

OFA 8G (Revised 09/14)

Agency / Department:		Agency Billing Code:	Vehicle License #:	Equipment #:
Driver Name:	Driver License #:	Driver License Exp. Date:	Mileage When Assigned:	Date & Time OUT :
Office Address:	Room #:		Mileage When Returned:	Date & Time IN :
City & Zip Code:	Office Telephone:	Estimated Date and time of Vehicle return:		
Email Address:	Cell Phone:	Number of Passengers:	<input type="checkbox"/> CHAINS	
Supervisor Name:	Supervisor Telephone:	Notes:		
Reason for Lease / Destination:				
<p align="center">PLEASE NOTE: Vehicles may only be picked up or dropped off during the Garage's hours of operation. Dispatch Office Hours: Mon – Friday; 7:00 AM – 5:00 PM. The Garage is CLOSED on weekends and all State holidays.</p>				
Lease Agreement: I agree to and understand that: <ul style="list-style-type: none"> I must pay bridge tolls when driving a State vehicle. Additionally, I am responsible and will be held financially accountable for all non-administrative citations, parking tickets, moving violations, and bridge/toll road evasion fines issued while operating a State vehicle. Failure to comply with this policy may result in a payroll deduction for the full amount from the next applicable pay period. The vehicle will be for official State business only. Family or friends are not allowed in the vehicle unless it is an emergency. Any accidents that are my fault can cause an increase in my Department or Agency's insurance premium. Except in cases of emergency, no one is allowed to drive my assigned State vehicle other than an authorized State employee. I must have and maintain a valid California Driver's License; it cannot not be suspended or expired (and must be presented to garage staff at time of rental). Smoking in State vehicles is prohibited. 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 my Department or Agency. I will purchase regular-unleaded fuel for gasoline powered vehicles at self-service pumps only—purchase of higher grades of gasoline is prohibited, unless otherwise required by the manufacturer (or it is an alternative fuel vehicle). If my vehicle is E85 fuel compatible, I will try, within all reasonable efforts, to fill my gas tank with E85 fuel (MM12-05). I am responsible for all non-administrative citations, parking tickets, moving violations, and bridge/toll road evasion fines issued while operating a state vehicle. I must pay bridge tolls when a driving State vehicle. I am responsible for reporting lost or stolen Fleet Fuel Cards to the Fleet Services Call Center immediately (855-611-OFAM). I will only use my Fleet Fuel Card to refuel my assigned State vehicle. The Fleet Fuel Card can also be used for emergency roadside assistance through the National Automobile Club (800-600-6065). In addition, emergency purchases, such as wiper blades, fan belts, tires, etc. are permissible provided the purchases are in accordance with a department's policies. (MM12-08) Unauthorized charges on the Fleet Fuel Cards belonging to DGS vehicles will be charged back to my Department or Agency. It is my Department or Agency's responsibility to recover inappropriate charges made to my vehicle (refer to State Administrative Manual, § 3687.1 and § 4108). The maximum lease duration is no more than 30 days unless an extension is authorized by the OFAM. I will follow all other rules and policies in the Fleet Handbook to the best of my abilities. Fleet Handbook can be found online: http://www.dgs.ca.gov/ofam/Resources.aspx 		Fuel Card Issued? No <input type="checkbox"/> Yes <input type="checkbox"/> Driver Signature: _____		
		For OFAM Staff Use ONLY: Fuel Card Returned: No <input type="checkbox"/> Yes <input type="checkbox"/> Signature of Staff Member receiving Card: _____		
Driver Signature:		Date:		