

SECTION I. REQUESTING DEPARTMENT INFORMATION

DEPARTMENT NAME			
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STREET ADDRESS	CITY	STATE	ZIP
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FLEET CONTACT PERSON NAME	PHONE NUMBER	EMAIL ADDRESS	
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SECTION II. REQUESTED EXEMPTION TYPE

Please read State Administrative Manual (SAM) [Section 4122](#) for detailed description of each exemption criteria and check the applicable exemption criteria.

- A. Standard Exemption
 - 1. The fleet asset is a non-self-propelled fleet asset and/or the asset is not required to be reported into the DGS Fleet Asset Management System
 - 2. The fleet asset is not capable of having telematics installed or is unable to maintain telematics in an operational status as determined by OFAM.
 - 3. The fleet asset is categorized as a motorcycle.
 - 4. The fleet asset does not require usage reporting to OFAM.
- B. Undercover Vehicle Exemption
- C. Surplus Vehicle Exemption
- D. Cost-effectiveness Exemption

SECTION III. REQUIRED ATTACHMENTS

- A. Standard Exemption
 - 1. Telematics Exemption Request Spreadsheet
 - 2. Narrative Justification as to how the exemption request complies with SAM Section 4122.
 - 3. For exemption criteria A.2 – Telematics installer's written recommendation stating that the asset is not capable of having telematics installed or is unable to maintain telematics in an operational status.
- B. Undercover Vehicle Exemption
 - 1. Telematics Exemption Request Spreadsheet
 - 2. Per-asset based explanation with supporting data demonstrating how, exactly, the use of a telematics device, which is hidden under the dashboard with no visible wiring would endanger the safety of the undercover asset's operator or the integrity of the undercover operation.

- C. Surplus Vehicle Exemption
- 1. Telematics Exemption Request Spreadsheet
 - 2. Approved STD. 152 *Property Survey Report*
- D. Cost-effectiveness Exemption
- 1. Telematics Exemption Request Spreadsheet
 - 2. Narrative Justification as to how the exemption request complies with SAM Section 4122.
 - 3. Telematics Cost Analysis Worksheet

SECTION IV. REQUIRED SIGNATURES

For Standard Exemption and/or Surplus Vehicle Exemption – Deputy Director’s Signature

_____ Name	_____ Title
_____ Signature	_____ Date

For Undercover Vehicle Exemption and/or Cost-effective Exemption – Director’s Signature

_____ Name	_____ Title
_____ Signature	_____ Date

DGS OFAM APPROVAL

For Standard Exemption and/or Surplus Vehicle Exemption – OFAM Chief’s Approval

_____ Chief Office of Fleet and Asset Management	_____ Date
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For Undercover Vehicle Exemption and/or Cost-effective Exemption – ISD Deputy Director’s Approval

_____ Deputy Director Interagency Support Division Department of General Services	_____ Date
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