



# STATE FLEET HANDBOOK

---

REVISED 2024

OFFICE OF FLEET AND ASSET MANAGEMENT  
INTERAGENCY SUPPORT DIVISION | DEPARTMENT OF GENERAL SERVICES

# CONTENTS

1. OFFICE OF FLEET AND ASSET MANAGEMENT.....	2
2. DGS' STATE FLEET OVERSIGHT .....	2
3. DGS' VEHICLE LEASING SERVICES .....	4
4. VEHICLE RENTALS USING THE COMMERCIAL CAR RENTAL CONTRACT .....	14
5. STATE AGENCY-OWNED VEHICLES .....	15
6. DGS-APPROVED REPAIR VENDORS .....	20
7. UTILIZATION OF STATE VEHICLES .....	21
8. STATE FLEET CARD .....	22
9. 24-HOUR EMERGENCY ROADSIDE SERVICES .....	24
10. HOME STORAGE.....	25
11. DISPOSAL OF SURPLUS FLEET ASSETS .....	25
12. STATEWIDE PARKING PROGRAM .....	27
13. STATEWIDE TRAVEL PROGRAM.....	33
14. DGS OFAM CONTACTS .....	33

## 1. OFFICE OF FLEET AND ASSET MANAGEMENT

---

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) provides cost-effective and environmentally conscious transportation, asset management, and travel services that help state agencies fulfill their missions. OFAM is responsible for the establishment, implementation, and maintenance of policies and procedures governing state-owned vehicles and mobile equipment. OFAM's transportation services include long-term vehicle rentals, vehicle inspections, vehicle disposition, parking, and fully managed travel contracts. In addition to transportation and commute-related services, OFAM also administers the state and federal surplus property reutilization programs and offers transit storage services to customer agencies.

## 2. DGS' STATE FLEET OVERSIGHT

---

### A. DGS' STATE FLEET OVERSIGHT AUTHORITY

The Government Code (GC) Section [13332.09 \(a\)](#) states the following:

A purchase order or other form of documentation for acquisition or replacement of motor vehicles shall not be issued against any appropriation until the Department of General Services has investigated, and established the necessity therefor.

All state agencies must comply with all applicable statewide fleet laws, rules, and regulations as well as policies outlined in State Administrative Manual (SAM) Chapter [3600](#) and [4100](#).

Per GC Section [11000 \(a\)](#), "state agency" includes every state office, officer, department, division, bureau, board, and commission. As used in any section of this title that is added or amended effective on or after January 1, 1997, "state agency" does not include the California State University unless the section explicitly provides that it applies to the university.

GC 13332.09 excludes a district agricultural association as defined in Section [3951](#) of the Food and Agricultural Code, or the Prison Industry Authority as established by Section [2800](#) of the Penal Code. However, subsection (f)(2) encourages the University of California (UC) to have the Department of General Services perform the UC's fleet oversight function provided in this statute.

## **B. OFAM'S STATE FLEET MANAGEMENT SERVICES**

OFAM provides a variety of services to meet the needs of policymakers and those of state agencies operating California's multibillion-dollar fleet. OFAM's fleet-related services include the following:

- i. Oversight of fleet asset acquisitions
- ii. Establishment of state fleet policies
- iii. Collection, analysis, and reporting of state fleet data
- iv. Periodic assessment of state fleet size and composition
- v. Inspection of state fleet assets
- vi. Disposal of state surplus fleet assets

### **1) Fleet Asset Acquisitions**

OFAM's Fleet Asset Management Services (FAMS) unit processes state agencies' fleet acquisition plans (FAPs) and ensures state agencies' compliance with state fleet asset acquisition policies and mandates to help state agencies maintain essential, rightsized, and environmentally responsible fleets.

- Inquiries regarding fleet assets acquisitions or FAPs should be sent to [FAMSSurpport@dgs.ca.gov](mailto:FAMSSurpport@dgs.ca.gov).

### **2) Fleet DATA REPORTING**

OFAM's State Metrics Analytics Reporting and Telematics (SMART) team completes various annual state and federal fleet reports including but not limited to the Annual Mobile Equipment Inventory report, Annual Vehicle Miles Traveled report, Petroleum Consumption Reduction report, and the Energy Policy Act report.

- Inquiries regarding fleet data reporting should be sent to [FleetReports@dgs.ca.gov](mailto:FleetReports@dgs.ca.gov).

### **3) Fleet Asset Inspections**

OFAM's Inspectors of Automotive Equipment (IAEs) provide mechanical inspections and technical advice on specifications for new vehicle purchases and modifications/repairs to existing vehicles. The statewide inspection services include but are not limited to the following:

- i. Assess new vehicles.
- ii. Review modification or repair recommendations to help state agencies avoid unnecessary expenses and obtain warranty coverage whenever possible.
- iii. Represent OFAM's customer state agencies in working with commercial dealerships and repair vendors.

- To contact your local IAE, please visit the [Directory of Regional Inspectors of Automotive Equipment](#).

#### 4) Surplus Fleet Asset Auction

OFAM's State Surplus Property Program (SSPP) facilitates the state vehicle auction for state agencies' surplus fleet assets. Currently, online public auctions are held frequently by the state's contracted auction vendors in Northern California and Southern California.

When a surplus fleet asset is considered junk or it is not cost-effective to transport the fleet asset to the contracted auction vendor, the asset may be sold in place via online auction. Additionally, the asset may be recycled/scrapped.

- Inquiries regarding surplus fleet asset disposition should be sent to [FleetAuction@dgs.ca.gov](mailto:FleetAuction@dgs.ca.gov).

### 3. DGS' VEHICLE LEASING SERVICES

---

DGS OFAM's Fleet Operations (Fleet Ops) program provides vehicle leasing services on a long-term (more than 30 days) basis to state employees conducting official state business. DGS lease vehicles are available to all state agencies and are a cost-effective alternative to commercially rented vehicles. To lease a vehicle from Fleet Ops, state agencies need to obtain prior approval through the FAP process.

- To lease a DGS vehicle, contact OFAM Fleet Ops at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov) or submit a lease request through the [OFAM Fleet Operations Portal](#).

#### A. BENEFITS OF DGS LEASING SERVICES

Leasing from Fleet Ops helps state agencies take advantage of several fleet management services that provide the following benefits:

- 1) **Maintenance and Repair Cost Savings** – Fleet Ops is responsible for the maintenance and repair costs of its leased vehicles. In addition, Fleet Ops manages the payment processing and dispute resolution process for all vehicle maintenance and repair invoices.
- 2) **Insurance Cost Savings** – Fleet Ops pays all annual insurance fees for its leased vehicles.
- 3) **Predictable Fleet Costs** – Fleet Ops' monthly lease charges help state agencies easily plan their fleet operations budget.
- 4) **Statewide Fuel Card Auditing** – Fleet Ops continuously monitors and regularly audits state fuel card transactions to minimize misuse and fraud for state agencies.

- 5) **Smog and Preventive Maintenance Management** – Fleet Ops tracks its vehicles' Smog testing and preventive maintenance schedules and launches email campaigns to ensure timely smog checks and maintenance. In addition, Fleet Ops installs telematics on all new leased vehicles which will eliminate the need for Smog checks.
- 6) **Vehicle Life Cycle Management** – Fleet Ops identifies lease vehicles that meet the state's vehicle replacement thresholds and adds those vehicles to its annual FAP. Fleet Ops works with its customer agencies' fleet coordinators to identify replacement vehicles available on statewide vehicle contracts, guide through the FAP process and the state fleet acquisition policies and mandates such as ZEV acquisition requirements, emergency vehicle justifications, four-wheel drive vehicle justifications, and ensure its leased vehicles meet the customer agencies' operational needs.
- 7) **Vehicle Recall Notifications** – Fleet Ops notifies customer agencies' fleet coordinators and drivers of current Original Equipment Manufacturer (OEM) recalls on its leased vehicles to ensure such issues are addressed promptly and all leased vehicles are safe to operate.
- 8) **Department of Motor Vehicles Liaison** – Fleet Ops processes license plates and registrations and acts as the liaison with the California Department of Motor Vehicles (DMV) for any licensing or registration issues.
- 9) **Vehicle Data Tracking and Reporting** – Fleet Ops tracks the usage data of its leased vehicles and reports the data into the FAMS database to ensure compliance with the state fleet data reporting requirements. Also, Fleet Ops provides various vehicle data reports to its customer agencies' fleet coordinators so that agencies can leverage Fleet Ops' data reporting capabilities for tracking, fulfilling Public Records Act requests, or data requests for investigative purposes.
- 10) **Telematics Installation** – Fleet Ops coordinates the installation of telematics devices in its leased vehicles to ensure compliance with SAM Section [4122](#).
- 11) **Driver Support** – Fleet Ops provides ongoing customer support to its customer agencies and the drivers of its leased vehicles with the following issues:
  - i. Finding an approved vehicle service and repair vendor closest to the driver's current location.
  - ii. Arranging for emergency roadside service or a towing service.
  - iii. Arranging for a short-term rental from the state's contracted car rental company, if necessary.
  - iv. Managing all parking violations, toll evasion notices, and administrative citations received on its leased vehicles.

- v. Contacting an IAE on behalf of the driver regarding the driver's direction to a repair shop or if the vehicle is towed. The driver must provide the name and phone number of the repair shop/towing services and the DGS vehicle equipment number.
- Fleet Services Call Center operates from Monday to Friday from 7 a.m. to 5 p.m. and can be reached at (855) 611-6326 or [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).
- For driver support after 5 p.m., contact the National Automobile Club at (866) 329-3471.

## B. CARING FOR A DGS LEASED VEHICLE

### 1) Mechanical Repairs

All designated services and mechanical inspections should be performed by a DGS-approved repair vendor where available.

- State agencies and drivers can find DGS-approved repair vendors in their area using the [Approved Auto Repair Facilities Locator](#) or by contacting the Fleet Services Call Center at (855) 611-6326.

If you have a DGS leased vehicle in need of mechanical repairs, follow the guidelines below.

- i. Contact the IAE for your region per the [Directory of Local Inspectors of Automotive Equipment](#). The IAE will assist you in locating a DGS-approved repair vendor in your area.
- ii. For repairs exceeding \$750 at a DGS-approved vendor or \$350 at a non-approved vendor, obtain prior approval from an IAE.

**❖ Splitting an invoice to avoid the state's cost limit and approval process is prohibited. Doing so may be grounds for disciplinary action and may jeopardize future business with the vendor.**

- iii. If there are revisions to the initial estimate, obtaining approval from an IAE is required before the work is performed.
- iv. Once the work is completed, submit the invoice via the [OFAM Fleet Operations Portal](#).
- v. For Tesla vehicles, contact Tesla Customer Services at [corporateservices@tesla.com](mailto:corporateservices@tesla.com) and provide your name, phone number, location, and VIN.

- ❖ **Maintenance and repairs are NOT to be charged to the state fuel card, except in emergencies.**

## 2) Modifications

When a state agency needs to make permanent modifications to a leased vehicle to meet operational needs, follow the guidelines below.

- Work with your local IAE to complete and submit an [OFAM 155B Post-Purchase Equipment Modification Request](#) form.
- The IAE will assist you in locating a [DGS-approved repair vendor](#) in your area. If there is no DGS-approved vendor in your area, the IAE will help you find an appropriate non-approved vendor.
- Collect and submit a minimum of two vendor quotes and supporting documentation (e.g., diagrams, photographs, etc.) to the IAE. The IAE will review the submitted quotes and approve the best option.
- With the IAE's authorization, the modification work can begin.
- Once the work is completed, submit the invoice via the [OFAM Fleet Operations Portal](#).
- All modifications made to a DGS lease vehicle will either be paid by the leasing agency when the work is completed, or Fleet Ops will process the vendor invoice and bill back the leasing agency.

- A state agency also can request pre-purchase modifications using an OFAM 155A [Pre-Purchase Equipment Modification Request](#) form when requesting to lease a brand-new DGS lease vehicle. Contact Fleet Ops at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov) for more information.

## 3) Maintenance

Fleet Ops sends emails to its customer agencies' fleet coordinators and drivers to notify them when regular maintenance, oil changes, and Smog checks are due or recommended. All designated services and mechanical inspections should be performed by a DGS-approved vendor where available.

- [Find a DGS-approved vendor in your area](#).

All maintenance and repair performed must be logged in an [STD. 271 Automobile Maintenance Record](#).

- ❖ **Costs for a DGS lease vehicle damaged through abuse, negligence, misuse, or violation of the California Vehicle Code (CVC) may be billed back to the driver's agency.**



#### 4) Accidents

Drivers of DGS lease vehicles involved in an accident must follow the procedures outlined below and must notify the Fleet Services Call Center at (855) 611-6326 within 24 hours. If the accident occurs on a weekend, notify on the next business day. Failure to contact OFAM may result in the leasing agency being charged for storage fees and/or vehicle replacement costs if the vehicle is sold through a lien sale.

##### **At the scene of the accident:**

- i. Do not admit fault.
- ii. Contact the local California Highway Patrol (CHP) and advise them you were involved in an accident while driving a state-owned vehicle. CHP should come to the scene and complete a report or advise on the procedure.
- iii. Obtain the other party's information (i.e., name, contact information, license plate number, Driver's License number, insurance carrier name, and policy number).
- iv. Locate an [STD 269 Accident Identification](#) from the storage compartment of the vehicle. Fill out the tear-off section, detach and provide it to the other party.

##### **After accident:**

- i. Report the accident to the DGS Office of Risk and Insurance Management (ORIM) within two (2) business days on an [STD 270 Vehicle Accident Report](#) along with an [STD 274 State Driver Accident Review](#). For more information, visit the [ORIM website](#).
  - STD 270 and STD 274 must be submitted to ORIM via email at [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov) or faxed to (916) 376-5300.
- ii. Fill out an [SR-1](#) form with DMV if applicable. California law requires traffic accidents on a California street/highway or private property to be reported to DMV within 10 days if there is an injury, death, or property damage that exceeds \$1,000.

##### **Accident Repair**

- i. Provide at least two quotes from **DGS-approved repair vendors** as well as photographs of the damaged vehicle to the local IAE. The IAE will review

the information to determine if the vehicle should be sent for repairs or disposed of.

- ii. For Accident repairs that exceed \$750, provide two quotes and photographs including all four sides of the vehicle, license plate number, barcode, mileage, detail of all damages, and justification for repairs to the local IAE.
- iii. If the vehicle has been impounded, contact OFAM Fleet Ops at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).
- iv. Once IAE approves a quote, the repair work can begin.
- vii. When the repairs are completed, the vendor must submit the invoice via the [OFAM Fleet Operations Portal](#).
- v. If there are revisions to the initial estimate, obtaining approval from an IAE is required before the work is performed.

### **5) Leasing Agency Fleet Coordinator's Responsibilities**

A state agency that leases vehicles from OFAM Fleet Ops must appoint its fleet coordinator to serve as a liaison between the agency and OFAM. The fleet coordinator is responsible for the following:

- i. Participate in the annual Fleet Acquisition Survey: The fleet coordinator should work with the agency's drivers to gather the necessary information to sufficiently justify the acquisition of new vehicles or replacement of existing vehicles.
- ii. Submit the [DGS OFAM 507 Vehicle Lease Agreement](#) via email at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov) with accurate and complete driver and billing code information.
- iii. Ensure regular maintenance of all DGS lease vehicles.
- iv. Ensure the agency has established its telematics policy per SAM Section [4122](#).
- v. Distribute state fuel cards, license plates, and registration tags received from OFAM Fleet Ops to drivers of DGS lease vehicles.
- vi. Submit requests for lost/stolen license plate replacement and license plate type conversion to OFAM Fleet Ops.
- vii. Report odometer readings and days used of all DGS lease vehicles monthly via the [DGS Online Mileage Log](#).

### **6) DGS Lease Vehicle Driver's Responsibilities**

A driver operating a DGS lease vehicle must ensure the following:

- i. The driver must maintain a valid California Driver's License; it cannot be suspended or expired.

- ii. The driver must have completed the current Defensive Driver Training and adhere to all applicable laws, rules, and regulations written in the California Driver's Handbook, published by DMV.
- iii. The driver must adhere to the agency's telematics policy.
- iv. DGS lease vehicles and mobile equipment must only be used for official state business purposes.
- v. Only the authorized state employee can operate a DGS lease vehicle or mobile equipment, except in cases of emergency.
- vi. Smoking in DGS lease vehicles is prohibited.
- vii. The driver is required to submit their monthly mileage and total days used through the DGS Online Mileage Log.

❖ **The monthly mileage log is used to bill agencies for their DGS lease vehicles. Failure to report monthly mileage to OFAM by the fifth working day of the month will result in a \$50 charge to the agency.**

- viii. The driver must abide by the manufacturer's warranty requirements.
- ix. The driver must ensure their assigned DGS lease vehicle is operationally safe by following the minimum preventive maintenance requirements and having routine mechanical inspections as prescribed in [OFAM 35 Safety Inspection Worksheet](#). OFAM Fleet Ops notifies DGS lease vehicle drivers when their assigned vehicles are due for preventive maintenance and safety inspections.
- x. The driver is to utilize a DGS-approved repair vendor unless it is not feasible to bring the vehicle to an approved vendor.
- xi. The driver will use the state fuel card tied to their assigned vehicle when fueling the vehicle. Additionally, emergency purchases such as wiper blades, fan belts, a single tire are permissible if the purchases are in accordance with SAM [4108](#) as well as the DGS Fleet Card Program Manual.

- For emergency roadside services, contact the National Automobile Club at (866) 329-3471.

## **C. PARKING CITATIONS AND MOVING VIOLATIONS RECEIVED WHILE OPERATING A DGS LEASE VEHICLE**

### **1) Non-administrative Citations**

Per CVC Section [40200 \(a\)](#), state employee drivers are responsible for all non-administrative citations, red light camera tickets (see CVC [21453 \(a\)](#)), parking

tickets, and moving violations issued while operating a state vehicle. The driver is responsible for ensuring that all fines are paid timely. OFAM strongly suggests that the responsible driver contacts the citing party to determine if a waiver, dismissal, or fine reduction may be granted.

## **2) Administrative Citations**

Administrative citations such as those dealing with vehicle titling and registration should be directed to OFAM Fleet Ops at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).

## **3) Parking Expenses**

Transportation expenses for parking are reimbursed by the driver's agency through a Travel Expense Claim (TEC) per SAM Chapter [0700](#).

## **4) OFAM Citation Coordinator's Responsibilities**

OFAM Fleet Ops notifies the applicable DGS lease vehicle driver, when OFAM receives a notice of violation by mail, to ensure the driver has sufficient time to pay or clear all fines and penalties.

The OFAM Citation Coordinator will

- i. Collect and/or receive the citation and maintain a comprehensive citation log.
- ii. Research as necessary to identify the driver and notify them and their supervisor of the violation timely.
- iii. Require proof that the citation has been paid/cleared.
- iv. Notify the driver and their supervisor of any subsequent notices received for outstanding violations.
- v. Take the necessary action to ensure that the notice of violation is properly cleared through the issuing party.
- vi. Follow up with the driver and their supervisor as necessary and elevate ongoing issues or noncompliant drivers to the agency management for appropriate disciplinary action.

## **5) Authorized Emergency Vehicles**

Under CVC Section [23301.5](#), authorized emergency vehicles are exempt from any requirements to pay a toll or other charge on a vehicular crossing, toll highway, or high-occupancy toll (HOT) lane if specific conditions are satisfied such as:

- i. The authorized emergency vehicle properly displays a California-exempt license plate and is properly identified or marked as an authorized emergency vehicle.

- ii. The vehicle is being driven while responding to or returning from an urgent emergency call.
- iii. The driver determines that the use of the toll facility shall likely improve the availability or response and arrival time of the authorized emergency vehicle and its delivery of essential public safety services.

#### **6) Electronic Toll Collection Systems**

OFAM Fleet Ops maintains a FasTrak account for DGS lease vehicles. Each DGS lease vehicle is assigned an individual transponder sticker tied to the Fleet Ops' FasTrak account. While Fleet Ops pays the monthly FasTrak bill, each leasing agency is responsible for reimbursing Fleet Ops through the monthly DGS lease payment process per CVC Section [40250 \(a\)](#).

### **D. REPAIR/MODIFICATION INVOICES FOR DGS LEASE VEHICLES**

It is the sole responsibility of the vendor to generate and submit invoices for DGS lease vehicles. Invoices must be submitted to the [OFAM Fleet Operations Service Portal](#).

#### **1) Required Information**

For an invoice to be processed, it must contain the following:

- i. Complete invoice with all pages
- ii. Invoice number and date
- iii. Vendor's contact information
- iv. Remittance address
- v. Vehicle information: Vehicle Identification Number (VIN), license plate number, odometer, and fleet equipment number
- vi. Description and itemization of the goods the vendor supplied, quantity, unit of measure, price per unit, and total amount for individual items. Include part numbers, stock numbers, etc. for merchandise. In the case of service, include a brief description of work and amount for individual services, hours worked, and rate per hour.
- vii. The subtotal amount of all individual items with a breakdown of the tax amount and the complete total included on the invoice.
- viii. Driver's contact information.

#### **2) Invoices With Incorrect or Missing Information**

Any invoices with incorrect or missing information will be returned to the vendor with a dispute notice that explains why the invoices cannot be processed. This would streamline the invoice verification and payment process to benefit the vendors.

For a disputed invoice, the payment clock stops on the day the dispute is issued and resumes on the day that the DGS Office of Fiscal Services (OFS), Program Support Accounting Section (PSAS) is notified that the dispute is being resolved.

### **3) Invoice Payment**

DGS OFAM may not have the payment status information available if vendors contact OFAM before 30 days from the OFAM receipt date. The earliest OFAM can locate payment information is 30 days after the OFAM receipt date.

- For invoice payment inquiries and account payable questions, contact OFAM via the [OFAM Fleet Operations Service Portal](#) or at (916) 928-4640.

The date of a payment is the date that the State Controller's Office (SCO) prints the payment warrant. SCO mails the warrant on the same day or the next business day. It may take several days for the mail to arrive. Be sure to allow sufficient time for a payment to be received.

To check the payment status, vendors can access to Fleet Operations Service Portal at any time. Once an invoice processing is completed in the Portal, the vendor will need to contact PSAS for further status updates at [OFSPASPaymentInquiries@dgs.ca.gov](mailto:OFSPASPaymentInquiries@dgs.ca.gov) or (866) 767-5956.

If a vendor checks on an invoice still in the portal being processed, they can use the "Ask a Question" to inquire about the status. Questions will be routed directly to the OFAM Invoicing team. Vendors must check on the portal as the OFAM Invoicing team provides comments on the ticket when additional information/documentation is required.

## **E. REIMBURSEMENT FOR OUT-OF-POCKET EXPENSES FOR A DGS LEASE VEHICLE**

When an emergency requires the driver of a DGS lease vehicle to pay out-of-pocket for repairs of items included in the rental charges, the driver should follow the procedure outlined below to be reimbursed.

- i. Obtain an invoice/receipt marked "Paid" from the vendor with the vendor's name, contact information, address, vehicle license plate number, and date.
- ii. Complete a TEC for the expenses only and include the vehicle license plate number and a brief justification for the expense under item 6.
- iii. An agency that has reimbursed its employees for DGS lease vehicle-related out-of-pocket expenses must perform an agency-to-agency billing

to recover these expenses from OFAM. OFAM will review the TEC and process the reimbursement once approved.

## 4. VEHICLE RENTALS USING THE COMMERCIAL CAR RENTAL CONTRACT

---

### A. SHORT-TERM VEHICLE RENTALS

When the use of a commercial rental vehicle is essential for conducting state business, short-term rental reservations must be made through the Statewide Travel Program's (STP) contracted travel agency. The contracted travel agency's online booking tool is the preferred method for booking a short-term rental reservation, though reservations may also be booked over the phone with a travel agent. To set up a state traveler's profile, contact your agency's travel coordinator. If you already have a travel profile, visit the [contracted travel agency's website](#) to access the online booking tool, as well as contact information for phone reservations.

A rental duration of 1-29 days is considered short-term. Refer to SAM Section [4117.2](#) for further information regarding the short-term rental process.

### B. TEMPORARY LONG-TERM LEASE

When the use of a rental vehicle is essential for conducting state business for 30 consecutive or more days, agencies are required to submit the rental request through their annual FAP with all required documents per SAM Sections [4120](#) and [4120.5](#).

❖ **Long-term rentals may never be booked through the online booking tool or the contracted travel agency.**

The state has a contract with a commercial vendor (currently Enterprise) to provide state agencies with an efficient and effective solution for long-term (longer than 30 days) car and truck rental needs.

Once a request for a long-term rental is approved on an FAP, agencies need to submit a complete *OFAM 508 Temporary Long-term Lease (TLTL)* form via email at [DGSTLTL@dgs.ca.gov](mailto:DGSTLTL@dgs.ca.gov). OFAM will contact the agency's fleet coordinator to collect more information or inform of DGS lease vehicle availability.

If the request is approved for a commercial lease, the FAMS manager will notify STP of the approval. STP will work with the assigned commercial car rental contract representative who will create a long-term car rental account, arrange for the vehicle, and provide contact information for the rental location.

If the request is approved for a DGS lease, OFAM Fleet Operations will contact you to schedule a pick-up for the vehicle.

### **C. TLTL PAYMENT**

STP's Travel Payment Services contract provides the sole payment mechanism for the use of the state's commercial car rental contract. A long-term rental account will be established and provided to the leasing agency.

### **D. MOBILE EQUIPMENT RENTAL FROM COMMERCIAL VENDORS**

Use of commercial rental mobile equipment also requires prior approval from OFAM through the FAP process. Once the request is approved by OFAM, the requesting agency shall follow the DGS Procurement policy outlined below.

Rentals/leases of \$5,000 or more may require advertisement in the [California State Contracts Register](#). An exemption from the advertisement requirement needs approval from the DGS Procurement Division (PD). For more information, contact DGS PD at [CustServ@dgs.ca.gov](mailto:CustServ@dgs.ca.gov) or (916) 345-4400.

Commercially rented/leased mobile equipment shall only be used for state business purposes and are subject to state fleet policies and rules.

## **5. STATE AGENCY-OWNED VEHICLES**

---

### **A. MAINTENANCE**

DGS OFAM developed the following minimum preventive maintenance requirements to ensure that state fleet-owning agencies operate their vehicles safely, comply with manufacturers' warranty requirements, and for many years:

- 1) Perform designated services and mechanical inspections at the service intervals prescribed in the [OFAM 35 Safety Inspection Worksheet](#).
- 2) Conduct a pre-trip check of all state vehicles before operating.
  - i. Inspect tires for noticeable deflation.
  - ii. Inspect the vehicle in general for observable signs of damage or deficiencies.
  - iii. Monitor and address any warning lights.
- 3) Perform SMOG checks under the requirements set for by the Bureau of Automotive Repair. For more information on SMOG checks, visit the [BAR website](#) or call (916) 403-0313.
- 4) Request re-refined motor oil during oil changes at authorized repair vendors where available. When having the oil changed with re-refined motor oil, drivers



must confirm that it does not void the warranty on the vehicle. See SAM Section [3628](#) for more information.

- 5) Maintain proper tire pressure for state vehicles between preventive maintenance intervals.
- 6) Purchase regular unleaded fuel for gasoline-powered vehicles at self-service pumps. Purchase of higher grades of gasoline is prohibited unless otherwise required by the manufacturer.
- 7) If the vehicle can use E85 fuel, then it is to be filled with E85 fuel whenever practically feasible.
- 8) Adhere to posted speed limits and avoid rushed acceleration and prolonged idling.
- 9) The Basic Inspection of Terminals (BIT) inspections performed by the CHP do not require an IAE's approval.
- 10) Motor carriers of buses and trucks are subject to periodic inspections as outlined in CVC Sections [34500 et seq.](#) Repairs and modifications that exceed the approved cost limits are subject to a DGS IAE's review and approval.

## **B. RE-REFINED OIL**

Public Contracts Code (PCC) Section [12211\(a\)](#) mandates that each state agency shall report annually to the California Department of Resources, Recycling and Recovery (CalRecycle) their progress in meeting recycled-content product purchasing requirements.

Thus, state agencies may obtain credit for purchasing re-refined oil when completing the State Agency Buy Recycled Campaign (SABRC) annual report. The SABRC is a joint effort between DGS and CalRecycle to complement the efforts of the Integrated Waste Management Act (See PCC Section [40000](#)). This report summarizes yearly progress in purchasing post-consumer recycled content products and is due to the California Integrated Waste Management Board annually by October 31. For more information, visit the [CalRecycle website](#).

## **C. MODIFICATIONS**

State agencies are required to retain a copy of all modification records for their state vehicles. Per SAM Section [4103](#), modifications or any changes made to fleet assets from original factory-equipped configurations require IAE approval. State agencies must adhere to departmental expenditure and procurement guidelines. State agencies can get their fleet assets modified through one of the following processes:

- 1) Pre-modification

State agencies can get their fleet assets modified at the dealership or through a third party before accepting delivery of the assets. A state agency requesting a pre-modification must send the pre-modification packet to a local Senior IAE for review. The pre-modification packet must include the following:

- i. A copy of the complete pre-modification request packet in PDF format which includes the specifications of the asset to be modified and specifications of the proposed modification.
- ii. A brief description of the use of the asset, location of the asset, type of work that will be performed with the asset, number of passengers, equipment to be transported in the asset, and any relevant information indicating the need for the modification.
- iii. An electronic copy of *DGS OFAM 155A Pre-purchase Modification Request*. This form is available from a local IAE. License plate number, VIN, and property number may be left blank, but all other fields must be completed.
- iv. A statement from the dealership stating that the proposed modification will not void the manufacturer's warranty on the vehicle.
- v. Drawings or plans, if applicable.

Once the Senior IAE approves the pre-modification request, the requesting agency must send the request packet and the purchase order (PO) to its assigned FAMS analyst for a final approval stamp.

## 2) Post-modification

State agencies can get their fleet assets modified after accepting delivery of the asset adhering to its expenditure and procurement guidelines. To obtain post-modification approval, the agency must send the following documents to a local IAE:

- i. A copy of the complete post-modification request packet in PDF which includes the specifications of the asset to be modified and the specifications of the proposed modification.
- ii. Two bids from [vendors](#).
- iii. An electronic copy of *DGS OFAM 155B Post-purchase Modification Request*. This form is available from a local IAE. All fields must be completed.

- iv. Drawings or plans, if applicable.

❖ **The following services are not considered modifications and do not require prior approval from an IAE: (Cost limits still apply)**

- i. Window tinting
- ii. Spray bed liners
- iii. Clamp-type toolboxes
- iv. Bolt-on running boards that require no drilling
- v. Bolt-on bed covers that require no drilling or electrical wiring such as Tonneau covers.

### **1) CODE 3 MODIFICATION**

OFAM's IAEs will review Code 3 modification requests for vehicle suitability. However, Code 3 modifications must be approved in advance by the California Governor's Office of Emergency Services (CalOES).

DGS OFAM strongly advises state agencies to use CalOES Law Enforcement Division-approved Code 3 vendors.

### **2) TIRES AND BATTERIES**

Tire or wheel replacement must be the same size and specification as factory equipped. In the event a state agency needs to get a tire or wheel replacement that is not the same size and specification as factory-equipped, a post-modification request must be approved (See SAM Section [4103](#)) by a local IAE.

When replacing tires, state agencies must use the state contract (when in place) or establish fair and reasonable pricing, if the estimated value of a transaction is under \$10,000, by obtaining two price quotes from responsible suppliers whenever there is reason to believe a response from a single source is not a fair and reasonable price (See State Contracting Manual [SCM] Section [1510](#)).

Batteries being replaced as part of a mechanical repair by a vendor are subject to the same cost limits requiring prior approval by an IAE.

### **3) VEHICLE GLASS**

Windshields and rear windows will be replaced only when in violation of CVC Section [26710](#). Windshields that have sustained minor rock chips or small cracks can often be repaired for a fraction of the cost of replacement. Any glass

repair or replacement exceeding the repair cost list requires approval from an IAE.

## D. ACCIDENTS

In the event of an accident, please follow the process explained below.

### At the scene of the accident

- 1) Do not admit fault.
- 2) Contact the local CHP and advise them you were involved in an accident while driving a state-owned vehicle. CHP should come to the scene and complete a report or advise on the procedure.
- 3) Obtain the other party's information (i.e., name, contact information, license plate number, Driver's License number, insurance carrier name, and policy number).
- 4) Locate an [STD 269 Accident Identification](#) from the storage compartment of the vehicle. Fill out the tear-off section, detach, and provide it to the other party.

### After accident

- 1) Report the accident to the DGS Office of Risk and Insurance Management (ORIM) within two (2) business days on an [STD 270 Vehicle Accident Report](#) along with an [STD 274 State Driver Accident Review](#). For more information, visit the [ORIM website](#).

➤ STD 270 and STD 274 must be submitted to ORIM via email at [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov) or faxed to (916) 376-5300.

- 2) Fill out an [SR-1](#) form with DMV if applicable. California law requires traffic accidents on a California street/highway or private property to be reported to DMV within 10 days if there is an injury, death, or property damage that exceeds \$1,000.

### Accident Repair

- 1) Provide at least two quotes from **DGS-approved repair vendors** as well as photographs of the damaged vehicle to the local IAE. The IAE will review the information to determine if the vehicle should be sent for repairs or disposed of.

- 2) For Accident repairs that exceed \$750, provide two quotes and photographs including all four sides of the vehicle, license plate number, barcode, mileage, detail of all damages, and justification for repairs to the local IAE.
- 3) If the vehicle has been impounded, contact the agency's fleet coordinator.
- 4) Once IAE approves a quote, the repair work can begin. When the repairs are completed, the vendor must submit the invoice to the agency's fleet coordinator.
- 5) If there are revisions to the initial estimate, obtaining approval from an IAE is required before the work is performed.

## 6. DGS-APPROVED REPAIR VENDORS

---

To ensure state vehicles are properly maintained, DGS OFAM has prequalified commercial repair vendors. The approved vendors provide state agencies with reliable, consistent automotive services at economical rates throughout the state. Through nonexclusive agreements, these vendors are required to maintain proper insurance, have required licenses, and adhere to prescribed business practices that help protect the state's interests. Visit the [Approved Vendor Locator](#) or call your local IAE to locate an approved vendor.

### A. COST LIMITS

- 1) Repairs of \$750 or more (including taxes) at an approved vendor require prior approval from an IAE.
- 2) Repairs of \$350 or more (including taxes) at a non-approved vendor require prior approval from an IAE.
- 3) The IAE will contact the owning agency for authorization before proceeding with any repair or service.
- 4) Accident repairs that exceed \$500 (including taxes) require quotes from two vendors or a non-competitive bid (NCB) justification. The bids or justification must be submitted to the IAE before the repair work begins.

❖ **If there are revisions to the initial estimate, an IAE's approval must be obtained before the repair work can begin.**

❖ **Parts purchases without labor do not require an IAE approval.**

### B. VENDOR INVOICING REQUIREMENTS

To ensure prompt payment, vendors and the applicable state agency must ensure the following:

- 1) Send the original invoices that exceed the cost limits to a local IAE for review and approval before the repair work can begin.
- 2) Splitting an invoice to circumvent the cost limits and the prior approval requirement is prohibited. Doing so may be grounds for disciplinary action and may jeopardize future business with the vendor.

## 7. UTILIZATION OF STATE VEHICLES

---

It is the responsibility of the fleet-owning agencies to ensure the proper use of state vehicles (See SAM Section [4105](#)).

### A. UTILIZATION ANALYSIS

To ensure maximum utilization of fleet assets, a utilization analysis will be performed on all fleet assets based on the [minimum annual utilization thresholds](#) for state vehicles developed by Mercury Associates, Inc. during the [EO B-2-11](#) fleet evaluation.

OFAM FAMS conducts an annual utilization analysis for state agencies that submit an FAP. Unjustifiably underutilized assets will be advised to be redirected or disposed of. In the interim of OFAM conducting a utilization analysis on an agency's fleet, each agency should regularly perform its own utilization analysis and redirect/survey assets that are not essential and cost-effective.

### B. MONTHLY TRAVEL LOGS

- 1) Per the California Code of Regulations (CCR) Title 2, Section [599.807](#), state agencies are required to maintain an automobile travel log for each automobile under its control. Please see SAM Section [4107](#) for instructions.

### C. MISUSE OF THE STATE VEHICLES AND MOBILE EQUIPMENT

Per GC [19993.1](#), state-owned motor vehicles must be used solely for official state business purposes. No state officer or employee shall use or permit the use of any state-owned motor vehicle other than in the conduct of state business.

Transportation of passengers is limited to individuals involved in the performance of assigned state activities unless the employee's supervisor has given prior authorization, which is required for every instance.

Individuals who suspect state vehicles are not being used properly should report the misuse following the procedures outlined below.

- 1) Report the suspicion or incident to the Citizen Complaint Coordinator at [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov) or (855) 611-6326.

- 2) When reporting possible misuse, include the vehicle description and license plate number if known, date, time, and location of the incident.
- 3) State agencies are required to investigate and act on alleged misuse and notify OFAM of the findings of their investigation. For more information, see CCR Title 2, Section [599.804](#).

## 8. STATE FLEET CARD

---

The state fleet card must be used solely for state business purposes.

### A. PERMISSIBLE PURCHASES AND USE

- 1) Purchase of regular unleaded gasoline, alternative fuel (e.g., renewable diesel, E85, CNG, propane, hydrogen, and electricity), fluids, and lubricants at 95% of US fuel stations and 45,000 service locations.

❖ **When purchasing gasoline, drivers are only authorized to purchase regular unleaded gasoline or E85, as applicable, unless a higher fuel grade is specifically required by the vehicle manufacturer.**

- 2) If accepted by an electronic vehicle charging network, the fuel card may be used to pay for the electricity charging of a state-owned vehicle. It may be used at the point of transaction or programmed into the user's account as a standard form of payment.
- 3) Emergency purchases such as wiper blades, fan belts, tires, etc. are allowed in urgent situations only. Emergency purchases must be defined and approved by each agency. Tire purchases may be permissible if the purchases are in accordance with the statewide tire contract.
- 4) 24-hour emergency roadside service is available through the National Automobile Club at (866) 329-3471.
- 5) Two basic (low-cost) car washes per month.

### B. PROHIBITED PURCHASES AND USE

- 1) Unless specifically required by the vehicle manufacturer, the purchase of midgrade or premium-grade unleaded gasoline is strictly prohibited.
- 2) The state fleet card cannot be used for the purchase of items such as food or sundries (personal items).

- 3) The state fleet card cannot be used for short-term commercial rental vehicles unless an emergency arises, and the user has their agency's prior approval to use the state fuel card in such circumstances.
- 4) The state fuel card cannot be used for personal vehicles.

### **C. REQUIREMENTS**

All state agencies that utilize the state fleet card must implement oversight procedures as specified in SAM Section [4108](#). Each agency will designate an employee to act as the fuel card coordinator to manage the agency's use of each state fuel card.

- 1) Each agency that utilizes the state fleet card must submit a [DGS OFAM 3 State Fleet Card Annual Certification](#) indicating that the department has executed the required procedures as well as certify that it has assigned a fuel card coordinator to manage its fuel card usage. This certification must be submitted to OFAM annually by June 30.
- 2) Each agency must ensure that all individuals authorized to use the state fleet card sign a [DGS OFAM 1 State Fleet Card User Agreement](#). All active fleet card user agreements must be kept on file by the agency.

### **D. STATE FLEET CARD FOR DGS LEASE VEHICLES**

- 1) Drivers are responsible for immediately reporting lost/stolen cards to the OFAM at [OFAMWEXCard@dgs.ca.gov](mailto:OFAMWEXCard@dgs.ca.gov).
- 2) Unauthorized charges on fuel cards belonging to DGS leased vehicles will be charged back to the applicable agency. It is the agency's responsibility to recover inappropriate charges from the driver.
- 3) Drivers are allowed two basic (low-cost) car washes per month which may be charged on the fleet card (not including interior/detail). Instances of more than two basic car washes as well as interior and detail cleans fall outside of the two basic low-cost category and will be billed back to the leasing agency.
- 4) The fleet card must be only used for the vehicle to which the card is assigned.

### **E. STATE FLEET CARD FOR AGENCY-OWNED VEHICLES**

- 1) Each agency is required to set up its state fleet card account. It is the responsibility of the agency to manage, control, and monitor the use of its fleet cards and to investigate misuse.
- 2) New or replacement state fleet cards should be ordered by the agency fleet card coordinator. See SAM Section [4108](#) for fuel card management.



- 3) Report/stolen fleet cards must be immediately reported to the OFAM fleet card coordinator at [OFAMWEXCard@dgs.ca.gov](mailto:OFAMWEXCard@dgs.ca.gov). If outside the normal state business hours, contact WEX Customer Service directly at (800) 492-0669 which operates 24/7. Additionally, the agency's fleet card coordinator and the driver's supervisor must be informed as soon as possible.
- 4) Each agency is responsible for setting up an internal process for ordering new or replacement cards, reporting lost/stolen cards, and communicating this process to its employees.

## 9. 24-HOUR EMERGENCY ROADSIDE SERVICES

---

In the event of a breakdown of a state vehicle, the state fleet card must be used to receive 24-hour emergency roadside services through the National Automobile Club.

- Contact the National Automobile Club at (866) 329-3471.

The driver should be ready to provide the following information:

- 1) Year, Make, Model, and the color of the vehicle.
- 2) Driver's name and phone number
- 3) The agency's contact information
- 4) 15-digit state fleet card account number

The roadside assistance will cover the following for state vehicles:

- 1) **Mechanical first aid:** Minor mechanical adjustments that may be affected at the scene of the disablement to enable the vehicle to be safely operated.
- 2) **Battery service:** A "jump start" is applied to a discharged battery.
- 3) **Tire change:** Removal of a flat or damaged tire and replacement with an inflated spare tire carried by the vehicle.
- 4) **Gasoline, oil, and water delivery:** Delivery of gasoline, oil, and water to a disabled vehicle at the retail sales price of any gasoline or oil so delivered.
- 5) **Lockout Assistance:** Retrieval of the ignition key when locked inside the vehicle, to the extent that it is retrievable without material risk of damaging the vehicle. This service does not include key-making or locksmith service.
- 6) **Towing:** Towing the vehicle that cannot be safely operated from the scene of disablement to the business location of the nearest state-approved service station. The vehicle may be towed to the location of the servicing company until further instructions are received from the state.

- ❖ Towing invoices for the agency's owned vehicles must be submitted to the applicable agency.
- ❖ Towing invoices for DGS lease vehicles can be submitted to the [OFAM Fleet Operations Portal](#).

## 10. HOME STORAGE

---

Per CCR Title 2, Section [559.808](#), a vehicle home storage permit (VHSP) is required for any employee who stores a vehicle at or in the vicinity of their home. All VHSPs issued by state agencies must comply with the provisions outlined in SAM Section [4109](#).

### A. AUDIT REQUIREMENTS

Per CCR Title 2, Section [599.808 \(d\)](#), DGS reserves the right to audit state agencies to ensure compliance with the VHSP policies and procedures. DGS further reserves the right to withdraw an agency's ability to approve its VHSPs.

## 11. DISPOSAL OF SURPLUS FLEET ASSETS

---

State's surplus vehicles and mobile equipment may be disposed of when they meet their replacement thresholds outlined in SAM Section [4126](#) or when it is not cost-effective to repair. Disposal of a state agency's surplus fleet assets may be through reutilization with another state agency, selling via public auction, donating to schools/school districts or non-state entities, or scrapping for recycling purposes.

### A. REUTILIZATION OF SURPLUS FLEET ASSETS

An agency may reutilize its surplus fleet assets by transferring them to another state agency.

- 1) Transfer by sale – when an agency sells its surplus fleet assets to another agency, the selling agency must submit an [STD 152 Property Survey Report](#) as well as an [STD 158 Property Transfer Report](#) to OFAM FAMS for approval.
- 2) Transfer by donation – when an agency transfers its surplus fleet assets to another agency at no cost, the donating agency must submit an [STD 158 Property Transfer Report](#) to OFAM FAMS for approval.
- 3) The receiving or buying agency must list the fleet assets in their FAPs for OFAM FAMS's review and approval.

### B. PUBLIC AUCTION VIA CONTRACTED AUCTION VENDOR

OFAM's State Vehicle Auction Program assists state agencies in disposing of their surplus fleet assets through the state's contracted auction vendor. It is the selling agency's responsibility to coordinate the drop-off of fleet assets to be sold at the

auction yard. Drop-off is by appointment only; fleet assets sent to the auction year without an appointment will be not accepted.

Agencies must submit the following to OFAM's State Vehicle Auction Program:

**For a fleet asset that meets its replacement criteria,**

- i. [STD 152 Property Survey Report](#) approved by OFAM FAMS.
- ii. Certificate of Title for all fleet assets registered with DMV.

**For a fleet asset that does not meet its replacement criteria or does not have an established replacement criteria under SAM Section [4126](#).**

- i. OFAM 6 Vehicle Inspection Report approved by an IAE recommending disposition.
- ii. STD 152 Property Survey Report approved by OFAM FAMS.
- iii. Certificate of Title for all fleet assets resighted with DMV.

**❖ OFAM issues the Permit to Transfer Legal Ownership of State-owned Vehicles at the time the fleet asset is sold.**

- Please visit the [Public Auction Guide](#) or contact [FleetAuction@dgs.ca.gov](mailto:FleetAuction@dgs.ca.gov) for any questions or more information.

**C. SELL IN-PLACE VIA GOVDEALS**

Agencies may choose to sell their surplus fleet assets approved for disposal via [GovDeals](#) online auction when the fleet assets are not in drivable condition, or it is more economical to sell them via online auction.

- Please visit the [Public Auction Guide](#) or contact [ContactSPR@dgs.ca.gov](mailto:ContactSPR@dgs.ca.gov) for any questions or more information.

**D. DONATION OF STATE SURPLUS FLEET ASSETS**

An agency proposing to donate its surplus fleet asset(s) must submit a state surplus property donation approval request to the Director of DGS approval. Per GC [14674](#), the Director of DGS has the authority to approve a donation of state surplus property when the donation of the surplus property is in the best interests of the state.

**E. DISPOSAL BY SCRAPPING/RECYCLING**

State surplus fleet assets may be scrapped/recycled if the estimated costs associated with repair and transport exceed the expected sale price. When proposing scrapping of surplus fleet assets, an agency must have an approved

OFAM 6 *Vehicle Inspection Report* from an IAE. To obtain disposal of its surplus fleet asset through scraping, an agency must follow the steps explained below.

- 1) Send photos of the asset to a local IAE asking for approval to scrap. The photos should include the front, left front, and right rear showing the license plate. If the asset doesn't have a license plate, include a photo of the property tag and/or VIN.
- 2) Along with the photos, submit the estimated cost of repair and/or transport as well as the expected sale price.
- 3) An IAE may choose to physically inspect the vehicle before they return an approved OFAM 6 *Vehicle Inspection Report*.
- 4) Upon receipt of an approved OFAM 6 from an IAE, the agency must contact at least two scrap/recycle vendors to obtain the best price.
- 5) Once the fleet asset has been disposed of by the chosen vendor, the agency must complete the applicable [DMV process](#).
- 6) Submit a copy of the certification of disposal as well as DMV-approved documents to OFAM as applicable.

## 12. STATEWIDE PARKING PROGRAM

---

The DGS Parking Administration Unit (PAU) allows state agencies and employees to obtain an individual vehicle, carpool, zero-emission vehicle (ZEV), motorcycle, or bicycle parking space at selected DGS PAU-managed parking facilities. DGS parking policies and resources are available on the [OFAM website](#).

### A. ONLINE PARKING LOTTERY SYSTEM PROCESS

The Online Parking Lottery System (OPLS) was established to manage multiple lots in the downtown Sacramento area. Names are drawn randomly from the OPLS to backfill available parking spaces as cancellations occur. Once an individual has been issued parking, they may sign up for, or remain on, an alternate waitlist or remain in the OPLS to obtain a preferred parking facility assignment.

Individuals may not request to be entered into the OPLS for a specific lot. When subscribing to OPLS, individuals are subscribing to the following downtown Sacramento parking facilities: Lot 2, Lot 14, Lot 24, Lot 33, Lot 39, and Lot 55.

The number of available spaces directly correlates with the number of canceled parking spaces. As a result of this, the number of names pulled from the OPLS – and how often names are pulled – fluctuates from month to month.

The OPLS does not guarantee any subscriber a parking space. The OPLS is based on random selection. No name is more likely to be drawn than the next.

The amount of time registered in the OPLS does not affect chances of being drawn.

Individuals may only enter the OPLS under one email address. If an individual is found to have entered the OPLS more than once using multiple email addresses, the individual may be subject to removal from the OPLS.

When an individual is selected from the OPLS, the individual will receive a notification via email from DGS PAU providing information on parking availability per facility. Upon receiving the notification email, the individual must submit a parking application in the DGS Parking Portal within seven business days.

If the individual fails to reply within seven business days, the offer will be considered declined, and the individual's name may be removed from the OPLS.

OPLS subscribers will remain in the OPLS until selected and a parking space is received; until the subscriber requests to be removed from the OPLS; or until the subscriber fails to respond to DGS PAU's contact attempts.

State employees may subscribe to the OPLS at the [Statewide Parking and Commute Program website](#).

## **B. WAITLISTS**

In facilities at or above capacity, monthly parking is assigned through a waitlist or the online parking lottery. See section 1 to determine the waitlist type for each parking facility.

Waitlists are reserved for tenant employees who occupy the building where the parking structure is located. Parking spaces will be distributed in numerical order as spaces become available. Parking is issued per facility and cannot be traded or swapped for parking in an alternate parking facility location. Once an individual has been offered parking, they may sign up for, or remain on, an alternate waitlist or in a parking lottery to obtain a more preferable parking facility assignment.

Parking spaces are released in waitlisted facilities as cancellations occur. Availability directly correlates with quantity of cancellations. As a result of this, the number of names pulled from the waitlist – and how often names are pulled – fluctuates month to month.

When parking becomes available, individuals on the waitlist will receive a notification via email. Upon receiving the notification email, the individual must submit a parking application in the DGS Parking Portal within seven business days.

If the individual fails to reply within seven business days, the offer will be considered declined, and the individual's name may be removed from the waitlist.

Individuals may be added to a waitlist and be entered in the parking lottery concurrently.

### **C. PARKING PERMIT APPLICATION PROCESS**

Applicants must complete the parking application in the DGS Parking Portal to participate in the statewide parking program. The DGS Parking Portal is available by invitation only at <https://dgs.service-now.com/ofam>. Contact DGS PAU or the Department Parking Coordinator to apply.

If a parking application remains incomplete 30 days after the invitation email is sent, the offer will be considered declined, and the applicant must go through the lottery or waitlist process to reestablish eligibility.

### **D. PARKING RATE AND DEDUCTIONS**

DGS offers monthly and daily parking services. Monthly parking services are offered at 23 parking facilities statewide, with rates varying by location. Daily parking services are offered at select locations. For a list of applicable rates visit the Parking Administration Website.

- 1) All standard parking fees must be paid via automatic payroll deduction. All payroll deduction fees are pre-tax.
- 2) Before the commencement of the employees' first payroll deduction, parking fees will be prorated on the first day of parking and collected in advance by a credit/debit card, money order, or cashier's check. No cash or personal checks will be accepted.
- 3) Applicants must be a state employee, Senate employee, Assembly employee, or Governor's Office employee. Contract employees, retired annuitants, permanent intermittent, limited-term, seasonal employees, and student assistants are not eligible for monthly parking.
- 4) State agencies opting to pay monthly parking charges will be billed through their DGS Customer Account Number (CAN).
- 5) State employees whose work hours are outside of normal business hours (night shift or graveyard) may qualify for a 50 percent reduction in the monthly parking rate for parking during those hours. Contact PAU for further information or to be signed up.
- 6) Parking rates are subject to change. Every effort will be made to notify parking permit holders at least 60, but no less than 30, days before a parking rate

increase.

- For information on parking rates or space availability, call PAU at (844) 832-5423 or [Parking@dgs.ca.gov](mailto:Parking@dgs.ca.gov).

## **E. ZERO-EMISSION VEHICLE PARKING**

### 1) Zero-emission Vehicles (ZEVs)

A ZEV, for the purposes of this policy and incentive, is defined as a 100 percent battery-powered electric vehicle or hydrogen fuel cell vehicle.

### 2) Plug-in Hybrid Electric Vehicles

Plug-in Hybrid Electric Vehicles (PHEV) do not qualify for the ZEV program. State employees who obtained parking through the ZEV program with a PHEV will be allowed to retain the ZEV monthly parking discount rate for as long as they own or lease that vehicle. Once the PHEV is sold, or the lease has expired, the parker is required to submit an updated Parking Agreement with an eligible ZEV in order to retain the ZEV monthly parking discount rate. If another PHEV is leased or purchased, the parker may retain parking at the individual lot rate. If an ineligible vehicle other than a PHEV is purchased, the parker will forfeit the parking agreement.

### 3) ZEV Monthly Parking Discount Rate

ZEV vehicles receive a discounted monthly parking rate of \$40.00 per month. Once the ZEV occupancy rate exceeds 20 percent, as determined by the total quantity of state employee monthly parkers combined across all DGS-owned or operated parking facilities, the ZEV monthly parking discount rate will be discontinued and revert to the individual lot rate. When the ZEV occupancy rate exceeds 20 percent, a memorandum signaling the discontinuation of the ZEV monthly parking discount rate will be distributed to all ZEV parkers via the business email address on record with DGS. Sixty days after notification, the ZEV monthly parking discount rate will increase to the individual lot rate.

### 4) EV Charging

While occupying a designated electric vehicle charging stall, vehicles must be plugged in and actively charging. Once the charging session is complete, the vehicle must be unplugged and moved to an unoccupied parking stall. Idle fees commence once the vehicle stops actively charging.

Charging Type	Electricity Fee	Idle Fee	Time Limit
Level 1 (120V)	N/A	N/A	24 Hours
Level 2 (240V)	\$0.17/kWh	\$1.50 per hour	No time limit while actively charging.

Solar chargers and non-networked chargers carry a 24-hour time limit. Electricity fees and idle fees are subject to change. Electricity fees may increase during summer or peak demand. When a Cal-ISO flex alert is scheduled, charging speeds may be temporarily reduced or paused to maintain grid integrity.

a. Level 1 (120V) Charging

Level 1 charging is slow speed, and commonly available at standard wall outlets. Level 1 charging is offered at designated NEMA 5-15R, 5-20R, or J1772 connectors in designated parking stalls only. The use of undesignated outlets or extension cords is strictly prohibited.

b. Level 2 (240V) Charging

Level 2 charging is intermediate speed and often found in residential and public areas. When a Level 2 charging station requires a fee, parkers must pay at the station or create a personal payment account.

5) ZEV Parking

a. Application

- i. Applicants must contact DGS PAU to register for the program.
- ii. Applicants must provide a copy of the DMV registration in the applicant's name, purchase agreement, or lease agreement. Address or confidential information may be redacted from the document(s).
- iii. DGS reserves the right to request a visual inspection to verify eligibility.

b. Terms and Conditions

- i. Parkers participating in the ZEV program must certify the parking pass will not be used for a non-ZEV.
- ii. Temporary exemptions may be obtained with prior notification and authorization by the DGS Parking Administration Unit.
- iii. ADA or accessible parking spaces containing charging stations may only be occupied by ZEVs displaying a valid Disabled Person (DP) parking placard or license plate.



- iv. If the charging time limit is exceeded, customers may receive a warning to move the vehicle. Repeated warnings may result in the loss of parking privileges for the agency or individual.
- v. Valid documentation is required on an ongoing basis to maintain eligibility. Parkers may lose access to the parking facility when ZEV documentation has expired past 30 days or is otherwise invalid.
- vi. DGS will not be held liable for any vehicle damage or personal injury resulting from misuse of the charging devices.

➤ More information on state employee ZEV parking can be found on the [OFAM Website](#).

## **F. CARPOOLS**

The carpool program was designed to assist in reducing greenhouse gases through the reduction of petroleum consumption and to reduce the number of vehicles on the road. A carpool is defined as two or more persons sharing a vehicle to and from work. The following criteria must be met to be considered a carpool:

- 1) All carpool members must be of legal driving age.
- 2) Permit holders and all carpool members must be state employees.
- 3) The primary permit holder must complete a parking application in the DGS Parking Portal. The primary permit holder must input the carpool members' information (agency/department, 8 business email, business phone, city, date, home ZIP code, name of carpooler, nearest major cross street to home, route to work, and work start/end time).
- 4) Make, model, and license plate number of all vehicles used in the carpool must be identified on the primary permit holder's parking application.
- 5) A Zero Emission Vehicle (ZEV) must be registered to the primary permit holder to qualify for the ZEV monthly parking discount rate. A ZEV registered as a carpool member does not qualify for the ZEV monthly parking discount rate.
- 6) The primary permit holder and carpool members must be headquartered within a five-block radius of the parking facility.
- 7) The carpool program is available only to state employees who have already been issued a monthly parking space. Applying for the program will not increase an individual's chances of being selected from a waitlist or the OPLS.
- 8) The parking permit may be reassigned to one of the other carpool members if the individual has been a documented carpool member for a minimum of six months.

- 9) Carpool members are restricted to one carpool and shall not appear on another parking application.
- 10) A carpool is authorized to have one vehicle in the parking facility during hours of operation.
- 11) If a carpool loses all members, the primary permit holder must register a new carpool member within 30 days. If no carpool member is registered within 30 days, the primary permit holder must contact the assigned Department Parking Coordinator or DGS PAU to be reverted to individual parking status and monthly rate. Failure to provide notification may result in the permit being forfeited.
- 12) The primary permit holder will receive a discounted monthly parking rate at applicable parking facilities, provided the primary permit holder meets all the criteria to be considered a carpool. If a parking application is reclassified from individual to carpool, DGS PAU will apply the discounted monthly carpool rate within 30 days of the effective date listed on the parking application.

### **13. STATEWIDE TRAVEL PROGRAM**

---

The Statewide Travel Program (STP) administers the travel contracts for airfare, commercial car rental, travel management services (travel agency), and travel payment services.

State agencies are required to make all travel arrangements (airfare, hotel, commercial car rental, and rail) through the STP per [SAM Section 4117](#).

STP services offer government travelers comprehensive travel services through the contracted travel agency's online booking tool and is the primary method for booking all reservations. Visit the [contracted travel agency's website](#) to access the online booking tool, as well as contact information for phone reservations.

For more information, visit the [STP Website](#).

### **14. DGS OFAM CONTACTS**

---

#### **A. OFAM HEADQUARTERS**

1700 National Drive  
Sacramento, CA 95834  
Phone: (916) 928-2550

## **B. FAP SUPPORT**

1700 National Drive  
Sacramento, CA 95834  
[FAMSSupport@dgs.ca.gov](mailto:FAMSSupport@dgs.ca.gov)

## **C. INSPECTION SERVICES**

- 1) Region 1 – Northern California  
Phone: (916) 201-0128  
[DGSInspectionSVCSRegion1@dgs.ca.gov](mailto:DGSInspectionSVCSRegion1@dgs.ca.gov)
- 2) Region 2 – Central California  
Phone: (661) 213-6550  
[DGSInspectionSVCSRegion2@dgs.ca.gov](mailto:DGSInspectionSVCSRegion2@dgs.ca.gov)
- 3) Region 3 – Southern California  
Phone: (213) 792-7348  
[DGSInspectionSVCSRegion3@dgs.ca.gov](mailto:DGSInspectionSVCSRegion3@dgs.ca.gov)

## **D. SURPLUS FLEET AUCTION SERVICES**

1700 National Drive  
Sacramento, CA 95834  
[FleetAuction@dgs.ca.gov](mailto:FleetAuction@dgs.ca.gov)

## **E. DGS-LEASED FLEET SERVICES**

1700 National Drive  
Sacramento, CA 95834  
Phone: (855) 611-6326  
[FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov)

## **F. PARKING AND COMMUTE PROGRAMS**

1416 10<sup>th</sup> Street  
Sacramento, CA 95814  
Phone: (844) 832-5423  
[Parking@dgs.ca.gov](mailto:Parking@dgs.ca.gov)

## **G. STATEWIDE TRAVEL PROGRAM**

1700 National Drive  
Sacramento, CA 95834  
Phone: (916) 376-3974  
[StatewideTravelProgram@dgs.ca.gov](mailto:StatewideTravelProgram@dgs.ca.gov)