

Reporting and Utilization Analysis Requirements by Fleet Asset Type

Ref.#	Asset Category	Asset Type	Examples	Reporting Requirements	Utilization Analysis	Reporting Compliance
1	Ground	Passenger Vehicles	Sedans, SUVs, Trucks, Vans and Buses (including Light-duty [LD], Medium-duty [MD] and Heavy-duty [HD]).	Odometer readings and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
2	Ground	Low Speed Vehicles (Neighborhood Electric Vehicles [NEV])	Vehicle that can reach a speed of more than 20 miles per hour (mph) but not more than 25 mph on a paved level surface and can be operated on any roadway with a speed limit of 35 mph or less. While it appears to be a golf cart, it is not a golf cart. It must be electric powered. Vehicles registered with DMV/require license to operate and have 17-digit Vehicle Identification Number (VIN).	Annual reporting required for compliance with EIA 886 Report.	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	Yes, for both asset data and usage data. Usage to be completed by April of each year.
3	Ground	Motorcycles	Two wheeled vehicles, on- and off-road. Does not include ATVs and snowmobiles.	Odometer readings and/or Hour meter, if equipped, and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
4	Ground	Riding Floor Scrubber		Limited asset data only - see Management Memo (MM) 13-01.	No.	No.

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5	Ground	Self-Propelled Lawnmower (Riding Lawnmower [RLM]) - 25 hp or more		Limited asset data only - see Management Memo (MM) 13-01.	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	No.
6	Ground	Mobile Carts (Manufactured rated below 35 mph)	Motorized golf carts and utility carts.	No	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	Asset data only.
7	Ground	All-Terrain Vehicles (ATV)	Small open motor vehicle with one or two seats and three or more wheels fitted with large tires, designed for use on rough ground. Straddle seating.	Odometer readings and/or Hour meter, if equipped, and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
8	Ground	Recreational Off-road Vehicles (ROV)	Side-by-Side seating.	Odometer readings and/or Hour meter, if equipped, and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
9	Ground	Forklifts	Indoor and outdoor forklifts.	Limited asset data only - see Management Memo (MM) 13-01.	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	Asset data only.

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10	Ground	Snowmobiles	A motor vehicle, especially one with runners in the front and caterpillar tracks in the rear for travelling over snow.	Odometer readings and/or Hour meter, if equipped, and Days used.	Yes, LD or non-LD utilization analysis, whichever applicable.	Yes, for both asset data and usage data.
11	Ground	Equipment (construction and/or agricultural)	Dozers, Backhoes, Loaders, Graders, Tractors, Snow Cat, Chippers, etc.	Odometer readings and/or Hour meter, if equipped, and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
12	Ground	Personnel Lift	A technical device with a working platform or basket which is constructed to lift or transport people, and which is controlled from the platform or the basket. Includes: scissor lifts, boom lifts, and spider lifts. Truck chassis mounted lifts are excluded.	Limited asset data only - see Management Memo (MM) 13-01.	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	Asset data only.
13	Ground	Non-Self Propelled (NSP) Trailers - 2,999 lbs. GVWR or below	Boat trailers, flatbed trailers, utility trailers, dump trailers, cargo trailers, trailer pulled by ATV, kitchen trailers.	Full asset reporting.	No, but departments should track usage for purposes of determining when to replace or dispose an asset.	Asset data only.
14	Ground	Non-Self Propelled (NSP) Trailers - 3,000 lbs. GVWR or above	Boat trailers, flatbed trailers, utility trailers, dump trailers, cargo trailers, trailer pulled by ATV, kitchen trailers, RV trailers, mobile command trailers, equipment trailers.	Full asset and annual usage analysis.	Yes, Non-LD utilization analysis.	Asset data only.

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15	Aircraft	Aircraft	Fixed wing, rotary aircraft or unmanned aircraft (drone policy TBD).	Hour meter readings and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.
16	Watercraft	Watercraft	Motorized boats, skiffs and personal watercraft.	Hour meter readings, if equipped, and Days used.	Yes, Non-LD utilization analysis.	Yes, for both asset data and usage data.