

State of California Fleet Handbook



A Guide to Fleet, Travel, and Parking Policies

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Available online on the [OFAM website](https://www.dgs.ca.gov/OFAM):
(<https://www.dgs.ca.gov/OFAM>)

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"Contact OFAM" link at: ContactOFAM@dgs.ca.gov

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OVERVIEW

The Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) is a fee-for-service organization that helps state agencies fulfill their missions by providing cost-effective and environmentally conscious travel, transportation, and asset management services. OFAM provides long-term vehicle leasing, monthly parking, travel management, automotive inspection, and surplus property management services to state and local government agencies. OFAM is also responsible for implementing the Department of General Services' statutory authority for establishing statewide fleet policies, collecting vehicle-related data, approving fleet acquisition plans, and filing mandatory fleet reports.

Rates for OFAM services are available in the [DGS Price Book](https://www.dgs.ca.gov/OFS/Price-Book) (<https://www.dgs.ca.gov/OFS/Price-Book>).

STATE AGENCIES THAT ARE SUBJECT TO FLEET RULES

State agencies are defined by Government Code Section 11000. "State agency" includes every state office, officer, department, division, bureau, board, and commission. "State agency" does not include the California State University unless the section explicitly provides that it applies to the university system. Government Code Section 13332.09 excludes a district agricultural association as defined in Section 3951 of the Food and Agricultural Code, and the Prison Industry Authority as established by Section 2800 of the Penal Code. Additionally, Government Code Section 13332.09 encourages the University of California (UC) to have the Department of General Services perform the UC's fleet oversight function provided in this statute.

Fleet Asset Oversight and Acquisition Policies

State agencies that are subject to fleet rules must comply with all statewide fleet policies contained within State Administrative Manual [Sections 4120 – 4126](https://www.dgsapps.dgs.ca.gov/dgs/sam/DocumentsDetail/DetailByChapter/4100) (<https://www.dgsapps.dgs.ca.gov/dgs/sam/DocumentsDetail/DetailByChapter/4100>).

Fleet Management

The State Fleet Asset Management Program provides a variety of services to meet the needs of policymakers and those agencies operating California's multibillion-dollar fleet, including:

- 1) Oversight of fleet acquisitions.
- 2) Establishment of fleet policies.
- 3) Collection, analysis and reporting of fleet data.
- 4) Periodic assessment of fleet size and composition.
- 5) Control of ongoing fleet costs.
- 6) Ensuring California's compliance with federal alternative fuel vehicle mandates.

OFAM promotes the purchase and use of alternative fuel vehicles (E85, compressed natural gas [CNG], plug-in hybrid electric vehicles [PHEVs], and battery electric vehicles [BEVs]) and increased fuel efficiency in the state's fleet. Program staff provides technical support to policymakers and state agencies on alternative fuel vehicles, fueling, proposed legislation, rules and regulations. In addition, OFAM provides state agencies with alternative fuel vehicle information on available

fueling infrastructure as well as buying guides for clean and efficient vehicles. Please see the following resources for purchasing and maintaining alternative fuel vehicles:

- [Green Fleet website](http://green.ca.gov/fleet/departments/DGS) (green.ca.gov/fleet/departments/DGS)
- Drive Green: Alternative Fuel Vehicles Available Through State of California Contracts (downloadable from the [DGS Website](https://www.dgs.ca.gov/) https://www.dgs.ca.gov/)
- [Alternative Fueling Station Locator](https://afdc.energy.gov/stations) (https://afdc.energy.gov/stations)

Inspections

Inspectors of Automotive Equipment provide mechanical inspections and fleet consultation services. Inspections occur periodically or on demand to assist agencies in better understanding their vehicle fleet and avoiding unnecessary expenses. Inspectors assess vehicles, review repair recommendations, and represent agencies in working with commercial vendors and dealerships to help state agencies manage costs by avoiding unnecessary repairs and obtaining warranty coverage whenever possible. Inspectors also evaluate local program needs, provide technical advice on specifications for new vehicle purchases and/or modifications to existing vehicles, and help locate used state mobile equipment capable of being reutilized. Refer to the [Statewide Inspector Directory](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) for the current statewide inspector contact list.

Auction and Reutilization

To assist with the disposal of surplus fleet assets, public auctions are frequently held at the state's vehicle auction yard in either Davis or Colton, California. In some cases, online auctions and sealed bid sales are held in the event the fleet equipment is considered junk or not cost-effective to transport to either the Davis or Colton auctions. Scrapping a vehicle to recycle may also be considered. Vehicles that are surplus to one agency may be reutilized by another agency. Excellent deals are often found by agencies looking to reutilize good used vehicles. For further information, contact your local Inspector of Automotive Equipment. See the [Directory of Automotive Inspectors](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) (https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) to identify the inspector that oversees your region.

OFAM MONTHLY LEASING SERVICES

OFAM leases vehicles on a long-term (more than 30 days) basis to state employees conducting official state business. Vehicles leased on a monthly basis require prior approval through a department's Fleet Acquisition Plan (See page 9 – [Long Term Vehicle Rentals](#)). Leasing through OFAM allows state agencies to take advantage of several fleet management services, which provide many benefits for state agencies. These benefits include:

- **Maintenance and Repair Cost Savings** – OFAM is responsible for the maintenance and repair costs on its leased vehicles. In addition, OFAM manages the payment processing and dispute resolution process for all vehicle maintenance and repair invoices.
- **Insurance Cost Savings** – OFAM is responsible for all annual insurance costs for its leased vehicles.
- **Predictable Fleet Costs** – OFAM's monthly lease charges are easier to budget for than new vehicle purchases.

- **Statewide Fuel Card Auditing** – OFAM provides continuous monitoring and regular audits of fuel card transactions in order to minimize fraud and misuse, providing additional cost savings to leasing customers.
- **Smog and Preventive Maintenance Management** – OFAM tracks every vehicle’s smog and preventive maintenance schedule and launches email campaigns to ensure timely maintenance and smog checks. In addition, OFAM plans to install telematics on all new leased vehicles beginning in 2020, which will eliminate the need for smog checks.
- **Vehicle Life Cycle Management** – OFAM is responsible for identifying leased vehicles that have met age or mileage replacement thresholds, and adding those vehicles to its annual Fleet Acquisition Plan (FAP). OFAM works with department fleet coordinators to identify replacement vehicles available on state contract and to provide guidance through the FAP process and the numerous mandates/requirements that must be fulfilled, such as zero-emission vehicle requirements, emergency vehicle justifications, four-wheel drive justifications and ensuring leased vehicles are meeting operational needs.
- **Vehicle Recall Notifications** – OFAM notifies department fleet coordinators and drivers of current manufacturer recalls on leased vehicles so these issues can be addressed promptly and leased vehicles are safe to operate.
- **Department of Motor Vehicles Liaison** – OFAM is responsible for processing license plates and registrations, and acts as the liaison with the Department of Motor Vehicles for any licensing or registration issues.
- **Tracking and Reporting** – OFAM tracks all vehicle usage and uploads the data into the Fleet Asset Management System (FAMS) database, taking care of FAMS reporting requirements. In addition, OFAM can provide various reports to department fleet coordinators; allowing departments to leverage OFAM’s fleet reporting capabilities for tracking, PRA requests or data requests for investigative purposes.
- **Driver Support** – OFAM provides ongoing customer service and driver support for OFAM-owned vehicles through the Fleet Services Call Center. The Fleet Services Call Center staff are available Monday through Friday from 7 a.m. to 5 p.m., and are prepared to assist drivers in the field – as well as departments – with the following issues:
 - Finding an approved vehicle service and repair vendor closest to the driver’s current location.
 - Arranging for emergency roadside service or a tow, if necessary.
 - Arranging for a short-term rental from Enterprise Car Rental, if necessary.
 - Managing all parking violations, toll evasion notices and administrative citations received on its vehicles.

To begin the process of leasing a DGS vehicle, please contact the OFAM Fleet Operations Team at DGSFleetOps@dgs.ca.gov.

Caring for a DGS Leased Vehicle

What To Do if You’re in an Accident While Driving a DGS Vehicle

If you’re in an accident while driving a DGS vehicle, follow the steps below:

1. Obtain the other party’s information, i.e., name, address and insurance carrier; and notify the DGS Office of Risk and Insurance Management at (916) 376-5300 within 48 hours or within 24 hours if there is bodily injury. The Accident Identification Form, [STD. 269](#)

(<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std269.pdf>), is located in the storage compartment of the vehicle and can be used for this purpose.

2. Complete a Vehicle Accident Report Form, [STD. 270](#) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf>), and submit it as noted on the STD. 270.
3. Notify the Fleet Services Call Center at (855) 611-6326. The Fleet Services Call Center will guide you in finding a DGS-approved vendor for accident repairs.
4. Accident repairs that exceed \$1,000 require two price quotes. The bids or justification shall be submitted to the local Inspector of Automotive Equipment with a copy of the Vehicle Accident Report, STD. 270.
5. Once accident repairs are completed, send the invoice for services rendered to OFAM via fax at (916) 376-6355 or via email at DGSFleetInvoices@dgs.ca.gov. (Except in emergency situations, maintenance and repairs are not to be charged to the State Fleet Fuel Card.)

What To Do if Your DGS Leased Vehicle Needs Mechanical Repairs

If you have a DGS vehicle that is in need of mechanical repairs, please follow the steps below:

1. Identify your region's Inspector of Automotive Equipment via the [Statewide Inspector Directory](#) (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors>) and contact him or her. They will assist you in locating a DGS-approved vendor in your area.
2. Repairs that exceed \$500 need an Inspector of Automotive Equipment's authorization.
3. Once the work is completed, send the invoice for services rendered to OFAM via fax at (916) 376-6355 or via email at DGSFleetInvoices@dgs.ca.gov. (Except in emergency situations, maintenance and repairs are *not* to be charged to the State Fleet Fuel Card.)

How to Have Modifications Made to a DGS Leased Vehicle

In some cases, departments may need to have permanent modifications made to a leased vehicle in order for the vehicle to fully meet their operational needs. If you need to make modifications to a DGS vehicle, follow the steps below:

1. Contact your local Inspector of Automotive Equipment. You will need to provide the inspector with an Equipment Modification Request Form, [DGS OFAM 155](#) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam155.pdf>). The inspector will then approve or disapprove of the modification.
2. If your request is approved, the Inspector of Automotive Equipment will assist you in locating DGS-approved vendors in your area.
3. You will need to collect three vendor quotes, which will then need to be submitted to the Inspector of Automotive Equipment. The inspector will approve one of the quotes and you can then have the modification completed.
4. Once the work is completed, send the invoice for services rendered to OFAM via fax at (916) 376-6355 or via email at DGSFleetInvoices@dgs.ca.gov. (Except in emergency situations, maintenance and repairs are *not* to be charged to the State Fleet Fuel Card.)

How to Maintain Your DGS Leased Vehicle

OFAM regularly launches email campaigns to notify drivers and fleet coordinators when to take their vehicle in for regular maintenance/oil changes and smog checks.

All designated services and mechanical inspections should be performed by a DGS-approved vendor where available. State-authorized repair vendors can be found on the [Approved Auto Repair Facilities website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) (https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) or by contacting the Fleet Services Call Center at (855) 611-6326.

Log maintenance and repairs performed in the Automobile Maintenance Record, [STD. 271](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std271.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std271.pdf>). The STD. 271 is located in the blue binder issued with every DGS leased vehicle.

DGS Fleet Coordinator Responsibilities

Agencies that lease vehicles from OFAM must appoint a Fleet Coordinator from their office. The Fleet Coordinator is one of OFAM's main points of contact. Below are some of the requirements of the Fleet Coordinator:

- Participate in the annual Fleet Acquisition Survey.
 - Part of this responsibility includes working with the agency's drivers to extract the necessary information to sufficiently justify acquisition of new vehicles.
- Track and update OFAM on current drivers and billing codes by submitting an updated Vehicle Lease Agreement, [DGS OFAM 507](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam507.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam507.pdf>) to FleetServices@dgs.ca.gov.
- Track and maintain the regular maintenance of all DGS leased vehicles.
- Distribute State Fleet Fuel Cards, license plates and registration tags received from OFAM to drivers of DGS vehicles.
- Submit requests for lost/stolen license plates and license plate type conversions to OFAM.
- Ensure odometer readings for all DGS leases are entered into the [DGS Online Mileage Log](https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/) (<https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/>) on a monthly basis.

Driver Responsibilities for DGS Leased Vehicles

- Each driver must maintain a valid California driver's license; it cannot be suspended or expired.
- DGS leased motor vehicles and mobile equipment shall only be used for official state business and, except in cases of emergency, no one is allowed to drive an assigned state vehicle except an authorized state employee. Costs incurred to DGS vehicles due to employee abuse, negligence, misuse, lack of training, or violations of the California Vehicle Code (CVC) may be billed back to the agency.
- Smoking in DGS leased vehicles is prohibited.
- Drivers are required to submit their monthly mileage and total days used in the [DGS Online Mileage Log](https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/) (<https://www.dgsapps.dgs.ca.gov/OFA/MileageLog/>). These monthly entries are used by OFAM in order to accurately bill departments for their leased vehicles. Failure to report mileage to OFAM by the fifth working day of the month will result in a \$50 charge to the department or agency.
- Drivers are responsible for bridge tolls when driving a state vehicle. Failure to comply with this policy may result in the leasing agency being back-billed the full amount.
- Drivers are responsible for following manufacturer warranty requirements and ensuring that their assigned state vehicle is operationally safe by following the minimum preventive maintenance requirements and having routine mechanical inspections at the intervals prescribed in the Preventive Maintenance Schedule/Safety Inspection Worksheet, [OFAM 35](#)

(<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf>). OFAM will notify drivers when vehicles are due for preventative maintenance/safety inspections.

- A home storage permit is required if a state vehicle is frequently kept overnight at or in the vicinity of an employee's home.
- Drivers are to use DGS-approved vendors whenever maintenance or repairs are needed unless it is not feasible to bring the vehicle to an approved vendor. Approved vendors can be located on DGS' [Approved Auto Repair Facilities website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) (https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/).
- Splitting invoices 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.
- Drivers will use the State Fleet Fuel Card tied to their assigned vehicle when refueling. The State Fleet Fuel Card can also be used for 24-hour emergency roadside assistance through the National Automobile Club ([800] 600-6065). In addition, emergency purchases, such as wiper blades, fan belts, a single tire, etc. are permissible provided the purchases are in accordance with DGS policies (MM 12-08 and DGS Fleet Card Program Manual).

Fleet Call Center

If you have questions regarding repair, maintenance, or emergency services for a DGS leased vehicle, please contact a Call Center representative via one of the following methods:

Phone: (855) 611- 6326
Fax: (916) 376-6356
Email: FleetServices@dgs.ca.gov

The Call Center hours of operation are:

Monday – Friday, 7 a.m. - 5 p.m. (excluding state holidays)

PARKING CITATIONS, MOVING VIOLATIONS AND TOLL EVASIONS RECEIVED WHILE OPERATING A DGS VEHICLE

In accordance with California Vehicle Code Section 40200 (a), state employee drivers are responsible for all non-administrative citations, red light camera tickets (CVC 21453 [a]), parking tickets (CVC 40200 [a]), bridge/toll road evasion fines (CVC 40250 [a]), and moving violations issued while operating a state vehicle. The driver has a responsibility to ensure that any citation, moving violation, or toll evasion notice is paid in a timely manner. It is suggested that the responsible driver contact the citing party to determine if a waiver, dismissal, or fine reduction may be granted.

Administrative citations such as those dealing with vehicle titling and registration should be directed to OFAM Fleet Operations at FleetServices@dgs.ca.gov.

Transportation expenses for parking cost, bridge and road tolls are reimbursable by Travel Expense Claim [STD. 262](#) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf>). Refer to SAM Section 0710.

A process is in place to notify drivers in a timely manner when DGS receives a notice of violation by mail so that citations including fines or penalties are paid and cleared in a timely manner, and so that the driver has time to pay or contest the violation before fines and late penalties can be assessed.

The DGS Citation Coordinator will:

- Collect and/or receive the citation and maintain a comprehensive citation log.
- Research as necessary to determine the assigned driver and notify them and their supervisor of the violation(s) in a timely manner.
- Require proof that the citation has been paid or cleared.
- Provide drivers with, and notify their supervisors about, any subsequent notices received for outstanding violations.
- Take the necessary action to ensure that the notice of violation is properly cleared through the issuing agency.
- Follow up with drivers and their supervisors as necessary and elevate ongoing issues or noncompliant drivers to management for appropriate disciplinary action.
- Notify and provide OFAM's Call Center with a copy of all administrative citations for DGS-leased vehicles immediately upon receipt.

Pursuant to Vehicle Code 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 as long as specific conditions are satisfied, such as:

- The authorized emergency vehicle is properly displaying an exempt California license plate, and is properly identified or marked as an authorized emergency vehicle.
- The vehicle is being driven while responding to or returning from an urgent emergency call.
- 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.

Electronic Toll Collection Systems

It is highly recommended that state agencies establish a transponder account (FasTrak) for state employees frequently crossing or using toll roads and toll bridge to conduct state business.

INVOICING – REQUIREMENTS, FORMAT, AND DISPUTES

Generating an invoice is the sole responsibility of the vendor. Invoices can be submitted to DGS via email at DGSFleetInvoices@dgs.ca.gov, Fax: (916) 376-6355 or via mail:

Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

In order for an invoice to be processed, it must contain the following:

- Vendor contact information.
- Complete invoice with all pages.
- Invoice number and date.

- Remittance address.
- Vehicle information: vehicle identification number (VIN), license plate number, odometer, and fleet equipment number.
- 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 scope of work and amount for individual services, hours worked, and rate per hour.
- The subtotal amount of all individual items, with breakdown of the tax amount and the complete total included on the invoice.
- Driver contact information.

Vendors need to be mindful that paper invoices must comply with some legal and quality requirements to guarantee that they meet the criteria for payment. We scan all the paper-based invoices we receive so that they can be processed as an electronic image. Paper quality is therefore a very important factor that affects the scanning process. If an invoice is received with poor paper quality, it impacts the scanning process, which can then affect timely payment. For instance, bright-colored backgrounds or fonts, unclear information, or even handwritten numbers or dates on invoices are elements that can diminish scan quality. The preferred format for the scanning process is a black and white invoice. Additional tips:

- Small size fonts or handwritten information are difficult to read compared with regular size fonts (size 12 or larger).
- The use of a highlighter pen on any important data on the invoice may cause a shadowy effect on the image.
- OFAM only needs to scan the original invoice; copies of the same invoice may cause confusion when the documents are sorted and grouped.
- Since DGS is going paperless, vendors are no longer required to submit three sets of invoices.

Any invoices with incorrect or missing information will be returned to the vendor with a dispute notice that explains why the invoice cannot be processed. This contributes to streamlining the invoice verification and payment process to benefit DGS vendors. On disputed invoices, the payment clock stops on the day the dispute is issued, and resumes on the day that the Program Support Accounting Section (PSAS) is notified that the dispute is being resolved.

We understand how important it is for vendors to get paid on time; however, we may not have the payment information available if vendors contact us prior to 30 days from receipt of an invoice. The soonest we can locate payment information in the system is 30 days after the receipt date. For invoice payment inquiries, general accounts payable questions and concerns, please contact us:

By email: DGSFleetInvoices@dgs.ca.gov

By phone: (916) 928-4640

Be sure to allow sufficient time for a payment to be received. 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 also take several days for the mail to arrive.

DGS Vehicle Accidents

- Drivers of DGS vehicles involved in an accident must follow the procedures outlined in the “What to Do if You’re in an Accident While Driving a DGS Vehicle” section of this Handbook and must also notify the Fleet Call Center at (855) 611-OFAM within 24 hours, or the next business day if the accident occurs on a weekend. Failure to contact OFAM may result in the agency being charged for storage fees and/or vehicle replacement cost if the vehicle is sold through a lien sale.
- Costs for DGS vehicles damaged through abuse, negligence, misuse, or violation of the California Vehicle Code (CVC) may be billed back to the employee's agency.

Reimbursement for Out-of-Pocket Expenses

When an emergency requires the driver of a DGS vehicle to pay out-of-pocket for repairs or for items included in the rental charges, the driver should:

- Obtain an invoice or receipt marked “Paid” from the vendor with the vendor’s name and address, vehicle license number, and date.
- Complete a [Travel Expense Claim](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf>) for the expense only and include the vehicle license number and a brief justification for the expense under Item 7.
- Agencies that have reimbursed an employee for DGS vehicle-related out-of-pocket expenses must perform an agency-to-agency billing to recover these expenses from OFAM, which will review the paperwork and, upon approval, process the paperwork for reimbursement.

VEHICLE RENTALS USING THE COMMERCIAL CAR RENTAL CONTRACT

When use of a vehicle from a commercial car rental agency is essential for conducting state business, reservations must be made through the Statewide Travel Program (STP). To make a reservation, contact your department travel coordinator for traveler profile setup. If you have already been set up with a travel profile, visit the [Cal Travel Store](http://www.caltravelstore.com/) (<http://www.caltravelstore.com/>) to access Concur, the online booking tool, for your reservation or call CalTravelStore at (916) 376-3989 or toll-free at 1 (877) 376-3989. Any rentals from non-contracted vendors require submission of an approved [Car Rental Justification form](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam100.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam100.pdf>).

For additional information, visit the [STP website](https://www.dgs.ca.gov/OFAM/Travel) (<https://www.dgs.ca.gov/OFAM/Travel>).

Long-Term Commercial Vehicle Rentals

When use of a vehicle is essential for conducting state business for more than 30 days or four consecutive weeks, departments are to submit an annual Fleet Acquisition Plan (FAP) to the DGS Office of Fleet and Asset Management, Fleet Asset Management Unit (FAMS), 1700 National Drive, Sacramento, CA 95834 or via FAMSSupport@dgs.ca.gov. Submit the appropriate documents with the annual FAP in accordance with SAM Sections 4120 and 4120.5. Once approval for the long-term vehicle rental has been received, follow the procedures below.

Procedures for Renting a Long-Term Vehicle

The Long-Term Commercial Car Rental Contract is an efficient, cost-effective solution for long-term (minimum of 30 days) car and truck rental needs. The state has a contract with one commercial rental

vehicle vendor for long-term rentals.

Request for Long-Term Vehicle Rental

All state agencies must request a long-term vehicle either in writing to the Fleet & Asset Management Unit (FAMS) at famssupport@dgs.ca.gov, or by phone at (916) 928-4604. If your request is approved, the FAMS manager will notify the Statewide Travel Program (STP) of the approval. STP will work with the assigned Commercial Car Rental Contract representative, who will create the long-term car rental account, make arrangements to have the vehicle(s) available, and provide contact information for the branch location.

How to Pay

The contracted Travel Payment System is the sole payment mechanism for use of this contract. A long-term rental supplemental central travel account will be established and provided to your department.

Mobile Equipment Rentals from Commercial Vendors

Vehicles or general use mobile equipment being rented or leased requires prior OFAM approval through the Fleet Acquisition Plan (FAP) process. Once the request has been approved on a FAP, state agencies shall follow the DGS procurement policy mentioned below to acquire the lease.

Rentals or leases of \$5,000 or more may require advertisement in the California State Contracts Register. Exemptions from advertising require approval from the DGS Procurement Division (PD). For more information, contact PD at (916) 375-4400.

Commercially rented or leased mobile equipment shall only be used for official state business. Fleet rules and policies apply.

MAINTENANCE OF STATE MOTOR VEHICLES

OFAM developed the following minimum preventive maintenance requirements to ensure that state vehicles are operationally safe, comply with manufacturer warranty requirements and provide many years of use:

- Perform designated services and mechanical inspections at the intervals prescribed in the Safety Inspection Worksheet, [DGS OFAM 35](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf>).
- Perform smog checks in accordance with the requirements set forth by the Bureau of Automotive Repair (BAR). For information on smog checks call BAR Fleet Operations at (916) 255-1336.
- Log maintenance and repairs performed in the Automobile Maintenance Record STD. 271 and keep in the vehicle storage compartment.
- Request re-refined motor oil during oil changes at authorized repair vendors where available. When having the oil changed with re-refined oil, drivers must confirm that it does not void the warranty on the vehicle. See [MM 12-06](https://www.dgs.ca.gov/-media/Divisions/OSP/PR/Memos/MM12_06) (https://www.dgs.ca.gov/-media/Divisions/OSP/PR/Memos/MM12_06).
- Maintain proper tire pressure in state motor vehicles between preventive maintenance intervals.
- Conduct a pre-trip check of all state vehicles before operating, including visually inspecting tires for noticeable deflation and the vehicle in general for observable signs of

damage or deficiencies.

- Purchase regular unleaded fuel for gasoline-powered vehicles at self-service pumps only; purchase of higher grades of gasoline is prohibited unless otherwise required by the manufacturer.
- If the vehicle can use E85 fuel, the vehicle is to be filled with E85 fuel whenever practically possible.
- Adhere to posted speed limits, and avoid rushed acceleration and prolonged idling.
- State agencies are responsible for ensuring that vehicle maintenance is performed at proper service intervals.

Re-Refined Oil

Public Contracts Code 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 using the report format provided by CalRecycle. 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 (Public Resources Code 4000). This report summarizes yearly progress in purchasing postconsumer recycled content products and is due to the California Integrated Waste Management Board annually by October 31. For more information on this report and to submit the report, visit the [CalRecycle website](https://www.calrecycle.ca.gov) (<https://www.calrecycle.ca.gov>).

Modifications

Per SAM Section 4103, modifications or any changes made to fleet assets from original factory-equipped configurations require Inspector of Automotive Equipment (IAE) approval. State agencies have the ability to get their assets modified through one of the following processes:

1. Pre-modification: Effective immediately, state agencies shall have the ability to get their fleet assets modified at the dealership, through a third party, before accepting delivery of the assets. State agencies must send the pre-modification packet to a Senior IAE for review, before the purchase order is submitted to a FAMS analyst. The Senior IAE shall forward the pre-modification paperwork to an IAE for final approval. Once approved by an IAE, the state agency shall submit the approved pre-modification packet, along with the purchase order, to the FAMS analyst for a final approval and stamp. To obtain a pre-modification approval, the agency must send the following documents to the Senior IAE of the region where the dealership responsible for modifying the asset is located:
 - A copy of the complete purchase packet, which shall include the specifications of the asset to be modified, along with the specifications of the modification to be performed, before submitting the purchase order to the FAMS team.
 - A brief description of the use of the asset, which may include details such as: type of terrain where the asset will be used, location of the asset, type of work being performed with the asset, number of passengers and/or any equipment to be transported in the asset, or any relevant information indicating the need for a modification.
 - A completed Equipment Modification Request, [DGS OFAM 155 A](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam155.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam155.pdf>). The form is also available from the local IAE. Since state agencies will not have vehicle information such

as license number, VIN, and property number, these fields may be left blank on the form. Please note, all other fields on the form are required.

- A statement from the dealership stating that the modifications being performed will not void the factory warranty on the vehicle (wherever needed and/or possible).
 - Drawings or plans, if applicable.
2. Post-modification: Departments can get their fleet assets modified after accepting delivery of the asset (post-modification). To obtain a post-modification approval, the agency must send the following documents to their local IAE:
- A completed equipment modification request form, DGS OFAM 155 B. The form is also available from your local IAE.
 - Three bids (refer to the [OFAM website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) [https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/] for a listing of Approved Auto Repair Facilities).
 - Drawings or plans, if applicable.

Please note, the following services will no longer be considered modifications and shall not require prior approval from a DGS Inspector:

- Window tinting
- Spray bed liners
- Clamp-type tool boxes
- Bolt-on running boards that require no drilling

Tires and Batteries

Tire and/or wheel replacement shall be of 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, per SAM Section 4103, an Equipment Modification Request (DGS OFAM 155) must be submitted to the local Inspector of Automotive Equipment. For the procedure on how to submit a modification request, refer to the Modifications section of this Fleet Handbook. When replacing tires, state agencies shall 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 (in accordance with Government Code Section 14838.5[c]).

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

Vehicle Glass

Windshields and rear windows will be replaced only when in violation of the California Vehicle Code (CVC) Section [26710](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=26710) (https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=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 limit requires approval from the Inspector of Automotive Equipment. For information on repair cost limits, refer to the Repairs and Cost Limits section in this Fleet Handbook (below). To locate an approved vendor, contact the Fleet Call Center at (855) 611-6326 or visit the [Approved Auto Repair Facilities website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) (https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/).

Repairs and Cost Limits

State motor vehicles and general use mobile equipment require preventive maintenance and service in accordance with the [OFAM 35](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf) (http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam035.pdf) at manufacturers' recommended intervals. Services are available at OFAM preapproved vendors.

- In order to ensure state vehicles are properly maintained, 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 prequalified to ensure they maintain proper insurance, have required licenses and adhere to prescribed business practices that help protect the state's interests. To locate an approved vendor, contact the Fleet Call Center at (855) 611-6326 or visit the [Approved Auto Repair Facilities website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) (https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/).
- Repairs of \$500 (including taxes) and over at an approved vendor require prior approval from an Inspector of Automotive Equipment (IAE).
- The IAE will contact the owning agency for authorization before proceeding with any repair or service.
- Accident repairs that exceed \$500 (including taxes) require quotes from three vendors or a Non-Competitive Bid (NCB) justification. The bids or justification shall be submitted to the IAE with a copy of the Vehicle Accident Report, [STD. 270](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf) (http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf).
- While it is recognized that approved vendors are not always available to service the state fleet in every situation, we strongly encourage the use of approved vendors whenever possible. To locate an approved vendor, contact the Fleet Call Center at (855) 611-6326 or visit the [Approved Auto Repair Facilities website](https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/) (https://www.dgsapps.dgs.ca.gov/OFA/Approved_Auto_Rpr_Fac/).
- Repairs \$350 (including taxes) and over at a non-approved vendor require prior approval from an IAE.
- State employees are encouraged to work with their local IAE to identify and build a network of quality commercial repair vendors in their area to help maintain their fleet.
- For state agencies that have repair shops on their premises, OFAM approval is no longer required for parts costing \$500 (including taxes) and over during repairs or services conducted by state employees on state vehicles and mobile equipment. Consultation with the local OFAM Inspector is still available.

HOW TO BECOME A STATE APPROVED VENDOR

In order to become an OFAM-approved mobile equipment vendor, please fill out the Request for Qualifications located on the [OFAM website](https://www.dgs.ca.gov/OFAM) (https://www.dgs.ca.gov/OFAM). Return all forms and documents to the Statewide Mobile Equipment Maintenance and Repair Vendor Program, 1700 National Drive, Sacramento, CA 95834 or to DGSVendorProgram@dgs.ca.gov.

INVOICES (Commercial Vendor)

To ensure prompt payment for fleet services, state agencies shall:

- Send original invoices that exceed the state cost limits to the local Inspector of Automotive Equipment for review and final approval. Legible faxes and copies can be submitted on a case-by-case basis by contacting the local Inspector.
- Splitting invoices to avoid the state's cost limit and approval process is prohibited. Doing so may be grounds for disciplinary action by the employing agency and may jeopardize doing future business with the vendor.

UTILIZATION

State agencies are responsible for the safe and effective utilization of state fleet assets. To ensure maximum utilization of fleet assets, a utilization analysis will be performed on all fleet assets based on the following requirements:

Utilization analysis shall be performed on a department's fleet assets every two years by OFAM.

Departments are held to Mercury Associates, Inc. thresholds established during Executive Order (EO) [B-2-11](https://www.ca.gov/archive/gov39/2011/01/28/news16890/index.html) (<https://www.ca.gov/archive/gov39/2011/01/28/news16890/index.html>). These thresholds apply to all state-owned, DGS leased and/or commercially rented/leased fleet assets.

- OFAM will review exceptions.
- Underutilized equipment may be surveyed as excess to need and reutilized.

In the interim of OFAM conducting a utilization analysis on a department's fleet, the department should regularly be performing its own usage analysis and redirecting or removing assets that do not meet optimum usage thresholds.

Monthly Travel Logs

State agencies are responsible for ensuring a Monthly Travel Log, [STD. 273](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std273.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std273.pdf>), is completed on all state passenger vehicles. Passenger vehicles are defined as having a gross vehicle weight rating (GVWR) of 14,000 or under. Exceptions are motorcycles, trucks over one ton, passenger vehicles over 14,000 GVWR, heavy equipment and mobile equipment used solely on institution grounds, parks, and campuses.

- Drivers shall fill out the STD. 273 completely.
- Individuals in positions of director or above shall provide beginning mileage and ending mileage and driver's signature only.
- The retention period is current year plus preceding fiscal year (see Department of Personnel Administration Rule 599.807).
- A Printable STD. 273 mileage log is available on the OFAM website.
- Requests for using a form other than the STD. 273 will be submitted, in writing, to OFAM for review and approval.

Misuse of State-Owned Motor Vehicles and Mobile Equipment

State vehicles and mobile equipment are used solely for official 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 suspicion or incident either in writing to the Citizen Complaint Coordinator, Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834, or by contacting OFAM at (855) 611-6326, or by email at FleetServices@dgs.ca.gov.
- When reporting possible misuse, include the vehicle description and license number if known, and the date, time, and location of the incident.
- State agencies are required to investigate and take action on alleged misuse, and to notify OFAM of the findings of their investigation. See California Code of Regulations (CCR) Section [599.804](#) (<https://govt.westlaw.com/calregs/Document/IE1AFB0B05D9711E4A9828577DD5F1BF2>).

STATE FLEET FUEL CARD

The State Fleet Fuel Card is for official state business only and can be used for the following:

- Purchase of regular unleaded gasoline, alternative fuels (e.g., biodegradable diesel, E85, CNG, propane, etc.), fluids and lubricants at over 10,500 retail locations throughout California. When purchasing gasoline, drivers are only authorized to purchase E85 (as applicable) or regular grade (unleaded) gasoline, unless a different fuel grade is specifically required by the vehicle manufacturer. Additionally, fuel cards may be used as a form of payment at electric vehicle charging stations. If accepted by the electric vehicle charging network, the card may be used at the point of transaction or programmed into the user's account as a standard form of payment.
- Emergency purchases such as wiper blades, fan belts, tires, etc., are permissible provided the purchases are in accordance with a department's policies.
- 24-hour emergency roadside service through the National Automobile Club, (800) 600-6065.
- Two basic (low-cost) car washes per month.

Prohibited Purchases and Use

- Unless specifically required by the vehicle manufacturer, the purchase of midgrade or premium (supreme) unleaded gasoline is strictly prohibited.
- The State Fleet Fuel Card cannot be used for the purchase of items such as food or sundries (personal items).
- The State Fleet Fuel Card cannot be used for short-term commercial vehicle rentals unless an emergency arises and the user has prior departmental approval for use of the card in such circumstances.
- The State Fleet Fuel Card cannot be used for personal vehicles.

Requirements

- All state departments that utilize the State Fleet Fuel Card must implement oversight procedures as specified in the document. Each department will designate an employee to act as the Fleet Fuel Card Coordinator to manage the department's use of each State Fleet Fuel Card. See the Additional Resources section of [MM 12-08](#) (https://www.dgs.ca.gov/-/media/Divisions/OSPPR/Memos/MM12_08).
- Each department that utilizes the State Fleet Fuel Card must submit the Annual Certification Form indicating that the department has executed the required procedures as well as certified that it has assigned a Fleet Fuel Card Coordinator to manage its fuel card usage. This certification must be submitted to OFAM annually by June 30.
- Each department must ensure that all individuals authorized to use the State Fleet Fuel Card sign a Fleet Fuel Card User Agreement. All active Fleet Fuel Card User Agreements should be kept on

file by the department.

Agency-Owned Vehicles

- Each state agency is required to set up its State Fleet Fuel Card account. It is the responsibility of the agencies to manage, control and monitor the use of their fuel cards and to investigate misuse.
- New and replacement State Fleet Fuel Cards should be ordered by the Fleet Fuel Card Coordinator directly from Voyager.
- Lost or stolen cards should be reported to the Fleet Fuel Card Coordinator, who will report it to Voyager.
- State agencies are responsible for setting up their own process for ordering and reporting lost or stolen cards and communicating this process to their employees.

DGS Leased Vehicles

- Drivers are responsible for reporting lost or stolen cards to the OFAM Voyager Team at OFAMVoyagerCard@dgs.ca.gov immediately.
- Unauthorized charges on fuel cards belonging to DGS vehicles will be charged back to the state agency. It is the state agency's responsibility to recover inappropriate charges from the driver (refer to [State Administrative Manual](https://www.dgsapps.dgs.ca.gov/dgs/sam) [https://www.dgsapps.dgs.ca.gov/dgs/sam] Section 3687.1 and Section 4108).
- Two basic (low-cost) car washes per month may be charged on the fuel card for DGS vehicles.
- Fuel cards shall only be used for the vehicle to which they are assigned.

24-Hour Emergency Roadside Service

In the event of a breakdown of a state vehicle, the State Fleet Fuel Card must be used in order to receive 24-hour emergency roadside service through the National Automobile Club. It will cover the following:

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

In the event of such an emergency, state drivers shall:

- Call National Automobile Club at: (800) 600-6065.
- Provide year, make, model and color of vehicle; driver's name, telephone number and agency;

and the 15-digit Voyager fuel card account number to the National Automobile Club operator.

ACCIDENTS (LEASED, OR RENTAL VEHICLES DRIVEN ON OFFICIAL STATE BUSINESS)

- Drivers of DGS vehicles involved in an accident must also notify the Fleet Call Center at (855) 611-6326 within 24 hours. Failure to contact OFAM may result in the agency being charged for storage fees and/or vehicle replacement cost if the vehicle is sold through a lien sale.
- Cost to DGS vehicles damaged through abuse, negligence, misuse, or violation of the California Vehicle Code (CVC) may be billed back to the employee's agency.
- Drivers involved in an accident while operating a DGS-owned vehicle will not be assigned another vehicle until an Inspector of Automotive Equipment (IAE) receives a completed [STD. 270](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf>).
- It is the responsibility of the state driver to obtain quotes from three vendors and provide photographs of the damaged vehicle to the local IAE.
- Once the IAEs have received all the information listed above, they will review it and make a determination on whether the vehicle should be sent for repairs or if the vehicle should be disposed.

ACCIDENTS (AGENCY-OWNED VEHICLES DRIVEN ON OFFICIAL STATE BUSINESS)

In the event of an accident, drivers shall submit a complete package to their local Inspector of Automotive Equipment (IAE) that shall include the following documents:

- The other party's information, i.e., name, address and insurance carrier.
- Notification of the DGS Office of Risk and Insurance Management (ORIM) within 48 hours or within 24 hours if there is bodily injury. The Accident Identification Form, [STD. 269](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std269.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std269.pdf>), is located in the storage compartment of the vehicle and can be used for this purpose.
- Contact ORIM via phone (toll-free) at (800) 900-3634 or via email at Claims@dgs.ca.gov with questions.
- Completed Report of Vehicle Accident, [STD. 270](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf>), and distribution as noted on the STD. 270.
- Completed Supervisor Review Report Form [STD. 274](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std274.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std274.pdf>).
- It is the responsibility of the state driver to obtain accident repair estimates and provide photographs of the damaged vehicle to the local IAE.
- Accident repairs that exceed \$500 (including taxes) require quotes from three vendors or a Non-Competitive Bid (NCB) justification (SAM Section 4116). The bids or justification shall be submitted to the IAE with a copy of the Report of Vehicle Accident, STD. 270.

HOME STORAGE

Storage of state-owned mobile equipment at an employee's residence on a regular basis requires that an approved Vehicle Home Storage Request/Permit, [STD. 377](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std377.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std377.pdf>), be on file with the employee's department. Annual renewal of STD. 377 is required. The criteria for home storage permits are

contained within the California Code of Regulations (CCR) Title 2, Section [599.808](#) (<https://govt.westlaw.com/calregs/Document/IE242F0005D9711E4A9828577DD5F1BF2>).

DISPOSAL OF FLEET ASSETS

State vehicles and general use mobile equipment may be disposed of when it is not cost-effective to repair or is considered surplus to the state's need. Disposal may be by public auction, online auction, sealed bid field sale, scrapping a vehicle to recycle, reutilization to another state agency or transfer to another governmental agency. The following documents are required when disposing of all mobile equipment:

- Equipment Inspection Report, [OFAM 006](#) (<https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam006>), from an Inspector of Automotive Equipment (when applicable).
- Property Survey Report, or Transfer of Equipment, [STD. 158](#) (<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std158.pdf>).
- Certificate of Title/Vehicle Registration required of all vehicles registered by the Department of Motor Vehicles (DMV).
- OFAM issues the Permit to Transfer Legal Ownership of a State-owned Vehicle (OFA 40) at the time the vehicle is sold.

Disposal by Public Auction

Public auctions are held periodically at the OFAM state vehicle auction yard located at the Department of Forestry and Fire Protection (CAL FIRE), 5950 Chiles Road, Davis, California, or at the Auction Company located at 1450 N. Pennsylvania Avenue, Colton, California. Further information regarding the state auction may be accessed on the [OFAM Auto Auction Website](#) (<https://www.dgs.ca.gov/OFAM/Services/Page-Content/Office-of-Fleet-and-Asset-Management-Services-List-Folder/Attend-Public-Vehicle-Auctions>).

State agencies disposing of fleet assets by public auction shall call the OFAM auction yard in advance at (530) 757-6832 to ensure all forms and documents have been received by the Davis staff prior to transporting equipment to either the Davis or Colton locations. Drop-off of all fleet assets shall be by **appointment only**. Fleet assets sent to either auction location without approved forms will not be accepted.

Disposal by Online Auction or Sealed Bid

Fleet assets determined to be junk, unable to be driven, unsafe, and not cost-effective to transport to public auction may be sold onsite through use of the OFAM Online Auction, or via sealed bid upon preapproval by OFAM.

State agencies interested in posting fleet assets for online sale must contact their OFAM Fleet Asset Management System (FAMS) analyst to determine if an item is eligible to be sold via the online auction. Once state agencies have received approval by OFAM, they may list their approved fleet assets on the online auction. For more information regarding how to sign up for the online auction see the [Online Auction Section](#) of the handbook on page 21. To receive assistance in posting fleet assets, please call (916) 928-5806.

Disposing of fleet assets by field sale requires state agencies to:

- Request a field sale by submitting a memorandum to the State Fleet Asset Manager through the local Senior Inspector of Automotive Equipment in their area. To access the current statewide inspector contact list, please refer to the [Directory of Regional State Automotive Inspectors](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors) (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Directory-of-Automotive-Inspectors>).
- Ensure the necessary documents have been completed, i.e., fleet assets have been properly registered with the DMV, Certificates of Title and fleet asset registrations have been received, and an approved Property Survey Report [STD. 152](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf>) completed.

The local OFAM Senior Inspector of Automotive Equipment will coordinate the field sale with the state agency.

Disposal by Scrapping/Recycling

Fleet assets may be scrapped/recycled if the estimated costs associated with repair and transport exceed the expected sale price for an item in poor condition.

- State agencies are responsible to take photos of the asset. Photos shall include the front, left front, and right rear of the asset showing the license plate. If no license plate, include a photo of the property tag and/or VIN.
- Photos are to be forwarded to the local Inspector of Automotive Equipment along with estimated costs of repair and/or transport versus the expected sale price. OFAM reserves the right to physically inspect the asset as deemed appropriate.
- State agencies are to obtain approval from the inspector to sell an asset as scrap.
- The OFAM Inspector will forward a copy of the [OFAM 006](https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam006) (<https://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam006>) to the owning agency authorizing it to sell the asset as scrap.
- State agencies will contact at least three scrap/recycle dealers to obtain the best price.
- Once the item has been disposed of by the dealer, the agency will complete the appropriate DMV documentation including a Junk Title (if applicable).
- The agency will provide a copy of Certification of Disposal and DMV documentation (as applicable) to OFAM.

Disposal by Reutilization/Transfer

Fleet assets may be sold or transferred to other state agencies through the reutilization or transfer process.

- State agencies are responsible for ensuring the necessary documents have been completed, i.e., fleet asset has been properly registered with the DMV, Certificates of Title and fleet asset registrations have been received along with an approved Property Survey Report [STD. 152](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf>). OFAM will work with the owning state agency to set the price based on current wholesale value.
- The transaction will be processed using [STD. 65](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std065.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std065.pdf>), [STD. 40A](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std040A.pdf) (<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std040A.pdf>), and [STD. 158](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std158.pdf) (<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std158.pdf>). Purchase/transfer documents will be approved by OFAM.

FLEET ASSET MANAGEMENT SYSTEM (FAMS)

In accordance with SAM 4020.1, state departments are required to comply with fleet reporting requirements pursuant to Public Resource Code Section 25722.5. Executive Order B-2-11 requires state departments to update their fleet asset information on a monthly basis, including fuel and utilization data. The fleet data is necessary for OFAM to complete and submit various reports mandated by the legislature and the federal government. The Fleet Asset Management System (FAMS) is the data warehouse that provides a method for state agencies to supply their vehicle data to DGS, and is an efficient tool for collecting statewide fleet inventory and utilization data as required to meet a variety of analysis and reporting mandates.

FAMS Reports

FAMS is the data source for many of the state and federal mandated reporting requirements. Before FAMS, each agency was responsible for submitting the following reports to OFAM in accordance with each report's data and deadline requirements. Now, OFAM staff extracts the required data directly from FAMS. Agencies are only required to verify report data before OFAM submits the various reports to the relevant government entity. OFAM currently utilizes FAMS to create the following mandated reports:

- U.S. Energy Information Administration Report on Alternative Fuel Vehicles in the State Fleet (EIA 886)
- U.S. Department of Energy EPA Act Report on Alternative Fuel Vehicle Purchases (OFA 53A)
- Passenger Vehicle Acquisition Report (SB 552)
- Annual Mobile Equipment Inventory Report (OFA 53)

FAMS Requirements

Agencies are required to update FAMS by the 15th of each month with the following data from the previous month:

- Updated inventory
- Usage data, including ending odometer readings and/or hour meter readings
- Fuel data (FAMS automatically receives State Fleet Fuel Card data – agencies must supply all other fuel data)

Visit the [FAMS portal](https://famsportal.dgs.ca.gov/FAMS_Client) (https://famsportal.dgs.ca.gov/FAMS_Client) to submit reports and updates.

DISPOSITION OF STATE SURPLUS PERSONAL PROPERTY

Surplus Property Program

The OFAM Surplus Property and Reutilization (SP&R) Program is designated by California Government Code Section 14674 to review and authorize the disposition of all surplus state personal property, other than fleet assets (more information regarding the disposal of fleet assets can be found on [page 17](#) of this handbook).

Once personal property has been identified as surplus to the state agency's needs, and a determination of the disposition of the personal property is made, the agency electronically submits a Property Survey Report, [STD. 152](http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf), (http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std152.pdf) to OFAM's Surplus Property and Reutilization Program (SP&R) to request disposition approval. If an agency elects to transfer the property to another state agency, they will prepare and submit a Property Transfer Report, [STD. 158](https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std158.pdf), (https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std158.pdf) to SP&R for transfer approval.

The process and procedures to process a STD. 152 and STD. 158 are listed on the [California Surplus Property System webpage](http://www.csps.dgs.ca.gov/) (http://www.csps.dgs.ca.gov/).

Once an agency has received SP&R's approval, the agency may dispose of the property through the approved disposition method on the STD. 152.

Online Auction

DGS has contracted services for state agencies to post their surplus personal property to online auctions on www.GovDeals.com. This agreement gives state agencies the opportunity to recover revenue, while also providing other state agencies the opportunity to purchase surplus personal property before it is made available to non-state agencies.

Online auctions provide a timely, cost-effective method to dispose of state property. In order to use the online auction, state agencies must complete an Online Auction Sign Up Form, and submit it to SP&R for review and approval. Once approved, an account will be created for the agency to begin posting surplus personal property online. For more information on online auctions or for assistance with posting items online, please call (916) 928-5806.

Viewing Available Surplus Personal Property

Available surplus personal property can be viewed in person at the SP&R warehouse located at 1700 National Drive in Sacramento or on the [Gov Deals Website](https://www.govdeals.com/index.cfm?clientOnly=10198&redirecting) (https://www.govdeals.com/index.cfm?clientOnly=10198&redirecting).

The online auction lists surplus personal property located at the SP&R warehouse, as well as items posted by state agencies. The online auction has a three-tier format:

- In the first tier, property is available only to state agencies.
- In the second tier, property is available to state agencies and school districts.
- In the third tier, property is made available for public bidding.

In an effort to increase reutilization, state agencies may contact SP&R to purchase any item posted by SP&R at any point prior to the final sale, even items with public bids.

State agencies interested in viewing property in person may visit the SP&R warehouse Monday through Friday, excluding state holidays, from 8 a.m. to 3 p.m.

Transit Storage

The Transit Storage Warehouse, located at 1700 National Drive in Sacramento, offers state agencies quality supplemental storage at competitive rates based on cubic feet for all types of materials

including, but not limited to, archive boxes, paper products, furniture, and equipment. The program provides different types of storage: open floor space, drive-in pallet racking and high security. The fee is determined by cubic feet stored per month. There are no other fees such as removal fees, access fees, or transaction fees.

Included in the low rate offered through the Transit Storage Program is free local delivery of paper products to destinations located within 50 miles of the Transit Storage Warehouse. Transit Storage hours of operation are Monday through Friday, excluding state holidays, from 8 a.m. to 3 p.m.

If an agency would like to store or remove items in Transit Storage they must fax a [DGS OFAM 56 Transit Storage form](#) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam056.pdf>) to (916) 958-5840. Agencies must include their name, billing code, and point of contact on the DGS OFAM 56 and each unique item must be listed and assigned an agency control number. For more information, please call (916) 928-5839.

Federal Surplus

The Federal Surplus Property Program (FSPP) is a reutilization program that allows eligible participants, known as donees, to acquire federal surplus property at a fraction of the property's original value. Eligible participants include public and private school districts, local governments, homeless/impoverished providers, nonprofit health organizations, nonprofit education organizations, museums, participants pursuant to the Older Americans Act of 1965, certain veteran groups, Special Education Agencies, and Small Business Administration 8(a). State agencies are also eligible to acquire federal surplus property. To become an eligible donee, you will need to complete an eligibility application, and submit supplemental documentation as applicable. To obtain an application packet, please contact the FSPP eligibility analyst at (916) 928-2570.

STATEWIDE TRAVEL PROGRAM

The Statewide Travel Program (STP) administers travel contracts for airlines, commercial car rentals, travel agencies, and the travel payment system.

State agencies are required to make all travel arrangements (airfare, hotel, commercial car rental, and rail) through the STP per [State Administrative Manual Section 4117](#) (https://www.dgsapps.dgs.ca.gov/documents/sam/SamPrint/new/sam_master/sam_master_file/chap4100/4117.pdf).

STP services offer government travelers comprehensive travel services through Concur Travel, an online booking tool that is the primary means for booking all reservations. Concur can be accessed on the [Cal Travel Store Website](#) (<http://www.caltravelstore.com/>).

The STP also offers traditional call-in service through the CalTravelStore, the state's onsite contracted travel agency. You can contact the CalTravelStore at (916) 376-3989 or toll-free at (877) 454-8785.

The STP also administers the Green Lodging Program, which certifies hotels that elect to incorporate "green" practices into their operations. State travelers are encouraged to seek and give preference to green certified hotels. For the Green Lodging Directory, please contact the STP at statewidetravelprogram@dgs.ca.gov.

For more information, visit the [Statewide Travel Program Website](https://www.dgs.ca.gov/OFAM/Travel) (<https://www.dgs.ca.gov/OFAM/Travel>).

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.

Due to a high demand for parking, many DGS parking facilities are filled to capacity. Parking availability is managed by the Online Parking Lottery System (OPLS) or waitlist by PAU. For information on parking rates or space availability, call PAU at (844) 832-5423 or email DGSOFAMparking@dgs.ca.gov.

General Parking Policies

The [DGS Parking Policy](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/Parking-Policy.pdf) (<https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/Parking-Policy.pdf>) was created to define policies and procedures governing the assignment, use, and management of parking spaces controlled by PAU.

Online Parking Lottery System Process/Policies

[The Online Parking Lottery System \(OPLS\)](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Online-Parking-Lottery-System) (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Online-Parking-Lottery-System>) was established to manage multiple lots in the downtown Sacramento area. Names are drawn randomly from the online lottery to fill available parking spaces as cancellations occur. Once an individual has been issued parking, they may sign up for, or remain on, an alternate waitlist/OPLS to obtain a preferred parking facility assignment.

The OPLS covers multiple downtown Sacramento parking garages and lots. Individuals may not request a specific lot for which to be entered. When subscribing to the OPLS, individuals are subscribing to downtown Sacramento parking facilities only.

- Lots: 2, 14, 24, 33, 39, and 55

Subscribers to the OPLS will remain in the lottery until selected and a parking space is received or the subscriber requests to be removed from the OPLS.

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 the frequency with which names are pulled, fluctuates from month to month.

Waitlist Process/Policies

Waitlists are reserved for tenant employees that 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.

Contact your assigned Department Parking Coordinator or the DGS PAU to be placed on a waitlist.

- Parking spaces are released in waitlisted facilities as cancellations occur. When parking becomes available for an individual on the waitlist, they will receive notification via email.
- Waitlisted Parking Facilities Include: 6, 15, 32, 36, 40, 41, 42, 43, 49, 51, 60, 61

Application Process

Applicants must be either: a state employee, an employee of the Senate, Assembly, or Governor's Office, or an approved state contractor. Parking space availability is based on lot vacancies, which is determined by DGS PAU.

When individuals are offered a parking space they must complete the applicable [DGS OFAM 112, Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam112.pdf>) and/or [DGS OFAM 73, Carpool Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf>) and submit it to the assigned Department Parking Coordinator or DGS PAU either in person or via email.

Parking agreements for Sacramento-area lots may be submitted in person at 1416 10th St, Sacramento, CA 95814 (Lot 2). Parking agreements for facilities located in Stockton, Fresno, Van Nuys, Los Angeles, San Diego, Oakland, and San Francisco should be submitted to DGSOFAMParking@dgs.ca.gov.

Parking Rates 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](https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management) (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Parking-Facility-Management>).

- All standard parking fees must be paid via automatic payroll deduction. All payroll deduction fees are pre-tax.
- Prior to commencement of the employees' first payroll deduction, parking fees will be prorated based on 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.
- In parking facilities where contract employees, retired annuitants, seasonal employees, and student assistants are eligible for parking, these types of employees must pay monthly via invoice by credit/debit card or personal/cashier's check as they cannot be set up with payroll deduction. Payments must be sent to:

DGS Office of Fiscal Accounting
P.O. Box 989053
West Sacramento, CA 95798-9053

- State agencies opting to pay monthly parking charges will be billed through their DGS Customer Account Number (CAN).

- 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.
 - PAU considers shifts beginning at or after 2:30 p.m. and ending at or around 5 a.m. as outside normal business hours.
- At select locations, state employees or tenant agencies may utilize the parking facility after 4 p.m. on weekdays and all day on weekends for a 50 percent reduction in the monthly parking rate.
- 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 prior to a parking rate increase.

Zero Emission Vehicle Parking

The [Zero-Emission Vehicle Parking and Pricing Policy](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/ZEV-Parking-and-Pricing-Policy.pdf) (https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/ZEV-Parking-and-Pricing-Policy.pdf) offers several incentives established by Executive Order B-16-12 for state employee monthly parking customers who drive a battery electric vehicle (BEV), a plug-in hybrid electric vehicle (PHEV) or a fuel cell vehicle (FCV). The policy provides:

- Reduced monthly parking rates at DGS-managed parking facilities.
- First priority access to DGS monthly parking when a wait list exists for the facility.
- First-come, first-served access to electric vehicle charging stations.

Carpools

A carpool is defined as two or more persons sharing a vehicle to and from work. To sign up for the carpool program, each carpool member must complete the [DGS OFAM 73, Carpool Parking Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf) (http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam073.pdf). Carpool members must adhere to carpool policies and procedures contained in section 5.1 of the [DGS Parking Policy](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/Parking-Policy.pdf) (https://www.dgs.ca.gov/-/media/Divisions/OFAM/Parking-Administration/Parking-Policy.pdf).

VANPOOL SERVICES

DGS encourages ridesharing and using public transportation. To facilitate the use of vanpool services, OFAM leases vans to state employee vanpool groups on a monthly basis. To learn more about these services, contact the OFAM Vanpool Program Coordinator at (855) 611-6326. Services include the following:

- Guaranteed ride home.
- Transit subsidy to employees who commute through transit.
- A \$100 monthly reimbursement to qualified vanpool coordinators.
- A 75 percent (maximum of \$65.00) monthly reimbursement to qualified vanpool rider.

DEPARTMENT OF GENERAL SERVICES OFFICE OF FLEET AND ASSET MANAGEMENT DIRECTORY

OFAM Headquarters

Address: 1700 National Drive
Sacramento, California 95814
Phone: (916) 928-2550
Fax: (916) 928-4635
Email: ContactOFAM@dgs.ca.gov

Statewide Parking and Commute Programs

Address: 1416 10th Street
Sacramento, CA 95814
Toll-free phone: (844) 832-5423
Fax: (916) 657-2537
Email: DGSOFAMparking@dgs.ca.gov

Davis Auction

Address: 5950 Chiles Road
Davis, CA 95618
Phone: (530) 757-6832
Fax: (530) 757-1064

Statewide Travel Program

Address: 707 Third Street, 3rd Floor
West Sacramento, CA 95605
Phone: (916) 376-3976
Fax: (916) 376-3999
Email: StatewideTravelProgram@dgs.ca.gov

Fleet Services Call Center

Address: 1700 National Drive
Sacramento, California 95814
Toll Free Phone: (855) 611-6326
Fax: (916) 376-6356
Email: FleetServices@dgs.ca.gov