

# **Vehicle Reservations (HCHB)**

## **1. How do I reserve fleet car or van?**

Employees may reserve an available sedan or minivan at the HCHB by sending an email to [HCHBVhiclerequest@doc.gov](mailto:HCHBVhiclerequest@doc.gov). The hours of operations for reserving a vehicle are 7:30 am to 4:00 pm. The vehicles are assigned on a first-come, first-serve basis and we request 48 hours advance notice.

## **2. What are the requirements to reserve?**

To be able to use a vehicle, you must be a licensed state or District of Columbia driver and show proof of a valid driver's license. Once the reservation has been accepted, you will be provided with information about where to meet to show your license and pick up the keys. You will also participate in a vehicle condition inspection and be required to sign the inspection form.

## **3. What does it cost to use the vehicles?**

Bureaus contribute to the cost of these vehicles through the Working Capital Fund.

## **4. How do I cancel a reservation?**

To cancel, please email [HCHBVehicleRequest@doc.gov](mailto:HCHBVehicleRequest@doc.gov) so that another customer may use the vehicle.

## **5. What is the policy for vehicle use?**

The current DOC operating procedures for motor vehicles can be found in the [Personal Property Management Manual](#).

## **6. Am I responsible for fueling the vehicle before I return it?**

Yes, vehicles should be returned with at least half of the tank of fuel, and you will be provided with a fuel card. If you have issues with the Fleet Card or PIN while fueling, please call the 1-800 number located on the back of the fuel card.

## **7. Can Contractors drive these vehicles?**

Contractors are allowed to operate government vehicles if it is specifically stated in the contract and the contractor has a Certificate of Liability on file with the Office of Personal Property and Transportation Management. For more information on Contractor Use of a Government Vehicle, please see [https://www.acquisition.gov/far/part-51#FAR\\_51\\_202](https://www.acquisition.gov/far/part-51#FAR_51_202).