OKLAHOMA DEPARTMENT OF CENTRAL SERVICES

FLEET MANAGEMENT

ADMINISTRATIVE RULES OAC 580:35

July 2008

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TITLE 580. DEPARTMENT OF CENTRAL SERVICES
CHAPTER 35. FLEET MANAGEMENT DIVISION

Section

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Appendix A. **Fleet Management Inventory Report [Revoked]**
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580:35-1-1. General Provisions

(a) Purpose. This Chapter provides information and establishes procedures and standards to administer the operations to provide fleet management services to state agencies and oversight to agencies that own, operate and utilize motor vehicles. The Director of Central Services promulgated these rules pursuant to 74 O.S., Section 78 and the Administrative Procedures Act to ensure an adequate fleet of safe, reliable motor vehicles is available to meet the needs of the state.

(b) Definitions. The following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise:

(1) **"Chief administrative officer"** means an individual responsible for directing the administration of a state agency. The term does not mean one or all of the individuals that make policy for a state agency.

(2) **"Class"** means compact car, medium size car, full size car, medium size station wagon, full size station wagon, police car, pickup, truck, SUV, van, bus, aircraft or motorcycle.

(3) **"Department"** means the Department of Central Services.

(4) **"Director"** means the Director of the Department of Central Services.

(5) **"Division"** means the Fleet Management Division within the Department of Central Services.

(6) **"Fleet Manager"** means the administrative head of the Fleet Management Division appointed by the Director.

(7) **"State agency"** means any state board, bureau, commission, department, authority, public trust, interstate commission, the Judiciary, the Legislature, and the Office of the Governor.

(8) **"VIN"** means vehicle identification number.

(c) Forms. The Director shall approve forms and instructions for use by state agencies to facilitate requirements of this chapter. The Department shall provide forms upon request.

(d) Agency authorized signatures. A chief administrative officer shall designate in writing to the Division, the name of any person authorized to sign on behalf of the agency for the purposes of this chapter.

(e) Waivers. The Director may waive any requirement of this chapter unless statutes mandate the requirement.

(1) All requests for waivers shall be in writing and must include justification for the waiver request.

(2) The Department shall respond in writing as to the approval, conditional approval, or denial of a waiver request within fifteen (15) working days of receipt of the request.

[**Source**: Amended at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-2. Vehicle inventory control

(a) **Fleet inventory.** The Division shall maintain a current and complete inventory of all state vehicles compiled from the following:

(1) Each state agency shall maintain a current and complete inventory of the motor vehicles it owns which includes the following information for each vehicle:

(A) Current agency vehicle number.

(i) Agencies that do not have a vehicle numbering system shall develop one for the purposes of this Chapter.

(ii) A state agency shall not change an established vehicle number without prior written authorization of the Fleet Manager.

(B) Make, model, class and year of all vehicles;

(C) Purchase date;

(D) Original cost;

(E) VIN number;

(F) License tag number;

(G) Vehicle location; If the operator is authorized to take the vehicle home [Reference 47 O.S., Section 156.1], the operator's legal name, residence street address and telephone number shall be available upon request.

(H) Designation of "owned", "loaned" or "leased" and the legal name and address of the vendor; and,

(I) Type of fuel used in the vehicle

(2) Each state agency shall submit written notice of the acquisition or disposal of a motor vehicle to the Division no later than fifteen (15) days after said transaction takes place. Notice of the acquisition of a vehicle shall include the information required in (1) of this subsection.

(b) **Vehicle acquisition by a state agency.** All state agencies with authority to own motor vehicles shall submit to the Division a vehicle acquisition request for approval by the Director not less than thirty (30) days prior to the proposed purchase of any vehicle, whether or not exempt from the Oklahoma Central Purchasing Act.

(1) The request for approval shall include a copy of the purchase order or requisition and state the following:

(A) The intended use and justification for the vehicle;

(B) Whether the vehicle is a replacement, addition, etc.

(C) Whether the purpose of the vehicle has changed since the last replacement;

(D) Any options selected over the standard equipped vehicle with justification for the options.

(E) The supplier of the vehicle;

(F) The agency has sufficient funds to acquire and maintain the vehicle; and
(G) The statutory authority of the agency to acquire a vehicle.

(2) **Director consideration.** Within fifteen (15) days of receipt of a state agency request, the Director will review the information and send notice to the agency of the approval or denial of the acquisition.

(3) **Fleet Manager consideration.** The Director may request the Fleet Manager to review and verify information provided in a state agency acquisition request.

(4) **Director notification.** The Director shall provide the state agency written notice of the approval or denial of the acquisition request in the following manner:

(A) Issue a notice of approval indicating the proposed purchase is appropriate; or,
(B) Issue a notice of denial of the proposed purchase; or
(C) Issue a notice of an alternative acquisition recommendation.

(c) **Vehicle disposal.** A vehicle owned by a state agency may be sold or disposed of in the manner authorized by OAC 580:65 and the Surplus Property Act, if:

(1) the vehicle has been in use for sixty thousand (60,000) miles; or
(2) at least twenty-four (24) months have elapsed since the day the purchase claim was approved for payment thereof; or
(3) the vehicle has damage of Two Thousand Five Hundred Dollars ($2,500.00) or more; or
(4) the Fleet Manager has provided written authorization to dispose of the vehicle.

(d) **Vehicle disposal procedure.** All agencies shall notify the Fleet Management Division not less than thirty (30) days prior to the proposed disposal of any state-owned vehicle. The notice shall be in writing and include the following:

(1) Agency vehicle number;
(2) Reason for selling, (age, mileage, or other);
(3) Estimated value of vehicle;
(4) Type of sale (public auction, sealed bid, etc.); and
(5) Proposed date of sale.

(e) **Notification of final disposition.** All agencies shall provide written notice to the Division of the final outcome of sale within fourteen (14) days after disposition, which shall include:

(1) Agency vehicle number
(2) Selling price of vehicle
(3) Any changes in the method of disposal
(4) A list of any vehicle(s) not disposed of.
(5) A completed copy of the inventory report information required by (a)(1) of this section;
(6) Any other information the Division may request to maintain accurate inventory of state vehicles.

[**Source**: Amended at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-3. Vehicle management control

(a) **Agency fleet management policies and procedures.** A state agency shall file a detailed written description of its current fleet management policies and procedures with the Division.

(b) **Agency monthly inventory report.** A state agency shall submit a report of all vehicles it owns monthly to the Division. The report shall be due on the 10th of each month and shall contain information for each vehicle owned representing the month preceding the report, which includes:

(1) Agency name and number;
(2) Vehicle number;
(3) Hours or mileage;
(4) Fuel cost and number of gallons used;
(5) Type of maintenance performed on vehicle specified in the following manner:
(A) "P" - preventive maintenance - internal repair;
(B) "E" - preventive maintenance - outside repair;
(C) "B" - body work - internal repair;
(D) "W" - body work - outside repair;
(E) "M" - mechanical repair - internal repair; or
(F) "R" - mechanical repair - outside repair.
(6) Cost of any repairs listed pursuant to (5) of this subsection.

[**Source**: Amended at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-4. Use of state owned vehicles

(a) **State vehicle driving conditions.** Every driver of a state owned vehicle shall comply with the following conditions:

(1) A state owned vehicle shall not be used for personal transportation to stores, shopping centers, lakes, parks, golf courses, athletic events, etc.
(2) A state owned vehicle shall not be used for hauling a trailer other than a trailer that is state owned or that is rented or leased for official business.
(3) All state traffic rules and regulations shall be observed.
(4) All city ordinances related to traffic, parking, etc. shall be observed.
(5) Safe and courteous driving habits shall be used at all times.

(b) **Prohibited drivers and passengers.** Persons other than state employees shall not be permitted to drive or ride in state owned vehicles, unless authorized by the using agency and then only on official state business.
(c) **Traffic violations.** State-owned vehicles shall not be driven in excess of the speed limit posted by states and municipalities. All traffic violation fines shall be the sole responsibility of the driver involved.

[Source: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-5. Service and rental rates

(a) **Fleet operation funding.** The Division shall fund all operation, repair, insurance, and maintenance expenses for vehicles issued on a rental basis.
(b) **Service rates.** A standard rate shall be set by the Division and charged to each agency renting Division vehicles to recover the costs listed in (a) of this section. A copy of these rates shall be furnished to all agencies upon request.
(c) **Notice of rate change.** If the Director determines it is in the best interest of the State to change the rental rate to ensure the recovery of expenses listed in (a) of this section,

the Director will send written notice to the chief administrative officer of each agency or department of the new rate at least thirty (30) days prior to its effective date.

(d) **Payment due date.** Payment for Division services as authorized by 74 O.S., Section 78c. shall be paid no less than monthly to the Department of Central Services.

(e) **Delinquent accounts.** State agencies that are delinquent sixty (60) days or more with payment to the Department shall be considered in arrears. Written notice of the delinquency and outstanding balance will be sent to the agency chief administrative officer.

(1) Accounts delinquent for more than 90 days shall be subject to suspension by the Director. Suspension of an account bars the agency from use of Division services until payment is received and the account is no longer in arrears.

(2) The Director may waive suspension if it is determined that the suspension will disrupt vital services to the public, cause undue hardship, or is otherwise in the best interest of the agency and/or the state.

(f) **Other agency expenses.** An agency that rents Division vehicles is responsible for and shall pay the Division for any expenses related to the replacement or repair of a rented vehicle when the agency is found to be at fault.

(1) For accidents, "at fault" shall be determined by the results of an investigation by a qualified external organization, e.g. law enforcement, insurance company etc.

(2) An agency shall be considered "at fault" if it is determined that certain conditions contributed to the replacement or repair which include, but are not limited to, the following:

(A) failure to comply with Division preventative maintenance standards established in 580:35-1-10;

(B) operation of a vehicle in unsafe conditions, e.g. continuing to operate a vehicle after a vehicle caution light has engaged;

(C) use of a vehicle inconsistent with the performance of work related activities.

[**Source**: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-6. Daily reservations and monthly assignments

(a) **Advance reservations**. All reservations require prior approval of the Division.

(1) An agency shall submit a verbal or written request for reservation to the Division at least ten (10) working days prior to the beginning date of the reservation. The reservation must be submitted during the Department's business hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding state holidays.

(2) The reservation shall specify the desired class of vehicle and desired date and time period for use of the vehicle. The Division may request additional information as determined necessary to facilitate the reservation.

(3) A request for use of a vehicle for two or more weeks shall be made in writing.

(4) The Division may impose conditions and time limitations pursuant to the rules of this subchapter and state law.

(b) **Prioritization of reservations.** Except as otherwise provided, the Division shall issue approved reservations on a first-come, first-served basis.

(c) **Fleet Management requisition.** A Fleet Management requisition form, signed by the chief administrative officer or designee shall be presented to the Division each time a vehicle is picked up for use by a state agency.

(d) **Cancellations of reservation.** Written notice of cancellation shall be submitted to the Division no less than one (1) working day prior to the reservation date. An agency shall be charged the minimum daily rate for the applicable vehicle class for failure to cancel a reservation prior to the scheduled pick up time.
(e) **Monthly assignments.** A written request for a vehicle to be assigned to an agency on a monthly basis shall be signed by the appointing authority of the agency or designee and include the following information:

(1) Legal name of employee assigned to the vehicle
(2) Address of employee
(3) Employee's work telephone number
(4) Official duty station of employee
(5) Type of work performed by employee
(6) Territory to be covered, and
(7) Approximate miles to be driven per month.
(A) The requesting agency will be advised of the approval or denial for each request.
(B) A new, signed request shall be submitted monthly to the Division between the 25th and the last working day of each month. The request shall include the name of the driver and current mileage of the vehicle.

[**Source**: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-7. Gasoline and oil purchases

(a) **Fuel card purchases.** Gasoline and oil for Division vehicles shall be purchased from authorized fueling locations with the state issued fuel card furnished with each vehicle.

(1) The current vendor of the state fuel card is determined by award of SW Contract 101 "Automated Fuel Management System".
(2) A list of fuel card provider locations by city is provided inside each vehicle.

(b) **Purchases from the Department of Transportation.** Gasoline and oil may also be purchased from Department of Transportation facilities.
(c) **Required fuel for Division vehicles.** Use only regular unleaded fuel in Division vehicles.

[**Source**: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-8. Wrecker service, on-the-road breakdown and repairs

(a) **Division wrecker service.** An agency shall contact the Division whenever towing or a service call is required in or near the Oklahoma City metro area and between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday, excluding holidays.
(b) **Private wrecker service.** An agency shall contact a wrecker service listed in the Fuel/Maintenance locator guide whenever towing or a service call is required outside the Oklahoma City metro area and/or after 4 :30 p.m., on weekends or holidays.

(1) If the locator guide does not list a wrecker service in the area, a local wrecker service may be contacted and expenses charged to the Division in accordance with 580:35-1-9.
(2) An agency shall notify the Division of the use of a private wrecker service on the following workday.

(3) The driver shall be reimbursed for towing expenses if a private wrecker service refuses to invoice the Division.

(c) **Driver negligence.** The Division shall not be responsible for towing and/or service calls required because of driver negligence and related expenses shall not be reimbursed. (See also 580:35-1-5(f).]

(d) **Vehicle breakdown.** In the event of an on-the-road breakdown, contact the Division immediately. If it is impossible to contact the Division, proceed as follows:

(1) If the vehicle is operable, drive it to the nearest maintenance location listed in the locator guide provided with the vehicle

(2) If the vehicle is inoperable, contact a wrecker service following the procedure in subsection (b) of this section and have the vehicle towed to a garage or dealership listed in the locator guide. If there are no locations available, call a local dealership or garage to have the vehicle towed in.

(e) **Authorization of repairs.** Contact the Division as soon as possible to report the status and location of the vehicle. All repairs to a vehicle require prior authorization from the Division. An agency shall be responsible for payment of any unauthorized repairs.

[**Source**: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-9. Other credit and cash purchases

(a) **Invoices.** All invoices or sales slips for expenses approved by the Division shall be billed to the Division. An invoice must contain the following:

(1) Vendor's legal name, street and mailing address and telephone number;

(2) Date of purchase;

(3) Vehicle number;

(4) Quantity and cost of each item used, labor time and charge;

(5) Division purchase order number;

(6) Driver's signature; and

(7) No state sales tax shall be charged.

(b) **Cash purchases.** In an emergency situation where a charge to the state is not possible, the Division will reimburse the driver for all reasonable charges incurred provided:

(1) The information in subsection (a) of this section is included on the invoice; and

(2) All copies of sales receipts and invoices are submitted to the Division immediately upon receipt.

(c) **Invoices to other agencies.** The Division is not responsible for payment of invoices charged to any other agency.

[**Source**: Added at 20 Ok Reg 2539, eff 7-11-03]

580:35-1-10. Care and maintenance of vehicles

(a) **Vehicle maintenance schedule.** A state agency and each driver employed by said agency shall assume the responsibility for proper maintenance of any state-owned vehicle in its possession, according to the following maintenance schedule:

(1) 5,000 vehicle miles: "A" maintenance service due;

(2) 10,000 vehicle miles: "A" maintenance service due;

(3) 15,000 vehicle miles: "A" maintenance service due;

(4) 20,000 vehicle miles: "B" maintenance service due;
(5) 25,000 vehicle miles: "A" maintenance service due;
(6) 30,000 vehicle miles: "A" maintenance service due;
(7) 35,000 vehicle miles: "A" maintenance service due;
(8) 40,000 vehicle miles: "B" maintenance service due;
(9) 45,000 vehicle miles: "A" maintenance service due;
(10) 50,000 vehicle miles: "C" maintenance service due;
(11) 55,000 vehicle miles: "A" maintenance service due;
(12) 60,000 vehicle miles: "B" maintenance service due;
(13) 65,000 vehicle miles: "A" maintenance service due;
(14) 70,000 vehicle miles: "A" maintenance service due;
(15) 75,000 vehicle miles: "A" maintenance service due;
(16) 80,000 vehicle miles: "B" maintenance service due;
(17) 85,000 vehicle miles: "A" maintenance service due;
(18) 90,000 vehicle miles: "A" maintenance service due;
(19) 95,000 vehicle miles: "A" maintenance service due;
(20) 100,000 vehicle miles: "C" maintenance service due.

(b) If the vehicle is stationed in or near the Oklahoma City metro area, service shall be performed by the Division.

(c) If the vehicle is stationed outside the Oklahoma City metro area, all "A" and "B" maintenance shall be obtained from a local vendor as follows:

(1) Check the Fuel/Maintenance locator guide for a location willing to accept the current state fuel card provided with the vehicle. If such a facility is unavailable, contact a local dealership or garage.
(2) Obtain a garage estimate for the service to be performed prior to commencement of work.
(3) Authorization by the Division shall be obtained prior to commencement of the work.
(4) All invoices shall be mailed to the Division.

(d) **"A" maintenance requirements.** "A" maintenance includes the following:

(1) Change oil and filter;
(2) Chassis lubrication;
(3) Check all fluid levels, which include:
    (A) Power steering;
    (B) Master cylinder;
    (C) Transmission fluid;
    (D) Windshield washer;
    (E) Battery; and
    (F) Radiator coolant.
(4) Check tire condition and pressure;
    (A) Rotate and balance (if necessary); and,
    (B) Check spare.
(5) Check for proper operation of the following:
    (A) Windshield wiper and washer;
    (B) All lights and reflectors;
    (C) Horn;

(D) Heater and air conditioner;
(E) Emergency brake;
(F) Radio; and
(6) Check for fluid leaks.

(e) **"B" maintenance requirements.** "B" maintenance includes the items listed in "A" maintenance plus the following:
(1) Air and fuel filters, check and replace, if necessary;
(A) Replace p.c.v. valve; and,
(B) Clean and protect battery terminal ends.
(2) Clean engine;
(3) Check brakes;
(4) Check shocks;
(5) Check front wheel bearing on rear drive vehicles; and,
(6) Check drive axle boots on front drive vehicles.

(f) **"C" maintenance requirements.** "C" maintenance includes all of the items listed in "A" maintenance plus the following:
(1) Complete detail clean; and
(2) Replace all belts and hoses (do not replace hoses if vehicle has extended life coolant);
(3) Service transmission.
;

[**Source:** Added at 20 Ok Reg 2539, eff 7-11-03; Amended at 25 Ok Reg 2583, eff 7-11-08]