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Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Fleet Management

I. Allocation and Acquisition of Vehicles

A. Vehicle Allocation

The chief financial officer will maintain a master inventory of automobiles, pick-ups, vans, trucks, and buses assigned to each facility/district/unit of the agency (Fleet Management Rule 580:35-1-2). Motorized equipment such as tractors and road graders are not covered under this procedure.

Agency vehicles are allocated to facilities/districts/units based on operational need as determined by the director and/or executive staff.

B. Acquisition of Vehicles

Vehicles will be obtained by the appropriate method as described in [OP-120103](#) entitled "Acquisitions and Dispositions." An Office of Management and Enterprise Services (OMES), Division of Capital Assets Management (DCAM) form ([DCAM/FLEET MGMT FORM 016](#)) entitled "Vehicle Acquisition Request" must be completed by the facility/district/unit requesting the vehicle and sent with the requisition to the Contract and Acquisitions Unit who will submit the [DCAM/FLEET MGMT FORM 016](#) to the DCAM Fleet Management Department for prior approval. When approved, the purchase order will be executed by the Contracts and Acquisitions Unit.

In addition to the specifics about the vehicle, The "Vehicle Acquisition Request" must include:

1. The statutory authority for the agency to acquire vehicles (47 O.S. §156 A.);
2. A list of any options requested above the standard equipped vehicle with justification for the options;
3. The intended use and justification for the vehicle;
4. Indication of whether or not the vehicle is available on the statewide contract for compressed natural gas (CNG) vehicles;
5. Whether the agency intends to acquire a CNG vehicle, and if not, is the request seeking to acquire other Alternative Fuel Vehicle i.e, E-85, LPG to meet EPA Act Standards for state fleets and if not, justify why.
6. Whether the vehicle will replace an existing vehicle or is an expansion to the fleet. Information on the vehicle being replaced must be provided;
7. Whether the purpose of the vehicle has changed since the last replacement;
8. The supplier of the vehicle; and
9. A statement that the agency has sufficient funds to acquire and maintain the vehicle.

II. Vehicle Receipt and Identification

A. Delivery of Vehicle

Vehicles delivered to the facility/district/unit will be received by employees with direct knowledge of the ordered specifications. Before the vehicle is accepted, the receiver will:

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1. Inspect the Vehicle Identification Number (VIN) to insure all documentation matches the vehicle;
2. Inspect the vehicle for all options requested when ordered;
3. Inspect the vehicle for any obvious damage;
4. Obtain the detailed invoice or shipping order;
5. Receive an accurate odometer statement; and
6. Receive the original Certificate of Origin.

B. Fuel Cards

Fuel cards must be ordered and received before a vehicle is put into operation. Fuel cards are specific to each vehicle and will be used only for expenditures related directly to that vehicle.

Fuel cards are ordered via the online Comdata portal (www.iconnectdata.com) using login information provided to each business office. This process will be followed when requesting fuel cards:

1. Select "Unit" as the vehicle type;
2. Use "131" in the additional information field; and
3. In the vehicle identification field, use the last six digits of the vehicle identification number (VIN).

C. Insurance

All state owned vehicles are insured through the State of Oklahoma Certificate of Self Insurability Vehicle Liability. (74 O.S. 85.58A) (2-CO-1B-11, 4-4041, 4-4198, 4-ACRS-1B-04, 4-APPFS-3D-27) A copy of the Certificate of Liability will be permanently placed in each vehicle.

D. Titles and Tags

All titles for vehicles owned by the agency will be titled in the name of "State of Oklahoma 131-DOC" and maintained by the Finance and Accounting Unit. The agency fleet manager will facilitate the acquisition of titles and will issue state license plates.

1. New Vehicles

Within ten working days of delivery of the vehicle, the receiving unit will provide the agency fleet manager with:

- a. The certificate of origin;

- b. A completed "Application for Oklahoma Certificate of Title for a Vehicle" (<http://www.tax.ok.gov/mvforms/701-6.pdf>);
- c. The odometer statement;
- d. A copy of the vehicle invoice; and
- e. The unit's purchase card purchase order number with the unit's department number and class funding. The agency fleet manager will use a purchase card for the title fee and appropriate waste tire fee (per tire). Title fees and waste tire fees are outlined on the Oklahoma Tax Commission's (OTC) website under Motor Vehicle /Fees at:

(<http://www.tax.ok.gov/motvehfees.html>).

2. Used Vehicles

The title will be provided to the agency fleet manager when received by the facility/district/unit along with the unit's purchase card purchase order number and funding.

3. Confidential License Tag

The director must approve all requests for confidential license tags. If the confidential license tag is removed from the original vehicle or the vehicle is reassigned, the Finance and Accounting Unit will be notified within five working days. Upon receipt of notification, this information will be forwarded to the Oklahoma Tax Commission.

4. State Government License Tags

- a. Upon receipt of documents required to obtain a valid title, the agency fleet manager will issue a state license plate to be attached to the vehicle. The tag will be sent to the facility/district/unit by intra-agency mail. A vehicle may be operated with a dealer issued paper tag for up to 30 days after vehicle delivery.
- b. If a permanent tag requires replacement because it is damaged and is no longer legible, the agency fleet manager will be contacted to have the tag replaced.

5. Division of Capital Assets Management (DCAM) Reporting

The agency fleet manager will complete [DCAM/FLEET FORM 017](#) entitled "Fleet Inventory Data Sheet" to add a vehicle to the state fleet system.

E. Vehicle Control Numbers

Vehicle control numbers will be issued by the agency fleet manager when the state government tag is issued. When received, the vehicle control number decals are placed on the back bumper on the left side. The number issued will remain with the vehicle until it is sold or destroyed.

F. Inventory

It is the responsibility of the inventory control officer, as assigned by each facility/district/unit, to place newly acquired vehicles on the agency inventory per [OP-120801](#) entitled "Property Inventory Control."

G. Identification of Vehicle

1. State Identification

"State of Oklahoma" in three inch letters, followed by "Department of Corrections" in two inch letters, will be applied by decal or painted in contrasting colors on each side of all agency owned vehicles and will be clearly visible and distinguishable. Vehicles assigned as defined in Section III. item A., vehicles used by probation and parole and other administrative vehicles, as authorized in writing by the director, are exempt.

2. Emergency Response

Any vehicle, except those assigned to the Office of Inspector General, used in the apprehension of an offender or responding to an emergency will be marked identifying the responding facility and vehicle.

a. The identifying marks will be placed on the roof of each vehicle to assist with law enforcement air surveillance. For example, the vehicle is identified as MB01. "MB" identifies the vehicle assigned to Mabel Bassett Correctional Center and "01" indicates emergency vehicle one. Subsequent numbers will identify additional emergency response vehicles at each facility.

b. Vehicle decal lettering/numbering will be 20" high by 12" wide with a 4" width, i.e., each stroke to make a letter/number will be 4" wide. "Facility Identification for Emergency Response Vehicles" ([Attachment B](#), attached) provides codes and letter/numbering dimensions.

III. Use of Agency Vehicles

No state vehicle, owned or leased, may be used for any unauthorized travel or non-DOC business reasons with the exception of commuting use as authorized by law and this procedure. Nothing in this procedure is intended to prohibit employees from using state vehicles for authorized business purposes and in the performance of assigned duties and responsibilities.

A. Commuting in State-Owned Vehicles (47 O.S. § 156.1)

It is unlawful to ride to or from an employee's place of residence in a state-owned/leased vehicle unless in the performance of the employee's official duties except as provided in law and this procedure.

1. Governor Authorization (47 O.S. § 156.1.A)

Essential employees, approved by the Governor, may drive to or from their residences in state-owned/leased vehicles.

2. Emergency Response Authorization (47 O.S. § 156.1B)

a. The director may authorize an employee to use a state-owned/leased vehicle to drive between the assigned place of employment and residence if:

- (1) The employee regularly uses the state vehicle to respond to emergencies after normal working hours and the round trip distance does not exceed 75 miles; or
- (2) The employee's residence and assigned place of employment are within the same county.

b. The employee applying for use of a vehicle under this section must:

- (1) Not be otherwise compensated for the additional work hours; and
- (2) Submit to the director, or the director's designee, through the chain of command, three months' documentation verifying the dates and times the employee reported back to work in response to an emergency after normal working hours utilizing the "Request for Authorization to Use State Vehicle for Emergency Response" form ([Attachment C](#), attached).

c. The director or designee will approve or deny the "Request for Authorization to Use State Vehicle For Emergency Response" by completing [Attachment C](#). All completed request forms will be maintained in the director's or designee's office with copies

forwarded to the facility/district/unit for placement in the employee's personnel file and to the central Human Resource and Payroll Units.

- d. An employee approved to commute for emergency responses must submit a "Monthly Emergency Response Log" ([Attachment D](#), attached) through the chain of command, to the chief administrator of Business Services by the 5th working day of each month.
- e. The director or designee will review the logs monthly and may rescind authorization as appropriate by marking the appropriate box in the "Monthly Emergency Response Log" ([Attachment D](#), attached). Written notification that authorization has been rescinded will be provided to the employee through the facility/district/unit using the "Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded" memorandum ([Attachment G](#), attached), with a copy placed in the employee's personnel file, a copy maintained in the director's or designee's office, and a copy forwarded to the central Human Resources and Payroll Unit.

3. Temporary Assignment (47 O.S. § 156.1.B)

The director or designee may authorize an employee to drive between the employee's residence and a specific work location, other than the assigned place of employment, for a period not to exceed 60 days if such use results in a monetary savings to the agency.

- a. The facility/district/unit head may request authorization by submitting a description of the temporary assignment project, the justification for the use of the state vehicle and an account of the anticipated savings through the chain of command to the director or designee using a "Request for Temporary Authorization to Use State Vehicle" ([Attachment E](#), attached).
- b. The facility/district/unit head will submit a "Monthly Log of Temporarily Assigned State Vehicles" ([Attachment F](#), attached) through the chain of command to the director's or designee's office by the 5th working day of each month.
- c. Records of the authorizations and logs will be submitted and maintained in accordance with Section III. A. item 2. of this procedure.
- d. The use of state vehicles for temporary assignments is not subject to any distance or area restrictions.

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4. Status Notification

The director will notify the Governor, the President Pro Tempore of the Senate and the Speaker of the House of Representatives, in writing, of the names of the employees or the positions who have been authorized for emergency or temporary commuting use of a state vehicle (47 O.S. § 156.1.C.).

5. Cash Benefit and Income Reporting of State Vehicle Use

The central Human Resources Unit will maintain a list of all jobs held by essential employees approved by the director/designee. Any employee, driver or passenger who uses a state vehicle for transportation to or from his/her residence and work for non-business reasons, derives a non-cash taxable benefit from such use.

- a. This must be reported as taxable income in accordance with the Internal Revenue Service (IRS) regulations and [OP-110120](#) entitled "Procedures for Time/Leave Sheets and Payroll Processing."
- b. Employees who are assigned a state vehicle, but live on the facility grounds of their duty station are exempt from this taxable income requirement.

6. Commuting as Business Use of State Vehicle

Supervisors may authorize employees to keep vehicles overnight on a limited basis when authorized to travel to a work location other than their permanent work location when such action will result in monetary savings to the agency.

B. Business Use of Agency and Private Vehicles (4-ACRS-1B-03)

1. Authorized Drivers

No person is authorized to drive a state vehicle unless in the performance of job related duties and responsibilities or for legitimate business reasons.

- a. Employees/volunteers must be authorized by the appropriate facility/district/unit head.
- b. Offenders may not at any time operate any vehicle that is street legal for the transportation of people or equipment.
- c. No agency employee or volunteer may drive a state vehicle unless in possession of a valid driver's license. Employees or volunteers conducting state business in a privately-owned vehicle must possess a valid driver's license.

2. Trip Logs

Each facility/district/unit is required to maintain a record of vehicle usage for each vehicle. The [DCAM/FLEET MGMT FORM-020](#) entitled "State of Oklahoma Vehicle Log" is provided by the Division of Capital Assets Management (DCAM) as an accepted method of recording trip information.

3. Personal Use

A state owned vehicle cannot be used for personal transportation to stores, shopping centers, lakes, parks, golf courses, athletic events, etc. (Fleet Management Rule 580:35-1-4(a)(1)).

4. Transportation of Passengers

Authorized drivers of state vehicles are prohibited from transporting passengers unless the transportation of the passenger is necessary to the conduct of the agency's business.

5. 15-Passenger Vans

No employee will drive or operate a 15-passenger van until the employee has completed a training course on preventing rollover crashes. An on-line training course is available and may be accessed through the Employee Development page on the agency's website. Documentation of completion will be placed in the employee's training records.

6. Commercial Drivers License

a. Vehicles Carrying 16 or More Passengers

Authorized drivers must possess a valid State of Oklahoma Class C permit or Class C Commercial Driver's License and are subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

b. Vehicles Over 26,000 Pounds

Authorized drivers must possess a valid State of Oklahoma Class B permit or Class B Commercial Driver's License and are subject to drug and alcohol testing in accordance with [OP-110601](#) entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Motor Vehicles."

7. Alcohol/Drugs

No employee will drive, operate, or be in actual physical control of a state vehicle with any amount of illegal or intoxicating substance in his/her system and as prohibited by the agency's drug free workplace program, in accordance with [P-110300](#) entitled "Drug Free Workplace Program."

No employee may use, possess, or transport any illegal or intoxicating substance in a state vehicle.

8. Cell Phone Use

- a. Drivers of state vehicles or employees conducting state business in a personal vehicle are prohibited from using hand-held cell phones and must exit traffic and park the vehicle in a safe location before engaging in any type of cell phone use.
- b. Employees are prohibited from engaging in text messaging or texting when:
 - (1) Driving government vehicles;
 - (2) Driving private vehicles on government business; or
 - (3) Using other electronic equipment supplied by the state while driving.
- c. Definitions
 - (1) "Text Messaging" or "Texting" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.
 - (2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.
- d. Incidents of cell phone use as described above may be disciplined within the full range of sanctions as outlined in [OP-110415](#) entitled "Progressive Disciplinary Procedures."

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- e. Employees are also encouraged to voluntarily comply with the state's text messaging/texting policy while off duty.

9. Funeral Attendance

Employees designated as the agency's representatives may use a state vehicle to attend an employee's funeral or the funeral of an employee's immediate family member, make condolence calls, provide visitation at home or treatment facility, or to attend events commemorating or celebrating an employee's service or achievements during normal working hours with a supervisor's written approval as required by [OP-110355](#) entitled "Procedures for Employee Attendance and Leave."

C. Fuel Cards

The "Comdata" fuel card provides the ability to purchase fuel at a reduced cost, pay for emergency repairs, and provide general maintenance for the agency fleet.

1. Every vehicle will have its own fuel card assigned and it will be used only for expenditures pertaining directly to that vehicle. Use of a single card to purchase fuel, repairs, or maintenance for multiple vehicles is prohibited.
2. Although the fuel card may be used at any location accepting a credit card, it is preferred that fuel be obtained at stations classified as "Level 3" fuel stations. A list of these stations can be found at http://www.ok.gov/DCS/Fleet_Management/index.html. Purchasing from these vendors provide the agency with reduced cost and enhanced card security.
3. When using the fuel card to purchase fuel, employees will be prompted for an accurate mileage reading to be entered at the time of fueling.
4. General maintenance such as oil changes, tire rotations, etc. can be paid by using the "Comdata" fuel card for that specific vehicle.
5. The fuel card may be used for emergency repairs in cases where employees are stranded, or may become stranded, if the repairs are not made.
6. All receipts will be maintained by the facilities/districts/units and compared to billed charges each month to ensure proper and lawful usage of the fuel cards.

D. Maintenance and Repair (4-ACRS-1B-01M, 4-ACRS-1B-02, 4-APPFS-3H-01, 4-APPFS-3H-02)

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1. All agency vehicles are subject to regular inspections in accordance with [OP-130107](#) entitled “Standards for Inspections.”
2. All vehicles used on public roads will be in good repair and maintained according to the maintenance schedule outlined in the DCS Fleet Management Administrative Rule OAC 580:35: (https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=7461).
3. Any maintenance issues are completed as necessary and vehicles are not used until the repairs are made.

E. Accidents in State Vehicles

Any authorized driver of a state vehicle who is involved in a vehicle accident while operating a state-owned/leased vehicle will report the accident to the facility/district/unit head no later than the next working day. The facility/district/unit head will forward a copy of all accident reports to the agency’s Risk Management coordinator and to the Safety Administration Unit.

1. Employees will cooperate in the investigation of vehicle accidents and in the defense of any action arising from such accident.
2. Accident reports will include, at a minimum, the “Standard Liability Incident Report” ([DCAM/RISK MGMT – FORM 001](#)) and the “Scope of Employment” ([DCAM/RISK MGMT - FORM 002](#)) report. The “Scope of Employment” report will state in detail the duties which were being performed at the time of the accident and will be signed by the supervisor.
3. Employees involved in two at-fault accidents within a two-year period will be required to successfully complete an approved motor vehicle driver improvement course within six months of the second accident. Additionally, employees may be declared uninsurable for driving a state owned vehicle by the Division of Capital Assets Management (DCAM) Risk Management Division for a period of three months following the second accident, during which time the employee will not be permitted to operate a state vehicle. (OAC 580:25-9-1 (3) (G))

F. Fleet Management Report

Facility/district /unit heads are responsible for providing all monthly costs for refueling and maintenance for each vehicle.

1. This information will be recorded on the “Fleet Management Monthly Report” and forwarded to the Finance and Accounting Unit no later than the 15th day of the following month.

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2. A copy of the authorized Fleet Management Monthly Report can be obtained from the Finance and Accounting Unit. Fuel and maintenance data should be collected through the month or may be obtained from the fuel card provider.
3. These reports will be compiled by the agency fleet manager and forwarded to the Division of Capital Assets Management, Division of Fleet Management (DCAMDFM).

IV. Disposition of Vehicles

Vehicles no longer used by the agency or vehicles deemed inoperable beyond reasonable cost of repair will be disposed of through the Division of Capital Assets Management, Surplus Property Division. Vehicles awarded to the agency as result of federal judicial forfeiture action/seizure cannot be sold for a period of two years from the date awarded. Methods of disposition include sale, transfer, salvage, or trade-in.

A. Request for Approval

1. A Division of Capital Assets Management "Surplus Property Transfer Form" ([DCAM-FORM-SS-001V](#)) will be forwarded to the agency fleet manager via e-mail for all vehicles to be sold. No parts will be removed from the vehicle once approval is requested.
2. The agency fleet manager will verify the information on the form and confirm that the title is available and in the name of DOC. The form will then be sent to DCAM for approval.

B. Disposition of the Vehicle

Once approved, the agency fleet manager will inform the facility/district/unit to proceed with the approved method of sale. At this point, all tags, decals, and other markings must be removed from the vehicle.

1. If using the online auction, the facility/district/unit must make the vehicle available for public view.
2. If the vehicle is to be transferred to DCAM surplus property to sell, it is the agency's responsibility to bring the vehicle to DCAM.
3. The fuel card, pike pass, and all other agency property that is in or attached to the vehicle is to be removed from the vehicle before leaving the possession of the agency. The fuel card is to be deactivated, cut down the magnetic strip, and returned to the agency fleet manager.

C. Updating Agency Inventory

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The inventory control officer will remove the vehicles from the agency inventory in accordance with [OP-120801](#) entitled "Property Inventory Control."

V. References

Policy Statement No. P-110300 entitled "Drug Free Workplace Program"

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

OP-110120 entitled "Procedures for Time/Leave Sheets and Payroll Processing"

OP-110355 entitled "Procedures for Employee Attendance and Leave"

OP-110415 entitled "Progressive Disciplinary Procedures"

OP-110601 entitled "Controlled Substances and Alcohol Use and Testing Procedures for Drivers of Commercial Vehicles"

OP-120801 entitled "Property Inventory Control"

OP-130107 entitled "Standards for Inspections"

21 U.S.C. § 881 (d), (e), (1)

63 O.S. § 2-508 (H and .J)

47 O.S. § 11-902

47 O.S. § 156 and 156.1

74 O.S. § 78, 85.58A, 85.26 and 110.2

74 O.S. § 85.1 & Seq.

OAC 580:35

OAC 260:75

Executive Order 2011-10 regarding Executive Order 2010-06

VI. Action

The division head will be responsible for compliance with this procedure.

The chief administrator of Business Services will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

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This procedure will be effective as indicated.

Replaced: Operations Memorandum No. OP-120401 entitled "Fleet Management" dated June 17, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Attachment</u>	<u>Title</u>	<u>Location</u>
Attachment B	“Facility Identification for Emergency Response Vehicles”	Attached
Attachment C	“Request for Authorization to Use State Vehicle for Emergency Response”	Attached
Attachment D	“Monthly Emergency Response Log”	Attached
Attachment E	“Request for Temporary Authorization to Use State Vehicle”	Attached
Attachment F	“Monthly Log of Temporarily Assigned State Vehicles”	Attached
Attachment G	“Notification of Authorization to Use State Vehicle for Emergency Response Has Been Rescinded”	Attached
<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DCAM/FLEET MGMT FORM-016	“Vehicle Acquisition Request”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=15465
DCAM/FLEET FORM-017	“Fleet Inventory Data Sheet”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=15004
DCAM/FLEET MGMT FORM-020	“State of Oklahoma Vehicle Log”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=10913
DCAM/RISK MGMT FORM-001	“Standard Liability Incident Report”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=14595
DCAM/RISK MGMT FORM-002	“Scope of Employment”	https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=13992

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DCAM FORM SS-001V

“Surplus Property Transfer Form”

https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?att_id=11680

OTC Form

“Application for Oklahoma Certificate of Title for a Vehicle”

<http://www.tax.ok.gov/mvforms/701-6.pdf>