



GSA Fleet Vehicle Storage Guidance for COVID-19

Updated on April 6, 2020

It is important that additional steps are taken to properly store your vehicle for an extended period of time. We understand that you may have restricted access to your vehicle preventing you from completing these steps. The guidance provided below is for vehicles to which you may have periodic access.

Prior to Vehicle Storage

1. Clean the vehicle. Ensure the undercarriage is thoroughly washed to prevent rust during storage.
2. Fill up the fuel tank.
3. Inflate the tires to the proper air pressure.
4. In fresh air, run the climate control system for at least 5 minutes at the high blower setting.
5. Store in a garage or cover the vehicle, if possible.
6. Do not use the parking brake during storage. Prolonged contact of brake pads and rotors can cause the pads and rotors to fuse together.

Note for E85 and Biodiesel Vehicles: If you plan on storing a bio-fuel vehicle longer than 30 days, consider adding fuel stabilizer to the fuel tank. For E85, an alternative is to top off the fuel tank with regular gasoline.

During Vehicle Storage

Every two weeks drive the vehicle for at least the minimum recommended engine run time as outlined below.

Minimum Engine Run Time:

- Gasoline and Hybrid Vehicles - 15 minutes
- Plug-in Hybrid and Electric Vehicles - 15 minutes
 - For less than 30 days between uses of the vehicle, you may leave your vehicle plugged in for charging.
- E85, Diesel, Bio-Diesel - 30 minutes
 - *If the Diesel Particulate Filter (DPF) warning comes on, you will need to drive the vehicle at highway speeds until the self-cleaning is complete (30 to 45 minutes).



If you are unable to drive the vehicle, then some benefit can be obtained by:

1. Idling the vehicle for the minimum recommended engine run time. Ensuring you shift through all gears, remember that while shifting gears with the engine idling your foot needs to be on the brake.
2. Moving the vehicle at least 25 feet to ensure parts are lubricated.
3. Running the climate control system for at least 5 minutes at the high blower setting.

After Vehicle Storage

Before Driving:

1. Check under the hood, the tail pipe, and fresh air intake vents for debris and rodent nests.
2. Check the tire pressure.
3. Inspect tires for flat spots.
4. Check fluid levels and look for any leaks.
5. Inspect windshield wipers for wear.

First Use of Vehicle:

1. Test the brakes by driving forward and backward about 15 feet.
2. Wash the vehicle. Ensure the undercarriage is thoroughly washed.