

U.S. NUCLEAR REGULATORY COMMISSION

DIRECTIVE TRANSMITTAL

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To: NRC Management Directives Custodians

Subject: Transmittal of Management Directive 13.4, "Transportation Management"

Purpose: Directive and Handbook 13.4 are being revised to add the responsibility of the Director of the Incident Response Directorate, Office of Nuclear Security and Incident Response, to provide an updated list of those NRC employees occupying essential positions approved by the EDO for home-to-work transportation when weather conditions make it impossible for the employees to reach work. Part I of the handbook is being updated to indicate that employees approved for monthly parking must purchase permits by the last day of the month. In Part II, the principal staff authorized driver services is being updated to indicate that driver services and vehicles can be requested using the automated U-Drive-It program under ADM's Administrative Services Request System desktop icon. In Part III, NRC's Traffic Mitigation Programs are being updated for the use of SmarTrip cards as an employee public transit subsidy option. The revision includes the authority of the Director of the Office of Administration to approve exemptions for the display of U.S. Government license plates.

Office and
Division of Origin: Office of Administration
Division of Administrative Services

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Transportation Management

Directive

13.4

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U. S. Nuclear Regulatory Commission

Volume: 13 Transportation, Facilities, and Property ADM

Transportation Management

Directive 13.4

Policy (13.4-01)

It is the policy of the U.S. Nuclear Regulatory Commission to use all Government-owned or -leased vehicles for official purposes only in accordance with the *United States Code*, "Passenger Carrier Use." It also is NRC's policy to manage the parking program for NRC in accordance with the Federal Management Regulations (FMR) to encourage the use of ridesharing and public mass transit for its employees pursuant to Executive Order 12191.

Objectives (13.4-02)

- To establish policy and procedures for—(021)
 - Compliance with Federal regulations covering the economic operation of Government-owned or -leased vehicles. (a)
 - Transportation services for authorized agency officials on official Government business to ensure that priorities are met and resources efficiently used. (b)
- To administer the Federal Facility Ridesharing Program to provide an economical way for NRC employees to commute to and from work, to reduce traffic congestion and the need for parking at Federal facilities, and to conserve fuel and improve air quality. (022)

Organizational Responsibilities and
Delegations of Authority
(13.4-03)

Executive Director for Operations (EDO)
(031)

- Authorizes, in writing, the use of a Government-owned or -leased vehicle for home-to-work transportation. (a)
- Adopts the Inspector General's (IG's) written approvals permitting the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff that is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or is essential for the safe and efficient performance of criminal law enforcement duties. (b)

Inspector General (IG)
(032)

- Investigates allegations of vehicle misuse or fraud. (a)
- Approves, in writing, the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or is essential for the safe and efficient performance of criminal law enforcement duties. (b)
- Authorizes driver services for other Federal officials on official travel in support of the IG's office. (c)
- Determines the vehicles that are needed for IG staff use and forwards these requirements to the Director of the Office of Administration for budgeting and acquisition. (d)

Organizational Responsibilities and
Delegations of Authority
(13.4-03) (continued)

Inspector General (IG)
(032) (continued)

- Approves exemptions for the display of U.S. Government license plates for IG vehicles and forwards these requirements to the Director of ADM for the acquisition of State license plates. (e)

Director, Office of Congressional
Affairs (OCA)
(033)

Notifies the Committee on Government Reform of the U.S. House of Representatives and the Committee on Governmental Affairs of the U.S. Senate of each designation or determination to authorize an agency official home-to-work transportation.

Director, Office of Administration (ADM)
(034)

- Provides overall management of the NRC transportation program. (a)
- Approves the priority structure for the transportation of authorized agency officials on official Government business. (b)
- Approves exemptions for the display of U.S. Government license plates for NRC-owned and -leased vehicles. (c)
- Authorizes driver services for Federal officials on official travel other than the principal staff listed in Part II(A)(1) of Handbook 13.4. (d)

Organizational Responsibilities and
Delegations of Authority
(13.4-03) (continued)

Director, Office of Administration (ADM)
(034) (continued)

- Authorizes driver services for other than the Chairman and Commissioners to attend official functions held in the evening. (e)

Director, Office of Human Resources (HR)
(035)

Reviews and validates parking space applications for priority parking privileges necessary to accommodate unusual work hours.

Office Directors
(036)

- Request the written approval of the EDO for employees requiring the use of a Government-furnished vehicle for home-to-work transportation. (a)
- Certify unusual work hours for NRC employees applying for parking spaces. (b)
- Report allegations of vehicle misuse or fraud to the Office of the Inspector General (OIG). (c)

Regional Administrators
(037)

- Direct the transportation management activities in their region after coordinating approval with the Division of Administrative Services (DAS), ADM, to ensure vehicles comply with existing policy and regulations. (a)

Organizational Responsibilities and
Delegations of Authority
(13.4-03) (continued)

Regional Administrators
(037) (continued)

- Submit required records to the local General Services Administration (GSA) regional office and to the Director of DAS for inclusion in agencywide fleet reports in compliance with the FPMR. (b)
- Approve requests for vehicles or adjustments to the motor vehicle fleet for regional activities. (c)
- Request the written approval of the EDO for employees requiring the use of a Government-furnished vehicle for home-to-work transportation. (d)
- Report allegations of vehicle misuse or fraud to OIG. (e)

Director, Division of Facilities and
Security (DFS), ADM
(038)

- Schedules and conducts quality assurance inspections in the garage for parking permits. (a)
- Enforces garage traffic and parking procedures. (b)

Director, Division of Administrative
Services (DAS), ADM
(039)

- Directs and implements transportation activities for headquarters operations and provides guidance to regional offices regarding transportation policy and regulations, obtaining waivers as necessary. (a)

Organizational Responsibilities and
Delegations of Authority
(13.4-03) (continued)

Director, Division of Administrative
Services (DAS), ADM
(039) (continued)

- Ensures compliance of NRC headquarters with Federal laws and regulations governing the use of vehicles and transportation of agency personnel on official business. (b)
- Administers the Federal Facility Ridesharing Program for the agency and designates the Federal facility employee transportation coordinator for headquarters. (c)
- Manages the day-to-day headquarters parking program, including approval of monthly and daily parking permits. (d)
- Serves as primary agency contact with GSA and other Federal agencies for all transportation-related issues. (e)
- Approves requests for the acquisition of passenger vehicles, vans, and special purpose vehicles for headquarters use and reviews regional office vehicle requirements to ensure compliance with existing policy and regulations. (f)
- Ensures maintenance of a driving assignment log to document driving services provided NRC principal staff. (g)
- Approves payment of parking tickets "necessarily incurred" as part of official duties. (h)

Organizational Responsibilities and
Delegations of Authority
(13.4-03) (continued)

Director, Incident Response Directorate
(IRD), Division of Preparedness and
Response (DPR), NSIR
(0310)

Is responsible for providing to the Chief of the Administrative Services Center, DAS/ADM, an updated list of those NRC employees occupying essential positions approved by the EDO for home-to-work transportation when weather conditions make it impossible for the employees to reach work and an updated list of operations officers who need priority parking.

Applicability
(13.4-04)

The policy and guidance in this directive and handbook apply to all NRC employees.

Handbook
(13.4-05)

Handbook 13.4 contains guidelines and procedures governing NRC's transportation-related activities.

References
(13.4-06)

Code of Federal Regulations

"Federal Management Regulations" (41 CFR Chapter 102).
The Federal Management Regulations (FMR) are the
successor regulations to the Federal Property Management.

References

(13.4-06) (continued)

Regulations (FPMR). They contain updated regulatory policies originally found in the FPMR. You may access the FMR at the following Web address: http://www.access.gpo.gov/nara/cfr/waisidx_03/41cfrv3_03.html.

"Motor Vehicle Operators" (5 CFR Part 930, Subpart A).

"Official Use of Government Passenger Carriers Between Residence and Place of Employment" (41 CFR 101-6.4).

"Ridesharing" (41 CFR 101-6.3).

Executive Order 12191, "Federal Facility Ridesharing Program," February 1, 1980.

Executive Order 13043, "Increasing Seat Belt Use in the United States," April 6, 1997.

GSA Regional Bulletin FPMR 3-G-136, "Transportation and Motor Vehicles."

Principles of Federal Appropriations Law, 3rd Ed., Volume 1, Chapter 4, B., "Necessary Expense Doctrine," January 2004.

Principles of Federal Appropriations Law, 2nd Ed., Volume 4, Chapter 15, E., "Motor Vehicles," March 2001.

United States Code

"Adverse Personnel Actions" (31 U.S.C. 1349).

Energy Policy Act of 1992, Pub. L. 102-486, 106 Stat. 2923 (42 U.S.C. 2297 et seq.).

"Federal Employees Clean Air Incentives" (5 U.S.C. 7901).

References

(13.4-06) (continued)

"Motor Vehicle Pools and Transportation Systems" (40 U.S.C. 491).

"Passenger Carrier Use" (31 U.S.C. 1344).

Transportation Management

Handbook

13.4

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Part I

White Flint North Garage Parking Procedures

General (A)

The NRC Administrative Services Center (ASC), Division of Administrative Services, ADM, administers NRC's parking program, including receiving and approving applications, assigning spaces, issuing daily parking permits to the parking garage management contractor, and reviewing reports furnished by the parking garage management contractor for accuracy and verifying that correct monthly payment has been made to NRC. (1)

The daily operating hours of the parking garage are 6 a.m. to 6 p.m., Monday through Friday, excluding Federal holidays. The NRC contractor operating the garage does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operating hours will be able to do so by presenting a photo-identification badge to the security officers at the entrance guard booth. Between 8:15 p.m. and 6:00 a.m., Monday through Friday, and on weekends and Federal holidays, the OWFN garage entryway will serve as both entrance and exit. (2)

Permit Holder Responsibilities (B)

All permit holders must comply with the "NRC Parking Garage Permit Holder Procedures" issued by the ASC. Failure to comply with these procedures may result in suspension or revocation of parking privileges. (1)

Vehicles not displaying a valid monthly or daily parking permit clearly visible from the dashboard or the rearview mirror are subject to "booting," that is, immobilization of a vehicle by the attachment of a metal wheel lock (boot). (2)

Permit Holder Responsibilities (B) (continued)

Permit holders should be aware that garage safety is everyone's responsibility and the White Flint North complex houses a childcare facility. All drivers must exercise the following safety practices: (3)

- Turn on lights while in the garage. (a)
- Obey posted speed limits. (b)
- Give right-of-way to pedestrians. (c)
- Obey all traffic signals and stop signs. (d)
- Be courteous to fellow drivers. (e)
- Watch for children. (f)

Monthly Permit Application (C)

The Chief of ASC oversees the NRC parking program. Parking permit applications are available at the ASC. These applications must be completed and returned to the ASC by the 15th day of the month to be considered for parking in the upcoming month. Employees with valid permits need not reapply unless their eligibility criteria change. (1)

Employees with disabilities must include the certification from their physician with their parking applications. These applications will be reviewed by the NRC Health Center. (2)

Employees applying for priority parking privileges because of unusual hours of work must include a memorandum from the employee's office director to the Director of the Office of Human Resources (HR) that justifies the employee's unusual work hours. The Director of HR shall review and validate the application and justification. (3)

Employees serving as operations officers shall indicate their position on the parking permit application. The Director of the Incident Response Directorate, Division of Preparedness and Response,

Monthly Permit Application (C) (continued)

Office of Nuclear Security and Incident Response, shall provide the ASC with updated listings of operations officers whenever personnel changes occur. (4)

Permit holders must submit a revised application to the ASC immediately if there is any change in their parking application, including changes in the number or name(s) of carpool participants and the type of permit required. Failure to notify the ASC may result in suspension of parking privileges. (5)

Permit holders who decide not to renew their permits should notify the ASC no later than the 15th day of the month preceding cancellation. (6)

Parking Space

Allocation Priority (D)

Parking spaces not required for official needs will be allocated every 3 months (quarterly) on the basis of the following priorities:

- Employees with disabilities (1)
- Executive personnel and employees with unusual work hours (not to exceed 65 spaces) (2)
- Employees participating in ridesharing (carpool/vanpool); pools with the greatest number of regular members will have the highest priority (3)
- Operations officers working 12-hour shifts in the NRC Operations Center (4)
- Child Care Center, Cafeteria, New Reg Café, Energy Federal Credit Union, Maryland Vending Program for the Blind Convenience Store, Health Care Center, Fitness Center, Building Operation and Management Services Contractor, Building Custodial Services Contractor, and onsite driver services contractor (generally one space each) (5)

Parking Space

Allocation Priority (D) (continued)

- Employees with privately owned vehicles ranked in order of their length of service with NRC and previously with the Atomic Energy Commission (6)

Notification (E)

The ASC will notify individuals authorized to purchase permits for the next month by e-mail on or before the beginning of the monthly permit sales period. The notice will specify that permits must be purchased by the last workday of the month. The notice will also include the hours and dates when permits may be picked up from the parking management contractor. (1)

When there is a waiting list of applicants for permits, the ASC will remove authorization for those individuals who did not purchase their permits by the end of the month and will approve the applicants on the waiting list. (2)

Parking Fees (F)

The current regular monthly fee is \$60 (\$35 for operations officers and \$30 for motorcycle parking). The daily fee is \$6 and the hourly rate is \$1. No fee is assessed for vehicles entering the garage after 5 p.m. to allow individuals with permanent NRC photo-identification badges who do not park in the garage but who are working late to move their vehicles into the garage for personal safety.

Daily Parking (G)

Employees may park in the garage and pay the current daily parking fee when space is available. (1)

Non-headquarters employees who wish to park in the garage must show their badges and obtain a daily parking permit upon entering

Daily Parking (G) (continued)

the garage. Non-headquarters employees are considered visitors and are not charged a parking fee. (2)

Garage parking for other visitors is limited and requires prior approval by a member of the ASC. An escort from the requesting office must be present before the visitor's vehicle will be allowed to enter the garage. The escort must accompany the visitor to the lobby level security desk to complete visitor registration. (3)

Part II

Transportation Services and Requirements

Driver Services for Official Government Travel (A)

The Administrative Services Center (ASC), Division of Administrative Services (DAS), ADM, provides driver services for NRC principal staff and other Federal officials approved by the Director of ADM for official Government travel. The Inspector General (IG) approves driver services for other Federal officials on official travel in support of the IG's office. Principal staff include the Chairman, the Commissioners, the IG and deputy, the Executive Director for Operations (EDO) and deputies, the Chief Financial Officer and deputy, and office directors and regional administrators. (1)

Driver services may be requested by using the automated U-Drive-It program, accessible through the Administrative Services Request System desktop icon. The system will prompt for all necessary information, including the name of the principal staff person requesting the service and the official purpose and destination of the travel. When you have completed these steps, your request will be automatically forwarded to the ASC, which will arrange for the driver services. (2)

Government vehicles are to be used for official purposes only. The use of Government vehicles for transportation of Government officers and employees between their residences and duty locations is prohibited by 31 U.S.C. 1344 (a)(1) (1998). An officer or employee who engages in unauthorized use of a Government vehicle is subject to suspension for a minimum of 30 days or removal from office (31 U.S.C. 1349 (b) (1998)). (3)

The following rules apply to NRC officials who are authorized driver services for official Government travel: (4)

Driver Services for Official
Government Travel (A) (continued)

- The agency shall ensure that Government vehicles are used for official purposes only. Accordingly, a Government vehicle **may** be used to take an official from NRC offices at the White Flint Complex to an official function if the official is attending in an official capacity. See 41 CFR 101-6.402(a) (1998). (a)

- A Government vehicle **may** be used to transport an NRC official home for a brief stop while along the route of travel from one official business function to another for purposes incidental to either function. See Ethics Reform Act of 1989, Pub. L. 101-194, 503, 1989; 103 Stat. 1755; memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993. (b)
 - “Incidental use” is defined as “during the course of and along the route of a day's official itinerary, incidental to the day's official business, *de minimis* in nature, frequency and time consumed and otherwise not constituting a significant activity or event, such as, for example, a brief stop at home for change of clothing or to pick up something that is needed for the function.” See memorandum from James M. Taylor, EDO, to NRC Chairman, May 13, 1993; 135 Cong. Rec. H. 9263, 1989. (i)
 - This practice is restricted to the Chairman and the Commissioners. See memorandum from James M. Taylor, EDO, to the NRC Chairman, May 13, 1993. (ii)

- A Government vehicle **may** be used to transport an NRC official from his or her residence to a common carrier terminal (e.g., airport or railroad station) in conjunction with **official travel** when that mode of transportation results in the greatest advantage to the Government. See 41 CFR 101-6.400(b) (1998); 70 Comp. Gen. 196 (1991). (c)

Driver Services for Official
Government Travel (A) (continued)

- However, paragraph (c) above does not apply when an NRC official is not performing official travel. Accordingly, a Government vehicle **may not** be used to transport an NRC official from an NRC office or an official function to a common carrier terminal (e.g., airport or railroad station) in order to travel to either his or her personal residence or a destination to perform nonofficial business. See “Flexiplace - Mobile Work Site,” B-261729, April 1, 1996; 68 Comp. Gen. 502 (1989); 43 Comp. Gen. 131 (1963). (d)
- A Government vehicle **may not** be used to transport an NRC official between his or her residence and the site where the official performs his or her work, which includes locations where meetings, conferences, or other official functions take place. This rule applies regardless of the time of day or the day of the week. See 31 U.S.C. 1344(a) (1988); 41 CFR 101-6.401(f) (1998); “Assistant Commissioner for Internal Affairs, U.S. Customs Service,” B-210555.23 (May 18, 1987). Transportation to and from work is the responsibility of the employee, thus the cost of such transportation is a personal expense. See “Flexiplace - Mobile Work Site,” B-261729, April 1, 1996; 68 Comp. Gen. 502 (1989); 43 Comp. Gen. 131 (1963). See also 5 U.S.C. 5536 (1998). (e)
- A Government vehicle **may not** be used to transport an NRC official from an official function, including receptions being attended in an official capacity, to his or her residence. This restriction applies even when returning from the official function to the office would result in the official returning to the office unusually late in the evening. See “Commissioner of Customs,” B-210555.22, May 20, 1987; “Under Secretary of State for Management,” B-210555.2, April 8, 1986. (f)
- A Government vehicle **may not** be used to transport an NRC official from his or her residence to an early morning official function even if leaving from the office would require the official to arrive at work unusually early in the morning. (g)

Driver Services for Official Government Travel (A) (continued)

- A Government vehicle **may not** be used to transport an NRC official from an official function to a location where personal business will be transacted or from a location where personal business is transacted to an official function. See 31 U.S.C. 1344(a), 1349(b) (1998); 41 CFR 101-6.402(a) (1998). The primary purpose of the statutory restriction is to prevent the use of Government vehicles for the personal convenience of employees. See 63 Comp. Gen. 257 (1984). See also "CIA—Use of Government Vehicle to Attend Funeral of Employee's Child," B-275365, December 17, 1996. (h)
- Driver services for official functions such as a reception held in the evening are limited to the Chairman and the Commissioners, except when approved by the Director of ADM. (i)

The ASC will maintain a driving assignment log (NRC Form 516) to document the principal staff being driven, agency business or purpose, and trip information. When the Director of ADM or the IG approves driver services for other than principal staff, ASC will document this approval. (5)

Use of a Government Vehicle (B)

Passenger Cars (1)

NRC maintains a small number of Government-owned or -leased vehicles for use by employees for official business. To operate a Government vehicle, an employee must possess a valid State driver's license. An employee located at headquarters can reserve a vehicle through the automated U-Drive-It program, accessible through the Administrative Services Request System desktop icon. Since there are a limited number of vehicles, reservations should be made well in advance of the required date. If the vehicle is for use on a temporary assignment, the employee must submit an NRC Form 279, "Official Travel Authorization," indicating a requirement for a vehicle. (a)

Use of a Government Vehicle (B) (continued)

Passenger Cars (1) (continued)

Keys and official documents for vehicles may be picked up at the ASC. Accompanying the keys will be a sign-in and trip/mileage log, a Government credit card, and other applicable documentation. Each vehicle glove compartment contains a packet that includes copies of applicable regulations regarding use of the vehicle and the responsibilities of the operator. (b)

Unofficial use of a Government vehicle is strictly prohibited. Prohibitions include use of the vehicle for political activities as well as personal activities, such as picking up or dropping off a colleague or spouse at home or another location or performing incidental errands like grocery shopping or picking up dry cleaning. (c)

Vans (2)

NRC maintains a small number of multipassenger vans to transport agency personnel. An employee located at headquarters may reserve a multipassenger van through the automated U-Drive-It program, accessible through the Administrative Services Request System desktop icon. (a)

A driver may be provided for large groups traveling in a van. To request a driver for a van, please contact the ASC with the particulars for the trip, including the names of the passengers, the departure and arrival dates and times, and the purpose and destination of the travel. (b)

Four-Wheel-Drive Essential Transportation (3)

NRC maintains four-wheel-drive vehicles as part of its fleet principally to transport essential headquarters personnel during adverse weather conditions. The Executive Director for Operations approves a list of essential positions authorized to receive home-to-work transportation during operational emergencies when adverse weather conditions make it impossible for personnel in these positions to reach work and no other viable means of transportation is available. (a)

Use of a Government Vehicle (B) (continued)

Four-Wheel-Drive Essential Transportation (3) (continued)

The Director of the Incident Response Directorate (IRD), Division of Preparedness and Response (DPR), Office of Nuclear Security and Incident Response (NSIR), is responsible for providing an updated list of NRC employees occupying the essential positions approved by the EDO to receive home-to-work transportation to the Chief of the ASC, DAS/ADM. When authorized personnel determine that the weather conditions make it impossible for them to reach work or return home, they should notify the on-duty Headquarters Operations Officer (HOO). IRD will determine whether to approve the transportation request or assign another staff member to fill the position. If the transportation request is approved, IRD will contact the designated ASC transportation contacts and ask them to provide the home-to-work and/or work-to-home transportation. (b)

Display of U.S. Government License Plates (4)

NRC vehicles must display U.S. Government license plates unless meeting the limited or unlimited exemption criteria contained in Federal Management Regulations, Chapter 102, Subpart B—Identifying and Registering Motor Vehicles. The Inspector General (IG) approves exemptions for vehicles assigned to the IG office and forwards these requirements to the Director of ADM for the acquisition of State license plates. All other NRC exemptions are approved by the Director of ADM.

Home-to-Work Transportation (5)

- Employees on Normal Duty (Nontravel) Status (a)

The use of any Government-owned or -leased vehicle between an employee's home and his or her place of employment must be requested by the employee's office director or regional administrator and authorized in writing by the EDO. These requests will be authorized in accordance with 41 CFR 101-6.402 only when the employee is engaged in field work as defined in

Use of a Government Vehicle (B) (continued)

Home-to-Work Transportation (5) (continued)

41 CFR 101-6.402(g), or when one of the following conditions exists: (i)

- A clear and present danger (a)
- An emergency (b)
- A compelling operational consideration (c)

The comfort or convenience of an employee shall not be considered sufficient justification for an agency to authorize home-to-work transportation. (ii)

For staff of the IG, the IG will approve in writing the determination that the use of a Government-owned or -leased vehicle for home-to-work transportation for IG staff is either required for the performance of field work in accordance with 41 CFR 101-6.402 through -6.405 or is essential for the safe and efficient performance of criminal law enforcement duties. The IG's written approval will be forwarded to the EDO. (iii)

- Employees Using a Vehicle in Conjunction With Official Travel To Perform Temporary Duty Away From His or Her Regular Place of Employment (b)

Use of a Government-owned or -leased vehicle for home-to-work transportation when an employee is in an official travel status must be included as part of approved travel orders. Each travel order authorizing such transportation should include a determination that the home-to-work transportation while in an official travel status is advantageous to the Government. (i)

Home-to-work use of a vehicle should not generally be authorized when the use would include weekends because that use, potentially, could increase the public's concern about the proper use of Government property. (ii)

Use of a Government Vehicle (B) (continued)

Home-to-Work Transportation (5) (continued)

When home-to-work use of a vehicle is authorized, the employee should be reminded of his or her responsibility to ensure only official use of the vehicle in connection with the official duty travel. (iii)

Government Vehicle Use Standards (6)

Each Federal employee riding in a motor vehicle on official business, regardless of seating position, shall have the seat belt properly fastened at all times while the vehicle is in motion. (a)

The use of tobacco products is prohibited in motor vehicles owned or leased by NRC. (b)

Use of hand-held wireless phones by a driver while operating motor vehicles is discouraged and may be unlawful in some States. Employees who must use Government-owned wireless phones while operating NRC-owned or -leased motor vehicles should acquire a portable, hands-free accessory and/or a hands-free car kit. Requests for these devices should be submitted to office information technology (IT) coordinators. (c)

An NRC employee must possess a valid State driver's license to operate a Government-owned or -leased vehicle. Persons who are required to operate motor vehicles as part of their official duties or on a regular basis must notify their supervisor and the ASC if their driver's license has been restricted or revoked. An employee will be required to present his or her driver's license to the ASC staff when picking up the keys for a Government-furnished vehicle. The employee also must have possession of his or her valid State driver's license at all times and wear a seat belt while operating the vehicle. (d)

Use of a Government Vehicle (B) (continued)

Government Vehicle Use Standards (6) (continued)

Any NRC employee involved in an accident while driving a Government-furnished vehicle must report the incident to his or her supervisor in writing and complete Standard Form 91, "Motor Vehicle Accident Report," and send copies to the ASC and the Office of the General Counsel (OGC). A copy of any resultant police report must be attached. The ASC will maintain a central file of all accident reports. (e)

Copies of accident reports involving negligence or indicating a pattern of accident problems will be forwarded by the ASC to the Director of DAS, ADM. (f)

The Director of DAS will convene an ad hoc review board, as necessary, to review the facts surrounding accident reports and recommend to the Director of ADM whether an employee should continue to be permitted to operate a Government-furnished vehicle. In reaching this decision, the review board will consult with the employee's management. The review board will consist of the Director of DAS, who will function as chairman, and a representative from OGC and another NRC office. (g)

Payment of Parking Tickets (7)

Appropriated funds normally may not be used to pay parking tickets. An employee who intentionally violates parking laws or regulations is acting beyond the scope of his or her authority and must personally pay any resulting fine. An employee is personally liable for parking fines unless circumstances indicate that the fine was imposed for Government actions over which the employee had no control.

Part III

NRC's Traffic Mitigation Programs

NRC's Commuter Transportation Program (A)

The NRC actively promotes ridesharing and other strategies to reduce the number of employees who drive alone to work. The commuter services offered by the Administrative Services Center (ASC) include—

- Providing transit information and schedules (1)
- Hosting or sponsoring transportation fairs (2)
- Developing strategies to increase walking, biking, public transit, carpooling, and vanpooling (3)
- Assisting employees in enrolling in the Council of Governments Guaranteed Ride Home Program (4)
- Representing the NRC in meetings with local government officials regarding transportation issues (5)

NRC's Public Transit Subsidy Program (B)

Pursuant to the Federal Employees Clean Air Incentives Act of 1994, executive departments and independent agencies may participate in any program established by a State or local government that encourages employees to use public transportation. In accordance with this authority, NRC provides employee public transportation subsidies subject to budget limitations and the local transportation environment. (1)

At headquarters, subsidy fare media are provided in the form of Metrochek cards, SmarTrip cards, Metrobus tokens, and Ride-On passes. NRC headquarters employees wishing to participate in the Public Transit Subsidy Program must register with the ASC and certify

NRC's Public Transit Subsidy Program (B) (continued)

that the fare media will be used solely to commute to and from work. Participants may receive their fare media once a month at the ASC, Monday through Friday, 7:30 a.m. to 4:15 p.m. (2)

The SmarTrip card is provided for those employees using Metrorail exclusively. A SmarTrip card is a permanent farecard embedded with a special computer chip that keeps track of the value of the card. An NRC online SmarTrip account is established for each Metrorail participant. Each month, the ASC's Metrochek Project Officer will electronically load the benefit dollar value to each SmarTrip account. Participants may download their SmarTrip card allotment once each month at the Passes/Farecards machine at any Metrorail station. (3)

Regions II, III, and IV have similar subsidy programs. Employees may participate in these programs by completing an application form provided by their Division of Resource Management and Administration. (4)