

SAM—TRANSPORTATION SERVICES

INTRODUCTION AND GARAGE OPERATIONS

4100

(Revised 12/06)

The Department of General Services (DGS) Office of Fleet Administration (OFA) is responsible for the establishment, implementation, and maintenance of policies and procedures governing state-owned mobile equipment. Mobile equipment is defined as equipment that is self-powered, easily moved and used for passenger, and equipment transportation and construction or maintenance work.

Programs within the OFA include: Garage Operations, Inspection Services, Statewide Travel Management, and Employee Parking/Commute Management.

Services provided include daily and long-term vehicle rentals and vehicle maintenance, vehicle repairs in all state garage locations, fuel card management, delivery and survey inspections, public auctions in Los Angeles and Sacramento, vehicle purchase reviews, public parking, commute management, travel payment system, contract airfares, lodging rates and guide, travel agencies, and contract car rental rates.

Garage Operations

State employees are to first utilize the services of the OFA when leasing mobile equipment on a daily or long-term basis. Mobile equipment; i.e., sedans, station wagons, and pickup trucks, can be leased from the OFA in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. See OFA State Fleet Handbook.

Specially equipped vehicles for persons with disabilities are available on a daily or long-term basis at the Los Angeles and Sacramento state garages. In the event the OFA is unable to provide this service, persons with disabilities may utilize the services of one or more of the contracted commercial car rental companies. Questions regarding specially equipped vehicles should be directed to the Los Angeles and Sacramento state garages.