

# OFA STATE FLEET HANDBOOK



# **OFA STATE FLEET HANDBOOK**

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STATE OF CALIFORNIA  
Gray Davis, Governor

STATE AND CONSUMER SERVICES  
Aileen Adams, Secretary

DEPARTMENT OF GENERAL SERVICES  
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INTERAGENCY SUPPORT DIVISION  
Jacqueline A. Wilson, Deputy Director

OFFICE OF FLEET ADMINISTRATION  
Debra Bouler, Chief

## **MISSION**

DELIVERING TRANSPORTATION SOLUTIONS FOR  
THE GOVERNMENT OF TODAY  
AND TOMORROW

## **VISION**

TO REVOLUTIONIZE TRANSPORTATION FOR THE WORLD

## **ABOUT THE OFFICE OF FLEET ADMINISTRATION**

We are the office within the Department of General Services responsible for the administration of state-owned mobile equipment. Our team includes the Administrative Unit, Garage Operations, Inspection Services, and Employee Parking/Commute Services.

The State of California owns and operates approximately 21,000 passenger mobile equipment, of which the Office of Fleet Administration owns approximately 5,000. It is our responsibility to ensure that mobile equipment is properly maintained and is safe to operate. We also work with other agencies/departments and provide assistance to them to ensure their mobile equipment is properly maintained and safe to operate.

The Office of Fleet Administration has garage locations in Fresno, Los Angeles, Oakland, Sacramento, San Diego, San Francisco, and Van Nuys. From these locations, passenger mobile equipment is leased for short-term (daily) and long-term (monthly) basis by state employees on official business.

Maintenance and repair services are available to not only Office of Fleet Administration mobile equipment, but also mobile equipment owned by agencies/departments. Preventive maintenance service is provided in all the state garages except San Francisco and Van Nuys.

Inspection services are provided by Inspectors of Automotive Equipment throughout the State, from Redding to San Diego. The Inspectors of Automotive Equipment provide periodic and on-demand inspections of mobile equipment to assist client agencies/departments with repairs and maintenance and ensure mobile equipment safety. The Inspectors of Automotive Equipment also assist with assessing agencies/departments' mobile equipment needs and developing specifications for purchases and modifications. Purchases are reviewed to ensure the need matches the use of the mobile equipment.

To assist with the disposal of mobile equipment, public auctions are held once a month in Davis, CA. Additionally, sealed bid sales are held in the field for mobile equipment that has been determined to be junk, unable to be driven, in very poor condition and not cost effective to transport to public auction.

Contracts are in place for travel-related services, i.e., airline, car rental, American Express cards and travel agencies to assist state employees with their travel needs. In addition, a contract is in place for the State of California Petroleum Credit Card Program (Voyager).

The car rental contracts are in addition to the services provided by the state garages and used when state mobile equipment is not accessible or available.

The Employee Parking Unit manages approximately 35 Department of General Services-owned and -leased parking lots and is responsible for administering state parking policies. It is through this unit that state employees can obtain a passenger mobile equipment or bicycle parking space in one of the lots owned by the Department of General Services.

The Commute Program is part of the parking unit. Commute Program staff work closely with state employees to reduce the number of single occupancy commute vehicles, and continually look for new and innovative employee incentives.

## **ABOUT THE OFA STATE FLEET HANDBOOK**

The Department of General Services' continuing effort to improve service to client departments and to streamline processes brought about the development of the OFA State Fleet Handbook. The handbook was developed with you, our customer, in mind and as a reference to assist you with your mobile equipment and travel needs.

Included are procedures relating to the purchase, maintenance, modification, utilization, and disposal of state-owned mobile equipment, and information on travel related contract services and employee parking.

For added convenience, a directory of Office of Fleet Administration employees, garage locations, and Inspectors of Automotive Equipment is included as part of the handbook. Also included is a glossary of terms.

It is our hope that you find the handbook a valuable resource. The Office of Fleet Administration staff is always glad to assist our client agencies/ departments and is continually striving to improve services to our valued customers.

Please feel free to direct any comments or questions you may have regarding the OFA State Fleet Handbook to the Office of Fleet Administration, 802 Q Street, Sacramento, CA 95814.

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## **MOBILE EQUIPMENT RENTALS FROM A STATE GARAGE**

When use of passenger mobile equipment is essential for conducting state business, state employees shall first contact one (1) of the seven (7) state garages to make arrangements to rent state-owned mobile equipment on a short- or long-term basis.

To rent passenger mobile equipment on a short-term basis, state officers and employees shall go to the nearest state garage facility and:

- Present a valid driver's license and a General Services Blue Charge Card at the dispatch counter.

To rent passenger mobile equipment on a long-term basis, state employees shall:

- Submit a Request for Monthly Assignment, OFA 54, to the nearest state garage facility;
- Upon approval of the request and availability of the passenger mobile equipment, the employee shall go to the state garage and present a valid driver's license and a General Services Charge Card.

Reference Price Book & Directory of Services for rates.

## **MOBILE EQUIPMENT RENTALS/LEASES FROM A COMMERCIAL VENDOR**

When state-owned mobile equipment is not available and vehicle use is essential for conducting state business, state officers and employees may:

- Utilize the services of contract commercial vendors for long-and short-term rentals. On long-term rentals a Request for Monthly Assignment, OFA 54, is required to be on file with one (1) of the seven (7) state garages;
- Rent mobile equipment that has an original purchase price of \$25,000 or more with the approval of the Office of Fleet Administration. Requests for approval shall be submitted to the Office of Fleet Administration with three (3) bid estimates and justification.

Mobile equipment rentals or leases of \$1,000 or more may require advertisement in the California State Contracts Register. Exemptions from advertising require approval from the Procurement Division.

## **MAINTENANCE OF MOBILE EQUIPMENT**

The Office of Fleet Administration developed the following minimum preventive maintenance requirements to ensure that equipment is operationally safe, cost-effective to operate, and complies with warranty requirements:

- Perform lubrication services and mechanical inspections at the intervals prescribed in the attached 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.

## **MOBILE EQUIPMENT PURCHASES**

Agencies/departments shall submit a Purchase Order, STD. 65, or Purchase Estimate, STD. 66, for replacement or additional mobile equipment directly to the Office of Fleet Administration for approval as follows:

- Replacement mobile equipment—attach a copy of an Office of Fleet Administration, approved Property Survey Report, STD. 152, to the purchase document;
- Upon receipt of replacement mobile equipment, agencies/departments shall dispose of mobile equipment promptly; (See Disposition, page 9.)
- Additional mobile equipment—attach a justification approved by the Inspector of Automotive Equipment to the purchase document.

## **MODIFICATIONS**

Modifications to mobile equipment require approval from the Office of Fleet Administration. All vehicles must be equipped and painted as required at the time of purchase. To obtain approval, send the following to the Inspector of Automotive Equipment:

- A completed equipment modification request form. The form is available from your local Inspector of Automotive Equipment;
- Three (3) bids from Office of Fleet Administration-approved vendors (STD. 61, Glove Box Directory of Approved Auto Repair Facilities);
- Drawings or plans, if applicable.

## **TIRES AND BATTERIES**

Agencies/departments shall purchase tires from CMAS state contract vendors. Batteries shall be purchased from state contract vendors. Copies of the contracts are available through the Department of General Services, Procurement Division. To obtain copies, call (916) 324-3228.

Purchases from other than a contract vendor require three (3) bids and prior approval from the Office of Fleet Administration.

## **VEHICLE GLASS**

Windshields will be replaced only when they violate the California Vehicle Code. Reference California Vehicle Code section 26710.

A State Price Schedule is available from an Inspector of Automotive Equipment or the Procurement Division. Use of the schedule is encouraged.

The Inspector of Automotive Equipment is available to answer any questions you may have regarding glass replacement.

## **REPAIRS**

State-owned mobile equipment requiring mechanical preventive maintenance or accident repair shall be repaired at a state facility or an Office of Fleet Administration-approved vendor, STD. 61.

- An Office of Fleet Administration Inspector of Automotive Equipment assigned to a designated area may be consulted in **any** repair situation, or contact an Inspector at the Inspection Services Call Center (916) 327-2085.
- For repairs over \$350, prior approval from an Inspector of Automotive Equipment is required.
- The Inspector of Automotive Equipment will contact the owning agency for authorization before proceeding with any repair.
- Accident repairs expected to exceed \$500 require three (3) bids or a sole source 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.

## **INVOICES**

To ensure prompt payment, agencies/departments shall:

- Send original invoices for all types of mobile equipment repairs in the amount of \$500 or more to the Inspector of Automotive Equipment to be stamped approved;
- Forward the approved invoice to the State Controller's Office for payment.

## **UTILIZATION**

Managers, supervisors, and drivers are responsible for the safe and effective utilization of state-owned mobile equipment. To ensure maximum utilization of passenger mobile equipment, the following criteria have been established:

- Mileage use of more than 4,000 miles or vehicle use of at least 70% of the work days that the vehicle is available within a six month period;
- Completion of a Passenger Vehicle Usage Certification, STD. 276A;
- Exceptions will be reviewed by the Office of Fleet Administration.

## **PASSENGER VEHICLE USAGE REPORT, STD. 276A**

Agencies/departments shall complete a Passenger Vehicle Usage Report, STD. 276A and submit it to the Office of Fleet Administration as follows:

- Biannually, February 15 and August 15.

The STD. 276A will include:

- The license number, mileage, usage and action taken on passenger mobile equipment not meeting the utilization criteria.

Do not include:

- Institutional/park maintenance pickups, utilities, vans, and security vehicles. Security vehicles shall be clearly identified with emblems, signs, and emergency response equipment;
- Fire suppression vehicles used seasonally;
- Special purpose law enforcement vehicles, i.e., bomb disposal vans;
- Vehicles leased from the Office of Fleet Administration.

## **AUTHORIZED PASSENGERS/MISUSE OF STATE-OWNED MOBILE EQUIPMENT**

State-owned mobile equipment is 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 authorization.

Agencies/departments are responsible for approving/denying transportation of family members.

Individuals who suspect state-owned mobile equipment is not being used properly should:

- Report the suspicion or incident to the Office of Fleet Administration in writing or by telephone, (916) 327-2085;
- When reporting include the vehicle license number, the date, time, and location of the incident.

The Office of Fleet Administration will direct the information to the agency/department for research and appropriate action.

## **MONTHLY TRAVEL LOGS, STD. 273**

Agencies/departments are responsible for ensuring a Monthly Travel Log, STD. 273, is completed on all state-owned passenger mobile equipment. Exceptions are motorcycles, trucks over one (1) ton, heavy equipment and mobile equipment used solely on institution grounds, parks, and campuses.

- Drivers of state mobile equipment 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;
- Entries shall be made at the beginning and end of each trip except when vehicles are driven short distances on job sites by survey and crew-members or within institution grounds;
- Requests for using a form other than the STD. 273 will be submitted, in writing, to the Office of Fleet Administration for review and approval. Approved requests are effective for two (2) years;
- Drivers shall report beginning and ending mileage to the dispatching garage or on-line at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov) by the **fourth** working day of each month on vehicles leased from the Office of Fleet Administration.

**NOTE:** Failure to report mileage by the fourth working day of the month will result in a \$50 charge to the department/agency leasing the passenger mobile equipment.

## **ACCIDENTS**

In the event of an accident, drivers shall:

- Obtain adverse party information, i.e., name, address, and insurance carrier. The Accident Identification, STD. 269, located in the storage compartment of the vehicle can be used for this purpose;
- Complete a Report of Vehicle Accident, STD. 270, and make distribution as noted on the STD. 270.

## **24-HOUR EMERGENCY ROADSIDE SERVICE**

In the event of a breakdown of a state vehicle on a public street or highway, or a public parking garage, within the State of California, the OFA offers emergency 24-hour roadside service through the National Automobile Club.

Services include:

- 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 1-800-600-6065, and;
- Provide year, make, model, and color of vehicle and the fifteen (15) digit California Official State Fuel Credit Card account number to the National Automobile Club operator.

For further information regarding the 24-hour emergency roadside service, call (916) 327-0074.

# DEPARTMENT OF GENERAL SERVICES OFFICE OF FLEET ADMINISTRATION INSPECTION SERVICES DIRECTORY

AREA	INSPECTOR	TITLE	ADDRESS		TELEPHONE
HQ	7 Earl Howell	Assistant Chief	802 Q Street	Sacramento, CA 95814	(916) 327-2083
HQ	68 Steve Nielsen	IAE	802 Q Street	Sacramento, CA 95814	(916) 327-2082
HQ	Sue Gutierrez	SSA	802 Q Street	Sacramento, CA 95814	(916) 327-0074
CA	4 Stan Pochop	APM II	5950 Chiles Rd.	Davis, CA 95616	(530) 757-6832
<b>OFA INSPECTION SERVICES CALL CENTER</b>			1416 10th St., 2nd Floor	Sacramento, CA 95814	
	Larry Atwood	IAE			(916) 653-5709
	Eulalio Moncada	IAE			(916) 654-0727
	Virgil Green	IAE			(916) 657-2336
			<b><u>Region 1</u></b>		
	26 (vacant)	Supervisor	1416 10th St., 2nd Floor,	Sacramento, CA 95814	
A	24 Ed Anaya	IAE	PO Box 3	Shingletown, CA 96088	(530) 474-1367
B	21 Gary Karl	IAE	PO Box 2430	Elk Grove, CA 95759-2430	(916) 686-2667
C	70 Paul Brandner	IAE	5550 Skylane Blvd., Ste A	Santa Rosa, CA 95403	(707) 576-2696
D	31 Eileen McGarvey	IAE	PO Box 310	Herald, CA 95638	(209) 748-5706
E	71 Rodney Pitchford	IAE	401 27th Street	Oakland, CA 94612	(510) 286-1478
F	43 Fred Fines	IAE	39350 Gallaudet Dr.	Fremont, CA 94538	(510) 794-3884
G	20 Mike Scobee	IAE	802 Q Street	Sacramento, CA 95814	(916) 322-9017
			<b><u>Region 2</u></b>		
	46 Carey Mulloy	Supervisor	1555 W. 5th St., Ste 140	Oxnard, CA 93030	(805) 295-3238
A	41 Ken Osborn	IAE	PO Box 790	Coarsegold, CA 93614	(559) 683-0640
B	30 Joe Ramos	IAE	3374 E. Shields Ave., Rm.C29, Fresno, CA 93736		(559) 445-5739
C	72 Brian Ownes	IAE	3220 S. Higuera, Suite 302A San Luis Obispo, CA 93401		(805) 549-3316
D	53 Robert MacAlpine	IAE	PO Box 1747	Tehachapi, CA 93581	(805) 821-0151
E	52 Marvin Sump	IAE	PO Box 398	Castaic, CA 91310	(805) 294-9276
			<b><u>Region 3</u></b>		
	5 Herman Showers	Supervisor	P.O. Box 59116	Norwalk, CA 90652-0116	(818) 461-3459
A	54 Jack Symons	IAE	435 Orange Show Lane, #105, PO Box 8170 San Bernardino, CA 92412		(909) 383-4608
B	47 Paul Campbell	IAE	21015 Pathfinder Rd., #101, Diamond Bar, CA 91765		(909) 594-1746
C	49 Mike Bloom	IAE	P.O. Box 7189	Northridge, CA 91327-7189	(213) 897-4580
D	Mike Henness	IAE	345 West Ash St.	San Diego, CA 92101	(619) 645-2598
<b>Auction Yard</b>			5950 Chiles Road	Davis, CA 95616	(530) 757-1063 (530) 757-6832
<b>TOW TRUCK</b>					(916) 712-1310
<b>STATE GARAGES</b>					
Sacramento	(916) 657-2311		Los Angeles	(213) 897-4066	
Oakland	(510) 286-0901		Van Nuys	(818) 901-5433	
San Francisco	(415) 557-3604		San Diego	(619) 645-2740	
Fresno	(559) 445-5527				

Legend: IAE = Inspector of Automotive Equipment; SSA = Staff Services Analyst; APM II = Automotive Pool Manager II

## **REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES**

When an emergency requires the driver of Office of Fleet Administration mobile equipment 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.

The Office of Fleet Administration will review the paperwork, and, upon approval, process the paperwork for reimbursement.

## **HOME STORAGE**

Agencies/departments are responsible for monitoring, approving, and maintaining current Vehicle Home Storage Request/Permit, STD. 377, for the storage of state-owned mobile equipment at a state employee's home.

The STD. 377 is signed and approved by the:

- Supervisor, and;
- Department head, deputy or chief administrative officer.

The criteria for home storage permits are:

- Storing state-owned passenger mobile equipment at or near an employee's home for more than 72 nights over a 12 month period or more than 36 nights over any three (3) month period;
- The employee departs or returns regularly from official trips away from the employee's headquarters under circumstances that make it impractical to use other means of transportation;
- The employee's home is reasonably enroute to or from the employee's headquarters or work site;
- The employee uses the passenger mobile equipment to conduct state business on the same day or before working hours on the succeeding workday;
- The employee responds to urgent or emergency calls outside scheduled working hours;

- State, other government entity or commercial parking is not available;
- The employee's duties require the employee to work unplanned overtime on a regular basis and results in no other practical means for the employee to get home.

The Office of Fleet Administration requires:

- An annual report submitted to the Office of Fleet Administration every June 30.

The report will include:

- Total number of home storage permits;
- Name and telephone number of point of contact;
- A justification for increases in the number of home storage permits issued.

## **ANNUAL MOBILE EQUIPMENT INVENTORY**

Agencies/departments are responsible for submitting an Annual Inventory of Mobile Equipment, OFA 53, to the Office of Fleet Administration as follows:

- At the beginning of each fiscal year.

The OFA 53 shall include:

- 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.

## **DISPOSITION**

State-owned mobile equipment may be disposed of when it is not cost-effective to repair or is considered surplus to an agency's/department's needs. Disposal may be by public auction, sealed bid field sale, reutilization or transfer.

Priority is given to the following:

1. Other state agencies;
2. Cities, counties, and other tax entities;
3. The public.

The following documents are required when disposing of mobile equipment registered with the Department of Motor Vehicles (DMV):

- The Department of Motor Vehicles at the time of registration issues the Certificate of Title and Vehicle Registration. Both documents are retained by the owning agency in a secure place;
- The OFA issues the Permit to Transfer Legal Ownership of a State-Owned Vehicle OFA 40.

The following is required when disposing of mobile equipment **not** registered with the DMV:

- An Equipment Inspection Report, OFA 6, and a Property Survey Report, STD. 152.

How to obtain an Equipment Inspection Report, OFA 6:

- Contact an Inspector of Automotive Equipment requesting an inspection of the mobile equipment to be disposed. If the mobile equipment is equipped with code 3 equipment or is a sedan with 90,000 miles or more, an Inspector of Automotive Equipment need not be contacted and an OFA 6 is not required;
- The Inspector of Automotive Equipment will prepare an OFA 6 and submit it to the Office of Fleet Administration headquarters office for approval;
- The Office of Fleet Administration will review the OFA 6 and upon approval, return an approved copy to the agency/department.

How to obtain a Permit to Transfer Legal Ownership of a State-Owned Vehicle, OFA 40:

- Submit a Property Survey Report, STD. 152, or a Transfer of Equipment, STD. 158, with the approved OFA 6 (if applicable) to the Office of Fleet Administration for approval. Emergency response mobile equipment or sedans with 90,000 miles or more shall be identified as such on the STD. 152;
- The Office of Fleet Administration will review the STD. 152 or STD. 158, and upon approval, issue an OFA 40 and return the entire package to the agency/department.

### **Disposal by Public Auction**

Public auctions are held on the **third Wednesday of every month** at the Department of Forestry, 5950 Chiles Road, Davis, CA.

Agencies/departments disposing of mobile equipment by public auction shall:

- Ensure that the necessary documents has been completed, i.e., mobile equipment has been properly registered with the DMV and Certificates of Title and mobile equipment registration have been received, a STD. 152 completed, and an OFA 40 issued;
- Call the Office of Fleet Administration in advance at (916) 757-1063 to make arrangements to bring mobile equipment to the sale site.

When the mobile equipment comes up for sale, the Office of Fleet Administration will:

- Contact the agency/department and request the Certificate of Title, Vehicle Registration and OFA 40.

It is the responsibility of agencies/departments to ensure the Office of Fleet Administration at 802 Q STREET, SACRAMENTO, CA 95814, receives the necessary paperwork when it has been requested. Storage fees may be assessed if mobile equipment is not sold due to documents not being received.

### **Disposal by Sealed Bid**

Mobile equipment 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.

Agencies/departments disposing of mobile equipment by field sale shall:

- Request a field sale by submitting a Sale Memorandum to the 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 Department of Motor Vehicles and Certificates of Title and mobile equipment registrations have been received, a STD. 152 completed, and an OFA 40 issued.

The Office of Fleet Administration will coordinate the field sale with the Senior Inspector of Automotive Equipment/Inspector of Automotive Equipment and the agency/department.

### **Disposal by Reutilization/Transfer**

Mobile equipment may be sold or transferred to other state agencies, cities, counties, and other tax entities through the reutilization or transfer process. Reutilization and transfer of mobile equipment is restricted to other state agencies, cities, counties, and other tax entities.

Procedures are as follows:

- Agencies/departments 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, a STD. 152 completed, and an OFA 40 issued;
- The Office of Fleet Administration based on current wholesale value will set the price. The Office of Fleet Administration may permit a lower valuation;
- Owning agencies/departments may ask a price higher than the determined wholesale value. If an agreeable sale price cannot be reached between the owning and buying agencies, the owning agency may offer the mobile equipment for public sale. The minimum bid shall be 10% above that originally offered. In the event no offer is received at or above that amount, the mobile equipment shall be sold to the original bidder at the original price offered;
- The transaction will be processed on a STD. 65, STD. 40A, STD. 158 or government treasury checks. Purchase/transfer documents will be approved by the Office of Fleet Administration;
- The owning agency delivers the Certificate of Title endorsed on line 1, Vehicle Registration and the OFA 40 to the recipient of the mobile equipment;
- The owning agency will complete the Notice of Release of Liability, REG 138, and submit it to the DMV;
- The recipient will obtain a smog certificate on mobile equipment 1966 and newer;
- Mobile equipment shall be registered within ten (10) days of sale or transfer.

Agencies/departments that would like to participate in the Office of Fleet Administration Reutilization Program may do so by forwarding a Reutilization Program Request Form to the Office of Fleet Administration, 802 Q Street, Sacramento, CA 95814.

## CALIFORNIA OFFICIAL STATE FUEL CREDIT CARD

The California Official State Fuel Credit Card is used for the following services:

- Purchase of fuel at contract fuel vendors. Contract fuel vendors are Chevron USA, British Petroleum (BP), Exxon Company, Mobil Oil Company, Shell Oil Company, Texaco, and Union 76;
- Purchase of a battery, tire tube, spark plug, fan belt, wiper blades, radiator cap or gas tank cap **in emergencies only**;
- Oil changes at Jiffy Lube and other Office of Fleet Administration approved vendors;
- Car washes limited to two (2) per month on vehicles leased from the Office of Fleet Administration;
- 24-hour Emergency Roadside Service.

The California Official State Fuel Credit Card may be obtained as follows:

Agency-owned mobile equipment:

- New or replacement credit cards are obtained directly from Voyager Fleet Systems, Inc.;
- Lost or stolen fuel cards shall be reported to Voyager Fleet Systems, Inc.

Agencies/departments are responsible for determining their own appropriate system for the ordering and reporting of lost or stolen credit cards and communicating this system to their employees.

Department of General Services, Office of Fleet Administration mobile equipment:

- The Office of Fleet Administration is responsible for obtaining fuel cards for Office of Fleet Administration mobile equipment;
- Drivers are responsible for reporting lost or stolen fuel cards to the Office of Fleet Administration.

When purchasing fuel, drivers should purchase fuel at lower priced self-service pumps unless underhood or tire service is necessary.

## **GENERAL SERVICES BLUE CHARGE CARD, GS971**

The General Services Blue Charge Card is used for the following services:

- Renting state-owned mobile equipment from state garages;
- Renting passenger mobile equipment at participating commercial car contract vendors;
- Preventive maintenance service at state garages;
- Taxi service in Sacramento and Fresno;
- Purchasing fuel from state garages;
- Purchasing pre-paid parking tickets.

Charge cards may be ordered from the Office of Fleet Administration, 802 Q Street, Sacramento, CA 95814, on a Request for General Services Charge Cards, OFA 58a.

Lost, stolen, or discontinued charge cards shall be reported to the Office of Fleet Administration in writing.

Agencies/departments are responsible for determining their own appropriate system for the ordering and reporting of lost, stolen or discontinued charge cards and communicating this system to employees.

For additional information regarding General Services Blue Charge Cards, contact the Office of Fleet Administration at (916) 327-2086 or CALNET 8-467-2086.

## **ALTERNATIVE FUELS PROGRAM**

As a member of the Clean Air Coalitions throughout the State, the Office of Fleet Administration has established an Alternative Fuel Vehicles (AFV) program that supports the purchase, use, and education of drivers of AFVs within the fleet. The Office of Fleet Administration currently has a combination of AFVs powered by compressed natural gas, methanol and electricity. For more information, contact the Alternative Fuels Vehicle Specialist at (916) 327-2567 or visit our web site at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov).

## **TRAVEL PROGRAMS**

Travel Programs administers the State's travel contracts for airlines, car rentals, travel agencies, and payment mechanisms. For more information, contact the Travel Programs Coordinator at (916) 327-2068 or visit our web site at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov).

## **PARKING AND COMMUTE SERVICES**

### **State Vehicle Parking**

It is the responsibility of agencies/departments to store state vehicles in a secure facility. State vehicles may be stored at home with a Home Storage Permit, STD. 377. Reference page 8 of this book for home storage criteria.

### **State Employee Parking**

Parking is available to state employees through state-operated parking facilities. Vehicle and bicycle parking space assignments are subject to availability and priority as follows:

1. Persons with disabilities as defined in California Vehicle Code Section 22511.5;
2. Vanpools with a driver and six or more riders;
3. Carpools with a driver and two or more riders;
4. Carpools with a driver and one rider;
5. All others.

If no parking spaces are available, employees will be placed on a waiting list and notified when the next space becomes available.

To obtain a permit to park in a state parking facility state employees shall:

- Call the Employee Parking Unit for availability;
- Contact the Departmental Parking Coordinator for their agency/department;
- Complete an Application for Parking, OFA 112, and submit it to the Departmental Parking Coordinator for processing.

### **Car/Vanpool**

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

- All persons must be of legal driving age;
- Carpools consist of two or more, or one or more persons sharing a vehicle to and from work;
- A Carpool Agreement, OFA 73, completed by all carpool members;
- Vanpools consist of seven or more employees sharing a vehicle to and from work;
- All persons work in the downtown core area. Reference the Glossary for the definition of core area;

- Permittees park within a five (5) block radius of their work site;
- Permittees are state employees.

### **Rates Charged for DGS-Owned and -Managed Lots**

Rates will be consistent within each facility and will permit the facility to be self-supporting. Parking cannot be subsidized for State employees. Fees will be collected through payroll deduction to minimize administrative costs. Fees below the minimum for payroll deduction (\$2.00) need not be recovered.

For additional information or questions on space availability, call (916) 327-2102 or CALNET 8-467-2102.

## **COMMUTE SERVICES**

The Commute Program encourages ridesharing and promotes use of alternative fuel vehicles to improve air quality and reduce traffic congestion. Services include the following:

- Guaranteed ride home;
- Transitchek vouchers to employees who commute through transit;
- Compressed Natural Gas (CNG) vehicles to state vanpool commuters;
- A \$100 monthly reimbursement to vanpool drivers.

For more information regarding the Commute Program you may contact the Commute Program Coordinator at (916) 327-1078 or CALNET 8-467-1078.

## GLOSSARY

**Core Area**—All streets within the area bounded by "G" Street on the north, "R" Street on the south, 5th Street on the west, and 17th Street on the east as defined by the Department of General Services' Capital Area Plan.

**General Services Price Book & Directory of Services**—A listing of services and prices provided by the Department of General Services.

**Glove Box Directory of Approved Auto Repair Facilities (STD. 61)**—A vendor meeting the criteria established by the Office of Fleet Administration. The criteria include a visual inspection of the business, verification of all required licenses and insurance; completion of all State required forms, and negotiation of discounts. Approved vendors are listed in the Vehicle Repair Vendor Manual, available from the Office of Fleet Administration.

**Long-Term Leases**—Passenger mobile equipment leased permanently to agencies/departments or state employees until termination of assignment.

**Mobile Equipment**—Used for passenger and equipment transportation, construction or maintenance work, and is self powered or easily moved (trailer or skid mounted). This includes sedans, station wagons, Suburbans, carryalls, light utility pickups, vans under  $\frac{3}{4}$  ton, jeeps, trucks, boats, and trailers. A detailed list is available from the Office of Fleet Administration.

**Modifications**—Modifications are any additions or changes from original manufacturer's configuration, or as equipped from manufacturer at the time of purchase.

**Office of Fleet Administration**—OFA.

**Short-Term Leases**—Lease of passenger mobile equipment not to exceed two (2) weeks.

**State Price Schedule**—A schedule that includes a list of vendors who have agreed to provide replacement glass on state-owned mobile equipment at the trade discounts offered.

**DEPARTMENT OF GENERAL SERVICES**  
**OFFICE OF FLEET ADMINISTRATION**  
**GARAGE OPERATIONS DIRECTORY**

**Garage Locations**

(vacant), Assistant Chief	802 Q Street, Sacramento, CA 95814 (916) 327-1884 or (916) 327-2086	
Sacramento State Garage 1416 10th Street Sacramento, CA 95814 (916) 327-2311 fax (916) 657-2537 Stan Pochop, Garage Manager		Davis Auction Facility 5950 Chiles Road Davis, CA 95616 (530) 757-6832 fax (530) 757-1064 Stan Pochop, Pool Manager II
Los Angeles State Garage 122 South Hill Street Los Angeles, CA 90012 (213) 897-4066 fax (213) 897-3352 Michael Green, Garage Manager		Van Nuys State Garage 6150 Van Nuys Blvd. G-2 Van Nuys, CA 91401 (818) 901-5433 fax (818) 901-5668
San Francisco State Garage 550 Turk Street San Francisco, CA 94102 (415) 557-3604 fax (415) 557-7369 (vacant), Garage Manager		Oakland State Garage 401 Twenty-Seventh Street Oakland, CA 94612 (510) 286-0901 fax (510) 286-1086
San Diego State Garage 5878 Autoport Mall (eff 3/1/00) San Diego, CA 92121 (619) 645-2740 fax (619) 645-2744 Max Ballesteros, Garage Manager (Acting)		Fresno State Garage 1025 P Street Fresno, CA 93721 (559) 445-5527 fax (559) 445-5155 Joe Nunez, Garage Manager
<b>OFA CALL CENTER</b> <b>(916) 327-2085</b>		<b>OFA CALL CENTER</b> <b>(916) 327-2085</b>

To order additional OFA State Fleet Handbooks, please contact DGS Forms Management Center at (916) 324-9697.

The intent of this worksheet is to outline the standard preventive maintenance schedule recommended by the Office of Fleet Administration (OFA) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD. 271, found in the glove compartment. **Prior approval from an OFA Inspector of Automotive Equipment (IAE) is required for services/repairs exceeding \$500.**

Services shall be performed as follows:

6,000 miles or 6 months normal use or 4,000 miles severe use.\*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches
  
- Check the following:

<input type="checkbox"/> Lights & instrument panel	<input type="checkbox"/> Cooling system & antifreeze + ___ - ___	<input type="checkbox"/> Suspension
<input type="checkbox"/> Heater & air conditioner	<input type="checkbox"/> Belts & fan clutch	<input type="checkbox"/> Frame members
<input type="checkbox"/> Seat belts	<input type="checkbox"/> Fuel systems	<input type="checkbox"/> U-joints & CV joints
<input type="checkbox"/> Windshield wipers & washers	<input type="checkbox"/> Fluid leaks & levels	<input type="checkbox"/> Exhaust system
<input type="checkbox"/> Master cylinder	<input type="checkbox"/> Transmission	<input type="checkbox"/> Brakes**
<input type="checkbox"/> Differential	<input type="checkbox"/> Tires: PSI Front ___ Rear ___**	<input type="checkbox"/> Emission system
<input type="checkbox"/> Steering components; check for excessive play with wheels on the floor		
  
- Perform the following at manufacturer's recommended intervals:\*

<input type="checkbox"/> Replace air & fuel filters	<input type="checkbox"/> Replace spark plugs	<input type="checkbox"/> Service transmission
---	--	---
  
- Road test vehicle for overall performance and handling after services and repairs have been completed
- Update Maintenance Booklet

#### ALTERNATIVE FUELED VEHICLES

Contact an IAE on methanol and electric vehicles.

#### INVOICES

The following information shall be included on the invoice:

- Date
- License #, year, make, model, and mileage of vehicle
- Agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature

\* Reference manufacturer's manual for definition of normal and severe use.

\*\* Contact an IAE if not expected to last until next service.

**OFFICE OF FLEET ADMINISTRATION**  
**802 Q Street, Sacramento, CA 95814, A-1**

**NEW !! CALL CENTER (916) 327-2085**

For your convenience, we are pleased to announce our new Call Center telephone number, (916) 327-2085.

Use our Call Center to tap into our extensive knowledge of the transportation industry—in the most expeditious way possible. Call this number for vehicle reservations, mileage reporting, parking and auction information, automotive repairs/services, vendor referrals, authorization numbers, invoice approval, and general fleet information.

		<b>PUBLIC</b>	<b>CALNET</b>
Agudo, Lydia	Office Assistant, LA Garage	(213) 897-4066	8-647-4066
Allen, Charles	Manager, Oakland Garage	(510) 286-0901	8-541-0901
Alvarez, John	Service Assistant, LA Garage	(213) 897-4066	8-647-4066
Anaya, Ed	Inspector, Redding	(530) 474-1367	
Armenta, Gilbert	Lead Mechanic, LA Garage PM	(213) 897-4155	8-647-4155
Asbell, Raymond	Parking Program Analyst, Sac Admin	(916) 327-2086	8-467-2086
Atwood, Larry	Inspector, Sac Call Center	(916) 653-5709	
<b>Auction Information</b>		<b>(916) 327-2085</b>	
<b>Auto Repairs/Services</b>		<b>(916) 327-2085</b>	
<b>Authorization Numbers</b>		<b>(916) 327-2085</b>	
Baik, Sung	Mechanic, Oakland Garage PM	(510) 286-0901	8-541-0901
Ballesteros, Max	Pool Attendant II, SD Garage	(619) 645-2740	8-740-2740
Benton, Mike	MTOT, Sac Garage	(916) 657-2311	
Bertucci, Jose	Mechanic, LA Garage PM	(213) 897-4155	8-647-4155
Bloom, Michael	Inspector, Los Angeles, Region 3	(213) 897-4155	8-647-4155
Bow, Timothy	Chief, Sac Admin	(916) 327-2071	8-467-2071
Brandner, Paul	Inspector, Santa Rosa, Region 1	(707) 576-2696	
Bravo, Ralph	Pool Attendant II, Van Nuys Garage	(818) 901-5433	8-733-5433
Brown, Denise	Assoc Programmer Analyst, Sac Info Svs	(916) 657-5418	8-437-5418
Burris, William	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Campbell, Paul	Inspector, Diamond Bar, Region 3	(909) 594-1746	
Ceccarini, Susan	Office Assistant, Sac Admin	(916) 327-2086	8-467-2086
Chatterley, Michelle	Secretary, Sac Admin	(916) 327-2071	8-467-2071
Cheng, Ed	Office Assistant, Oakland Garage	(510) 286-0901	8-541-0901
Chevis, Barbara	Word Processing Tech, Sac Parking	(916) 327-2102	8-467-2102
Choquette, Evita	Personnel Liaison, Sac Admin	(916) 327-2037	8-467-2037
Ciaffone, Carl	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Cole, Richard	Office Assistant, Sac Garage	(916) 653-5087	8-453-5087
Cordero, Simplicio	Pool Attendant I, Capitol Garage	(916) 445-5644	
Cuellar, Marco	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Cumplido, Leticia	Office Technician, LA Garage	(213) 897-4066	8-647-4066
Escutia, Anthony	Mechanic, San Diego Garage	(619) 645-2740	8-740-2740
Evey, Curtis	Pool Attendant Supervisor, Sac Garage	(916) 653-5828	8-453-5828
Fines, Federico	Inspector, Fremont, Region 1	(510) 794-3884	
<b>Fleet Information</b>		<b>(916) 327-2085</b>	

Fong, Kelly	Assistant Info Systems Analyst, Sac Info Svs	(916) 653-7017	8-453-7017
Furr, Sheila	Equip Materials Specialist, Sac Garage	(916) 657-2338	8-437-2338
Garage Services		(916) 327-2085	
Gentry, Mary	Training Coordinator, Sac Admin	(916) 327-2107	8-467-2107
Gill, Sally	Office Technician, Sac Parking	(916) 327-2102	8-467-2102
Givens, Theodore	Office Services Supervisor, LA Garage	(213) 897-4066	8-647-4066
Gomez, Fiel	Mechanic, Oakland Garage	(510) 286-0901	8-541-0901
Gomez, Robert	Mechanic, Sac Garage PM	(916) 657-2300	8-437-2300
Goode, Walter	Truck Driver, Davis Auction	(530) 757-6832	
Green, Michael	Garage Manager, San Diego Garage	(619) 645-2740	8-740-2740
Green, Virgil	Inspector, Sac Call Center	(916) 657-2336	
Guardado, Sam	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Gutierrez, John	Pool Attendant I, Van Nuys Garage	(818) 902-5433	8-733-5433
Gutierrez, Jose	Office Technician, Sac Garage	(916) 653-5373	8-453-5373
Gutierrez, Ramon	Garage Manager, LA Garage	(213) 897-4066	8-647-4066
Gutierrez, Susan	Inspection Services Analyst, Sac Admin	(916) 327-0074	8-467-0074
Gwilt, Nickolis	Fiscal Officer, Sac Admin	(916) 327-1801	8-467-1801
Henness, Michael	Inspector, San Diego, Region 3	(619) 645-2598	
Hernandez, Joe	Mechanic, Sac Garage PM	(916) 657-2300	8-437-2300
Highfill, Karen	Management Services Tech, Sac Admin	(916) 327-2071	8-467-2071
Holquinn, Anita	Office Assistant, Fresno Garage	(559) 445-5527	8-421-5527
Howell, Earl	Assistant Chief-Inspection, Sac Admin	(916) 327-2083	8-467-2083
Howerter, Elery	Pool Attendant I, Capitol Garage	(916) 445-5644	
<b>Inspection Services</b>		<b>(916) 327-2085</b>	
<b>Invoice Approval</b>		<b>(916) 327-2085</b>	
Kakizoe, Herbert	Mechanic Supervisor, LA Garage PM	(213) 897-4155	8-647-4155
Karl, Gary	Inspector, Sacramento	(916) 653-5709	
Kelly, Sherry	Office Technician, Oakland Garage	(510) 286-0901	8-541-0901
Kine, Shannon	Reservation Technician, Sac Garage	(916) 657-2311	8-437-2311
Labriola, Theresa	MTOT, San Diego Garage	(619) 645-2740	8-740-2740
Lee, Casse	Office Assistant, Fresno Garage	(559) 445-5527	8-421-5527
Lewis, Shirllyn	Office Assistant, LA Garage	(213) 897-4066	8-597-3604
Li, Vincent	Mechanic, Oakland Garage	(510) 286-0901	8-541-0901
Liang, Joyce	Office Assistant, Oakland Garage	(510) 286-0901	8-541-0901
Lopez Jr., John	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Louie, Paul	Mechanic, Fresno Garage	(559) 445-5527	8-421-5527
Luna, Larry	Pool Attendant II, Sac Garage	(916) 657-2675	8-437-2675
MacAlpine, Robert	Inspector, Tehachapi	(805) 821-0151	
Macatangay, Warren	Pool Attendant I, Oakland Garage	(510) 286-0901	8-541-0901
Marshner, Jason	Service Assistant, Sac Garage	(916) 657-2311	8-437-2311
Martin, James	Mechanic, LA Garage PM	(213) 897-4155	8-647-4155
Mason, John	Pool Manager I, LA Garage	(213) 897-4155	8-647-4155
Matsushita, Keiko	Contracts Analyst, Sac Admin	(916) 653-8016	8-453-8016
McGarvey, Eileen	Inspector, Sacramento, Region 1	(209) 748-5706	
<b>Mileage Reporting</b>		<b>(916) 327-2085</b>	
Modell, George	Pool Attendant I, Capitol Garage	(916) 445-5644	
Moncada, Albert	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Moncada, Eulalio	Inspector, Sac Call Center	(916) 327-2082	8-467-2082
Morehead, Wardell	Pool Attendant I, LA Garage	(213) 897-4066	8-647-4066
Morrison, Jerry	Mechanic, Fresno Garage	(559) 445-5527	8-421-5527
Mulloy, Carey	Sr Inspector, Supervisor-Region 2	(805) 295-3238	
Najarro, Jose	Pool Attendant I, Van Nuys Garage	(818) 901-5433	8-733-5433
Nielsen, Steve	Inspector, Sac Admin	(916) 654-0727	

Nunez, Joe	Garage Manager, Fresno Garage	(559) 445-5527	8-421-5527
O'Connor, Valerie	Information Svcs Manager, Sac Info Svcs	(916) 653-6926	8-453-6926
O'dell, Heidi	Office Technician, Sac Garage	(916) 657-2311	
Oliver, Richard	Mechanic's Helper, Sac Garage PM	(916) 657-2300	8-437-2300
Osborn, Ken	Inspector, Coarsegold, Region 2	(559) 683-0640	
Padilla, Armando	Pool Attendant I, LA Garage	(213) 897-4066	8-647-4066
Pahl, Anna	Administrative Manager, Sac Admin	(916) 327-1062	8-467-1062
<b>Parking Information</b>		<b>(916) 327-2085</b>	
Paskel, Tennie	Office Assistant, LA Garage	(213) 897-4066	8-647-4066
Peacock, Maryanne	Office Assistant, Sac Parking	(916) 327-2102	8-467-2102
Pegos, Mike	Pool Attendant I, Sac Garage	(916) 657-2311	8-437-2311
Pena, Jessie	Pool Manager I, Sac Garage	(916) 653-5584	8-453-5584
Perez, Debbie	Office Technician-Dispatch, Sac Garage	(916) 657-2327	8-437-2327
Pickens, Lonnie	Pool Attendant I, LA Garage	(213) 897-4066	8-647-4066
Pietralunga, Matt	Contracts Analyst, Sac Admin	(916) 323-8017	8-473-8017
Pitchford, Rodney	Inspector, Oakland, Region 1	(510) 286-1478	
Plata, Frank	Mechanic, LA Garage	(213) 897-4155	8-647-4155
Pochop, Stan	Pool Manager II, Auction	(530) 757-6832	
Polyach, Nickolay	MTOT, Sac Garage	(916) 657-2311	8-437-2311
Priest, James	Office Assistant, Sac Garage	(916) 657-2338	8-437-2338
Procida, George	Mechanic, Sac Garage PM	(916) 657-2300	8-437-2300
Quock, Andrew	Lead Mechanic, Oakland Garage PM	(510) 286-0901	8-541-0901
Ramel, James	Mechanic, Sac Garage PM	(916) 657-2300	8-437-2300
Ramirez, John	Pool Attendant Supervisor, Capitol Garage	(916) 445-5644	
Ramos, Joe	Inspector, Fresno, Region 2	(559) 445-5739	
Ramos, Scott	MTOT, Fresno Garage	(559) 445-5527	
Reservations (vehicles)		(916) 327-2085	
Roberson, Jeffrey	Pool Attendant II, Sac Garage	(916) 657-2675	8-437-2675
Ross, Jude	Office Assistant, Van Nuys Garage	(818) 901-5433	8-733-5433
Sandoval, Rickey	MTOT, San Diego Garage	(619) 645-2740	
Sapnaro, James	Contracts Analyst, Sac Admin	(916) 327-0038	8-467-0038
Scobee, Mike	Inspector, Sacramento, Region 1	(916) 322-9017	
Scott, Calvin	Pool Attendant Supervisor, LA Garage	(213) 897-4066	8-647-4066
Shaw, Hellen	Reservations Technician, Sac Garage	(916) 657-2311	8-437-2311
Shaw, John	Mechanic, San Diego Garage	(619) 645-2740	8-740-2740
Showers, Herman	Sr Inspector, Supervisor-Region 3	(818) 461-3459	
Silag, Antonio	Pool Attendant I, Oakland Garage	(510) 286-0901	8-541-0901
Slama, Richard	Alternate Fuels Coordinator, Sac Admin	(916) 327-2567	8-467-2567
Slaughter, Steve	Asst Chief, Garage Operations, Sac Admin	(916) 327-1884	8-467-1884
Snyder, Barbara	Office Assistant, Sac Admin	(916) 327-2086	8-467-2086
Steck, Victor	Pool Attendant I, Capitol Garage	(916) 445-5644	
Sosa, Lydia	Office Technician, Sac Garage	(916) 653-5469	8-453-5469
Stehle, Randi	Office Technician, Sac Admin	(916) 327-2086	8-467-2086
Sump, Marvin	Inspector, Castaic, Region 2	(805) 294-9276	
Symons, Jack	Inspector, San Bernardino, Region 3	(909) 383-4608	
Tang, Sylvia	Travel Programs Coordinator, Sac Admin	(916) 327-2068	8-467-2068
Thuston, Aaron	Office Assistant, Sac Garage	(916) 657-2311	8-437-2311
Turk, Bob	Pool Manager I, Sac Garage	(916) 657-4514	8-437-4514
Turner, Charles	Pool Attendant I, Auction	(530) 757-6832	
Ullery, Ron	Office Technician, Sac Garage	(916) 657-2327	8-437-2327
Valdez, Robert	Office Technician, Van Nuys Garage	(818) 901-5433	8-733-5433
Vaquilar, Ernest	Pool Attendant I, Fresno Garage	(559) 445-5527	8-421-5527

Vasquez, Steve	Service Assistant, Sac Garage	(916) 657-2311	8-437-2311
<b>Vehicle Reservations</b>		<b>(916) 327-2085</b>	
<b>Vendor Referrals</b>		<b>(916) 327-2085</b>	
Viera, Daniel	Pool Attendant I, Oakland Garage	(510) 286-0901	8-541-0901
Wang, Vincent	Pool Attendant I, SF Garage	(415) 557-3604	8-597-3604
Wong, Valiant	Service Assistant, SF Garage	(415) 557-3604	8-597-3604
Yiamkis, Tony	Mechanic, Sac Garage	(916) 657-2300	8-437-2300

To order additional OFA State Fleet Handbooks, please contact the Department of General Services Forms Management Center at (916) 324-4635 or 1-800-964-3214.

## NOTES

# OFA STATE FLEET HANDBOOK

