



Fleet Days 2022
Atlanta / Albany State / Savannah State

WEX Online / WEX ClearView / Report My Driving

Presented by: Chris Buchanan

AGENDA

- **DOAS Website**
- **Fleet Management Tools**
- **WEX Online Overview**
- **No-Fuel List**
- **WEX ClearView Overview**
- **Report My Driving**

DOAS Website



Department of Administrative Services
Improving efficiency, compliance and workforce performance



Learn About DOAS ▾

Our Community

Need Help | 🔍

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING

FLEET MANAGEMENT

<https://doas.ga.gov/>

SURPLUS PROPERTY

HUMAN RESOURCES ADMINISTRATION

TEAM GEORGIA RESOURCES

DOAS Website

AREAS OF FOCUS

**FLEET MAINTENANCE
SYSTEM**

FLEET FUEL CARDS

VEHICLE OPTIONS

REPORT MY DRIVING

**FLEET PROGRAMS
ACCESS PORTAL**

**DRIVER EMERGENCY
RESOURCES**

**EDUCATION AND
TRAINING**

FLEET DAYS

FLEET FAQs

**RULES, POLICIES AND
COMPLIANCE**

**FLEET STATEWIDE
CONTRACT VENDORS**

**ADDITIONAL STATE
POLICIES**

**RECORDS
MANAGEMENT**

**FLEET MANAGEMENT
COVID-19 RESPONSE**

**FLEET TCO
DASHBOARD**

DOAS Website

Official Policies and Executive Orders

09/30/20

Georgia Fleet Management Manual

This manual governs the acquisition, utilization, maintenance, repair, and replacement of passenger carrying vehicles.

11/12/21

Policy 10

Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Moto...

08/19/19

Fuel Card Standards And Guidelines For Drivers

Fuel Card Standards Guidelines for Drivers

09/11/19

Fuel Card Standards Guidelines

Fuel Card Standards and Guidelines

04/17/20

Cell Phone Law And Case Studies

Cell Phone Law and Case Studies

05/12/21

Storm Report GA

Storm Report GA

01/10/22

Vehicle Mileage Rate

Attached is the memorandum regarding mileage reimbursement rates for the calendar year 2022.

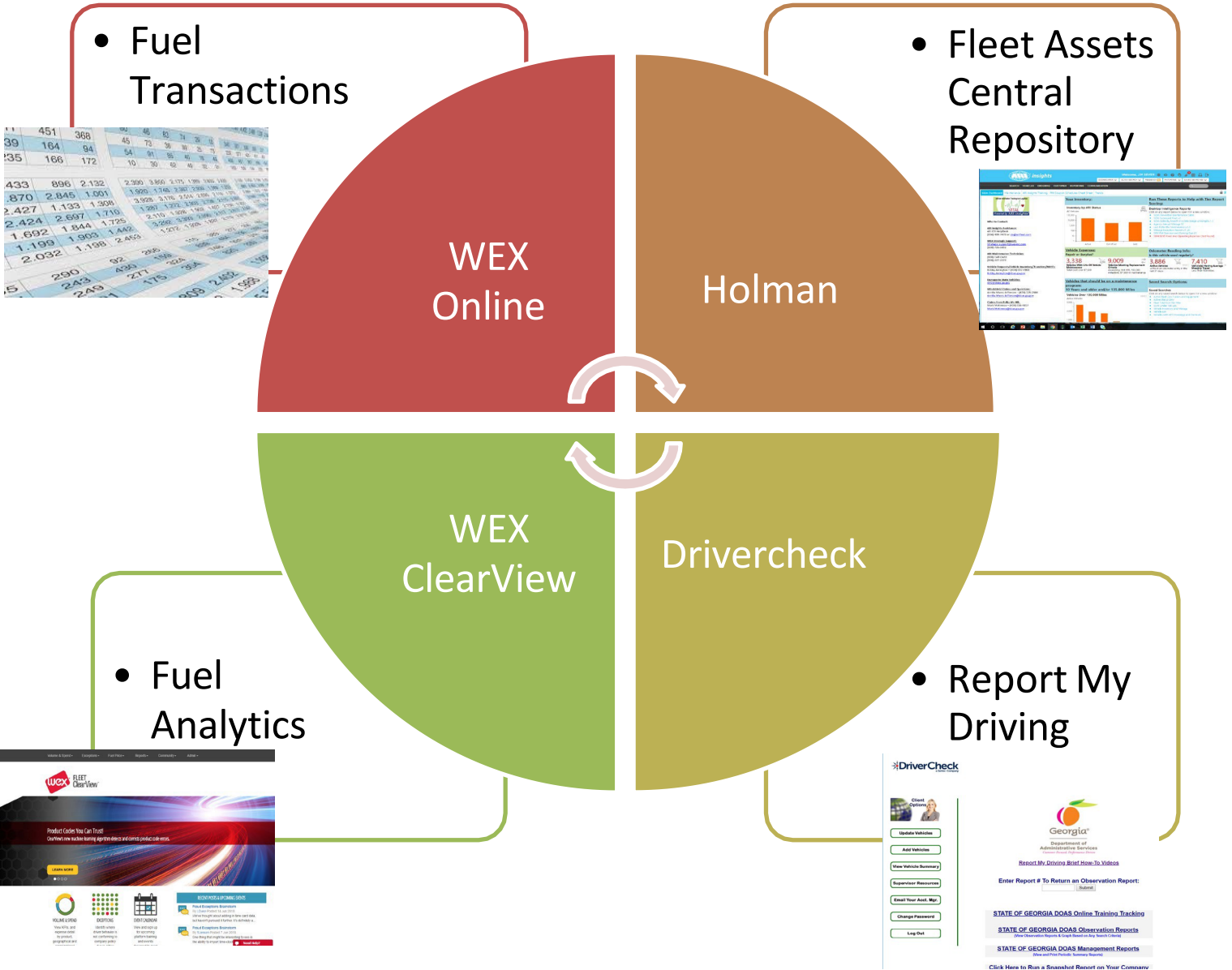
09/06/19

Storm Report

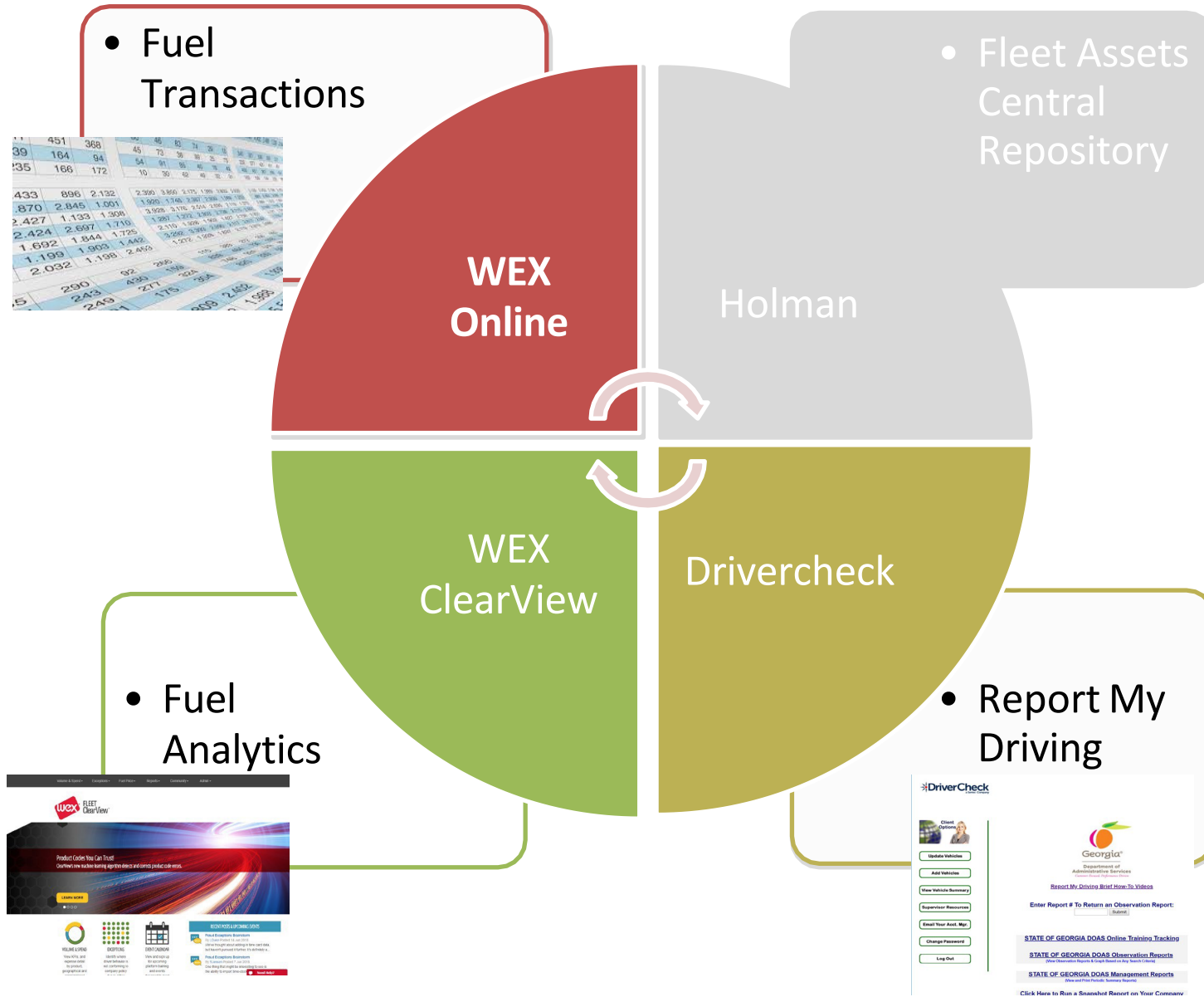
Storm Report Dorian PM 9-6



State of Georgia Fleet – Tools for Managing Fleet



State of Georgia Fleet – Tools for Managing Fleet



Department of Administrative Services

Improving efficiency, compliance, and workplace performance



Office of Fleet Management

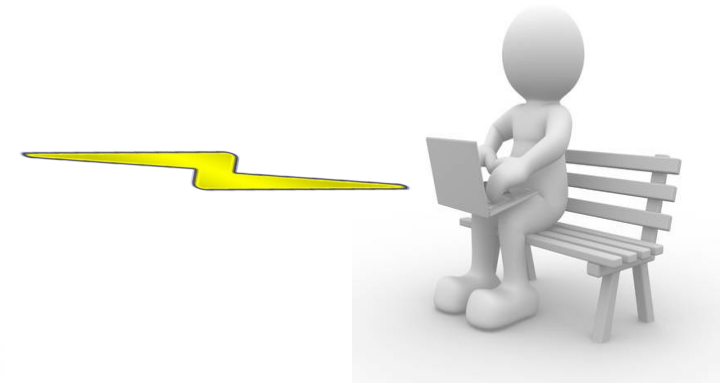


WEX Online

Chris Buchanan

WEX Online Overview

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



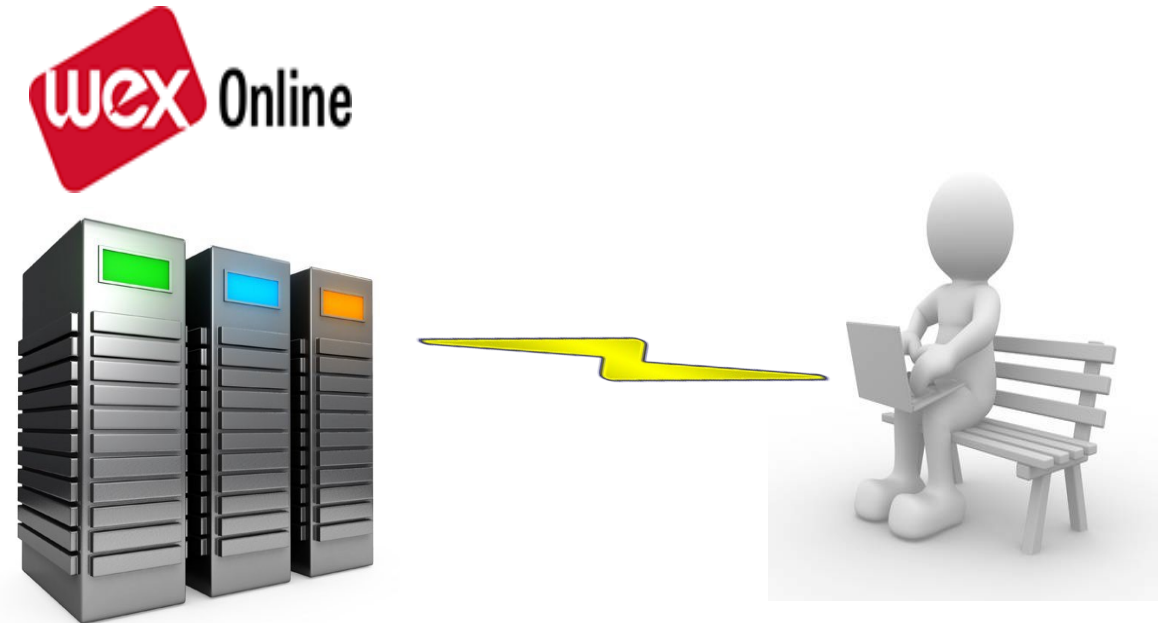
WEX Online Overview



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

Required Fields

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



Fuel Card Driver Acknowledgement



Department of Administrative Services
Improving efficiency, compliance and workforce performance



Learn About DOAS ▾

Our Community

Need Help | 🔍

AREAS OF FOCUS

FLEET MAINTENANCE SYSTEM	FLEET FUEL CARDS	VEHICLE OPTIONS	REPORT MY DRIVING	FLEET PROGRAMS ACCESS PORTAL
DRIVER EMERGENCY RESOURCES	EDUCATION AND TRAINING	FLEET DAYS	FLEET FAQs	RULES, POLICIES AND COMPLIANCE
FLEET STATEWIDE CONTRACT VENDORS	ADDITIONAL STATE POLICIES	RECORDS MANAGEMENT	FLEET MANAGEMENT COVID-19 RESPONSE	FLEET TCO DASHBOARD

Fuel Card Driver Acknowledgement



Department of Administrative Services
Improving efficiency, compliance and workforce performance



Learn About DOAS ▾

Our Community

Need Help |



AREAS OF FOCUS

FUEL CARD
ELIGIBILITY

SETUP NEW FUEL
CARD ACCOUNT

WEX INC COMPANY
INFORMATION

WEX CLEARVIEW

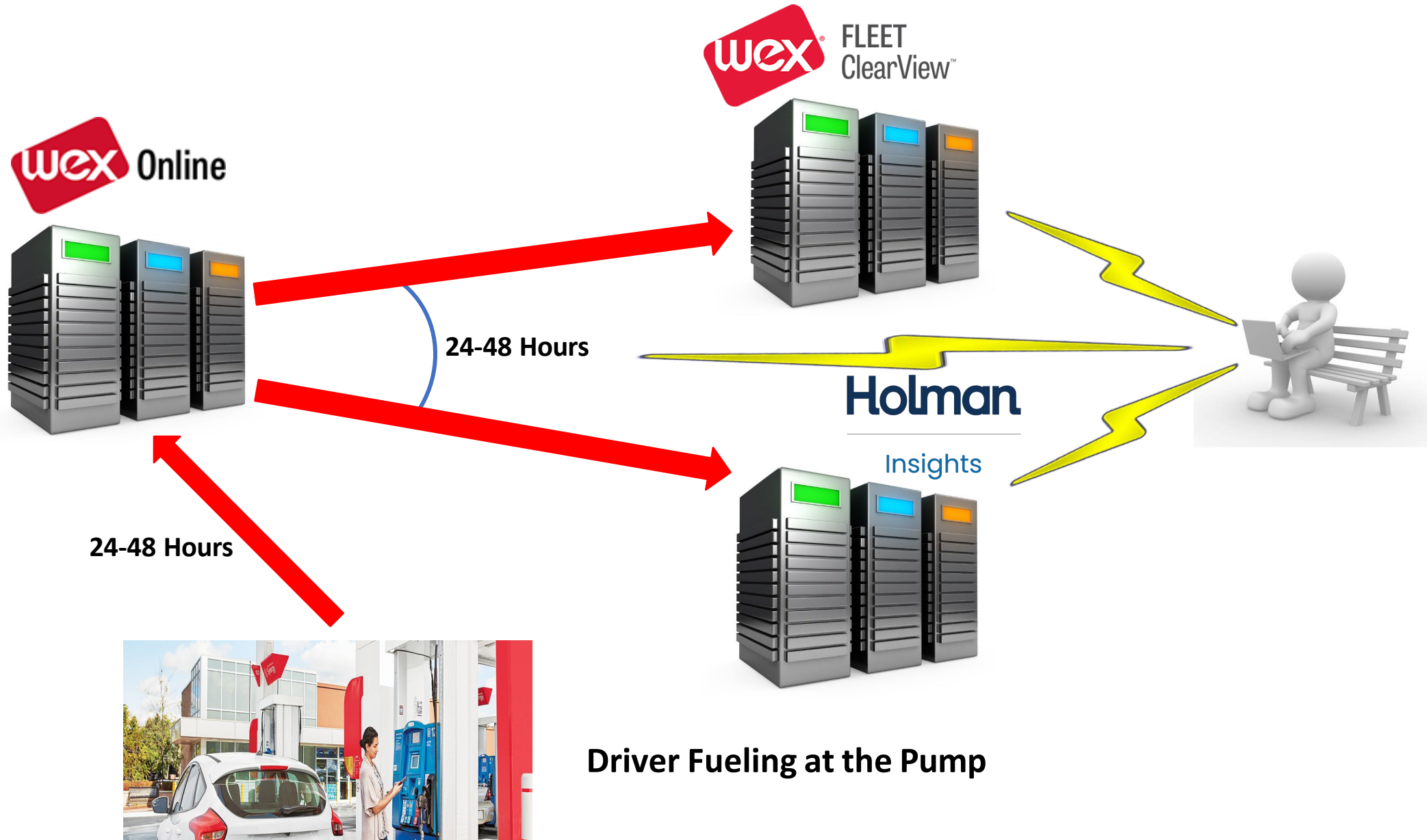
WEX CLEARVIEW
SNAP

FUEL CARD DRIVER
ACKNOWLEDGEMENT

DRIVER
ACKNOWLEDGEMENT
LOOKUP TOOL

[Fuel Card Acknowledgement Guide](#)

WEX Fuel Transaction Process



WEX Online Overview



Search

State of Georgia (L1)



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

Transactions

PENDING & DECLINED

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

Items per page 25 1 - 25 of 1001

1 of 41 pages

POSTED

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



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

No Fuel List (Developing the "No-Fuel" List)

wex Online



24-48 Hours

Holman

Insights



**Draft
No-Fuel List
(Active-Vehicles)**

Suspended/Terminated Fuel Cards



2022

Models



24-48 Hours

Current/Updated Odometer Readings

Agency No-Fuel List



A	B	C	D	E	F	G
603	303-4099	GEORGIA REAL ESTATE COMMISSION	GEORGIA REAL ESTATE COMMISSION	201W90K781314099	CHEVROLET	IMPALA
604	303-8745	GEORGIA REAL ESTATE COMMISSION	GEORGIA REAL ESTATE COMMISSION	1G1ZS8R0X7128745	CHEVROLET	MALIBU
605	476-F4821	GEORGIA STUDENT FINANCE COMMISSION	GEORGIA STUDENT FINANCE COMMISSION	1FAP9R6D65108005	FORD	FUSION
606	427-0340	HUMAN SERVICES, DEPARTMENT OF	REGION 3A - QUALITY LIVING SERVICES, INC	1FDXE469M9M21144	FORD	E-450
607	427-0708	HUMAN SERVICES, DEPARTMENT OF	REGION 11-DPCS	4T1BD1FKHJ223126	TOYOTA	CAMRY
608	427-0708	HUMAN SERVICES, DEPARTMENT OF	REGION 12B-DPCS GRWIMETT	4T1BD1FKHJ223294	TOYOTA	CAMRY
609	427-11261	HUMAN SERVICES, DEPARTMENT OF	REGION 3A - QUALITY LIVING SERVICES, INC	1FDXE42S2H833135	FORD	E-450 SUPER DUTY
610	VR427-1227	HUMAN SERVICES, DEPARTMENT OF	REGION 4-GA INDUSTRIES FOR THE BLIND	1FTDF1722WNC91227	FORD	F-150
611	VR427-8923	HUMAN SERVICES, DEPARTMENT OF	DHS CDBA TWIN TOWERS (ATLANTA)	1FM9R995G6890217	FORD	EXPLORER
612	910-0001	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	2FAFP73V2X8117559	FORD	CROWN VICTORIA
613	910-0003	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FMCA11U4Z846153	FORD	AEROSTAR
614	910-0006	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6CS4517N248977	CHEVROLET	S10
615	910-0009	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTYR10C0P833363	FORD	RANGER
616	910-0010	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTFR1HW8C021402	FORD	F-150
617	910-0015	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R2X048712	CHEVROLET	C2500
618	910-0016	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R9Y203081	CHEVROLET	C3500
619	910-0017	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	3B8AC3E41627094	DODGE	RAM PICKUP
620	910-0019	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTNF20L1EC38053	FORD	F-250
621	910-0021	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1FTNF20L1EC19465	FORD	F-250
622	910-0022	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	1G6C24R9E291864	CHEVROLET	SILVERADO
623	910-0023	JEKYL ISLAND AUTHORITY	JEKYL ISLAND AUTHORITY	407E4K347344444	CHEVROLET	SILVERADO

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

Holman

Insights



Placing Vehicles Out-Of-Service

(Only if vehicles are being Surplused)

wex Online



Suspending a Fuel Card

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

Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

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

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

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

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

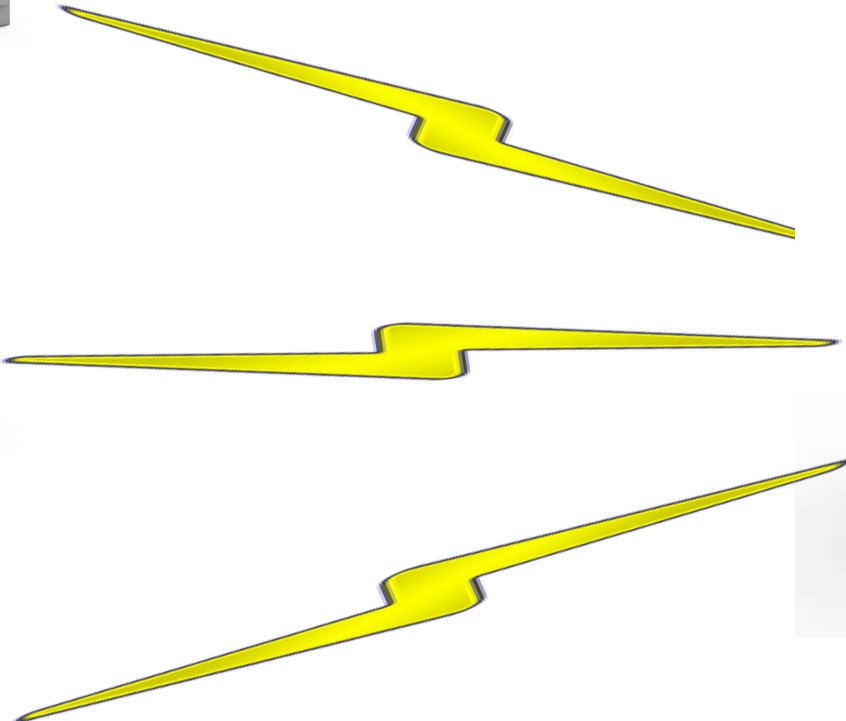
LD Vehicle Type	State LD Avg Maint \$/Mile	Agency LD Avg Maint \$/Mile	State LD Avg Maint \$/Vehicle	Agency LD Avg Maint \$/Vehicle	Peer Group LD Avg Maint \$/Vehicle
Sedan	\$0.050	\$0.032	\$511	\$168	\$354
SUV/Van	\$0.053	\$0.037	\$494	\$242	\$616
Truck	\$0.049	\$0.048	\$407	\$107	\$520
Total	\$0.051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

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

No Fuel List - Prevention

Holman

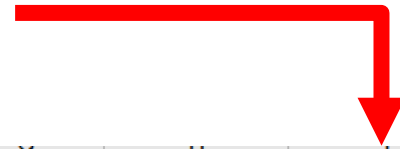
Insights



No Fuel List Prevention – ARI Insights



Active Vehicles that have not fueled in 60 Days



State ID #	Agency Name	Location Name	VIN	Make Name	VIN Model	Model Year	Delivery Date	Last Fuel Date
			NK035K052810616	WHITE	M49A2C	1985	07/08/1993	07/28/2010
			1FVHCYCS84HM29582	FREIGHTLINER	M2 106 MEDIUM DUTY	2003	07/18/2003	08/15/2010
			1GBHC34M4BV129295	CHEVROLET	C30	1981	05/01/1981	04/13/2012
			1HD1FHM17BB611606	HD	FLHPI	2011	09/10/2010	04/01/2013
			1FTSW20558EC52291	FORD	F-250	2008	10/12/2007	04/25/2014
			1GBM6P1G2FV217943	CHEVROLET	B6000	1985	06/15/2001	09/09/2014
			CE538A145807	CHEVROLET	C60	1968	08/01/1969	10/03/2014
			1HTSCPLP0PH467452	NAVISTAR	4700	1993	07/01/1992	10/30/2014
			F37ENHJ9753	FORD	F350	1980	06/01/1980	11/11/2014
			1GBKGP1E5DV118637	CHEVROLET	BUS	1983	04/04/1998	01/06/2015
			1HD1FHM13BB611778	HARLEY-DAV	FLHPI	2011	10/07/2011	05/25/2015
			1FMNE1BW5DDB14844	FORD	ECONOLINE WAGON	2013	07/12/2013	06/04/2015
			1GNDM19WXYB123198	CHEVROLET	ASTRO	2000	10/01/1999	06/25/2015
			1FBSS31L17DA05809	FORD	ECONOLINE WAGON	2007	12/19/2006	08/14/2015
			1HD1FHM13AB633861	HARLEY DAV	FLHPI	2010	02/23/2010	08/17/2015
			1HTSDNHR7MH329074	NAVISTAR	4900	1991	12/04/1990	09/02/2015

No Fuel List Prevention – WEX ClearView



Volume & Spend → Group Treemap → Card Tab

Drivers Vehicles **Cards**

Download: PDF XLS

Card #	Last Used	By Driver	For Vehicle/Unit #	Unit #	Card Location	Inactive Days
***7789	Oct/27/2017 08:39 AM		1999 Dodge Ram Wag			538
***8532	Jul/27/2018 09:36 AM		2006 Ford Econoline			265
***8980	Aug/11/2018 11:57 AM		2017 Toyota Camry Hyt			250
***5007	Nov/20/2018 01:08 PM		2004 Chevrolet Malibu			149
***7793	Dec/19/2018 02:39 PM		2003 Gmc Savana			120
***4950	Feb/03/2019 02:57 PM		1990 Dodge Ram Wag			74
***7343	Feb/20/2019 08:31 AM		2006 Ford Econoline			57

Weekly No Fuel List

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

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



Department of Administrative Services

Improving efficiency, compliance, and workplace performance



Office of Fleet Management



WEX ClearView

Chris Buchanan

ClearView – Volume & Spend Dashboard



FLEET
ClearView™

Provides an analysis of historical transaction information and expense. Data can be further refined using time periods, hierarchy, product, and field filters.

PERIOD
2017

HIERARCHY

PRODUCT

MERCHANT

VEHICLE

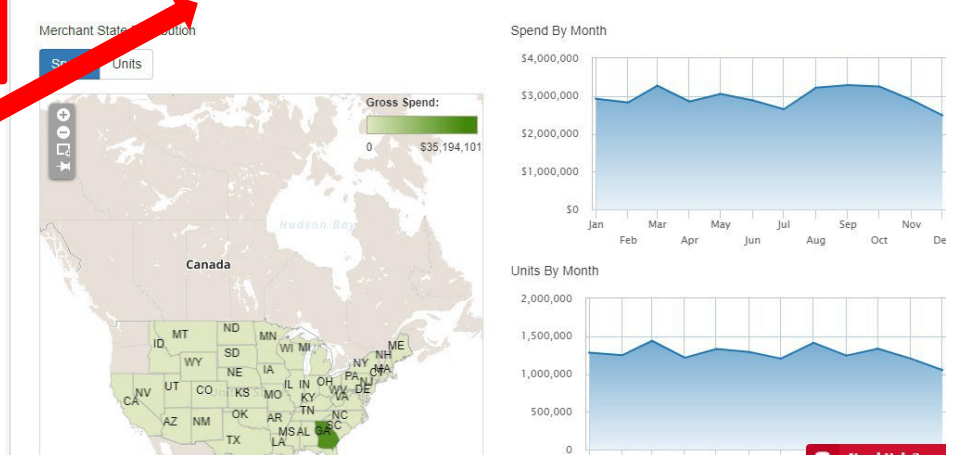
FIELDS

Add Comparison

Volume & Spend

View Key Performance Indicators and trends across time periods and by product, card, driver, or geography.

Spend	Units	PPU	Active Cards
\$35,614,480 ▲ 10.1%	15,259,035 ▲ 0.0%	\$2.33 ▲ 10.1%	17,528 Rate: 98.5% ▲ 19.1%



- **Key Performance Indicators** appear on the Summary Dashboard and detail key module metrics for the organization as a whole or for selected filters.

- **Product Breakdown** - The bar chart provides a visual depiction of spend by product type.

Product Type	Spend	Units	
Gasoline	7,906,594	12,286,005	\$27,906,594
Diesel	6,767,493	2,856,317	\$6,767,493
Automotive Produc	\$569,762	11,222	\$569,762
Other Fuel	\$303,736	86,440	\$303,736
Aviation Products	\$28,821	6,584	\$28,821

- **Top Driver/Vehicle Spend** - At the bottom of the page, a table highlights spend by driver and vehicle.

High Spend

Drivers Vehicles

Download: PDF XLS

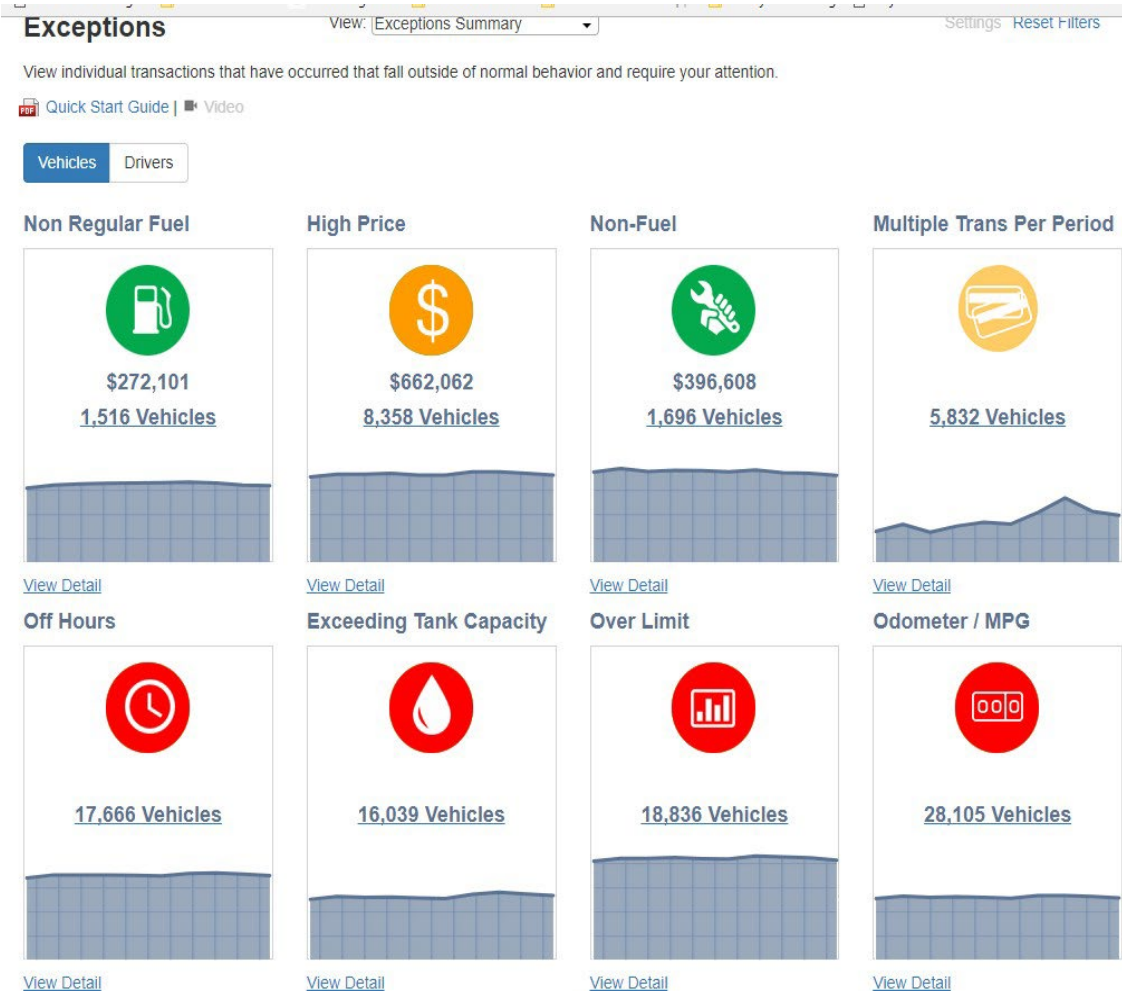
Driver	Txn Count	Units	AVG PPU	Spend
	3,359	57,017.14	\$4.49	\$255,83
	1,019	14,734.47	\$3.02	\$44,503
	192	12,719.22	\$2.36	\$30,042
	85	11,196.75	\$2.66	\$29,759
	442	11,101.82	\$2.47	\$27,404

Exceptions



The **Exceptions** Module makes it easy to identify and analyze transactions and driver behavior that fall outside the norm.

- **Icons are color-coded** to indicate the exceptions that require the most attention.
- **Use the Drivers/Vehicles** tabs to toggle between views
- **Results** can be further refined using the time period, hierarchy, product, and field filters



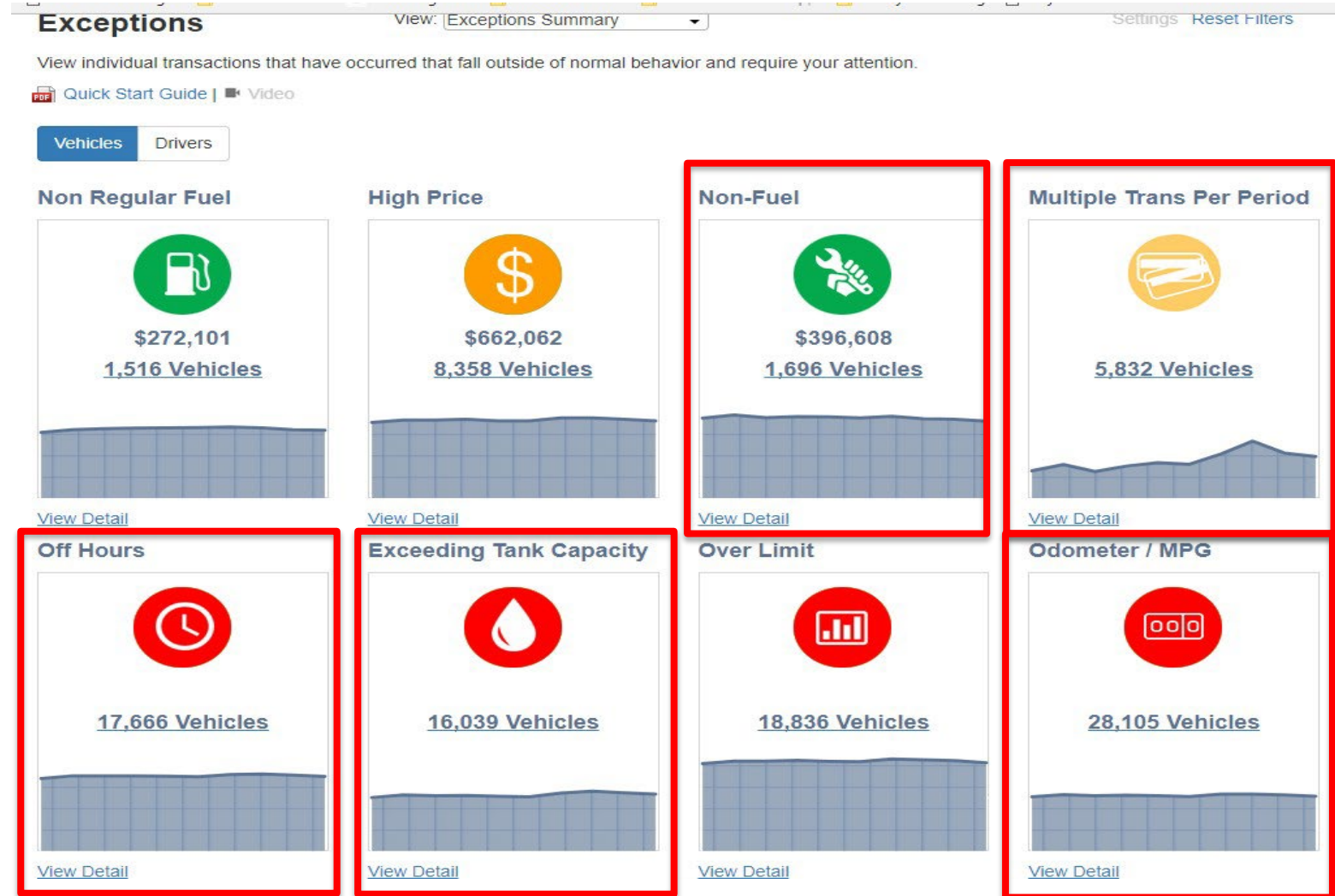
WEX ClearView - Exceptions

Looking for Fraudulent Activity



The **Exceptions** Module makes it easy to identify and analyze transactions and driver behavior that fall outside the norm.

- **Icons are color-coded** to indicate the exceptions that require the most attention.
- **Use the Drivers/Vehicles** tabs to toggle between views
- **Results** can be further refined using the time period, hierarchy, product, and field filters



Additional ClearView – Essential Paths

Monitor Fuel Program Performance

1 Go to the Volume & Spend Summary Dashboard

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Spend (T) and compare to the TC (T). Are dollars spent significantly off? If you think that TC is also an issue, please contact us.
- Look at the Gallons (T). Has there been a considerable change in gallon consumption over the period? If there was, could there be a significant change in driver behavior?
- Check the Speed and Drive Cycle graphs. Does activity appear to be in line for your vehicle and location? Are there any anomalies? Check the Average Fuel by Ignition the Transaction Tab to see the breakdown of activity by gear, and check the High Speed Drive Table for high speed driving events.
- Check for any operating alerts in the High Speed Drive Table at the bottom of the page. Are there any alerts of the type of operating mode that could be a higher than normal miles per gallon?



2 Go to the Volume & Spend Summary Dashboard

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- If you see a red circle on the Volume & Spend Summary Dashboard, it indicates a high speed driving event. This could be a sign of a higher than normal miles per gallon. This could be a sign of a higher than normal miles per gallon. This could be a sign of a higher than normal miles per gallon.



What to do:

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

5 Go to the Multiple Trans Per Period Exception

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Multiple Trans Per Period Exception table. This table shows transactions that appear to be multiple transactions in a single period.



6 Go to the Vehicle Detail Transaction Tab

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Vehicle Detail Transaction Tab for the vehicle in question. This tab shows all transactions for that vehicle.



Identify Anomalies

1 Go to the Volume & Spend Scatterplot

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Volume & Spend Scatterplot. This chart shows the relationship between volume and spend.



2 Go to the Driver Detail

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Driver Detail for the driver in question. This tab shows all transactions for that driver.



3 Go to the Exceeding Tank Capacity Exception

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Exceeding Tank Capacity Exception table. This table shows transactions that exceed the tank capacity.



4 Go to the Vehicle Detail Transaction Tab

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Vehicle Detail Transaction Tab for the vehicle in question. This tab shows all transactions for that vehicle.



7 Go to the Fuel Mismatch Exception

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Fuel Mismatch Exception table. This table shows transactions that do not match the expected fuel type.



8 Go to the Vehicle Detail Transaction Tab

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Vehicle Detail Transaction Tab for the vehicle in question. This tab shows all transactions for that vehicle.



Achieve Savings

1 Go to the Non-Regular Fuel Exception

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Non-Regular Fuel Exception table. This table shows transactions that do not match the expected fuel type.



2 Go to the Vehicle Detail Fuel Price Tab

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Vehicle Detail Fuel Price Tab for the vehicle in question. This tab shows the fuel price for that vehicle.



3 Go to the High Price Exception

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the High Price Exception table. This table shows transactions that are significantly higher than the expected price.



4 Go to the Vehicle Detail Fuel Price Tab

INFO: Set Period: Meter Current/TC, or select your own.
INFO: Set Fuel Type: Flex, Gasoline.

What to do:

- Review the Vehicle Detail Fuel Price Tab for the vehicle in question. This tab shows the fuel price for that vehicle.



Community



Collaboration – Collaborate with fellow ClearView users

Discussion Forums – Start a topic or respond to existing topics

Knowledgebase – You can post Questions in the Knowledgebase

Training Classes – WEX offers several classes/webinars a month



Chris
Buchanan

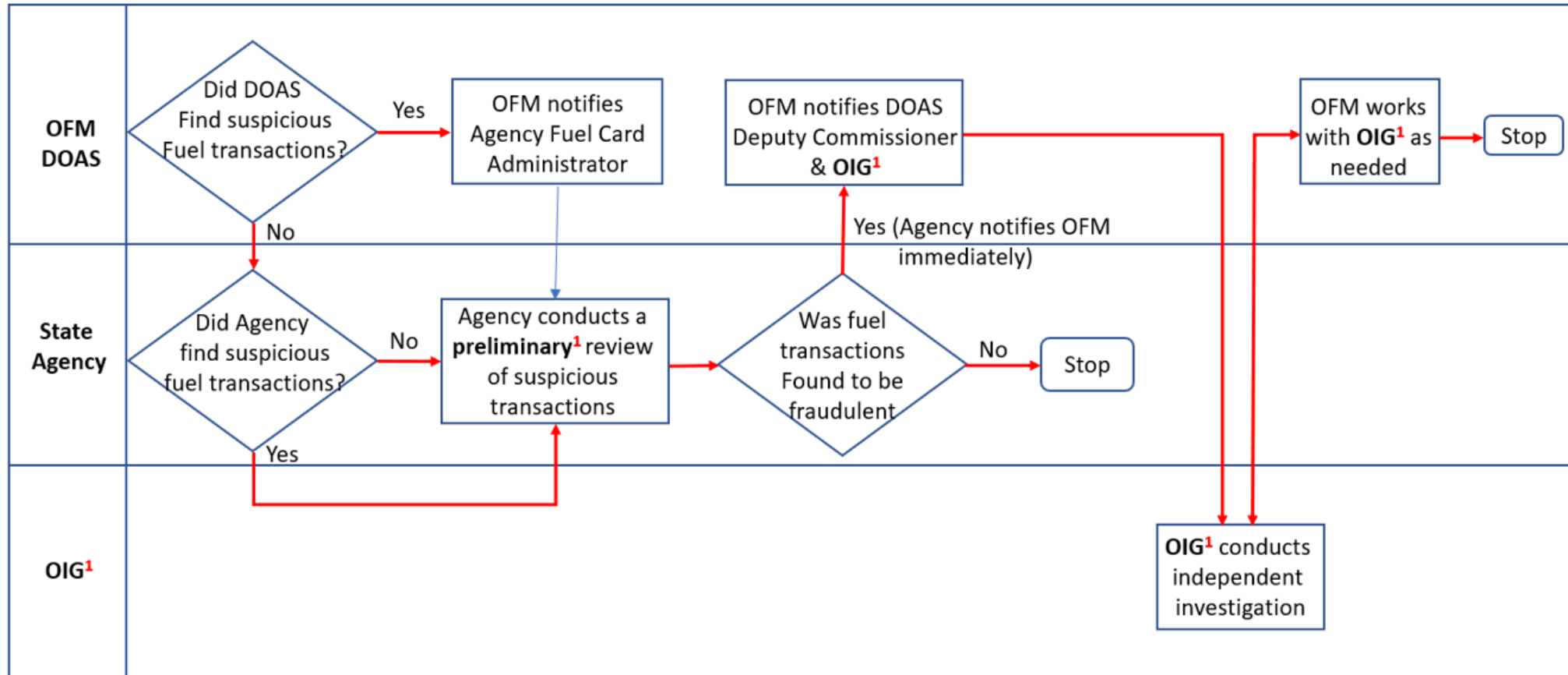
Office of Fleet Management

Fraud



Fraud Process

Fraudulent Fuel Card Transaction High-Level Process



OIG¹ – State of Georgia Office of Inspector General: oig.georgia.gov

Preliminary¹ – Agency preliminary investigation may include communicating with employee’s direct supervisor to determine employee’s work schedule or other pertinent information to help determine if the transactions are fraudulent.

Impacts of Fraud

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

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

Impacts of Fraud - Penalties

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



Report My Driving (Impacting the Tier Report)

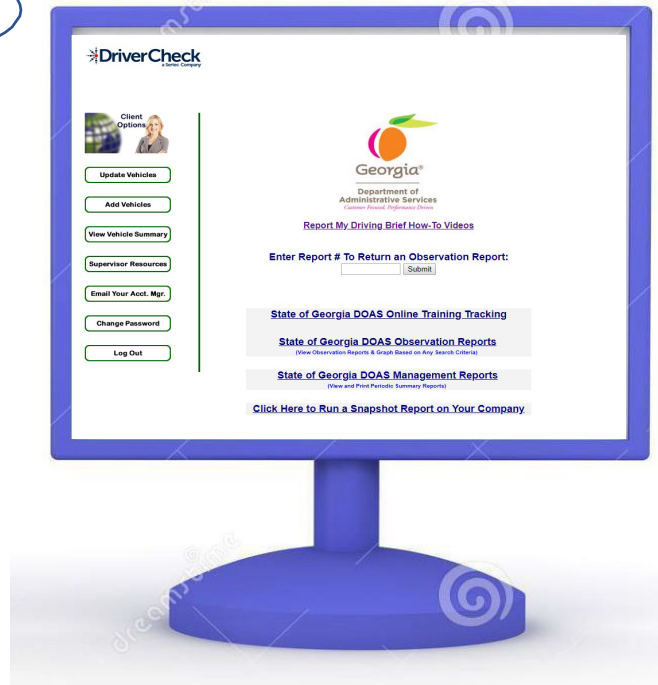
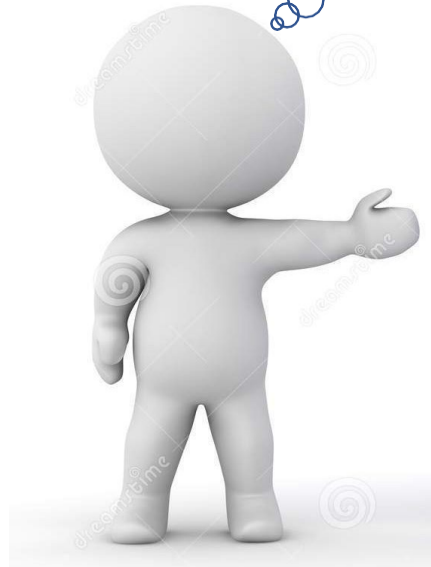
Chris Buchanan

Report My Driving



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

Close your open
Observation Reports
within 10-days



Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

Participation Ranking

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

Performance Ranking

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

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

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

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

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

Observation Reports Notifications

2018 NOVEMBER

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

Report My Driving



[Update Vehicles](#)

[Add Vehicles](#)

[View Vehicle Summary](#)

[Supervisor Resources](#)

[Email Your Acct. Mgr.](#)

[Change Password](#)

[Log Out](#)



Department of Administrative Services
Customer Focused, Performance Driven

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

Enter Report # To Return an Observation Report:

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

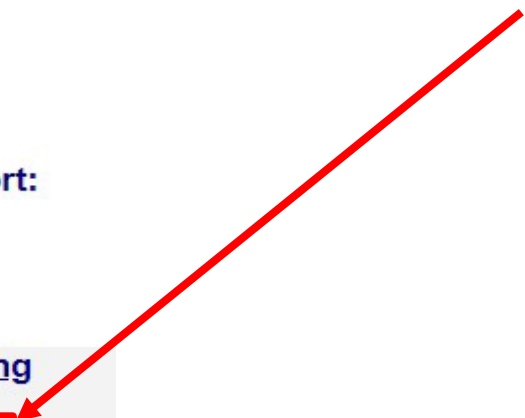
[State of Georgia DOAS Observation Reports](#)

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

[State of Georgia DOAS Management Reports](#)

(View and Print Periodic Summary Reports)

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



Observation Reports Not Returned



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

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

Dates Incidents Occurred:

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

Branch:

Client & Policy#:

Location:

Report Type:

Report Status:

On-Line Training:

Vehicle Decal#: Report#:

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

Driver's Last Name:

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

My DriverCheck

Update Vehicles

Add Vehicles

View Vehicle Summary

Supervisor Resources

Email Your Acct. Mgr.

Change Password

Log Out

Observation Reports Not Returned

DriverCheck

Vehicle Incident Reports

62 Matching Report(s)

January 1, 2022 - September 1, 2022

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

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

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

Report My Driving – Updating Decals



Replaced
Bumper



Holman

Insights



Update
Holman &
DriverCheck


DriverCheck
a Sertec Company



Report My Driving – Updating Decals

Updating DriverCheck.net

Options



Update Vehicles

Add Vehicles

View Vehicle Summary

60 Matching Vehicles Page 1 of 6

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

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

Request To Delete/Request New Decal

Vehicle Deletes Take Place Immediately.

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

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

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


Submit Reset <<Back

Report My Driving Decals

Updating Holman

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

Asset and Contacts

 Automate a Process

 Page Tour

2016 FORD FUSION

CLIENT: 5C95 VEHICLE: STATE ID # LIC PLATE

Changing Site-LocationID will change some additional information

Asset and Contacts

Update

Copy Asset

Add New Asset

General



Report My Driving Decals

Updating Holman

Aux Data Tab

? Aux Data

Program ID/Name

Domicile County

Report My Driving Sticker

095KE

Risk Customer #



Questions