

POLICY V001: ***Owning Agencies Vehicle Management***

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**1. AGENCY FLEET CONFIGURATION**

Items shall be completed in the stated order **before** the vehicle is placed in service:

**1.1. Fleet Administrator:**

- 1.1.1. An agency must assign one person within an agency to oversee an agency's fleet, i.e. to comply with laws, rules and policies, carry out the reporting, manage maintenance, etc.
- 1.1.2. Provide contact information of an agency's fleet administrator to OMES Fleet Management (FM) using [OMES Form FM 019, Fleet Management Policies](#). Agency's fleet administrator will be added to FM's distribution list, through which FM communicates various updates throughout the year.

**1.2. Fleet Policy:** An agency must develop and file with FM an agency fleet policy ([OAC 260:75-1-3 \(a\)](#)). The policy should include, but is not limited to:

- 1.2.1. Vehicle numbering – an agency must establish a vehicle numbering system and submit it to FM for approval.  
**Note:** A vehicle's number shall not be reused to another vehicle.
- 1.2.2. Vehicle logs and reporting (example: [OMES Form FM 020, State of Oklahoma Vehicle Log](#)).
- 1.2.3. Maintenance schedule (example: [OMES Policy FM G001, Preventive Maintenance Services for State-Owned Vehicles](#)).
- 1.2.4. Driver responsibility (example: [OMES Form FM 015C, Driver Responsibility Certification](#) for drivers of FM vehicles; [OMES Form FM 015CO, Driver Responsibility Certification](#) for drivers of an agency-owned vehicles).
- 1.2.5. Commuting (example: [OMES Form FM 022, Authorization for Commuting in State Vehicle](#)).
- 1.2.6. Accidents (example: [OMES Policy FM A002, Accidents and Incidents](#)).
- 1.2.7. Mileage Reimbursement and use of the Trip Optimizer.

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Vehicle acquisitions shall be completed in the following order:

- 2.1. Confirm agency statutory authority to acquire vehicles.
- 2.2. Parameters of vehicle acquisition:
  - 2.2.1. Right type: Acquire the right class/type of a vehicle, i.e. minivan instead of SUV for multiple passenger paved road travel.
  - 2.2.2. Right size: Acquire the smallest size of the vehicle, i.e. compact sedan instead of full size for travel of only one or two passengers.
  - 2.2.3. Sustainability: Acquire alternative fuels vehicle, if reasonable access to fill stations.
  - 2.2.4. Unless a vehicle is available on a dealer's lot, assume up to 10 weeks' delivery time.
- 2.3. Source of acquisition:
  - 2.3.1. Purchasing new: Identify the desired vehicle on the [mandatory Statewide Contract, Vehicle Purchase \(SW035\)](#).
  - 2.3.2. Purchasing used: Unless an agency intends to acquire a vehicle already owned by the state, i.e. through State Surplus, procurement procedures apply (agencies have to follow acquisition process same way as for any other item observing applicable purchasing statutes, rules, policies and procedures).
  - 2.3.3. Donation (gift) to an agency ([60 O. S. § 381 et seq.](#)):
    - 2.3.3.1. Unless an agency has specific authority to receive gifts, all gifts have to be accepted by the governor.
    - 2.3.3.2. The donor must submit a letter to the governor stating the wish to donate a vehicle (year, make, model, VIN, odometer and estimated value) to an agency.
    - 2.3.3.3. The governor makes a decision regarding the gift.
    - 2.3.3.4. Upon the governor's approval, OMES issues a receipt for the gift and will communicate with the agency upon process completion.
    - 2.3.3.5. The donor can then deliver the vehicle and sign over title to the state.
- 2.4. Make a requisition.
- 2.5. Submit the Vehicle Acquisition Request to FM prior to a purchase of 10,000 pounds or less of gross vehicle weight ([47 O. S. § 156.3](#)) using [OMES Form FM 016, Vehicle Acquisition](#) with supporting documentation to [mfr@omes.ok.gov](mailto:mfr@omes.ok.gov).  
Note: Electronically submitted forms via email with digital signatures are preferred as they allow for faster processing.

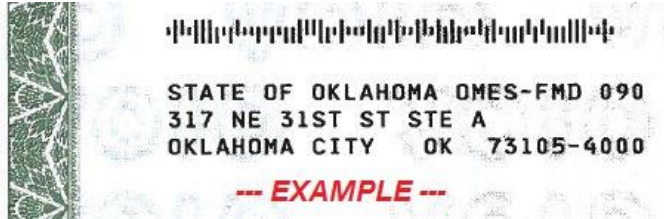
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Mandatory items shall be completed in the stated order **before** the vehicle is placed in service:

3.1. **Registration:** The vehicle must be titled with the Oklahoma Tax Commission; the vehicle must be titled according to the following format:

3.1.1. First line: State of Oklahoma, agency number and name

3.1.2. Second line: Agency address.



3.1.3. For new or replacement of state or regular tags contact OTC at: 405-521-2303, fax: 522-5216

**Note:** Every transfer of the regular tag has to be reported to the Tax Commission.

3.1.4. There are 10 work days (starting from the filing date) to request free of charge title corrections.

3.2. **State Inventory:**

3.2.1. Upon delivery of the vehicles, [OMES Form FM 017, Vehicle Inventory Data Sheet](#) must be submitted to [mfr@omes.ok.gov](mailto:mfr@omes.ok.gov) (74 O. S. § 110.3).

3.2.2. Vehicles also must be received to the State Asset Management (PeopleSoft)

3.3. **Insurance:**

3.3.1. Liability coverage: All state agencies must acquire personal liability coverage through [Risk Management](#) for their employees. However, this does not cover vehicle-related liability, so motor vehicle liability is required.

3.3.2. Motor vehicle liability: Required for state drivers (state employees driving state-owned, leased or rented, and personal vehicles), can be acquired through [Risk Management](#).

3.3.3. Physical damage coverage (non-mandatory, but recommended): If elected, the coverage must be acquired from [Risk Management](#).

3.3.4. More about insurance – see [FAQs](#).

3.4. **Fleet Card** (mandatory [SW101](#)):

3.4.1. Agency needs to establish a fleet card account by contacting the vendor.

3.4.2. Federal excise tax exemption – FM highly recommends that an agency place Level 3 restrictions on fleet cards for the reasons listed in Sections 3.3, 3.4 and 3.8 of Fleet Card Policy, [OMES Policy FM F001, Fleet Card](#), (the policy applies to FM-leased vehicles, but these sections provide universal guidance).

3.4.3. Sales tax exemption – See section 4 of Fleet Card Policy, [OMES Policy FM F001, Fleet Card](#) (NOTE: Download, print and place a copy of the [exemption letter](#) in the glove box).

3.4.4. A driver must have a Personal Identification Number (PIN) issued. Any PIN already issued to an employee should be assigned to the fleet card account along with his/her associated

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EMPLID. Whenever a new PIN is issued, it should be communicated to FM to be added to the master PIN list.

**Note:** Each fleet card account with the statewide vendor has an allotted batch of PINs. Agencies must assign PINs within their accounts. Then, and only then, a created PIN must be reported to FM along with a driver's name and state ID.

3.5. State Vehicle Markings:



3.5.1. Tagging vehicles according to vehicle markings ([74 O. S. § 78 D.5.](#) and [OAC 260:75-1-11.](#))

3.5.1.1. Vehicles tagged with a state license plate, or any plate identifying a vehicle as a state-owned, shall be marked, i.e. unmarked vehicles cannot be tagged with any plate identifying a vehicle as a state-owned.

3.5.1.2. Regular license plate can be applied only to an unmarked vehicle.

3.5.2. Vehicles shall be decaled with "State of Oklahoma", agency name and vehicle unit number according to the following standards ([47 O. S. § 151](#)):

3.5.2.1. Lettering must be at least two inches tall.

3.5.2.2. Color must visibly contrast with the vehicle's body color, e.g. black, brown or dark blue over white, silver, gold body color; and white, gold or other light color over black, brown, dark blue, red body color.

3.5.2.3. Lettering "State of Oklahoma" and the agency name shall be on both front doors.

3.5.2.4. Unit number shall be on both front fenders and on the rear of the vehicle.

3.5.2.5. Vehicle decals can be supplemented with the State Seal

3.5.2.6. Agencies may use the State Seal in lieu of the "State of Oklahoma" lettering; the State Seal shall be at least six inches in diameter

3.5.2.7. Agencies may use agency specific emblem in lieu of lettering; emblem shall be at least twelve by twelve inches in height and width – see example below:



3.5.3. FM can apply the appropriate markings for a fee.

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## 3.6.1. Road Side Assistance (non-mandatory):

3.6.1.1. Road Side Assistance and Vehicle Location: through FM.

3.6.1.2. Road Side Assistance and Vehicle Location: through [SW1028A](#), or [SW1028G](#).3.6.1.3. Road Side Assistance only: through Comdata ([SW101](#)) – see 3.4.1

## 3.6.2. Vehicle Location (AVL/GPS) – see 3.6.1.1. and 3.6.1.2.

## 3.6.3. Vehicles shall not bear any non-state business decals or emblems, e.g.:

3.6.3.1. Dealer or vendor advertising stickers, license plates or frames.

3.6.3.2. Front bumper license plates, emblems, stickers, mascots, decorative accessories.

3.6.3.3. Any objects that would obstruct driver's clear view ([47 O. S. § 12-422 B.](#))3.6.4. Unless otherwise authorized, window tint must comply with Oklahoma standards ([47 O. S. § 12-422](#))**4. MAINTENANCE AND PARTS**

Agencies must utilize the fleet card to pay for vehicle-related purchases such as service, parts and accessories, car wash and towing. There are three options for vehicle-related purchases:

4.1. Utilize FM Service, 405-521-2204, [fmd.service@omes.ok.gov](mailto:fmd.service@omes.ok.gov).

4.2. Utilize providers through statewide contracts:

4.2.1. Non-mandatory vehicle maintenance ([SW767](#)).4.2.2. Non-mandatory automotive parts ([SW307](#)).

4.3. For purchases not available through FM and statewide contracts, use of the fleet card is allowed:

4.3.1. Within parameters stated in [SW101](#), and

4.3.2. Within parameters stated in the Central Purchasing Act, and an agency's internal procurement procedures, and

4.3.3. Where retail vendor accepts the fleet card.

**5. REPORTING**

All State of Oklahoma agencies and entities (including higher education) must fulfill and comply with the state and US vehicle reporting requirements (see [Vehicle-Owning Agencies](#) for details).

5.1. Federal Reporting – [Energy Policy Act](#), Acquiring Alternative Fuel Vehicles.5.2. State Reporting – Vehicle utilization and maintenance cost must be tracked ([OAC 260:75-1-3 \(b\)](#)).

5.2.1. Contact FM for a template.

5.2.2. Update and submit report monthly by the 10th day of each month to: [mfr@omes.ok.gov](mailto:mfr@omes.ok.gov).

## 6. DISPOSAL

Vehicle disposal shall be completed using the following criteria and process ([74 O. S. § 78b](#)):

6.1. Minimum criteria for vehicle disposal:

- 6.1.1. Agency owned the vehicle for at least 24 months, or
- 6.1.2. Agency utilized the vehicle at least 60,000 miles, or
- 6.1.3. If damage repairs of the vehicle exceed \$2,500.

6.2. In order to dispose of a vehicle, [CAM-FORM-SS-001 – Surplus Property Transfer](#) must be submitted to [vehicle.surplus@omes.ok.gov](mailto:vehicle.surplus@omes.ok.gov) for FM approval and agency fleet inventory update.

6.3. State vehicles delivered to sale must:

- 6.3.1. Have state tags removed.

**Note:** Confidential tags must be unregistered with the Oklahoma Tax Commission (see 3.1.3).

- 6.3.2. Have agency decals and any program related stickers and emblems removed.
- 6.3.3. FM can remove markings for a fee.

6.4. Upon sale, state vehicles must:

- 6.4.1. Have fleet card cancelled.
- 6.4.2. Be removed from the Risk Management physical damage coverage (if policy exists).
- 6.4.3. Have inventory status updated with FM and other applicable systems.