



OFA

FLEET NEWS

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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, New OFA Chief

Debra Bouler is the Department of General Services, Office of Fleet Administration's new Chief. Before accepting her current assignment, Debra's previous DGS positions include Chief of the Office of Human Resources



followed by Special Consultant for Policy Management in the Executive Office.

Debra began her state service career 30 years ago at Caltrans. During her 23 years at Caltrans, she managed a variety of offices: Civil Rights, Emergency Planning and Telecommunications, Employee Safety and Health, Examining and Recruitment, Personnel Operations, and the Division of Procurement and Services.

At a recent interview Debra said, "Fleet has a wonderful staff and I am proud to join the team." Debra is very excited to be at Fleet as it draws on her experience at both Caltrans and DGS.

A native of Sacramento, Debra attended high school in Thailand, graduated from Rio Americano High School in Carmichael, and earned her Bachelor of Arts Degree at CSU-Sacramento, majoring in English. Both of her children are in college; Matthew, 21, is a student at CSU-Sacramento, and Karin, 19, is a student at UC-Santa Barbara. In her 'spare' time, Debra enjoys movies, reading, and travel.

NON-EMERGENCY VEHICLE PURCHASE BAN

On February 5, 2003, the Governor's Office prohibited the purchase of state vehicles for non-emergency use.

Authority: California Government Code 13332.09
State Vehicle Purchase Policy, MM 02-21
http://www.documents.dgs.ca.gov/osp/sam/mmemos/mm02_21.pdf

Exceptions: Must be approved by the Department of General Services on the basis of an urgent need to protect the health and safety or security of the public.
<http://www.documents.dgs.ca.gov/ofa/FleetAssessmentLtr021903.pdf>

Responsibility: It is the responsibility of the requesting department director or agency secretary to certify the need for an exception to the vehicle purchase ban.

Donna Carey

Receives Sustained Superior Accomplishment Award -- Gold

Donna Carey received the Department of General Services, Sustained Superior Accomplishment Award -- Gold at a reception held at the Office of Fleet Administration.

Donna is the OFA's Statewide Travel Program Administrator, President of the National Society of Government Meeting Professionals, a member of the Society of Government Travel Professionals, and a member of the Federal Government Task Force on E-Travel Initiatives. Donna is dedicated to increasing government travel awareness and assisting all state agencies with developing their individual departmental travel programs.

In the past year, Donna represented the State of California and DGS on a Federal Government Panel that included the Departments of the Navy, Interior, Veteran Affairs, Foreign Affairs, and the State of Oregon where she received the "Leadership and Professionalism" award. Additionally, she represented DGS at the annual General Services Administration Conference.

Donna successfully negotiated contract amendments with United and Southwest Airlines to permit California's cities and counties to participate in the state's airline contracts.



Ghost Car

A man hitch hiking in the middle of a storm could hardly see. Suddenly, a car came towards him and stopped. He got in the car, closed the door, and then realized no one was driving. The car began to move and when he saw a curve coming his way, he began to pray. Just before he hit the curve, a hand appeared through the window and moved the wheel. Paralyzed, he watched how the hand appeared before every curve. Gathering his strength, he got out of the car, ran to the nearest cantina, and asked for two shots of tequila. He started telling everybody about his horrible experience. A silence came over everybody when they realized he was crying and was not drunk.

About half an hour later, two men walked into the same cantina, and one said to the other, "Look, that's the character who climbed into the car while we were pushing!"

*Clothilde V. Hewlett, Acting Director, Department of General Services
Deborah Hysen, Acting 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*

HOW TO SAVE GAS

- **Walk, bike, or take a bus.**
- **Car-pool** when possible.
- **Combine errands** into one trip.
- **Park and walk** between destinations.

HOW TO GET BETTER GAS MILEAGE

- **Tune-ups.** Get regular engine tune-ups. Avoid fuel economy problems caused by dirty air and fuel filters, worn spark plugs, low transmission fluid, or the transmission not going into high gear.
- **Oil.** Use the thinnest viscosity oil recommended by the car's manufacturer.
- **Tire inflation.** Keep tires properly inflated.
- **Alignment.** Keep front suspension and steering in proper alignment.
- **Air conditioning.** For newer vehicles with aerodynamic designs, close the windows and turn on the A/C when driving on the freeway. For older vehicles with inefficient A/C compressors, use the ventilation system and close the windows - temperature permitting.
- **Anticipate traffic.** Anticipate merging traffic and stoplights -- accelerate and decelerate smoothly. Listen to radio reports for alternate routes around congested areas. Nearly 50% of the energy needed to power a car goes into acceleration.
- **Avoid high speed.** Gas mileage will improve about 15% by driving at 55 mph rather than 65 mph. Speeding toward a red light is wasteful.
- **Use cruise control.** A constant speed saves on gas. Drive in the highest gear possible (without lugging the engine).
- **Lighten the load.** Remove unnecessary items. It takes more gas to move heavy objects.
- **Repair body damage.** Crunched metal adds aerodynamic drag -- ask any race car driver.
- **Use busy gas stations.** Their tanks are filled more often -- old gas decreases fuel economy.
- **Do not use premium fuel.** If not needed, do not use premium fuel (check the owner's manual).
- **Keep a log.** Track fuel economy for a means of comparison. If mileage figures are falling, it may be time for a tune-up.

Alternative Fuel Update

Alternative Fuel News, a national publication of the Clean Cities Program, identified California's Department of General Services as one of three state agencies developing a petroleum-reduction purchase program. An excerpt from the article further states, "California is taking steps to make sure AFV fleet operators truly use alternative fuels, particularly in bi-fuel vehicles that can also run on gasoline."

California's AFV success is evident. Recent figures measuring compliance with the Energy Policy Act of 1992 show that California's state fleet purchases exceeded the mandated purchases of 75 percent of light-duty vehicles by 13 percent in 2001 and 1.7 percent in 2002.

CALENDAR

State of California
Department of General Services
OFFICE OF FLEET ADMINISTRATION
VEHICLE AUCTIONS
March 19, 2003
April 16, 2003
May 21, 2003
June 18, 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
St. Patrick's Day, March 17, 2003
Caesar Chavez' Birthday, March 31, 2003
Daylight Savings Time Begins, April 6, 2003
Palm Sunday, April 13, 2003
Passover, April 17, 2003
Good Friday, April 18, 2003
Easter, April 20, 2003
Mother's Day, May 11, 2003
Government Technology Conf. (Sacramento), May 14-16, 2003
Armed Forces Day, May 17, 2003
Memorial Day (Observed), May 26, 2003
Flag Day, June 14, 2003
Father's Day, June 15, 2003

Auto Burglary Trends

As crime trends change, auto burglary is no exception. In previous years, car stereos were common targets for thieves. Car stereos are less desirable today because their value as merchandise is minimal and security device improvements have increased the amount of time it takes to remove a stereo.

Today's thief looks for opportunities to exploit technology. An auto burglar may break a car window, reach inside, take a few items, and be gone in a matter of seconds. Items such as camcorders, cell phones, and laptop computers are much easier to remove and more valuable than car stereos. The best alarm system is ineffective for this type of crime.

Prevent auto burglary by removing valuables when parking a car. Law enforcement agencies urge everyone to record all serial numbers.

1 (866) 556-0704

DGS EMERGENCY HOTLINE

All DGS employees have been provided with a toll-free, telephone number to use if an unforeseen emergency were to affect a DGS Division, Office, or Branch. Employees have been asked to memorize the toll-free number. The message will be updated as needed.

1 (866) 556-0704

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