privileges by AURA.
2. No person shall release a government vehicle to a driver who does not have a valid U.S. Government Operator's Permit.
3. Continued eligibility to drive government motor vehicles depends on a safe driving record.

E. ACCIDENTS

In case an accident occurs while operating an AURA vehicle, the employee shall conform to the laws of the state in which the accident occurs. A complete report of the accident must be filed with the assigning office as soon as possible.

F. INSURANCE

Automobile insurance on Government or AURA owned or rented vehicles shall be purchased by AURA.

G. STORAGE

Storage of government motor vehicles is restricted to lot locations designated by the Center Director, or a designee.