**STATE ADMINISTRATIVE MANUAL**

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| **MANAGEMENT MEMO** | NUMBER:MM 13-01 |
| SUBJECT:**STATE FLEET ASSET OVERSIGHT** | DATE ISSUED:JANUARY 9, 2013 |
| EXPIRES:UNTIL RESCINDED |
| REFERENCES:Public Contracts Code §10295.2; Government Code §11000; §13332.09; Public Resources Code §25722.5 et seq.; Executive Order B-2-11Supersedes Management Memo 05-08 and amends §3620 of the State Administrative Manual and the State Fleet Handbook | ISSUING AGENCY:DEPARTMENT OF GENERAL SERVICES |

Purpose

Policy

This Management Memo sets fleet acquisition policy, defines a state fleet asset; explains the Department of General Services (DGS) Office of Fleet and Asset Management (OFAM) oversight, and advises state agencies of their responsibilities.

State agencies are required to seek OFAM approval prior to acquiring a fleet asset.1 This policy extends to any fleet asset being rented or leased over 30 consecutive calendar days or more than four (4) consecutive work weeks (excluding weekends and holidays). Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.

Background Pursuant to Government Code §13332.09, the DGS is required to investigate and establish the necessity of a fleet asset before a state agency makes an acquisition. Pursuant to Public Resources Code §25722.5 et seq, DGS is also required to collect and report vital information about the state fleet.

Pursuant to [Executive Order B-2-11](http://gov.ca.gov/news.php?id=16890), state agencies are required to update their fleet asset information into OFAM’s Fleet Asset Management System (FAMS) on a monthly basis, including fuel and utilization data. This policy applies to all fleet assets (owned or rented) that are in the agency’s control for more than 30 consecutive calendar days or more than four (4) consecutive work weeks (excluding weekends and holidays).

State motor vehicles and general use mobile equipment (fleet assets) are acquired through the following means: direct purchase; leased or rented from OFAM; leased or rented through a commercial vendor; and occasionally, received on loan, or as a gift or donation. Renting is synonymous with leasing for the purpose of this policy.

Who is affected All state agencies under the definition of Government Code §11000: (a) As used in this title, "state agency" includes every state office, officer, department, division,

bureau, board, and commission. This policy does not apply to the California State University; however, participation is requested and encouraged.

1 [See Management Memo 13-02 (State Fleet Annual Acquisition Plan)](http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM13_02.pdf)

Who should review

Executive officers, administrative deputies and chiefs, fleet coordinators, managers, supervisors, business services officers, and department auditors.

Fleet assets overseen by DGS

Inclusions & Exclusions

OFAM defines a fleet asset as: mobile equipment that is self-propelled and/or registered by the Department of Motor Vehicles with certain exceptions (see chart below).

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| --- | --- | --- | --- |
| Asset Type | Acquisition Requires OFAMApproval2 | Reporting FAMS Data Required3 | OFAM Inspection Services Required4 |
| Aircraft | Yes | Yes | No |
| Motorized Boats/Watercraft5 | Yes | Yes | Yes |
| Non-motorized Boats/Watercraft | No | No | No |
| Farm and Construction Equipment | Yes | Yes | Yes |
| Heavy-duty Vehicles (14,000 GVWR ormore) | Yes | Yes | Yes |
| Medium-duty Vehicles (8,501-13,999 GVWR) | Yes | Yes | Yes |
| Light-duty Vehicles (8,500 or less GVWR) | Yes | Yes | Yes |
| Light-duty off road equipment6 | Yes | Yes | Yes |
| Mobile Carts (manufacturer rated below 35 mph) | Delegated | Yes | No |
| Trailers (2,999 lbs GVWR or less)7 | Delegated | Yes | No |
| Trailers (3,000 lbs GVWR or above)8 | Yes | Yes | Yes |

Continued

2 Authority to acquire those asset types identified as “delegated” without OFAM oversight/approval is provisional.

3 [See Attachment 1 for required fields for Limited FAMS reporting.](#_bookmark0)

4 Excludes departments with OFAM approval to conduct self-inspections.

5 Outboard boat motors are not their own fleet asset, and their purchase or replacement is treated as a repair or modification to a motorized boat.

6 Including but not limited to: motorcycles, ATVs, quadrunners, snowmobiles, etc.

7 Pertains to the small trailers only, and not the equipment mounted on trailers, e.g.: generators, welders, signs,

message boards, kettle pots, outhouses, etc. Assets carried on trailers such as: motorcycles, snowmobiles, ATVs, etc., are considered fleet assets and are referenced separately.

8 The California Vehicle Code §26302, requires trailers having a gross weight of 3,000 lbs. or more be equipped with brakes. A mobile home or mobile office that is not permanently parked is considered a trailer.

Inclusions & Exclusions (Cont.)

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| --- | --- | --- | --- |
| Asset Type | Acquisition Requires OFAMApproval | Reporting FAMS Data Required | OFAM Inspection Services Required |
| Mobile Home or Office (only if permanently parked. If moved, use trailer footnote) | No | No | No |
| Indoor Fork Lift | Delegated | Limited (Attachment 1) | No |
| Outdoor Fork Lift | Yes | Yes | Yes |
| Electric Pallet Jack | No | No | No |
| Floor Scrubber | Delegated | Limited (Attachment 1) | No |
| Self-Propelled Lawn Mower (25 hp or more) | Yes | Limited (Attachment 1) | Yes |
| Self-Propelled Lawn Mower (24 hp or less) | No | No | No |
| Personnel Lift | Delegated | Limited (Attachment 1) | No |

Additional resources

1. [Executive Order B-2-11](http://gov.ca.gov/news.php?id=16890)
2. [Management Memo 13-02 (State Fleet Annual Acquisition Plan)](http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM13_02.pdf)
3. [Required fields for Limited FAMS reporting](#_bookmark1)

DGS

contact

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Original Management Memo signed by Fred Klass, Director, DGS

Signature

Fred Klass, Director Department of General Services

Attachment 1: Required FAMS Fields

Attachment 1

[**REQUIRED FAMS FIELDS**](#_bookmark2)

[**For Assets with Limited Reporting Requirements**](#_bookmark2)

[**[Indoor Fork Lifts, Personnel Lifts and Self‐Propelled Lawn Mowers (25HP or more)]**](#_bookmark2)

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| --- | --- |
| **REQUIRED FIELDS** | **REASON REQUIRED** |
| **Equipment Number** | **Asset Identification** |
| **Vehicle Category** | **Required for Mobile Equipment Report** |
| **Model Year** | **Asset Identification** |
| **VIN (enter serial number here)** | **Asset Identification** |
| **Make** | **Asset Identification** |
| **Model** | **Asset Identification** |
| **Vehicle Location Zip Code** | **Asset Identification** |
| **Agency Billing Code** | **Required for Mobile Equipment Report** |
| **Vehicle Type** | **Required for Mobile Equipment Report** |
| **GVWR Range** | **Informational Item** |
| **Fuel Type** | **Informational Item** |
| **Engine Configuration** | **Informational Item** |
| **Confidential Asset** | **FAMS Required** |
| **Primary Application** | **Required to track asset use type** |
| **Acquisition Delivery Date** | **Required to track asset activity** |
| **Acquisition Method** | **Required to differentiate a purchase from a lease** |
| **Acquisition Reason** | **Required to differentiate an additional asset from a replacement asset** |
| **Purchase Price** | **Informational Item** |
| **Disposition Date** *(date vehicle leaves the facility)* | **Required to track asset activity** |
| **Disposition Method** | **Required to obtain method of disposition** |
| **Disposition Sold Amount** | **Informational Item** |