



CAM - FLEET MANAGEMENT DEPARTMENT

POLICY V001: *Owning Agencies Vehicle Management*

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1. AGENCY FLEET CONFIGURATION

Items shall be completed in the stated order **before** the vehicle is placed in service:

1.1. Fleet Administrator:

- 1.1.1. An agency must assign one person within an agency to oversee an agency's fleet, i.e. to comply with laws, rules and policies, carry out the reporting, manage maintenance, etc.
- 1.1.2. Provide contact information of an agency's fleet administrator to Fleet Management Department (FMD). Agency's fleet administrator will be added to FMD's distribution list through which FMD communicates various updates throughout the year. Owning agencies are part of the Motor Vehicle Advisory Council ([MVAC](#)) to which agency's fleet administrator is invited.

1.2. Fleet Policy: An agency must develop and file with FMD an agency fleet policy. The policy should include, but is not limited to:

- 1.2.1. Vehicle numbering – an agency must establish a vehicle numbering system and submit it to Fleet Management for approval.

Note: A vehicle's number shall not be reused to another vehicle.

- 1.2.2. Vehicle logs and reporting (see: [DCAM-FORM-FM-020 – State of Oklahoma Vehicle Log](#)).
- 1.2.3. Maintenance schedule (see: [DCAM-PROCESS-FM-G001 – Preventive Maintenance Services for State-Owned Vehicles](#)).
- 1.2.4. Driver responsibility (see: [DCAM-FORM-FM-015C – Driver Responsibility Certification](#) for drivers of FMD vehicles; [DCAM-FORM-FM-015CO – Driver Responsibility Certification](#) for drivers of an agency-owned vehicles).
- 1.2.5. Commuting (see: [DCAM-FORM-FM-022 – Authorization for Commuting in State Vehicle](#)).
- 1.2.6. Accidents (see: [DCAM-PROCESS-FM-A002 – Accidents and Incidents](#)).
- 1.2.7. Mileage Reimbursement and use of the Trip Optimizer.



2. VEHICLE ACQUISITION

Vehicle acquisitions shall be completed in the following order:

2.1. Confirm agency statutory authority to acquire vehicles.

2.2. Parameters of vehicle acquisition:

2.2.1. Right type: Acquire the right class/type of a vehicle, i.e. minivan instead of SUV for multiple passenger paved road travel.

2.2.2. Right size: Acquire the smallest size of the vehicle, i.e. compact sedan instead of full size for travel of only one or two passengers.

2.2.3. Sustainability: Acquire alternative fuels vehicle, if reasonable access to fill stations.

Note: As a first priority, agencies must acquire CNG vehicles, then FFV (flex fuel vehicles / E-85), lastly gasoline or diesel – see 5.1.1.

2.2.4. Unless a vehicle is available on a dealer's lot, assume up to 10 weeks' delivery time.

2.3. Source of acquisition:

2.3.1. Purchasing new: Identify the desired vehicle on the mandatory Statewide Contract, Vehicle Purchase (SW035 – see [SW listing](#)).

2.3.2. Purchasing used: Unless an agency intends to acquire a vehicle already owned by the state, i.e. through State Surplus, procurement procedures apply (agencies have to follow acquisition process same way as for any other item observing applicable purchasing statutes, rules, policies and procedures).

2.3.3. Donation (gift) to an agency ([60 O. S. § 381 et seq.](#)):

2.3.3.1. Unless an agency has specific authority to receive gifts, all gifts have to be accepted by the governor.

2.3.3.2. The donor must submit a letter to the governor stating the wish to donate a vehicle (year, make, model, VIN, odometer and estimated value) to an agency.

2.3.3.3. The governor makes a decision regarding the gift.

2.3.3.4. Upon the governor's approval, OMES issues a receipt for the gift and will communicate with the agency upon process completion.

2.3.3.5. The donor can then deliver the vehicle and sign over title to the state.

2.4. Make a requisition.

2.5. Submit the Vehicle Acquisition Request to FMD prior to a purchase of 10,000 pounds or less of gross vehicle weight ([47 O. S. § 156.3](#)) using [DCAM-FORM-FM-016 – Vehicle Acquisition](#) with supporting documentation to mfr@omes.ok.gov.

Note: Electronically submitted forms via email with digital signatures are preferred as they allow for faster processing.

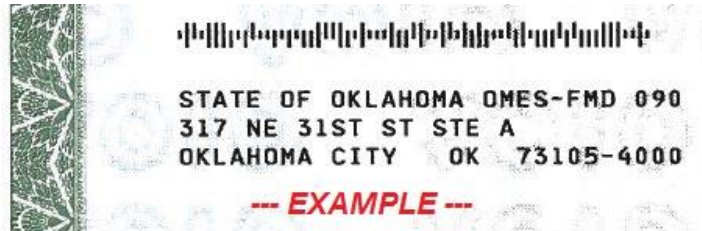
3. VEHICLE IN-SERVICE

Mandatory items shall be completed in the stated order **before** the vehicle is placed in service:

- 3.1. Registration: The vehicle must be titled with the Oklahoma Tax Commission; the vehicle must be titled according to the following format:

3.1.1. First line: State of Oklahoma, agency number and name

3.1.2. Second line: Agency address.



3.1.3. To get vehicle tags, call 405-521-2303 or 405-522-0372 (see also 6.3.1).

- 3.2. Vehicle Markings:

3.2.1. An agency must adhere to the vehicle markings standards ([47 O. S. § 151](#)), and

3.2.2. FMD can apply the appropriate markings for a fee.



Note: Vehicles shall not bear dealer's or vendor's decals, or employee's personal front bumper license plates, emblems, stickers, mascots or decorations.

- 3.3. State Inventory: Upon delivery of the vehicles, [DCAM-FORM-FM-017 – Vehicle Inventory Data Sheet](#) must be submitted to mfr@omes.ok.gov.
- 3.4. Fleet Card (mandatory [SW101](#)):
- 3.4.1. Agency needs to establish a fleet card account by contacting the vendor.
- 3.4.2. Federal excise tax exemption – FMD highly recommends that an agency place Level 3 restrictions on fleet cards for the reasons listed in Sections 3.3, 3.4 and 3.8 of Fleet Card Process, [DCAM-PROCESS-FM-F001 – Fleet Card](#), (the policy applies to FMD-leased vehicles, but these sections provide universal guidance).
- 3.4.3. Sales tax exemption – See section 4 of Fleet Card Process, [DCAM-PROCESS-FM-F001 – Fleet Card](#) (NOTE: Download, print and place a copy of the exemption letter in the glove box – <https://www.ok.gov/DCS/documents/FMD-OTC-FuelCardExemptionLetter.pdf>).



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- 3.4.4. A driver must have a Personal Identification Number (PIN) issued. Any PIN already issued to an employee should be assigned to the fleet card account along with his/her associated EMPLID. Whenever a new PIN is issued, it should be communicated to Fleet Management to be added to the master PIN list.

Note: Each fleet card account with the statewide vendor has an allotted batch of PINs. Agencies must assign PINs within their accounts. Then, and only then, a created PIN must be reported to Fleet Management along with a driver's name and state ID.

3.5. Insurance:

- 3.5.1. Liability coverage: All state agencies must acquire personal liability coverage through [Risk Management for their employees](#). However, this does not cover vehicle-related liability, so motor vehicle liability is required.
- 3.5.2. Motor vehicle liability: Required for state drivers (state employees driving state-owned, leased or rented, and personal vehicles), can be acquired through [Risk Management](#).
- 3.5.3. Physical damage coverage (non-mandatory, but recommended): If elected, the coverage must be acquired from [Risk Management](#).
- 3.5.4. More about insurance – see [FMD FAQs](#).

3.6. Road Assistance and Vehicle Location (non-mandatory): Elective service through FMD.

4. MAINTENANCE AND PARTS

Agencies must utilize the fleet card to pay for vehicle-related purchases such as service, parts and accessories, car wash and towing. There are three options for vehicle-related purchases:

- 4.1. Utilize [FMD Service Facility](#) (405-521-2204, fmd.service@omes.ok.gov).
- 4.2. Utilize providers through statewide contracts:
- 4.2.1. Non-mandatory vehicle maintenance ([SW767](#)).
- 4.2.2. Non-mandatory automotive parts ([SW307](#)).
- 4.3. For purchases not available through FM and statewide contracts, use of the fleet card is allowed:
- 4.3.1. Within parameters stated in [SW101](#), and
- 4.3.2. Within parameters stated in the Central Purchasing Act, and an agency's internal procurement procedures, and
- 4.3.3. Where retail vendor accepts the fleet card.



5. REPORTING

All State of Oklahoma agencies and entities (including higher education) must fulfill and comply with the state and US vehicle reporting requirements (see [FM Vehicle-Owning Agencies](#) for details).

5.1. Federal Reporting – Compliance with

5.1.1. [Energy Policy Act \(EPAAct\)](#), Acquiring Alternative Fuel Vehicles for Standard Compliance.

5.1.2. [EIA-886](#), Annual Survey of Alternative Fueled Vehicles.

5.2. State Reporting – Vehicle utilization and maintenance cost must be tracked.

5.2.1. Contact FMD for a template.

5.2.2. Update and submit report monthly by the 10th day of each month to: mfr@omes.ok.gov.

6. DISPOSAL

Vehicle disposal shall be completed using the following criteria and process:

6.1. Minimum criteria for the vehicle disposal:

6.1.1. Agency owned the vehicle for at least 24 months, or

6.1.2. Agency utilized the vehicle at least 60,000 miles, or

6.1.3. If repairs of the vehicle exceed \$2,500.

6.2. In order to dispose of a vehicle, [DCAM-FORM-SS-001 – Surplus Property Transfer](#) must be submitted to vehicle.surplus@omes.ok.gov for FMD approval and agency fleet inventory update.

6.3. State vehicles delivered to sale must:

6.3.1. Have state tags removed.

Note: Confidential tags must be unregistered with the Oklahoma Tax Commission (see 3.1.3).

6.3.2. Have agency decals and any program related stickers and emblems removed.

6.4. Upon sale, state vehicles must:

6.4.1. Have fleet card cancelled.

6.4.2. Be removed from the Risk Management physical damage coverage (if policy exists).

6.4.3. Have inventory status updated with Fleet Management and other applicable systems.