

Date: July 10, 2025 File No.: 5122

To: Karen Ross, Secretary
California Department of Food and Agriculture
1220 N Street, Room 409
Sacramento, CA 95814

From: **Department of General Services**
Office of Audit Services

Subject: **AUDIT REPORT: COMPLIANCE WITH STATE BUSINESS MANAGEMENT POLICIES**

Attached is the final report on our compliance audit of the business management functions and services of the Department of Food and Agriculture (CDFA). The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual, and the terms and conditions of any specific delegations of authority or exemptions from approval granted by the Department of General Services (DGS).

CDFA's written response to our draft report is included in this final report. The report also includes our evaluation of the response. We are pleased with the actions taken or proposed and the commitments made to address our recommendations.

As part of its operating responsibilities, the Office of Audit Services is responsible for following up on audit recommendations and will require a six-month status report on the implementation of each recommendation. Therefore, please submit on your department's official letterhead the status report to us by January 9, 2026.

To the extent that it is practicable, any proof-of-practice and supporting documentation should explain/outline specific actions taken and include excerpts, samples, screenshots, and/or copies of the documents such as Annual State Agency Defensive Driver Training Report, and signed fleet card user agreements.

The necessity of any further actions or additional support will be determined at that time. Please transmit your proof-of-practice documentation and/or status report to: DGS – Office of Audit Services, 707 3rd Street, 8th Floor, West Sacramento, CA 95605 or preferably via email to Lucy.Wong@dgs.ca.gov.

We sincerely appreciated the cooperation and assistance provided by CDFA's personnel.

If you need further information on or assistance with this report, please call/email me at (916) 376-5049 / Lucy.Wong@dgs.ca.gov, or Eric Kim, Management Auditor, at (279) 946-8635 / Eric.Kim@dgs.ca.gov.



Lucy Wong
Manager, Office of Audit Services

Attachment

cc: Jody Lusby, Director, Division of Administrative Services, CDFA
Crystal Myers, Assistant Director, Division of Administrative Services, CDFA
Ron Shackelford, Chief, Audit Office, CDFA
Visha Rai, Audit Manager, Audit Office, CDFA
Andy Won, Deputy Director, Office of Audit Services, DGS

**GOVERNMENT OPERATIONS AGENCY
DEPARTMENT OF GENERAL SERVICES**

**AUDIT OF THE
DEPARTMENT OF FOOD AND AGRICULTURE**

**FOR COMPLIANCE WITH STATE
BUSINESS MANAGEMENT POLICIES
REPORT NO. 5122**

OFFICE OF AUDIT SERVICES

APRIL 2025
(End of Fieldwork)

**DEPARTMENT OF FOOD AND AGRICULTURE
(CDFA)**

**COMPLIANCE AUDIT
REPORT NO. 5122**

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STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
AUDITOR'S REPORT

DATE: July 10, 2025

TO: Karen Ross, Secretary
Department of Food and Agriculture

This report presents the results of our compliance audit of the business management functions and services of the Department of Food and Agriculture (CDFA). These audits are routinely performed under the authority granted to the Department of General Services (DGS) by Government Code Sections 14615 and 14619. The objective of our audit was to determine compliance with policies set forth in the State Administrative Manual (SAM), and the terms and conditions of any specific delegations of authority or exemptions from approval granted by DGS. As applicable, the scope of our audits of state agencies includes, but is not limited to, compliance with policies governing fleet administration, small business (SB) and disabled veteran business enterprise (DVBE) usage, driver safety and insurance, surplus property, and real estate.

While in most areas we concluded that CDFA is conducting its business management functions and services in accordance with state requirements, we identified the following areas for improvement. The implementation of the recommendations presented in this report will assist CDFA in addressing these issues:

- CDFA's driver safety and insurance program is not ensuring the required annual submission of the State Agency Defensive Driver Training Report to DGS.
- Fleet and Travel policies and procedures are not ensuring that CDFA has signed Fleet Card User Agreements on file for employees who are authorized to use a state fleet card.

During our review we also identified other matters requiring attention, but that did not pose a significant risk to CDFA's business management functions. We discussed these issues with CDFA's management, and they are not further detailed in this report.

We are pleased with the commitment shown to improve compliance with state requirements. It should be noted that when advised of areas for improvement during our audit fieldwork, CDFA's management took prompt actions to address

our concerns. However, we did not perform effective tests to determine whether the corrective actions were functioning as intended. CDFA's management has the ongoing responsibility for ensuring that its business management policies and procedures are functioning as prescribed and are modified, as appropriate, for changes in conditions.

Your response to our recommendations as well as our evaluation of the response are included in this report.

We sincerely appreciated the cooperation and assistance provided by CDFA's personnel.

If you need further information or assistance with this report, please contact me at (916) 376-5049, or Eric Kim, Management Auditor, at (279) 946-8635.



Lucy Wong
Manager, Office of Audit Services
Staff: Eric Kim, Management Auditor

cc: Jody Lusby, Director, Division of Administrative Services, CDFA
Crystal Myers, Assistant Director, Division of Administrative Services, CDFA
Ron Shackelford, Chief, Audit Office, CDFA
Visha Rai, Audit Manager, Audit Office, CDFA
Andy Won, Deputy Director, Office of Audit Services, DGS

DEPARTMENT OF FOOD AND AGRICULTURE

COMPLIANCE AUDIT

FINDINGS AND RECOMMENDATIONS

The following presents our detailed findings and recommendations developed based on our review of the business management functions and services of the Department of Food and Agriculture (CDFA) for compliance with policies set forth in the State Administrative Manual (SAM), and the terms and conditions of any specific delegations of authority or exemptions from approval granted by the Department of General Services (DGS). This report presents information on areas of noncompliance with policies governing the: driver safety and insurance program; and, fleet and travel management practices.

This information was developed based on our fieldwork conducted over the period of January 13, 2025 through April 14, 2025. In addition to this written report, as findings were observed and developed during our audit fieldwork, CDFA's management was promptly advised of any areas of concern so that they could begin taking corrective action. Further, during our April 14, 2025 audit exit conference, CDFA was provided with a detailed written summary of issues noted during our review.

To determine compliance, we reviewed policies and procedures, interviewed parties involved, tested records and transactions and performed other tests as deemed necessary. The period covered by our testing varied depending upon the area of review and the type of transactions involved; however, the emphasis of our review and testing was with current procedures and transactions completed during the 2023-24 fiscal year.

DRIVER SAFETY AND INSURANCE PROGRAM

CDFA needs to strengthen its driver safety and insurance program to assist in preventing and controlling the costs of vehicle accidents. Collectively, such accidents cost the state millions of dollars each year including liability to other parties, repairs to state vehicles, workers' compensation and lost work time of employees. For maximum containment of these costs, each state agency is expected to actively participate in the state's driver safety program. The following areas need strengthening:

- **Defensive Driver Training** – Our review found that the Annual State Agency Defensive Driver Training Report for Fiscal Year 2023/24 was not submitted to the Office of Risk and Insurance Management (ORIM) by the required September 1 deadline. This submission is mandated by

Management Memo 11-04, which states, "State agencies must annually complete and submit the Annual State Agency Defensive Driver Training Report by September 1 to ORIM for the preceding Fiscal Year (FY)." This failure to comply indicates that current policies and procedures are not being consistently enforced or are not operating effectively to ensure this requirement is met.

Recommendation

1. Revise and implement policies and procedures to ensure compliance with the requirement to submit the Annual State Agency Defensive Driver Training Report annually.

FLEET MANAGEMENT AND TRAVEL SERVICES PROGRAMS

CDFA needs to strengthen its oversight of the department's fleet and travel services programs. Specifically, the following areas need further attention:

- **State Fleet Card Program** – CDFA has not established effective policies and procedures to adequately control state fleet cards. Specifically, the department does not maintain the required signed Fleet Card User Agreements on file for authorized employees. CDFA management confirmed that employees are not completing a Fleet Card User Agreement.

Fleet cards are primarily used by state employees to purchase fuel for vehicles used for official state business. In brief, Management Memo 12-08, dated December 26, 2012, was issued by DGS to establish controls that would help prevent abusive fleet card practices, including but not limited to fraud and abuse.

The State Fleet Card Program requires that participating departments comply with a number of requirements including: (1) implementing written oversight procedures; (2) designating a coordinator to closely manage the use of the program; (3) submitting to DGS' Office of Fleet and Asset Management (OFAM) an annual certification that the department has executed required procedures; and, (4) requiring card users to sign an agreement addressing compliance with usage policies and procedures.

The lack of effective policies and procedures and because staff and management were not aware of this requirement are contributing factors.

Recommendation

2. Update policies and procedures related to the State Fleet Card program and address where the signed fleet card user agreements should be maintained. Create a tracking system for employees who are authorized to use a state fleet card to ensure the employee has received training regarding the use of the fleet card and a signed user agreement is on file.

CONCLUSION

Our findings and recommendations are presented to aid CDFA in administering its business management functions and services. CDFA should address the reported issues to assist in ensuring compliance with applicable state laws, policies and procedures.

Memorandum

To : Eric Kim, Management Auditor
Department of General Services
707 Third Street, 8th floor
West Sacramento, CA 95605

Date: June 16, 2025

Place: Sacramento

Phone: (916) 654-1020

From : **Department of Food and Agriculture** - Jody Lusby, Director
Division of Administrative Services

Subject : **Audit Report: Compliance with State Business Management Policies**

The California Department of Food and Agriculture (CDFA), Administrative Services Division offers the following responses to Recommendations 1 and 2 provided in the Department of General Services (DGS) Audit Report # 5122.

Recommendation 1: Revise and implement policies and procedures to ensure compliance with the requirement to submit the Annual State Agency Defensive Driver Training Report annually.

CDFA Response: In response to the audit recommendation, CDFA has revised its policy to ensure compliance with the requirement to submit the Annual State Agency Defensive Driver Training Report to DGS by September 1 each year. CDFA acknowledges that it was previously unaware of Management Memo 11-04, dated July 18, 2011, and has no record of receiving notification from DGS related to this requirement. Upon notification of this Management Memo by the DGS Auditor Kim, immediate corrective action was taken to comply with this requirement.

Recommendation 2: Update policies and procedures related to the State Fleet Card Program and address where the signed fleet card user agreements should be maintained. Create a tracking system for employees who are authorized to use a state fleet card to ensure the employee has received training regarding the use of the fleet card and a signed user agreement is on file.

CDFA Response: In response to the audit recommendation, CDFA has revised its policy and procedure to ensure compliance with this requirement. CDFA acknowledges that it was previously unaware of Management Memo 12-08, dated December 26, 2012, and has no record of receiving notification from DGS related to this requirement. Upon

notification of this Management Memo by the DGS Auditor Kim, immediate corrective action is being taken to comply with this requirement.

CDFA will require all employees authorized to use a state fleet card to complete a State Fleet Card User Agreement via CDFA's Online University platform no later than July 15, 2025 for existing employees, within 14 days of new hire, and every four years thereafter, in alignment with Defensive Driver Training requirements.

To support this requirement, CDFA has implemented a centralized tracking system within its CDFA Online University platform. This system ensures real-time monitoring of staff compliance, confirming signed user agreements are on file. CDFA will conduct regular audits and follow-up to maintain full compliance and will retain documentation in accordance with CDFA's records retention policy.

These actions demonstrate CDFA's commitment to strengthening internal controls, improving program oversight, and ensuring alignment with state requirements.

Sincerely,

Jody Lusby

Digitally signed by Jody
Lusby
Date: 2025.06.16
15:12:13 -07'00'

Jody Lusby, Director
Administrative Services Division

enclosure

cc: Crystal Myers, Assistant Director, Administrative Services Division, CDFA
Ron Shackelford, Chief, Audit Office, CDFA
Visha Rai, Audit Manager, Audit Office, CDFA
Andy Won, Deputy Director, Office of Audit Services, DGS

Policy

It is the California Department of Food and Agriculture's (CDFA) policy to ensure the safety of its employees and the public by enforcing the proper use and maintenance of vehicles utilized for official State business, and that all state-owned vehicles are equipped with telematics Global Positioning System (GPS) devices. The Departmental Services Branch, Fleet and Asset Unit, administers CDFA's Fleet and Telematics Program.

Authority

California Code of Regulations (CCR), Title 2, [Article 15](#)
California Government Code, Sections [19570-19572](#)
California Vehicle Code, [Division 11](#)
[CDFA Fleet Manual](#)
[CDFA Travel Guide](#)
Department of General Services (DGS) Management Memo [11-04](#)
State Administrative Manual (SAM), [Chapter 4100](#) and Sections [0750-0753](#),
[2420-2440](#)

Definitions

General Use Mobile Equipment: Self-Propelled mobile equipment such as boats, all-terrain vehicles, forklifts, golf carts, and tractors.

Global Positioning System (GPS): A form of technology that provides long-distance transmission of computerized vehicle data. The telematics data gathered through GPS devices is used as a tool for operational performance of CDFA's fleet.

Long-Term Rental (LTR): Fleet asset leased from DGS through the annual Fleet Acquisition Plan (FAP) for use by CDFA in official state business and/or activities for a period exceeding 29 consecutive calendar days.

Mobile Trailers: Boat trailers, office trailers, light tower trailers, and refrigerator trailers.

Motor Vehicles: A vehicle registered by the Department of Motor Vehicles (DMV) for street use.

State-Owned Vehicle: Vehicle procured by CDFA through the annual FAP for use in official state business.

Short-Term Rental (STR): Fleet asset rented from the state's rental car contract for use by CDFA in official state business and/or activities for a period of 29

Fleet and Telematics Policy

calendar days or less.

Telematics: Tool to collect data via a GPS device to evaluate the operational performance of CDFA's vehicle fleet while enhancing employee and public safety.

Vehicle Home Storage Permit: Required when a state vehicle is stored at an employee's home more than 72 nights over a 12-month period or more than 36 nights over any 3-month period.

WEX Card: The state fleet fuel card designated for fuel purchases for official state business.

Responsibility

Fleet and Asset Unit:

- Serves as the Liaison for all fleet and telematics matters between CDFA, DGS, and DMV.
- Coordinates, analyzes, and submits required reports to DGS such as the Annual Mobile Equipment Inventory, Annual Miles Traveled, Clean Cities, State Owned Vehicles FAP, Leased Vehicles FAP, Energy Policy Act, and Underutilized Assets.
- Manages CDFA's WEX Fuel Card Program.
- Manages CDFA's Vehicle Home Storage Permits.
- Reports vehicle accidents to DGS, Office of Risk and Insurance Management (ORIM) within 48 hours of accident.
- Coordinates vehicle purchases with the programs and Acquisitions Office, receives new vehicles from the vendors, processes DMV documents, distributes license plates, and coordinates telematics installations on all CDFA-owned vehicles and DGS LTRs.
- Maintains CDFA's fleet asset inventory, including processing vehicle transfers and surveys.
- Notifies programs of vehicle recalls.
- Reviews invoices for vehicle repairs, tolls, and parking and traffic citations.
- Provides training to employees and supervisors on fleet processes and policies, and the annual FAP process.
- Provides access to the telematics online portal to approved program staff and management.
- Submits Annual State Agency Defensive Driver Training (DDT) Report to DGS-ORIM by September 1 each year.

Managers and Supervisors:

- Ensure all employees authorized to operate CDFA fleet vehicles, DGS LTRs, and STRs for official state business comply with this policy, the [CDFA Fleet Manual](#), and state driving laws; and adhere to the guidelines set forth by DGS.
- Determine when it is appropriate for employees to use either a state-owned vehicle or their private vehicle to carry out their official duties. Private vehicles shall only be used when a state owned or leased vehicle is not available. If using a private vehicle, ensure an [Std 261 Authorization to Use Privately Owned Vehicle on Official State Business](#) is on file and updated at least annually.
- Verify the employee has a valid California driver's license for operating the type of vehicle that is necessary.
- Ensure all employees authorized to operate a vehicle on official state business complete the Defensive Driver Training every four years and read and sign the [SO-56 State Fleet Card User Agreement](#) within 30 days of hire and when completing required Defensive Driver Training.
- Annually obtain a copy of the Department of Motor Vehicles Pull Notice (CDFA policy [9.2.5](#)) for required drivers and keep a record in the employee file.
- Ensure that all employees authorized to operate a CDFA vehicle follow procedures for state-owned vehicles, STRs, and LTRs, including following mileage reporting procedures as specified in the [CDFA Fleet Manual](#) and verifying the usage data provided is accurate.
- Promptly and thoroughly investigate the alleged misuse of State vehicles and submit a report to the Branch Chief, Division Director, and the Performance Management Unit (PMU), Human Resources Branch (HRB) to initiate the necessary disciplinary action.
- Ensure all accidents are reported within 24 hours of the accident to the Fleet and Asset Unit, and if the accident results in bodily injury, to DGS ORIM immediately.
- Collaborate with PMU on disciplinary measures for all State vehicle misuse and at-fault accidents.
- Review WEX Card statements assigned to the Program's vehicle monthly and investigate unauthorized purchases.
- Submit timely all data as requested by the Fleet and Asset Unit to comply with DGS reporting requirements.

Fleet and Telematics Policy

Program Fleet Coordinators:

- Serve as the Liaison between programs and the Fleet and Asset Unit for all fleet and telematics matters.
- Ensure monthly mileage logs are accurate and submitted to the Fleet and Asset Unit by the 7th of each month.
- Oversee completion of the Programs' VHSP applications and annual recertifications, including verification that VHSP packages are complete and all required documentation is included.
- Notify the Fleet and Asset Unit when a surplus vehicle has been delivered to the auction for disposal.

Employees:

- Operate CDFA fleet vehicles, DGS LTRs, and STRs for official state business only, in compliance with this policy, the [CDFA Fleet Manual](#), and state driving laws; and adhere to the guidelines set forth by DGS.
- Must be at least 18 years of age and have a valid California driver's license, which must be verified prior to any vehicle use authorization.
- Must complete mandatory [Defensive Driver Training](#) and read and sign [SO-56 State Fleet Card User Agreement](#) within 30 days of hire and at least every four years thereafter.
- Must adhere to California traffic laws, including wearing seat belts, refraining from phone use, refraining from alcohol or drug consumption while driving, and not be accompanied by anyone not authorized to be in the vehicle.
- Ensure vehicles are properly serviced and submit [SO-55 Vehicle Safety Inspection](#) forms to the Fleet and Asset Unit annually by December 31.

STRs and LTRs

STRs are restricted to 29 calendar days or less and may be rented from a state-approved vehicle rental as specified in the [CDFA Travel Guide](#). Employees must only use STRs if no CDFA vehicles are available. Continually re-renting vehicles week to week or with a short break after 29 days without seeking DGS approval for an LTR is prohibited.

LTRs are intended for use exceeding 29 calendar days. LTRs require prior approval, and monthly mileage reporting must be submitted in accordance with DGS guidelines and as specified in the [Fleet Manual](#).

Acquisition of LTRs must be completed through the annual FAP process as outlined in the [Fleet Manual](#).

Fleet and Telematics Policy

The ability to rent an STR/LTR may be temporarily or permanently revoked at management's discretion should there be documented negligence, including at-fault accidents, carelessness, misuse, and/or not following this and any related policies or procedures.

WEX Cards

Every state-owned vehicle is issued a WEX Card through the Fleet and Asset Unit for CDFA-owned vehicles or through DGS for LTRs. Each WEX Card is assigned to a specific vehicle and is prohibited from being used for another vehicle. Refer to the [Fleet Manual](#) for appropriate WEX Card uses.

Managers and supervisors are responsible for reviewing WEX statements monthly to ensure appropriate use and must investigate any unauthorized purchases.

Effective July 1, 2025, all CDFA drivers authorized to use a State Fleet Card must complete fleet card training and electronically sign the State Fleet Card User Agreement via CDFA's Online University.

Additional information regarding WEX Cards can be found on the Fleet Management section of the [CDFA SharePoint Portal](#) or in the [Fleet Manual](#).

Vehicle Home Storage Permits

A Vehicle Home Storage Permit (VHSP) is allowed under limited circumstances. A VHSP is required when the state vehicle is home-stored for more than 72 nights over a 12-month period or more than 36 nights over any 3-month period. State vehicles must be parked off the street overnight, as street parking increases the possibility of accidental damage, theft, or vandalism.

The Fleet and Asset Unit maintains records of all VHSPs and reports on all CDFA permits annually to DGS. VHSPs cannot be transferred among staff.

VHSPs must be re-certified annually on September 30 and whenever there is a change to the information on the approved permit.

Additional information regarding VHSPs can be found on the Fleet Management section of the [CDFA SharePoint Portal](#) or in the [Fleet Manual](#).

VHSPs may be temporarily or permanently revoked at management's discretion should there be documented negligence, including at-fault accidents, carelessness, including misuse, and/or not following this and any related policies or procedures.

Zero Emissions and Plug-In Hybrid Electric Vehicles

Zero Emission Vehicles (ZEV) and Plug-In Hybrid Electric Vehicles (PHEV) must use designated charging stations or authorized commercial stations in the absence

Fleet and Telematics Policy

of state facilities.

Personal ZEVs/PHEVs may be charged at state stations only with prior

Fleet and Telematics Policy

authorization, and only if there are no state vehicles at the location in need of charging. State vehicle charging takes priority over personal vehicle charging.

Additional information regarding ZEV/PHEV charging can be found on the Fleet Management section of the [CDFA SharePoint Portal](#) or in the [Fleet Manual](#).

Vehicle Utilization Standards

CDFA-owned and leased vehicles must meet a minimum utilization of 1,000 miles per month. Those that do not must justify continued use via DGS reporting coordinated by the Fleet and Asset Unit. Those vehicles not appropriately justified may be reassigned or may not be approved for replacement.

ZEVs and PHEVs must meet the state utilization standards of 1,000 miles per month, with at least 50% of travel in electric mode.

Telematics

SAM requires state agencies to install, activate, and maintain operational telematics devices on all state-owned vehicles, as well as boats, ATVs, farm equipment, snowmobiles, etc. Data collected through telematics devices will be used as a tool to evaluate the operational performance of CDFA's fleet. This technology allows CDFA to monitor vehicle fuel efficiency, engine diagnostics, speed, location, idling time, trips, miles traveled and ensure seatbelt usage. The use of telematics enhances employee and public safety, and serves other business purposes, such as recovering stolen vehicles, improving public safety, and managing resources more effectively.

If a CDFA fleet asset has non-exempt license plates, is used for undercover purposes, and the collection and transmission of data could endanger the operator's safety or compromise the integrity of the operation, a telematics installation exemption may be requested from the Fleet and Asset Unit.

Employees engaged in the following activities are subject to disciplinary action:

- Tampering with or removing the telematics GPS monitoring device from state fleet assets.
- Interfering with or obstructing the proper operation of the telematics GPS monitoring device.
- Allowing any unauthorized person to tamper or interfere with the proper operation of the telematics monitoring equipment.

Additional information regarding telematics can be found on the Fleet Management section of the [CDFA SharePoint Portal](#) or in the [Fleet Manual](#).

Fleet and Telematics Policy

Vehicle Accidents

Vehicle accidents must be reported within 24 hours to the Fleet and Asset Unit, who will then report the accident to DGS ORIM within 48 hours. If the accident involves an injury, the supervisor must also immediately report the accident to DGS ORIM at (916) 376-5302.

Employees are prohibited from making statements as to fault or payment for damages to anyone. All claimants are to be referred directly to DGS ORIM.

Additional information regarding vehicle accidents can be found on the Fleet Management section of the [CDFA SharePoint Portal](#) or in the [Fleet Manual](#).

All subpoenas and summonses must be served directly to the CDFA Legal Office at the Headquarters facility in Sacramento. If service is attempted at a field office, it should be refused, and the server should be provided with directions to Headquarters. Subpoenas and summonses improperly received in a field office must be sent to the CDFA Legal Office via email at CDFA.LegalOffice@cdfa.ca.gov. Failure to immediately email an improperly received subpoena or summons to the CDFA Legal Office may seriously impair CDFA's ability to legally defend itself.

Reporting of Traffic Citations and Convictions

Each employee, whether driving a state-owned, leased, private, or rental vehicle, is required to report in writing to their immediate supervisor all traffic citations and convictions of traffic offenses received during business and non-business hours, including weekends and holidays, while employed with CDFA.

State-owned, leased, and rented vehicles must be used for official state business only. Transportation of passengers is limited to individuals involved in the performance of assigned state activities. Any employee who misuses a state-owned, leased, or rented vehicle is subject to disciplinary action.

Non-Compliance

All CDFA employees are expected to comply with the laws, regulations, and guidelines outlined in this policy and are responsible for being good stewards of the state's resources. Non-compliance with these guidelines will be investigated and appropriate action will be taken by division management.

Failure to comply with CDFA Fleet and Telematics Policy will result in loss of the privilege to operate a state fleet asset. CDFA may take disciplinary action against the violating employee, up to and including dismissal from state service.

Fleet and Telematics Policy

Distribution

Distribution of the above policy includes all CDFA employees.

Questions regarding this policy should be directed to CDFA's Fleet and Asset Unit at cdfa.asd_fleet@cdfa.ca.gov.

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CDFA)

EVALUATION OF CDFA'S RESPONSE

We have reviewed the response by the California Department of Food and Agriculture (CDFA) to our draft report. The response to the recommendations is satisfactory. We appreciate the efforts made by CDFA to improve its business management functions and services.

As part of its operating duties, DGS is responsible for following up on audit recommendations and will require a six-month status report on the implementation of each. To the extent that it is practicable, any proof-of-practice and supporting documentation should explain/outline specific actions taken and include excerpts, samples, screenshots, and/or copies of the documents such as Annual State Agency Defensive Driver Training Report, and signed fleet card user agreements.