

**Forest Service Handbook  
National Headquarters – Washington Office  
Washington, DC**

**Forest Service Handbook 7109.19 – Fleet Equipment Management Handbook  
Chapter 70 - Efficient Vehicle Operation**

**Amendment:** 7109.19-2018-2

**Effective date:** March 05, 2018

**Duration:** This amendment is effective until superseded or removed.

**Superseded Directive:** 00 (3/88 Amend 2); 10 thru 13--5 (3/88 Amend 2); 20 thru 21.14 (3/88 Amend 2); 7109.19, 30 Contents (Amendment 7109.19-92-1, 12/30/1992); 7109.19, 30 (Amendment 7109.19-92-2, 12/30/1992); 7109.19, 31.2, Ex. 01 (Amendment 7109.19-92-3, 12/30/1992); 7109.19, 40 Contents (Amendment 7109.19-92-4, 12/30/1992); 7109.19, 40 (Amendment 7109.19-92-5, 12/30/1992); 7109.19, 44, Ex. 01 (Amendment 7109.19-92-6, 12/30/1992); 7109.19, 44, Ex. 02 (Amendment 7109.19-92-7, 12/30/1992); 50 thru 55.2 (3/88 Amend 2)

**Approved by:** Glenn P. Casamassa, Associate Deputy Chief, NFS

**Date approved:** February 21, 2018

**Responsible Staff:**

**Explanation of changes:** Following is an explanation of the changes throughout the directive by section.

**10:** Revises chapter in its entirety.

**11.05:** Expands the Definitions section and includes substantial operational updates to include management of GSA lease vehicles in the Fleet Equipment Database (FED).

**11.1:** Requires use of the Total Cost of Ownership/Lifecycle Cost (TCO) Model and Vehicle Allocation Methodology (VAM).

**11.12:** Adds the 5-Year and annual replacement planning process in FED.

**11.21:** Outlines use of national standards for centralized ordering of specialized equipment.

**12.11:** Provides guidance on use of the Federal Motor Vehicle Registration System (FMVRS) for the management of Government License Plates.

**20:** Renames chapter from “Equipment Utilization” to “Fleet Equipment Utilization” and revises chapter in its entirety.

**20.05:** Expands the Definitions section. Includes substantial operational updates to include an update to Forest Service minimum fleet utilization standards.

**21.2:** Provides an updated table identifying minimum fleet utilization standards and identifies the requirement for annual reporting.

**21.3:** Provides updated guidance on managing underutilized vehicles.

**30:** Renames chapter from “Use and Storage” to “Use, Loading, and Storage” and revises chapter in its entirety.

**31.05:** Expands the “Definitions” section.

**31.2 through 32:** Updates guidance for loading and trailer towing safety requirements.

**40:** Revises chapter in its entirety.

**41.05:** Adds new terms to the “Definitions” section.

**41.2:** Establishes annual inspection criteria for GSA lease vehicles and WCF FAST-reportable vehicles.

**42.1:** Updates guidance on routine maintenance and for use of the Fleet Credit Card.

**42.2:** Provides guidance on addressing official vehicle misuse reports.

**42.3:** Updates guidance on the Scratch and Dent policy.

**42.5 through 44:** Updates guidance on acquisitions requirements, and maintenance and repair oversight.

**50:** Renames chapter from “Equipment Disposal” to “Fleet Equipment Disposal” and revises chapter in its entirety.

**50.3:** Updates vehicle and equipment sales guidance.

**51.1:** Updates holdover vehicle management criteria.

**51.2:** Updates guidance on managing.

**52.1:** Clarifies that Accountability Actions can now be managed in the Fleet Equipment Database (FED). The form FS-6500-61, Fleet Equipment and Aircraft Accountability and Data Record can still be used for Accountability Actions.

**52.2:** Updates what is required in Asset History Folders. Clarifies that these documents can be filed electronically as appropriate.

**53 through 55:** Updates guidance on vehicle and equipment sales activity.

**55.3:** Updates guidance on use of the Federal Excess Personal Property (FEPP) Program.

**70:** Establishes chapter, codes, and captions and sets forth direction for “Efficient Vehicle Operation.”

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## **70.1 - Authority**

Energy Independence and Security Act of 2007. Reinforces energy reduction goals for Federal agencies and introduces more aggressive requirements to improve vehicle fuel economy and reduce U.S. dependence on petroleum by increasing the supply of renewable alternative fuel sources, setting a mandatory Renewable Fuel Standard and setting a Corporate Average Fuel Economy.

Executive Order 13693 Planning for Federal Sustainability in the Next Decade. Establishes that it continues to be the policy of the United States that agencies increase efficiency and improve their environmental performance, and requires the reduction of greenhouse gas emissions per mile for federal fleet. To improve environmental performance and Federal sustainability, priority should first be placed on reducing energy use and cost, then on finding renewable or alternative energy solutions.

## **70.2 - Objective**

To ensure efficient and economical operation of fleet equipment in order to reduce environmental impacts.

## **70.3 - Policy**

Driver operators shall operate owned and leased fleet equipment as efficiently as possible to reduce environmental impacts and fuel consumption.

### **70.31 - Eco-Friendly Driving Tips**

In order to operate owned and leased equipment as efficiently as possible, driver operators are encouraged to incorporate eco-friendly driving tips as described in the Driver Orientation Self-Study Guide. These tips include the following:

1. Limiting unnecessary idling,
2. Reducing unnecessary or oversized loads,
3. Avoiding rapid acceleration and deceleration,
4. Maintaining proper tire pressure, and
5. Completing preventive maintenance promptly.

## 70.4 - Responsibility

Regional Foresters, Station Directors, the Area Director, National Job Corps Director, Forest Supervisors, District Rangers, Job Corps Directors, and any other staff responsible for fleet shall ensure:

1. Environmental impacts of fleet selection are considered along with economic expenditures.
2. That fleet equipment operators are informed of efficient driving practices, which will reduce vehicle emission impacts on the environment while reducing fuel consumption.
3. Policies are in place to assure fleet is utilized appropriately such as  
  
, the right vehicle is matched to the job, vehicles should be pooled in reservation systems to encourage full utilization and maximize efficiencies.

## 70.5 - Definitions

Driver Operator. A driver operator is an individual who drives a motor vehicle or operates specialized equipment.

Environmental Impacts. Possible adverse effects caused by the release of a substance into the environment.

Equipment. An asset on wheels or tracks with a horsepower of 25 or greater, or has a mounted operator and whose main purpose is transportation, or an asset towed by one of the above.

Fleet Equipment. All agency owned (WCF and project), rented and leased (GSA and commercial) motor vehicles and specialized equipment.

RSA. Region, Station, Area, National Job Corps Center.