

**Vehicle Reduction Plan Instructions**  
**Governor's EO S-14-09**

(Plan must be submitted to the DGS Office of Fleet and Asset Management  
by October 1, 2009)

**Column A - Vehicle Make**

Enter the make of the vehicle; for example, Chevrolet, Ford, Honda, etc.

**Column B - Vehicle Model**

Enter the model of the vehicle; for example, Impala, Focus, etc.

**Column C - Vehicle Model Year**

Enter the model year of the vehicle.

**Column D - VIN**

Enter the 17 digit Vehicle Identification Number (VIN) of the vehicle. The VIN can be located on the dashboard on the driver's side of the vehicle.

**Column E - Odometer Reading**

Enter the latest odometer reading of the vehicle. Agencies can use their vehicle log or the Form STD. 273, *Monthly Travel Log*.

**Column F – Agency Owned/DGS Lease/Commercial Lease**

Enter *AO* for Agency Owned, *DO* for DGS Lease, or *CL* for Commercial Lease. Vehicles considered for reduction may be department owned, leased from the DGS, or leased long-term from a commercial vendor. Agencies must ensure that the newest, most fuel efficient and greenest vehicles are retained in the State's vehicle fleet.

**Column G - Vehicle Fund Code & Fund Source**

Enter the 4 digit fund code and the fund source (*i.e. four digits+(alpha) 0010S*) from which the money was encumbered to purchase or lease the vehicle. This will be used to determine where the funds will be returned if the vehicle is sold or reutilized.

**Column H - Vehicle Available for Vanpool**

Identify if the vehicle will be available for vehicle pool or share. Agencies must consider if their business needs can be accomplished by utilizing vehicle pools and sharing vehicles where practical (e.g., more efficient scheduling of vehicle usage, ridesharing to job sites, etc.). Enter *yes* or *no*.

- See Over -

**Column I – Class Code of Employee Driving Vehicle**

Enter the Class Code number for the employee assigned to the vehicle. This number can be obtained on the State Personnel Board’s Web site ([www.spb.ca.gov/jobs/resources/jobspecs.htm](http://www.spb.ca.gov/jobs/resources/jobspecs.htm)). If the vehicle is shared among several employees with different job classifications, enter *shared*.

**Column J - Business Need to Retain Vehicle –or– Reason for Surveying Vehicle**

As required under the Executive Order, an Agency must justify the business need to retain each vehicle. Agencies should consider if their essential functions can still be performed without utilizing a State vehicle to conduct business. Vehicles will be considered for reutilization if they do not have satisfactory business needs. If this vehicle is to be removed from your fleet inventory as part of the 15% reduction, please indicate why this vehicle is part of the reduction plan (e.g., significant mechanical issues).

**Column K - Home Storage Permit 2009/2010**

Identify if the driver assigned to the vehicle will have a home storage for fiscal year 2009/2010. Enter *yes* or *no*.

**Column L - Business Need for Home Storage Permit**

Identify the business need for the vehicle to have a home storage permit. Agencies should review the essential functions of the employee’s job classification to justify the retention of the permit. In addition, agencies will be required to identify why the remaining vehicle home storage permits are necessary.

**Column M - Include in 15% Vehicle Reduction of Fleet**

As required by the Executive Order, departments must reduce the size of their fleets by at least 15%. Enter *yes* or *no* if the vehicle will be eliminated from your fleet as a part of the reduction plan.

**Column N - Home Storage Permit Reduction**

As required by the Executive Order, departments must reduce the number of vehicle home storage permits by 20%. Enter *yes* or *no* to identify if the home storage permit will be eliminated as a part of the 20% reduction.

**Column O - Proposed Date of Survey**

Enter the proposed date the vehicle will be removed from your fleet. Vehicles must be removed from the State’s fleet by April 1, 2010.