

Federal Property Management Regulations

§ 101-6.305

on one shift. Agencies are encouraged to appoint coordinators at facilities with less than 100 full-time employees where such a coordinator can provide significant benefits to the ridesharing program. At a facility occupied by more than one Federal agency, the executive agency having the largest number of employees shall have the lead responsibility for program coordination and implementation for all the Federal agencies at the facility and shall provide the ETC for the facility. Should a smaller agency volunteer to provide the facility ETC, the lead agency may transfer this responsibility to the smaller agency. The Federal facility ETC shall:

(1) Promote ridesharing at the facility by:

(i) Publicizing the name, location, and telephone number of the employee transportation coordinator by using bulletin boards, memoranda, newsletters, etc.;

(ii) Assisting employees in joining or forming carpools or vanpools;

(iii) Aiding employee participation in ridematching programs (Where ridematching programs do not exist, action should be taken to establish them);

(iv) Working closely with the parking management offices to promote ridesharing through preferential parking incentives;

(v) Establishing ridesharing orientation for new and transferring employees at the facility;

(vi) Utilizing ridesharing resources provided by State and local ridesharing agencies and participating in special ridesharing events;

(vii) Publicizing the availability of public transportation;

(viii) Communicating employee transportation needs to local public transportation authorities and other organizations (such as private bus companies) furnishing multipassenger modes of transportation; and

(ix) Establishing ridesharing goals and objectives for the facility.

(2) Prepare a facility report for annual submission to the agencywide coordinator.

(b) *Agencywide employee transportation coordinator.* Agencies shall appoint an

individual to serve as an agencywide ETC. The agencywide ETC shall:

(1) Serve as a point of contact for the agency's facility ETC's;

(2) Serve as a liaison between other agencywide ETC's, State, and local ridesharing agencies and the GSA Central Office;

(3) Assist in the development and implementation of an agencywide ridesharing program; and

(4) Submit promptly any change in the name, address, title, or telephone number of the agencywide ETC to GSA.

§ 101-6.303 Reporting procedures.

(a) The head of each agency shall submit to GSA by June 1 of each year a report which shall include:

(1) The name, address, title, and telephone number of the agencywide ETC;

(2) A narrative on actions taken and barriers encountered in promoting ridesharing within the agency;

(3) Information on any notable facility achievements; and

(4) A copy of instructions issued to the agency's facility ETC's for implementing the Federal Facility Ridesharing Program.

(b) Reports shall be submitted to: Federal Facility Ridesharing Program, General Services Administration (PQ) Washington, DC 20405. The telephone number for the program is FTS 566-0059 (202-566-0059).

(c) Interagency report control number 0258-GSA-AN has been assigned to this report.

[49 FR 20289, May 14, 1984, as amended at 53 FR 27518, July 21, 1988]

§ 101-6.304 Exemptions.

Facilities with less than 100 full-time employees or less than 100 full-time employees on the largest shift are not required to submit an annual report. Agencies shall not subdivide buildings, groups of buildings, or worksites for the purpose of meeting the exemption standards.

§ 101-6.305 Assistance to agencies.

(a) Due to the large number of Federal, State, local and private sector groups involved in the promotion of ridesharing programs, there are various resources available to Federal

§ 101-6.400

agencies interested in technical assistance and promotional materials for use in their ridesharing programs. To aid agencies in identifying these resources, GSA has designated ridesharing coordinators at each of its regional offices. A list of these coordinators and information concerning the national program can be obtained by contacting the office listed in § 101-6.303(b).

(b) Ridesharing management assistance is often available from local ridesharing agencies found in most cities throughout the country. These agencies may be sponsored by State or local governments, public transportation authorities, universities, Chambers of Commerce, Councils of Governments, etc. In addition to providing commuter matching services, these agencies have experience in local ridesharing promotion activities, vanpool and buspool programs, and are familiar with management of commuter disruptions such as transit strikes, bridge closings, as well as air pollution alerts. ETC's are encouraged to use the services of the local ridesharing agencies to the greatest extent possible.

Subpart 101-6.4—Official Use of Government Passenger Carriers Between Residence and Place of Employment

SOURCE: 53 FR 26776, July 15, 1988, unless otherwise noted.

§ 101-6.400 Scope and applicability.

(a) All Federal agencies and entities, as defined in § 101-6.401(a), in the executive, judicial, and legislative branches of the Government are subject to this regulation, with the exception of the Senate, House of Representatives, Architect of the Capitol, and government of the District of Columbia.

(b) This subpart applies to the use of home-to-work transportation for employees on normal duty (non-travel) status performing assigned duties at their place of employment. This subpart does not apply to the use of a Government passenger carrier when the passenger carrier is used in conjunction with official travel to perform temporary duty (TDY) assignments

41 CFR Ch. 101 (7-1-00 Edition)

away from a designated or regular place of employment.

(c) This subpart does not apply to those employees essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties, when those employees have been so designated in writing by the head of a Federal agency. Each Federal agency which uses Government passenger carriers to perform such duties or services should issue guidance concerning the use of home-to-work transportation by its employees.

§ 101-6.401 Definitions.

For purposes of this regulation, the following definitions apply:

(a) *Federal agency* means:

(1) A department (as such term is defined in section 18 of the Act of August 2, 1946 (41 U.S.C. 5a));

(2) An executive department (as such term is defined in 5 U.S.C. 101);

(3) A military department (as such term is defined in 5 U.S.C. 102);

(4) A Government corporation (as such term is defined in 5 U.S.C. 1031);

(5) A Government controlled corporation (as such term is defined in 5 U.S.C. 103(2));

(6) A mixed-ownership Government corporation (as such term is defined in 31 U.S.C. 9101(2));

(7) Any establishment in the executive branch of the Government (including the Executive Office of the President);

(8) Any independent regulatory agency (including an independent regulatory agency specified in 44 U.S.C. 3502(10));

(9) The Smithsonian Institution;

(10) Any nonappropriated fund instrumentality of the United States; and

(11) The United States Postal Service.

(b) *Head of agency* means the highest official of a Federal agency.

(c) *Passenger carrier* means a motor vehicle, aircraft, boat, ship, or other similar means of transportation that is owned or leased (including non-TDY rentals) by the United States Government, or has come into the possession of the Government by other means, including forfeiture or donation.