STATE OF CALIFORNIA

VEHICLE LEASE AGREEMENT

DGS OFAM 507 (Rev. 05/2018)

DEPARTMENT OF GENERAL SERVICES

OFFICE OF FLEET AND ASSET MANAGEMENT

Save Clear Submit

☐ Agency Update (Driver/Billing Information)

☐ New Assignment (OFAM Use Only)

Driver Information

Department/Agency	Division/Unit/Office	Agency Billing Code

Name	Driver's License Number	Expiration Date	A-Card # *(required for Non-Exempt vehicle)*

Office Address	Room Number	City	Zip

Office Phone	Work Cell Phone	Work Email Address

Fleet Coordinator	Office Phone	Work Email Address

Current or Returning Vehicle Information

Equipment Number	License Plate Number	Current Plate Type	Voyager Card Number
		☐ Exempt ☐ Non-Exempt	

Vehicle Year (YYYY)	Make	Model	Color	Current Mileage

I understand and agree to the following:

- I am responsible for paying all bridge/highway tolls and will be held financially accountable for all toll evasion fines, as well as all parking tickets and moving violations issued while operating a State vehicle. Failure to comply with this policy may result in a payroll deduction for the full amount from the next applicable pay period.
- I further agree to all policies and procedures as set forth in the DGS-OFAM Handbook.

Driver's Name (Printed)	Signature	Date	Time

For OFAM Use Only

New/Deploying Vehicle Information

Equipment Number	License Plate Number	Plate Type Required	Voyager Card Number
		☐ Exempt ☐ Non-Exempt	

Vehicle Year (YYYY)	Make	Model	Color	Mileage

☐ FAP ☐ New Business ☐ Unanticipated Loss ☐ Temp Long Term Lease

FAP Fiscal Year (YY/YY)

Released by	Date

Fleet Focus Updated by:	Date	Date Customer Survey Sent

Notes (vehicle condition, etc.)