

<b>MANAGEMENT MEMO</b>	NUMBER: 24-04	
	EFFECTIVE DATE: 01/01/2025	
SUBJECT: <b>Telematics</b>	EXPIRES: 01/01/2026	SUPERSEDES: N/A
ISSUING AGENCY: <b>DEPARTMENT OF GENERAL SERVICES</b>		

## Purpose

The purpose of this Management Memo is to announce updates to State Administrative Manual (SAM) Section [4122](#) which governs the implementation and use of telematics services for state-owned fleet assets.

## Legal Authority

[Public Resources Code section 25722.5](#)

[Executive Order B-2-11](#)

## Policy

Effective January 1, 2025, state agencies must enroll in the telematics Application Programming Interface (API) and upload the Telematics Certification Report in the Fleet Asset Management System (FAMS) Portal for owned fleet assets.

State agencies are required to comply with the state fleet reporting requirement pursuant to Public Resources Code § 25722.5. Executive Order B-2-11 requires state agencies to update their fleet asset information on a monthly basis, including fuel and utilization data. SAM Section 4122 mandates state agencies to establish telematics policies and have telematics services installed and made operational on all state-owned fleet assets. Through the telematics API, state agencies will accurately and completely report their fleet data.

## Responsibilities

### State Agencies:

Enroll in the telematics API using their FAMS Portal account to establish the telematics reporting connection.

Upload Telematics Certification Report into the FAMS Portal using the report template available from the FAMS Portal.

## Resources

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FAMS Portal

[https://famsportal.dgs.ca.gov/FAMS\\_Client/Login/](https://famsportal.dgs.ca.gov/FAMS_Client/Login/)

## Contact Information

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Policy Development and Compliance Unit

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## Approval

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