

Department of Administrative Services  
Lead. Empower. Collaborate.

# Fleet Days Training Risk Management

C. G. Lawrence, III  
October, 2023



# **Fleet Days Training – Risk Management**

**C. G. Lawrence, III, CSP, ARM-P, REM**  
**Chief Loss Control Safety Officer**

## Notice of Claim

Within 48 hours

Net Claim – 877-656-7475

Auto Physical Damage (APD) mailbox ([apd@doas.ga.gov](mailto:apd@doas.ga.gov))

IRM-APD claim form on-line

## Required Documentation and Information:

- Photographs of all 4 sides of the vehicle, incl. close ups of the damage and VIN on the door plate.
- Police Report.
- Driver's name and contact information.
- Statement as to course and scope.
- Third party names and contact information, if applicable.
- One repair estimate for review. If the estimate exceeds \$5,000, an appraiser will be sent out to inspect.



## IRM reporting page

Agency's Claims

Use this to submit a General Liability, Property, or Auto (APD or Auto Liability) claim. Submitting a claim using this form creates a claim in our claims system. You will be notified by email when your claim has been created and again when it has been assigned to an adjuster.

### Your Agency's Claims

Georgia™  
Department of Administrative Services

- Report A New Liability, Property, or Auto Claim
- Review Claims Reported Last 90 Days
- Review All Currently Open Claims
- Review Claims Closed During Last 90 Days
- How Are We Doing With Your Claims (Metrics)
- Generate A Loss Run Report (Excel)
- Search for a Claim

Insert date and claim type



### CLAIM SUBMISSION FORM

INCIDENT REPORT FORM

CLAIM SUBMISSION FORM

**Date of incident**

Enter or choose a date/time 

Please fill out the missing field.

**Type of Claim**

- Automobile Liability Claim
- General Liability Claim
- Property Claim (Including Auto Physical Damage)

**How many of you have IRM access?  
Please contact me to get setup!**

# Training available on IRM

The screenshot displays the State of Georgia DOAS (Division of Office Administration Services) training dashboard. The page title is "DOAS Training". A search bar is visible in the top right corner. The main content area is titled "DOAS IRM Training Videos" and contains a list of 26 external links, each representing a training video. The videos cover topics such as IRM introduction, first-time access, security questions, logging in, password resets, and various claim submission forms (Auto Liability, Property, General Liability). Other topics include CLCP Self-Evaluation Tool, viewing agency reports, documents, claims data, recent records, and agency snapshots.

External Links
01) IRM Introduction (1:57)
02) IRM First Time Access (1:12)
02a) Security Questions
03) IRM Logging In (0:48)
04) IRM Resetting Your Password (2:15)
05) Claim Submission Form – Filing an Auto Liability Claim (Part 1) (8:57)
06) Claim Submission Form – Filing a Property Claim, Including APD (Part 2) (6:35)
07) Claim Submission Form – Filing a Property Claim (8:01)
08) Claim Submission Form – Filing a General Liability Claim (7:06)
09) CLCP Self-Evaluation Tool (10:12)
20) Viewing Agency Reports
21) Viewing the Agency Start Page
22) Viewing Agency Documents
23) Viewing Agency Documents
24) Viewing and Exporting Agency Claims Data
25) Viewing Recent Records
26) Viewing the Agency Snapshot Page

## Towing and Storage

DOAS will pay up to \$450.00, unless special circumstances apply as determined by DOAS.

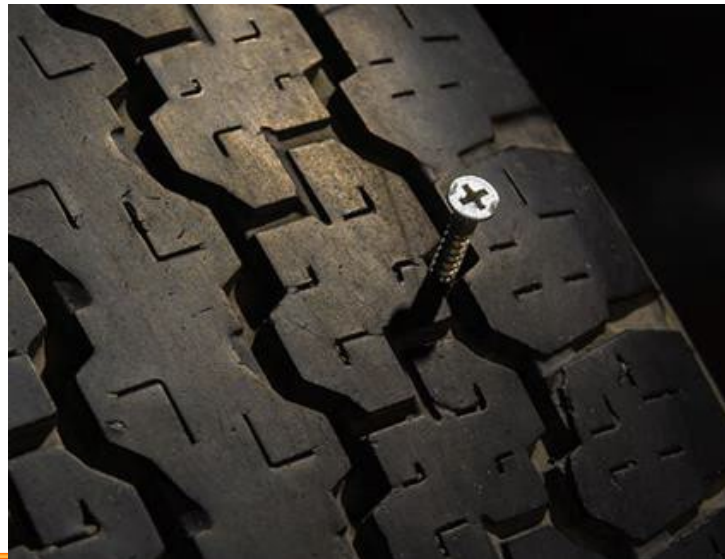
No payments exceeding \$450 unless the claim was reported to DOAS/Navex within 48 hours of the loss and the notice indicates that the agency is making an APD claim.

Towing coverage applies only to claims that are covered under the APD policy.



## Exclusions

- Wear and Tear, mechanical or electrical breakdown.
- Blowouts, punctures or other road damage to tires





## Deductibles

All collision and comprehensive losses are subject to a \$500 deductible. However, for agencies participating in the **Comprehensive Loss Control Program** the Collision and Comprehensive **deductibles are waived except** in the following circumstances:

- Loss involving a rear end collision caused by the agency driver. **( 59 AL & 136 APD claims, FY2023 claims)**
  - Colliding with a fixed object, including a parked vehicle. **( 24 AL & 345 APD claims FY2023)**
  - Failure to report to state or local police any criminal act resulting in a loss to a covered auto. Criminal acts include, but are not limited to, vandalism and “hit and run” accidents.
  - Loss caused by a collision between a covered auto and a covered party’s other owned, leased or controlled property, including but not limited to buildings, signs, fences, posts, autos, mobile equipment, etc. situated on or adjacent to the covered party’s premises. These losses are subject to a **\$1,500** deductible.
-

For a total loss/stolen vehicle, a total loss is declared when the cost to repair exceeds 75% of the NADA ACV.

The agency will receive payment of the lesser of either the North American Dealers Association (NADA) Actual Cash Value (ACV) or the ARI Book Value recorded as of the date of loss.



There is no coverage under the APD policy for damage to an employee's personal vehicle, even while driving on State business.

The Georgia Liability Insurance Identification Card should be carried at all times, even in a personal vehicle while driving on State business, to demonstrate proof of liability insurance.

The insurance ID card cannot be used for the registration of privately owned vehicles. To do so could result in criminal prosecution.

Copies of the APD policy or the insurance ID card can be found on the DOAS website at [doas.ga.gov/risk-management](https://doas.ga.gov/risk-management)

**Warning:** This card is not to be used for the registration of a privately-owned vehicle. Any person using this card for such a purpose may be subject to criminal prosecution.



State of Georgia Government Vehicle  
Georgia Liability Insurance Identification Card

Insurer:	State of Georgia DOAS/RMS Self Insurance Program
Policy Numbers:	TCP – 401 – 14 – 24 / CGL – 401 – 14 – 24
Coverage:	July 1, 2023 – June 30, 2024
Insured	State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card Issued by DOAS Risk Management Services – Fleet

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**KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION**

***Toll Free Phone: 1-877-656-7475 Report accidents within 48 hours***

If you are in an accident, be sure to get the following information before leaving the area:

- 1) Date, Time, Place;
- 2) Your Vehicle – year, make, model, tag;
- 3) Describe Accident. Include:
  - Direction each vehicle was traveling, weather conditions
  - Details of accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
  - Insured (State Employee) driver
  - Your passengers
  - Other driver
  - His/ her passengers
  - Witnesses
- 5) Other vehicle(s): year, make, model, tag, insurance co. and policy #
- 6) Police: agency, officer, citations issued (?), to whom?

**Auto Liability:** DOAS will pay those sums that the Covered Party becomes legally obligated to pay as "damages" because of "bodily injury", "property damage", and/or "personal injury", to which this coverage applies. DOAS will have the right and duty to defend the Covered Party against any "lawsuit" seeking those "damages". However, DOAS will have no duty to defend the Covered Party against any "lawsuit" seeking "damages" for "bodily injury", "property damage", and/or "personal injury" to which this coverage does not apply. At its discretion, DOAS may investigate any "occurrence" and settle any claim or "lawsuit". This Agreement applies to "bodily injury", "property damage", and/or "personal injury" only if the "occurrence" is committed or allegedly committed (1) by a Covered Party while acting in the course and scope of their duties with a participating "department" that has purchased coverage as stated on the Declarations Page and (2) which takes place during the policy period. "Bodily injury", "property damage", and/or "personal injury" will be deemed to have known to occur at the earliest time when any individual listed under paragraph **A**

**1. Auto Physical Damage:** DOAS provides the following Physical Damage coverages for "loss" to a covered "auto(s)" or its equipment only if so listed on the DOAS Vehicle Inventory Tracking and Logistics (VITAL) system for physical damage coverage:

**a. Collision Coverage;** Caused by: 1. The covered "auto's" collision with another object; or  
2. The covered "auto's" overturn.

**b. Comprehensive Coverage:** Caused by a collision with an animal or for any cause except:  
(1) The covered "auto's" collision with another object; or  
(2) The covered "auto's" overturn.

**2. Towing and Storage**

DOAS will pay reasonable towing and storage costs arising out of a Collision or Comprehensive "loss" as specified in **D. Limit of Coverage.**

The image is a screenshot of a web browser displaying the Risk Management page of the Georgia Department of Administrative Services. The browser's address bar shows the URL [doas.ga.gov/risk-management](https://doas.ga.gov/risk-management). The page header features the Georgia state seal and the text "DEPARTMENT of ADMINISTRATIVE SERVICES" on the left, and a search icon with the word "SEARCH" on the right. A navigation menu below the header includes links for "State Agencies & Employees", "Acquire/Buy Surplus Property", "Divisions", "Resources", "Education and Training", "Strategic Priorities", and "About DOAS". The main content area has a dark blue background with a photograph of a construction worker in a yellow hard hat and safety vest, looking at a tablet. The text on the page reads:

# Risk Management

Identifying loss exposures and safety risks, providing insurance coverage, promoting loss control, and administering claims to protect customer assets and mitigate legal liabilities.

We are responsible for directing risk management and insurance services for all state agencies and employees.

We manage these services and programs:

## Who We Serve



### State Entities Risk Coordinators

Employees who manage day-to-day administration of workers' comp, auto, liability, property, cyber, and unemployment insurance, as well as comprehensive loss control programs for their agencies.

> [Insurance Services](#)



### State Entities Workers' Compensation Coordinators

Assist employees with work-related injuries and illnesses by obtaining appropriate medical care and recovery services and ensures the safe return to normal work activities.

> [Workers' Compensation](#)



### Georgia Public Officers and School Personnel

Public law enforcement officers and school personnel who are enrolled and entitled to additional financial benefit if they are disabled or killed in the line of duty.

> [Indemnification Program](#)



### Public

Individuals who submit liability claims against the state for damages to personal property.

> [How to File a Claim for Damage Against the State](#)

https://doas.ga.gov/risk-management/how-to/how-to-file-a-claim-for-damage-to-my-property-against-the-state-of-georgia

The screenshot shows a web browser displaying the URL [doas.ga.gov/risk-management/how-to/how-to-file-a-claim-for-damage-to-my-property-against-the-state-of-georgia](https://doas.ga.gov/risk-management/how-to/how-to-file-a-claim-for-damage-to-my-property-against-the-state-of-georgia). The page header includes the Department of Administrative Services logo and navigation links. The main content area features a breadcrumb trail: Home > Risk Management > File a Claim for Damage Against Georgia. The article title is "How to File a Claim for Damage to My Property Against the State of Georgia". Below the title is a short introductory paragraph: "If your property was damaged by a state entity or employee, contact the Risk Management Division of the Department of Administrative Services (DOAS) to determine if you are entitled to make an insurance claim." The article is structured into four numbered steps, each with a dropdown arrow: 1. Gather What You'll Need, 2. Contact Your Insurance Company, 3. Complete a Liability Incident Report Form, and 4. Next Steps. On the right side, there is a "Share to" section with social media icons and a "Contact Risk Management Division" box containing contact information: "View All Risk Management Contacts", "Call Us: 404-656-6245", and "Email: [riskmanagement@doas.ga.gov](mailto:riskmanagement@doas.ga.gov)". The footer of the page displays the Department of Administrative Services logo and social media icons.

How to tell you are not going to have a good day.

When you come out to your car in the morning and your windshield looks like this.





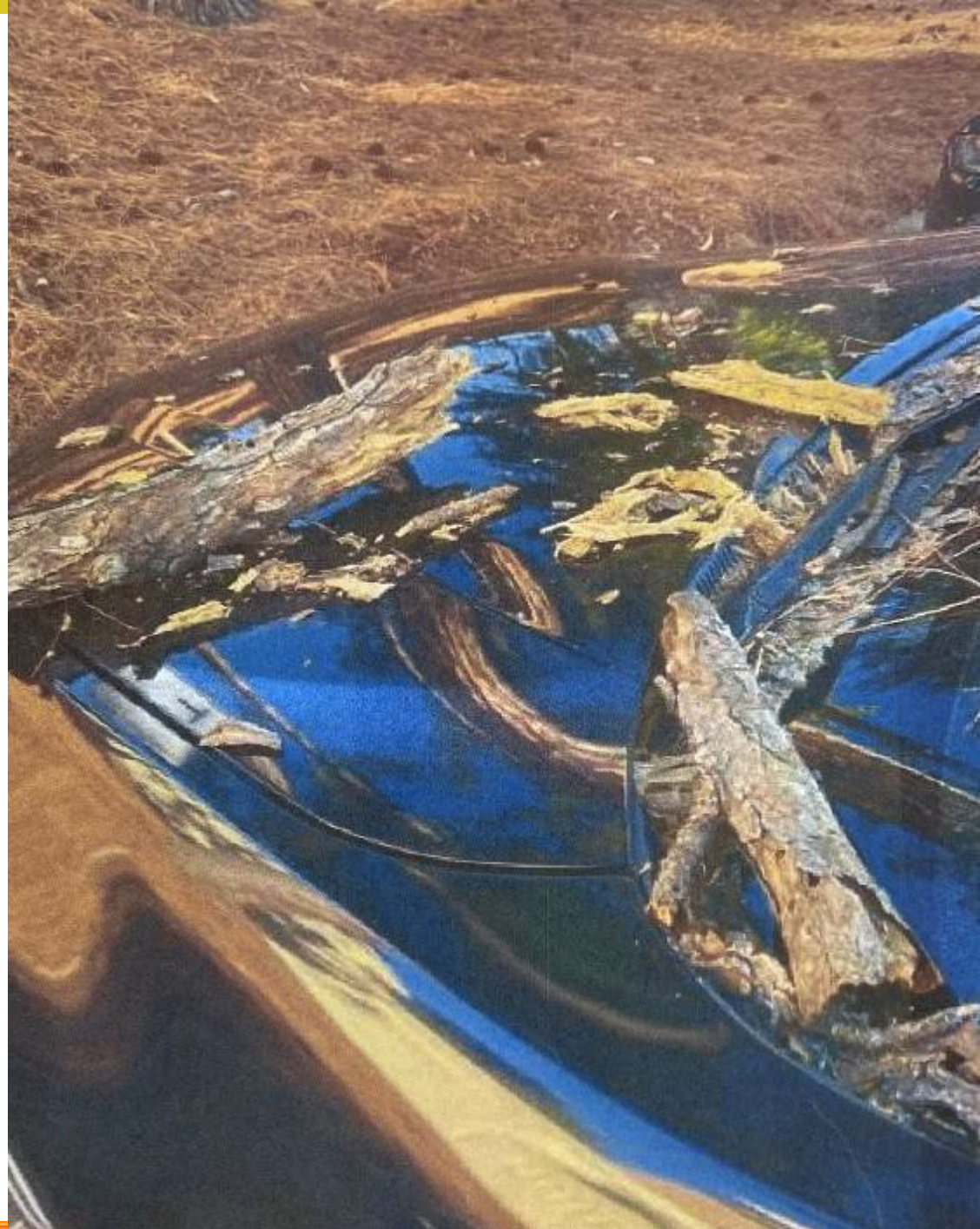
Classic Insurance question.

When a tree limb falls on car who pays?

Healthy tree, High winds, Act of God, Car owner insurance pays.

Dead limb, dead limb fall from same tree last year. We pay for it.

How many of your agencies have program to check your trees for dead limbs?



**Contacts:**

**Cary Carrillo-Miller**

**Liability/APD Claim Manager**

**Georgia Administrative Services o/b/o**

**Georgia Department of Administrative Services**

**(678) 325-2647 or [cary.carrillo@doas.ga.gov](mailto:cary.carrillo@doas.ga.gov)**

**Shinae Hardimon**

**APD Claim Supervisor**

**678-325-2618 or [shinae.hardimon@doas.ga.gov](mailto:shinae.hardimon@doas.ga.gov)**

**Glass Claims:**

**Annita Myers-Jefferson**

**678-325-2586 or [annita.myers-Jefferson@doas.ga.gov](mailto:annita.myers-Jefferson@doas.ga.gov)**

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# Risk Management

**Coverage attaches to the driver, but only where the driver is performing his/her official duties. Employees must understand that the use of a state or leased vehicle is for business travel only. If the vehicle is kept overnight, it should not be used for any other purposes unless called out after normal work hours for state related business. There is NO liability coverage for personal errands.**

## Causes of collisions:

### Driver charged with DUI.

16 claims from one accident in  
March 2018

\$1,235,000 Total Paid So Far



# Risk Management

## Rental Car Contract



- Collision coverage is included in contract with same restrictions.
- 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.

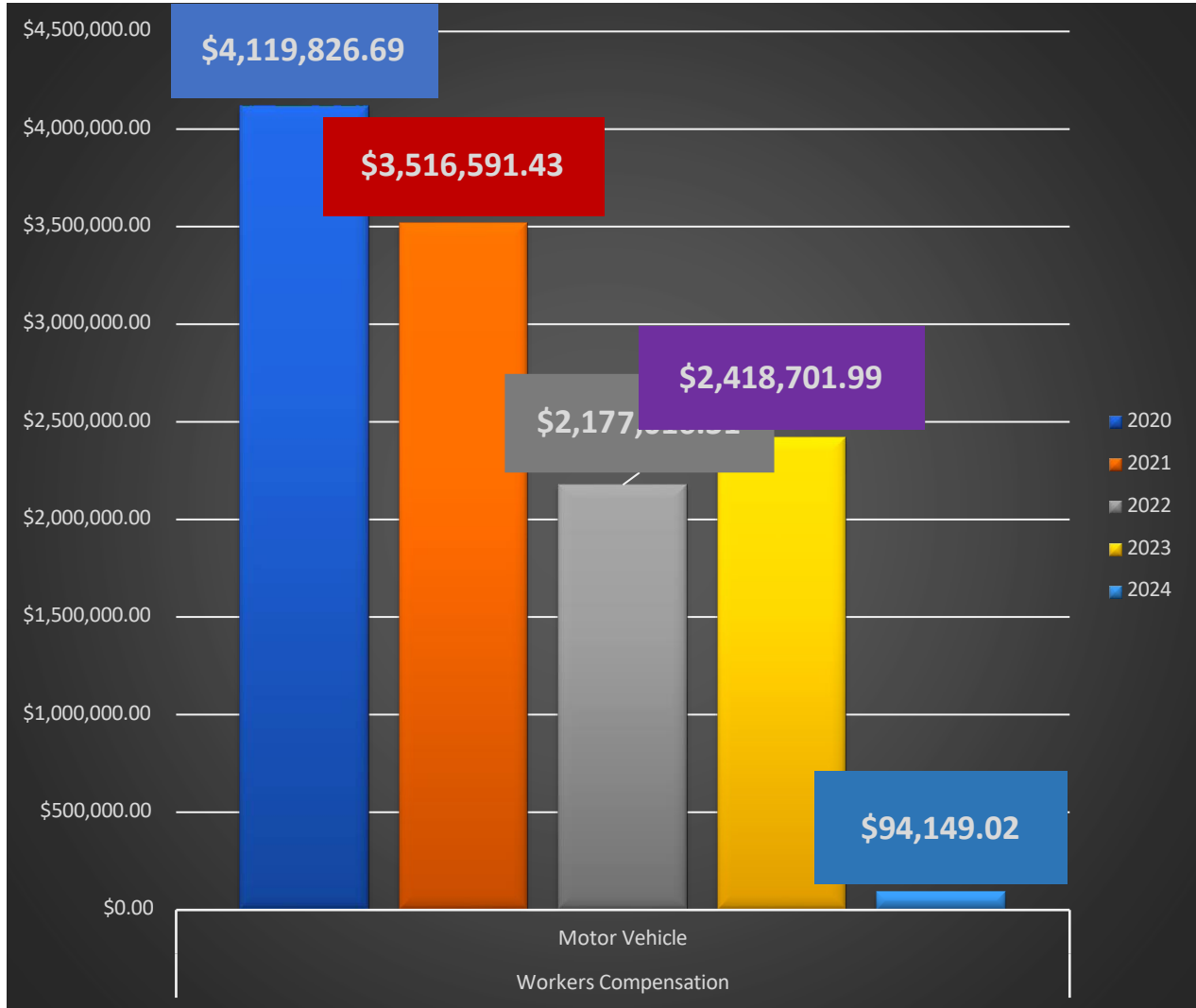
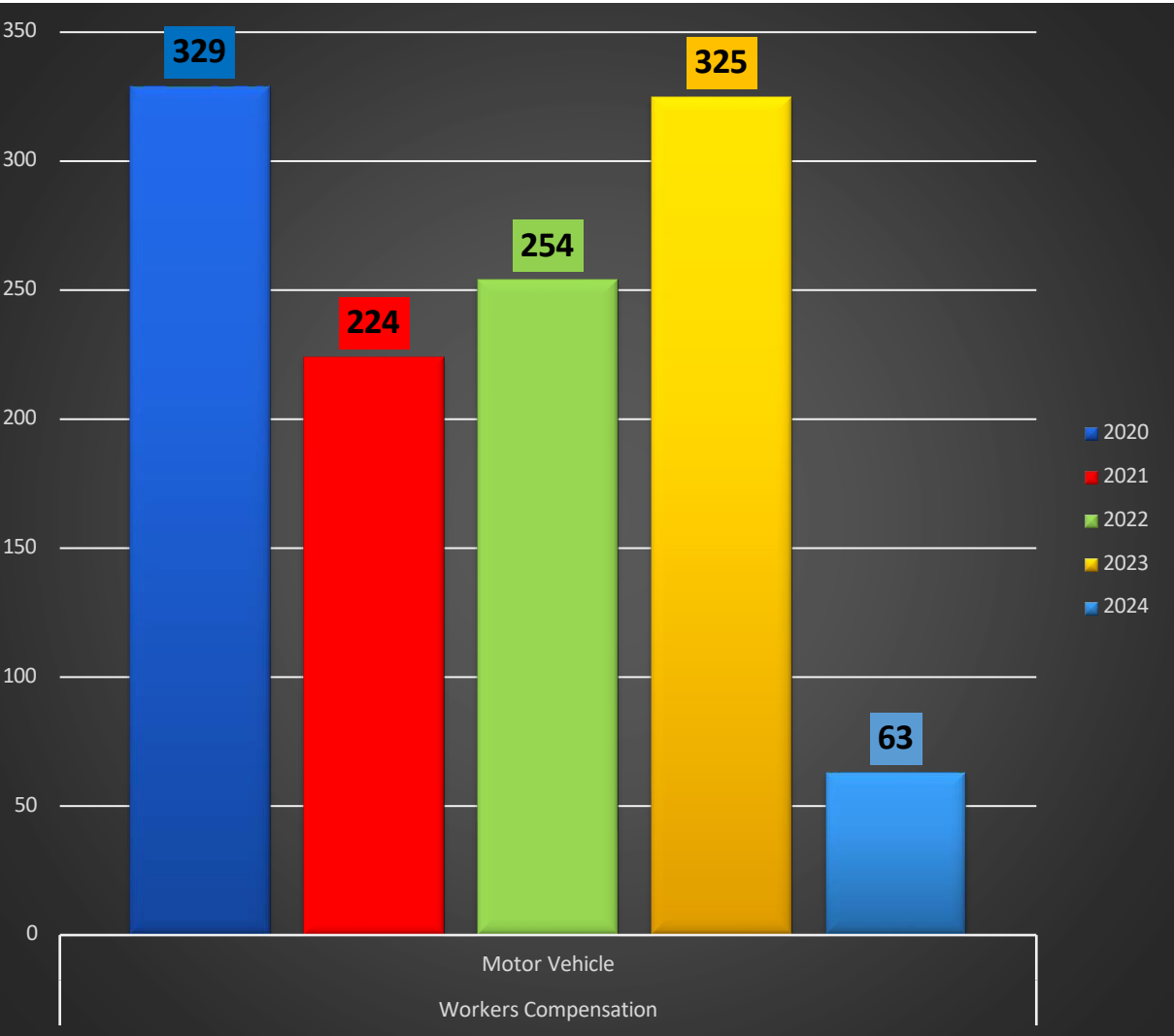


- Failure to follow this process could expose the employee to personal loss.
- Georgia &  
National Rentals**

# Personal Vehicles

- Liability coverage is provided by the State of Georgia while being used for State Business.
- Same coverage, same restrictions.
- State will **Never, Ever, Ever, Ever** pay for damage to personal vehicle.
- Damage from deer, broken windshield, H&R, your insurance, your deductible.





## State of Georgia APD

### APD

67 Backing

789 Glass

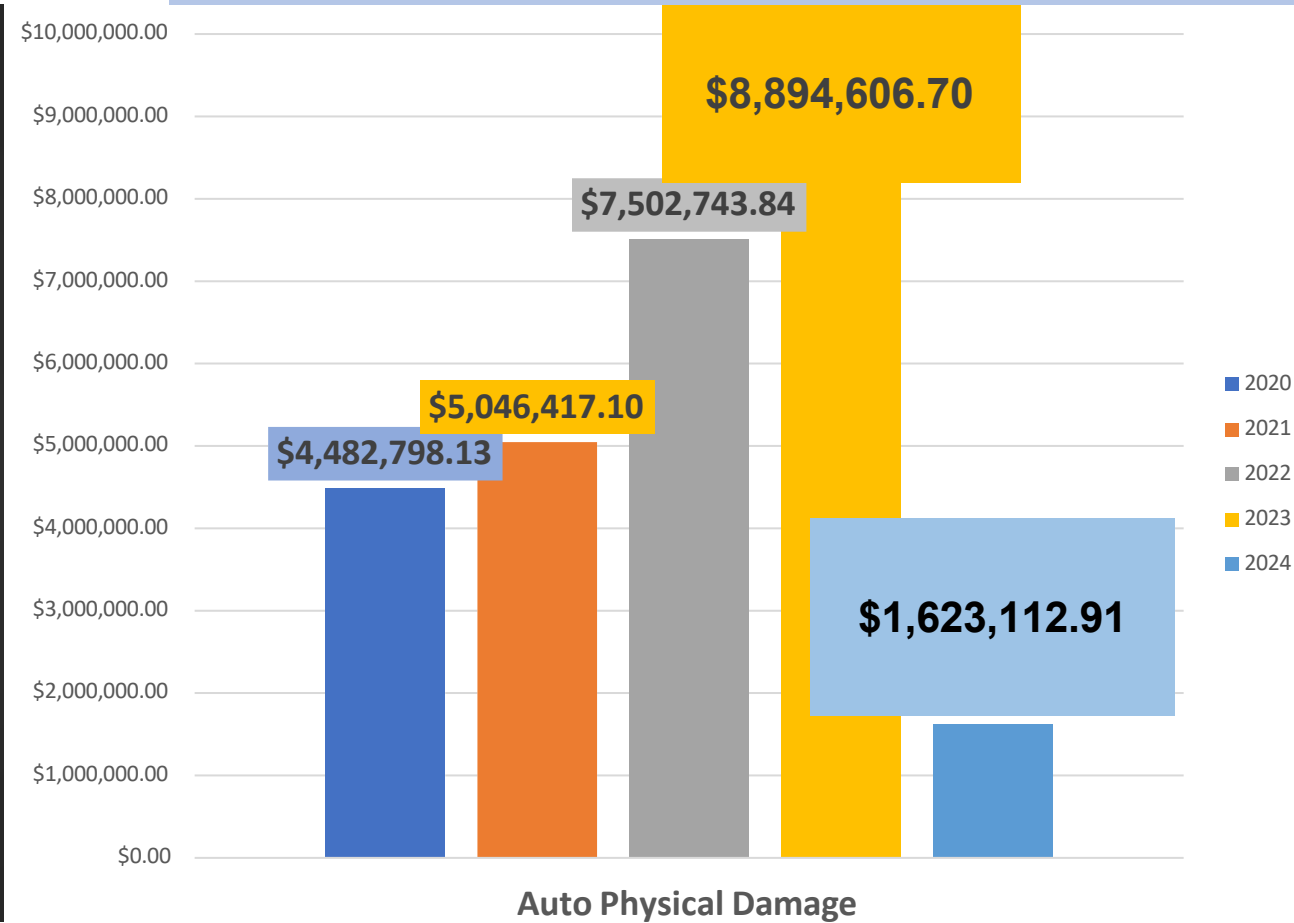
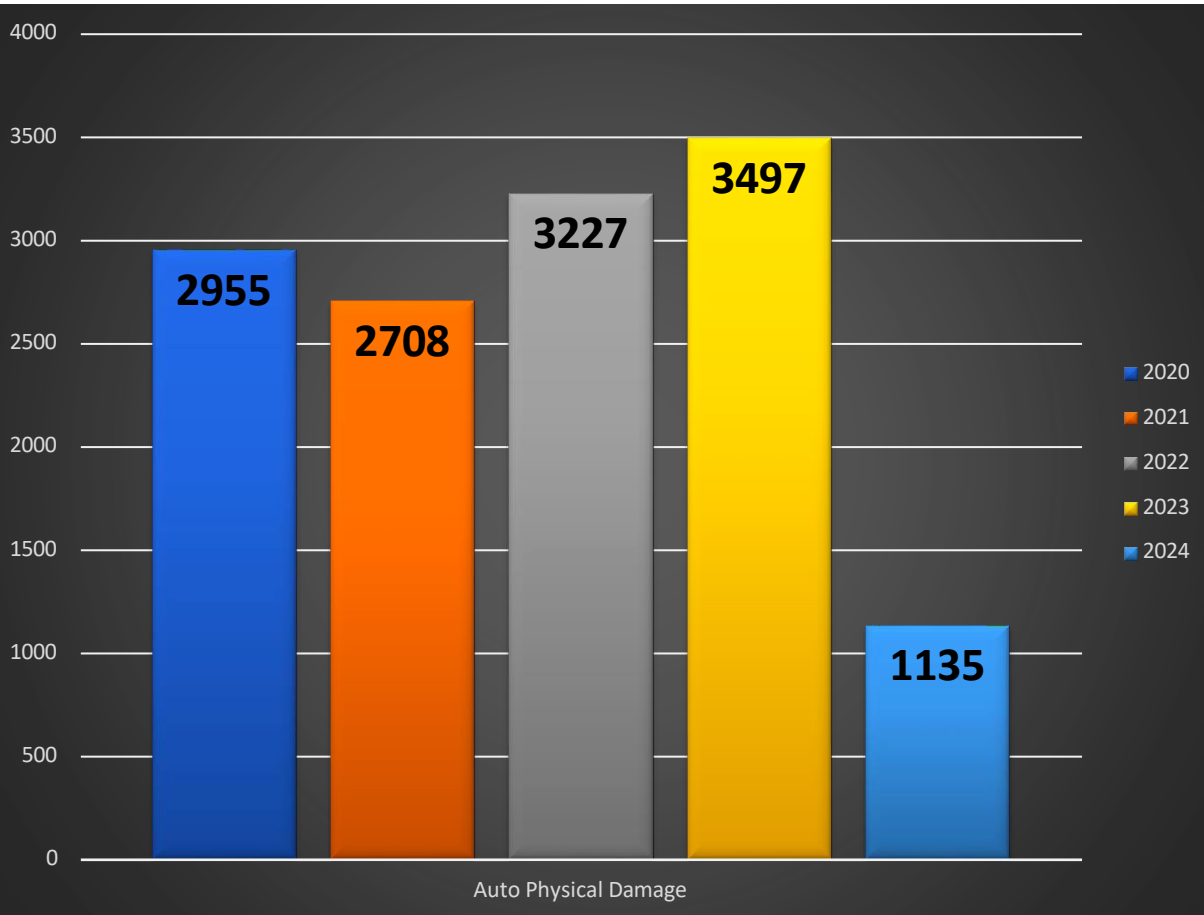
380 HFO

706 PIT

218 Animal hit (Armadillo \$3107, Bobcat \$3,863 Buzzard \$1,1128, Cat, \$2,050, Cow, Dog \$2,140, Deer, \$26,644, Deer carcass, Opossum (\$670)

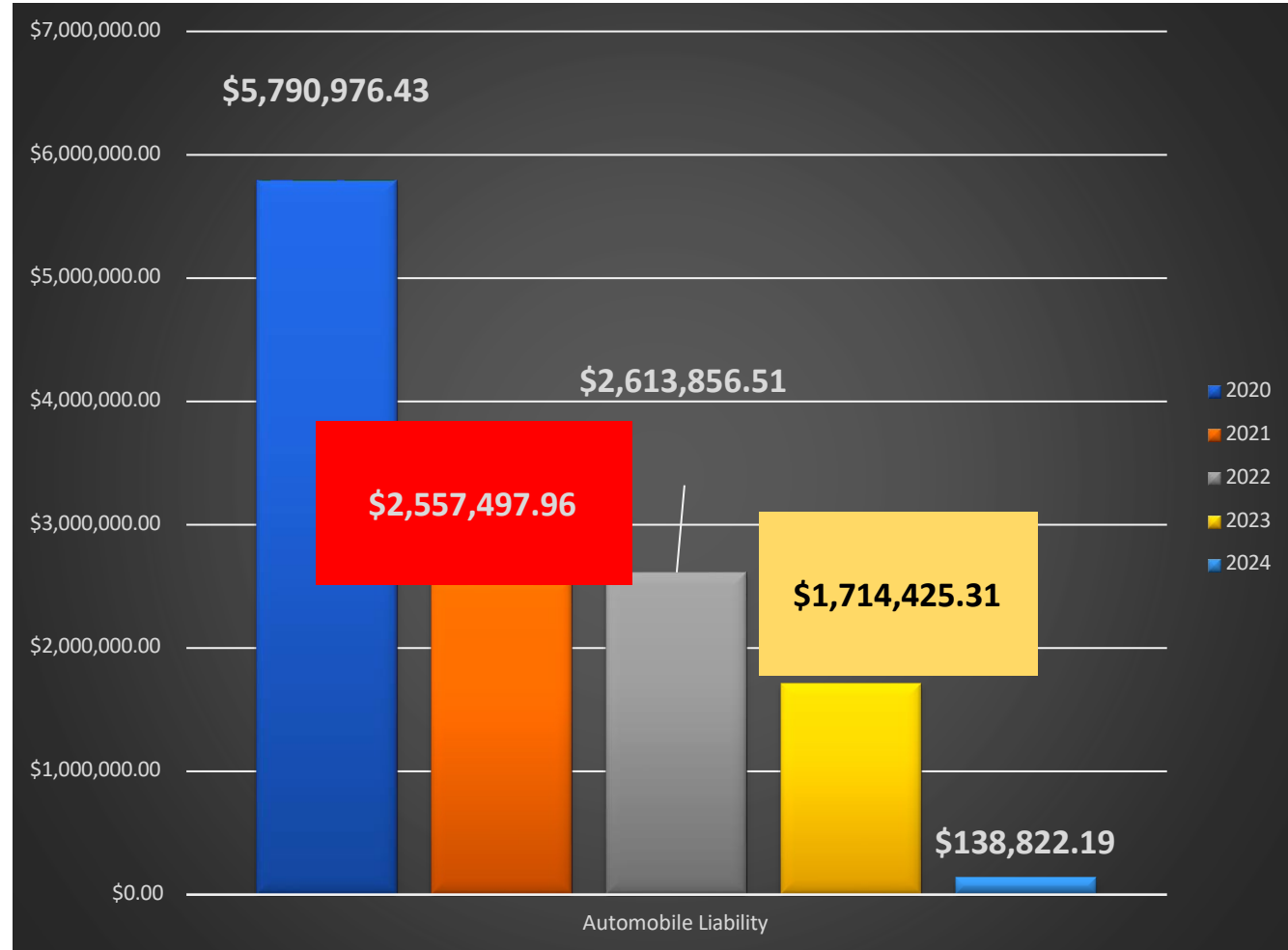
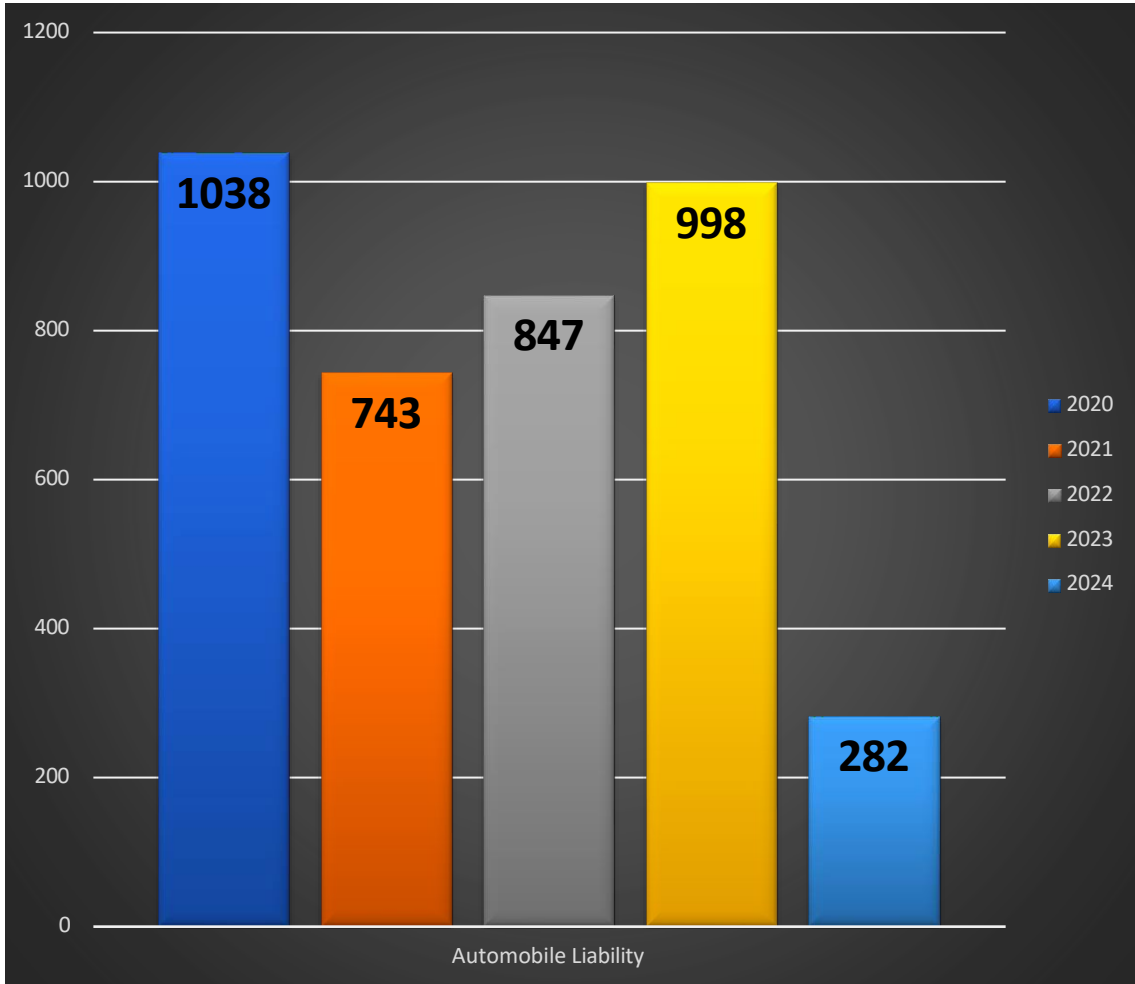
Baby Raccoon \$4,637, Turkey, \$2,277 Wild Hog, 1 incident car hit 5 hogs \$6,000+) (\$873,000 total)

136 Rearended OV





## Auto Liability



## The State of Georgia spends about \$500 per vehicle due to Auto claims in FY2022

(Over 20,000 vehicles being operated by the State of Georgia)

	FY2021	FY2022	FY2023
APD	\$5,046,417.84	\$7,502,743.84	\$8,894,606.70
AL	\$2,557,497.96	\$2,613,856.51	\$1,714,425.31
WC- MVA	\$4,119,826.69	\$2,177,016.31	\$2,418,701.99
Total	\$11,723,742.50	\$12,293,616.70	\$13,027,734
Accident Cost Per Vehicle	\$586.19	\$614.68	\$651.38*

\*Total Paid as of July 2022, so FY2022 will grow.

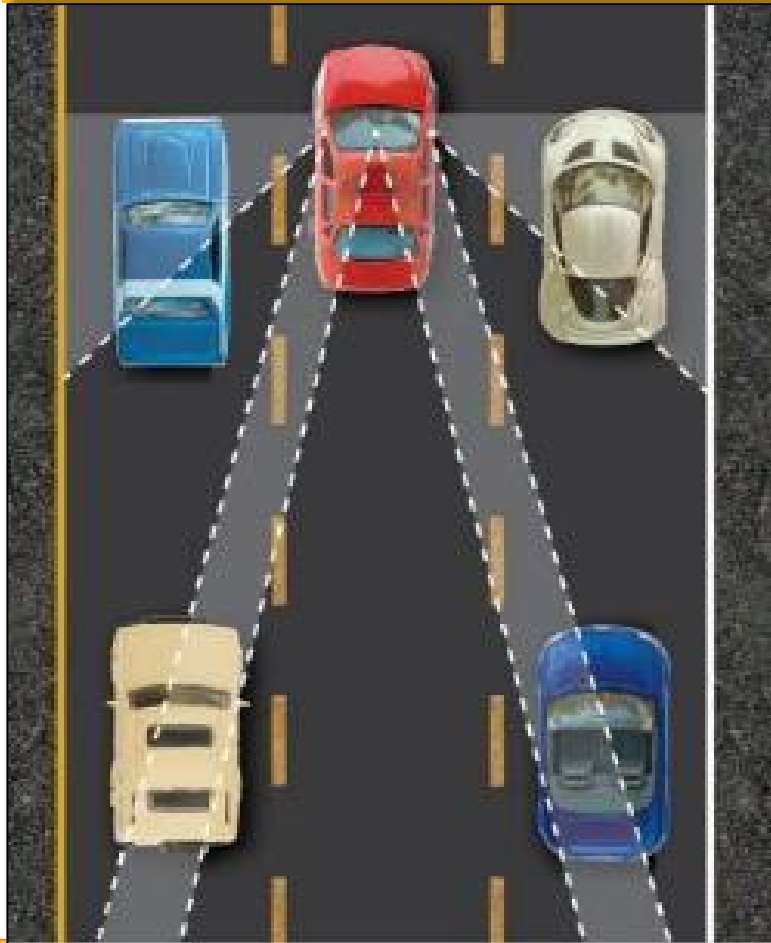
**The State of Georgia had 790 APD glass claims in FY2023**

**194 Rear End Collisions caused by STATE DRIVERS**

**One Solution – Back Off!  
At least 3, 4 is better, seconds following distance.**



# Backing



Refrain from backing if you can pull through



The recommended speed for backing is less than 1 mph



If backing is required use the Straight Line-Sight Side-Blind Side method

**G.O.A.L.** requires you to place orange safety cones at either end of the vehicle whenever you park.

**Get Out And Look (G.O.A.L.)**

**Questions?**  
**Send us an email or call**

**J.Todd Crisp**

Loss Control & Safety Officer  
(404)-657-9139  
[James.Crisp@doas.ga.gov](mailto:James.Crisp@doas.ga.gov)

**Hiram S. Lagroon, BS**

Chief Loss Control & Safety Officer  
(404) 463-6309  
[Hiram.Lagroon@doas.ga.gov](mailto:Hiram.Lagroon@doas.ga.gov)

**C. G. Lawrence, III, CSP, REM, ARM-P**

Chief Loss Control & Safety Officer  
(404) 657-4457  
[Charles.Lawrence@doas.ga.gov](mailto:Charles.Lawrence@doas.ga.gov)

And Welcoming this month:

**Vicki Medlock,**

Loss Control & Safety Officer  
(404) 463-7982  
[vicki.medlock@doas.ga.gov](mailto:vicki.medlock@doas.ga.gov)

- [www.DOAS.ga.gov](http://www.DOAS.ga.gov)



# Risk Management



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Fleet Days Training – Risk Management

**Cary Carrillo-Miller**

**Liability/APD Claim Manager**

**Georgia Administrative Services o/b/o**

**Georgia Department of Administrative Services**

**(678) 325-2647**

**C. G. Lawrence, III, CSP, ARM-P, REM**

September 2019

**Chief Loss Control Safety Officer**



# Risk Management



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Notice of Claim

Within 48 hours

Net Claim – 877-656-7475

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## Required Documentation and Information:

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# Risk Management



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

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Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Exclusions

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# Risk Management



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Deductibles

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- Loss involving a rear end collision caused by the agency driver. **(394 AL & APD claims, FY2019 claims)**
- Colliding with a fixed object, including a parked vehicle. **(637 AL & APD claims FY2019)**
- Failure to report to state or local police any criminal act resulting in a loss to a covered auto. Criminal acts include, but are not limited to, vandalism and “hit and run” accidents.
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Department of Administrative Services  
Improving efficiency, compliance and workforce performance

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# Risk Management

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*Warning:* This card is not to be used for the registration of a privately-owned vehicle. Any person using this card for such a purpose may be subject to criminal prosecution.



## State of Georgia Government Vehicle Georgia Liability Insurance Identification Card

Insurer: State of Georgia DOAS/RMS Self Insurance Program  
Policy Numbers: TCP - 401 - 14 - 20 / CGL - 401 - 14 - 20  
Coverage: July 1, 2019 - June 30, 2020  
Insured: State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card Issued by DOAS Risk Management Services - Fleet

**KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION**

**Toll Free Phone: 1-877-656-7475 Report accidents within 48 hours**

If you are in an accident, be sure to get the following information before leaving the area:

- 1) Date, Time, Place;
- 2) Your Vehicle - year, make, model, tag;
- 3) Describe Accident. Include:
  - Direction each vehicle was traveling, weather conditions
  - Details of accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
  - Insured (State Employee) driver
  - Your passengers
  - Other driver
  - His/ her passengers
  - Witnesses
- 5) Other vehicle(s): year, make, model, tag, insurance co. and policy #
- 6) Police: agency, officer, citations issued (?), to whom?



# Risk Management



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

## Contacts:

**Cary Carrillo-Miller**

**Liability/APD Claim Manager**

**Georgia Administrative Services o/b/o**

**Georgia Department of Administrative Services**

**(678) 325-2647 or [cary.carrillo@doas.ga.gov](mailto:cary.carrillo@doas.ga.gov)**

**Shinae Hardimon**

**APD Claim Supervisor**

**678-325-2618 or [shinae.hardimon@doas.ga.gov](mailto:shinae.hardimon@doas.ga.gov)**

## Glass Claims:

**Annita Myers-Jefferson**

**678-325-2586 or [annita.myers-Jefferson@doas.ga.gov](mailto:annita.myers-Jefferson@doas.ga.gov)**

**Department of Administrative Services**  
Improving efficiency, compliance, and workplace performance

**Fleet Day - 2023**

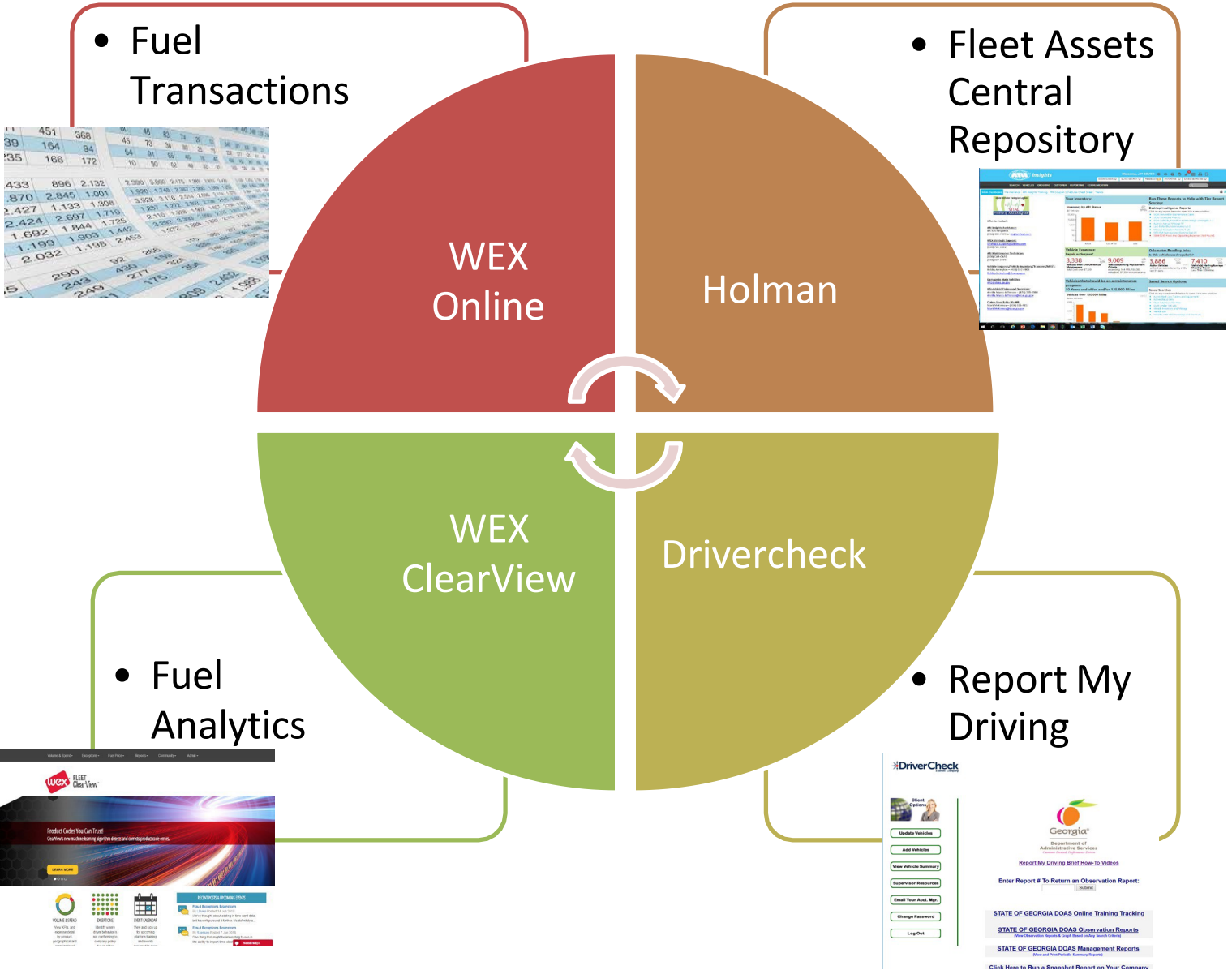
**Office of Fleet Management**



# AGENDA

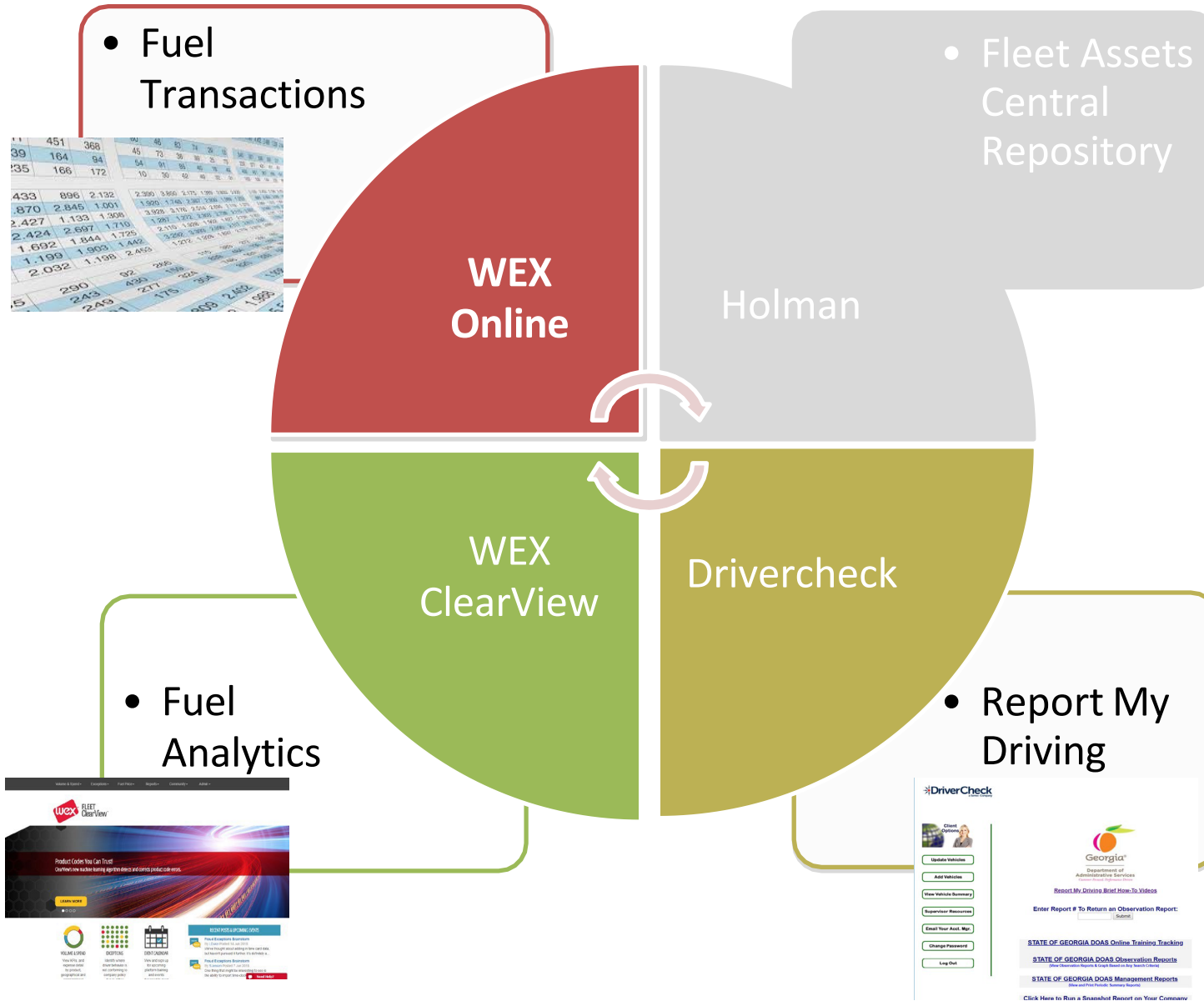
- **WEX Online Fuel Pins and Cards**
- **Fuel Card Acknowledgement**
- **Report My Driving**
- **Tier Report Fuel and Maintenance Compliance**
- **Maintenance Approver List**
- **New Holman Vendors**
- **Repair Greater than Book Value E-mail's**
- **Vehicle Inventory List**
- **Vehicle Lifetime Maintenance History**

# State of Georgia Fleet – Tools for Managing Fleet





# State of Georgia Fleet – Tools for Managing Fleet



# Department of Administrative Services

Improving efficiency, compliance, and workplace performance



**Office of Fleet Management**

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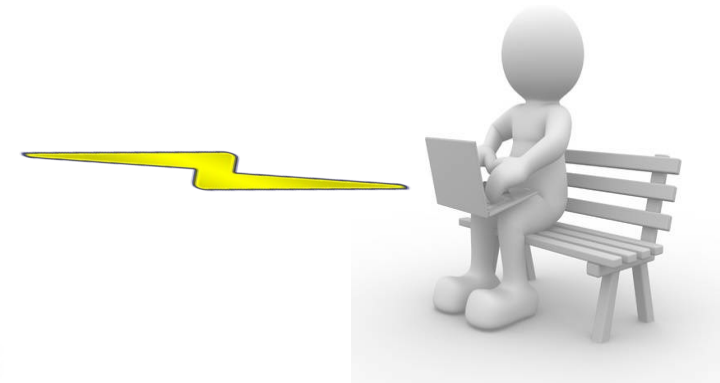


**WEX Online**

Chris Buchanan

# WEX Online Overview

- Web-Based Application to help manage fuel related expenses
- Administration for:
  - Driver PINs
  - Fuel Card Management
  - Authorization Profiles
  - Departments
  - Contacts
  - Reporting



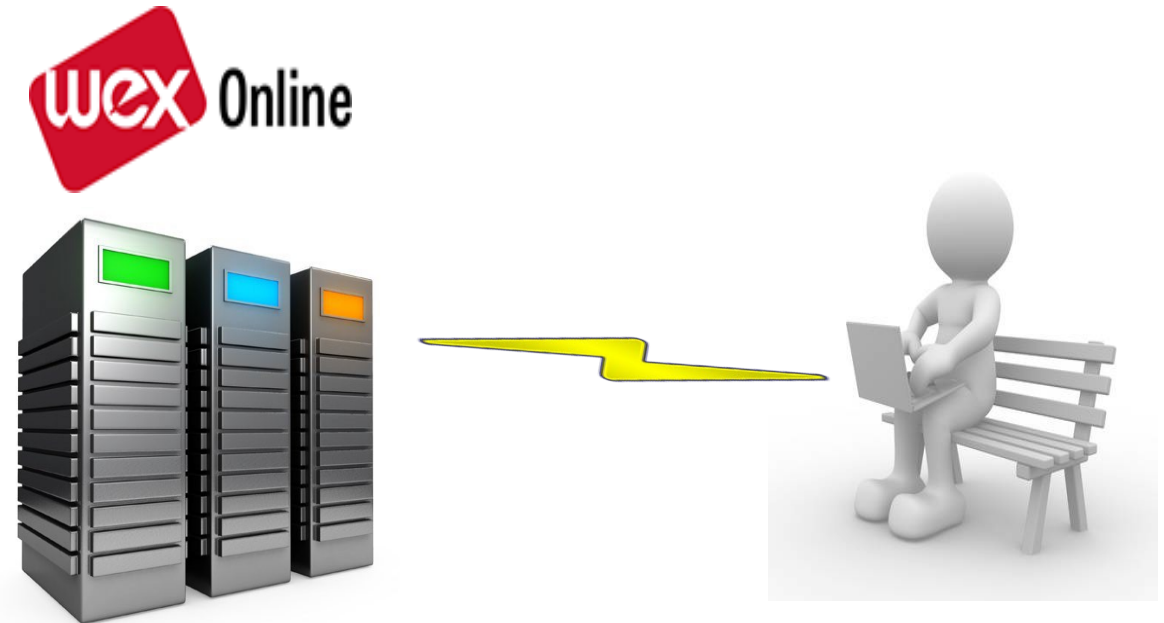
# WEX Online Overview



Home	Notifications	Home	Notifications
Cards <sup>1</sup>	ACCOUNT OVERVIEW	Cards	ACCOUNT OVERVIEW
Transactions	<ul style="list-style-type: none"><li>• <b>Driver Pins</b></li><li>• <b>Cards</b></li><li>• <b>Authorization Profiles</b></li></ul>	Transactions <sup>2</sup>	<ul style="list-style-type: none"><li>• <b>Manage &amp; View Transactions</b></li><li>• <b>Transaction Disputes</b></li><li>• <b>Exception Reports</b></li></ul>
Administration		Administration	
Reports		Reports	

## Required Fields

- **First Name**
- **Last Name**
- **Driver Prompt ID (PIN#)**
- **GA State Entity  
Employee ID**
- **GA State Entity Email  
Address**



# Fuel Card Driver Acknowledgement

## Additional Fleet Management Resources



[Additional Resources](#)



[Driver Emergency Resources](#)



[Education and Training](#)



[Fleet Day](#)



[Fleet Management System](#)



[Fleet Programs Access Portal](#)



[Fuel Cards](#)



[Report My Driving](#)



[Rules, Policies, and Compliance](#)



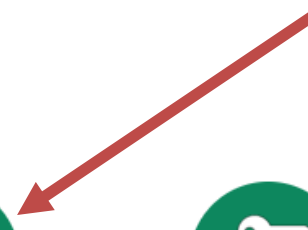
[Statewide Contract Vendors](#)



[TCO Dashboard](#)



[Vehicle Acquisition Options](#)



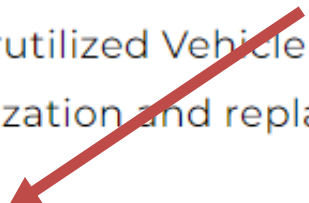
# Fuel Card Driver Acknowledgement

## Fleet TCO Dashboard

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The dashboard metrics are intended to provide Fleet Managers with a quick look into how they are performing relative to different metrics. These metrics have different times in which they are updated, so refer to the metric descriptions for time intervals. The Replacement Cycle Analysis and Underutilized Vehicle Analysis are tools Fleet Managers can use to help better manage the utilization and replacement of vehicles.

LAUCH FLEET DASHBOARD → ↗



# Fuel Card Driver Acknowledgement



## Fleet Management

+ New ▾



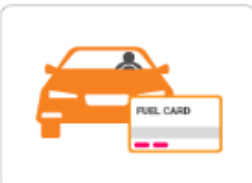
### Agency Active Driver Count

Displays the number of drivers that have active Driver PINs in WEX, as of the last day of each Fiscal Year.



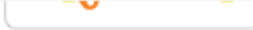
### Agency Active Vehicle Count

Displays the agency vehicle count as of the last day of the listed fiscal year.



### Driver Fuel Card Acknowledgement

Displays information for drivers within your agency who have completed the Fuel Card Acknowledgement Training and Fuel Card Policy Review.



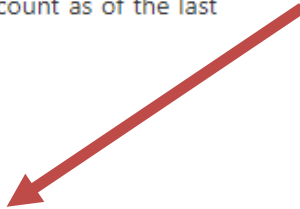
### Agency Acquisitions Spend

Displays the vehicle count and spend on vehicle acquisitions during the requested reporting period.



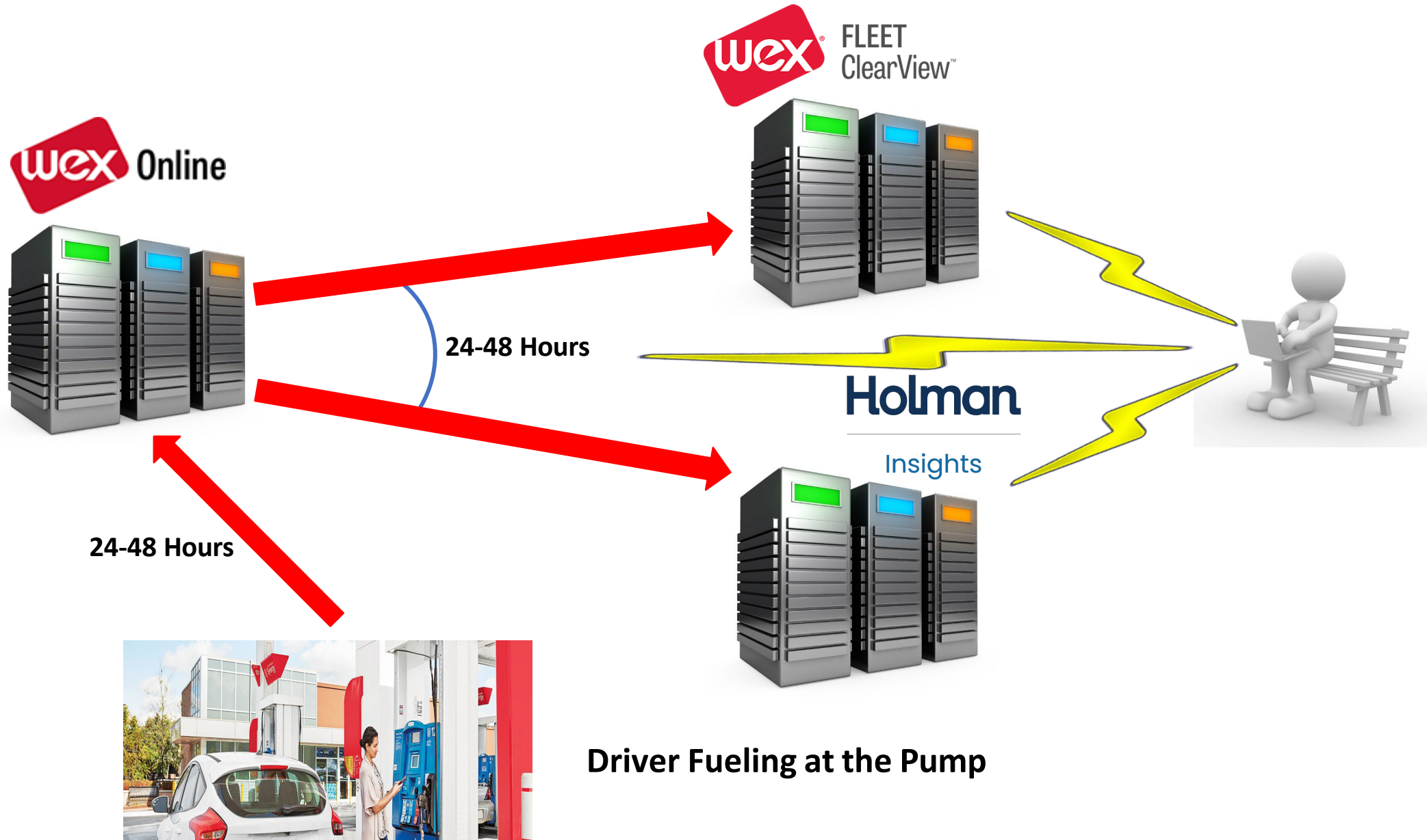
### Agency Fuel Spend

Displays the amount of fuel spend per quarter to provide a quick glance at how agencies are trending with their fuel spend.





# WEX Fuel Transaction Process



# WEX Online Overview



Search

State of Georgia (L1)



- Home
- Cards
- Transactions**
- Administration
- Reports

## Transactions

### PENDING & DECLINED

Date & time	Driver info	Vehicle / Asset ID	Card #	Account info	Product description	Location	Status	Status res	
9/12/22 9:38 PM		13-4756	****18342	BARTOW COUNTY SHERIFFS OFFICE 0496002365039	Unleaded Regular	Circle K Site #3554	Pending	Approvec	
9/12/22 9:36 PM		13-4756	****18342	BARTOW COUNTY SHERIFFS OFFICE 0496002365039	Other Fuel (Non-Taxable)	Circle K Site #3554	Pending	Approvec	

Items per page 25 1 - 25 of 1001

1 of 41 pages

### POSTED

Date & time	Driver info	Vehicle / Asset ID	Card #	Account info	Product description	Location	Total amount	
9/8/22 8:08 AM		467-7373	****59048	ST OF GA CORRECTIONS, DEPT OF 0496002430361	Unleaded Regular	Mr. B's CITGO Zebulon, GA	\$13.30	



# **No-Fuel List** **(Developing the “No-Fuel” List)**

# No Fuel List (Developing the “No-Fuel” List)



24-48 Hours



Draft  
No-Fuel List  
(Active-Vehicles)

Suspended/Terminated Fuel Cards



2022

Models



24-48 Hours

Current/Updated Odometer Readings

Agency No-Fuel List



A2	B	C	D	E	F	G
603	303-4099	GEORGIA REAL ESTATE COMMISSION	GEORGIA REAL ESTATE COMMISSION	201W90K781314099	CHEVROLET	IMPALA
604	303-8745	GEORGIA REAL ESTATE COMMISSION	GEORGIA REAL ESTATE COMMISSION	1G1ZS8R0X7128745	CHEVROLET	MALIBU
605	476-F4821	GEORGIA STUDENT FINANCE COMMISSION	GEORGIA STUDENT FINANCE COMMISSION	1FAPR9D6S108009	FORD	FUSION
606	427-0340	HUMAN SERVICES, DEPARTMENT OF	REGION 3A - QUALITY LIVING SERVICES, INC	1FDXE469M9M21144	FORD	E-450
607	427-0708L	HUMAN SERVICES, DEPARTMENT OF	REGION 11-DPCS	4T1BD1FKHJ223126	TOYOTA	CAMRY
608	427-0708L	HUMAN SERVICES, DEPARTMENT OF	REGION 12B-DPCS GRINWETT	4T1BD1FKHJ223294	TOYOTA	CAMRY
609	427-11261	HUMAN SERVICES, DEPARTMENT OF	REGION 3A - QUALITY LIVING SERVICES, INC	1FDXE42S2H833135	FORD	E-450 SUPER DUTY
610	VR427-1227	HUMAN SERVICES, DEPARTMENT OF	REGION 4-GA INDUSTRIES FOR THE BLIND	1FTDF1722WNC91227	FORD	F-150
611	VR427-8923	HUMAN SERVICES, DEPARTMENT OF	DHS OSHA TWIN TOWERS (ATLANTA)	1FM9R99S6890917	FORD	EXPLORER
612	910-0001	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	2FAFP73V28X117559	FORD	CROWN VICTORIA
613	910-0003	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FMCA11U4Z846153	FORD	AEROSTAR
614	910-0006	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1GCGS4517N28977	CHEVROLET	S10
615	910-0009	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTYR10C9P833363	FORD	RANGER
616	910-0010	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTFR1W8W0C01402	FORD	F-150
617	910-0015	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R2X048712	CHEVROLET	C2500
618	910-0016	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R9Y020381	CHEVROLET	C3500
619	910-0017	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	3B8AC3E41607504	DODGE	RAM PICKUP
620	910-0019	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTNF20L1EC38053	FORD	F-250
621	910-0021	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTNF20L1EC19465	FORD	F-250
622	910-0022	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R9E291844	CHEVROLET	SILVERADO
623	910-0023	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	407E4K3AT343444	CHEVROLET	SILVERADO

# No Fuel List – Out of Service vs. Suspending Fuel Cards

**Holman**

Insights



**Placing Vehicles Out-Of-Service**

**(Only if vehicles are being Surplused)**

**wex** Online



**Suspending a Fuel Card**

**“Temporary” – if vehicle is being placed in a shop for repair and will be down for a long period of time**

# Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

Participation Ranking	
Program and Participation Description (0 point = No; 1 point = Yes)	Score
APD – Are light duty (LD) vehicles enrolled in Auto Physical Damage State Wide Insurance?	1
RMD – Are agency LD vehicles enrolled in Driver Check, the State's Report My Driving program?	1
GPS Telematics – Are any agency LD vehicles equipped with GPS Telematics devices?	0
ARI TMS/GMS – Are any agency LD vehicles enrolled in maintenance program?	1
WEX – Are agency LD vehicles enrolled in fuel card program?	1
<b>Participation Total Score</b>	<b>4</b>

Performance Ranking		
Program and Performance Descriptions	Value	Score
RMD: 5 points= all drivers identified and all reports completed in 10 days from 10/1/17 to 12/31/17 4 points= 90-99% of drivers identified and reports completed in 10 days 3 points= 80-89% 2 points = 70-79% 1 point= <69%	100%	5
Vehicle fueling: 5 points= NOT on "no-fuel" list 100% of time from 10/1/17 to 12/31/17 4 points= NOT on "no-fuel" list 90-99% of time 3 points= NOT on list 80-89% of time 2 points= NOT on list 70-79% of time 1 point= NOT on list <69% of time	75%	2
Maintenance Performed: 5 points= 90-100% of LD vehicles reporting maintenance from 7/1/17 to 12/31/17 4 points= 80-89% w/maint. 3 points= 70-79% w/maint. 2 points= 60-69% w/maint. 1 point= 11-59% w/maint. 0 points = 0-10%	87%	4
<b>Performance Total Score</b>		<b>11</b>

Tier Level	State Agencies in Tier Level	%
1	21	15%
2	24	17%
3	54	39%
4	39	28%

<b>Tier 1 = 19-20 points</b>	Total Score	15
<b>Tier 2 = 17-18 points</b>		
<b>Tier 3 = 13-16 points</b>		
<b>Tier 4 = up to 12 points</b>	Tier Level	3

LD Vehicle Type	State LD Avg Maint \$/Mile	Agency LD Avg Maint \$/Mile	State LD Avg Maint \$/Vehicle	Agency LD Avg Maint \$/Vehicle	Peer Group LD Avg Maint \$/Vehicle
Sedan	\$0.050	\$0.032	\$511	\$168	\$354
SUV/Van	\$0.053	\$0.037	\$494	\$242	\$616
Truck	\$0.049	\$0.048	\$407	\$107	\$520
Total	\$0.051	\$0.034	\$476	\$179	\$495

\* Incorrect odometer entries will adversely affect agency maintenance \$ per mile calculations

# Weekly No Fuel List

	A	B	C	D	E	F	G	H
1	State I	Agency Na	VIN	Make Name	VIN Model	Model Ye	Delivery Da	Last Fuel Da
2			3FA6P0G78DR114008	FORD	FUSION	2013	12/03/2012	11/18/2021
3			NM0LS6E20L1464552	FORD	TRANSIT CONNECT	2020	03/05/2020	02/14/2022
4			1GCESBDE9A8124918	CHEVROLET	COLORADO	2010	03/02/2010	02/16/2022
5			1GCESBDE8A8130550	CHEVROLET	COLORADO	2010	03/11/2010	04/19/2022
6			1FTMF1C89HFC06353	FORD	F-150	2017	04/18/2017	04/19/2022
7			1FTMF1C86HFC06357	FORD	F-150	2017	05/04/2017	04/20/2022
8			3FAHP0GA2CR125847	FORD	FUSION	2012	07/25/2011	04/20/2022
9			1FTBF2A63DEA40314	FORD	F-250	2013	01/03/2013	05/02/2022

No-Fuel in Over 90 Days    No-Fuel in Over 60 Days



Chris  
Buchanan

Office of Fleet Management

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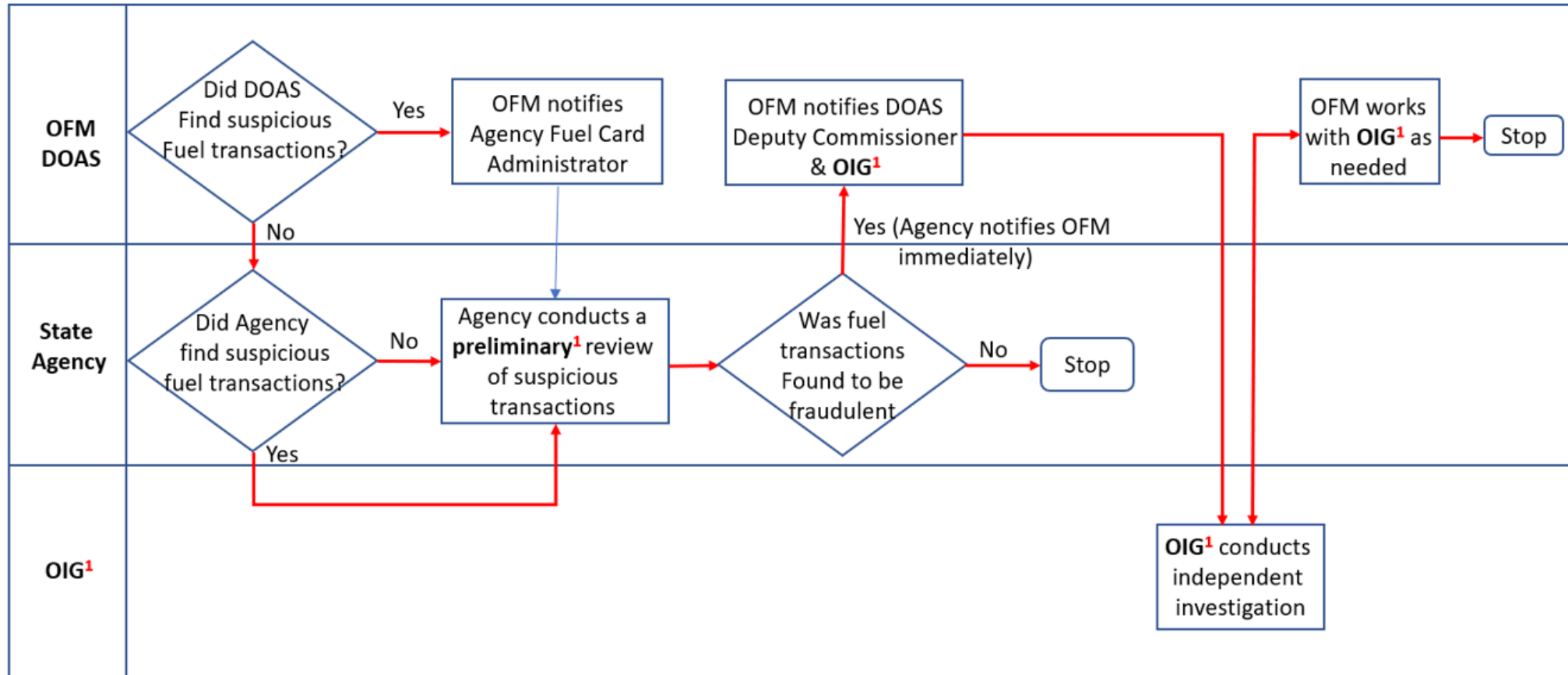
**Fraud**





# Fraud Process

## Fraudulent Fuel Card Transaction High-Level Process



OIG<sup>1</sup> – State of Georgia Office of Inspector General: [oig.georgia.gov](http://oig.georgia.gov)

Preliminary<sup>1</sup> – Agency preliminary investigation may include communicating with employee’s direct supervisor to determine employee’s work schedule or other pertinent information to help determine if the transactions are fraudulent.

# Impacts of Fraud

State Entity	Offense	Fraudulent Amount
Agency	Personal Purchases (Cigarettes)	\$ 30.00 (Approx)
College	State Vehicle and fuel card used for personal use	\$ 50.00
Agency	Used Fuel Card for personal purchases	\$ 123.00
Agency	Used Fuel Card for personal purchases	\$ 196.00 (Est)
Agency	Fuel Card used for personal purchases	\$4,600.00
Agency	Racketeering – Paying fleet related expenses to a shell corporation with a personal bank account when services were not rendered.	\$200,000.00+

**As a result – Employees were either Terminated, Resigned, or Terminated and Prosecuted by the State’s Attorney’s Office with assistance from the Agency, Office of Inspector General and the Office of Fleet Management**

# Impacts of Fraud - Penalties

**O.C.G.A. §50-5-80 provides for criminal penalties for misuse of a state fuel card. Any employee who knowingly uses the card for personal purchases **under \$500 is guilty of a misdemeanor.** An employee who knowingly uses the card for personal purchases **of \$500 or more is guilty of a felony punishable by one to 20 years in prison.****



# Report My Driving (Impacting the Tier Report)

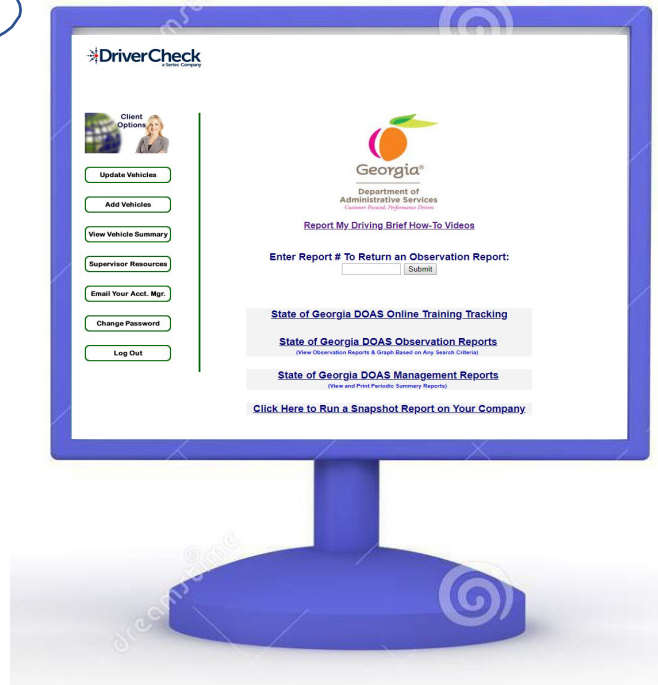
Chris Buchanan

# Report My Driving



## Report My Driving (Impacting your Tier Report) “Helpful Tip”

Close your open  
Observation Reports  
within 10-days



# Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

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RMD – Are agency LD vehicles enrolled in Driver Check, the State’s Report My Driving program?	1
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<b>Participation Total Score</b>	<b>4</b>

## Performance Ranking

Program and Performance Descriptions	Value	Score
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Truck	\$0.049	\$0.048	\$407	\$107	\$520
Total	\$0.051	\$0.034	\$476	\$179	\$495

\* Incorrect odometer entries will adversely affect agency maintenance \$ per mile calculations

# Observation Reports Notifications

<b>2018 NOVEMBER</b>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

# Report My Driving



[Update Vehicles](#)

[Add Vehicles](#)

[View Vehicle Summary](#)

[Supervisor Resources](#)

[Email Your Acct. Mgr.](#)

[Change Password](#)

[Log Out](#)



Department of  
Administrative Services  
*Customer Focused, Performance Driven*

[Report My Driving Brief How-To Videos](#)

Enter Report # To Return an Observation Report:

[State of Georgia DOAS Online Training Tracking](#)

[State of Georgia DOAS Observation Reports](#)

(View Observation Reports & Graph Based on Any Search Criteria)

[State of Georgia DOAS Management Reports](#)

(View and Print Periodic Summary Reports)

[Click Here to Run a Snapshot Report on Your Company](#)



# Observation Reports Not Returned



Please note: Contact your DriverCheck account manager if date range is needed for earlier than 2 years.

Pop-up blocker must be disabled to run these reports.

**Dates Incidents Occurred:**

Or Enter Custom Date (mm/dd/yyyy): **From**  **to**

**Branch:**

**Client & Policy#:**

**Location:**

**Report Type:**

**Report Status:**

**On-Line Training:**

**Vehicle Decal#:**  **Report#:**

**Driver's I.D. Number:**  (Employee # or License #)

**Driver's Last Name:**

if not sure of spelling, type part of name followed by ? Example SM? will retrieve SMITH, SMOLTZ, SMUCKER...

My DriverCheck

Update Vehicles

Add Vehicles

View Vehicle Summary

Supervisor Resources

Email Your Acct. Mgr.

Change Password

Log Out

# Observation Reports Not Returned

## DriverCheck

### Vehicle Incident Reports

62 Matching Report(s)

January 1, 2022 - September 1, 2022

Report #	Report Type	Incident Date	Client / Location	Driver Name / ID	Decal Number	Management Action	Online Training Date / Module	Driver / Score
----------	-------------	---------------	-------------------	------------------	--------------	-------------------	-------------------------------	----------------

2307402	COMPLAINT DISHONOR RIGHT-OF-WAY	01/06/2022	Agency 123					
---------	------------------------------------	------------	------------	--	--	--	--	--

2307697	COMPLAINT IMPROPER PASSING	01/12/2022	Agency 123					
---------	-------------------------------	------------	------------	--	--	--	--	--

# Report My Driving – Updating Decals



Replaced  
Bumper



**Holman**

Insights




Update  
Holman &  
DriverCheck

**DriverCheck**  
a Sertec Company



# Report My Driving – Updating Decals

## Updating DriverCheck.net

Options 

**Update Vehicles**

**Add Vehicles**

**View Vehicle Summary**

60 Matching Vehicles Page 1 of 6

Line	Action	Decal#	Vehicle#	License Plate	State	
1	<input type="checkbox"/>	<input type="checkbox"/>	809LK	530-400	GV93590	GA BU:
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	811LK	530-401	GV58872	GA BU:
3	<input type="checkbox"/>	<input type="checkbox"/>	813LK	530-402	GV59144	GA BU:
4	<input type="checkbox"/>	<input type="checkbox"/>	814LK	530-403	GV93624	GA BU:
5	<input type="checkbox"/>	<input type="checkbox"/>	804LK	530-406	GV93578	GA BU:
6	<input type="checkbox"/>	<input type="checkbox"/>	805LK	530-407	GV93579	GA BU:
7	<input type="checkbox"/>	<input type="checkbox"/>	815LK	530-408	GV93537	GA BU:
8	<input type="checkbox"/>	<input type="checkbox"/>	816LK	530-409	GV93536	GA BU:
9	<input type="checkbox"/>	<input type="checkbox"/>	817LK	530-410	GV93535	GA BU:
10	<input type="checkbox"/>	<input type="checkbox"/>	818LK	530-411	GV58784	GA BU:

<<Previous Next>> New Search **Save Changes** Rese

### Request To Delete/Request New Decal

**Vehicle Deletes Take Place Immediately.**

Requests For New Decals Will Be Forwarded To Your Account Executive For Processing.

Please Make Necessary Changes and Add Special Remarks/Instructions To Your Account Executive

Change Request	Vehicles Decal
<b>Delete These Vehicles:</b>	
<b>Request New Decal For:</b>	DECAL#: 811LK
<b>Instructions/Remarks Regarding This Request:</b>	New decal is 848KG


**Submit** Reset <<Back

# Report My Driving Decals

## Updating Holman

Additional Addresses	APD	<b>Asset and Contacts</b>	Billing	Component Info	Documents	Expenses	Fuel Card History	Fuel Entry	
Fuel Trans	General Info	History	Maintenance	Memos	MV1	Odometer	Order Detail	Registration	Vehicle Downtime

### Asset and Contacts

 Automate a Process

 Page Tour

2016 FORD FUSION

CLIENT: 5C95 VEHICLE:  STATE ID #  LIC PLATE

Changing Site-LocationID will change some additional information

Asset and Contacts

Update

Copy Asset

Add New Asset

General



# Report My Driving Decals

## Updating Holman

Aux Data Tab

? Aux Data

Program ID/Name

Domicile County

Report My Driving Sticker

095KE

Risk Customer #

# Holman Repair Approver List

**Holman contacts certain persons at each entity to obtain repair authorizations.**

- **Entity can have as many or as few approvers as it wants**
- **Can receive phone calls OR emails from Holman about repairs**
- **Reach out to Michael Marsh for any edits or updates**

# Add New Vendor to Holman

**A statewide list of Holman vendors is downloaded monthly and posted to Holman Insights Discussion Forum.**

**Contact Michael Marsh at the Office of Fleet Management to get a copy of the instruction sheet for potential new vendors with a current referral code.**

**Provide Marsh with information about the potential new vendor (shop name, city, manager name, etc.) and he'll notify a Holman representative to keep an eye out for their application.**



# OFM Review Where Repair Amount Exceeds Book Value

- **Process began in November 2018**
- **Holman notifies OFM by email whenever a repair amount exceeds the current book value found inside Holman Insights**
- **OFM reaches out to agency through email and informs fleet manager of the repair**
- **Fleet manager notifies OFM of the agency's repair decision by email and OFM relays repair decision to Holman**
- **Holman tells shop if repair is authorized or declined**

# Download Entity Vehicle List

The screenshot shows a web application interface for fleet management. At the top, there is a navigation bar with the 'man' logo, 'Insights', and a 'UAW Strike' button. Below this is a secondary navigation bar with 'Search' (highlighted with a yellow arrow), 'Vehicles', 'Driver', 'Ordering', 'Customer', 'Reporting', 'Communication', and 'Holman pages'. A search bar is located on the right side of this bar. A 'Show Me How' button is also present. Below the navigation bar is a sidebar menu with various options, including 'General Vehicle' (highlighted with a yellow arrow). The main content area is divided into several sections: 'Your Inventory:' with a bar chart showing 'Inventory by Status' (Active, Out of Svc, Sold); 'Vehicles Expenses:' with two cards for 'Vehicles With Life-Of-Vehicle Maintenance' and 'Vehicles Meeting Replacement Criteria'; 'Run these reports to help with Tier Report Scoring:' with a list of report links; 'Odometer Reading & Fueling:' with a card for 'Active Vehicles without an odometer entry in the last 31 days'; and 'Saved Search Options:' at the bottom.

**Search** Vehicles Driver Ordering Customer Reporting Communication Holman pages

UAW Strike

DASHBOARDS QUICK SEARCH FAVORITES SAVED SEARCHES SUPPORT CENTER

Show Me How

Main Das Billing Memo Search Training PM Coupon Schedules Cheat Sheet Trends

Import Component Information Mfg Recalls

Contacts Odometer History

Documents PO Search

Fuel Service History

**General Vehicle** Smart Search

Maintenance Parameters Vehicle Documents - upload

Market Value Pricing Vendor Locator

WEX Strategic Support:  
Strategic.support@wexinc.com  
(800) 726-0492

Holman Maintenance Technician:  
(800) CAR-CARE  
(800) 227-2273

Vehicle Requests/Vehicle Inventory/Transfers/MV1's:  
Bobby Arrington – (404) 657-6908  
Bobby.Arrington@doas.ga.gov

Damage to State Vehicles:  
APD@doas.ga.gov

Windshield Claims and Questions:  
Annita Myers-Jefferson – (678) 325-2586  
Annita.Myers-Jefferson@doas.ga.gov

Claims from Folks We Hit:  
Wade Damron 404-463-7982  
Wade.Damron@doas.ga.gov

**Your Inventory:**

Inventory by Status  
All Vehicles

Status	Count
Active	~250
Out of Svc	~100
Sold	~150

78 Vehicle(s) Having Average Monthly Travel Less Than 500 Miles

**Vehicles Expenses:**

Repair or Surplus?

23 Vehicles With Life-Of-Vehicle Maintenance  
Total Cost over \$7,500

45 Vehicles Meeting Replacement Criteria  
exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance

**Run these reports to help with Tier Report Scoring:**

Desktop Intelligence Reports  
Click on any report below to open it in a new window:

- [SOG PM Overdue and Coming Due \(1\)](#)
- [5C95 Preventive Maintenance Dates](#)
- [Last 6 Months Maintenance v2](#)
- [Mileage Exception Report V1.1](#)
- [Agency Annual Mileage V2](#)
- [Agency MV1 Detail Report V2-ISS](#)
- [5C95 Fixed And Operating Expenses](#)
- [5C95 Scorecard Fleet v2](#)
- [Assigned Vehicle by Mileage Listing Report V1-ISS](#)
- [Fleet Total Cost Per Mile Report](#)
- [Fuel Data by Agency Name and Transaction Date Range](#)
- [5C95-Miles by Month in a Date Range wPromptsV1-2](#)

**Odometer Reading & Fueling:**  
Is this vehicle used regularly? Have you fueled up in the last month?

N/A Vehicles with no Fuel Transactions in over 30 days

30 Active Vehicles without an odometer entry in the last 31 days

**Saved Search Options:**  
DOAS created vehicle lists

# Download Entity Vehicle List

## General Vehicle Search (i)

Add Fields ✓ Automate a Process

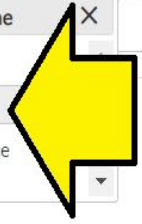
Search Reset



Client	Division <span>×</span>	Agencies <span>×</span>	Vehicle <span>×</span>	VIN (last 8) <span>×</span>	Site-LocationID <span>×</span>
Select Options	Select Options	Select Options	Enter Text	Enter Text <span>(i)</span>	Enter Text

Status <span>×</span>	Location Name <span>×</span>
Active <span>(i)</span> From <span>📅</span> To <span>📅</span>	Enter Text

Filter	Report My Driving Sticker <span>×</span>
Enter keywords	Enter Text
<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> None <span>×</span>	
<input type="checkbox"/> New	
<input checked="" type="checkbox"/> Active	
<input type="checkbox"/> Out Of Service	
<input type="checkbox"/> Sold	
Sub-Type <span>▼</span> <input type="text"/> Class <span>▼</span> <input type="text"/>	



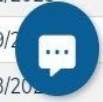
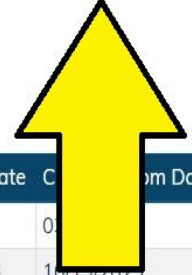
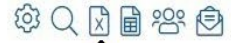
# Download Entity Vehicle List

## General Vehicle Listing

SEARCH CRITERIA: Client = 5C95 Status = Active

Total Rows 218 Rows Per Page 20 Page 1 of 11 Go to Page

	Client	Vehicle	State ID #	VIN Year	VIN Make	VIN Model	VIN	Status	Site-LocationID	Location Name	Agency Name	Last Fuel Date	Com Date
<a href="#">Details</a>	5C95	190611	123-0611	1990	Boat Trailer	Trailer	1YR114064LC000611	Active	1230-22	OFFICE 22	ENTITY X		01/13/2023
<a href="#">Details</a>	5C95	196727	123-116727	2016	Ford	F-150	1FTMF1EF0GKD82371	Active	1230-22	OFFICE 22	ENTITY X	10/13/2023	10/13/2023
<a href="#">Details</a>	5C95	196728	123-116728	2014	Ford	F-150	1FTNF1EF0EKG51633	Active	1230-22	OFFICE 22	ENTITY X	07/11/2022	12/07/2022
<a href="#">Details</a>	5C95	196735	123-116735	2017	Ford	Escape	1FMCU0F78HUE76079	Active	1230-22	OFFICE 22	ENTITY X	10/13/2023	10/13/2023
<a href="#">Details</a>	5C95	196736	123-116736	2017	Ford	Escape	1FMCU0F76HUE76078	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/11/2023
<a href="#">Details</a>	5C95	196737	123-116737	2017	Ford	Escape	1FMCU0F76HUE76081	Active	1230-6	OFFICE 6	ENTITY X	10/12/2023	10/12/2023
<a href="#">Details</a>	5C95	196756	123-116756	2017	Ford	F-150	1FTEX1CF6HKE56429	Active	1230-22	OFFICE 22	ENTITY X	10/12/2023	10/12/2023
<a href="#">Details</a>	5C95	196763	123-116763	2018	Ford	F-150	1FTMF1EB4JFA19990	Active	1230-17	OFFICE 17	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196770	123-116770	2018	Ford	F-150	1FTEW1E59JFA98135	Active	1230-22	OFFICE 22	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196775	123-116775	2018	Ford	F-150	1FTEW1E56JFC65728	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/04/2023
<a href="#">Details</a>	5C95	196785	123-116785	2018	Ford	F-150	1FTEX1EB0JFC65730	Active	1230-13	OFFICE 13	ENTITY X	09/14/2023	09/15/2023
<a href="#">Details</a>	5C95	196822	123-116822	2018	Ford	Escape	1FMCU0F75JUD38554	Active	1230-6	OFFICE 6	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196823	123-116823	2018	Ford	Escape	1FMCU0F77JUD38555	Active	1230-6	OFFICE 6	ENTITY X	08/15/2023	09/26/2023
<a href="#">Details</a>	5C95	196824	123-116824	2019	Ford	Fusion	3FA6P0G7XKR107347	Active	1230-6	OFFICE 6	ENTITY X	09/28/2023	10/01/2023
<a href="#">Details</a>	5C95	196825	123-116825	2019	Ford	Fusion	3FA6P0G71KR107348	Active	1230-6	OFFICE 6	ENTITY X	09/29/2023	09/29/2023
<a href="#">Details</a>	5C95	196888	123-116888	2019	Ford	Fusion	3FA6P0G73KR239172	Active	1230-6	OFFICE 6	ENTITY X	09/20/2023	09/23/2023
<a href="#">Details</a>	5C95	196889	123-116889	2019	Ford	F-150	1FTFW1FB7KFR84597	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/11/2023



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## General Vehicle Listing

SEARCH CRITERIA: Client = 5C95 Status = Active

Total Rows 218 Rows Per Page 20 Page 1 of 11 Go to Page

	Client	Vehicle	State ID #	VIN Year	VIN Make	VIN Model	VIN	Status	Site-LocationID	Location Name	Agency Name	Last Fuel Date	Current Odom Date
<a href="#">Details</a>	5C95	190611	123-0611	1990	Boat Trailer	Trailer	1YR114064LC000611	Active	1230-22	OFFICE 22	ENTITY X		03/03/2021
<a href="#">Details</a>	5C95	196727	123-116727	2016	Ford	F-150	1FTMF1EF0GKD82371	Active	1230-22	OFFICE 22	ENTITY X	10/13/2023	10/13/2023
<a href="#">Details</a>	5C95	196728	123-116728	2014	Ford	F-150	1FTNF1EF0EKG51633	Active	1230-22	OFFICE 22	ENTITY X	07/11/2022	12/07/2022
<a href="#">Details</a>	5C95	196735	123-116735	2017	Ford	Escape	1FMCU0F78HUE76079	Active	1230-22	OFFICE 22	ENTITY X	10/13/2023	10/13/2023
<a href="#">Details</a>	5C95	196736	123-116736	2017	Ford	Escape	1FMCU0F76HUE76078	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/11/2023
<a href="#">Details</a>	5C95	196737	123-116737	2017	Ford	Escape	1FMCU0F76HUE76081	Active	1230-6	OFFICE 6	ENTITY X	10/12/2023	10/12/2023
<a href="#">Details</a>	5C95	196756	123-116756	2017	Ford	F-150	1FTEX1CF6HKE56429	Active	1230-22	OFFICE 22	ENTITY X	10/12/2023	10/12/2023
<a href="#">Details</a>	5C95	196763	123-116763	2018	Ford	F-150	1FTMF1EB4JFA19990	Active	1230-17	OFFICE 17	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196770	123-116770	2018	Ford	F-150	1FTEW1E59JFA98135	Active	1230-22	OFFICE 22	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196775	123-116775	2018	Ford	F-150	1FTEW1E56JFC65728	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/04/2023
<a href="#">Details</a>	5C95	196785	123-116785	2018	Ford	F-150	1FTEX1EB0JFC65730	Active	1230-13	OFFICE 13	ENTITY X	09/14/2023	09/15/2023
<a href="#">Details</a>	5C95	196822	123-116822	2018	Ford	Escape	1FMCU0F75JUD38554	Active	1230-6	OFFICE 6	ENTITY X	10/05/2023	10/05/2023
<a href="#">Details</a>	5C95	196823	123-116823	2018	Ford	Escape	1FMCU0F77JUD38555	Active	1230-6	OFFICE 6	ENTITY X	08/15/2023	09/26/2023
<a href="#">Details</a>	5C95	196824	123-116824	2019	Ford	Fusion	3FA6P0G7XKR107347	Active	1230-6	OFFICE 6	ENTITY X	09/28/2023	10/01/2023
<a href="#">Details</a>	5C95	196825	123-116825	2019	Ford	Fusion	3FA6P0G71KR107348	Active	1230-6	OFFICE 6	ENTITY X	09/29/2023	09/29/2023
<a href="#">Details</a>	5C95	196888	123-116888	2019	Ford	Fusion	3FA6P0G73KR239172	Active	1230-6	OFFICE 6	ENTITY X	09/20/2023	09/23/2023
<a href="#">Details</a>	5C95	196889	123-116889	2019	Ford	F-150	1FTFW1FB7KFB84597	Active	1230-22	OFFICE 22	ENTITY X	10/11/2023	10/11/2023

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Asset and Contacts | Billing | Component Info | Documents | Expenses | Fuel Card History  
Fuel Entry | Fuel Trans | **General Info** | History | Hour Meter | Maintenance | Memos | Odometer

## General Vehicle Information

2017 FORD F-150  
CLIENT: 5C95 VEHICLE: 196756 STATE ID #: 123-116756 LIC PLATE: GV1234

[Customize](#)

General
DIVISION: XY Agencies: XY11 Status: ACTIVE Assigned Status:
Cust Status: Status Date: Car / Truck: Truck Asset Type: Truck LD
Sub-Type:

Description	Lease	Order
Model Year: 2017	Type: NON-ARI	Order Date:
Make: FORD	Vendor: OWNED	Exp. Deliv. Date:
Model: F-150	Residual: \$0.00	Delivery Date: 09/18/2017
Model Line: L2	Purchase Price: \$22,566.00	On-Road Date:
Body Description:	Months/Miles/KM: 0/0	Order Type:
VIN: <a href="#">1FTEX1CF6HKE56429</a>	MIS: 73	Previous Vehicle:
VIN Model: F-150	Lease Start Date:	Who Will License:
Exterior: WHI	Lease End Date:	

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Asset and Contacts Billing Component Info Documents Expenses Fuel Card History  
Fuel Entry Fuel Trans General Info History Hour Meter **Maintenance** Memos Odometer

Service History Maintenance Parameters PM Schedule Compliance

## Service History

PM Details Maintenance Analytics

Filters: **Apply**

- No Filter
- Accidents
- AC & Heating

**2017 FORD F-150** Maintenance POs that include

Client:	5C95	DIVISION:	XY	Agencies:	XY11
ARI Maintenance:	M	Lic Plate:	GV 1234	Vehicle:	196756
State ID #:	123 -116756	Operating Expenses:	\$15,582.53	Fixed Expenses:	\$333.30
Fleet Contact:	WAYNE	Non-Maint ARI Programs:	10M5K	Site-LocationID:	1230 -22
Client Data 4:		Billing #/ID:		Maintenance Parameters:	
Fleet Asset Type:	FLEET	APD:	Y	Coupon Issued:	10/26/2017
Service Card Issued:	10/26/2017 12:00:00 AM	Coupon Book No:	98623	Coupon Schedule:	60861
Prior Coupon Book No.:		Coupon Name:	10 MONTH 5000 MILE SOG 5C95	Prior Coupon Schedule:	156

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Show Voided POs

Show Details

PO #	Date	Repair	Odometer	Hour Meter	Amount	Status	Process Date	Invoice #	Vendor
▶ Message	09/14/2023 11:51 AM								
	09/14/2023 11:51 AM:	THIS NEEDS A FRONT PASS SIDE TIRE IT WAS SLICED CANBT BE REPAIRED 140 SOUTH JACKSON ST HAWKINS VILL GA 31036 378 783 1910 SHARP TIRE AND AURO							
▶ <a href="#">101768816</a>	09/14/2023 11:00 AM	101743428	54459		\$183.68	Paid	09/19/2023	054221	<a href="#">SHARP TIRE AND AUTO (L)</a>
	09/14/2023 11:54 AM:	THIS TIRE IS SLICED AND FLAT THIS IS A INACTIVE/ UNAPPROVED VENDOR VENDOR NOT IN OUT SYSTEM HERCULES DURATRACK 235 70 17							
	09/14/2023 11:56 AM:	CARD ENDING IN 4525 EXP:09/01/2027 ISSUED ON 14-SEP-23 FOR \$183.98							
	09/14/2023 11:56 AM:	PO APPROVED FOR \$183.98 BY HOLMAN ON 09/14/2023							
	09/18/2023 08:43 AM:	PO UNDERPAID - CARD ENDING IN 4525 USED ON 09/14/2023 FOR \$183.68							
	09/19/2023 08:52 AM:	PO PAID - CARD ENDING IN 4525 USED ON 14-SEP-23 FOR \$183.68							
▶ <a href="#">101686966</a>	09/08/2023 12:00 PM	101663091	54238	0	\$65.46	Paid	09/09/2023	1694	<a href="#">BIG PEACH CAR WASH &amp; LUBE AT F (L)</a>
	09/08/2023 12:40 PM:	oil change and oil fliter							
	09/08/2023 12:56 PM:	JACK CALLED FOR APROVAL ON LOF							
	09/08/2023 12:56 PM:	PO APPROVED FOR \$65.46 BY HOLMAN ON 09/08/2023							
	09/09/2023 04:09 PM:	TaxExempt							
▶ <a href="#">100355899</a>	06/09/2023 10:06 AM	100352024	52612	0	\$310.54	Paid	06/09/2023	2314	<a href="#">LANCASTER TIRE (L)</a>
	06/09/2023 10:06 AM:	wont start							
	06/09/2023 10:07 AM:	32001001 - BATTERY - PARTS - THE ABOVE ADJUSTMENT(S) HAVE BEEN MADE TO THIS PO.							





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PO #	Date	Repair	Odometer	Hour Meter	Amount	Status	Process Date	Invoice #	Vendor																																										
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<table border="1"> <thead> <tr> <th>Quantity</th> <th>Description</th> <th>ATA Code</th> <th>Type</th> <th>Reason</th> <th>Extended Cost</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>TIRE DISPOSAL FEE</td> <td>17001A02</td> <td>PART</td> <td></td> <td>\$4.00</td> <td>Approved</td> </tr> <tr> <td>1</td> <td>TIRE, RADIAL RIB TREAD</td> <td>17001002</td> <td>PART</td> <td>REPLACE</td> <td>\$159.68</td> <td>Approved</td> </tr> <tr> <td>0</td> <td>TIRE BALANCE</td> <td>17001A03</td> <td>LABOR</td> <td>ADJUST</td> <td>\$0.00</td> <td>Approved</td> </tr> <tr> <td>0</td> <td>TIRE DISPOSAL FEE</td> <td>17001A02</td> <td></td> <td></td> <td>\$0.00</td> <td>Approved</td> </tr> <tr> <td>1</td> <td>TIRE BALANCE</td> <td>17001A03</td> <td>PART</td> <td>ADJUST</td> <td>\$20.00</td> <td>Approved</td> </tr> </tbody> </table>							Quantity	Description	ATA Code	Type	Reason	Extended Cost	Status	1	TIRE DISPOSAL FEE	17001A02	PART		\$4.00	Approved	1	TIRE, RADIAL RIB TREAD	17001002	PART	REPLACE	\$159.68	Approved	0	TIRE BALANCE	17001A03	LABOR	ADJUST	\$0.00	Approved	0	TIRE DISPOSAL FEE	17001A02			\$0.00	Approved	1	TIRE BALANCE	17001A03	PART	ADJUST	\$20.00	Approved	<p>SHARP TIRE AND AUTO IV</p> <p>SHARP TIRE AND AUTO 140 SOUTH JASCVKSON ST HAWKINS GA 31036</p> <p>Phone: (222) 222-2222 Fax: (207) 253-1468</p>		
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Asset and Contacts | Billing | Component Info | Documents | Expenses | Fuel Card History

Fuel Entry | Fuel Trans | General Info | History | Hour Meter | **Maintenance** | Memos | Odometer

Service History | Maintenance Parameters | PM Schedule | Compliance

## Service History

PM Details | Maintenance Analytics

Filters:

- No Filter
- Accidents
- AC & Heating

**2017 FORD F-150** Maintenance POs that include

Client:	5C95	DIVISION:	XY	Agencies:	XY11
ARI Maintenance:	M	Lic Plate:	GV1234	Vehicle:	196756
State ID #:	123 -116756	Operating Expenses:	\$15,582.53	Fixed Expenses:	\$333.30
Fleet Contact:	WAYNE	Non-Maint ARI Programs:	10M5K	Site-LocationID:	1230-22
Client Data 4:		Billing #/ID:		Maintenance Parameters:	
Fleet Asset Type:	FLEET	APD:	Y	Coupon Issued:	10/26/2017
Service Card Issued:	10/26/2017 12:00:00 AM	Coupon Book No:	98623	Coupon Schedule:	60861
Prior Coupon Book No.:		Coupon Name:	10 MONTH 5000 MILE SOG 5C95	Prior Coupon Schedule:	156

# Tier Report Maintenance Scoring

**Holman** | Insights UAW Strike

DASHBOARDS QUICK SEARCH FAVORITES SAVED SEARCHES SUPPORT CENTER

Search Vehicles Driver Ordering Customer **Reporting** Communication Holman pages

Main Dashboard Maintenance Inventory Holman Insights Training Dashboard Modules Cheat Sheet Trends

**Who to Contact for:**

**Holman Insights Technical Assistance:**  
CIS Help Desk  
(856) 439-7478 or cishelpdesk@holman.com

**WEX Strategic Support:**  
Strategic.support@wexinc.com  
(800) 726-0492

**Holman Maintenance Technician:**  
(800) CAR-CARE  
(800) 227-2273

**Vehicle Requests/Vehicle Inventory/Transfers/MV1's:**  
Bobby Arrington – (404) 657-6908  
Bobby.Arrington@doas.ga.gov

**Damage to State Vehicles:**  
APD@doas.ga.gov

**Windshield Claims and Questions:**  
Annita Myers-Jefferson – (678) 325-2586  
Annita.Myers-Jefferson@doas.ga.gov

**Claims from Folks We Hit:**  
Wade Damron 404-463-7982  
Wade.Damron@doas.ga.gov

**Reporting Hub**

**Inventory:**

Inventory by Status

Status	Count
Active	100
Out of Svc	10
Sold	80

**78** Vehicle(s) Having Average Monthly Travel Less Than 500 Miles

**Vehicles Expenses:**

Repair or Surplus?

<b>23</b> Vehicles With Life-Of-Vehicle Maintenance Total Cost over \$7,500	<b>45</b> Vehicles Meeting Replacement Criteria exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance
--	--

**Run these reports to help with Tier Report Scoring:**

Desktop Intelligence Reports

Click on any report below to open it in a new window:

- [SOG PM Overdue and Coming Due \(1\)](#)
- [5C95 Preventive Maintenance Dates](#)
- [Last 6 Months Maintenance v2](#)
- [Mileage Exception Report V1.1](#)
- [Agency Annual Mileage V2](#)
- [Agency MV1 Detail Report V2-ISS](#)
- [5C95 Fixed And Operating Expenses](#)
- [5C95 Scorecard Fleet v2](#)
- [Assigned Vehicle by Mileage Listing Report V1-ISS](#)
- [Fleet Total Cost Per Mile Report](#)
- [Fuel Data by Agency Name and Transaction Date Range](#)
- [5C95-Miles by Month in a Date Range wPromptsV1-2](#)

**Odometer Reading & Fueling:**

Is this vehicle used regularly? Have you fueled up in the last month?

N/A Vehicles with no Fuel Transactions in over 30 days	<b>30</b> Active Vehicles without an odometer entry in the last 31 days
---	--

**Saved Search Options:**

DOAS created vehicle lists

# Tier Report Maintenance Scoring

**Holman** | Insights **UAW Strike**

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Search Vehicles Driver Ordering Customer Reporting Communication Holman pages **Show Me How**

## Reporting Hub <sup>?</sup>

Page Tour

**New Hub Report** <sup>?</sup>  
Build a new hub report using either the wizard interface or drag and drop  
**CREATE**

**Search BI Templates** <sup>?</sup>  
Browse and access a library of reports covering a diverse array of topics  
**FIND**

**Schedule Listing** <sup>?</sup>  
View and manage your active report schedules  
**SCHEDULES**

**My Hub Reports (0)**

**Templates (100)**

- All (100) **My Organization (19)**
- FUEL REPORT
- FIXED AND OPERATING EXPENSES
- MILES BY MONTH IN A DATE RANGE
- PO COST ANALYSIS
- PREVENTIVE MAINTENANCE DATES
- R AND M INVOICE BILLING

**Hub Inbox (0)**

**Custom BI Reports (1)**

- Maint Prior 6 and Prior 12

Retrieve Report

# Tier Report Maintenance Scoring

**Holman** | Insights **UAW Strike**

DASHBOARDS | QUICK SEARCH | FAVORITES | SAVED SEARCHES | SUPPORT CENTER

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## Reporting Hub

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**CREATE**

### Search BI Templates

Browse and access a library of reports covering a diverse array of topics

**FIND**

### Schedule Listing

View and manage your active report schedules

**SCHEDULES**

### My Hub Reports (0)

### Templates (100)

All (100) [My Organization \(19\)](#)

- SOG PM Overdue and Coming Due (1)
- 5C95 Preventive Maintenance Dates
- SOG MAINT**
- Last 6 Months Maintenance v2
- Mileage Exception Report V1.1
- Mileage Exception Report V4

### Hub Inbox (0)

### Custom BI Reports (1)

Maint Prior 6 and Prior 12

Retrieve Report

# Tier Report Maintenance Scoring

Client Code	Division	Agency	Agency Name	Segments	ARI Vehicle No	State ID	VIN	Date of Last Repair	Repair Last 6 Months?	Repair Last 12 Months?	Site-Location ID	Location Name
5C95	XY	XY11	ENTITY X	EX	199843	123-129843	1FTNE14W37DB40753	08/18/2022			1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194770	123-144770	1FADP5CU0FL102937	12/14/2022		Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194779	123-144779	2G1WA5E32F1112599	10/02/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194780	123-144780	2G1WA5E39F1113944	07/24/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194891	123-144891	2G1WA5E34G1165094	10/02/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	EX	194895	123-144895	KNAGM4AD6G5094570	10/02/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194897	123-144897	KNAGM4AD2G5094498	10/02/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	EX	194915	123-144915	1FTMF1C83GFC60990	08/11/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194922	123-144922	1FMCU0F75HUB05154	04/12/2023		Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194923	123-144923	1FMCU0F77HUB05155	10/08/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194924	123-144924	1FMCU0F79HUB05156	09/26/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194925	123-144925	1FMCU0F70HUB05157	09/15/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194926	123-144926	1FMCU0F72HUB05158	08/25/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194927	123-144927	1FMCU0F74HUB05159	07/11/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	194928	123-144928	3FA6P0G76HR159440	10/02/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	196497	123-136497	1FM5K8B88FGA78555	09/26/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	196498	123-136498	1FM5K8B86FGA78554	08/10/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	196737	123-146737	1FMCU0F76HUE76091	03/07/2023		Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	196757	123-146757	1FTFPE5X1FA80000	09/12/2023	Y	Y	1230-6	OFFICE 6
5C95	XY	XY11	ENTITY X	F	196804	462-146804	1EM.II1ET3NEFA38229	09/19/2023	Y	Y		



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# Questions