

MANAGEMENT MEMO

NUMBER:

21-01

EFFECTIVE DATE:

January 13, 2021

SUBJECT:

TELEMATICS INSTALLATION AND USAGE MANDATE

ISSUING AGENCY:

DEPARTMENT OF GENERAL SERVICES

REFERENCES:

Public Resources Code 25722.5; Executive Order B-2-11; State Administrative Manual 4120 et. seq;

SUPERCEDES:

N/A

Intended Audience State Fleet Managers, Deputy Administrative Directors, Department Directors

Purpose

This policy provides direction to all state agencies on new telematics installation and usage requirements for the state fleet.

Policy

Pursuant to State Administrative Manual (SAM) Section 4122, state agencies shall have telematics services installed, activated, and made operational on owned fleet mobile equipment and vehicles (fleet assets) in accordance with the following Phases:

Phase One:

As of August 1, 2021, state agencies shall have telematics services installed, activated, and made operational on all owned light-duty fleet assets.

Phase Two:

As of February 1, 2022, state agencies shall have telematics services installed, activated, and made operational on all owned assets in their fleet.

In order to ensure state agencies meet the phases noted above, state agencies are required to develop and issue a telematics policy specific to their agency's use of telematics and associated data by March 31, 2021.

In accordance with SAM Section 4122, fleet assets that meet certain standard eligibility criteria will be exempted from this policy. Additionally, some fleet assets may be exempted from this policy if the owning agency can demonstrate that the use of telematics services would not provided value to the department and are, therefore, cost ineffective.

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State agencies may request a temporary, one-time, exemption to the policy for fleet assets that are scheduled to be exited from the state fleet within 12 months from the required installation due date. State agencies requesting a temporary exemption for these surplus vehicles, shall provide the Office of Fleet and Asset Management with a list of all fleet assets that meet this criteria prior to the applicable required telematics installation date.

Background

Public Resources Code (PRC) 25722.5: and Executive Order (EO) B-2-11: In 2011, PRC 25722.5 was added which established the requirement for state agencies to report information on their fleet asset to the Department of General Services (DGS). In 2011, EO B-2-11 was issued, requiring state agencies to provide and update their fleet asset information to DGS on a monthly basis.

The process to collect and report on fleet asset data is manual in nature, cumbersome, and time consuming. The installation of telematics will automate this process and reduce the workload associated with fleet data collection and reporting.

Requirement(s)

N/A

Process/ Procedures

Pursuant to SAM Section 4122, state agencies are required to submit a list of assets that meet the permanent or temporary exemption criteria prior to the applicable required telematics installation date.

Contact

Office of Fleet and Asset Management
Fleet Asset Management System Unit
FAMSSupport@dgs.ca.gov

Or Contact FAMS Analyst (https://www.dgs.ca.gov/-/media/Divisions/OFAM/FAMS_FARS/FAMS-Analyst-Directory.pdf).

Signature



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Department of General Services