



Department of Administrative Services  
Improving efficiency, compliance and workforce performance

# Office of Fleet Management

Bobby Arrington  
Michael Marsh



# Bobby Arrington

Vehicle Acquisitions/MV1s

# Michael Marsh

Vehicle Maintenance/Fleet TCO Dashboard

# Fleet Days

- Holman Insights Dashboard
- VR's using same vendor
- Missing VR Data (Vendor Order Sheet/BOR Approval/ TCSG Approval)
- Team Georgia Marketplace (<http://doas.ga.gov/state-purchasing/team-georgia-marketplace>)
- Compliance Issues (underutilized vehicle/no fueled vehicle/no maintenance vehicles)
- New justification questions on vehicle request
- Checklist for vehicle request and vehicle transfers
- Approval Workflow
- Asset Creation Form (changes)
- MV1 Changes

**Important Contacts:**

**Who to Contact for:**

**Holman Insights Technical Assistance:**

CIS Help Desk  
(856) 439-7478 or cishelpdesk@holman.com

**WEX Strategic Support:**

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

**Holman Maintenance Technician:**

(800) CAR-CARE  
(800) 227-2273

**Vehicle Requests/Vehicle Inventory/Transfers/MV1's:**

Bobby Arrington – (404) 657-6908  
Bobby.Arrington@doas.ga.gov

**Damage to State Vehicles:**

APD@doas.ga.gov

**Windshield Claims and Questions:**

Annita Myers-Jefferson – (678) 325-2586  
Annita.Myers-Jefferson@doas.ga.gov

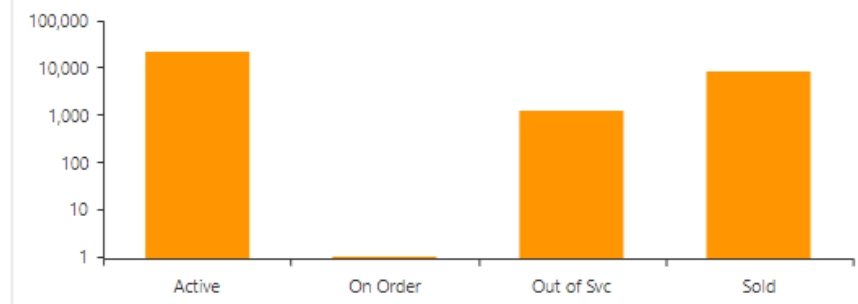
**Claims from Folks We Hit:**

Wade Damron 404-463-7982  
Wade.Damron@doas.ga.gov

**Your Inventory:**

**Inventory by Status**

All Vehicles



**7,745** Vehicle(s) Having Average Monthly Travel Less Than 500 Miles 39907

**Vehicles Expenses:**

Repair or Surplus?

**5,505** **Vehicles With Life-Of-Vehicle Maintenance**  
Total Cost over \$7,500

**8,871** **Vehicles Meeting Replacement Criteria**  
exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance

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

**Desktop Intelligence Reports**

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

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

**Odometer Reading & Fueling:**

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

**3,871** **Vehicles with no Fuel Transactions**  
in over 30 days

**3,841** 39907 **Active Vehicles**  
without an odometer entry in the last 31 days

**Saved Search Options:**

DOAS created vehicle lists

**Saved Searches**

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

- Vehicles with APD Coverage and Premium
- Vehicle List
- Vehicle Inventory and Mileage



# Vehicle Request-Replacement Page 1

## Vehicle Request Form

 Expand All Sections

### VR Header Information

<b>VR#</b> 4030-22746	<b>Description*</b> 2022 Ford-150	<b>Site*</b> 4030-Administrative Services, De
<b>Status</b> Waiting for Requestor Add Data	<b>Status Date</b> 09/09/2022	<b>Total VR Cost</b> \$0.00

### Attachments (0)

### Agency Contact Information

<b>Requested By</b> BOBBY ARRINGTON	<b>Contact Email</b> BOBBY.ARRINGTON@DOAS.GA.GOV
<b>Requested Date</b> 09/09/2022	<b>Contact Fax</b>
<b>Contact Phone</b> (404) 657-6908	

### Vendor Information

<b>No Vendor ?</b> <input type="checkbox"/>	<b>Vehicle Delivery Method *</b> Select Delivery Method
<b>SMC Number *</b> AdminVehs99999-SPD-ES40199373-0	
<b>Vendor *</b> Allan Vigil Ford	

### Vehicle Request Lines (1)

Add New VR Line #1 

<b>VR Reason *</b> Replacement Vehicle	<b>Save VR Line</b> <b>Cancel</b>
<b>New Vehicle Information</b>	<b>Vehicle to be Replaced</b>
<b>Year*</b> 2022	<b>Disposition Method*</b> Turn in to State Surplus
<b>Make*</b> FORD	<b>State ID*</b>  No Data Found for entered State ID
<b>Model*</b> F150	<b>VIN</b>
<b>Unit Cost*</b> 35000	<b>Current Odometer</b>
<b>Leased*</b> No	<b>Year</b>
<b>Driver Assigned*</b> No	<b>Make</b>
<b>Fuel Type*</b> Gas	<b>Model</b>

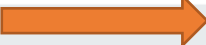
# Vehicle Request-Replacement Page 2

Justification Questions									
1. If an underutilized vehicle can not be used for the vehicle being replaced, explain why. * (1000 character limit, if more space is needed please attach PDF file in the attachment section)*	List justification. For example, the only asset types available on the underutilized list are sedans. The tasks that have to be carried out in this replacement vehicle will require transporting large pieces of equipment.								
2. Why is the replacement vehicle needed?* (500 character limit)*	List rationale. For example: original vehicle was totaled, repair expenses exceed book value, lease return, ect.								
3. How will this replacement vehicle be used if the vehicle type is different from the original vehicle? * (500 character limit)*	Provide information on how the replacement vehicle will be used if the vehicle is a different type than the previous vehicle.								
4. Please provide justification for the difference if the replacement vehicle is not a like kind. * (500 character limit)*	Provide justification if replacement vehicle is not a like kind.								
5. Explain any funding source other than state funds. (250 character limit)*	Provide information on the source of funds, such as federal (grant or other type funding) agency (fees, tuition, auxiliary) etc. Be specific on where the money comes from; indicate any restrictions or requirements (for example, required as a part of federal grant).								
6. How much has been spent on repairs/maintenance in the last 12 months? This is regardless of the number of miles on the vehicle (250 character limit).*	Provide a total amount to include preventative maintenance, repairs, tires, etc. If major repairs were required, please specify what they were and how much spent separately from the routine maintenance.								
7. How is the current vehicle used? (250 character limit)*	For example for administrative support, law enforcement, etc. Indicate if the vehicle is assigned to an individual.								
8. Additional information. (500 character limit)	Add any additional information that would help explain the need for the vehicle, especially for additions for the fleet.								
<b>EPACT Information</b>									
EPACT Primary Use *	Administrative								
GVW *	Under 8,500 lbs								
Domicile County *	Fulton County								
<b>Charge To</b>									
Budget Fiscal Year*	2023								
Source of funds*	<table border="1"><thead><tr><th>Fund Types</th><th>Percentage</th></tr></thead><tbody><tr><td>Agency:</td><td><input type="checkbox"/></td></tr><tr><td>Donation:</td><td><input type="checkbox"/></td></tr><tr><td>Federal:</td><td><input type="checkbox"/></td></tr></tbody></table>	Fund Types	Percentage	Agency:	<input type="checkbox"/>	Donation:	<input type="checkbox"/>	Federal:	<input type="checkbox"/>
Fund Types	Percentage								
Agency:	<input type="checkbox"/>								
Donation:	<input type="checkbox"/>								
Federal:	<input type="checkbox"/>								

n.com/AriAccessWeb4/default.aspx

Vehicle Request Form	
	Grant: <input type="checkbox"/>
	Other: <input type="checkbox"/>
	State: 100
	Total: 100
Program ID/Name*	0650101-Departmental Administration
<input type="button" value="Save VR Line"/> <input type="button" value="Cancel"/>	
Additional Info (0)	

# Vehicle Request **REPLACEMENT** VR Line with Justification Questions

New Vehicle Information	Vehicle to be Replaced
<p><b>Year</b> * 2023</p> <p><b>Make</b> * FORD</p> <p><b>Model</b> * F250</p> <p><b>Unit Cost</b> * \$54,223.00</p> <p><b>Leased</b> * No</p> <p><b>Driver Assigned</b> * Yes</p> <p><b>Fuel Type</b> * Gas</p>	<p><b>Disposition Method</b> * Turn in to State Surplus</p> <p><b>State ID</b> * 484-4012853</p> <p><b>VIN</b> 1FTNF20555EC24676</p> <p><b>Current Odometer</b> 148658</p> <p><b>Year</b> 2005</p> <p><b>Make</b> FORD</p> <p><b>Model</b> F250</p>
 <b>Justification Questions</b>	
<p>If an underutilized vehicle can not be used for the vehicle being replaced, explain why. * (1000 character limit, if more space is needed please attach PDF file in the attachment section) *</p>	<p>An under utilized unit cannot be used for a replacement due the expense of outfitting the unit would not be cost effective for the department.</p>
<p>Why is the replacement vehicle needed?* (500 character limit) *</p>	<p>This unit will be used as an emergency response unit.</p>
<p>How will this replacement vehicle be used if the vehicle type is different from the original vehicle? * (500 character limit) *</p>	<p>This unit will be used as an emergency response unit.</p>
<p>Please provide justification for the difference if the replacement vehicle is not a like kind. * (500 character limit) *</p>	<p>This unit will be outfitted with a plow and spreader to respond to emergency's for snow and ice and other natural disasters that occur in Georgia.</p>
<p>Explain any funding source other than state funds. (250 character limit) *</p>	<p>State Funds</p>
<p>How much has been spent on repairs/maintenance ? in the last 12 months? This is regardless of the number of miles on the vehicle (250 character limit). *</p>	<p>?</p>
<p>How is the current vehicle used? (250 character limit) *</p>	<p>The current unit is not being used to its potential because of the age and the unit and not being outfitted for emergencies.</p>
<p>Additional information. 0 (500 character limit) *</p>	<p>0</p>

## Justification Questions-REPLACEMENT Vehicle

- If an underutilized vehicle cannot be used for the vehicle being replaced, explain why. \* (1000-character limit, if more space is needed, please attach PDF file in the attachment section) \*
- Why is the replacement vehicle needed? \* (500-character limit) \*
- How will this replacement vehicle be used if the vehicle type is different from the original vehicle? \* (500-character limit) \*
- Please provide justification for the difference if the replacement vehicle is not a like kind. \* (500-character limit) \*
- Explain any funding source other than state funds. (250-character limit) \*
- How much has been spent on repairs/maintenance in the last 12 months? This is regardless of the number of miles on the vehicle (250-character limit). \*
- How is the current vehicle used? (250-character limit) \*
- Additional information. (500-character limit) \*



# Checklist for Vehicle Request

Greetings (Joe),

According to Policy 10 section 5.1.2 – Replacement Motor Vehicle Request

For each replacement vehicle requested, agencies shall demonstrate the following:

- The motor vehicle was totaled.
- No current motor vehicles are available to be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type per state entity as determined by OFM.
- The replacement motor vehicle will be "like kind" to the degree possible. If not, written justification outlining the need to meet new operating requirements must be submitted to OFM for approval.
- All active agency motor vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request; and,
- The replacement motor vehicle meets the replacement criteria established each budget cycle as determined by OFM, with input provided by OPB. Criteria will be based upon the total cost of ownership exceeding the current book value of the motor vehicle.

You have selected [“Vehicle Replacement”](#) for your vehicle request type. The replacement vehicle is required to be selected from your state entity’s Replacement Cycle Analysis that is found on the [Fleet TCO Dashboard](#) unless the vehicle has been totaled. **If the vehicle selected for replacement is NOT listed on the Replacement Cycle Analysis (i.e. the vehicle has been totaled), please provide an explanation.**

We have identified **(18)** vehicles on the underutilized list of which **(10)** vehicles are of “like kind”. Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

If the new vehicle selected in this request is not the same vehicle type as the vehicle you are replacing (i.e. “like kind”), **a written justification outlining the need to meet new operating requirements is required.**

As of today, there are **(6)** vehicles that have not fueled in the last 90 days, and **(6)** vehicles without a maintenance event in the last 12 months.

Thank You,

Office of Fleet Management

# REPLACEMENT CYCLE ANALYSIS

SharePoint Marsh, Michael

Georgia DOAS **Fleet Management** Need Assistance?

+ New Draft saved 7/21/2022 Edit Publish

## Fleet Total Cost Of Ownership (TCO) Dashboard

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



**Replacement Cycle Analysis**  
Displays a list of vehicles that are ideal candidates for replacement based on Total Cost of Ownership (TCO) and book value. For the purpose of this analysis, TCO is a vehicle's depreciation amount combined with the maintenance expenses over the previous two complete fiscal years.

**Agency APD Premium Spend**  
Displays the total APD Premium spend during the previous fiscal year.

**Tier Reports**  
Repository for current and previous agency Tier Reports.

**Underutilized Vehicle Analysis**  
Displays a list of vehicles that are considered underutilized. Underutilized vehicles drove less than 25% of the median miles driven per

**Agency Rental Spend**  
Displays the total agency rental spend for the listed quarter. Data is broken out between Hertz and Enterprise.

**Audit Reports**  
Repository for current and previous agency Audit Reports.

**Agency Maintenance Spend**  
Displays the total agency maintenance spend for the listed quarter.

**Frequently Asked Questions**  
Repository for current and previous agency Frequently Asked Questions.



# Fleet TCO Dashboard

Need Assistance?

## Dashboard Home > Replacement Cycle Analysis

Select Agency **State Agency X**

Vehicle Count Across Ages Across Odometers

Displays the number of agency vehicles sorted by asset type where the TCO exceeds book value.

To view the vehicles where the TCO exceeds book value, click the yellow boxes below.

Select Asset Type: All Selected | Select Department: All Selected



- Replacement Cycle Analysis
  - Vehicle Count**
  - Across Ages
  - Across Odometers
- Underutilized Vehicle Analysis
  - Agency Vehicle Count Un...
  - Percentage of Vehicles Ov...
  - Agency Target Miles By Ve...
- Agency Rental Spend
  - Hertz Rental Spend
  - Enterprise Rental Spend
- Agency Fuel Spend
- Agency Maintenance Spend
- Agency Acquisition Spend
- Agency APD Premium Spend
- Agency Active Vehicle Count

## Vehicle Count Data

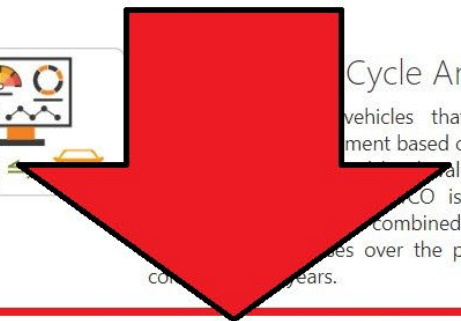
Current Odometer	Odometer Range	Current Odom Date	Delivery Date	Cap Cost	Remaining Book Value	Total Depreciation	Maintenance	TCO (Depreciation + Maintenance)	TCO Exceeds Book Value?
181290	140K+	6/16/2022	1/22/2013	\$18990.00	\$7500.00	\$11490.00	\$364.39	\$11854.39	Yes
158507	140K+	5/31/2022	6/27/2013	\$18990.00	\$6625.00	\$12365.00	\$778.53	\$13143.53	Yes
237648	140K+	5/11/2022	1/22/2013	\$18990.00	\$7825.00	\$11165.00	\$2243.74	\$13408.74	Yes
212171	140K+	8/10/2022	1/3/2013	\$18990.00	\$9775.00	\$9215.00	\$4184.21	\$13399.21	Yes
154685	140K+	5/26/2022	7/22/2013	\$18990.00	\$8075.00	\$10915.00	\$1252.37	\$12167.37	Yes
185075	140K+	8/12/2022	7/22/2013	\$18990.00	\$7125.00	\$11865.00	\$5150.75	\$17015.75	Yes
168433	140K+	7/1/2022	7/22/2013	\$18990.00	\$9400.00	\$9590.00	\$4979.18	\$14569.18	Yes
139535	130-140K	8/4/2022	7/22/2013	\$18990.00	\$8400.00	\$10590.00	\$3169.42	\$13759.42	Yes
226456	140K+	7/26/2022	5/21/2012	\$15048.00	\$7375.00	\$7673.00	\$1642.42	\$9315.42	Yes
208491	140K+	4/20/2022	7/25/2011	\$15048.00	\$7650.00	\$7398.00	\$1225.25	\$8623.25	Yes
134355	130-140K	8/8/2022	7/25/2011	\$15048.00	\$5470.00	\$9578.00	\$5956.58	\$15534.58	Yes
188621	140K+	8/11/2022	5/21/2012	\$15048.00	\$6700.00	\$8348.00	\$2231.28	\$10579.28	Yes
161009	140K+	8/12/2022	7/25/2011	\$15048.00	\$5470.00	\$9578.00	\$1413.01	\$10991.01	Yes

Close

# UNDERUTILIZED VEHICLE ANALYSIS

## Fleet Total Cost Of Ownership (TCO) Dashboard

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



**Replacement Cycle Analysis**  
Identifies vehicles that are ideal for replacement based on Total Cost of Ownership (TCO) value. For the TCO, a vehicle's purchase price is combined with the total cost of ownership over the previous two years.

**Agency APD Premium Spend**  
Displays the total APD Premium spend during the previous fiscal year.

**Tier Reports**  
Repository for current and previous agency Tier Reports.

**Agency Rental Spend**  
Displays the total agency rental spend for the listed quarter. Data is broken out between Hertz and Enterprise.

**Audit Reports**  
Repository for current and previous agency Audit Reports.

**Underutilized Vehicle Analysis**  
Displays a list of vehicles that are considered underutilized. Underutilized vehicles drove less than 25% of the median miles driven per month.

**Agency Maintenance Spend**  
Displays the total agency maintenance spend for the listed quarter.

**Frequently Asked Questions**  
Repository for current and previous agency Frequently Asked Questions.



# Fleet TCO Dashboard

Need Assistance?

## Dashboard Home > Underutilized Vehicle Analysis

Select Agency **State Agency X**

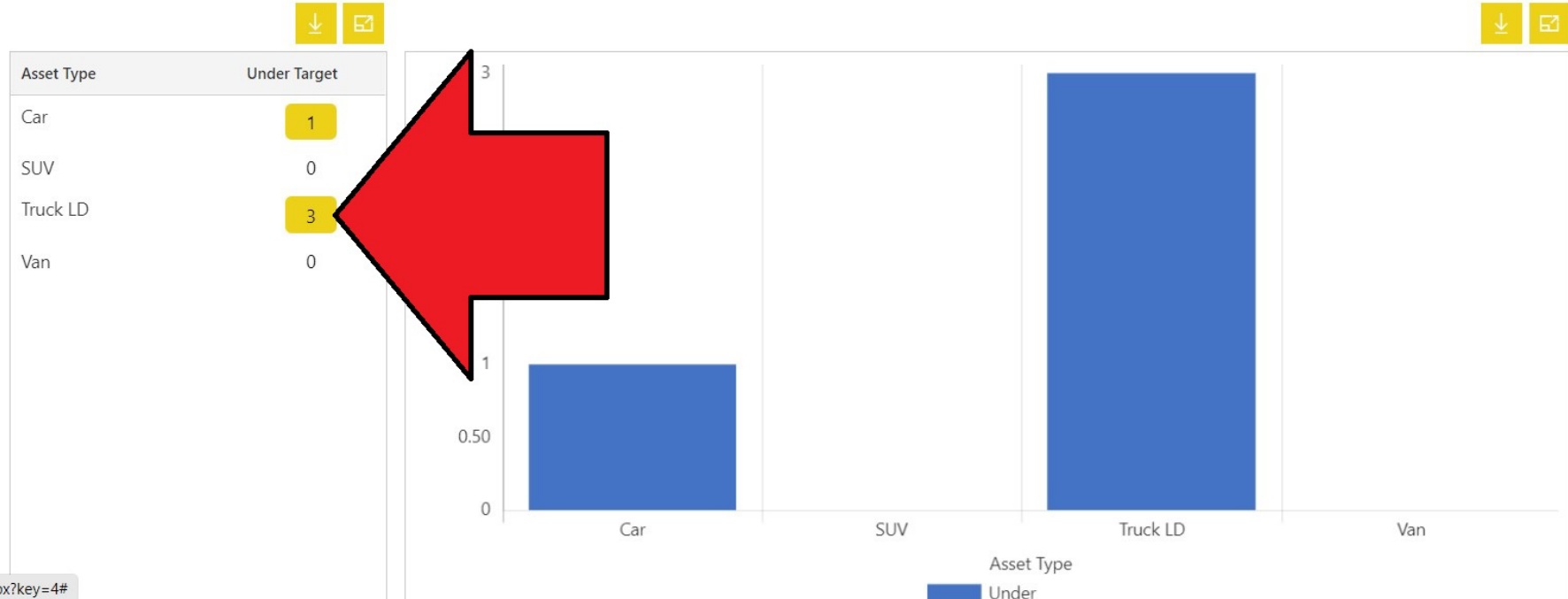
- Replacement Cycle Analysis
  - Vehicle Count
  - Across Ages
  - Across Odometers
- Underutilized Vehicle Analysis
  - Agency Vehicle Count Under**
  - Percentage of Vehicles Over and Under
  - Agency Target Miles By Vehicle Type
- Agency Rental Spend
  - Hertz Rental Spend
  - Enterprise Rental Spend
  - Agency Fuel Spend
  - Agency Maintenance Spend
  - Agency Acquisition Spend
  - Agency APD Premium Spend
  - Agency Active Vehicle Count

### Agency Vehicle Count Under

Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type  
Displays the number of vehicles that are considered underutilized and drove less than 25% of the median miles driven by agency asset type.

To view the vehicles that are under the 25% median target miles, click the yellow boxes below.

Select Asset Type: All Selected | Select Department: All Selected





# Fleet TCO Dashboard

Need Assistance?

## Dashboard Home > Underutilized Vehicle Analysis

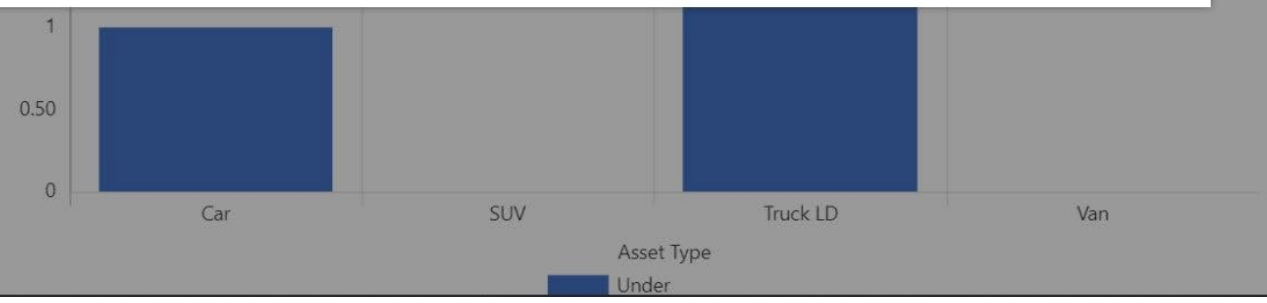
Select Agency BOR-CLAYTON STATE

Agency Vehicle Count Under Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type

### Agency Vehicle Count Under Data

VIN Make	VIN Model	VIN ↑	Out Of Svc Date	Sold Date	Agency Type	Asset Type	Miles Driven	Target Miles (25% of Median Miles Driven)	Under or Over Target?
Ford	F-350	1FDKF37H2JNB7...			State Agency	Truck LD	195	802.75	Under
Ford	F-250	1FTHF25H6LNB5...			State Agency	Truck LD	244	802.75	Under
Ford	Ranger	1FTKR1AD4BPA1...			State Agency	Truck LD	789	802.75	Under

Close



- Replacement Cycle Analysis
- Vehicle
- Agency
- Agency
- Underutilized Vehicle Analysis
- Agency Vehicle Count Under
- Percentage of Vehicles Over and Under
- Agency Target Miles By Vehicle Type
- Agency Fuel Spend
- Agency Maintenance Spend
- Agency Acquisition Spend
- Agency APD Premium Spend
- Agency Active Vehicle Count

# 12 MONTH MAINTENANCE REPORT

The screenshot shows the Holman Insights dashboard. At the top, there is a navigation bar with 'Holman Insights' on the left and 'Welcome, MICHAEL MARSH' on the right. Below this is a secondary navigation bar with 'Search', 'Vehicles', 'Drive', 'Reporting', 'Communication', and 'Telematics'. A red arrow labeled '1' points to the 'Reporting' menu item. A dropdown menu is open under 'Reporting', showing options like 'Dashboard Home', 'Fleet Overview', 'Fleet Overview Buttons', 'Life Cycle Analysis', 'Reporting Hub', and 'Sales Benchmarking'. A second red arrow labeled '2' points to the 'Reporting Hub' option. The main content area is divided into several sections: 'Important Contacts' with contact information for technical assistance, WEX support, and maintenance technicians; 'Inventory' with a bar chart showing vehicle counts by status (Active, On Order, Out of Svc, Sold); 'Vehicles Having Average Monthly Travel' with a count of 7,723; 'Vehicles Expenses' with counts for maintenance (5,507) and replacement criteria (8,871); 'Odometer Reading & Fueling' with counts for vehicles with no fuel transactions (3,606) and active vehicles (3,974); and 'Saved Search Options' with a list of saved searches.

**Holman Insights** | Insights Show Me How: Welcome, MICHAEL MARSH DASHBOARDS QUICK SEARCH FEEDBACK FAVORITES SAVED SEARCHES

Search Vehicles Drive **1** Reporting Communication Telematics

Main Dashboard Maintenance Inventory ARI Insights Training Vehicles Cheat Sheet Trends

**Important Contacts:**

**Who to Contact for:** **2**

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

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

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

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

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

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

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

**Inventory:**

Inventory by Status

Status	Count
Active	10,000
On Order	100
Out of Svc	1,000
Sold	10,000

**7,723** Vehicle(s) Having Average Monthly Travel Less Than 500 Miles 3990

**Vehicles Expenses:**

Repair or Surplus?

<b>5,507</b> Vehicles With Life-Of-Vehicle Maintenance Total Cost over \$7,500	<b>8,871</b> Vehicles Meeting Replacement Criteria exceeding: 144 MIS, 150,000 miles(km), \$7,500 in maintenance
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**Run these reports to help with Tier Report Scoring:**

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

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

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

<b>3,606</b> Vehicles with no Fuel Transactions in over 30 days	<b>3,974</b> Active Vehicles without an odometer entry in the last 31 days
--	---

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

**Saved Searches**  
Click on any saved search below to open it in a new window:

- [Vehicles with APD Coverage and Premium](#)
- [Vehicle List](#)
- [Vehicle Inventory and Mileage](#)



### Reporting Hub

#### New Hub Report

Build a new hub report using either the wizard interface or drag and drop

CREATE

#### Search BI Templates

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

FIND

#### Schedule Listing

View and manage your active report schedules

SCHEDULES

#### My Hub Reports (0)

#### Templates (92)

#### Hub Inbox (0)

#### Custom BI Reports (0)

All (2) My Organization (19)

FUEL REPORT

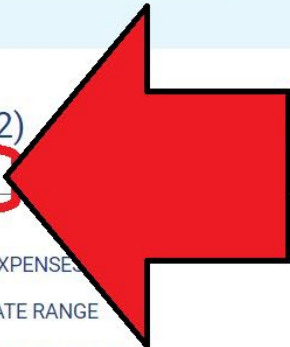
FIXED AND OPERATING EXPENSE

MILES BY MONTH IN A DATE RANGE

M INVOICE AND MAINTENANCE EXPEN

PO COST ANALYSIS

ACTIVE SNAPSHOT IN TIME



Retrieve Report



### Reporting Hub

#### New Hub Report

Build a new hub report using either the wizard interface or drag and drop

CREATE

#### Search BI Templates

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

FIND

#### Schedule Listing

View and manage your active report schedules

SCHEDULES

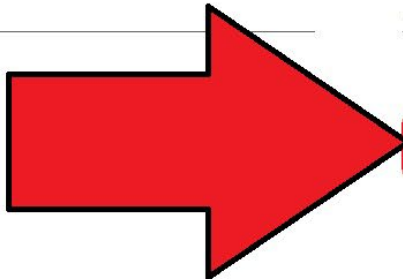
#### My Hub Reports (0)

#### Templates (92)

#### Hub Inbox (0)

#### Custom BI Reports (0)

- All (92) [My Organization \(19\)](#)
- SOG PM Overdue and Coming Due (1)
- 5C95 Preventive Maintenance Dates
- SOG MAINT**
- Last 6 Months Maintenance v2
- Mileage Exception Report V1.1
- Mileage Exception Report V4



Client Code	Division	Agency	Segments	ARI Vehicle No	State ID	VIN	Date of Last Repair	Repair Last 6 Months?	Repair Last 12 Months?	Site-Location ID	Location Name	Delivery Date	
5AW1	X1	XX11	State Agency X	F	203184	123-3184	5TDZK23C08S183184	11/20/2021		Y	1230-1	NORTHWEST REGION	07/15/2021
5AW1	X1	XX11	State Agency X	F	205702	123-5702	WDOPE845285245702	08/05/2021			1230-1	NORTHWEST REGION	03/25/2021
5AW1	X1	XX11	State Agency X	F	207144	123-7144	4T1BB3EK8BU137144	06/10/2022	Y	Y	1230-1	NORTHWEST REGION	09/07/2021
5AW1	X1	XX11	State Agency X	F	207343	123-7343	5TDKK4CC5AS337343	08/16/2022	Y		1230-1	NORTHWEST REGION	12/14/2021
5AW1	X1	XX11	State Agency X	F	207892	123-7892	4TABB3EK3BU137892	11/04/2021		Y	1230-1	NORTHWEST REGION	09/07/2021
5AW1	X1	XX11	State Agency X	F	207909	123-7909	3D7KR28D57G827909	12/16/2021			1230-1	NORTHWEST REGION	01/12/2022
5AW1	X1	XX11	State Agency X	F	208058	123-8058	1FTNF20579EA78058	04/08/2021			1230-1	NORTHWEST REGION	12/14/2021
5AW1	X1	XX11	State Agency X	F	208959	123-8959	WDYPE8CC3A5438959	08/27/2021			1230-1	NORTHWEST REGION	06/18/2021
5AW1	X1	XX11	State Agency X	F	G00345	123-0345	4T1BD1FKXGU200345	03/29/2022	Y	Y	1230-1	NORTHWEST REGION	08/01/2021
5AW1	X1	XX11	State Agency X	F	G00584	123-0584	5TDZK3DC2DS300584	12/08/2021		Y	1230-1	NORTHWEST REGION	10/24/2021
5AW1	X1	XX11	State Agency X	F	G01284	123-1284	5TDZK3DC6GS701284	05/24/2022	Y	Y	1230-1	NORTHWEST REGION	06/01/2021
5AW1	X1	XX11	State Agency X	F	G01611	123-1611	4T1BD1FK4CU001611	06/17/2022	Y	Y	1230-1	NORTHWEST REGION	11/10/2021
5AW1	X1	XX11	State Agency X	F	G01811	123-1811	5TDZK3DCXDS401811	08/23/2022	Y	Y	1230-1	NORTHWEST REGION	09/25/2021
5AW1	X1	XX11	State Agency X	F	G01888	123-1888	KNDMA5C15L6601888	05/13/2022	Y	Y	1230-1	NORTHWEST REGION	10/30/2021
5AW1	X1	XX11	State Agency X	F	G01945	123-1945	KNDMA5C12L6601945	08/19/2022	Y	Y	1230-1	NORTHWEST REGION	10/30/2021
5AW1	X1	XX11	State Agency X	F	G03182	123-3182	5TDZK3DC4DS403182	08/10/2022	Y	Y	1230-1	NORTHWEST REGION	09/25/2021
5AW1	X1	XX11	State Agency X	F	G03401	123-3401	5TDZK3DC5DS303401	07/27/2022	Y	Y	1230-1	NORTHWEST REGION	10/24/2021
5AW1	X1	XX11	State Agency X	F	G03886	123-0388	5TDZK3DC0DS303886	07/27/2022	Y	Y	1230-1	NORTHWEST REGION	10/24/2021
5AW1	X1	XX11	State Agency X	F	G04193	123-4193	5TDZK3DC7DS304193	04/21/2022	Y	Y	1230-1	NORTHWEST REGION	10/31/2021
5AW1	X1	XX11	State Agency X	F	G04344	123-4344	5TDZK3DC2GS704344	08/15/2022	Y		1230-1	NORTHWEST REGION	06/01/2021
5AW1	X1	XX11	State Agency X	F	G04579	123-4579	5TDZK3DC3DS404579	06/02/2022	Y	Y	1230-1	NORTHWEST REGION	09/25/2021
5AW1	X1	XX11	State Agency X	F	G07503	123-7503	4T1BD1FK2HU207503	03/17/2022	Y	Y	1230-1	NORTHWEST REGION	08/01/2021
5AW1	X1	XX11	State Agency X	F	G08665	123-8665	4T1B31HK2JU508665	03/29/2022	Y	Y	1230-1	NORTHWEST REGION	11/05/2021

# Vehicle Request-Addition Page 1

## Vehicle Request Form

Collapse All Sections

### VR Header Information

VR# 4030-22745      Description\* 2022 Ford F-150      Site\* 4030-Administrative Services, De

Status: Waiting for Requestor Addl Data      Status Date 09/09/2022      Total VR Cost \$0.00

### Attachments (0)

Documents

No attached documents

File Upload

Description

File to upload

Select

Upload

### Agency Contact Information

Requested By BOBBY ARRINGTON

Contact Email BOBBY.ARRINGTON@DOAS.GA.GOV

Requested Date 09/09/2022

Contact Fax

Contact Phone (404) 657-6908

### Vendor Information

No Vendor?

Vehicle Delivery Method \*

SWC Number \*

Vendor \*

### Vehicle Request Lines (1)

Add New VR Line #1

VR Reason \*

Save VR Line

Cancel

New Vehicle Information

Year\*

Make\*

Model\*

Unit Cost\*

Leased\*

Driver Assigned\*

Fuel Type\*

# Vehicle Request-Addition Page 2

Justification Questions	
1. If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (1000 character limit, if more space is needed please attach PDF file in the attachment section)*	List justification. For example, the only asset types of vehicles available on the underutilized lists are sedans. The tasks that have to be carried out in this replacement vehicle will require transporting large pieces of equipment.
2. Is this new vehicle needed for additional staff or a new program? (250 character limit)*	List purpose. For instance, additional staffing, new program, etc. Be specific with your information.
3. How will the new vehicle be used to meet the agency's needs?*	Provide information and explain the business needs for a new vehicle.
4. Confirm this addition to the fleet will be utilized by driving more than 25% of the median miles for the agency's vehicle type. (250 character limit)*	Confirm this addition to the fleet will drive more than the 25% median miles for this agency's vehicle type.
5. Explain any funding source other than state funds. (250 character limit)*	Provide information on the source of funds, such as federal (grant or other type funding) agency (fees, tuition, auxiliary) etc. Be specific on where the money comes from; indicate any restrictions or requirements (for example, required as a part of federal grant).
6. Additional information. (500 character limit)	Add any additional information that would help explain the need for the vehicle, especially for additions for the fleet.

EPACT Information		Charge To	
EPACT Primary Use *	Administrative	Budget Fiscal Year*	2023
GVW *	Under 8,500 lbs	Source of funds*	Fund Types Percentage
Domicile County *	Fulton County	Agency:	<input type="text"/>

Vehicle Request Form	
Donation:	<input type="checkbox"/>
Federal:	<input type="checkbox"/>
Grant:	<input type="checkbox"/>
Other:	<input type="checkbox"/>
State:	100
Total:	100
Program ID/Name*	0650101-Departmental Administration
<input type="button" value="Save VR Line"/> <input type="button" value="Cancel"/>	

Additional Info (0)
<div style="border: 1px solid black; height: 80px;"></div>

Audit Details
Approval History (0)
VR Change History
VR Lines Change History

# Vehicle Request **ADDITIONAL** VR Line with Justification Questions

New Vehicle Information	
	Year * 2022
	Make * RAM
	Model * 2500
	Unit Cost * \$75,979.00
	Leased * No
	Driver Assigned * No
	Fuel Type * Diesel

Justification Questions	
If an underutilized vehicle can not be used for this new addition to the fleet, explain why. (1000 character limit, if more space is needed please attach PDF file in the attachment section) *	An under utilized vehicle cannot be used for this new addition to the fleet because this truck will be used to start the Automotive Light Duty Diesel Engine Tech program and college owned light duty diesel vehicles are a requirement of the TCC.
Is this new vehicle needed for additional staff or a new program? (250 character limit) *	Yes, this truck will be used to start the Automotive Light Duty Diesel Engine Tech program
How will the new vehicle be used to meet the agency's needs? *	The trucks will be used to start the ALD1 Automotive Light Duty Diesel Engine Tech at both the Savannah and Hinesville campus. They will be used to supplement all of the other automotive classes due to the newest technology they possess. We do not have and 4 wheel drive vehicles for AUTT 2020, they will be used for the front axles, transfer case and electronic shifting. They will be used in AUTT 1060 due to the new R1234yf refrigerant. They will be used in AUTT 1020 for the adaptive cruise control, lane departure radar and sonar, full speed forward collision warning, the backup camera and parking sensors, and remote start. In AUTT 1040 for high pressure common rail fuel system.
Confirm this addition to the fleet will be utilized by driving more than 25% of the median miles for the agency's vehicle type. (250 character limit) *	This vehicle will not be driven as it will be used in a instructional program.
Explain any funding source other than state funds. (250 character limit) *	CARES funding will be used for this purchase.
Additional information. (500 character limit) *	NA

## Justification Questions- **ADDITIONAL** Vehicle

- If an underutilized vehicle cannot be used for this new addition to the fleet, explain why. \*(1000-character limit, if more space is needed, please attach PDF file in the attachment section) \*
- Is this new vehicle needed for additional staff or a new program? \*(250-character limit) \*
- How will the new vehicle be used to meet the agency's needs?
- Confirm this addition to the fleet will be utilized by driving more than 25% of the median miles for the agency's vehicle type. \*(250-character limit) \*
- Explain any funding source other than state funds. \*(250-character limit) \*
- Additional information. \*(500-character limit) \*

# Checklist for **ADDITIONAL** Vehicle Request

Greetings (blank),

According to Policy 10 section 5.1.1 – Additional Motor Vehicle Requests.

For each new motor vehicle requested, agencies shall demonstrate the following:

- o The new motor vehicles are for additional staff or new program/unit.
- o The new motor vehicles will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM; and,
- o All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

You have selected “Additional Vehicle” for your vehicle request type. Please identify if the vehicle is for additional staff or a new program /unit. Please also confirm that the new vehicle(s) will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM.

As of today, we have identified (18) vehicles on the Underutilized List of which (10) vehicles are of “like kind”. Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

Additionally, there are (6) vehicles that have not fueled in the last 90 days, and (6) vehicles without a maintenance event in the last 12 months. Please provide a written justification outlining the rationale for non-compliance with fuel and/or maintenance.

Thank You,

Office of Fleet Management



# Approval Workflow




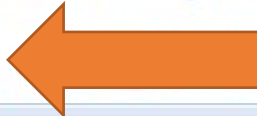





## Approval History (6)

Date/Time	User	New Status
08/23/2022 10:57:12 AM	JAZZMIN RANDALL	Approved
08/18/2022 9:00:15 AM	BOBBY ARRINGTON	VR Waiting OFM Director Review
08/18/2022 8:48:44 AM	Ben Rushing	VR Waiting OFM Review
08/18/2022 8:48:39 AM	Ben Rushing	VR Waiting Fleet Coordinator Review
08/18/2022 8:48:33 AM	Ben Rushing	Waiting on Agency Approval
08/18/2022 8:37:21 AM	Ben Rushing	New

# VR using same Vendor

## Vehicle Request Form

 Expand All Sections

<b>VR Header Information</b>		
VR# 5090-19143	Description* 1 Each Ford Transit Connect Wagon and 1 Each S12 Ford 	Site* 5090-BOR-Georgia State
Status VR Waiting OFM Review	Status Date 09/16/2019	Total VR Cost \$57,219.00
Attachments (3)		
Agency Contact Information		
<b>Vendor Information</b>		
No Vendor ? <input type="checkbox"/>	Vehicle Delivery Method* Delivery 	
SWC Number* Admin/Vehs99999-SPD-ES40199373-0 		
Vendor* Wade Ford 		
<b>Vehicle Request Lines (2)</b>		
		 <a href="#">Add VR Line</a>  Expand All VR Lines
VR Line #1 2019 FORD TRANSIT (Addition to Fleet) 		
VR Line #2 2020 FORD S12 TRANSIT WAGON (Addition to Fleet) 		
Additional Info (1)		
Audit Details		

VR last saved on Monday, September 16, 2019 at 11:46:12 AM by HARRICE MOORE [View printable report in a new window](#)

[Save](#) [Approve](#) [Request Additional Info](#) [Deny](#) [Cancel VR](#) [Send To OPB](#) [Exit](#) [Re Route](#)



Program Id / Name \* 4180701 - Bridges and Roadways

# Asset Creation Form

VIN Enter 1st digit here -->

Expand All Sections

(Please note that several fields below have default values, you may update the field if needed)

## NAC Status Information

**NAC #** 3680-22238      **Status** Completed      **Status Date** 08/27/2022

## Site/Agency Information

**Site/Agency Name** 3680-CSB-DEKALB      **Site/LocationID** 1  
**Division** 22      **Location Name** DEKALB CSB  
**Requested By** ADONNA CRAWFORD (SOG4271)      **Requested Date** 08/26/2022

## Vehicle Request Info

**VR Number** 22662      **VR Description** 2022 Ford Escape

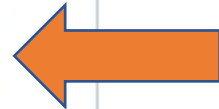
## New Vehicle Info - VIN DECODED

<b>New Vehicle VIN</b>	1FMCU9F62NUB18502	<b>Make</b>	FORD	<b>Model</b>	ESCAPE
<b>Year</b>	2022	<b>Fuel Type</b>	Gas	<b>Client</b>	5C95
<b>GVWR</b>	4001	<b>Holman Vehicle</b>	G18502	<b>License Plate</b>	
<b>State ID#</b>	368- 8502	<b>Book Value</b>	22800	<b>Capitol Hill Vehicle</b>	Yes
<b>Delivery Date</b>	08/26/2022	<b>RMS Customer#</b>	00000191	<b>RMS Customer Location#</b>	1
<b>APD</b>	Yes	<b>WEX Account#</b>	0496002391043	<b>Vehicle Type</b>	Car
<b>Fuel Card Required?</b>	Yes-Ship Overnight	<b>Fleet Asset Type</b>	FLEET	<b>Asset Type</b>	Sport Utility
<b>Report My Driving Sticker?</b>	Yes	<b>Primary Use</b>	Administrative	<b>PM Schedule</b>	10K
<b>Vendor</b>	Acme	<b>Agencies</b>	6032	<b>Fuel Capacity</b>	16
<b>Maintenance</b>	ARI Maint				

## Vehicle Contact Info

<b>First Name</b>	REGINALD	<b>Last Name</b>	POWELL	<b>E-mail Address</b>	REGINALD@DEKCSB.ORG
<b>Address Line 1</b>	DEKALB COMMUNITY SERVICE BOARD	<b>Address Line 2</b>	445 WINN WAY	<b>Address Line 3</b>	PO BOX 1648
<b>City</b>	DECATUR	<b>State</b>	GA	<b>Zip Code</b>	30031
<b>Phone</b>	4045087732				

## Additional Information



# Vehicle Transfers

- Agencies wanting to acquire vehicle transfers offered through DOAS Surplus Property, must comply with Policy 10 requirements.
- We have a checklist for replacement vehicle transfer and additional vehicle transfer.

# Checklist for TRANSFER Vehicle

Greetings (Joe),

According to Policy 10 section 5.1.2 – Replacement Motor Vehicle Request

For each [replacement vehicle](#) requested, agencies shall demonstrate the following:

- o The motor vehicle was totaled.
- o No current motor vehicles are available to be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type per state entity as determined by OFM.
- o The replacement motor vehicle will be "like kind" to the degree possible. If not, written justification outlining the need to meet new operating requirements must be submitted to OFM for approval.
- o All active agency motor vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request; and,
- o The replacement motor vehicle meets the replacement criteria established each budget cycle as determined by OFM, with input provided by OPB. Criteria will be based upon the total cost of ownership exceeding the current book value of the motor vehicle.

Please identify the vehicle from your current fleet that is going to be [replaced](#). This vehicle is required to be selected from your state entity's Replacement Cycle Analysis that is found on the Fleet TCO Dashboard unless the vehicle has been totaled. If the vehicle selected for replacement is NOT listed on the Replacement Cycle Analysis (i.e. the vehicle has been totaled), please provide an explanation.

We have identified (18) vehicles on the [underutilized list](#) of which (10) vehicles are of "like kind". Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

If the vehicle selected in this transfer request is not the [same vehicle type as the vehicle](#) you are replacing (i.e. "like kind"), a written justification outlining the need to meet new operating requirements is required.

As of today, there are (6) vehicles that have [not fueled in the last 90 days](#), and (6) vehicles without a [maintenance event](#) in the last 12 months.

Thank You,

Office of Fleet Management

# MV1 Form

## MV1 Form

Expand All Sections

<b>Header Information</b>		
MV1# 4030-1017872	Status Saved	Created Date 09/09/2022
<b>Employee Information</b>		
First Name Bobby	Middle Initial	Last Name Arrington
Agency 4030-Administrative Services, E		
Employee ID# 000000		
<b>Vehicle Assignment</b>		
State ID#	Start Date 09/12/2022	How many miles do you anticipate commuting to and from your office in a fiscal year? 2500
		Add Vehicle
<b>Assigned Vehicle Use</b>		
AV1: Does this assignment for a state employee require duties of a sworn POST-certified/registered officer, and the motor vehicle assigned to the employee is specifically equipped for law enforcement purposes and having the vehicle is essential for the state employee to carry out their job functions?		Yes
GUV needed because of added equipment and officer needs vehicle to perform duties.		
AV2: Does the state employee travel to different work sites as part of routine duties?		No
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 impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location?		No
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 state employee's home?		No
AV5: Is the vehicle required to be driven to sites or under conditions that would endanger privately owned vehicles?		No
To view a copy of policy 10: <a href="http://www.ga.gov/assets/Fleet%20Management/Fleet%20Management%20Director%20Policy%20and%20Compliance/Policy%2010%20Division%2010%20Vehicle%201016-1-2020.pdf">http://www.ga.gov/assets/Fleet%20Management/Fleet%20Management%20Director%20Policy%20and%20Compliance/Policy%2010%20Division%2010%20Vehicle%201016-1-2020.pdf</a>		
<b>Comments</b>		
<b>Employee Certification</b>		
I certify the above listed information is complete and accurate for the purpose of this request.		Approved Signature Joe Jones 09/09/2022
<b>Agency Recommendation</b>		
Employee is recommended for authorization of individual assignment of a vehicle		Yes
Employee is recommended for authorization of overnight use of the vehicle on a routine basis		Yes
Agency Approved Signature Joe Brown 09/09/2022	Agency Head or Designee Signature Joe Smith 09/09/2022	
Email Address	Phone Number	
<b>OFM Director Authorization</b>		
Employee is recommended for authorization of individual assignment of a vehicle		Yes
OFM Director Signature	Title/Dedgiation	09/09/2022
<b>Additional Info (0)</b>		
<b>Audit Details</b>		

MV1 successfully saved on Friday, September 9, 2022 at 11:25:32 AM by BOBBY ARRINGTON

Save Submit Cancel Exit

# MV1 Changes

## Assigned Vehicle Use

AV1: Does this assignment for a state employee require duties of a sworn POST-certified/registered officer, and the motor vehicle assigned to the employee is specifically equipped for law enforcement purposes and having the vehicle is essential for the state employee to carry out their job functions?

Yes ▼

If yes, enter justification for the vehicle type and the assignment selection here

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

No ▼

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 impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location?

No ▼

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 state employee's home?

No ▼

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

No ▼

To view a copy of policy 10:

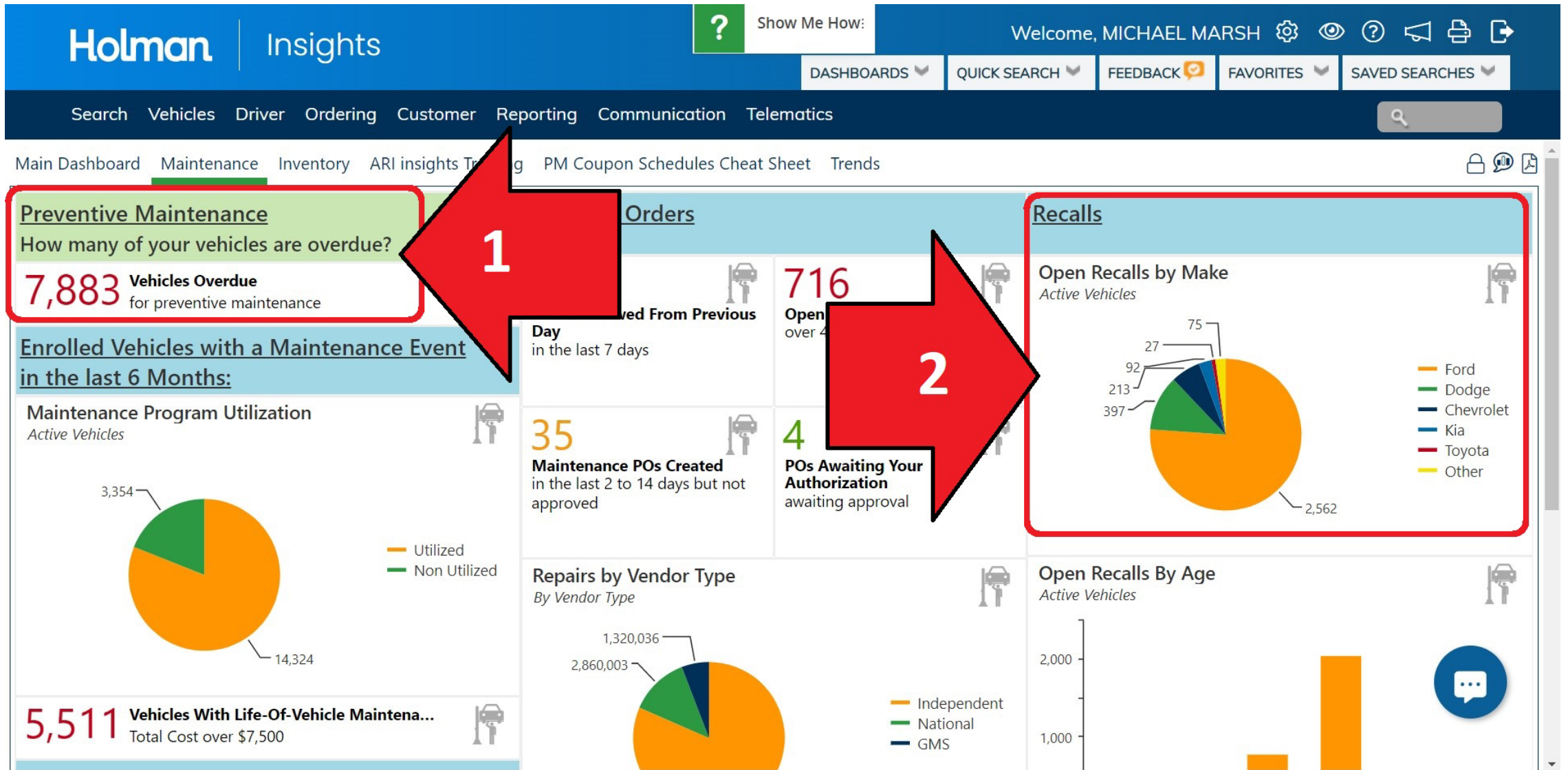
<http://doas.ga.gov/assets/Fleet%20Management/Fleet%20Management%20Rules%20Policies%20and%20Compliance/Policy%2010%20Version%2010%20Updated%2010-1-2020.pdf>

Michael Marsh

Vehicle Maintenance



# Holman Preventive Maintenance & Recall Reports



# Questions

Contact info:

Bobby Arrington

Phone: 404-6576908

Email: [Bobby.Arrington@doas.ga.gov](mailto:Bobby.Arrington@doas.ga.gov)

Michael Marsh

Phone: 404-656-6295

Email: [Michael.Marsh@doas.ga.gov](mailto:Michael.Marsh@doas.ga.gov)