



DCAM - FLEET MANAGEMENT

PROCESS V001: *Owning Agencies Vehicle Management*

1. VEHICLE ACQUISITION

Vehicle acquisitions shall be completed in the following order:

- 1.1. Confirm agency statutory authority to acquire vehicles.
- 1.2. If purchasing new, identify the desired vehicle on the mandatory Statewide Contract, Vehicle Purchase ([SW035](#)); parameters of vehicle acquisition:
 - 1.2.1. Right type: acquire the right class/type of a vehicle, i.e. minivan instead of SUV for paved road travel only of multiple passengers
 - 1.2.2. Right size: acquire the smallest size of the vehicle, i.e. compact sedan instead of full size for travel of one or two passengers travel only
 - 1.2.3. Sustainability:
 - 1.2.3.1. Acquire alternative fuels vehicle (i.e. CNG), if reasonable access to fill stations
- 1.3. Unless a vehicle is available on a dealer's lot, assume up to 10 weeks delivery time.
- 1.4. Make a Requisition
- 1.5. Submit the Vehicle Acquisition Request to Fleet Management Division (FMD) prior the purchase 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.

2. AGENCY SET UP

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

2.1. Fleet Administrator:

- 2.1.1. 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.
- 2.1.2. Provide contact information of an agency's Fleet Administrator to FMD. Fleet Administrator is invited. 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.

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

- 2.2.1. Vehicle numbering - an agency must establish a vehicle numbering system and submit it to Fleet Management for approval.
- 2.2.2. Vehicle logs and reporting (see: [DCAM-FORM-FM-020](#) - State of Oklahoma Vehicle Log)
- 2.2.3. Maintenance schedule (see: [DCAM-PROCESS-FM-G001 - Preventive Maintenance Services for State-Owned Vehicles](#))
- 2.2.4. Driver responsibility (see: [DCAM-FORM-FM-015C - Driver Responsibility Certification](#))
- 2.2.5. Commuting (see: [DCAM-FORM-FM-022](#) - Authorization for Commuting in State Vehicle)
- 2.2.6. Accidents (see: [DCAM-PROCESS-FM-A002 - Accidents and Incidents](#))
- 2.2.7. Mileage Reimbursement and use of the Trip Optimizer



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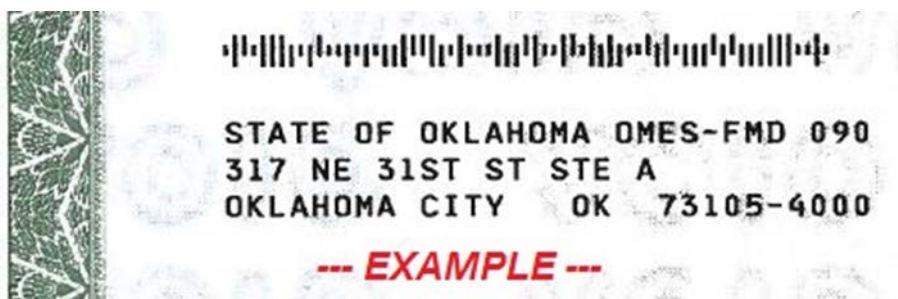
3. VEHICLE SET UP

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

3.1.2. Second Line: Agency number and agency name



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.



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 & 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 - <http://www.tax.ok.gov/publicat/fuelcard.pdf>)

3.4.4. Drivers must have the Personal Identification Numbers (PIN) issued. Any PIN already issued to employees should be assigned to the Fleet Card account along with their associated



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EMPLID's. Whenever any new PIN's 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 allotted batch of PINs. Agencies must assign PINs within their accounts. Then and only then created PINs 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 employees have liability coverage provided by [Risk Management](#),
Note: liability insurance applies only to the extent the employee is in the scope of employment,

3.5.2. Physical Damage Coverage (non-mandatory but recommended): if elected, the coverage must be acquired from [Risk Management](#).

3.6. Road Assistance and Vehicle Location (non-mandatory):

3.6.1. Devices may be acquired through mandatory Statewide Contract, AVL Devices ([SW799](#)) and installed by an agency, or

3.6.2. FMD can provide and install AVL devices for a fee.

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), or

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 FMD 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 FMD [page](#) for details)

5.1. Federal Reporting – Compliance with

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

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 a vehicle, [DCAM-FORM-SS-001 - Surplus Property Transfer](#) must be submitted to vehicle.surplus@omes.ok.gov for FMD approval.