



# GEORGIA FLEET MANAGEMENT MANUAL

*In Accordance with State Policy*  
Georgia Department of Administrative Services  
Office of Fleet Management

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# 1. Introduction

All state government entities exist to provide services to the citizens of Georgia and one of the principal assets necessary to accomplish this mission is a 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. As stewards of the state resources, it is our responsibility to the citizens of Georgia to operate the state's fleet in a responsible, cost-effective manner.

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 oversight and compliance with state policies regarding the state's fleet and to maintain information regarding its operation.

The OFM's goal is to operate and maintain a fleet that provides the right vehicle for the job, is reliable, and cost effective. The objective is to establish guidelines based on fleet *best practices* and identify cost savings opportunities.

The Fleet Management Manual has been issued in accordance with OPB Policy 10 Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and disposal of Motor Vehicles and Associated Record-keeping. The procedures in this manual apply to all passenger carrying motor vehicles, hereinafter referred to as vehicles either owned, rented, borrowed, leased, donated or otherwise under the possession and control of offices, agencies, departments, boards, bureaus, commissions, institutions, authorities, colleges or universities, 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.

Requests for exemptions from any of the provisions of this manual will be considered when permissible by law and may be submitted for approval by Agency Fleet Managers to the Director of the DOAS Office of Fleet Management .

This manual is designed and organized to present information to help manage the state's 's fleet. OFM staff should be viewed as an extension of any agency fleet management team and will assist agencies in the development of their fleet management policies.

## **2. Roles and Responsibilities**

### **2.1 Office of Planning and Budget**

OPB is responsible for providing the following services associated with 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 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 vehicles as recommended by OFM.

### **2.2 Department of Administrative Services**

DOAS works with OPB to carry out policy regarding vehicles in the following areas:

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

DOAS provides best practice guidelines and procedures for effectively managing the state's fleet. Procedures will apply to all vehicles either leased by or titled to state agencies. For purposes of this manual, "Vehicles" will be defined as any vehicle capable of:

- Carrying a driver
- Being tagged and titled in the State of Georgia
- Being driven on highways or streets; and
- "Vehicle" includes motorcycles and utility vehicles.

## 2.2.1 Office of Fleet Management

OFM is charged with the management of fleet policy within the state and aids state agencies in the management of their fleets. The staff monitors the life cycle of a vehicle from initial request to disposal. The official state vehicle inventory count is maintained by this office using the Fleet Management System database.

**NOTE: Any vehicle owned or leased by an agency shall be accounted for in this database.**

Services provided by OFM also include serving as the liaison between the state and the suppliers for both the fuel card program, which facilitates the purchase of fuel used in all state vehicles and the maintenance management program, which is available to agencies on a fee basis for managing the maintenance and repairs of state vehicles. The alternative fuel vehicle program is also managed in this office.

The OFM staff is responsible for the development and application of best practices for fleet management by state agencies, based on industry standards. Additionally, OFM provides support to state agencies on information technology related activities related to 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 provide analysis of the information and provide periodic reports to state agencies on the operations of their fleet and provide recommendations. Analysis is also performed on the state fuel account and reviews are conducted to determine agency compliance with the fuel policy as set forth in this manual.

In addition, as the need arises, OFM staff review and make recommendations for revisions of fleet policies for approval by OPB and for revisions to the Fleet Management Manual. The staff also monitors necessary compliance reports as may be required by the federal government regarding vehicles.

### **2.2.2 State Purchasing**

The DOAS State Purchasing Division is responsible for providing the following services associated with vehicles:

- Statewide contracts for the purchase of vehicles and other vehicle related goods and services.
- Contracts for leasing vehicles.
- Contract for Capitol Hill 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](http://www.doas.georgia.gov).
- Contracts for the state fuel card program to be used by all agencies for fleet services.
- Contracts for the vehicle maintenance management (fee based) program that is available to all agencies for fleet services.

More information about the State Purchasing Division can be found at: <http://doas.ga.gov/state-purchasing>

### **2.2.3 Surplus Property Division**

The DOAS Surplus Property Division is responsible for the redistribution and disposal of state personal property including vehicles. The Surplus Property Division provides OFM with necessary disposal and transfer information to verify removal of vehicles from the state fleet inventory database. More information about the Surplus Property Division can be found at: <http://doas.ga.gov/surplus-property>

### **2.2.4 Risk Management Services**

The DOAS Risk Management Services Division (RMS) is responsible for providing liability and auto physical damage (APD) 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. These can be viewed at: <http://doas.ga.gov/risk-management>

## 2.3 Department of Revenue

The Department of Revenue Motor Vehicle Division is responsible for providing the following services associated with vehicles:

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

The Department of Revenue Motor Vehicle Division can be contacted at:

<https://dor.georgia.gov/motor-vehicles>

## 2.4 State Agencies

Agencies determine the need for 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 complies with all policies, rules and regulations governing the purchase, operation, use, assignment, maintenance, service, repair and disposal of automobiles.

It is the responsibility of each agency head to ensure that the provisions of OPB Policy 10 are accurately reflected in agency policies and are strictly enforced in a manner to ensure that state vehicles are operated and managed in an effective, efficient and responsible manner. Agencies shall not adopt policies or procedures that are less restrictive than state fleet policies and procedures but may include additional information associated with the agency's specific business needs. This manual can serve as a guideline as to what should be included in the departmental policy.

Each agency shall appoint an Agency Fleet Manager (AFM) to serve as the principal point of contact for fleet matters within the agency. Agencies must keep OFM informed of their designated point of contact, including contact information for that individual by sending an email to: [fms@doas.ga.gov](mailto:fms@doas.ga.gov). Agency Fleet Manager 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 the management of their fleet:

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

- Agencies are responsible to ensure that Agency Fleet Managers attend all Fleet Management Workshops or meetings to ensure they receive the latest information regarding news, updates, or changes to fleet management policies and procedures.
- Each agency is responsible for developing its own fleet policy. At a minimum, an agency fleet policy should include: the establishment and authority of the Agency Fleet Manager; 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 vehicles from the statewide contracts developed by the State Purchasing Division. Vehicles not on statewide contract and vehicles with special specifications not on contract will be purchased in accordance with DOAS SPD regulations with prior approval of OFM/OPB.

Agencies are authorized to operate mid-size automobiles but are encouraged to acquire compact automobiles wherever possible. If subcompact or compact automobiles for specific jobs are too small to satisfy the operating needs of those jobs, an agency is authorized to obtain mid-sized automobiles. Mid-sized automobiles are those typically defined as such by rental car companies. These automobiles are usually four-door, can accommodate up to four persons comfortably (with a maximum of five persons), and hold up to four pieces of luggage. Agencies have full discretion on the size of automobiles that they may obtain, up to and including mid-sized automobiles, light duty trucks, and heavy-duty trucks based on their own assessments of their business needs.

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 written notification of approval decisions prior to purchase.

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

### **3.1.1 To obtain a new vehicle as an addition to the current inventory, agencies must demonstrate:**

- All active agency vehicles are being used as originally presented for budget justification, subject to validation by OPB.
- The new vehicles are for additional staff or new program/unit.
- The new vehicles will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by DOAS OFM.
- All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

### **3.1.2 To be eligible for a replacement vehicle, agencies must demonstrate:**

- The vehicle was totaled;
- No current vehicles are available to be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type per state entity as determined by OFM<sup>1</sup>.
- The replacement vehicle will be "like kind" to the degree possible. If not, written justification outlining the need to meet new operating requirements must be submitted to DOAS OFM for approval.
- All current agency vehicles are being used as originally presented for budget justification, subject validation by OPB.
- All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request.
- The vehicle meets the replacement criteria established each budget cycle as determined by DOAS OFM, with input provided by OPB. Criteria will be based upon comparison with other similar type vehicles:
  - Total Cost of Ownership (TCO) > Book Value
    - $TCO = \text{Depreciation amount} + \text{maintenance over past 2-fiscal years}$
    - $\text{Depreciation amount} = \text{Capital Cost} - \text{Current Book Value}$ <sup>2</sup>

<sup>1</sup> Information on median miles driven per year by asset type can be found on the OFM website.

<sup>2</sup> Information on a vehicle's total cost of ownership can be found on the OFM website.

\*The minimum utilization standard and TCO replacement criteria was implemented in version 10 of Policy 10.

### **3.1.3 Alternative Fuel Vehicles**

Energy Policy Act (EPA) Alternative Fuel Vehicle (AFV) requirements apply if an 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.

Alternative Fuel Vehicle options are made available through current statewide contracts. All purchases must comply with Policy 10. Vehicle models identified for purchase and use in attainment areas that are not recognized as alternative fuel capable will require justification and approval by OFM prior to purchase. See section 9.2 of this manual for further information on AFV.

### **3.1.4 Used Vehicles**

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 Automotive Dealers Association (NADA). In addition, the agency must have a pre-purchase vehicle inspection conducted by an independent shop or technician to determine its overall condition. All used automobiles must comply with the requirements of the Vehicle Acquisition Matrix found in Appendix C-3 and Section 5.4 of Policy 10.

### **3.1.5 Leasing Vehicles**

Agencies may enter a lease agreement for vehicles in lieu of purchasing only with prior approval from OFM. Agencies must also provide a cost analysis comparing lease to purchase and demonstrating cost benefit. The cost analysis along with lease terms including the number of years, obligation per year and whether the lease includes a lease to own option to help determine long-range costs versus a vehicle purchase must be uploaded to the vehicle request form in the Fleet Information System. All leasing shall be conducted through leasing contracts established by DOAS State Purchasing.

### **3.1.6 Donated Vehicles**

With prior approval from OFM and where permitted by law, 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. Unless approved by OPB, 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. 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. Donated vehicles must comply with the requirements of the Vehicle Acquisition Matrix found in Appendix C-3.

### **3.1.7 Inter-Agency Vehicle Transfers**

Inter-Agency Transfers occur when property is moved between state agencies or entities. Except where prohibited by law or other provisions of this policy, transfer of vehicles between agencies may be authorized by DOAS Fleet Management. Agencies must request a vehicle transfer through the surplus management system via DOAS Surplus Property Division. OFM will verify that the vehicles meet the requirements specified in the Vehicle Acquisition Matrix found in Appendix C-3 prior to approving the transfer.

Agencies requesting vehicle transfers for temporary use in responding to statewide emergencies should contact the Director of Fleet Management to facilitate the temporary transfer.

## **3.2 Classification of Vehicle Use**

When agencies are anticipating adding vehicles to their inventories, they must select a “**Primary Use**” classification as part of the acquisition process from the following list:

- Administrative
- Emergency/Medical
- Law Enforcement
- Mixed Use
- Utility
- Interstate/Intercity Bus Transportation
- Daily or Short-Term Rental
- Student Transportation
- Transit
- Off Road
- Overnight Use
- Fire Equipment
- Other

Vehicles are classified by the agency at the time of purchase and recorded in the Fleet Management System by OFM. Changes to vehicle use classifications may only be entered by OFM and/or OPB. Requests for changes should be submitted to OFM via email.

### **3.3 Vehicle Request Process**

All vehicle requests must be submitted to OFM using the Vehicle Request Form housed within the Fleet Information Management System which automatically routes to the appropriate personnel for approval. 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 or leased 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, OFM requires vehicle information to ensure the vehicle asset is properly recorded in the Fleet Information System. Agencies are required to complete the Vehicle Asset Creation Form that contains the information needed to create the vehicle asset in the state Fleet Information Management System. Vehicle orders must be submitted by May 15<sup>th</sup> of the fiscal year. Any orders received after May 15<sup>th</sup> will be deferred to the following fiscal year. Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled vehicle) or changes in the vendor(s) awarded the statewide contract, may be considered on a case-by-case basis. Vehicles shall not be purchased outside of the statewide contract from dealer stock without the written approval of DOAS State Purchasing Division.

## **4. Fleet Utilization and Operations**

### **4.1 Titles, Registration, Plates and Special Lighting**

The Department of Revenue is the responsible agency for vehicle titles, registration, plates and special lighting. In accordance with O.C.G.A. § 40-2-37, all state vehicles must be registered prior to operation. Ownership remains with the agency purchasing the vehicle. The agency purchasing the vehicle will retain original title. State agencies are advised to correct the names of their agencies on file with the Department of Revenue so that only the official name of each agency is used for each vehicle title and registration.

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, those assigned for the transportation of employees of the Georgia Lottery Corporation to which regular Georgia license plates are issued 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 Public Safety. 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)**

In accordance with Policy 10 Section 7.2, each agency shall assign one unique identification number to each vehicle. Each agency shall use only one number -- in addition to the manufacturer's vehicle identification number -- to identify a vehicle. Identification numbers shall be up to a seven-digit number. The identifying number will be affixed to the vehicle as noted in Appendix B. Where identification exemptions apply, the vehicle identification number is not required. This one number shall be used for each manual and automated system maintained by the agency.

Those vehicles not specifically exempted by law pursuant to O.C.G.A. § 50-19-2, shall be marked. These markings shall be placed as shown in Appendix B, by having 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, leasing, or operating such vehicle. Such markings may be removed only if the vehicle is authorized by the Department of Revenue to have confidential tags.

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 identification strips shall be used to mark the vehicles. Decals should be secured using the procurement procedure established within each individual state agency.

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 of Capitol Hill, vehicles must be centrally pooled. Where possible, state vehicles should be parked or garaged in state owned facilities. A system for dispatching the vehicles shall be used that shows the vehicles' location at any given time. Agencies may develop their own tracking method if the required information is obtained. 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 *outside* the Capitol Hill geographical area may possess pooled vehicles for their state employees' use. Unless exempted, agencies *inside* the Capitol Hill geographical area shall not possess pooled vehicles. (Please see Appendix C-4 for a map outlining the area).

State employees working within the Capitol Hill area shall utilize the statewide vehicle rental agreement and rent vehicles for their trips. Agencies that need to have pool vehicles located on Capitol Hill may complete an exemption form available from OFM. OPB and OFM reserve the right to validate agency compliance and usage regarding agency pooled vehicles.

## 4.4 Motor Vehicle Assignments

### 4.4.1 Authorization for Vehicles to Be Assigned

- A. Agency heads are ultimately responsible for the lawful and reasonable use of vehicles, whether taken home overnight or for daily use and must certify that individuals approved for assignment of vehicles meet the requirements of this section by signing and submitting the MV-1 form located in the Fleet Management Database. This form must be completed as specified in Section 4.9.2 of this manual.
- B. State employees are authorized to drive state motor vehicles to and from their conventional or alternate workplace if eligible to be assigned a motor vehicle.
- C. To be eligible for assignment including for overnight use, **one** of the following conditions must be met:

**AV1** - A state employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer, and the motor vehicle assigned to the state employee is specially equipped for law enforcement purposes and having the motor vehicle is essential for the state employee to carry out their job functions.

**AV2** - A state employee travels to different work sites as part of routine duties.

**AV3** The vehicle has special equipment other than a radio or cellular telephone, is used to transport equipment, which is too large or heavy, or has special features which make it impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location;

**AV4** - A motor 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 conventional worksite from state employee's home; or

**AV5** – The vehicle is required to be driven in sites or under conditions that would endanger a privately-owned vehicle.

#### **4.4.2 Agency Pool Vehicle Assignments (MV1 not required)**

If an individual does not meet the qualifications listed above but must **temporarily** utilize a state motor vehicle for state business, agencies may allow a state employee to drive a **pooled** vehicle home after work hours if:

- The state employee must travel directly to a remote site (of sufficient distance for the state employee to be on travel status) from his or her home the following morning.
- The state employee's productivity will be decreased by having to allot time to drop a vehicle off at his or her conventional worksite at the end of a workday during which the state employee has used the vehicle in an authorized manner; or
- On a temporary basis, the state employee is required to respond to emergencies that take place after normal business hours (e.g. temporary on-call status).

#### **4.5 Authorized Vehicle Use**

State vehicles are authorized only for use in the performance of 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 to obtain:
  - meals
  - medical assistance, including drug store
  - supplies/materials needed for the completion of state business
- 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 official state business. (Independent contractors must provide his/her own insurance even though he/she is an authorized passenger in state vehicles)
- 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.
- Travel between the place of dispatch or place of performance of state business and a personal residence, when specifically authorized by the proper authority and approved through the DOAS MV-1 process. Out of state travel if part of their official duties, is subject to the same limitations.

## 4.6 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 and activities while operating a state vehicle are prohibited:

- Any use for personal purposes other than commuting which has been authorized.
- 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.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, café's or drugstores.
- Attending sporting events including hunting and fishing other than those activities which are part of the employee's official duties.
- Transporting 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.
- Smoking in a state vehicle by any occupant.
- Attaching personal property to state vehicles.
- Applying decals not authorized by OFM.
- Improper vehicle use that is beyond the vehicle's rated capabilities.
- Non-state employee "passengers" not on state business or specifically approved for travel by your agency head.

## 4.7 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. Agencies may obtain a Peach Pass for fleet vehicles; however, the pass may not be used in assigned vehicles as it cannot be utilized for personal use such as commute miles.

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

## 4.8 Contract Drivers

Contractors are not authorized to drive state vehicles except when specifically authorized by state law. 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 contractor provided insurance. Policy limits in these contracts must be equal to or exceed state coverage limits.

## 4.9 Required Records and Reports

### 4.9.1 Vehicle Records

Agencies are required to maintain the following records for each vehicle in their fleet for the length of time that the vehicle is owned by the state. There are additional vehicle record requirements listed in the Georgia Retention Schedule GASC-07-016 Property Disposition Requests for the disposition of a vehicle. Refer to the following link for the applicable record retention schedules: [https://www.georgiaarchives.org/records/retention\\_schedules](https://www.georgiaarchives.org/records/retention_schedules)

- Agency Purchase Order\*
- Manufacturer’s Certificate of Ownership
- Dealer Invoice\*
- Original Title
- Registration
- Copy of DOAS Surplus signed Bill of Sale when either selling a state-owned vehicle or receiving a vehicle into the fleet via transfer
- Surplus transaction record when turning in a vehicle to Surplus Property Division is kept within the DOAS Asset Management System
- MV-1 (if required) is maintained in Fleet Management System\*
- Commuting Use
- Maintenance/Repair records\*
- Emission Control Inspection (where applicable)
- Physical location of where the vehicle is based
- Other legal documentation

\*Fleet and Surplus Management systems maintain most documentation electronically.

## **4.9.2 Vehicle Assignment Records**

All motor vehicle assignments for state employees must be documented in the OFM Fleet Management Database. Additionally, the justification for each motor vehicle assignment must be documented and approved by OFM using the online MV-1 form in the Fleet Management Database. Each MV-1 form must be electronically signed by the agency head. Justification for a state employee to drive a motor vehicle home on a routine basis must also be documented on this form.

It is the responsibility of each agency to keep these records current and updated each time an individual is assigned to a new motor vehicle (within 30 days of a change). Any change in status requires the closing of the current MV-1 and the creation of a new MV-1 form. Agency Fleet Managers must also maintain accurate asset records of motor vehicles by maintaining current driver assignments on the “asset creation” form on the OFM database.

Agencies are responsible for all state and federal reporting related to the accounting of commuting use and updating their vehicle records. Information on commuting mile compliance and recordkeeping can be found under the State Accounting Office’s Statewide Travel Policy: <https://sao.georgia.gov/travel/state-travel-policy> .

All commuting miles driven by state employees in state motor vehicles shall be documented by the Agency Fleet Manager in the OFM database.

## **5. Fuel, Maintenance, and Inspections**

### **5.1 Fuel**

#### **5.1.1 Fuel Card Program Management**

The State of Georgia Fuel Card is a charge card designed to enable authorized State of Georgia employees to make fuel purchases for vehicles and equipment used for official state business. The fuel card program is offered by the Department of Administrative Services (DOAS) and managed by the DOAS Office of Fleet Management (OFM). Guidelines for state employees of any state entity who purchases fuel and related products for State-owned/leased vehicles and equipment can be found in the [Statewide Fuel Card Standards and Guidelines](#).

All state vehicles (owned or leased) must be fueled using the state fuel card or at a state-owned bulk fuel site. For vehicles not using the fuel card, all transactions must be filed with DOAS OFM by the 10<sup>th</sup> of every month for the previous calendar month listing the vehicle by state ID, VIN, # of transactions, the total gallons, and the actual cost per gallon. This information must be provided on every vehicle in the agency's fleet regardless of activity or lack thereof. Vehicles without reporting activity for more than 90 days will be subject to a review for reassignment or surplus. The operating agency will be barred from obtaining additional or replacement vehicles until all fuel issues are resolved. DOAS will provide a template for reporting all fuel transactions.

Specific information regarding the statewide fuel card standards and guidelines is provided on the OFM website at: <http://doas.ga.gov/fleet-management/Fleet-Fuel-Cards>.

## **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 Maintenance Management Program (fee based) contract is in place which offers agencies a full range of fleet related services. Services include repair authorization, vehicle maintenance, emergency roadside service, and agency billing. Use of this contract allows for maintenance data to be gathered and imported into the Fleet Management System and the agencies using this contract are not required to input maintenance data that is a part of this program. Services can be purchased for specific vehicles or for their entire agency fleet. 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 will include preventive maintenance coupon sheets to be used at the specified intervals. An ID service card is also included to purchase maintenance and repairs not covered under the preventive maintenance coupon sheets.
- The ability to capture post warranty repair dollars.
- 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.

## 6. Vehicle Surplus

### 6.1 Disposal

Agencies (except for the Department of Public Safety) shall dispose of their vehicles through the DOAS Surplus Property Division. Upon receipt of a new vehicle, the receiving agency has 60 days to enter the vehicle disposal request into the DOAS Surplus Property Division asset tracking system along with required documentation through either the on-site or third-party disposal processes.

Agencies are responsible for removing all decals, seals, logos, specialty vehicle wraps and/or paintings, etc. from the vehicle(s) prior to submitting the vehicle for surplus.

The DOAS Surplus Property Division will track sales of surplus vehicles associated with the annual replacement program to ensure timely disposal.

Procedures for property disposal are available in the GA Surplus Property Manual (DOAS Web site: <http://www.doas.ga.gov/> under Surplus Property).

**Surplus Property Division contact information is included below.**

<u>Phone</u>	<u>Email</u>	<u>Website</u>
404-657-8544	<a href="mailto:surplusproperty@doas.ga.gov">surplusproperty@doas.ga.gov</a>	<a href="http://doas.ga.gov/surplus-property">http://doas.ga.gov/surplus-property</a>

## **6.2 Emergency Transfer**

Agencies requesting vehicle transfer for temporary use in responding to statewide emergencies should contact the Director of Fleet Management to facilitate the temporary transfer.

## **7. Risk Management**

### **7.1 Auto Liability Coverage**

The Auto Program is a self-funded program through the State of Georgia that covers state employees for damages or injuries they cause others while driving on state business. The Risk Management Division's (RMS) goal is to resolve claims fairly and swiftly while protecting state agencies and state employees.

RMS provides liability coverage that pays for injuries and damages to others caused by state employees and other covered persons while performing their official duties. These losses should be called into 1-877-656-7475. For additional information, please visit the RMS website at: <http://doas.ga.gov/risk-management/insurance-services>

### **7.2 Auto Physical Damage Coverage (APD)**

It is highly recommended that state agencies purchase Auto Physical Damage coverage (collision and comprehensive coverage) on all state or long term leased vehicles, through DOAS. Non-state vehicles including personal vehicles of state employees are not eligible for physical damage coverage through DOAS.

**The state does not cover the damage to an employee's personal vehicle even when damaged while performing their official duties.**

### **7.3 Accident Reporting and Repair 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 1-877-656-RISK (7475) as soon as possible. In no event, should reporting the accident be delayed beyond 48 hours.
- Provide all parties coverage information provided in the Georgia Liability Insurance Identification Card,

### **7.3.2 Serious Injuries or Damages- Accident Scene Procedures**

Irrespective of fault, vehicle accidents resulting in serious injuries or death must be reported to your agency Risk Coordinator and called into the Claims Reporting Hotline at 877-656-7475 immediately. Describe the matter as “serious” requiring immediate action.

Remembering that information and evidence can be difficult to obtain once you have left the scene of an accident, 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.
  - Photos of all vehicles involved showing any damages, physical surroundings, etc.
  - State agency involved.
  - Police authority 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 State ID number.
  - Owner and insurance information if non-state vehicle.
  - Other driver(s) name, address, and phone numbers.
  - Description of all other vehicles involved. 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 self-insurance program, or applicable laws. Employees should not provide written or recorded statements to another carrier representative or attorney without approval of RMS.

### **7.3.3 Vehicle Accident Repairs**

All accidents or losses that result in damage to a state vehicle or a third party while operating a vehicle must be called into the claims reporting vendor as established by DOAS' Risk Management Program within 48 hours of the occurrence. All agencies are required to provide OFM the cost of all repairs resulting from an accident, vandalism, or any event which damages the state vehicle more than \$500 or involves any safety related equipment. A determination must be made within 60 days to repair or surplus a vehicle involved in an accident. All repairs must be completed, and repair costs reported to DOAS, within 90 days of the accident or loss or the operating agency will not be eligible for additional or replacement vehicles. A record of damages handled through the Auto Physical Damage Program at DOAS will be housed in DOAS RMS systems.

### **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. Once the injury is reported, the first contact will be made by the nurse to set up medical appointments if needed.

## 7.5 Rental Car Insurance

Employees may rent vehicles utilizing the Capitol Hill/Airport Car Rental and In-State Car Rental statewide contracts. 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, loss, or theft done to the rental vehicle. Failure to follow this process could expose the employee to personal loss. There are no provisions for car rentals outside of the country.

## 7.6 Report My Driving

OFM provides a Report My Driving Program. The goal is to provide feedback from the public about State of Georgia drivers, and, where necessary, provide the tools to alter driver behavior making the roads safer for all travelers. All state vehicles, including those assigned to agency heads, are subject to this program. Exceptions are made for emergency vehicles, law enforcement, investigators, or in cases where identifying the vehicle could jeopardize the employee or the agency's mission. Adherence to this program is a requirement of the RMS Comprehensive Loss Control Program. This program identifies specific drivers that are the subject of the call. Entities are required to know the identity of the operator of all state vehicles at every moment. For pooled vehicles, entities are required to keep a record of its vehicle operators and the time frame associated with their use of the vehicle. Report My Driving Decals are provided and should be affixed to the rear bumper of the vehicle. See picture below.



## **8. Fleet Information Management System**

Effective fleet management requires agency heads and Agency 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. DOAS OFM uses a Fleet Information Management System to manage fleet assets within the state along with supporting decisions regarding the number of vehicles owned, vehicle utilization, and total cost of ownership associated with the operation of the fleet. Additionally, this assists in the decision to continue using, replacing, or disposing of a vehicle. Every Agency Fleet Manager will maintain an asset record in the fleet information 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.

Additionally, this system provides the ability to:

- Submit a vehicle request to procure a new vehicle and replacement vehicles.
- Maintain the agency's current inventory of fleet vehicles. The vehicle asset inventory records contain pertinent information on all vehicles in the state inventory.
- Capture, record, and view fuel cost and mileage data.
- Record all maintenance and repair activity conducted on each vehicle.
- Generate standard and custom reports regarding your agency's vehicle fleet.
- Record current Book Value
- Provides a discussion Forum for all registered users.
- Houses all individual and overnight assignment documents
- Allows agencies to attach important documents to a specific vehicle.

### **8.1 Fuel Expenses within the Fleet Information Management System**

All fuel purchases should be captured and recorded for each vehicle into the Fleet Information Management System. This includes fuel purchased using the state's contracted fuel card, purchased/dispensed from state owned bulk sites, or any other fuel card purchases made for any vehicle. Drivers may be required by their agency to obtain a transaction receipt for every fuel purchase and return this receipt(s) to their supervisor/Agency Fleet Manager; however, DOAS OFM does not require the paper receipts to be kept. All the required information is captured and reported automatically by using the state fuel card. Some items captured include:

- Date of the fuel purchased
- Driver's First and Last Name
- Number of gallons purchased.
- Dollar cost of fuel transactions.
- Odometer reading at the time of purchase.
  - NOTE: Drivers are required to accurately capture the odometer reading at the time of any fuel purchase.
- The unique vehicle number or VIN 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 state's contracted Fuel Card Program vendor. This will eliminate the need to manually record fuel transactions into the Fleet Information Management System. 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 Finance Authority (GEFA) aids state agencies with bulk fuel tanks. Agencies should contact GEFA at 404-584-1000 for possible assistance when considering upgrading of these facilities.

## **8.2 Vehicle Maintenance and Repair Expenses within the Fleet Information Management System**

DOAS OFM requires all vehicle maintenance and repair expenses to be captured and recorded in the Fleet Information Management System. The Fleet Information Management System generates expense reports that allows both DOAS OFM and agency management the ability to review vehicle total cost of ownership.

Agencies may use their existing fleet information management system to capture and maintain fleet maintenance and repair data. However, agencies must coordinate with DOAS and format their data into a standard format that will allow their maintenance and repair data to be imported into the state's Fleet Information Management System monthly.

In order to facilitate the gathering of maintenance data and ensure proper maintenance of older vehicles, all light duty (under 9,000 lbs. gross vehicle weight-rating) vehicles must be enrolled in the maintenance program overseen by OFM unless the vehicles are being maintained at an on-site repair facility. However, all state vehicles, regardless of their participation in the OFM maintenance program, must be populated in the state's Fleet Information Management System for proper recordkeeping and documentation purposes as mentioned above.

## **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.

Agencies should refer to Georgia Comp. R. & Regs.391-3-20 (Rules and Regulations promulgated by the Department of Natural Resources) for pertinent exemptions.

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

#### **9.1.1 Vehicles Required for Emissions Testing**

The requirement for emissions testing applies to the following classes of gasoline-powered 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) The three most recent model year vehicles are exempt from emission testing each year. For registration in 2011, this includes all 2009 and newer model year vehicles. 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.
- d) Additionally, vehicles that are 25 model years or older are exempt from emission testing.

### 9.1.2 Test Period and the Recording of Testing

An emission inspection is valid for 12 months. Agency 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.

<b>ALPHA CHARACTER</b>	<b>MONTH</b>
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

## 9.2 Alternative Fueled Vehicle Program

The U.S. Congress passed the Energy Policy Act (EPAAct) 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 comply if the agency fleet is covered.

EPAAct Alternative Fuel Vehicle (AFV) requirements apply 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 vehicles, including vehicles directly used in the emergency repair of transmission lines and in the restoration of electricity service following power outages
- Non-road vehicles
- 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. (e.g. MV-1 Overnight Assigned vehicles)

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

### **9.2.1 Agency Compliance Criteria**

Covered fleets must have a 75 percent AFV percentage acquisition 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, two must be AFV's, and if you purchase two or only one, each vehicle must be an AFV.).

### **9.2.2 Agency Reporting Requirements**

As the reporting format may vary from year to year, OFM will use the Fleet Management System Inventory to determine those agencies that are within the Metropolitan Statistical Areas (MSA) that are covered by EPAct. OFM will create and submit the report to the Department of Energy. Should OFM have questions regarding the compliancy of an agency's fleet as it relates to the EPAct compliancy, OFM will contact the Agency Fleet Manager. The annual report is due by December 31 after the end of the model year.

## Appendices

### A. Glossary of Terms

Agency	Any executive branch agency, authority, board, bureau, commission, council, department, office, unit, entity, or instrumentality of the state, and others as may be designated by the Governor, or to the extent that such designation does not conflict with state law.
Agency Fleet Manager	Agency individual responsible for coordination of all vehicle activities outlined in this manual and other policy memorandum.
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	The miles traveled on a regular (usually daily) basis from a state employee's alternate workplace to the state employee's conventional worksite. This should be a standard distance that does not change from one trip to the next.
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.
GVWR	Gross vehicle weight rating
Law Enforcement Vehicle	Any vehicle which is used for 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.
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 Status	A state employee responsible for being on duty after 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	Total miles driven minus commute miles driven.
State Employee	Any person employed by an agency as defined above including elected and appointed officials, law enforcement officers and volunteers participating in a structured volunteer program organized, controlled and directed by a state entity. Contractors are not authorized to drive state vehicles except when specifically authorized by state law.
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 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 the vehicle is registered, not necessarily the county where the vehicle is domiciled.
Vehicle	Any vehicle in the control/possession of state agencies AND is capable of being tagged and titled in the State of Georgia and driven on highways or streets, including motorcycles.
Vehicle County	County where the vehicle is domiciled, not necessarily the county where the vehicle is 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.

## 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 vehicles.



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

Normally black letters are used;  
however, white letters may be used  
on dark-colored vehicle



## **C. Forms**

- C-1. Pool Vehicle Utilization Log
- C-2. Monthly Assigned Vehicle Utilization Report
- C-3. Vehicle Acquisition Matrix
- C-4. How to Acquire a Vehicle (Process Flow)
- C-5. Capitol Hill Map
- C-6. Fleet Safety Guidelines for Passenger Carrying Vehicles

## C-1, Sample 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
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**C-2, Sample 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	On-Call Status This Date Yes or No	Daily Fuel Cost	Daily Gallons Fuel Used	Daily Maintenance Cost
Monthly Totals	_____	_____	_____	_____	_____	_____	_____	_____	_____

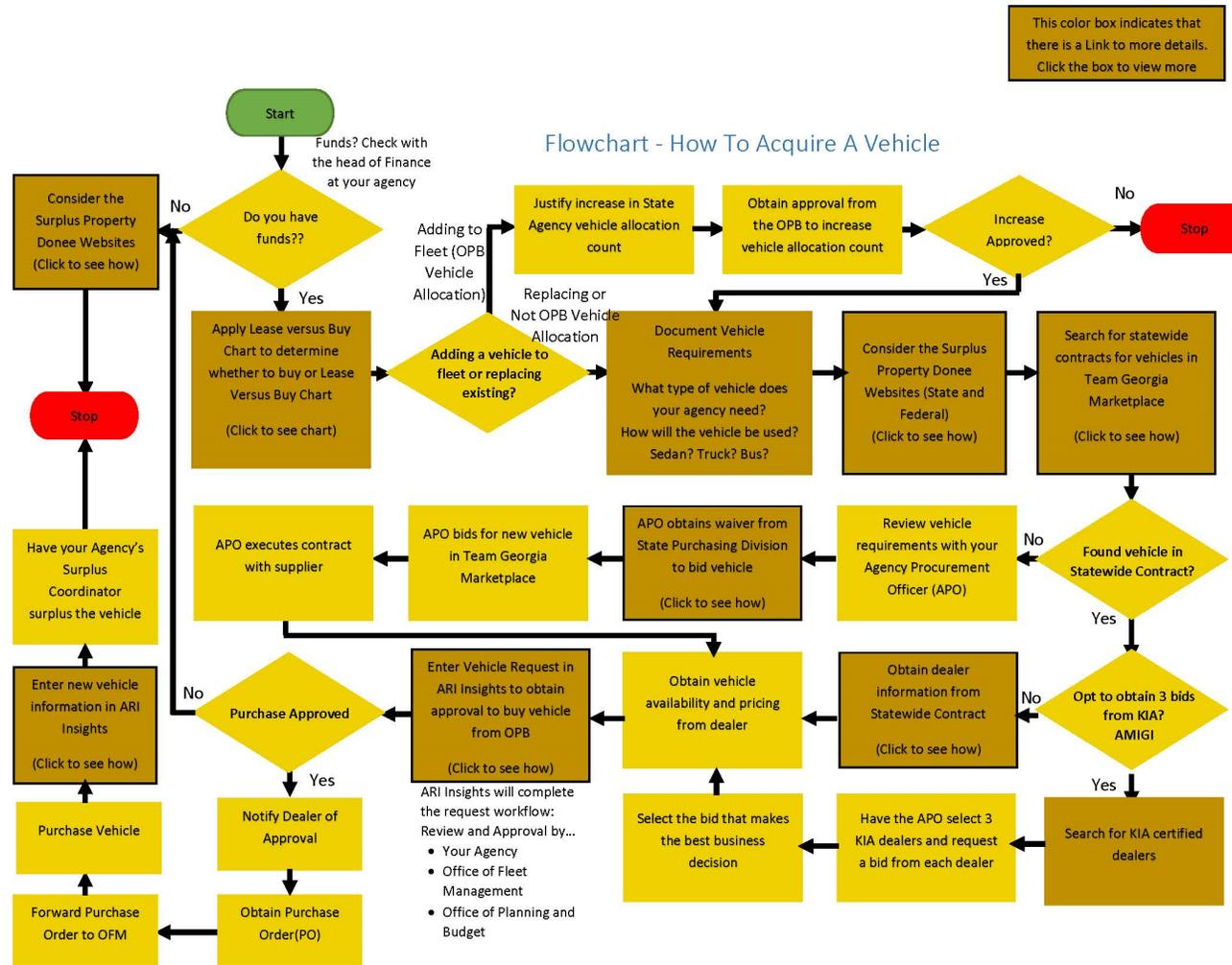
### C-3, Vehicle Acquisition Matrix

The State of Georgia’s fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts. To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases. Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.

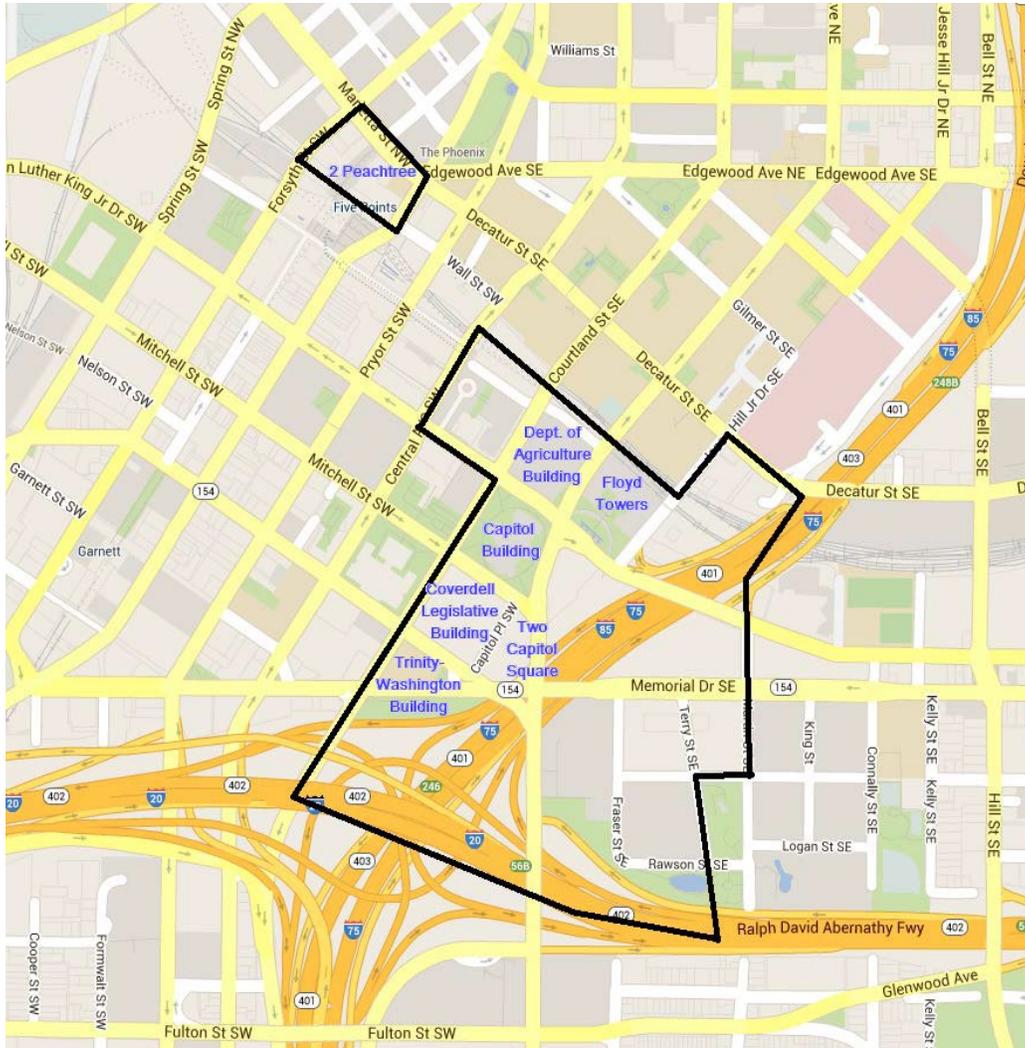
Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			X		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				X	
All Vehicles with a GVWR greater than 26,000 Pounds					X

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations

## C-4, How to Acquire a Vehicle (Process Flow)



## C-5, Capitol Hill Map



For the purpose of vehicle pools, the Capitol Hill Area is defined by those areas outlined by the heavy black lines and includes state agencies, activities, and offices located within those boundaries.

Included is the 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 is the office building at Two Peachtree Street.

The specific buildings identified on the map are for reference and orientation. They are not intended to imply that the guidelines on vehicle pools might not apply to agencies located in buildings not specifically identified on the map.

## **C-6, Fleet Safety Guidelines for Passenger Carrying Vehicles**

The document below is intended to serve as a guide for sustaining Safety, Operations and Modifications to the State of Georgia passenger carrying vehicles during COVID-19 or other virus-related occurrences. This guide was developed in accordance with the Department of Administrative Services Guidance for Continuing State Operations in Response to COVID-19.

Please click on the embedded document below for details on this important safety guidelines to ensure safety for operations and modifications to State of Georgia passenger carrying vehicles.



Fleet Guidelines for  
Passenger Carrying V