

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

August 29, 2008

GSA BULLETIN FMR B-19  
MOTOR VEHICLE MANAGEMENT

TO: Heads of Federal Agencies

SUBJECT: Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet

1. What is the purpose of this bulletin? This bulletin provides guidance to Executive Branch agencies on increasing the fuel efficiency of their motor vehicle fleet. Agency adherence to, and communication of, this guidance to Federal employees will help agencies increase the fuel efficiency of their motor vehicle fleet, save money on fuel costs, reduce petroleum use, protect the environment, and conserve natural resources. Other Federal entities are encouraged to follow this guidance.
2. What is the effective date of this bulletin? This bulletin is effective on August 29, 2008.
3. When does this bulletin expire? This bulletin will remain in effect until specifically superseded or cancelled.
4. What is the background? Federal agencies are required to obtain fuel efficient vehicles in accordance with Subpart A of Federal Management Regulation (FMR) part 102-34, *Motor Vehicle Management*. The Energy Policy Act requires agencies to acquire alternative fuel vehicles, and Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*, requires agencies to decrease petroleum consumption and increase alternative fuel use. Also, the Energy Independence and Security Act of 2007 sets forth efforts to enhance energy conservation and efficiency.
5. How can agencies increase fuel efficiency in their motor vehicle fleets? Agency Fleet Managers may increase fuel efficiency in their motor vehicle fleet by incorporating the following strategies into their fleet programs:
  - (a) *Driver Awareness*. Fleet Managers should develop and implement a communication plan to ensure that strategies for improving fleet fuel efficiencies are disseminated agency-wide and that all drivers are aware of fuel efficiencies gained by driving more efficiently. The communication plan should include the following:
    - (i) Drive at speeds that conserve fuel. The Environmental Protection Agency (EPA) estimates a 7 to 23 percent improvement in fuel economy by keeping your speed under 60 miles per hour (mph).
    - (ii) Use cruise control, when appropriate, on the highway to maintain a constant speed. Cruise control should not be used in mountainous terrains as it increases fuel usage.

- (iii) Drive safely and responsibly. Accelerating smoothly from a stop and braking softly both conserve fuel. Fast starts and hard braking wastes fuel. This type of driving also wears out car components, such as brakes and tires. Drivers should maintain a safe distance between vehicles to allow more time to brake and accelerate gradually.
- (iv) Avoid idling. Prolonged idling increases emissions and wastes fuel. Drivers must adhere to local ordinances regarding idling vehicles.
- (v) Remove excess weight, such as unnecessary items in the trunk. Carrying extra weight makes the engine work harder thus consuming more fuel. The Department of Energy (DOE) estimates that an extra 100 pounds in the trunk reduces a typical car's fuel economy by 1 to 2 percent.
- (vi) Use public transportation. Whenever possible, use public transportation as your first mode of travel to attend an event or function in an official capacity. Using public transportation increases the fuel efficiency of your fleet, and decreases the operating and maintenance costs.
- (vii) Consolidate trips. Planning ahead to consolidate trips and planning routes carefully will enable you to reduce the number of trips, bypass congested routes, and result in fewer start-ups and less stop-and-go traffic. According to the DOE, several short trips all begun with a cold start use twice as much fuel as a single, longer trip that covers the same distance.

(b) *Proper Maintenance.* Fleet Managers are encouraged to incorporate the following recommendations into preventative maintenance programs and driver inspections:

- (i) Keep your vehicle engines properly tuned. Always check the vehicle Owner's Manual for proper maintenance and follow your agency's internal procedures for obtaining services on your vehicle.
- (ii) Keep tires properly inflated to the recommended tire pressure. Under-inflated tires increase rolling resistance, reduce fuel economy, and cause tires to wear more rapidly.
- (iii) Check and replace air filters regularly. Replacing a clogged air filter protects the engine and may increase your fuel economy.
- (iv) Use the recommended grade of motor oil for your vehicle to increase fuel economy. Also, look for motor oil that says "Energy Conserving" on the API performance symbol to be sure it contains friction-reducing additives.

(c) *Fleet Management.* Fleet Managers are encouraged to coordinate with agency personnel to incorporate the following fuel efficient management strategies to reduce fuel costs:

- (i) Vehicle Allocation Methodologies. Implementing a structured vehicle allocation methodology, as provided in GSA Bulletin FMR B-9, will help ensure that agency fleets are correctly sized in terms of numbers and are comprised of the appropriate types, including energy efficient and neighborhood electric vehicles, to accomplish the agency's mission.
- (ii) Home-to-Work Authorizations. Review your agency's implementation of home-to-work authorizations required to meet your agency's mission. If appropriate,

consider reducing the number of vehicles approved for home-to-work to reduce fuel costs.

- (iii) Vehicle monitoring and diagnostics technology. Where appropriate, implement the use of remote vehicle monitoring and diagnostics technology to improve fuel efficiency and minimize fleet operating costs. Vehicle monitoring systems not only influence driving behavior but also alert Fleet Managers to emerging situations that require immediate intervention, e.g., preventive maintenance.
- (iv) Agency-provided Shuttle Service. Review your agency's use of shuttle service in major metropolitan areas to ensure that equipment used to provide this service is energy efficient, that routes are efficiently planned, and that ridership is sufficient to justify its use. As appropriate, work with other agencies to consolidate shuttle services.
- (v) Telework and Video Conferencing. Encourage the use of telework throughout the agency, and embrace new technologies in lieu of traveling to meetings.

6. Where can I find more information on strategies for increasing fuel efficiency?  
GSA's Office of Governmentwide Policy publishes guidance on managing Federal motor vehicles on the Internet at [www.gsa.gov/vehiclepolicy](http://www.gsa.gov/vehiclepolicy). Information on telework can be found on the Internet at [www.telework.gov](http://www.telework.gov). The DOE and the EPA publish information on fuel economy on the Internet at [www.fueleconomy.gov](http://www.fueleconomy.gov). In addition, you may determine the cleanest and most fuel-efficient vehicles by visiting EPA's Green Vehicle Guide at [www.epa.gov/greenvehicles](http://www.epa.gov/greenvehicles).

7. What should I do as a result of this bulletin? Federal agencies are strongly encouraged to develop an internal agency policy to increase fuel efficiency and to communicate these strategies throughout the agency to the driver level.

8. Who should we contact for further information and/or to direct comments regarding increasing fuel efficiency in Federal motor vehicle fleets?

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Office of Governmentwide Policy  
Office of Travel, Transportation and Asset Management (MT)  
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