

State of California
Fleet Handbook



**A Guide to Fleet, Travel, and
Parking Policies**

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BUILDING GREEN • BUYING GREEN • WORKING GREEN

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Table of Contents

Background.....	1
State Agencies that are Subject to Fleet Rules.....	1
Fleet Asset Oversight.....	1
Overview of Services	2
Fleet Management	2
Inspections	2
Auction and Reutilization.....	2
Leasing and Maintenance	3
Fleet Card, Travel Agencies, Air Fares, Rental Car Contracts.....	3
Parking	3
Motor Vehicles and Mobile Equipment Acquisitions	4
Vehicle Rentals and Leases from a State Garage.....	5
Motor Vehicles and Mobile Equipment Rental and Lease from Commercial Vendors.....	5
Parking Citations, Moving Violations, and Toll Evasions Received While Operating a DGS Vehicle	5
Misuse/Negligence of DGS Owned Vehicles.....	6
Maintenance of State Motor Vehicles	6
Modifications	7
Tires and Batteries.....	7
Vehicle Glass	7
Repairs and Cost Limits.....	7
Invoices.....	8
Utilization.....	8
Monthly Travel Logs.....	8
Passenger Vehicle Usage Report.....	9
Misuse of State-Owned Motor Vehicles and Mobile Equipment	9
Official State of California Fleet Card.....	9
Department Owned Vehicles.....	9
DGS Vehicles.....	10
24-Hour Emergency Roadside Service.....	10
Accidents.....	10
DGS Vehicles.....	10
Reimbursement for Out-of-Pocket Expenses.....	11
Home Storage.....	11
Disposal of Fleet Assets.....	11
Disposal by Public Auction	11
Disposal by Sealed Bid	11
Disposal by Reutilization/Transfer.....	12
General Services Blue Charge Card.....	12
Alternative Fuels Program.....	13
Travel Program	13
Parking.....	13
Parking Rules.....	14
Parking Rates.....	14
Car/Vanpool	14
Commute Services.....	14
DGS OFAM Location Directory	15
Appendix I – Authorities	16
Appendix II – Reports.....	17

BACKGROUND

The State of California's quasi-centralized fleet management practices began in 1950 with legislation directing the Department of Finance to control the acquisition of all motor vehicles and general use mobile equipment for the executive branch of government. Those policies—which were later transferred to the Department of General Services (DGS)—have expanded over the years to employ more rigorous fleet management practices, reduce the state's dependence on petroleum, better protect the environment, oversee employee parking and business travel. The DGS Office of Fleet and Asset Management (OFAM) take the lead role in managing the state's transportation strategy.

STATE AGENCIES THAT ARE SUBJECT TO FLEET RULES

State agencies are defined by Government Code Section 11000, and include an agency, department, commission, board, association, center, authority, conservancy, corps, program or system and each campus of the California State University.

FLEET ASSET OVERSIGHT

The following motor vehicles and general use mobile equipment are subject to OFAM oversight:

Motor Vehicles	A vehicle that is self-propelled and registered by the Department of Motor Vehicles for street use.
General Use Mobile Equipment	<ul style="list-style-type: none">• Self-propelled mobile equipment.• Self-propelled mobile equipment registered by the Department of Motor Vehicles for off-road use.• Vessels registered by the Department of Motor Vehicles for use on water.• Vessels documented by the U.S. Coast Guard.
Surplus Mobile Equipment	Previously owned motor vehicles or general use mobile equipment.
Exclusions	The following fleet-type assets are no longer approved by OFAM: <ul style="list-style-type: none">• Golf Cart• Mower• Generator• Mobile home/office• Fork lift• Pallet jack• Personnel hoist• Trailer• Agriculture or construction equipment pulled by a vehicle• Other fleet-related equipment as determined by OFAM

Important: State agencies must continue to follow established state procurement and property management rules for these assets. OFAM may continue to collect data and reports as needed.

OVERVIEW OF SERVICES

- Rates for OFAM services and fleet management are available in the DGS Price Book at <http://www.ofs.dgs.ca.gov/Price+Book/main.htm>.



Fleet Management

The State Fleet Asset Management Program provides a variety of services to meet the needs of policy makers and those agencies operating California's multi-billion dollar fleet, including:

- 1) Oversight of fleet acquisitions.
- 2) Establishment of fleet policies.
- 3) Collection, analysis and reporting of fleet data.
- 4) Periodic assessment of fleet size and composition.
- 5) Control of on-going fleet costs.
- 6) Ensure California's compliance with federal alternative fuel vehicle mandates.

OFAM promotes the purchase and use of alternative fuel vehicles in the state's fleet. Program staff provides technical support to policy makers and state agencies on alternative fuel vehicles, fueling, proposed legislation, rules and regulations. For detailed information refer to: <http://www.ofa.dgs.ca.gov/Alternative+Fuels/default.htm>



Inspections

Inspectors of Automotive Equipment provide mechanical inspections and fleet consultation services. Inspections occur periodically or on demand to assist agencies to better understand their vehicle fleet and avoid unnecessary expenses. Inspectors assess vehicles, review repair recommendations and represent agencies with commercial vendors and dealerships to help state agencies manage costs by steering clear of unnecessary repairs and obtaining warranty coverage wherever possible. Inspectors also evaluate local program needs, provide technical advice on specifications for new vehicle purchases and/or modifications to existing vehicles, and help locate used state mobile equipment capable of being reutilized. For the most current statewide Inspector contact list refer to <http://www.ofa.dgs.ca.gov/Services/InspectServDir.htm>.



Auction and Reutilization

To assist with the disposal of surplus fleet assets, public auctions are held frequently at the state's auction at Davis, California. In some cases sealed bid sales are held in the field for fleet equipment that is considered junk or not cost effective to transport to the Davis auction. Vehicles that are surplus to one agency may be reutilized by another agency. Excellent deals are often found by agencies looking to reutilize good used vehicles. For further information refer to:

<http://www.ofa.dgs.ca.gov/Auction/default.htm> or contact the local Inspector of Automotive Equipment.



Vehicle Leasing and Maintenance

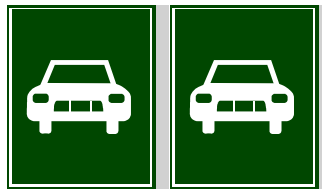
OFAM has garage locations at Sacramento, Oakland, Fresno, Los Angeles, and San Diego. From these locations, vehicles are rented for short-term (daily) trips and leased on a long-term (monthly) basis by state employees on official business.

Preventative maintenance and repair services are available for all state vehicles at OFAM garages. These services include: oil changes, lubrications, brakes, tires, batteries, wiper blades, tune-ups, headlights and bulbs, and basic mechanical repairs.



Fleet Card, Vehicle Maintenance, Travel Agencies, Air Fares, Rental Car Contracts

OFAM develops and manages contracts for state transportation and travel-related services. These contracts include: airlines, car rentals, American Express cards, travel agencies, Voyager fleet cards and maintenance providers to assist state employees with their travel and transportation needs. The car rental contracts are for short-term business travel by state employees.



Parking

OFAM manages twenty-seven (27) DGS parking lots and is responsible for administering state parking policies. State employees can obtain a passenger vehicle or bicycle parking space in one of the lots managed by OFAM. For more information call the OFAM Parking Unit at (916) 651-0321.

MOTOR VEHICLES AND MOBILE EQUIPMENT ACQUISITIONS

State agencies must adhere to [Management Memo 06-07](#) in order to acquire new or replacement fleet assets. State agencies shall submit a Vehicle Acquisition Request Form ([OFA 160](#)) when replacing or acquiring additional motor vehicles and mobile equipment. This includes purchasing new or used, leasing long-term commercially or through DGS, obtaining surplus vehicles, or receiving vehicles as donations or gifts.

- Send requests to: Statewide Mobile Equipment Coordinator, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834. Attach the appropriate documents to the Vehicle Acquisition Request Form:
 - Replacement vehicles require an approved Property Survey Report ([STD 152](#)) and an Equipment Inspection Report (OFA 6) from your local Inspector of Automotive Equipment.
 - Replacement or additional vehicles require a completed Purchase Order* ([STD 65](#)) or Purchase Estimate ([STD 66](#)) if purchasing.
 - If reutilizing an existing fleet asset from another agency, include a Property Transfer Report ([STD. 158](#)).
 - Long-term leasing (21 days or more) from commercial vendors requires three (3) price quotes.
 - Requests for additional vehicles require an approved Equipment Inspection Report (OFA 6) from your local Inspector of Automotive Equipment.
 - OFAM will only process requests for agencies that are in compliance with [Management Memo 06-06](#) and usage requirements (See Passenger Vehicle Usage Report, [STD. 276A](#) section) and have a Fleet Management Plan on file.
- ❖ California State University may utilize its own unique purchase order and survey report.

Replacement Schedule Criteria

To assist agencies with determining replacement schedules and budgeting needs for state-owned vehicles, the following schedule for alternative fuel and gasoline fueled vehicles shall be used:

Authorized emergency vehicles as defined in Section 165 of the Vehicle Code, that are equipped with emergency lamps or lights described in Section 25252 of the Vehicle Code	100,000 miles
Sedans, station wagons, vans and light duty trucks or vehicles having a gross vehicle weight rating (GVWR) or 8500 pounds or less	120,000 miles
Heavy duty trucks or vehicles (Class 3 and under) having a gross vehicle weight rating (GVWR) of 8501 pounds or more	150,000 miles
4-wheel drive vehicles	150,000 miles

A state-owned vehicle may be disposed of or replaced when it is determined that it would be cost-effective to do so, regardless of age or mileage. All vehicles being disposed of require a Property Survey Report ([STD. 152](#)). An evaluation will be made by an Inspector of Automotive Equipment to determine whether a vehicle should be disposed of or can be safely and economically continued in service. The decision whether to retain, reutilize, or dispose of any vehicle not meeting the minimum replacement criteria shall be based on an inspection taking into account the following factors:

- Current mechanical condition.
- Previous maintenance and repair record.
- Extent of needed repairs and availability of parts and life expectancy of vehicle after repair.
- Current sale value.
- Cost and availability of replacement unit and accessories.
- Owning agency's ability to replace unit.

Vehicles meeting or exceeding the replacement schedule do not require an inspection.

VEHICLE RENTALS AND LEASES FROM A STATE GARAGE

When use of a vehicle is essential for conducting state business, state employees can contact one of the OFAM state garages to make arrangements to rent DGS vehicles on a short term basis.

- To rent vehicles on a short-term basis, state employees can go to the nearest DGS garage facility and:
 - Complete a vehicle dispatch form.
 - Present a valid driver's license (mutilated or altered licenses are not acceptable).
 - Present a General Services Blue Charge Card with current billing code.
 - Sedan reservations may also be made via the internet (24 hours prior to travel to guarantee vehicle) at: <http://www.ofa.dgs.ca.gov/VehicleResv/default.htm>

- To lease DGS vehicles on a long-term basis:
 - Submit a Request on the [OFA 160](#), to OFAM, 1700 National Drive, Sacramento, CA 95834.
 - Upon approval of the request and availability of the vehicle, the employee shall go to the state garage and present a valid driver's license and a General Services Charge Card.
 - Present a valid A-card if an undercover plated vehicle is requested (CVC 5002).
 - Drivers shall report beginning and ending mileage to the dispatching garage or on-line at <http://www.ofaapps.dgs.ca.gov/mileagelog/> by the **fourth** working day of each month on vehicles leased from OFAM. (On-line submission by **fifth** working day of each month)
 - ❖ Failure to report mileage by the fourth working day of the month will result in a \$50 charge to the agency.

MOTOR VEHICLES AND MOBILE EQUIPMENT RENTAL & LEASE FROM COMMERCIAL VENDORS

Vehicles or general use mobile equipment being rented or leased for more than one-week require OFAM approval. Requests for general use mobile equipment shall be submitted with three (3) price quotes. All requests shall be submitted with an OFA 6 from the local Inspector of Automotive Equipment and an [OFA 160](#) to: the Statewide Mobile Equipment Coordinator, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834.

Rentals or leases of \$5,000 or more may require advertisement in the California State Contracts Register. Exemptions from advertising require approval from the DGS Procurement Division. For more information contact the Procurement Division at (916) 375-4400.

- ❖ Commercially rented or leased motor vehicles and mobile equipment shall only be used for official state business. Fleet rules and policies apply.

PARKING CITATIONS, MOVING VIOLATIONS AND TOLL EVASIONS RECEIVED WHILE OPERATING A DGS VEHICLE

In accordance with California Vehicle Code 40200 (a), the driver is responsible for all non-administrative citations, parking tickets, moving violations, and bridge/toll road evasion fines issued while operating a state vehicle. Administrative citations such as those dealing with vehicle titling and registration should be directed to the local state garage immediately. The driver has sole responsibility to ensure that any citation, moving violation, or toll evasion notice is paid in a timely manner. It is suggested that the responsible driver contact the citing party to determine if a waiver, dismissal, or fine reduction may be granted.

MISUSE OR NEGLIGENCE OF DGS VEHICLES

State agencies are responsible for ensuring that DGS vehicles are used appropriately by their employees. Costs incurred to DGS vehicles due to employee abuse, negligence, misuse, lack of training, or violations of the California Vehicle Code, may be billed back to the agency. Employees may be subject to discipline by their agency as a result of the misuse of state vehicles.

The operation of a state vehicle is a highly visible activity that deserves the attention of each state agency. The public's awareness of state vehicles and their concern about proper use has been heightened by the current economic situation. State agencies and all state employees are responsible for knowing and following state fleet rules, including, but not limited to the following:

1. State motor vehicles shall be used only in the conduct of state business.
2. Commuting in state vehicles is allowed only in compliance with specific guidelines and all costs must be reimbursed to the state.
3. A Home Storage Permit is required if a state vehicle is frequently kept overnight at or in the vicinity of an employee's home.
4. Carrying in the vehicle any persons other than those directly involved with official state business is prohibited unless permission is obtained in advance for each trip by the employee's supervisor.
5. State agencies and employees are responsible for properly reporting personal use of state provided vehicles, considered compensation by the Internal Revenue Service and Franchise Tax Board.
6. Smoking in state vehicles is prohibited.

MAINTENANCE OF STATE MOTOR VEHICLES

OFAM developed the following minimum preventive maintenance requirements to ensure that state vehicles are operationally safe, comply with manufacturer warranty requirements and provide many years of use:

- Perform designated services and mechanical inspections at the intervals prescribed in the Preventive Maintenance Schedule/Safety Inspection Work Sheet, (OFA 35).
- Perform Smog Checks in accordance with the requirements set forth by the Bureau of Automotive Repair (BAR). For information on Smog Checks call BAR Fleet Operations at (916) 255-1336.
- Log maintenance and repairs performed in the Automobile Maintenance Record (STD. 271). The STD. 271 is located in the vehicle storage compartment. Additional paper copies may be ordered from the Office of State Publishing web site at <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>
- Utilize a state garage for oil changes where re-refined motor oil is used exclusively or request re-refined motor oil during oil changes at authorized repair vendors where available.
- Maintain proper tire pressure in state motor vehicles between preventative maintenance intervals.
- Conduct a pre-trip check of all state vehicles before operating, including visually inspecting tires for noticeable deflation and the vehicle in general for observable signs of damage or deficiencies.
- Purchase regular-unleaded fuel for gasoline powered vehicles at self service pumps only—purchase of higher grades of gasoline is prohibited.
- Adhere to posted speed limits, avoid rushed acceleration and prolonged idling.
- State agencies are responsible for ensuring that vehicle maintenance is performed at proper service intervals.

RE-REFINED OIL

State agencies may obtain credit for purchasing re-refined oil when completing the State Agency Buy Recycled Campaign Procurement Report. This report is sent to the California Integrated Waste Management Board annually by reporting agencies.

OFAM strongly encourages state drivers, where practical, to utilize state garages and authorized vendors offering re-refined oil for oil change services. Visit the OFAM website for facts on re-refined oil and a list of state garages.

MODIFICATIONS

Modifications to state vehicles and general use mobile equipment require approval from the OFAM. To obtain approval, send the following to your local Inspector of Automotive Equipment:

- A completed equipment modification request form [OFA 155](#). The form is also available from your local Inspector of Automotive Equipment.
- Three (3) bids (Refer to the web site for a listing of Approved Auto Repair Facilities).
- Drawings or plans, if applicable.
- Window tinting must comply with the California Vehicle Code.

TIRES AND BATTERIES

Tire and/or wheel replacement will be of same size and specification as factory equipped. Otherwise a vehicle modification request form must be submitted to the local Inspector of Automotive Equipment for approval. When replacing tires check the state contract or obtain three (3) price quotes to ensure the state receives the best price. Batteries being replaced as part of a mechanical repair by a vendor are subject to the same cost limits requiring prior approval by an Inspector of Automotive Equipment.

VEHICLE GLASS

Windshields and rear windows will be replaced only when in violation the California Vehicle Code. Reference California Vehicle Code Section 26710: <http://www.leginfo.ca.gov/calaw.html> Windshields especially, that have sustained minor rock chips or small cracks can often be repaired for a fraction of the cost of replacement. Utilize state price schedule vendors who offer discount prices whenever possible. These vendors will often honor price schedule rates even if a new price schedule is not in effect. Otherwise obtain three (3) price quotes to ensure the state receives the best price. Any glass repair or replacement exceeding the repair cost limit requires approval from the Inspector of Automotive Equipment. For a list of the nearest glass vendors in your area contact your local Inspector of Automotive Equipment.

REPAIRS AND COST LIMITS

State motor vehicles and general use mobile equipment require preventive maintenance and service in accordance with the OFA 271 and the manufacturers' recommended intervals.

Services are available at DGS state garages or OFAM pre-approved vendors:

http://www.ofaapps.dgs.ca.gov/Approved_Auto_Rpr_Fac/

- In order to ensure state vehicles are properly maintained the OFA has pre-qualified commercial repair vendors. The approved vendors provide state agencies with reliable, consistent automotive services at economical rates throughout the state. Through non-exclusive agreements these vendors are pre-qualified to ensure they maintain proper insurance, have required licenses and adhere to prescribed business practices that help protect the state's interests.
- Repairs over \$500 at an approved vendor require prior approval from an Inspector of Automotive Equipment.

- The Inspector of Automotive Equipment will contact the owning agency for authorization before proceeding with any repair or service.
- Accident repairs that exceed \$500 require quotes from three (3) vendors or a Non-Competitive Bid (NCB) justification. The bids or justification shall be submitted to the Inspector of Automotive Equipment with a copy of the Report of Vehicle Accident, [STD. 270](#).
- While it is recognized that approved vendors are not always available to service the state fleet in every situation, we strongly encourage the use of Approved Vendors whenever possible. For a list of Office of Fleet and Asset Management approved vendors see the Approved Auto Repair Vendor Query at:
http://www.webapps.dgs.ca.gov/ofa/approved_auto_rpr_fac/
- Repairs over \$350 at a non-approved vendor require prior approval from an Inspector of Automotive Equipment.
- State employees are encouraged to work with their local Inspector of Automotive Equipment to identify and build a network of quality commercial repair vendors in their area to help maintain their fleet.
 - ❖ OFAM approval is no longer required for parts over \$500 during repairs or services conducted by state employees on state vehicles and mobile equipment. Consultation with the local OFAM Inspector is still available.

INVOICES (Commercial Vendor)

To ensure prompt payment for fleet services, state agencies shall:

- Send original invoices that exceed the state cost limits to the local Inspector of Automotive Equipment for review and final approval. Legible faxes and copies can be submitted on a case-by-case basis by contacting the local Inspector.
- Invoices for DGS-owned vehicles are processed and paid by DGS and invoices from other agency-owned vehicles will be stamped approved and returned to the agency for payment.
- Splitting invoices to avoid the state's cost limit and approval process is prohibited. Doing so may be grounds for disciplinary action by the employing agency and jeopardize doing future business with the vendor.

UTILIZATION

State agencies are responsible for the safe and effective utilization of state vehicles and mobile equipment. To ensure maximum utilization of passenger vehicles the following minimum use criteria have been established:

- Mileage use of at least 6,000 miles or vehicle use of at least 80% of the work days that the vehicle is available within a six month period-applies to all state-owned, DGS leased and/or commercially rented/leased passenger vehicles ([Management Memo 06-06](#)).
- Completion of a Passenger Vehicle Usage Certification, [STD. 276A](#).
- OFAM will review exceptions.
- Underutilized equipment may be surveyed as excess to need and reutilized.

MONTHLY TRAVEL LOGS

State agencies are responsible for ensuring a Monthly Travel Log, [STD. 273](#), is completed on all state motor vehicles. Exceptions are motorcycles, trucks over one (1) ton, heavy equipment and mobile equipment used solely on institution grounds, parks, and campuses.

- Drivers shall fill out the [STD. 273](#) completely.
- Individuals in positions of director or above shall provide beginning mileage and ending mileage and driver's signature only.
- The retention period is current year plus preceding fiscal year (see Department of Personnel Administration Rule 599.807).

- Requests for using a form other than the [STD. 273](#) will be submitted, in writing, to OFAM for review and approval.

PASSENGER VEHICLE USAGE REPORT

State agencies shall complete a Passenger Vehicle Usage Report, [STD. 276A](#) for all underutilized vehicles (owned, rented or leased) and submit it to OFAM as follows: February 15 and August 15 semi-annually.

The [STD. 276A](#) will include:

- The license number, make, model, mileage, usage, and plan of action for passenger vehicles not meeting the minimum utilization criteria.
- Do not include vehicles or general use mobile equipment not overseen by OFAM or equipment exempted by OFAM from the utilization standard (see Management Memo [05-08](#) and [06-06](#)).

MISUSE OF STATE-OWNED MOTOR VEHICLES AND MOBILE EQUIPMENT

State vehicles and mobile equipment are used solely for official state business. Transportation of passengers is limited to individuals involved in the performance of assigned state activities unless the employee's supervisor has given prior authorization—required each time.

Individuals who suspect state vehicles are not being used properly should:

- Report the suspicion or incident either in writing to the Chief, Office of Fleet and Asset Management 1700 National Drive, Sacramento, CA 95834, or by calling OFAM at (916) 928-2550, or by email at <http://www.ofa.dgs.ca.gov/ContactUs/default.htm> on OFAM's web site.
- When reporting possible misuse include the vehicle description and license number if known, the date, time, and location of the incident.
- State agencies are required to investigate and take action on alleged misuse, and to notify OFAM of the findings of their investigation (see California Code of Regulations Section 599.804).

OFFICIAL STATE OF CALIFORNIA FLEET CARD

The Official State of California Fleet Card (Voyager) is for official state business only and can be used for the following:

- Purchase of regular unleaded fuel, alternative fuels, fluids and lubricants at over 10,500 retail locations throughout California. When purchasing fuel, drivers are required to purchase regular grade (unleaded) fuel only at self-service pumps, (refer to [SAM Section 3687.1](#))
- Emergency purchases such as wiper blades, a fan belt, a tire, in urgent situations only.
- 24-hour Emergency Roadside Service (1-800-600-6065).
- Two basic (low-cost) car washes per month.
- Oil change services at Jiffy Lube.
- Fleet cards cannot be used for personal vehicles.

Agency-Owned Vehicles

- Each state agency is required to set-up their Voyager fleet card account. It is the responsibility of the agencies to manage, control and monitor the use of their fleet cards and to investigate misuse.
- New and replacement cards should be ordered by the agency representative directly from Voyager.
- Lost or stolen cards should be reported to the agency representative who will report it to Voyager.
- State agencies are responsible for setting up their own process for ordering and reporting lost or stolen cards and communicating this process to their employees.

DGS Vehicles

- Drivers are responsible for reporting lost or stolen cards to the state garage or OFAM headquarters immediately.
- Unauthorized charges on fleet cards belonging to DGS vehicles will be charged back to the state agency. It is the state agency's responsibility to recover inappropriate charges from the driver (refer to State Administrative Manual, [Section 3687.1](#) and Section [4108](#)).
- Two basic (low cost) car washes per month may be charged on the fleet card for DGS vehicles.
- Fleet cards shall only be used for the vehicle which they are assigned.

24-HOUR EMERGENCY ROADSIDE SERVICE

- In the event of a breakdown of a state vehicle the OFAM offers 24-hour emergency roadside service through the National Automobile Club, for the following:
 - Mechanical first aid
 - Battery service
 - Tire change
 - Gasoline, oil, and water delivery
 - Lockout (does not include key making or locksmith service)
 - Towing

In the event of such an emergency, state drivers shall:

- Call National Automobile Club at: 1-800-600-6065.
- Provide year, make, model, color of vehicle, driver's name, telephone number and agency, and the fifteen (15) digit Voyager fleet card account number to the National Automobile Club operator.
 - ❖ Excessive roadside service calls due to operator negligence or abuse (lockouts, out of fuel, vehicle recovery, etc.) on DGS vehicles may be billed back to the agency.

ACCIDENTS

In the event of an accident, drivers shall:

- Obtain other party information, i.e.: name, address, insurance carrier, and notify the Office of Risk and Insurance Management within 48 hrs or within 24 hrs if there is bodily injury. The Accident Identification, [STD. 269](#), is located in the storage compartment of the vehicle and can be used for this purpose.
- Complete a Report of Vehicle Accident, [STD. 270](#), and distribute as noted on the [STD. 270](#).
- Contact the Office of Risk and Insurance Management toll free telephone number at: 1-800-900-3634 with questions.
- Accident repairs that exceed \$500 require three (3) price quotes or a Non-Competitive Bid (NCB) justification. The bids or justification shall be submitted to the local Inspector of Automotive Equipment with a copy of the Report of Vehicle Accident, [STD. 270](#).

DGS Vehicles:

- Drivers of DGS vehicles involved in an accident must also notify the nearest state garage within 24 hours. Failure to contact OFAM may result in the agency being charged for storage fees and/or vehicle replacement cost if the vehicle is sold through a lien sale.
- Cost to DGS vehicles damaged from abuse, negligence, misuse, or violation of the California Vehicle Code may be billed back to the employee's agency.
- Drivers involved in an accident while operating a DGS owned vehicle will not be assigned another vehicle until the state garage receives a completed [STD 270](#) signed by the driver's supervisor.

REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES

When an emergency requires the driver of a DGS vehicle to pay out-of-pocket for repairs or for items included in the rental charges, the driver should:

- Obtain an invoice or receipt marked "Paid" from the vendor with the vendor's name and address, vehicle license number, and date
- Complete a Travel Expense Claim, [STD. 262](#), for the expense only and include the vehicle license number and a brief justification for the expense under Item 7.
- Submit the Travel Expense Claim and the invoice/receipt to the state garage for approval.
- Agencies that have reimbursed an employee for DGS vehicle-related out of pocket expenses must perform an agency to agency billing to recover these expenses from OFAM. The OFAM will review the paperwork and, upon approval, process the paperwork for reimbursement.

HOME STORAGE

State agencies are responsible for monitoring, approving, and maintaining current Vehicle Home Storage Permits, [STD. 377](#), for the storage of state-owned motor vehicles at or in the vicinity of an employee's home. State agencies and employees are responsible to comply with all laws, rules and regulations governing the home storage of a state motor vehicle which may result in a taxable event for the employee. The [STD. 377](#) is signed and approved by the supervisor, and agency head, deputy or chief administrative officer. The criteria for home storage permits are contained within the California Code of Regulations Title 2, Sections 599.808: <http://www.calregs.com/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>

- The OFAM requires an annual report from state agencies on all home storage permits.
- Loss or damage to DGS vehicles while stored at or in the vicinity of an employee's home may be billed back to the state agency.

DISPOSAL OF FLEET ASSETS

State vehicles and general use mobile equipment may be disposed of when it is not cost-effective to repair or is considered surplus to the state's need. Disposal may be by public auction, sealed bid field sale, reutilization to another state agency or transferred to another governmental agency. The following documents are required when disposing of all mobile equipment:

- An Equipment Inspection Report (OFA 6) from an Inspector of Automotive Equipment.
- Property Survey Report, [STD. 152](#), or Transfer of Equipment, [STD 158](#).
- Certificate of Title/Vehicle Registration are required on all vehicles registered by the Department of Motor Vehicles (DMV).
- The OFAM issues the Permit to Transfer Legal Ownership of a state-Owned vehicle (OFA 40) at the time the vehicle is sold.

Disposal by Public Auction

Public auctions are held monthly at the OFAM State Vehicle Auction located at the Department of Forestry, 5950 Chiles Road, Davis, California. Further information regarding the state auction may be found on the internet at <http://www.ofa.dgs.ca.gov/Auction/default.htm>

State agencies disposing of fleet assets by public auction shall call the OFAM auction yard in advance at (530) 757-1063 to ensure all forms and documents are in order prior to transporting equipment. Mobile equipment sent to the auction without an approved [STD. 152](#) Survey Report will not be accepted.

Disposal by Sealed Bid

Fleet assets determined to be junk, unable to be driven, unsafe, and not cost effective to transport to public auction may be sold by sealed bid in the field by the OFAM if approved by the State Fleet Asset Manager.

Disposing of fleet assets by field sale requires state agencies to:

- Request a field sale by submitting a memorandum to the State Fleet Asset Manager through the local Senior Inspector of Automotive Equipment in their area.
- Ensure the necessary documents have been completed, i.e., mobile equipment has been properly registered with the DMV, Certificates of Title and mobile equipment registrations have been received, and an approved [STD. 152](#) completed.

The local OFAM Senior Inspector of Automotive Equipment will coordinate the field sale with the state agency.

Disposal by Reutilization/Transfer

Fleet assets may be sold or transferred to other state agencies through the reutilization or transfer process.

- State agencies are responsible for ensuring the necessary documents have been completed, i.e.: mobile equipment has been properly registered with the DMV, Certificates of Title and mobile equipment registrations have been received along with an approved [STD. 152](#). The OFAM will work with the owning state agency to set the price based on current wholesale value.
- The transaction will be processed using [STD. 65](#), [STD. 40A](#), [STD. 158](#) forms. Purchase/transfer documents will be approved by the OFAM.

GENERAL SERVICES BLUE CHARGE CARD

The General Services Blue Charge Card is a payment mechanism used while in the conduct of official state business for the following:

- Leasing vehicles for a short-term or long-term assignment, and purchasing fuel from OFAM state garage facilities at: Fresno, Los Angeles, Oakland, Sacramento, and San Diego.
- Preventive maintenance service at OFAM state garages.
- Taxi service in Sacramento.

Charge cards may be ordered from the OFAM, 1700 National Drive, Sacramento, California 95814, on a Request for General Services Charge Cards, [OFA 58a](#).

OFAM delegates authority to state agencies to execute proper management and oversight of General Services Charge Cards under their jurisdiction. State agencies shall:

- Report to the OFAM in writing the loss, theft or discontinuance of all General Services Charge Cards.
- Provide oversight and guidelines to ensure cards are properly safeguarded, assigned and used for official state business only.
- Establish and implement internal procedures to ensure accountability of charge cards. The following information must be addressed in all internal procedures:
 1. Identify the proper use of the General Services Charge Card and the consequence of misuse.
 2. Procedures to control the request and dissemination of cards.
 3. Identify/appoint a single point of contact.
 4. Detail the process for requesting, canceling or reporting lost or stolen cards. This process should include procedures for immediately canceling surplus cards.
 5. Detail the process for recovering cards from employees upon separation.

6. Include a tracking system that provides for the maintenance of a central charge card control log that identifies each card's location and date of issuance. The log should also include the identification and storage location of unissued cards.
7. Provide that un-issued cards are locked in a desk, file cabinet or other secure method.
8. Provide for the annual performance of a physical inventory of all cards and reconciliation of that inventory to the charge card control log.
9. Detail the process for verifying the accuracy of the charge card control log through the biennial performance of reconciliation to the OFAM's database maintained of active charge cards.
10. Detail internal practices/procedures on tipping. (Tipping for taxi service is optional, and should not exceed ten percent (10%) of the fare price.)
11. Procedures on the dissemination of information to all employees.

For additional information regarding General Services Blue Charge Card contact the OFAM at: (916) 928-9809.

ALTERNATIVE FUELS PROGRAM

The OFAM established the Alternative Fuels Vehicle (AFV) program to support the purchase and use of AFVs within the state's fleet. Executive Order W-100-94 directs the OFAM to develop policies and procedures for the state fleet to comply with the Federal Energy Policy Act (EPA) of 1992. The intent of EPA is to increase supply and demand for fuels other than gasoline or diesel and reduce foreign oil imports. The AFV Program works with the DGS Procurement Division developing the annual state vehicle purchasing contract to ensure specifications meet state fuel efficiency criteria, the Air Resources Board's low emission standards and Federal AFV requirements. The AFV program submits annual compliance reports to the Federal Government for all state agencies. The AFV program is also a technical resource on matters concerning AFVs, fueling, legislation, policy, and regulations. For more information contact the AFV Specialist at (916) 928-5879 or visit: <http://www.ofa.dgs.ca.gov/AFVP/default.htm>

Gasoline and Hybrid-Electric Powered Vehicles: After having met the Federal EPA mandate, all gasoline-powered light-duty sedans purchased or leased by state agencies must be at a minimum certified to the California Air Resources Board's (CARB) LEV II Ultra Low Emission Vehicle (ULEV) standards. Light-duty pickups, vans, and sport utility vehicles must be at a minimum certified to the CARB's LEV I ULEV standards or equivalent. State agencies shall, when available, maximize the purchase or lease of available vehicles that meet or exceed California's LEV II Super-Ultra Low Emission Vehicle (SULEV) passenger vehicle standards for exhaust emissions and maximize the purchase or lease of hybrid vehicles that are substantially more fuel efficient. To view a listing of vehicles meeting these requirements, please refer to: <http://www.arb.ca.gov/msprog/ccvl/ccvl.htm>

Sport Utility Vehicles and Four-Wheel Drive Trucks: Public policy discourages the purchase or lease of sport utility vehicles (SUVs) and four-wheel drive trucks if other alternatives can meet an agency's business needs. State agencies must demonstrate the critical need for SUV's and/or four-wheel drive trucks to the satisfaction of the director of DGS. If it is so demonstrated, priority consideration shall be given to the purchase or lease of an alternatively fueled or hybrid SUV or four-wheel drive truck.

TRAVEL PROGRAM

The Statewide Travel Program administers the travel contracts for airlines, commercial car rentals, travel agencies, and the travel payment system. Training is available for all state agencies and is posted on the travel website. For more information, contact the Travel Programs Administrator at (916) 928-9863 or visit our web site at <http://www.travel.ca.gov/default.htm>.

PARKING

State agencies and employees may obtain a vehicle, motorcycle or bicycle parking space at selected OFAM managed parking facilities. Parking space assignments are filled on a first come, first serve basis and are subject to availability.

Parking Rules

- Parking permits are nontransferable.
- Decals/hangers must be properly displayed. Failure to do so can result in a citation/or towing of the vehicle at the owner's expense.
- Vehicles shall not have more than one parking facility decal or hanger.
- Fees for parking permits will be collected in advance to cover the period prior to commencement of first automated payment or EDP billing.
- It is the responsibility of the permit holder to notify the OFAM of any changes in the information entered on their Application for Parking.
- Any employee who damages an unattended vehicle in a state parking facility must leave his/her name, address, phone number and a statement of the circumstances in a conspicuous place on the damaged vehicle.
- Parking may be canceled by submitting a Notice of Cancellation, [OFA 66](#). Parking refund requests will not be processed unless a 30-day Notice of Cancellation is submitted. This rule does not apply to exempt employees.
- A parking permit may be forfeited and parking privileges canceled for any of the following:
 1. Subletting, or in any other way allowing an unauthorized person use of a parking permit, space, or facility.
 2. Passing a cardkey or parking hanger to an unauthorized person to allow entry into or out of a state parking facility.
 3. Failure to pay parking fees within the required time.
 4. Having parking in any other lot whether it be state or private.
 5. Termination from state service or transfer to a location outside of the core area.

Parking Rates

Parking rates will be consistent within each facility and are subject to collective bargaining. Parking fees will be collected through payroll deduction to minimize administrative costs.

For more information on parking, rates or space availability, call the Employee Parking Unit at (916) 651-0321 or visit our website at

<http://www.documents.dgs.ca.gov/ofa/ParkingLots/ParkingLotSpaceMasterList.htm>

Car/Vanpool

To be considered a car/vanpool, the following criteria must be met:

- All persons must be of legal driving age.
- Carpools must consist of two or more persons sharing a vehicle to and from work;
- A Carpool Agreement, [OFA 73](#), must be completed by all carpool members and be on file with the Office of Fleet and Asset Management, Employee Parking Unit.
- Vanpools must consist of seven or more employees sharing a vehicle to and from work.
- All car/vanpool members in the OFAM Vanpool Program must submit a subscription agreement.
- Vanpool drivers must complete a Medical Examination Report, [DL-51](#), and the Medical Examination Card, DL-51A, prior to driving the van.
- All carpool/vanpool members must work within a reasonable proximity of one another.
- All car/vanpool members must park within a (reasonable distance) of their work site.
- All car/vanpool members must be state employees.

COMMUTE SERVICES

The Commute Program encourages ridesharing and using public transportation. Contact the Commute Program Coordinator at (916) 651-0309 or visit www.ofa.dgs.ca.gov. Services include the following:

- Guaranteed ride home.
- Transit subsidy to employees who commute through transit.
- A \$100 monthly reimbursement to qualified vanpool coordinators.
- A 75% (maximum of \$65.00) monthly reimbursement to qualified vanpool riders.

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
DIRECTORY**

Headquarters

1700 National Drive
Sacramento, California 95814, A-1
Public: (916) 651-0321
Fax: (916) 653-5266

Davis Auction

5950 Chiles Road
Davis, CA 95616
Public: (530) 757-1063

Sacramento State Garage

1416 10th Street
Sacramento, CA 95834
Public: (916) 657-4478
Vehicle Reservations: (916) 653-8068
Dispatch Office: (916) 657-2327
Vehicle Service Center (VSC): (916) 657-2675
Fax: (916) 657-2537 and (916) 653-5265

Fresno State Garage

1025 P Street
Fresno, CA 93721
Public: (559) 445-5527
Fax: (559) 445-5155

Los Angeles State Garage

1645 North Main Street
Los Angeles, CA 90012
Public: (323) 224-0905
Fax: (323) 224-0918

Oakland State Garage

401 27th Street
Oakland, CA 94612
Public: (510) 286-0901
Fax: (510) 286-1086

San Diego State Garage

5878 Autoport Mall
San Diego, CA 92121
Public: (858) 642-5741
Fax: (858) 642-5746

Statewide Equipment Coordinators

Public: (916) 928-7970 or (916) 928-7970

Inspectors of Automotive Equipment

<http://www.ofa.dgs.ca.gov/Services/InspectServDir.htm>

APPENDIX I - AUTHORITIES

Mandates and policies governing the acquisition, use and disposal of the state motor vehicle fleet can be found at the following links:

Fleet Mandates and Policies	Source	Link
Requires DGS investigate and authorize the acquisition or replacement of state vehicles and general use mobile equipment.	Government Code §13332.09	http://www.leginfo.ca.gov/calaw.html
Requires DGS formulate fuel efficiency standards and life-cycle costing for motor vehicle procurement. Requires reduction of SUVs and 4x4s from the state fleet. Requires state agencies to report fleet information to DGS.	Public Resources Code §25722 and §25722.5	http://www.leginfo.ca.gov/calaw.html
Prescribes rules for the use of state-owned motor vehicles.	Government Code §19993.1-19993.8	http://www.leginfo.ca.gov/calaw.html
Prescribes rules for the sale or transfer of state-owned personal property (motor vehicles).	Government Code §14674-14675	http://www.leginfo.ca.gov/calaw.html
Defines state agencies.	Government Code §11000	http://www.leginfo.ca.gov/calaw.html
Regulations (DPA) governing the use of state-owned motor vehicles.	California Code of Regulations §599.800-599.809	http://www.calregs.com/linkedslice/default.asp?SP=CCR-1000&Action=Welcome
Requires DGS to administer, and state agencies to meet, the Federally mandated Energy Policy Act of 1992 (EPACT).	Executive Order W-100-94	http://www.ofa.dgs.ca.gov/AFVP/EO-W-100-94.htm
DGS state fleet policies in SAM.	State Administrative Manual §3620-3629 and §4100-4116	http://sam.dgs.ca.gov/default.htm
DGS Fleet Management Memos	Source	Link
Requirements for the New Acquisition or Replacement of Fleet Equipment	05-08	http://www.osp.dgs.ca.gov/On-Line+Publications/SAM+Management+Memos.htm
Official State of CA Fuel Card US Bank Voyager Fleet Systems Inc.	05-12	
Requirements for Reconciling the state's Motor Vehicle and General use Mobile Equipment Inventory	05-13	
Vehicle Purchase and Lease Policy	06-03	
State-Owned and Leased Motor Vehicle Report	06-05	
State Vehicle Utilization Standards	06-06	
Acquisition of state vehicles	06-07	
Travel Mandates and Policies	Source	Link
Commercial Car Rental Contracts	Management Memos:	http://www.osp.dgs.ca.gov/On-Line+Publications/SAM+Management+Memos.htm
Travel Agency Agreement	06-02	
Discount Airfares for Official State Business	06-09	
State Travel	06-11	
	Travel Portal	http://www.travel.ca.gov/default.htm
OFAM approved repair vendor policy	DGS Glove Box Directory	http://www.ofaapps.dgs.ca.gov/Approved_Auto_Rpr_Fac/

APPENDIX II - REPORTS

Below is a list of annual reports required by OFAM from state agencies and a description of the reporting requirements:

Annual Mobile Equipment Inventory Report (OFA 53)

- Self-propelled and operator-ridden mobile equipment, i.e., passenger vehicles, pickups, trucks, forklifts, tractors, operator-ridden lawn mowers over 20 horsepower, and golf carts in addition to boats and trailers. Report mobile equipment whether it is registered or not with the Department of Motor Vehicles.
- Information from this report is used by OFAM and the Office of Risk and Insurance Management.

Reporting time frame: July 1, Annually

Federal Energy Policy Act Report (OFA 53A)

The Energy Policy Act of 1992 (EPAAct) was passed by Congress to reduce our nation's dependence on imported petroleum by requiring state fleets to acquire [alternative fuel](#) vehicles, which are capable of operating on non-petroleum fuels. The EPAAct requires state government fleets to submit The Alternative Fuel Vehicle Credit Report and the EIA 886 Report annually to the Department of Energy. The Office of Fleet and Asset Management gathers the relative data from state agencies and prepares the reports on behalf of the state. The state's university system reports separately.

The Alternative Fuel Vehicle Credit Report, commonly called the EPAAct Report (OFA 53A), should include a listing by manufacturer, fuel and vehicle type, purchases of alternative fuel vehicles (AFVs) during the model year (an example is 2006 model year runs from Sept 1, 2005 through August 31, 2006).

Reporting time frame: December 31, Annually

EIA 886 Report

The EIA 886 Report details the amount of alternative fuel used by fuel type, miles driven, primary use, the quantity and types of alternative fuel vehicles in the state fleet, and AFVs sold for the previous calendar year.

Reporting time frame: May 1, Annually

Passenger Vehicle Usage Report (STD. 276A)

- The license number, make, model, mileage, usage, and action taken on passenger mobile equipment not meeting the minimum utilization criteria. Do not include vehicles leased from DGS/OFAM.

Exemptions will be reviewed on a case by case basis.

Reporting time frame: February 15 and August 15, Annually

Home Storage Permit Report

The annual Home Storage Permit report includes the total number of home storage permits issued by each state agency and a point of contact for inquiries.

Reporting time frame: June 30, Annually

SB552 Report

Each state agency must report the following information about their state-owned or leased vehicles:

- The number of passenger-type motor vehicles purchased or leased during the year, and the number owned or leased as of December 31 of each year;
- The number of alternatively fueled vehicles and hybrid vehicles purchased or leased during the year, and the total number owned or leased as of December 31 of each year;
- The number of sport utility vehicles and four-wheel drive trucks purchased or leased during the year, and the number owned or leased as of December 31 of each year;
- The number of sport utility vehicles and four-wheel drive trucks purchased or leased during the year, and the number owned or leased by December 31 of each year that are alternative fuel or hybrid vehicles;
- The justification for all sport utility vehicles and four-wheel drive trucks purchased or leased during the year;
- The number of non-essential sport utility vehicles and four-wheel drive trucks disposed under Public Resources code Section 25722.5 (b);
- The total dollar amount spent on passenger-type vehicle purchases and leases, categorized by sport utility vehicle, and within each of those categories, by alternative fuel, hybrid and other.

Reporting time frame: January 1, Annually

Below is a list of reports state agencies must submit on an as needed basis:

Property Survey Reports (STD. 152)

This report is used when state property is being surveyed.

Property Transfer Reports (STD. 158)

This report is used when transferring surplus state property.

DMV Reconciliation Report

This report reconciled all state-owned vehicles and mobile equipment assets with Department of Motor Vehicle (DMV) registration records.

Ad Hoc Reports

Those inquiries about the state fleet that are usually initiated by the administration or legislature that result in OFAM requesting information from state agencies.