



Georgia Fleet Management Manual

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

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Sid Johnson, Commissioner

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

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1. Introduction

All entities of state government exist to provide services to the citizens of Georgia and one of the principal assets necessary to accomplish this mission is a motor vehicle. With the use of this asset comes the implied responsibility to operate a productive fleet and to keep total costs associated with fleet operations to a minimum. 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 our fleet and to maintain information regarding its operation. The objective is to establish guidelines based on fleet *best practices* and identify cost savings opportunities.

The goal is to have a fleet that provides the right vehicle for the job, is reliable, and cost effective.

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

This manual is designed and organized to present information to help you manage your agency's fleet. OFM staff should be viewed as an extension of any agency fleet management team and may be called upon to assist in the development of fleet management policies within agencies.

The Fleet Management Manual has been issued in accordance with Policy 10, developed by OPB. The procedures in this manual apply to all passenger motor 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.

2. Roles and Responsibilities

2.1 Office of Planning and Budget

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

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

2.2 Department of Administrative Services

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

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

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

- Carrying a driver;
- Being tagged and titled in the state; and
- Being driven on highways or streets
- "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 provides assistance to 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.

Other services include acting as the liaison between the state and the suppliers of fuel card program and the maintenance management program. The state fuel card program supports the purchase of fuel used in all state vehicles and the contract maintenance program is also available to agencies on a fee basis for managing the maintenance and repairs. The alternative fuel vehicle program is also managed in this office.

The OFM staff is responsible for the development of best practices for fleet management based on industry best practices and applying those where appropriate for the state of Georgia. Additionally, we provide support to state agencies on information technology related activities as it relates 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. Reviews are conducted to determine agency compliance with fuel policy as set forth in this manual.

In addition as the need arises, OFM staff review and make recommendations for changes/revisions of fleet policies for approval by OPB and for changes/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

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

- Provides statewide contracts for the purchase of vehicles and other motor vehicle related goods and services;
- Provides contracts for leasing vehicles;
- Provides a 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.
- Provides contracts and policies for the state fuel card program to be used by all agencies for fleet services.
- Provides contracts for the vehicle maintenance management (fee based) program that is available to all agencies for fleet services.

2.2.3 Surplus Property Division

Surplus Property Division is responsible for the redistribution and disposal of state personal property including vehicles and serves as the State Agency for Surplus Property (SASP) for the federal personal property disposal programs. Additionally, Surplus Property provides OFM with necessary disposal/transfer information to verify removal of vehicles from the state fleet inventory database.

2.2.4 Risk Management Services

Risk Management Services is responsible for providing liability and 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 the website www.doas.ga.gov under Risk & Insurance/Insurance Services.

2.3 Department of Revenue

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

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

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

2.4 State Agencies

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

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

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

- Agency Heads and AFCs monitor use and compliance with published motor vehicle statutes, rules, regulations, policies and procedures.
- Agencies are responsible to ensure that AFCs attend all Fleet Management Workshops or meetings to ensure they receive the latest information regarding news, updates, or changes to fleet management policies and procedures.

- At a minimum, agency fleet policy should include: the establishment and authority of the AFC; vehicle selection and acquisition; vehicle operations and utilization; control of vehicle operating costs; accident reports and insurance coverage; control of accident costs; control of repairs and maintenance; cost control methods; proper and timely disposal of used vehicles; and continuous review and development of improved methods, policies and procedures.

3. Vehicle Acquisition

3.1 General Acquisition Procedures

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

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

State vehicles 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 in compliance with all applicable state statutes, rules, regulations, policies and procedures.

OPB establishes authorized levels of vehicles (sometimes referred to as the vehicle "allocation") for state agencies. If an agency has a requirement to add a vehicle to their inventory that exceeds this allocation, they must obtain approval from OPB through the budget amendment process to increase their authorized count prior to initiating the vehicle purchase request process with OFM.

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

- All currently owned vehicles are being used as originally presented in the budget and cannot be redistributed to meet this requirement;
- The new vehicle is for additional staff or new program(s);
- It will be driven a minimum of 14,000 miles per year on state business (This holds true regardless of the new vehicle's funding source);

- The agency vehicle count allows for an additional vehicle or OPB has approved additional vehicle count through the budget amendment process; and
- Funding is available and sufficient to cover the expense associated with the initial purchase and continued operation of the vehicle.
- The agency must be current on their fuel and maintenance reporting to OFM.

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

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

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.

3.1.3 Leasing Vehicles

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

3.1.4 Donated Vehicles

With prior approval from OFM, state agencies are authorized to take title and possession of vehicles donated to the state and to provide funds for the operation, maintenance and protection of these vehicles. Donated vehicles cannot be accepted as state property with any conditions or exceptions. Neither can they be

returned to the donor nor can any portion of their value or of any proceeds from their disposal be returned to the donor. Donated vehicles are subject to agency vehicle authorized counts and OPB must be notified of all donations because it affects the agency vehicle count. Once donated, they are no different from state vehicles acquired in any other way and must be properly registered, licensed and insured. Donated vehicles will not be replaced with appropriated funding. It will be the agency's responsibility to obtain funding external to state appropriations to replace the vehicle.

3.1.5 Inter-Agency Vehicle Transfers

Inter-Agency Transfers occur when property is moved between state agencies or entities. If the holding or receiving agency is funded, there may be a cost associated with the transfer based on the fair market value (FMV) of the property.

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

NOTE: Inter-Agency vehicle transfers must follow the Surplus Property transfer procedures. These can be found on the Surplus Property site at doas.ga.gov. The procedures are located in the Surplus Property Manual.

3.2 Classification of Vehicles Being Gained by Agencies

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

- **Active** - This is defined as a vehicle that will be used to support the daily administrative and operational mission of the agency regardless of how the vehicle is obtained. Vehicle will be titled and tagged for highway use. Mileage, fuel and maintenance cost will be reported.
- **Federal** – This is defined as a vehicle that has been acquired from the Federal Government and is titled to the Federal government, but is used for state purposes. Mileage and fuel will be reported, however if maintenance is provided by the Federal government then maintenance is not reported.
- **Fire Equipment / Rural Fire Defense** - This category is used only by the Georgia Forestry Commission to identify vehicles that are on lease to government entities in Georgia. Vehicles are titled to the Georgia Forestry Commission. Mileage, fuel and maintenance cost are not reported.
- **Instructional Non-Roadworthy** - This is defined as a vehicle that will be used to support agency training scenarios. Vehicle is considered to be static (class room, closed driving course, etc.) and never tagged for use on any road or highway. Mileage, fuel and maintenance cost are not reported. If these vehicles are NEVER driven other than from the parking lot to the

- lift for classroom instruction, they should not be included in the vehicle management system, VITAL.
- **Instructional Roadworthy** - This is defined as a vehicle that will be used to support agency training scenarios. Vehicles will be titled to the agency, tagged and will be used on the highways for training purposes. Mileage, fuel and maintenance cost must be reported.
 - **Out of Service** – This is defined as vehicles that have been taken out of service for lengthy repairs, or pending sale.
 - **Specialty** – This is defined as special use vehicles that are primarily used as needed or emergency.
 - **Trailer** – This is defined as trailers for utility purposes that are tagged and titled.
 - **Utility** - This is any four-wheeled vehicle whose speed is greater than twenty miles per hour (20mph) but not greater than twenty-five miles per hour (25mph). Federal regulations require headlamps, stop lamps, turn signal lamps, tail lamps, parking brakes, rearview mirrors, windshields, seat belts and a 17 digit vehicle identification number. Examples are the GEM and Parcar. It does not include golf carts or all-terrain vehicles such as Gators, Mules, etc.

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

3.3 Vehicle Request Process

All vehicle requests must be submitted to OFM using the Vehicle Request process. This process leverages the Fleet Management System application to create the vehicle request and automatically routes to the appropriate personnel for approval. OFM forwards most requests to OPB for approval. NOTE: There are some organizational exceptions whereby OFM has the responsibility of reviewing and approving a request. All justifications for adding additional vehicles to an agency's inventory, whether full-size or SUV vehicle or optional equipment must be in the justification portion of the vehicle request.

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

Upon receipt of a new vehicle, OFM requires vehicle information to ensure the vehicle asset is properly recorded in the Fleet Information System. Agencies are now being asked to complete the Vehicle Asset Creation Form that contains the information needed to create the vehicle asset in the Fleet Management System. Additionally, this form also contains the Fuel Card form information for ordering fuel cards for newly acquired vehicles. This information will allow maintenance

and fuel transactions along with related costs to be applied to the vehicle as part of the total cost of ownership.

NOTE: Lost or stolen cards may be replaced directly by the agency through the vendor.

4. Fleet Utilization and Operations

4.1 Titles, Registration, Plates and Special Lighting

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

O.C.G.A § 40-8-92 provides that all emergency vehicles shall be designated as such by the Commissioner of 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)

O.C.G.A. § 50-19-2 states that “It shall be Unlawful to operate vehicle owned or leased by the state or any branch, department, agency, commission, board, or authority of the state unless decal or seal affixed to front door; exceptions; penalty for violation

(a) It shall be unlawful for any person to operate on any public road in this state any motor vehicle which is owned or leased by the state or any branch, department, agency, commission, board, or authority of the state or which has been purchased or leased by any public official or public employee with state funds, unless there is affixed to the front door on each side of such vehicle a clearly visible decal or seal containing the name of or otherwise identifying the governmental entity owning or leasing such vehicle or on behalf of which entity funds were expended to purchase or lease such vehicle. This Code section shall not apply to any vehicle used for law enforcement or prosecution purposes or any

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vehicle assigned for the transportation of the Governor, the Lieutenant Governor, the Speaker of the House of Representatives, the executive head of any department of state government, the chancellor of the University System of Georgia, the Chief Justice of the Supreme Court of Georgia, any constitutional state official who is elected by the voters of the entire state, or any employees of the Georgia Lottery Corporation.

(b) Any person violating the provisions of subsection (a) of this Code section shall be guilty of a misdemeanor.” Marking examples are contained in Appendix B of this manual.

The agency will assign one unique organizational unit identification number to each vehicle, with the first three numbers being the agency Uniform State Code Identifying Governmental Entities as published by the Department of Audits and Accounts. Agencies must ensure there is no duplication of numbers. A dash will be used to separate the first three digits from the remaining. This one number shall be used for each and every manual and automated system maintained by the agency, including the state fuel card system and contract maintenance program. The vehicle specific digits will be used to mark vehicles as set forth in this manual. Agencies may elect to place all numbers on the vehicle if desired. Exceptions to this numbering policy may be granted by OFM for special needs.

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

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

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

4.3 Central Pools

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

There will be no agency operated pool cars on Capitol Hill (unless specifically

authorized by OFM and OPB). Agencies will not establish pool vehicles for employees located on the Capitol Hill site. A rental outlet is located in the Jessie Hill parking garage. The Capitol Hill site is defined by a geographic area generally bounded by Interstate 20 on the South, Washington Street and/or Central Avenue on the West, the CSX railroad tracks and/or Decatur Street on the North and Interstate 75/85 (Downtown Connector) and/or Martin Street and Terry Street on the East. The office building at Two Peachtree Street is also included in the Capitol Hill Site.

4.4 Individual Assignments

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

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

- Law Enforcement. Employees whose positions require them to perform duties of a sworn POST-certified/registered law enforcement officer and having a vehicle specially equipped for law enforcement purposes is essential for the employee to carry out their job functions.
- 14,000 Annual State Business Miles. Assignment to state employees who annually drive more than 14,000 state business miles in order to routinely conduct state business as determined by the respective agency head.
- Vehicle Configuration/Operations. If the total state business miles driven by an employee assigned a vehicle (including any replacement vehicle) fails to exceed 14,000 state business miles in a year for the employee to continue being assigned a vehicle, the vehicle must:
 - Have special equipment* or be used to transport equipment that is too large or heavy or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - Be required to be driven to sites or under conditions that would endanger privately owned vehicles or rented vehicles.

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

4.5 Overnight Assignment Criteria

Employees assigned a vehicle are not authorized to drive state vehicles to and

from their residences unless pre-approved by their agency head or their designee. A commuting employee has an “ethical” obligation to utilize the state vehicle in an appropriate manner and not utilize the vehicle for “personal use.” For the purposes of liability insurance coverage, all state vehicles are uninsured. 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 travel between home and office only and should not be used for any other purposes unless called out after normal work hours for state related business. Agencies may grant approval to commute in a state vehicle if any one of the following conditions exists:

- An employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job functions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.
- There is no overnight security at the employee’s work site, where there is evidence of vandalism, and security cannot be obtained for modest cost nearby. Prior authorization from OPB is required for this exception.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. When appropriate, agencies should establish a “designated first responder” limiting the number of individuals who are on-call. Reporting to a normal workplace does not constitute an on-call response. An employee who is on-call after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.
 - Has special equipment other than a radio or cellular telephone, is used to transport equipment that is too large or heavy, or has special features that make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - A vehicle is for emergency use or is specially equipped and used for a related mission – such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle – and the vehicle is rarely driven to a central work site from employee’s home; or

- Is required to be driven at sites or under conditions that would endanger a privately owned vehicle or rented vehicle.

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

Qualifying conditions that are met for each vehicle will be documented using the automated Motor Vehicle Assignment and Use Authorization (MV-1) Program. This web based program is used to prepare, transmit, approve and store all requests for individual assignment. Agencies are responsible for collecting and reporting accurate information and are subject to review and audit of the information reported. Requests for exceptions to the assignment and overnight use policies must be submitted to OFM through the MV-1 process and must have Agency Head approval and indicate the specific assignment or overnight use criteria for which an exception is being requested. Exceptions must be submitted separately for each individual. OFM retains the right to revoke overnight vehicle privileges for any agency or operator not in compliance with the above stated conditions.

4.6 Overnight Use

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

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

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

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

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

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

4.7 Authorized Vehicle Use

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

- Travel between the place where the vehicle is dispatched and the place where the official state business is performed.
- When on official travel status between the place of state business and the place of temporary lodging.
- When on official travel status and not within reasonable walking distance between either of the above places and:
 - Places to obtain meals
 - Places to obtain medical assistance, including drug store
- Transport of other officers, employees, or guests of the state when they are on official state business.
- Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the state.
- Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of the state.
- Transport of any person or item in an emergency situation.
- Travel between the place of dispatch or place of performance of state business and your personal residence, when specifically authorized by the proper authority and approved through the DOAS MV-1 process. Out of state travel if part of their official duties.

4.8 Unauthorized Vehicle Use

Vehicles are not authorized to be used for **any** personal trips unrelated to the state business for which they were assigned or to transport passengers who are not state employees unless on state business. Unauthorized use of state vehicles may result in immediate disciplinary action from the operator's agency. Such action may include suspension of all privileges to operate state vehicles and in some cases, dismissal. Furthermore, state drivers are not covered by liability insurance when engaging in unauthorized use of state vehicles, nor is the vehicle covered under optional Auto Physical Damage Coverage when so operated. The following uses of state vehicles 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 situation.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes or drugstores.
- Attending sporting events including hunting and fishing other than those activities which are part of your 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.

The following is a list of activities not approved while on state business:

1. Smoking is not permitted by any occupant of a state vehicle.
2. Personal property shall not be attached to state vehicles.
3. Bumper stickers not supplied or approved by OFM shall not be placed on state vehicles.
4. Travel or tasks that are beyond the vehicles rated capabilities.
5. Non-state employee passengers not on state business or specifically approved for travel by your agency head.

4.9 Fees and Driving Violations Payments

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

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

4.10 Contract Drivers

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

in these limited circumstances there must be a written contract outlining the scope of the non-profit contractor's use of the vehicles and the premium that has been paid for the insurance provided.

4.11 Required Records and Reports

4.11.1 Vehicle Records

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

- Agency Purchase Order
- Copy of Manufacturer's Certificate of Ownership
- Dealer Invoice
- Copy of Title
- Copy of Registration
- Copy of DOAS Surplus transaction authorization document if required, when receiving a vehicle from Surplus Property Division or other state agency
- Copy of DOAS Surplus transaction authorization document if required, when turning in a vehicle to Surplus Property Division
- MV-1 (if required) is maintained in Fleet Management System but On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis.
- Maintenance/Repair Work Orders
- Invoices

4.11.2 Overnight Use Vehicles Records

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

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

Each state agency shall maintain an internal form to be completed monthly by the driver of all vehicles. This form will be used to record state business and commuting mileage driven daily, locations of beginning and ending stops made

daily and number of commuting trips made daily. Mileage driven to and from homes by employees who maintain their principle offices in their homes and whose assigned duties require them to drive to a different site is considered to be state business mileage. Vehicles approved because of emergency use or specially equipped and used for a related mission will report the number of callouts occurring as well as the location of the callout during the month. A sample trip report is provided in Appendix C-2 including the minimum reporting elements.

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

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

If a vehicle is driven home because the individual is on-call 24/7 and the individual is NOT called out, the mileage associated with the trip home and return will be reported as commute mileage. If called out, the mileage will be reported as state business miles.

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

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

5. Fuel, Maintenance and Inspections

5.1 Fuel

5.1.1 Fuel Card Program Management

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

transactions must coincide with Policy 10, section 10.

NOTE: There are currently two types of fuel cards available to the state of Georgia. Each card type has specific uses with few exceptions. The “Gold” card is designated for passenger carrying cars and light duty trucks and the “Red” card is designated for equipment. Equipment examples are for lawn mowers, weed-eaters, and equipment that can be fueled by using a small gas can. Exceptions include using the Red card for short term rental cars and for the immediate fueling of a newly acquired vehicle until the Gold card arrives. Fuel transaction must coincide with Policy 10, section 10.

- All fuel will be purchased using the state fuel card provided by DOAS unless procured from a bulk site operated by a state agency. Agencies are not authorized to have separate commercial fuel card accounts. Fuel shall not be purchased using the state Procurement Card or other commercial fuel credit cards.
- Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. Flexible fuel vehicles (FFVs) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%. OFM will monitor this area for compliance by all state agencies.
- All vehicle drivers/operators are required to record the accurate mileage of the vehicle at the time of any fuel purchase. Whether this is done through an automated fuel dispensing equipment system or manually at bulk fuel sites, entries must be accurate. Mileage must be recorded on each fuel purchase where mileage is not obtained by automated processes for recording into the Fleet Management System.
- A separate fuel card will be issued for each vehicle. Agencies must obtain the initial fuel card through OFM to ensure the card contains all necessary vehicle information to insure correct fuel data postings for each vehicle in the Fleet Management System. At no time should fuel products for any other vehicle/use be charged to a fuel card issued for a specific vehicle.
- Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by the individual with any card on the account. Generic PINs are prohibited (such as one PIN for an office/department). Vehicle numbers will not be used as a PIN. PIN numbers will not be written on the card. Compromised PINs will be cancelled immediately.
- Separate fuel cards will be obtained for other power equipment needs.
- State fuel cards will be used only to purchase fuel for state vehicles. Using the state fuel card to purchase fuel or services for a private vehicle or equipment is prohibited, and may lead to employee termination and possible criminal prosecution. The Red fuel card can be used for short-term commercial rental vehicles if the operators do not have any other form of payment and submit receipts as part of travel expenses to the agency concerned.

- Only consumable maintenance items, such as fluids to top off as needed, wiper blades and light bulbs will be charged on fuel cards.
- If a card is lost or stolen, it will be cancelled immediately.
- If a vehicle is transferred, sold or surplused, the card will be cancelled immediately.

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

5.1.2 Fuel Program Controls and Fraud Management

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

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

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

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

5.2 Maintenance Management

5.2.1 Preventive Maintenance

Maintenance is an investment that will pay dividends in the form of improved

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

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

5.2.2 Maintenance Management Services Program

A Maintenance Management Program (fee based) contract is in place and it offers agencies a full range of fleet related services. They 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 do not have 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 manual enables drivers to schedule preventive maintenance.
- 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. Disposal

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

Georgia Fleet Management Manual

Adequate record keeping and analysis of vehicle cost are very important to a timely and effective disposal program.

Procedures for property disposal are available in the GA Surplus Property Manual, Chapter 14 (DOAS Web site, www.doas.georgia.gov under Surplus Property). Specifics related to vehicle disposal at the time of publication of this manual include:

- There are two disposal options available; on-site and vendor turn-in. The Surplus Division, working with agency Property and Fleet Coordinators will assist in determining the best disposal method based on available contracts and resources
- Regardless of the disposal method, surplus your agency will report surplus availability through either a transfer form sent through email to STAR@doas.ga.gov or the online disposal system
- Agencies are responsible for:
 - Remove all decals or lettering that would identify the vehicle as state property. All efforts should be taken to ensure the vehicle surface is not defaced during the removal process.
 - Remove and deactivate state fuel card.
 - Remove and destroy license plate
 - Certificate of Title for vehicle models 1986 or newer must accompany each vehicle including salvage titles before it can be processed by the Surplus Division.
 - Odometer statements must accompany surplus paperwork for vehicles less than 10 (ten) years old.
 - Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing agency's expense. Vehicles accompanied by incomplete paperwork will not be accepted.

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

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

Fax or email all of this information to the Surplus office:

<u>Phone</u>	<u>Email</u>	<u>Fax</u>
404-657-8544	star@doas.ga.gov	404-463-2912

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 while driving on state business. Our goal is to resolve claims fairly and swiftly while protecting state agencies and state employees.

We provide 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 Risk Management website at <http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>

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 Requirements

7.3.1 Actions at the time of an accident

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

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

7.3.2 Other Parties Involved

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

7.3.3 Serious Injuries or Damages

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

7.3.4 Accident Scene Procedures

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.

7.4 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 Automotive Rental Inter-State Contract and the Automotive Capitol Hill Motor Pool & Intra-state Car Rental Contract. 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 Vehicle Operations Comments (Report My Driving)

DOAS has contracted with a vendor to support the Report My Driving Program. The goal is to provide feedback from the public about staff drivers, and, where necessary, 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 and in cases where identifying the vehicle could jeopardize the employee or the agency's mission. Adherence to this program is a requirement of the Comprehensive Loss Control Program. This program identifies specific drivers that are the subject of the call. Agencies are required to know the identity of the operator of all state vehicles at every moment. For pooled vehicles, logs must be kept either at the agency or in the vehicle to provide a record of operators and the time frame associated with their use of the vehicle.

8. Fleet Management System (ARI Insights®)

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

- Submit a vehicle request to procure a new vehicle and have that request route to the appropriate personnel and agency for approval. After completing a Vehicle Request (VR) in ARI Insights the request will automatically route to the appropriate agency personnel for approval.
- 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 accident costs.
- Record current Book Value and associated APD premium.
- Provides a discussion Forum for all registered users.
- Houses all MV-1 documents
- Allows agencies to attach important documents to a specific vehicle.

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

8.1 Fuel Cost Accounting

All fuel purchases should be captured and recorded for each vehicle into the Fleet Management System. This includes receipts for fuel purchased using the state contract fuel card, purchased/dispensed from state owned bulk sites, or any other fuel purchases made for any vehicle. Drivers may be required by their agency to obtain a transaction receipt for every fuel purchase and return this receipt(s) to their supervisor/pool manager. All of the required information is captured and reported automatically by using the state fuel card:

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

Agencies operating bulk fuel sites should equip them with automated card readers to automatically capture fuel transaction into the database of the Fleet Service Fuel Card Program vendor. This will eliminate the need to manually record fuel transactions into the Fleet 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 Facilities Authority (GEFA) provides assistance to state agencies with bulk fuel tanks. Agencies should contact GEFA at 404-584-1039 for possible assistance when considering upgrading of these facilities. All fuel transactions not utilizing the fuel card are subject to Policy 10, Section 10. Vehicles not fueling within a calendar month must update their mileage in VITAL. Failure to report transactions or mileage updates will result in the loss of the vehicle.

8.2 Vehicle Maintenance Cost Accounting

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

The Fleet Management System has the ability to generate cost reports to allow management the ability to review their vehicle total cost of ownership.

Agencies may use their existing fleet management systems to capture and maintain fleet operational data required by this chapter. However, agencies must coordinate with DOAS and format their data into a standard format that will allow their fleet related data to be imported into the State's Fleet Management System on a monthly basis. Agencies must recognize that their data must be standardized prior to any input. The data required is operational maintenance data and fuel data that is not already captured through the fuel or maintenance vendor.

9. Environmental Compliance

9.1 Georgia Motor Vehicle Emission Inspection and Maintenance Act

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

9.1.1 Covered Vehicles

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

- (a) All light duty vehicles 24 model years old and newer.
- (b) All light duty trucks 24 model years old and newer with a gross vehicle weight rating of 8,500 pounds or less.
- (c) 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. Fleet managers must verify that inspections are accomplished according to the alphabetical schedule below. The first alpha character of the agency name that appears first on your vehicle's title and/or tag registration certificate (tag receipt) determines the month designated as your inspection period. It is imperative that vehicle emission inspections are performed by the deadline on an annual basis. Emission test dates must be entered in the Fleet Management System on the vehicle asset record in the field Emission Date.

ALPHA CHARACTER	MONTH
A or B	January
C or D	February
E or F	March
G or H	April
I or J	May
K or L	June
M or N	July
O or P	August
Q or R	September
S or T	October
U, V, or W	November
X, Y, or Z	December

9.1.3 Reference

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

9.2 Alternative Fueled Vehicle Program.

The U.S. Congress passed the Energy Policy Act (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 be in compliance if the agency fleet is covered.

9.2.1 Determination if Fleet is Covered under this Act.

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

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

GEORGIA METROPOLITAN STATISTICAL AREAS COVERED BY EPACT

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

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

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

9.2.2 Agency Compliance Criteria

Covered fleets must have a 75 percent AFV percentage 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.). Agencies should review current statewide contracts for the availability of AF vehicles. All purchases must comply with Policy 10.

9.2.3 Agency Reporting Requirements

As reporting formats may vary from year to year, OFM will use the Fleet Management System Inventory to determine those agencies that 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’s Fleet Coordinator. The annual report

is due by December 31 after the end of the model year.

Appendices

A. Glossary of Terms

B. Vehicle Markings

C. Forms

C-1. Pool Vehicle Utilization Log

C-2. Monthly Assigned Vehicle Utilization Report

D. Fleet Safety Guideline Recommendations:

D-1, 15-Passenger Vans

D-2, Cell Phone Use

D-3, Vehicle Acquisition Matrix

Appendix A, Glossary of Terms

GLOSSARY OF TERMS

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

Appendix A, Glossary of Terms

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

Appendix B, Vehicle Markings

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
vehicles

Appendix C-1, Pool Vehicle Utilization Log

POOL VEHICLE UTILIZATION LOG

Date/Time Out	Date/Time In	Veh ID Number	Driver Name	Destination	Beginning Odometer	Ending Odometer	Total Business Miles	Fuel Purchases Cost	Total Gallons Purchased	Other Maintenance Cost
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Appendix C-2 Monthly Assigned Vehicle Utilization Report

MONTHLY ASSIGNED VEHICLE UTILIZATION REPORT

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

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

15-PASSENGER VAN SAFETY

1 TRIP PREPARATION

- **Properly maintain your tires.** Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and tread wear once a month.
- **Adjust your mirrors** so that you can see the side of your van in your side mirrors and use convex (Bubble) mirrors to increase your field of view.
- **ALWAYS WEAR A SEAT BELT** when operating and riding in a vehicle.
- Eliminate or **minimize distractions** to ensure close attention is paid to driving.
- **Enforce the agency driving policy.** Driver, *YOU'RE IN CHARGE.*

2 KEEP IT ON THE ROAD

- **Drive cautiously on rural roads.** Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- **Know what to do if your wheels drop off the roadway.** If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.

3 HIGHER CENTER OF GRAVITY

- More than 15 people should never be allowed to ride in a 15-passenger van. If possible, limit riders to 9 including the driver with no one on last row. When 9 passengers or less are riding, they should sit in seats that are in front of the rear axle.
- Roof racks should not be used for any type of cargo.
- Drive **BELOW** the posted speed limit for **all turns**. *The posted limit is safe for cars, not vans.*
- Try to avoid steering with sudden or jerky motions

4 VERY LARGE BLIND SPOTS

- Before changing lanes, you should always check blind spots by first leaning forward in your seat to change your sight angle and then by turning your head.
- Avoid backing when possible, such as parking head out. Backing should be done with a spotter.

5 HEAVIER ESPECIALLY WHEN LOADED

- Practice continual scanning of road conditions ahead to allow a controlled response to changing conditions.
- "Aim High" by looking 5 seconds ahead of the car in front.
- Use a 4-second following distance between your van and the rear of the vehicle ahead. This is done by starting to count when you see the rear bumper of the vehicle ahead of you pass a fixed object such as a signpost. Count "one-one thousand, two-one thousand, three-one thousand, four-one thousand". Your van should not reach the fixed object before you reach a count of "four-one thousand". If you do, slow down and increase the distance until you can count to "four-one thousand" before reaching the fixed object.
- Allow more time and distance when pulling into traffic than you would if operating a passenger car. This compensates for the slower acceleration of the passenger van.

6 TALLER AND LONGER

- When exiting a tunnel or being passed by a large truck, grip the steering wheel firmly and be prepared for the van to be pushed by the wind.
- Try to keep the area to the sides of your vehicle clear of other vehicles.
- Check the height of your van before attempting to enter any parking deck to ensure that there is enough room to fit.



Risk Management Services Division - doas.ga.gov/rms

Appendix D-2 Cell Phone Use

Executive Summary

Multiple studies indicate that using a cell phone or similar device while driving puts drivers at greater risk of accident, injury or death due to distracted driving.

While in the State of Georgia it is illegal to text while driving (Georgia Senate Bill 360) (http://www1.legis.ga.gov/legis/2009_10/search/sb360.htm), there is no restriction on use of cell phone or similar device for conversations by those 18 and over. All agencies should consider adopting standard policies or guidelines with more stringent limitations on the use of cell phones and similar devices while driving as appropriate to their operation.

In addition, it is important for agencies to provide educational and training materials to anyone who are required to operate a cell phone on State business. There are many resources available for educational and training materials including:

- State of Georgia Department of Administrative Services Risk Management – “Do’s and Don’ts of Driving” (<http://doas.ga.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>)
- How’s My Driving web site (www.howsmydriving.com)
- American Automobile Association Driver Improvement Course
- National Highway Transportation Safety Administration
- <http://handsfreeinfo.com/us-cell-phone-laws-at-a-glance>
- <http://distraction.gov/>
- <http://www.oprah.com/packages/no-phone-zone-videos.html>

Cell Phones or Similar Devices Definition:

Any mobile electronic device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of any information.

Risks of Using Cell Phones or Similar Devices While Operating a Vehicle:

The National Highway Safety Administration reports that in 2009, 5,474 people were killed on U.S. roadways and an estimated additional 448,000 people were injured in motor vehicle crashes that were reported to have involved distracted driving. Of those killed, 995 crashes reported use of a cell phone as a distraction (18% of fatalities in distraction-related crashes). For those who were injured, 24,000 involved reports of cell phone use as a distraction. According to the American Automobile Association, drivers who use hand-held devices are five times as likely to get into crashes serious enough to injure themselves.

More recent numbers provided by the American Automobile Association estimate cell phone use accounts for approximately 2,600 motor vehicle fatalities and 300,000 collisions each year. Overall the risk of a collision while using a cell phone increases by 400 percent. In addition, while many believe a hands-free device may be less distracting while driving, research indicates no differences in risk between manual usage of a cell phone and hands-free use. Both methods of cell phone use are fully capable of diverting a driver’s attention.

Cell phone use is involved in nearly 25% of car accidents. Using a cell phone or similar device while driving, whether it’s hand-held or hands-free, delays a driver’s reactions as much as having a blood alcohol concentration

Appendix D-2 Cell Phone Use

at the legal limit of .08 percent. According to the Human Factors and Ergonomics Society, drivers talking on cell phones are 18% slower to react to brake lights. They also take 17% longer to regain the speed they lost when they braked.

An estimated 44% of American drivers now have cell phones in their automobiles. 85% of drivers surveyed said they use their phone occasionally when driving, 30% use their phones while driving on the highway, and 27 % use them during half or more of their trips. Studies have found that texting while driving causes a 400% increase in time spent with eyes off the road. At any given moment during daylight hours, 974,000 vehicles are being driven by someone while using a hand-held phone (NHTSA).

Research done with driving simulators, found that when talking on a cell phone:

- Young drivers' (those between 18 and 35), response times to brake lights ahead were as slow as those by elderly drivers.
- Drivers of all ages were 9% slower in hitting their brakes when needed
- Crash rates were more than 5 times greater than for undistracted drivers. That's an increase of over 500%!

In Georgia, text messaging is banned for all drivers. Drivers under the age of 18 are prohibited from use of all cell phones. School bus operators are prohibited from using cell phones while driving, if passengers are present.

Driver's Alert reports that in the last 3 months, texting was reported on 60 of 727 calls, or 8.8%, making it the fourth most called in violation for the State of Georgia Government (behind speeding, failure to yield and unsafe lane change). Many other calls, however, hint at the use of phones or other distracting behaviors: drifting in and out of lanes, running off the edge of the road and changing lanes without signaling.

Many State agencies already have cell phone policies, procedures or guidelines in place restricting use of cell phones while driving. Most require drivers to safely pull off of the road in order to use their cell phone or similar device. In addition, the Department of Defense restricts personnel from using cell phones or similar devices unless the vehicle is safely parked or they are using a hands-free device (except for receiving or placing calls in performance of duties from tactical or emergency vehicles).

Please see Appendix A: Articles supplied by Steve Brock at Ga. Forestry, the Federal Motor Carrier Safety Administration and the Pipeline and Hazardous Materials Safety Administration. (Interstate Truck, Bus Drivers banned from using handheld phones)

Recommendations:

The Best Practice is to eliminate the use of cell phones while performing state business. Some specific recommendations regarding cell phones and preventing distracted driving include:

- Agencies should not depend on cell phones to communicate with their drivers. Communication can be accomplished through scheduled calls into the agency by the driver when the vehicle is parked.
- Put your cell phone on silent so you are not tempted to answer or make a call. Let your voicemail take incoming calls, and then return your calls when you are stopped at a safe location.
- Do not use cell phones while operating a vehicle in hazardous conditions such as bad weather or heavy traffic.

If your business model requires cell phone communication, we recommend the following:

- Use the cell phone only when absolutely necessary. Limit casual conversations to times when you are not

Appendix D-2 Cell Phone Use

operating a motor vehicle.

- Plan your conversation in advance, and keep it short.
- Let the person to whom you are speaking know you are driving and call them back when the vehicle is parked.
- Do not engage in emotional conversations while driving. Pull off the road to a safe spot.
- Ask a passenger to place the call for you and, if possible, speak in your place.
- Familiarize yourself with the features of your cell phone before you get behind the wheel.

It is a violation of state law and OFM Policy to text while operating any vehicle on state business.

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A special thanks to Jim Sever, Department of Administrative Services, OFM for technical support.

Appendix A:

Interstate truck, bus drivers banned from using handheld phones

By CCJ Staff (Commercial Carrier Journal.htm)

Published November 23, 2011

The Federal Motor Carrier Safety Administration and the Pipeline and Hazardous Materials Safety Administration on Wednesday, Nov. 23, issued their long-awaited joint final rule specifically prohibiting interstate commercial truck and bus drivers from using handheld cell phones while operating their vehicles.

Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license after two or more serious traffic violations. Commercial truck and bus companies that allow their drivers to use handheld cell phones while driving will face a maximum penalty of \$11,000.

The rule becomes effective 30 days after publication in the Federal Register. "When drivers of large trucks, buses and hazardous materials take their eyes off the road for even a few seconds, the outcome can be deadly," said U.S. Transportation Secretary Ray LaHood. "I hope that this rule will save lives by helping commercial drivers stay laser-focused on safety at all times while behind the wheel."

The U.S. Department of Transportation estimates that about four million commercial drivers will be affected by the final rule. "It's just too dangerous for drivers to use a handheld cell phone while operating a commercial vehicle," said FMCSA Administrator Anne Ferro. "Drivers must keep their eyes on the road, hands on the wheel and head in the game when operating on our roads. Lives are at stake."

FMCSA said that while driver distraction studies have produced mixed results, its own research has shown that using a

Appendix D-2 Cell Phone Use

handheld cell phone while driving requires a commercial driver to take several steps beyond what is required for using a hands-free mobile phone, including searching and reaching for the phone. Commercial drivers reaching for an object, such as a cell phone, are three times more likely to be involved in a crash or other safety-critical event, according to FMCSA, and dialing a hand-held cell phone makes it six times more likely that commercial drivers will be involved in a crash or other safety-critical event.

In September 2010, FMCSA issued a regulation banning text messaging while operating a commercial truck or bus, and PHMSA followed with a companion regulation in February 2011, banning texting by intrastate hazardous materials drivers. “Needless injuries and deaths happen when people are distracted behind the wheel,” said PHMSA Administrator Cynthia Quarterman. “Our final rule would improve safety and reduce risks of hazmat in transportation.

”The American Trucking Associations voiced its support for the final rule shortly after DOT’s announcement. “ATA has been vocal in its support of Transportation Secretary LaHood’s quest to combat distracted driving, and this is another appropriate step toward achieving that goal,” said Bill Graves, ATA president and chief executive officer. “Studies have shown that actions like texting and dialing a phone can greatly increase crash risk, so taking steps to curb these behaviors hold great promise to improve highway safety.”

Appendix D-3 Vehicle Acquisition Matrix

Vehicle Acquisition Matrix					
TYPE OF VEHICLE	Not Available for Transfer or Purchase	Only Available for Law Enforcement	Not Available > 175,000 miles	Not Available > miles gas / > 500,000 miles diesel	Not Available > 800,000 miles
Pre-2005 15 passenger vans	X				
Crown Vics and Police Pursuit Vehicles		X			
Sedans, small vans, and pick ups under 10,000 lbs GVW			X		
15 passenger minibuses and vehicles from 10,001 to 26,000lbs GVW				X	
Vehicles with a GVW > 26k lbs GVW					X
Definition:					
GVW= gross vehicle weight					
Vehicles that cannot be purchased or transferred:					
Vehicles more than 15 years old (difference between the vehicle model year and the current calendar year) regardless of mileage or type of vehicle.					
Vehicles with broken or rolled over odometers unless the mileage can be established by Office of Fleet Management's records.					
Exceptions:					
1) Technical College of Georgia's non-road worthy instructional vehicles only					
2) Historical vehicles used for display or public relations					
3) Georgia Public Safety Training Center training vehicles					