



OFA

FLEET NEWS

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June 2003

DELIVERING TRANSPORTATION SOLUTIONS FOR THE GOVERNMENT OF TODAY AND TOMORROW
DEPARTMENT OF GENERAL SERVICES, OFFICE OF FLEET ADMINISTRATION (916) 327-2085 or www.ofa.dgs.ca.gov

Debra Bouler, OFA Chief

Since my appointment to the Office of Fleet Administration on February 1st, we have had many challenges--an assessment of the statewide fleet, a ban on vehicle purchases, the developmental implementation of the Regional Transit pass distribution program, and numerous special projects and reports. Each challenge demonstrates that OFA STAFF IS A GREAT TEAM who fully support each other! I wish there were a better word than "thanks" to express my appreciation.



Debra Bouler, Chief, OFA

Photographer, Virgil Green

Challenges will always be a part of government service, and one of our key challenges is to improve our data collection and data base information thereby providing us with better tools to manage the state's fleet and respond more quickly to requests for information.

I have received many compliments from customers who value OFA employee's skills. I look forward to working with all of you as we seek solutions to future challenges, and as we look for methods to turn challenges into opportunities.

Debra Bouler, Chief
Office of Fleet Administration

Fuel Card Contract Awarded to Voyager

Voyager Fleet Systems Inc. was awarded the DGS, OFA fuel card contract for July 1, 2003, through June 30, 2005, with the option to extend the contract term for one additional year. The fuel card provides state employees who are on official state business with a convenient, reliable method to purchase fuel services.

An internal OFA team has been established to streamline the process of ordering and canceling Voyager fuel cards. Lydia Sosa, (916) 653-5373, and Heidi Odell, (916) 657-2332, both of the Sacramento State Garage, manage the day-to-day responsibilities and Sue Gutierrez, (916) 327-0074, administers the contract. Meetings are held on a regular basis to discuss procedures that make ordering, canceling, and receiving cards more efficient and timely for all state garages.

Sue Gutierrez, Inspection Services Analyst
Office of Fleet Administration

J. Clark Kelso, Interim Director, Department of General Services
Deborah Hysen, Interim Chief Deputy Director, Department of General Services
Jacqueline R. Wilson, Deputy Director, Department of General Services
Debra Bouler, Chief, Office of Fleet Administration
Mary Gentry, Editor, Office of Fleet Administration

OFA STATE GARAGES "Where People Care"

Maintenance and Repair Service

- Maintenance and repair service is available for all mobile equipment owned by state agencies/departments. Preventive maintenance service is provided in all state garages except San Francisco and Van Nuys. Automobile Maintenance Books, STD. 271, are located in the glove box of all state vehicles.

Long-Term Vehicle Leases

- Passenger mobile equipment leased permanently to agencies/departments or state employees until termination of assignment.

Short-Term Vehicle Leases

- Lease of passenger mobile equipment not to exceed two (2) weeks.

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.**
- **When reporting, include the vehicle license number and 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.

- **Sacramento State Garage**
1416 10th Street (916) 657-2311
Sacramento, CA 95814
- **Fresno State Garage**
1025 P Street (559) 445-5527
Fresno, CA 93721
- **San Francisco State Garage**
550 Turk Street (415) 557-3604
San Francisco, CA 94102
- **Oakland State Garage**
401 Twenty Seventh Street (510) 286-0901
Oakland, CA 94612
- **Los Angeles State Garage**
1645 North Main Street (323) 224-0905
Los Angeles, CA 90012
- **Van Nuys State Garage**
6150 Van Nuys Blvd., Rm.140 (818) 901-5433
Van Nuys, CA 91401
- **San Diego State Garage**
5878 Autoport Mall (858) 642-5741
San Diego, CA 92121

Steer Clear of Hostile Motorists

- **Merge carefully.** Make sure there is adequate room and use your turn signal. If someone cuts you off, slow and let the other driver merge into your lane.
- **Use the left lane for passing only.** Avoid holding up the flow of traffic. If someone wants to pass--let him or her.
- **Avoid tailgating.** Allow a two-second space between your car and the one ahead. If you feel you are being followed too closely, signal, pull over, and let the other driver pass.
- **Refrain from offensive gestures.** Do not make motions that might anger another driver--even expressions like shaking your head.
- **Distance yourself.** Put distance between your vehicle and theirs. Do not pull off to the side of the road to settle things.
- **Avoid eye contact.** Looking or staring at another driver can turn an impersonal encounter into a perceived threat.
- **Get help if you are being threatened.** Call the police if you have a cellular telephone. Drive to a busy area or honk your horn for attention. Do not get out of your car or go home.
- **Allow more time for your trip.** Make good use of your commute by listening to soothing music or a book on tape.

Sounds of Engine Trouble

Office of Fleet Administration mechanics unanimously agree that listening for sounds of engine trouble now may prevent breakdowns later.

Common sounds of engine trouble:

- Knocks or pings from the engine when accelerating or climbing a hill.
- Failure to start, but the engine turns over.
- A 'check engine' or similar warning light or tone is activated.
- A rumbling or hissing sound from the muffler.
- The thumping of a tire that's flawed and may soon fail.
- The clicking of a worn CV joint when making a tight turn.
- An engine that keeps chugging after the ignition is turned off.

At the first sound of trouble, consult with a reputable mechanic.

Six-Tenths of a Mile Per Kilowatt-Hour

In 1924, PG&E published a report written by Edward Power, "THE ELECTRIC TRUCK and Its Value to the Industry." The report illustrated how most of the electric industry and many outside it, felt the electric truck had a real future.

PG&E appointed Mr. Power to promote electric trucks and to head its new Electric Truck Bureau.

Along the Stanislaus River, an electric tractor had been in use since 1916, hauling materials for maintaining the 17-mile Stanislaus flume and doubling as a snowplow in the winter. By 1924, it had traveled 49,000 miles at six-tenths of a mile per kilowatt-hour using two sets of batteries; one being charged while the other was in use.

As attractive as Mr. Power thought electric trucks should have been, 53 years later (in 1977) only a few limited-range vehicles were available.

Rodney Pitchford, Inspector of Automotive Equipment
PG&E Progress, July 1977

CALENDAR

State of California
Department of General Services
OFFICE OF FLEET ADMINISTRATION
VEHICLE AUCTIONS

June 18, 2003

July 16, 2003

August 20, 2003

September 17, 2003

5950 Chiles Road, Davis, CA 95616

Inspection: 7:30 a.m. Auction: 9:00 a.m.

Over 200 surplus state vehicles auctioned to the highest bidders every month--sedans, vans, pickups, and miscellaneous items.

(916) 327-2085 or (530) 757-6832 or www.ofa.dgs.ca.gov

Flag Day, June 14, 2003

Father's Day, June 15, 2003

Independence Day, July 4, 2003

Labor Day, September 1, 2003

My car engine overheated...

What should I do now?

Two signs indicate that your engine is overheated; 1) the temperature gauge shows "Hot," or 2) the coolant warning light comes on when you are driving.

Stop driving as soon as possible and allow engine to cool for at least 15 minutes before checking. Do not remove the radiator cap before the engine has cooled down.

Most radiator caps come off in two stages, a quarter turn will allow most of the pressure to release without letting out a blast of steam, and the second quarter turn will completely release the cap.

When the engine has cooled down, check the level of coolant, either in the radiator by slowly removing the cap or some cars have a plastic expansion tank where the level can be seen easily.

In many cases, you can get going again by adding enough water to reach the mark on the expansion tank or just below the filler cap on the radiator.

DO NOT ADD COLD WATER TO AN OVERHEATED ENGINE. WAIT UNTIL THE ENGINE HAS COOLED ENOUGH TO TOUCH, OTHERWISE IT COULD BE DAMAGED.



...getting to know you

Tennie Paskel, Los Angeles State Garage, received a message from Laura Gonzalez, Personnel Technician at DGS' OHR, stating " thank you for assisting me these last few weeks. You are always so positive and willing to help, and you respond quickly to my inquiries. Your assistance is appreciated."

Richard Battersby, Assistant Chief, received a letter from **Rodney Pitchford**, Inspector of Automotive Equipment, commending **Stan Pochop**, Auto Pool Mgr. II. In part the message read, "I want you to know how much it means to have someone who is willing to chase down answers, and the efficient way it allowed us to serve the Department of Rehabilitation. Thanks."

"The Right Choice"

Office of Fleet Administration's INSPECTION SERVICES

The Office of Fleet Administration's Inspectors of Automotive Equipment provide inspections and consultation for the repair, maintenance, purchase, modification, and disposal of state-owned vehicles.

Richard Shedd, Assistant Chief, Sacramento	(916) 327-2083
Steve Nielsen, Mobile Equip. Mgr., Sacramento	(916) 327-2082
Sue Gutierrez, Analyst, Sacramento	(916) 327-0074
Karen Susoev, Analyst, Sacramento	(916) 327-2008
Mike Scobee, Sr. IAE, Reg. 1, Sacramento	(916) 651-6234
Virgil Green, Sacramento	(916) 657-2336
Eulalio Moncada Jr., Sacramento	(916) 654-0727
Ed Anaya, Shingletown	(530) 474-1367
Gary Karl, Elk Grove	(916) 686-2667
Paul Brandner, Santa Rosa	(707) 576-2696
Eileen McGarvey, Elk Grove	(916) 683-5573
Rodney Pitchford, Oakland	(510) 286-1478
Fred Fines, Fremont	(510) 794-3884
Carey Mulloy, Sr. IAE, Reg. 2, Oxnard	(805) 382-0786
Ken Osborn, Coarsegold	(559) 683-0640
Joe Ramos, Pinedale	(559) 243-4060
Brian Owens, San Luis Obispo	(805) 549-3316
Paul Louie, Bakersfield	(661) 863-6635
Mike Bloom, Northridge	(818) 904-2412
Herman Showers, Sr. IAE, Reg. 3, Norwalk	(562) 484-0924
Jack Symons, San Bernardino	(909) 383-4608
Lonnie Hurd, Riverside	(909) 727-3215
Dudley Sandling, LaVerne	(909) 869-6040
Mike Henness, San Diego	(858) 642-5745
Sam Munoz, Mission Hills	(818) 365-9713

Additionally, Inspectors of Automotive Equipment assist with assessing agencies/departments' mobile equipment needs and developing specifications for purchases and modifications.

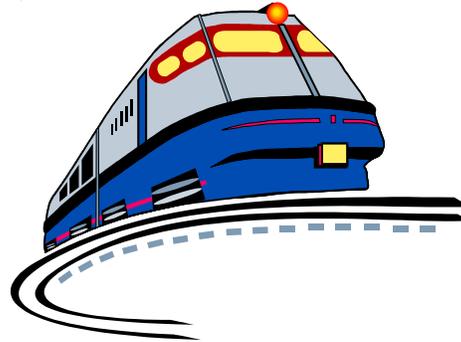


Office of Fleet Administration
800 Q Street A-1
Sacramento, CA 95814

Central City Transit Pass Program

State employees are choosing to help reduce vehicle emission pollution, ease street congestion, and lower the By decreasing vehicle use in Sacramento's downtown area and participating in the Department of General Services, Office of Fleet Administration's Central City Pass program, demand for downtown parking. State employees form a considerable portion of Sacramento's downtown workforce.

An annual downtown Central City/Shuttle Pass allows the use of all of Sacramento's Regional Transit (RT) bus and light rail services in the Central City Zone, bound by C Street to the North, Broadway to the South, Alhambra to the East, and 3rd/Riske Street (West Sacramento) to the West. Regional Transit routes are linked with Amtrak, light-rail, bus stops, peripheral parking lots, and designated downtown work locations. Compressed Natural Gas buses are ADA compliant and feature racks that can accommodate two bicycles.



The pass is a sticker and must be affixed directly on the photo side of the participant's ID. Central City Passes do not entitle the rider to leave the

Central City Zone without paying an additional fee.

With proper identification, passes may be obtained from departmental transportation/parking coordinators or the Office of Fleet Administration's Employee Parking Unit, 800 Q Street, Sacramento, CA 95814, (916) 327-2102.

For complete route, schedule, and fare information, call RT's Customer Information Center at (916) 321-BUSS (2877) or TDD (916) 483-HEAR (4327). Information is also available on RT's web site at www.sacrt.com.

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This issue of Fleet News is dedicated to the memory of Charles Allen, Oakland State Garage Manager, 1928-2003