

Legal Authority

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[Public Resources Code section 25722.5](#)

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

Definitions

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For the purposes of this policy, the following definitions apply:

**Fleet Asset:**

State vehicles and mobile equipment owned and operated by state agencies. Specific definitions for asset types can be found in [SAM 4125](#).

**Light-Duty (LD) Off-Road Fleet Asset:**

A motorized, self-propelled vehicle or equipment designed exclusively for off-highway use on unpaved or private lands, not registered for public roads. These include motorcycles, ATVs, snowmobiles, dune buggies, trail bikes, personal watercraft (e.g., jet skis), and motorized bikes capable of over 25 mph.

**In-service Date:**

In-service date is the date the agency begins using the asset.

**Installed:**

A telematics device is physically installed in a vehicle.

**Operational:**

A telematics device is turned on and transmits data to the telematics services software operating platform.

**Telematics Application Programming Interface (API):**

APIs are mechanisms that enable two software components to communicate with each other using a set of definitions and protocols. For this policy, the telematics API means the communication between the agencies' telematics database and the DGS fleet asset management system.

**Telematics Services:**

Telematics Services consist of both hardware and software solutions that gather and store geographic and onboard diagnostic information, such as current odometer, maintenance needs, and fuel consumption from vehicles and mobile equipment and transmit that information to a centralized software platform.

**Telematics Services Software Operating Platform:**

A telematics services software operating platform is a data management application provided by the state's contracted telematics service provider.

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# SAM – TELEMATICS

## Policy

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State agencies (Agencies) must establish telematics policies and have telematics services installed and made operational on state-owned fleet assets (assets). These policies should ensure that agencies utilize telematics to promote employee safety and reduce fleet operational costs. The policies shall, at minimum, address the following areas:

1. Department- and program-level oversight roles and responsibilities.
2. Driver responsibilities.
3. Safe vehicle operation, to include:
  - a. Excessive speeding.
  - b. Seat belt usage.
4. Excessive Idling Reduction.

Telematics services must be purchased using the state's mandatory [telematics service contract](#) and operational for the asset's lifecycle unless exempted by the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM).

Agencies must enroll in the telematics API and upload the Telematics Certification Report in the Fleet Asset Management System (FAMS) Portal to meet the state's fleet reporting requirements. The API collects the asset's utilization and fuel consumption data and reports the following data points in the FAMS Portal:

1. Number of Days Used
2. Odometer or Hour Meter Readings
3. Fuel Consumption (liquid fuel and electricity)

Additionally, agencies are required to program the telematics services' software operating platform to produce electric miles driven reports for plug-in hybrid electric vehicles in their fleets, which shall be made available to OFAM biannually (on January 1st and July 1st) or upon request. OFAM will provide these reports to the California Department of Finance on an annual basis or upon request.

All new assets must be installed with a telematics device within 30 days of the in-service date and reported to the FAMS Portal.

### Telematics Installation Exemption Criteria

[The following assets are exempt from the telematics installation requirement and therefore do not require agencies to submit an exemption request:](#)

- [1. Motorcycles](#)
- [2. Light-duty \(LD\) off-road fleet assets](#)

[Non-self-propelled assets](#) are not required to be reported in the Fleet Asset Management

## SAM – TELEMATICS

[System \(FAMS\). For a full list, please refer to SAM 4125.](#)

Assets that meet one of the following criteria may be eligible for an exemption based on OFAM's evaluation. Exemption requests must be submitted to OFAM at [FleetPolicy@dgs.ca.gov](mailto:FleetPolicy@dgs.ca.gov).

### A. Standard Exemption

The asset is non-self-propelled or not required to be reported into the FAMS Portal. The asset is not capable of having telematics installed or is unable to maintain telematics in an operational status, as determined by OFAM. The asset is categorized as a motorcycle. The asset does not require usage reporting to OFAM.

### B. Undercover Vehicle Exemption

Assets that have non-exempt license plates and are used for undercover purposes may be eligible for exemption if the collection and transmission of data associated with this asset's use may endanger the safety of the asset's operator or the integrity of the undercover operation. Agencies requesting an undercover vehicle exemption must submit a per-asset-based detailed narrative justification with supporting data substantiating how exactly the collection and transmission of data may endanger the safety of the asset's operator or the integrity of the undercover operations.

### C. Surplus Vehicle Exemption

Assets with an approved STD 152 Property Survey Report may be exempted from the telematics installation requirement. Agencies requesting a surplus vehicle exemption shall provide OFAM with a list of all assets that meet this criterion and their STD 152 approval date. All assets on the list shall exit the agency's fleet or have had telematics services installed within 12 months from the STD 152 approval date.

### D. Cost-Effectiveness Exemption

Under very limited circumstances, a state agency may receive an exemption from the telematics requirement where the agency can show that the installation and use of telematics services on the vehicle would not provide any meaningful value to the department. Agencies must submit a comprehensive written justification, which must be accompanied by an analysis using quantifiable data, that clearly demonstrates that telematics services would not add value to the department. The analysis conducted must, at minimum, take into consideration the following criteria:

Potential Costs Savings of Telematics Services:

1. Hard Costs:
  - a. Fuel Reduction
  - b. Vehicle Maintenance Cost Reductions
  - c. SMOG Check Automation Vehicle
  - d. Replacement Avoidance
  - e. Stolen Vehicle Recovery
  - f. Vehicle Misuse Avoidance

## SAM – TELEMATICS

2. Soft Costs:
  - a. Data Gathering Efficiencies (staff time)
  - b. Operational Efficiencies
  - c. Emergency Response Efficiencies

Designation of a vehicle as campus-based alone is not a sufficient justification for submitting an exemption.

### Responsibilities

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#### **OFAM:**

Review exemption requests and approve or decline them based on the exemption criteria outlined in this policy.

Perform annual compliance reviews on agencies.

Communicate any noncompliance to agencies and request corrective action.

#### **Agency:**

Ensure owned assets comply with the requirements outlined in this policy.

When requesting an exemption, complete and submit an OFAM 10 - Telematics Exemption Request to DGS OFAM via email to [FleetPolicy@dgs.ca.gov](mailto:FleetPolicy@dgs.ca.gov) for review and approval.

### Resources

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- [OFAM Policy Development and Compliance Unit](#)
- [OFAM 10 – Telematics Exemption Request Form](#)
- [State Telematics Contract](#)
- [DMV Additional Information Off-Highway Vehicles](#)