

**OFA 50G** (Revised 09/14)

**New Vehicle Assignment**

**Update Information**

Equipment #		Vehicle License #		Undercover License #		Agency / Department		Agency Billing Code (CAN #)			
Driver Name				Driver License #		Exp. Date (MM/DD/YYYY)		Current Mileage		Date (MM/DD/YYYY)	
Office Address				Room #		A-Card # (if applicable)		Vehicle Make		Vehicle Model	
City		Zip Code		Office Telephone				Vehicle Year (YYYY)		Vehicle Color	
Email Address				Cell Phone				Equipment # of Vehicle Traded In (if applicable)			
Supervisor Name				Supervisor Telephone				Mileage of Vehicle Traded In (if applicable)			
Supervisor Email Address				<b>FOR OFAM USE ONLY:</b> Note Current Damage to Vehicle and in Diagram Below (if applicable)							

Lease Agreement:

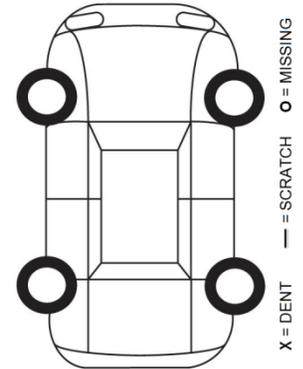
**I agree to and understand that:**

- **I must pay bridge tolls when driving a State vehicle. Additionally, I am responsible and will be held financially accountable for all non-administrative citations, parking tickets, moving violations, and bridge/toll road evasion fines issued while operating a State vehicle. Failure to comply with this policy may result in a payroll deduction for the full amount from the next applicable pay period.**
- Failure to report mileage to OFAM by the fifth working day of the month will result in a \$50 charge to my Department or Agency.
- Mileage must be submitted online: <http://www.dgs.ca.gov/ofam/Programs/FleetOps/Mileage.aspx>
- Except in cases of emergency, no one is allowed to drive my assigned State vehicle except an authorized State employee.
- I must maintain a valid California driver's license; it cannot be suspended or expired.
- Commercially rented or leased motor vehicles and mobile equipment shall only be used for official State business.
- Smoking in State vehicles is prohibited.
- I will comply with manufacturer warranty requirements and ensure that my assigned State vehicle is operationally safe by following the minimum preventive maintenance requirements and having routine mechanical inspections at the intervals prescribed in the Preventive Maintenance Schedule/Safety Inspection Work Sheet (OFA 35).
- Excessive roadside service calls due to operator negligence or abuse (lockouts, out of fuel, vehicle recovery, etc.) on DGS vehicles will be billed back to my Department or Agency.
- I will purchase regular-unleaded fuel for gasoline powered vehicles at self-service pumps only—purchase of higher grades of gasoline is prohibited, unless otherwise required by the manufacturer (or it is an alternative fuel vehicle). If my vehicle is E85 fuel compatible, I will try, within all reasonable efforts, to fill my gas tank with E85 fuel (MM12-05).
- On the day that maintenance is performed on my vehicle, I will fax or e-mail to OFAM any receipts for vehicle maintenance that is charged to my Fleet Fuel Card to (916-376-6355) or [DGSFleetInvoices@dgs.ca.gov](mailto:DGSFleetInvoices@dgs.ca.gov)
- While it is recognized that approved vendors are not always available to service my assigned State vehicle in every situation, I will try, within all reasonable efforts, to use Approved Vendors listed on the OFAM website.
- Splitting invoices to avoid the State's cost limit and approval process is illegal. Doing so may be grounds for disciplinary action by my Department or Agency and jeopardizes doing future business with the vendor.
- Accident repairs that exceed \$500 require quotes from three (3) vendors or a Non-Competitive Bid (NCB) 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.
- I am responsible for reporting lost or stolen Fleet Fuel Cards to the Fleet Services Call Center immediately (855-611-OFAM); [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).
- Two basic (low cost) car washes per month may be charged on the Fleet Fuel Card for my DGS assigned vehicle. I am not allowed to have my assigned vehicle receive a detailed cleaning without prior authorization from the Fleet Call Center (855-611-OFAM).
- Unauthorized charges on the Fleet Fuel Card belonging to DGS vehicles will be charged back to my Department or Agency. It is my Department or Agency's responsibility to recover inappropriate charges made with my Fleet Fuel Card (refer to State Administrative Manual, § 3687.1 and § 4108). Inappropriate use of the Fleet Fuel Card can result in disciplinary action.
- I will only use my Fleet Fuel Card to refuel and maintain my assigned State vehicle. The Fleet Fuel Card can also be used for emergency roadside assistance through the National Automobile Club (800-600-6065). In addition, emergency purchases, such as wiper blades, fan belts, tires, etc. are permissible provided the purchases are in accordance with a department's policies. (MM12-08)
- I will follow all other rules and policies in the Fleet Handbook: <http://www.dgs.ca.gov/ofam/Resources.aspx>

**FOR OFAM USE ONLY:**

**NO DAMAGE**

WINDSHIELD CONDITION:  
CLEAR    CRACKED    STAR



**Send signed FORM OFA 50 G to:**

**Fax:**  
916-376-6356

- OR -

**e-mail:**  
[FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov)

Driver Signature

Date