

## 1. OVERVIEW

This process provides instructions for agencies on how to request a monthly lease vehicle from the OMES Fleet Management and includes the lease conditions.

## 2. HOW TO REQUEST A VEHICLE

### 2.1. Vehicle Availability

#### 2.1.1. Inquire about vehicle availability at:

2.1.1.1. Email (preferred): [fmd.lease@omes.ok.gov](mailto:fmd.lease@omes.ok.gov)

2.1.1.2. Phone: (405) 522-1204

Fax: (405) 525-2682

#### 2.1.1.3. Address:

317 N.E. 31<sup>st</sup> Street, Suite A  
Oklahoma City, OK 73105-4003

#### 2.1.2. Provide the following information:

2.1.2.1. Vehicle category desired, i.e. sedan, van, truck, SUV;

2.1.2.2. Desired vehicle delivery time;

2.1.2.3. Specify if the vehicle is an addition to the fleet or replacement of a current vehicle;

2.1.2.4. Expected usage, either based on the actual usage of a vehicle replaced, mileage reimbursement, or (if neither), estimate of anticipated monthly or annual miles to be driven.

### 2.2. Request

2.2.1. Complete Request for Monthly Lease ([OMES Form FM 015M](#))

2.2.2. 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;

2.2.3. Submit the form electronically (email preferred), or in person to OMES Fleet Management at the time of or prior to vehicle pick up.

## 3. LEASE CONDITIONS

### 3.1. Agreement

Any agency leasing a vehicle from OMES Fleet Management agrees to the following:

3.1.1. Agency shall keep vehicle in good operating condition during its use and maintained in accordance with the established [Fleet Management Preventative Maintenance Schedule](#);

3.1.2. Agency shall report to OMES Fleet Management any and all defects during the lease period and upon vehicle return;

3.1.3. Agency shall make prompt payment for all Fleet Management invoices associated with this lease and use of the vehicle ([OAC: 260:75-1-5\(e\)](#), and section 7.2.3.3. of [OMES Policy FM F001](#));

3.1.4. Agency shall ensure any authorized driver is thoroughly instructed about compliance with the terms stated in the Driver Responsibility Certification ([OMES Form FM 015C](#));

POLICY L001: ***Monthly Lease***

3.1.5. Agency will comply with all reporting requirements.  
([OMES Policy FM G002](#) and [OMES Policy FM L002](#));

3.1.6. Agency will comply with all OMES Fleet Management Statutes, Rules and Policies and Processes.

3.2. [Lease Rate Coverage](#)

3.2.1. Maintenance

3.2.2. Insurance - Vehicle Physical Damage (Liability is provided by agency standard liability coverage through Risk Management)

3.2.3. Road Assistance and GPS

3.3. Additional Requirements

The lease rate does NOT include the fuel cost. However, each vehicle is equipped with a Fleet Card. See Section 3.4. below.

3.4. Fleet Card

Each driver is required to use a Fleet Card for:

3.4.1. Fuel, per [OMES Policy FM F001](#);

3.4.2. Maintenance, per [OMES Policy FM G001](#);

3.4.3. Road Assistance, per [OMES Policy FM A001](#).

3.5. Road Assistance Card ([OMES Policy FM A001](#))