

MV1 Form Training Aid/Instructions

You can locate the MV1 Form in ARI insights. 1. Click on Customer in the black menu ribbon 2. click on State of Georgia Forms 3. In the dropdown choose MV1 Form.

Important Contacts:

Who to Contact for:

ARI insights Assistance:
ARI CIS HelpDesk
(856) 439-7478 or cis@arifleet.com

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

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

Vehicle Requests/Vehicle Inventory/Transfers/MV1's:
Bobby Arrington – (404) 657-6908

Run these reports to help with Tier Report Scoring:

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

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


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

9,991 Vehicle(s) Having Average Monthly T... Less Than 500 Miles

6241

Enter the information of the employee applying for the vehicle assignment (MV1) and choose the affiliated agency. *Note: type the first few characters of the agency name in the box and a drop down will appear with the agency list. Click your agency to add it to the field.* *New to this section is the Employee ID Field. Click the Save button at the bottom of the page to move forward.

MV1 Form

 Expand All Sections

Header Information			
MV1#	1015955	Status	New
Created Date	09/11/2020		
Employee Information			
First Name	<input type="text" value="Joe"/>	Middle Initial	<input type="text" value="M"/>
Last Name	<input type="text" value="Fleet"/>		
Agency	<input type="text" value="DOA"/>	★Employee ID	<input type="text" value="13956067"/>
	<div style="border: 1px solid gray; padding: 2px;">4033-DOAS SURPLUS PROPERTY DIVISION</div>		
Vehicle Assignment			
Assigned Vehicle Use			
Overnight Vehicle Use (Only drivers that qualify for Assignment[Above] can apply for Overnight Use [Below])			
Comments			
Employee Certification			
Agency Recommendation			
OPB Authorization			
Audit Details			



Note: the MV1 Form has multiple sections. You can have all the sections open at once on your computer if you click on [Expand All Sections](#) (green arrow).

Under the Vehicle Assignment section 1. Enter the State ID # associated with this vehicle to be assigned 2. Enter the effective date the vehicle will be assigned 3. Enter the anticipated commute miles during the course of a fiscal year. 4. Click on the [Add Vehicle](#) button.

MV1 Form

Expand All Sections

Header Information

Employee Information

Vehicle Assignment

State ID* 403-12345 Start Date 09/10/2020 How many miles do you anticipate commuting to and from your office in a fiscal year? 300 Add Vehicle

1 2 3 4

The vehicle information will populate on your form.

MV1 Form

Expand All Sections

Header Information

Employee Information

Vehicle Assignment

State ID* Start Date How many miles do you anticipate commuting to and from your office in a fiscal year? Add Vehicle

State ID	403-12345	VIN	<u>XYZ1234ABCD11119</u>	Year	2006	Make	FORD	Model	F250	Delete
----------	-----------	-----	-------------------------	------	------	------	------	-------	------	--------

(Click on the VIN # to see Yearly Commute Miles)

Note: If the wrong vehicle has been selected click the delete button which will clear the field and update with the correct State ID.

To be eligible for assignment including for overnight use, one of the following conditions below must be met. 1. Select one of the options below. 2. ***New to this section:** Please provide justification for the vehicle type chosen for the assignment along with the justification for the assignment selection. (Ex. This employee is a law enforcement officer assigned to overnight duty and requires an SUV to carry equipment and weapons for his assignment.)

MV1 Form

 Expand All Sections

Header Information	
Employee Information	
Vehicle Assignment	
Assigned Vehicle Use	

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

If yes, enter justification reasons for assignment and vehicle type here

AV2: Does the state employee travel to different work sites as part of routine duties?

If yes, enter justification reasons for assignment and vehicle type here

AV3: Does the vehicle have special equipment other than a radio or cellular telephone, is used to transport equipment, which is too large or heavy, or has special features which make it impactful to be transferred between motor vehicles or between a motor vehicle and a fixed location?

If yes, enter justification reasons for assignment and vehicle type here

AV4: Is the vehicle for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from the state employee's home?

If yes, enter justification reasons for assignment and vehicle type here

AV5: Is the vehicle required to be driven in sites or under conditions that would endanger a privately-owned vehicle?

If yes, enter justification reasons for assignment and vehicle type here

Yes

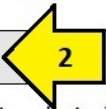
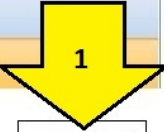
No

No

No

No

No



The employee being assigned the MV1 will certify the information is correct with an (online signature) and date.

Employee Certification

I certify the above listed information is complete and accurate for the purpose of this request.

Approved Signature

Lori Barmann 09/11/2020

The screenshot shows a form titled "Employee Certification" with a yellow header. Below the header, there is a blue text prompt: "I certify the above listed information is complete and accurate for the purpose of this request." To the right of this prompt, there is a label "Approved Signature" above two input fields. The first field contains the text "Lori Barmann" and the second field contains the date "09/11/2020". Both fields have a small calendar icon to their right. A yellow arrow points to the signature field from the left, and another yellow arrow points to the date field from the right.

The Agency Approver (and/ or) Agency Head will approve the assignment, with an online signature, date and entering the contact information required.

Agency Recommendation

Employee is recommended for authorization of individual assignment of a vehicle

No

Agency Approved Signature 09/11/2020

Agency Head or Designee Signature 09/11/2020

Email Address

Phone Number

The screenshot shows a form titled "Agency Recommendation" with a yellow header. Below the header, there is a blue text prompt: "Employee is recommended for authorization of individual assignment of a vehicle". To the right of this prompt, there is a red "X" icon and a dropdown menu with the text "No" and a downward arrow. Below this, there are two columns of input fields. The left column has a label "Agency Approved Signature" above a text box and a date field containing "09/11/2020" with a calendar icon. The right column has a label "Agency Head or Designee Signature" above a text box and a date field containing "09/11/2020" with a calendar icon. Below these are two more text boxes: "Email Address" on the left and "Phone Number" on the right. A yellow arrow points upwards to the dropdown menu.

After final review for accuracy, 1. click the Save button at the bottom of the screen 2. Click the Submit button.

MV1 Form

 Expand All Sections

Header Information
Employee Information
Vehicle Assignment
Assigned Vehicle Use
Employee Certification
Agency Recommendation

MV1 successfully saved on Friday, September 11, 2020 at 11:02 PM by MICHAEL MARSH

Note: to print a copy (paper or electronic format) for your records 1. click on the Expand All Sections . 2. Click on the small printer icon and then your printer options will appear.

MV1 Form

 Expand All Sections

Header Information
Employee Information
Vehicle Assignment
Assigned Vehicle Use
Employee Certification
Agency Recommendation

MV1 last saved on Friday, September 11, 2020 at 12:18:02 PM by MICHAEL MARSH