DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT
Vehicle Reduction Plan Template - Governor's EO S-14-09
EXAMPLE

A. Vehicle Make	B. Vehicle Model	C. Vehicle Model Year	D. VIN (17 digits)	E. Odometer Reading	F. Agency Owned (AO) / DGS Lease (DL) / Commercial Lease (CL)	G. Fund Code + Fund Source of Vehicle	H. Vehicle Availabe for Vanpool	I. Class Code of Employee Driving Vehicle	J. Business Need for Retaining Vehicle or Surveying Vehicle	K. Home Storage Permit for 2009/2010 (yes/no)	L. Business Need for Home Storage Permit	M. Include in 15% Reduction of Fleet (yes/no)	N. Included in 20% Home Storage Permit Reduction (yes/no)	O. Proposed Date of Survey
Chevrolet	Cavalier	1998	2G1WK678901234567	150,000	AO	0001S	No	3582	Older, high mileage vehicle	Yes	Eliminating this permit	Yes	Yes	04/01/10
Ford	F-150	2006	2FTPF17Z22CA62325	93,889	DL	2389E	No	4159	Job requires the employee to travel and work away from the headquarters office to perform audits of other State agencies	Yes	Audit territory and office are not close to a State garage	No	No	N/A