



Georgia Fleet Management Manual

**Department of Administrative Services
Office of Fleet Management**

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A handwritten signature in black ink, appearing to read 'Brad Douglas', is positioned above a horizontal line.

Brad Douglas, Commissioner

The Department of Administrative Services works with and under the direction of the Office of Planning and Budget to carry out policy governing the acquisition, utilization, maintenance, repair and replacement of passenger carrying vehicles. This manual is provided for the use of state agencies and their employees.

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1. INTRODUCTION	3
2. ROLES AND RESPONSIBILITIES	4
2.1 Office of Planning and Budget.....	4
2.2 Department of Administrative Services	4
2.2.1 Office of Fleet Management	4
2.2.2 State Purchasing.....	5
2.2.3 Surplus Property Division.....	5
2.2.4 Risk Management Services	6
2.3 Department of Revenue.....	6
2.4 State Agencies	6
3. VEHICLE ACQUISITION.....	7
3.1 General Acquisition Procedures	7
3.2 Classification of Vehicles Being Gained by Agencies	9
3.3 Vehicle Request Process.....	9
4. FLEET UTILIZATION AND OPERATIONS.....	10
4.1 Titles, Registration, Plates and Special Lighting	10
4.2 Vehicle Markings (Decals and Unique Vehicle Number).....	10
4.3 Central Pools.....	12
4.4 Individual Assignments.....	12
4.5 Overnight Assignment Criteria.....	13
4.6 Overnight Use	14
4.7 Authorized Vehicle Use	15
4.8 Unauthorized Vehicle Use	16
4.9 Fees and Driving Violations Payments	17
4.10 Contract Drivers.....	17
4.11 Required Records and Reports.....	17
4.11.1 Vehicle Records	17
4.11.2 Overnight Use Vehicles Records.....	18
5. FUEL, MAINTENANCE AND INSPECTIONS.....	19

Georgia Fleet Management Manual

5.1 Fuel	19
5.1.1 Fuel Card Program Management.....	19
5.1.2 Fuel Program Controls and Fraud Management	20
5.2 Maintenance Management	21
5.2.1 Preventive Maintenance	21
5.2.2 Maintenance Management Services Program	21
6. DISPOSAL	22
7. RISK MANAGEMENT	23
7.1 Auto Liability Coverage	23
7.2 Auto Physical Damage Coverage	23
7.3 Accident Reporting Requirements	23
7.3.1 Actions at the time of an accident.....	23
7.3.2 Other Parties Involved.....	24
7.3.3 Serious Injuries or Damages	24
7.3.4 Accident Scene Procedures.....	24
7.4 Workers' Compensation	25
7.5 Rental Car Insurance	25
7.6 Vehicle Operations Comments (Report My Driving)	25
8. FLEET MANAGEMENT SYSTEM (MAXIMO)	26
8.1 Fuel Cost Accounting	26
8.2 Vehicle Maintenance Cost Accounting	27
9. ENVIRONMENTAL COMPLIANCE	28
9.1 Georgia Motor Vehicle Emission Inspection and Maintenance Act	28
9.1.1 Covered Vehicles	28
9.1.2 Test Period and the Recording of Testing	28
9.1.3 Reference.....	29
9.2 Alternative Fueled Vehicle Program	29
9.2.1 Determination if Fleet is Covered under this Act.....	29
9.2.2 Agency Compliance Criteria.....	30
9.2.3 Agency Reporting Requirements	30
APPENDICES	31
A. Glossary of Terms	31
B. Vehicle Markings	31
C. Forms	31

1. Introduction

All entities of state government exist to provide services to the citizens of Georgia and one of the principal assets necessary to accomplish this mission is a motor vehicle. With the use of this asset comes the implied responsibility to operate a productive fleet and to keep total costs associated with fleet operations to a minimum; thus providing citizens (stakeholders) with “best value” fleet management. Citizens demand that we demonstrate we are operating a cost-effective fleet operation.

Centralized coordination of fleet management has proven to be the most effective tool to produce efficient fleet operations. The Office of Fleet Management (OFM) was formed to provide centralized management and to maintain information regarding the operation of the state’s fleet. The objective is to establish more uniform professional operating practices and identify cost savings opportunities regarding state fleet operations.

Managers at all levels play a role in ensuring fleet performance and costs will compare favorably against widely used and universally accepted standards of fleet performance and cost. The goal is to have a fleet that is the right type, the right size, reliable and cost effective to operate.

Unless otherwise provided by law, the policies, rules and regulations promulgated apply to all offices, agencies, departments, boards, bureaus, commissions, institutions, authorities, or other entities of the state (all of which are hereafter referred to collectively as agency or agencies). Requests for exemptions from any of the provisions of these policies may be submitted for approval by agency fleet managers to the agency head who will in turn submit the request to the Office of Planning and Budget (OPB) for review. Final approval will be based upon a joint decision between the fleet managers of OPB and the Department of Administrative Services (DOAS). If an agreement cannot be reached among these representatives, the agency heads of OPB and DOAS will determine the final outcome.

This manual is designed and organized to present you with the information you need to manage an agency fleet. It is the desire of OFM that the Fleet Management Manual will serve as a frequent and helpful guide in managing your agency's motor vehicles. OFM staff should be viewed as an extension of any agency fleet management team and may be called upon to assist in the development of fleet management policies within agencies.

This Fleet Management Manual has been issued in accordance with policy developed by OPB. The procedures in this manual apply to all motor vehicles either owned, rented, borrowed, leased, donated or otherwise under the possession and control of offices, agencies, departments, boards, bureaus, commissions, institutions, authorities or other entities of the state. The

procedures in this manual also apply to any vehicle used by the state to support training, public relations or other programs conducted by the state.

2. Roles and Responsibilities

2.1 Office of Planning and Budget

OPB is responsible for providing the following services associated with motor vehicles:

- Development of policy regarding state fleet vehicle management and use;
- Developing the Governor's Annual Operating Budget to include financial plans to support the purchase and operation of motor vehicles and establishing annual vehicle authorizations for agencies through the budget cycle;
- Ensuring financial resources of the state are used most efficiently; and
- Establishing a standard anticipated service period for all types of motor vehicles as recommended by OFM.

2.2 Department of Administrative Services

DOAS works with OPB to carry out policy regarding passenger-carrying automobiles in the following areas:

- Standardized specifications for types of vehicles based on agencies needs;
- Rules and regulations governing the purchase of these vehicles;
- Rules and regulations governing the maintenance, repair, service and purchase of fuel for motor vehicles; and
- Rules and regulations governing acquisition, utilization, preventive maintenance, repair and replacement of all motor vehicles.

DOAS will provide detailed procedures for the sound and efficient management of motor vehicle fleets. Fleet procedures apply to all motor vehicles either leased by or titled to state agencies. For purposes of this manual, "Motor Vehicles" will be defined as any vehicle capable of:

- Carrying a driver;
- Being tagged and titled in the state; and
- Being driven on highways or streets including motorcycles and utility vehicles.

2.2.1 Office of Fleet Management

OFM is charged with the management of fleet policy within the state and provides assistance to state agencies in the management of their fleet. The staff

Georgia Fleet Management Manual

monitors the life cycle of a vehicle from initial request to the disposal. The official state vehicle inventory count is maintained by this office using the Fleet Management System database. Any vehicle owned or leased by an agency shall be accounted for in this database.

Other services include the management of the state fuel card program that supports the purchase of fuel used in all state vehicles. A contract maintenance program is also available to agencies on a fee basis. The alternative fuel vehicle program is also managed in this office.

The staff is responsible for the development of best business practices for fleet management and the development of business rules to be used as part of the Fleet Management System. Staff members analyze historical data to ensure maximum utilization of vehicles and to develop optimal vehicle replacement criteria. In addition, staff will be available to perform ad hoc analysis of agency fleets creating reports to identify exceptions to such things as vehicle use, average operating cost per mile and average miles per gallon.

Analysis is also performed on the state fuel account. Reviews are conducted to determine agency compliance with fuel policy as set forth in this manual.

In addition as the need arises, staff members review and make recommendations for change/revision of fleet policies for approval by OPB and for change/revision of the Fleet Management Manual. This staff also monitors necessary compliance reports as may be required by the federal government regarding vehicles.

2.2.2 State Purchasing

State Purchasing is responsible for providing the following services associated with motor vehicles:

- Provides statewide contracts for the purchase of vehicles and other motor vehicle related goods and services;
- Provides contracts for leasing vehicles; and
- Provides a contract Capitol Hill Motor Pool Unit providing vehicle rental to all agencies in the Capitol Hill area. Vehicle rental information is available on the DOAS web site at www.doas.georgia.gov.
- Provides contracts for the state fuel card to be used by all agencies and a vehicle maintenance/repair (fee based) contract for fleet services.

2.2.3 Surplus Property Division

Surplus Property Division is responsible for establishing policies and procedures for the disposal of state property including vehicles. It also provides OFM with necessary disposal/transfer information to verify removal of vehicles from the state fleet inventory database.

2.2.4 Risk Management Services

Risk Management Services is responsible for providing liability and physical damage insurance coverage for the fleet and establishing policies and procedures for the handling of claims. Additionally, RMS provides safety training and coverage information through its video library, seminars and onsite training.

2.3 Department of Revenue

The Department of Revenue is responsible for providing the following services associated with motor vehicles:

- Titling, registering and licensing all state motor vehicles;
- Authorizing the use of regular Georgia plates in lieu of state government plates for covert, investigatory functions associated with law enforcement; and
- Issuing permits for lighting on all emergency vehicles.

The Department of Revenue can be contacted at 404-417-4477 or online at www.etax.dor.ga.gov.

2.4 State Agencies

Agencies determine the need for motor vehicles in the execution of their statutory duties. Agencies ensure strict compliance with the standards developed by OFM and manage their fleet in a manner that strictly complies with all policies, rules and regulations governing the purchase, operation, use, assignment, maintenance, service, repair and disposal of automobiles.

State agencies are responsible for developing fleet management policies and procedures for the agency that are in accordance with state policy. Agencies shall not adopt policies or procedures that are less restrictive than state fleet policies and procedures, but may amplify information associated with the agency's specific business needs. This manual can serve as an informative guideline as to what should be included in the departmental policy.

Each agency will appoint an Agency Fleet Coordinator (AFC) to serve as the principal point of contact for fleet matters within the agency. Agencies must keep OFM informed by email to GaFleet@doas.ga.gov of the designated person and provide necessary contact information. Fleet Coordinator changes must be coordinated with OFM at the time of any change to ensure agencies receive information published by OFM. In addition, agencies are responsible for the following activities associated with management of their fleet of motor vehicles:

- Agency Heads and AFCs monitor use and compliance with published motor vehicle statutes, rules, regulations, policies and procedures.

- Agencies are responsible to ensure that AFCs attend all Fleet Management Workshops to obtain the latest guidance regarding fleet management, policy and procedures.
- At a minimum, agency fleet policy should include: the establishment and authority of the AFC; vehicle selection and acquisition; vehicle operations and utilization; control of vehicle operating costs; accident reports and insurance coverage; control of accident costs; control of repairs and maintenance; cost control methods; proper and timely disposal of used vehicles; and continuous review and development of improved methods, policies and procedures.

3. Vehicle Acquisition

3.1 General Acquisition Procedures

State agencies are required to acquire motor vehicles from the statewide contracts developed by State Purchasing. Vehicles not on statewide contract and vehicles with special specifications not on contract will be purchased in accordance with state purchasing regulations with prior approval of OFM/OPB.

Agencies are authorized to operate mid-size automobiles and encouraged to acquire compact automobiles wherever possible. Requests for full-size automobiles, SUVs or vehicles with options not included in the equipment shown in the vehicle standard specification must be justified in the request to OFM. OFM will coordinate with OPB and provide the agency approval or non-approval in writing prior to purchase.

State vehicles enter the inventory from various funding sources. Whether they enter through the Annual Operating Budget, Agency Program Funds, Federal Funds, Grants, Donations or other means, all will be managed as state vehicles in compliance with all applicable state statutes, rules, regulations, policies and procedures.

Most agencies' vehicles are funded by state funds through the Annual Budget Process as set forth by OPB. OPB establishes authorized levels of vehicles (sometimes referred to as the vehicle "cap") for state agencies. If an agency has a new/emergent requirement exceeding this published number, they must obtain approval from OPB through the budget amendment process to increase their authorized count prior to initiating the vehicle purchase request process with OFM.

To obtain a new vehicle as an addition to their current inventory, agencies must demonstrate:

- All currently owned vehicles are being used as originally presented in the budget and cannot be redistributed to meet this requirement;

Georgia Fleet Management Manual

- The new vehicle is for additional staff or new program(s);
- It will be driven a minimum of 14,000 miles per year on state business (This holds true regardless of the new vehicle's funding source);
- The agency vehicle count allows for an additional vehicle or OPB has approved additional vehicle count through the budget amendment process; and
- Funding is available and sufficient to cover the expense associated with the initial purchase and continued operation of the vehicle.

To be eligible for replacement, agencies must demonstrate that the vehicle was authorized by their current appropriation to be replaced:

- Vehicle was destroyed and considered a total loss by Risk Management;
- Meets the annual replacement criteria established each budget cycle;
- Is of "like kind" or justification is provided to alter the type of vehicle requested; and
- No current vehicles are available to serve as a replacement or can be redistributed to meet this requirement.

Agencies may request authorization to purchase used automobiles but must demonstrate that the cost of each automobile purchased does not exceed the fair market value of the vehicle as determined by the National Auto Research's "Black Book." In addition, the agency must have a pre-purchase vehicle inspection conducted by an independent shop or technician to determine its overall condition.

Agencies may enter into a lease agreement for vehicles in lieu of purchasing only with prior written approval of OFM and OPB. Agencies must provide OFM documentation demonstrating that a lease-versus-buy analysis was conducted and that leasing is more advantageous to the state than vehicle ownership. All leasing shall be conducted through leasing contracts established by State Purchasing. Leased vehicles count against the agency's inventory as established in the Annual Operating Budget regardless of funding source.

With prior approval from OFM, state agencies are authorized to take title and possession of vehicles donated to the state and to provide funds for the operation, maintenance and protection of these vehicles. Donated vehicles cannot be accepted as state property with any conditions or exceptions. Neither can they be returned to the donor nor can any portion of their value or of any proceeds from their disposal be returned to the donor or operating agency. Donated vehicles are subject to agency vehicle authorized counts and OPB must be notified of all donations because it affects the agency vehicle count. Once donated, they are no different from state vehicles acquired in any other way and must be properly registered, licensed and insured. Donated vehicles will not be replaced with appropriated funding. It will be the agency's responsibility to obtain funding external to state appropriations to replace the vehicle.

The direct transfer of vehicles between agencies is not authorized unless provided by law. Contact OFM if a requirement exists for a transfer between agencies.

3.2 Classification of Vehicles Being Gained by Agencies

When agencies are anticipating adding vehicles to their inventories, they must provide a vehicle use classification as part of the acquisition process. This classification determines various procedures that must apply to the vehicle during its life cycle. Classifications include:

- **Active.** This is defined as a vehicle that will be used to support the daily administrative and operational mission of the agency regardless of how the vehicle is obtained. Vehicle will be titled and tagged for highway use. Mileage, fuel and maintenance cost will be reported.
- **Instructional Roadworthy.** This is defined as a vehicle that will be used to support agency training scenarios. Vehicles will be titled to the agency, tagged and will be used on the highways for training purposes. Mileage, fuel and maintenance cost must be reported.
- **Instructional Non-Roadworthy.** This is defined as a vehicle that will be used to support agency training scenarios. Vehicle is considered to be static (class room, closed driving course, etc) and never tagged for use on any road or highway. Mileage, fuel and maintenance cost are not reported.
- **Historical.** These vehicles are for static displays, parades or public relations purposes only. They are not tagged for highway use and contain the markings of the era of the vehicle.
- **Rural Fire Defense.** This category is used only by the Georgia Forestry Commission to identify vehicles that are on lease to government entities in Georgia. Vehicles are titled to the Georgia Forestry Commission. Mileage, fuel and maintenance cost are not reported.
- **Low-speed Vehicle.** This is any four-wheeled vehicle whose speed is greater than twenty miles per hour (20mph) but not greater than twenty-five miles per hour (25mph). Federal regulations require headlamps, stop lamps, turn signal lamps, tail lamps, parking brakes, rearview mirrors, windshields, seat belts and a 17 digit vehicle identification number. Examples are the GEM and Parcar. It does not include golf carts or all-terrain vehicles such as Gators, Mules, etc.

Vehicles are classified by the agency at the time of purchase and recorded in the Fleet Management System by OFM. Agencies can not change the status without approval of OFM.

3.3 Vehicle Request Process

The acquisition of any motor vehicle from any source, regardless of vehicle or fund source, without the prior approval of OFM and OPB is prohibited.

All vehicle requests must be submitted to OFM using the Vehicle Request application of the Fleet Management System. OFM forwards all requests to OPB for approval. Any justification required for an additional vehicle, full-size or SUV vehicle or optional equipment must be in the justification portion of this request. OFM will review the request, ensure funding is available through OPB, and send approval to the agency, if warranted.

Once the approved request is returned to the agency, the purchase order can be prepared. This purchase order must be submitted to OFM for approval. No vehicle can be purchased until this purchase order has been approved. State contract vendors will not accept a purchase order without OFM approval.

Upon receipt of a new vehicle, a state fuel card should be obtained through OFM as part of the vehicle acquisition process. The fuel card number will be the 7-digit unique number assigned to this vehicle during the acquisition process. This will align fuel receipts with each vehicle for easy identification. Initial fuel cards will be ordered through OFM and not be ordered directly from the fuel card contractor.

4. Fleet Utilization and Operations

4.1 Titles, Registration, Plates and Special Lighting

The Department of Revenue is the proponent agency for titles, registration, plates and special lighting. In accordance with O.C.G.A. § 40-2-37, all state motor vehicles must be registered prior to operation. O.C.G.A. § 40-2-37 requires all state vehicles shall be affixed with regular state government license plates obtained from the local county tag office, except those vehicles employed in covert or secret investigatory police functions and those vehicles owned by the Department of Public Safety. Regular Georgia license plates for vehicles employed in covert or secret investigatory police functions are controlled and issued directly by the Department of Revenue. Obtaining non-government tags from a local tag office is not authorized.

O.C.G.A § 40-8-92 provides that all emergency vehicles shall be designated as such by the Commissioner of Revenue. The Commissioner shall so designate each vehicle by issuing to such vehicle a permit to operate flashing or revolving emergency lights of the appropriate color. The Commissioner shall authorize the use of blue, red or amber flashing or revolving lights only when the person or agency shall demonstrate to the Commissioner a proven need for equipping a vehicle with emergency lights.

4.2 Vehicle Markings (Decals and Unique Vehicle Number)

O.C.G.A. § 50-19-2 states that “It shall be unlawful for any person to operate on

any public road in this state any motor vehicle which is owned or leased by the state or any branch, department, agency, commission, board, or authority of the state or which has been purchased or leased by any public official or public employee with state funds, unless there is affixed to the front door on each side of such vehicle a clearly visible decal or seal containing the name of or otherwise identifying the governmental entity owning or leasing such vehicle or on behalf of which entity funds were expended to purchase or lease such vehicle. This Code section shall not apply to any vehicle used for law enforcement or prosecution purposes or any vehicle assigned for the transportation of the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, the executive head of any department of state government, the chancellor of the University System of Georgia, the Chief Justice of the Supreme Court of Georgia, or any Constitutional state official who is elected by the voters of the entire state.” Marking examples are contained in Appendix B of this manual.

The agency will assign one unique organizational unit identification number to each vehicle. The number shall be a seven-digit number with the first three numbers being the agency Uniform State Code Identifying Governmental Entities as published by the Department of Audits and Accounts. The last four digits (or characters, or both) will be assigned by the agency and be between 0000 and 9999 (i.e. 999-9999, 999-W999). Agencies must ensure there is no duplication of numbers. A dash will be used to separate the first three digits from the last four digits as shown above. This one number shall be used for each and every manual and automated system maintained by the agency, including the state fuel card system and contract maintenance program. The last four digits will be used to mark vehicles as set forth in this manual. Agencies may elect to place all seven numbers on the vehicle if desired. This number will be placed on copies of the Certificate of Origin, dealer invoice, title and registration and will be forwarded to OFM for retention in a centralized records repository. Exceptions to this numbering policy may be granted by OFM for special needs.

Agencies are authorized to have their vehicles marked with their own specially designed seals, provided that each such specially designed seal shall clearly identify the agency as being a part of state government and “For Official Use Only.” Otherwise, generic state seals and department identification strips shall be used to mark the vehicles.

For those activities where agencies fear for the personal safety of the drivers or interference with their duties if their organizational unit or agency is identified, agencies are authorized to use vehicles marked with only the state seal and not to use any department identification.

O.C.G.A. § 40-8-91 contains special instructions for the marking for vehicles used for making arrests for traffic violations in the state.

4.3 Central Pools

Outside the Capitol area motor vehicles must be centrally pooled wherever possible. Where possible, state vehicles should be parked or garaged in state owned facilities. A system for dispatching the vehicles will be used that shows the vehicles' location at any given time. All sets of keys, as well as the vehicle fuel card, must be protected and inventoried. An example of a log is contained in Appendix C-1, Pool Vehicle Utilization Log. Agencies may develop their own type of logs, as long as the required information is obtained.

There will be no agency operated pool cars on Capitol Hill. Agencies will not establish pool vehicles for employees located on the Capitol Hill site. Employees will be required to utilize vehicles from the DOAS Capitol Hill Motor Vehicles Rentals. This motor pool is managed by DOAS and is currently outsourced to Enterprise Rent-A-Car Company. The Capitol Hill site is defined by a geographic area generally bounded by Interstate 20 on the South, Washington Street and/or Central Avenue on the West, the CSX railroad tracks and/or Decatur Street on the North and Interstate 75/85 (Downtown Connector) and/or Martin Street and Terry Street on the East. Also included in the Capitol Hill Site are the office buildings at Two Peachtree Street and the Equitable Building.

4.4 Individual Assignments

“Assignment” means an employee has exclusive control over a vehicle's use during the workday or is the only employee who routinely drives the vehicle. Agencies may assign a vehicle to an employee when specific conditions are met. Assigned vehicles may qualify for overnight use, but a separate set of conditions must be met.

One of the following conditions must be met in order for a state employee to qualify for the assignment of a vehicle:

- **Law Enforcement.** Employees whose positions require them to perform duties of a sworn POST-certified/registered law enforcement officer and having a vehicle specially equipped for law enforcement purposes is essential for the employee to carry out their job functions.
- **14,000 State Business Miles.** Assignment to state employees who annually drive more than 14,000 state business miles in order to routinely conduct state business as determined by the respective agency head.
- **Vehicle Configuration/Operations.** If the total state business miles driven by an employee assigned a vehicle (including any replacement vehicle) fails to exceed 14,000 state business miles in a year for the employee to continue being assigned a vehicle, the vehicle must:

- Have special equipment* or be used to transport equipment that is too large or heavy or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Be required to be driven to sites or under conditions that would endanger privately owned vehicles or rented vehicles.

*For purposes of this requirement, special equipment does not include radios, antennas, markings, or warning lights. Examples of appropriate special equipment include cranes, welders, air compressors, service bodies, etc.

4.5 Overnight Assignment Criteria

Employees assigned a vehicle are not authorized to drive state vehicles to and from their residences unless pre-approved by their agency head or their designee. A commuting employee has an “ethical” obligation to utilize the state vehicle in an appropriate manner and not utilize the vehicle for “personal use.” Employees must understand that the use of a state or leased vehicle is for travel between home and office only and should not be used for any other purposes unless called out after normal work hours for state related business. Agencies may grant approval to commute in a state vehicle if any one of the following conditions exist:

- An employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job functions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.
- There is no overnight security at the employee’s work site, where there is evidence of vandalism, and security cannot be obtained for modest cost nearby. Prior authorization from OPB is required for this exception.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. When appropriate, agencies should establish a “designated first responder” limiting the number of individuals who are on-call. Reporting to a normal workplace does not constitute an on-call response. An employee who is on-call after normal work hours is authorized to drive a pooled or assigned vehicle home only if

the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.

- Has special equipment other than a radio or cellular telephone, is used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- A vehicle is for emergency use or is specially equipped and used for a related mission – such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle – and the vehicle is rarely driven to a central work site from employee's home; or
- Is required to be driven at sites or under conditions that would endanger a privately owned vehicle or rented vehicle.

On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis. Only those individuals who have 12 call-outs per year will be authorized for overnight use on a routine basis. This information must be documented on the individual DOAS MV-1 form and submitted to OFM.

Qualifying conditions that are met for each vehicle will be documented using the automated Motor Vehicle Assignment and Use Authorization (MV-1) Program. This web based program is used to prepare, transmit, approve and store all requests for individual assignment. Agencies are responsible for collecting and reporting accurate information and are subject to review and audit of the information reported. Agencies must set up user accounts with OFM. A detailed user's manual is available from OFM. Requests for exceptions to the assignment and overnight use policies must be submitted to OFM in a memorandum signed by the Agency Head and indicate the specific assignment or overnight use criteria for which an exception is being requested. Exceptions must be submitted separately for each individual. Agencies will be notified in writing of any requests that are disapproved at state level.

OFM retains the right to revoke over night vehicle privileges for any agency or operator not in compliance with the above stated conditions.

4.6 Overnight Use

Use of a state vehicle after hours is authorized under certain circumstances, whether the vehicle is assigned as an agency pool vehicle or an individual assigned vehicle. The following addresses this situation and reporting requirements associated with overnight use.

An employee who is on-call after normal work hours is authorized to drive a pooled vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle:

- Has special equipment other than a radio or cellular telephone, is used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- Is required to be driven to sites or under conditions that would endanger a privately owned vehicle.

It must be clearly demonstrated that the nature of the potential emergency is such that the incremental response time, if a vehicle is not authorized, could endanger life or property of significant value.

An employee who uses a pool vehicle or an employee with an assigned vehicle but not approved regular overnight use, may drive the vehicle home after work hours if:

- The employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning; or
- The employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a workday during which the employee has used the vehicle in an authorized manner.

4.7 Authorized Vehicle Use

State vehicles are authorized only for use in the performance of all essential travel duties related to the completion of state business. Following are examples of authorized use:

- Travel between the place where the vehicle is dispatched and the place where the official state business is performed.
- When on official travel status between the place of state business and the place of temporary lodging.
- When on official travel status and not within reasonable walking distance between either of the above places and:
 - Places to obtain meals
 - Places to obtain medical assistance, including drug store
- Transport of other officers, employees, or guests of the state when they are on official state business.
- Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the state.
- Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of the state.
- Transport of any person or item in an emergency situation.

- Travel between the place of dispatch or place of performance of state business and your personal residence, when specifically authorized by the proper authority and approved on DOAS MV-1.
- Out of state travel with written authorization from the agency head or designee on an as needed basis.

4.8 Unauthorized Vehicle Use

Vehicles are not authorized to be used for **any** personal trips unrelated to the state business for which they were assigned or to transport passengers who are not state employees unless on state business. Unauthorized use of state vehicles may result in immediate disciplinary action from the operator's agency. Such action may include suspension of all privileges to operate state vehicles and in some cases, dismissal. Furthermore, state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles. The following uses of state vehicles are prohibited:

- Any use for personal purposes other than commuting which has been authorized.
- Travel or tasks which are beyond the vehicles' rated capability.
- Transport of families, friends, associates or other persons who are not employees of the state or serving the interest of the state.
- Transport of hitchhikers.
- Transport of cargo that has no relation to the performance of official state business.
- Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
- Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes or drugstores.
- Attending sporting events including hunting and fishing which are not business.
- Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- To transport any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
- The placement of bumper stickers or other placards containing commercial advertising is prohibited. This includes any form of markings that could be construed as political in nature, such as the names of elected officials, agency heads, etc.

- Smoking is prohibited in all state vehicles. Vehicle operators are responsible to insure that no passengers are allowed to smoke in a vehicle they are operating.
- Personal property (i.e. CB radio, stereo components, etc) shall not be permanently attached to a state vehicle.

4.9 Fees and Driving Violations Payments

The state of Georgia is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with his/her individual agency as a part of their travel expenses if official state business.

Fines for traffic violations incurred by individual operators of state vehicles are the responsibility of the operator and will be paid by the operator.

4.10 Contract Drivers

Contractors are not authorized to drive state vehicles except when specifically authorized by state law. Since being an independent contractor entails using one's own tools rather than the client's, requiring contractors to use their own vehicles should not be an issue. More importantly, state insurance is limited to state officers and employees, and independent contractors are specifically excluded from the definition of the "state officer and employee." The only exception is certain non-profit contractors authorized by O.C.G.A. § 45-9-42 and in these limited circumstances there must be a written contract outlining the scope of the non-profit contractor's use of the vehicles and the premium that has been paid for the insurance provided.

4.11 Required Records and Reports

4.11.1 Vehicle Records

Agencies are required to maintain the following records for each automobile in their fleet.

- Agency Purchase Order
- Copy of Manufacturer's Certificate of Ownership
- Dealer Invoice
- Copy of Title
- Copy of Registration
- Transfer Form (Receiving) if required, when receiving a vehicle from Surplus Property Division or other state agency
- Transfer Form (Turn In) if required, when turning in a vehicle to Surplus Property Division
- MV-1 (if required) and associated logs submitted by individual drivers.

- Vehicle Life-Cycle Cost
- Maintenance/Repair Work Orders
- Invoices
- Other related vehicle documents

4.11.2 Overnight Use Vehicles Records

There are two types of mileage that should be reported for vehicles authorized for overnight use. The first is state business mileage and the second is commuting mileage.

- **State Business Mileage Criteria.** Miles driven exclusively for conducting state business will be reported as state business miles. Employees who work out of their home and travel to different work sites on successive days will count all miles as state business.
- **Commuting Mileage Criteria.** All trips made by an employee between their workstation to home and return to workstation without responding to some emergency during the time off will be counted as commute miles.

Each state agency shall provide an internal form to be completed monthly by the driver of all vehicles. This form will be used to record state business and commuting mileage driven daily, locations of beginning and ending stops made daily and number of commuting trips made daily. Mileage driven to and from homes by employees who maintain their principle offices in their homes and whose assigned duties require them to drive to a different site is considered to be state business mileage. Vehicles approved because of emergency use or specially equipped and used for a related mission will report the number of callouts occurring as well as the location of the callout during the month. A sample trip report is provided in Appendix C-2 including the minimum reporting elements.

Each quarter, vehicle-operating data will be analyzed by agencies to determine whether each assigned vehicle meets the criteria of being utilized a minimum of 14,000 miles per year for state business (3,500 business miles per quarter). Vehicles not meeting criteria will be monitored by the agency for consideration of reassignment. A review must also be conducted for vehicles authorized for overnight use to ensure that all the costs for on-call and emergency services meets the objectives of the agency.

Each year an annual validation of vehicle assignments and overnight use will be conducted by OFM. If the validation reveals vehicles not meeting assignment or overnight use criteria, agencies will be notified and must provide justification for continued assignment or overnight use, reassignment or disposal.

If a vehicle is driven home because the individual is on-call 24/7 and the individual is NOT called out, the mileage associated with the trip home and

return will be reported as commute mileage. If called out, the mileage will be reported as state business miles.

If a vehicle is driven home for emergency use such as an environmental protection hazard and no such emergency occurs during the off duty period, the round trip mileage will be counted as commuting. If called out, the mileage will be reported as state business miles. The number of callouts will be reported on a Monthly Assigned Vehicle Utilization Report.

Agency Heads will report commuting mileage unless they travel to conduct official state business (such as attend meetings, delivering speeches, etc.) or travel to a remote site of sufficient distance for the individual to be on travel status from his or her home the following morning.

5. Fuel, Maintenance and Inspections

5.1 Fuel

5.1.1 Fuel Card Program Management

Agencies not running bulk fuel facilities will use the state fuel card offered by DOAS at no cost. Agencies running bulk fuel facilities will have strict controls in place to account for purchases of fuel, fuel products and other services obtained. Below is general policy applying to the fueling operation of all state vehicles.

- All fuel will be purchased using the state fuel card provided by DOAS unless procured from a bulk site operated by a state agency. Agencies are not authorized to have separate commercial fuel card accounts. Fuel shall not be purchased using the state Procurement Card or other commercial fuel credit cards.
- Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles (FFVs) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%. OFM will monitor this area for compliance by all state agencies.
- All vehicle drivers/operators are required to record the accurate mileage of the vehicle at the time of any fuel purchase. Whether this is done through an automated fuel dispensing equipment system or manually at bulk fuel sites, entries must be accurate. Mileage must be recorded on each fuel purchase where mileage is not obtained by automated processes for recording into the Fleet Management System.
- A separate fuel card will be issued for each vehicle. Agencies must obtain the initial fuel card through OFM to ensure the card contains all necessary vehicle information to insure correct fuel data postings for each vehicle in

- the Fleet Management System. At no time should fuel products for any other vehicle/use be charged to a fuel card issued for a specific vehicle.
- Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by the individual with any card on the account. Generic PINs are prohibited (such as one PIN for an office/department). Vehicle numbers will not be used as a PIN. PIN numbers will not be written on the card. Compromised PINs will be cancelled immediately.
 - A fuel card inventory system will be established and random checks will be made to ensure each card is in the correctly assigned vehicle to preserve the integrity of fuel transaction data.
 - Separate fuel cards will be obtained for other power equipment needs.
 - State fuel cards will be used only to purchase fuel for state vehicles. Using the state fuel card to purchase fuel or services for a private vehicle or a commercial rental vehicle is prohibited, and may lead to employee termination and possible criminal prosecution. Operators utilizing a commercial rental vehicle must pay for all fuel and submit receipts as part of travel expenses to the agency concerned.
 - Only consumable maintenance items, such as fluids to top off as needed, wiper blades and light bulbs will be charged on fuel cards.
 - If a card is lost or stolen, it will be cancelled immediately.
 - If a vehicle is transferred, sold or surplused, the card will be cancelled immediately.

Specific information regarding the current vendor for the state fuel contract is provided on the OFM website at www.doas.georgia.gov. A link is provided to access the provider's website for additional information regarding the current program.

5.1.2 Fuel Program Controls and Fraud Management

Managers/Supervisors must review a record of all fuel card transactions to ensure drivers are in compliance with current published policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Agencies can develop their own policies regarding this review as long as review is accomplished by supervisory personnel of the driver and the review is conducted at least monthly. Immediate action must be taken to correct any noted policy violations. Drivers are not allowed to approve their own fuel transactions and supervisor review and approval is required without exception.

Agencies will ensure that authorization controls are established for their fuel account with the state fuel card vendor. These limits will be set to support daily operational requirements and ranges should not exceed expected daily expenditures. OFM will audit these settings to ensure agency compliance with these requirements.

Internal audit procedures will be utilized to review all fuel bills for possible fraud. Possible fraud will be investigated by the agency. Agency discipline policies should be used with employees found to have committed fraud, to include termination and possible prosecution.

Agencies will report incidents of fraud involving the fuel card to OFM. The report should contain personal information regarding the driver who committed the act, and will contain information detailing the manner in which the action was conducted, how it was carried out, cost involved, etc. OFM will use this information to examine state fuel data for like situations and to formulate advice and warnings for other agencies as required. OFM will notify the GBI and IG's Office of any findings for possible administrative or criminal review.

5.2 Maintenance Management

5.2.1 Preventive Maintenance

Maintenance is an investment that will pay dividends in the form of improved reliability, durability and resale value. Agencies will ensure all vehicles have at least the normal preventive (scheduled) maintenance performed as required by the vehicle manufacturer and that materials used meet specifications so as not to void warranty coverage. Vehicles requiring special maintenance will be identified and special requirements met. Examples include:

- Towing or carrying heavy loads.
- Extensive idling and/or driving at low speeds for long distances.
- Driving in dusty conditions.
- Off-road operation.
- Use of E85 fuel 50% of the time or greater.
- Natural Gas or Propane Vehicles.
- Police use.

5.2.2 Maintenance Management Services Program

A vehicle (fee based) maintenance contract is in place and it offers agencies a full range of fleet related services. They include repair authorization, vehicle maintenance, emergency roadside service, agency billing and accident management. Use of this contract allows for maintenance data to be gathered and imported into the Fleet Management System and the agencies using this contract do not have to input maintenance data that is a part of this program. Services can be purchased for specific vehicles or for the entire fleet package. This service includes:

- 24-hours per day, 7 days per week, 365 days per year vehicle maintenance approval services.

- A nationwide vendor network for repairs, preventive maintenance and emergency vehicle towing.
- An operator's manual that provides instructions on how to handle maintenance needs. This manual enables drivers to schedule preventive maintenance.
- The ability to capture post warranty repair dollars.
- Collision repair.
- On-line access to agency vehicle repair information.
- Agency defined repair limit parameters.
- Various management reports allowing the agency to focus on issues associated with improved management.
- Reduced administrative man-hours, freeing up employees to handle other duties.
- Provides accident administration and subrogation services for an additional fee.

6. Disposal

Disposal of agency vehicles is a managerial decision based on a combination of factors. Each vehicle must be considered individually in terms of reliability, maintenance and safety. When it is no longer cost effective to keep the vehicle, it is in the best interest of the state to dispose of it regardless of its mileage or age. Adequate record keeping and analysis of vehicle cost are very important to a timely and effective disposal program.

Procedures for property disposal are available on the DOAS Web site www.doas.georgia.gov under Surplus Property. Specifics related to vehicle disposal at the time of publication of this manual include:

- Notify Surplus Property Division in advance of your intent to turn in a vehicle for sale, transfer, or salvage, so they will be ready to receive the vehicle. This is accomplished by faxing a completed Transfer and Invoice form to the appropriate surplus location.
- Complete the "Property Transfer and Invoice Form." (Downloadable copy available on DOAS /surplus web site). ALL vehicle sales, transfers and salvage transactions must be processed through and approved by Surplus Property Division.
- Remove all decals or lettering that would identify the vehicle as state property. All efforts should be taken to ensure the vehicle surface is not defaced during the removal process.
- Remove and deactivate state fuel card.
- Remove and destroy license plate.
- Certificate of Title for vehicle models 1986 or newer must accompany each vehicle including salvage titles before it can be received by the Surplus Property facility.

- Odometer statements must accompany surplus paperwork for vehicles less than 10 (ten) years old.
- Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing agency's expense. Vehicles accompanied by incomplete paperwork will not be accepted.

As most vehicles being purchased are replacements, the vehicles being replaced will be monitored to ensure they are disposed of through Surplus Property Division within 30 days of the vehicle being placed in service.

Surplus Property Division removes all vehicles turned in by the agencies from the Fleet Management System.

7. Risk Management

7.1 Auto Liability Coverage

Auto Liability coverage provides insurance protection against claims or lawsuits brought by other parties, who have been damaged or injured as a result of the negligent operation of a vehicle. Any liability of the state of Georgia is governed by O.C.G.A. § 50-21-20 et. seq.

7.2 Auto Physical Damage Coverage

A state agency can purchase physical damage coverage (collision and other coverage) on state or long term leased vehicles, with a market value of \$2,500 or greater through DOAS. Non-state vehicles including personal vehicles of state employees are not eligible for physical damage coverage through DOAS. State employees are responsible for maintaining physical damage coverage on their own personal vehicles.

7.3 Accident Reporting Requirements

7.3.1 Actions at the time of an accident

Whenever an accident occurs that involves a state vehicle or a non-state vehicle being used on state business, you should:

- Assist the injured.
- Report the accident to the police immediately.
- Report the accident to your supervisor immediately.
- Report the accident to the Claims Reporting Hotline 877-656-RISK (7475) as soon as possible. In no event should reporting the accident be delayed beyond 48 hours.

- If the accident involves a non-state vehicle being used by a state employee in the performance of their duties, the accident should also be reported to the vehicle owner's personal auto insurance company.
- Agencies participating in the contract maintenance program should call the maintenance contractor using instructions with the vehicle.

7.3.2 Other Parties Involved

If another person or another person's property is involved, contact the Claims Reporting Hotline at 877-656-RISK (7475) regardless of fault.

7.3.3 Serious Injuries or Damages

Irrespective of fault, vehicle accidents resulting in serious injuries or death must be reported to your agency Risk Coordinator and called into RMS immediately at 404-463-7490 (24/7). Describe the matter as "serious" requiring immediate action. –

7.3.4 Accident Scene Procedures

At the accident scene, the employee should obtain as much of the following information as possible:

- Brief narrative description of the accident including:
 - Date, time and location of the accident.
 - Weather conditions.
 - Traffic conditions.
 - Diagram and written description.
 - Photos of all vehicles involved showing any damages, physical surroundings, etc.
 - State agency involved.
 - Police authority(ies) investigating and their accident number.
 - State employee's name, addresses, driver's license number and telephone numbers.
 - Description of the state vehicle including license, VIN and identification numbers.
 - Owner and insurance information, if non-state vehicle.
 - Employee's specific duty being performed at the time of the incident.
 - Other driver(s) name, address and phone numbers.
 - Description of all other vehicles involved including license, VIN and identification numbers.
 - Other driver(s) insurance information.
 - List all injured parties, their apparent injury, address and phone numbers.
 - List all known witnesses and their address and phone numbers.

Employees are not permitted to and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by police authorities, the state's insurance carrier, or applicable laws.

7.4 Workers' Compensation

State employees are covered under state workers' compensation for injuries sustained while operating vehicles or as a passenger in a vehicle in the performance of their job duties. When a state employee is injured on-the-job, the supervisor must report the injury to the Claims Reporting Hotline by calling 1-877-656-RISK (7475). A customer service representative will obtain pertinent claim information from the injured employee's supervisor. The following information is needed when the claim is called in: name of the employee; address; contact phone number; Social Security number; age; sex; date of injury; wage rate; type of injury; body part injured; injury severity; and if medical treatment has been received and where received. The customer service representative will complete the Workers' Compensation Employer's First Report of Injury (WC1) and remit it electronically to the Risk Management Workers' Compensation Unit. Upon receipt, a workers' compensation claims specialist will be assigned and will contact the injured employee and employer for additional information.

7.5 Rental Car Insurance

Employees may rent vehicles utilizing the Automotive Rental Inter-State Contract (National Car Rentals) and the Automotive Capital Hill Motor Pool & Instate Car Rental Contract (Enterprise Car Rental). Collision coverage is included in the rate when vehicles are rented for State business and the employee abides by the terms of the rental. Consult the statewide rental contract for complete details. If a state employee rents a vehicle through a rental car company not listed on the statewide contract, then the employee should purchase the collision damage waiver to be insured against property damage done to the rental vehicle. There are no provisions for car rentals outside of the country.

7.6 Vehicle Operations Comments (Report My Driving)

The State has a web-based vehicle operations reporting system. This online tool is designed to gather positive or negative reports of state employees' driving habits. It tracks reports and maintains records of all reports received. Where applicable, comments will be forwarded to the agency concerned for appropriate response and disciplinary action as may be required.

In addition to access by the public, all state employees may report positive and negative driving habits using this reporting system located at www.reportmydriving.ga.gov.

8. Fleet Management System (Maximo)

A Fleet Management System powered by Maximo is used to manage fleet assets within the state. The Fleet Management System should be used by all state agencies to maintain their fleet inventory and record the total cost of ownership for the state fleet. This system provides:

- A vehicle request module that automates the vehicle request procedure.
- A vehicle asset module which contains pertinent information on all vehicles in the state inventory. This database provides information for the state vehicle inventory count by agency.
- The vehicle asset module provides the ability to capture and record fuel cost and mileage data.
- A module to record all maintenance and repair activity conducted on each vehicle.
- Reporting capability.

Effective fleet management requires agency heads and fleet managers to know their vehicles' operating cost over the life of the vehicle and to make effective management decisions regarding the daily management and replacement of their fleet. The information maintained in the Fleet Management System is used to support decision making regarding the number of vehicles owned, vehicle utilization, total cost of ownership associated with the operation of the fleet, as well as assist in the decision to continue use, replace, or dispose of a vehicle. Every fleet manager will maintain an asset record in the fleet management system on each vehicle that provides a complete history of the life-cycle of the vehicle. This asset record will be used to document the vehicle operating cost associated with each vehicle.

8.1 Fuel Cost Accounting

All fuel purchases should be captured and recorded for each vehicle into the Fleet Management System. This includes receipts for fuel purchased using the state contract fuel card, purchased/dispensed from state owned bulk sites, or any other fuel purchases made for any vehicle. Drivers are required to obtain a transaction receipt for every fuel purchase and return this receipt(s) to their supervisor/pool manager. Standard data that should be captured at the time of purchase by your operators obtaining fuel outside the fuel card program will include:

- Number of gallons purchased.
- Dollar cost of fuel transactions.
- Odometer reading at the time of purchase. Agency policies will require all drivers to accurately input odometer reading at the time of any fuel purchase.
- The unique seven-digit vehicle number assigned by the agency.

Agencies operating bulk fuel sites should equip them with automated card readers to automatically capture fuel transaction into the database of the Fleet Service Fuel Card Program vendor. This will eliminate the need for manual fuel transaction records. Agencies must ensure the fuel cost is constantly updated in their systems to provide the accurate cost of fuel in the automated system. If the automated card reader is not available, manual transaction tickets must be provided to the vehicle operator. The Georgia Environmental Facilities Authority (GEFA) provides assistance to state agencies with bulk fuel tanks. Agencies should contact GEFA at 404-584-1039 for possible assistance when considering upgrading of these facilities.

8.2 Vehicle Maintenance Cost Accounting

Fleet cost accounting requires that all operating costs be captured and recorded in the Fleet Management System. Categories include:

- Cost for commissioning/decommissioning vehicles.
- Emergency maintenance
- Tags, license and inspections fees
- Insurance premiums
- Preventive maintenance
- Vehicle accident cost
- Vehicle maintenance
- Vehicle repair

Cost must be captured from receipts from the above transactions and recorded into the Fleet Management System.

The Fleet Management System will generate the necessary cost reports to allow management the ability to access vehicle total cost of ownership.

Agencies are authorized to use existing automated fleet reporting systems to capture and maintain fleet operational data required by this chapter. Agencies must coordinate with DOAS to have interfaces developed to move data from the current system into the Fleet Management System on a routine basis. Agencies must recognize that their data must be standardized prior to any input. The minimum data requirement includes work type, description, odometer reading at the time of the repair, repair date and at least a two level Vehicle Maintenance Reporting Standard (VMRS) code that describes the repair. Other technical requirements may be required depending on the interface being used by DOAS.

9. Environmental Compliance

9.1 Georgia Motor Vehicle Emission Inspection and Maintenance Act

O.C.G.A. § 12-9-40 establishes the Georgia Motor Vehicle Emission Inspection and Maintenance Act. This act applies to state vehicles in the following counties: Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale.

9.1.1 Covered Vehicles

The requirement for emissions testing applies to the following classes of gasoline-powered motor vehicles registered in the covered counties.

- (a) All light duty vehicles 24 model years old and newer.
- (b) All light duty trucks 24 model years old and newer with a gross vehicle weight rating of 8,500 pounds or less.
- (c) New vehicles are exempt from testing until three years following the model year of the vehicle. (i.e., for 2008 calendar year, all 1980-2005 model vehicles are required to be emissions tested.)
- (d) Vehicles that are capable of being operated on both gasoline and any alternate fuel are covered by the inspection requirement and shall be tested on gasoline.

9.1.2 Test Period and the Recording of Testing

An emission inspection is valid for 12 months. Fleet managers must verify that inspections are accomplished according to the alphabetical schedule below. The first alpha character of the agency name that appears first on your vehicle's title and/or tag registration certificate (tag receipt) determines the month designated as your inspection period. It is imperative that vehicle emission inspections are performed by the deadline on an annual basis. Emission test dates must be entered in the Fleet Management System on the vehicle asset record in the field Emission Date.

ALPHA CHARACTER	MONTH
A or B	January
C or D	February
E or F	March
G or H	April
I or J	May
K or L	June
M or N	July

O or P	August
Q or R	September
S or T	October
U, V, or W	November
X, Y, or Z	December

9.1.3 Reference

General information regarding Georgia's Inspection and Maintenance program is located at www.cleanairforce.com. This site should be checked for answers to questions that might arise regarding this program.

9.2 Alternative Fueled Vehicle Program.

The U.S. Congress passed the Energy Policy Act (EPA Act) in 1992. The U.S. Department of Energy's Alternative Fuel Transportation Program was codified in 10 CFR Part 490. State agencies must determine if their fleet is covered by these provisions and take certain steps to be in compliance if the agency fleet is covered.

9.2.1 Determination if Fleet is Covered under this Act.

State agencies are covered by EPA Act Alternative Fuel Vehicle (AFV) requirements if:

- The agency owns, operates, leases or otherwise controls 50 or more Light Duty Vehicles (LDVs) in the United States that are not on the list of excluded vehicles. Excluded vehicles include:
 - Law enforcement vehicles
 - Emergency motor vehicles
 - Non-road vehicles
 - Motor vehicles that, when not in use, are normally parked at the personal residences of the individuals who usually operate them, rather than at a central refueling, maintenance, or business location.
- Twenty of these 50 LDVs are used primarily within any consolidated metropolitan statistical area in Georgia as shown below:

GEORGIA METROPOLITAN STATISTICAL AREAS COVERED BY EPACT

Atlanta Area MSA	Atlanta Area MSA	Augusta Area MSA	Columbus Area MSA	Macon Area MSA
Barrow	Fulton	Columbia	Chattahoochee	Bibb
Bartow	Gwinnett	Richmond	Harris	Houston
Carroll	Henry		Muscogee	Jones
Cherokee	Newton			Peach
Clayton	Paulding	Chattanooga Area MSA		Twiggs
Cobb	Pickens	Catoosa		
Coweta	Rockdale	Dade		
Dekalb	Spalding	Walker		
Douglas	Walton			
Fayette				
Forsyth				

- Those same 20 LDVs are centrally fueled or capable of being centrally fueled.

Any agency whose fleet meets these requirements is considered a “covered fleet” and is required to be in compliance and submit an annual report to OFM for consolidation and forwarding to Department of Energy.

9.2.2 Agency Compliance Criteria

Covered fleets must have a 75 percent AFV percentage purchase for a model year. Model year runs from September 1 through August 31 of the following year. To determine the total alternative fueled vehicles acquisition requirements for the model year, multiply the total vehicles acquired during the model year (this is the total number of LDVs, including AFVs and conventional vehicles, purchased or leased by the agency during the reporting model year by 75 percent. Fractions greater than or equal to one half (0.5) should be rounded up; fractions less than 0.5 should be rounded down. (Simply stated, if you purchase four LDVs during the model year, three must be AFVs, if you purchase three or less, all must be AFVs). Agencies should review current statewide contracts for the availability of AF vehicles.

9.2.3 Agency Reporting Requirements

As reporting formats may vary from year to year, OFM will use the Fleet Management System Inventory to determine those agencies that must submit a model year compliance report to OFM. Agency notification will be forwarded by OFM, establishing report due dates to OFM based on the information reported in the Fleet Management System. Agencies reporting 50 LDVs using criteria in the

“GVW” column and 20 vehicles in covered counties in the “Vehicle County” column will be required to report. All determinations of vehicle exemption will be accomplished at agency level, not by OFM. All vehicle exemption criteria will be documented on the vehicle asset record in the Fleet Management System.

Appendices

A. Glossary of Terms

B. Vehicle Markings

C. Forms

C-1. Pool Vehicle Utilization Log

C-2. Monthly Assigned Vehicle Utilization Report

Appendix A, Glossary of Terms

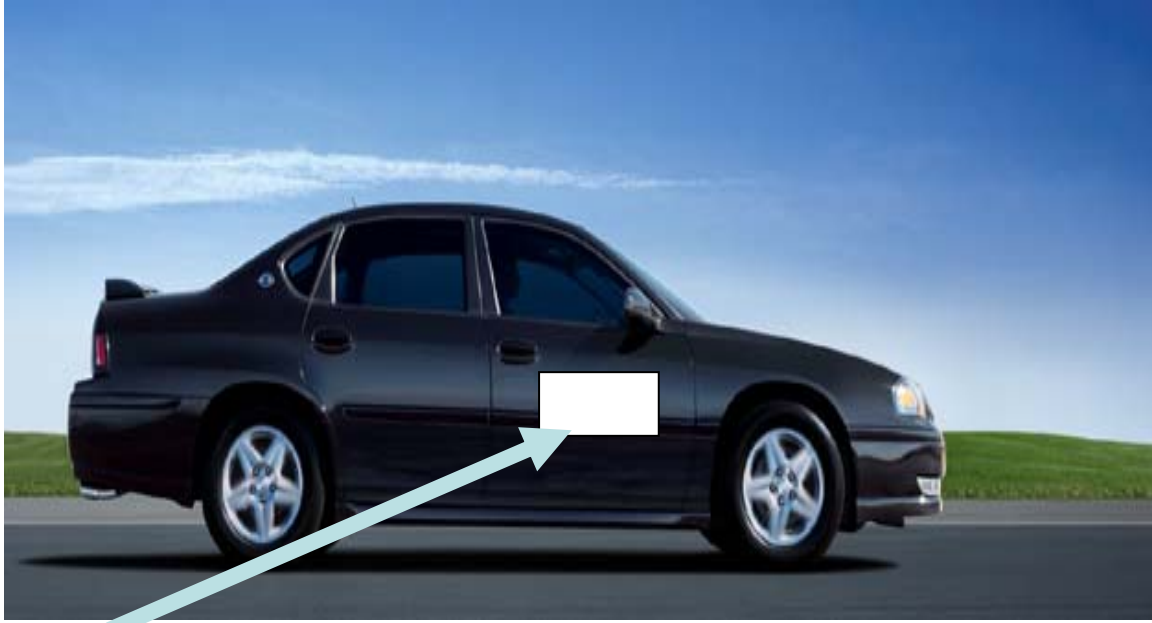
GLOSSARY OF TERMS

Agency	In this manual the term agency refers to any department, institution, board, bureau, agency, authority, school, college or university.
AOB	Annual Operating Budget
Assigned Vehicle	A vehicle under the exclusive control of an employee during the workday or the vehicle is routinely driven by an employee.
Commute Mileage	Travel between one's work site to their residence and returning to work site with no other state business being conducted.
DOAS	Department of Administrative Services
Donated Vehicle	Vehicles that are donated by individuals, foundations, counties and municipalities. Donated vehicles are accounted for and managed as state vehicles.
Emergency Vehicle	Any vehicle that is legally authorized by a government authority to exceed the speed limit to transport people and equipment to and from situations in which speed is required to save lives or property, such as a rescue vehicle, fire truck, or ambulance.
EPAct	Energy Policy Act
Fiscal Year	The period from July 1, 20XX through June 30, 20XX.
Fleet Coordinator	Agency individual responsible for coordination of all motor vehicle activities outlined in this manual and other policy memorandum.
GVW	Gross vehicle weight
Law Enforcement Vehicle	Any vehicle which is used for the purpose of law enforcement activities including, but not limited to chase, apprehension and surveillance of people engaged in or potentially engaged in unlawful activities.
Light Duty Vehicles (LDV)	Cars and light trucks whose gross vehicle weight rating is 8500 lbs or less.
Motor Vehicle	Vehicle carrying a driver and is capable of being tagged and titled in the state and driven on highways or streets, including motorcycles and utility vehicles.

Appendix A, Glossary of Terms

Non road Vehicle	A vehicle not tagged and titled for on road use in this state.
O.C.G.A.	Official Code of Georgia Annotated
OFM	Office of Fleet Management
OPB	Office of Planning and Budget
Official State Business	Any activity directed and controlled by a state agency that advances the lawful policies and purposes of the agency.
On-Call Personnel	Personnel who are called from their residence to a worksite other than their normal worksite during a period other than normal business hours.
Regular License Plate	Plates issued by Department of Revenue for covert or secret investigatory police functions (sometimes referred to as confidential tags).
State Business Miles	Miles accumulated on state vehicles for state business use only and does not include any mileage for commuting.
State License Plate	Standard license plate required by O.C.G.A § 40-2-37 to be affixed to all state vehicles showing the state as the owner of the vehicle.
State Vehicle	A motor vehicle owned, rented, borrowed, leased, donated or otherwise under the possession and control of the state licensed for highway use. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the state solely for official state business.
Tag County	County where vehicle is registered, not necessarily the county where domiciled.
Vehicle County	County where domiciled, not necessarily the county where registered.
VIN	A seventeen character (alphanumeric) vehicle identification number provided by the manufacturer. Normally found on Georgia title, registration or Certificate of Origin. Pre-1982 vehicles carry a VIN number of less than 17 characters.
VMRS	Vehicle Maintenance Reporting Standards

Appendix B, Vehicle Markings



Affix to the front door on each side a clearly visible decal or seal containing the name of the government entity owning or leasing vehicle. Agencies are authorized to have their vehicles marked with their own specially designed seals, so long as each such specially designed seal shall clearly identify the agency as being a part of state government. Otherwise, generic state seals and departmental strips shall be used to mark the vehicle.



2 Inch, 4-digit Vehicle Number on right front and rear of vehicle as shown. Normally black letters. White letters may be used on dark-colored vehicles



Appendix B, Vehicle Markings



Affix to the front door on each side a clearly visible decal or seal containing the name of the government entity owning or leasing vehicle. Agencies are authorized to have their vehicles marked with their own specially designed seals, so long as each such specially designed seal shall clearly identify the agency as being a part of state government. Otherwise, generic state seals and departmental strips shall be used to mark the vehicle.

2 Inch, 4-digit
Vehicle Number
on right front and
rear of vehicle as
shown.



Appendix C-1, Pool Vehicle Utilization Log

POOL VEHICLE UTILIZATION LOG

Date/Time Out	Date/Time In	Veh ID Number	Driver Name	Destination	Beginning Odometer	Ending Odometer	Total Business Miles	Fuel Purchases Cost	Total Gallons Purchased	Other Maintenance Cost

Appendix C-2, Monthly Assigned Vehicle Utilization Report

MONTHLY ASSIGNED VEHICLE UTILIZATION REPORT

Vehicle ID # _____ Driver's Name _____ Month _____
 Start of Month Odometer Reading _____

DATE	Beginning Location On Date	Daily Business Miles	Daily Commute Miles	Ending Location On Date	Number of Commutes Daily	Call Out This Date Yes or No	Daily Fuel Cost	Daily Gallons Fuel Used	Daily Maintenance Cost
Monthly Totals:		_____	_____		_____	_____	_____	_____	_____

