

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 for purposes such as complying with laws, rules and policies; carrying out reporting; managing maintenance; etc.
- 1.1.2. Provide the contact information of the agency's fleet administrator to OMES Fleet Management (FM) using [OMES Form FM019, Fleet Management Policy Acknowledgment](#). The 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. The vehicle number must start with the three-digit agency number. **Note:** A vehicle's number shall not be reused for another vehicle without explicit permission from the state fleet director.
- 1.2.2. Vehicle logs and reporting via AVL installation and current fleet management system accuracy.
- 1.2.3. Maintenance schedule (example: [OMES Policy FM G001, Preventive Maintenance Services for Fleet and State-Owned Vehicles](#)).
- 1.2.4. Driver responsibility (example: [OMES Form FM015C, Driver Responsibility Certification](#) for drivers of FM vehicles; [OMES Form FM015CO, Driver Responsibility Certification](#) for drivers of agency-owned vehicles).
- 1.2.5. Commuting (example: [OMES Form FM022, Authorization to Commute 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](#).

2. Vehicle acquisition

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 vehicle; e.g., a minivan instead of an SUV for multiple-passenger, paved-road travel.
- 2.2.2. Right size: Acquire the smallest size of vehicle; e.g., a compact sedan instead of a full-size vehicle for travel of only one or two passengers.
- 2.2.3. Sustainability: Acquire an alternative-fuel vehicle, if there is reasonable access to the appropriate fill stations.
- 2.2.4. Unless a vehicle is available on a dealer's lot, assume a delivery time of up to 12 weeks.

2.3. Source of acquisition:

2.3.1. Purchasing new: Identify the desired vehicle on the [mandatory Statewide Contract, Vehicle Purchase \(SW035\)](#).

2.4. Make a requisition.

2.5. Email the Vehicle Acquisition Request to FM for approval prior to the purchase of a vehicle with a gross vehicle weight of 10,000 pounds or less ([47 O.S. § 156.3](#)) using [OMES Form FM016, Vehicle Acquisition Request](#) with supporting documentation to mfr@omes.ok.gov. **Note:** Forms completed electronically with digital signatures are preferred, as they allow for faster processing.

3. Vehicles in service

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 Service Oklahoma and according to the following format:

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

3.1.2. Second line: Agency address.

STATE OF OKLAHOMA					
VEHICLE IDENTIFICATION NUMBER 1FMJU1J84SEA53563		TITLE NO. 810017226788		DATE ISSUED 13-Jan-2026	
YEAR 2025	MAKE FORD	MODEL EXPEDITION	BODY TYPE/ UT	ODOMETER 35 Actual	
LO NO. M5582	APPLICATION DATE 12-Jan-2026	DATE 1st SOLD 17-Dec-2025	TYPE OF TITLE Original		
MAILING ADDRESS STATE OF OKLAHOMA OMES FMD - 090 2616 N STILES AVE OKLAHOMA CITY OK 73105-3109					
NAME AND ADDRESS OF THE VEHICLE OWNER STATE OF OKLAHOMA OMES FMD - 090 2616 N STILES AVE OKLAHOMA CITY OK 73105-3109					

3.1.3. For new state or regular tags or replacements thereof, contact Service Oklahoma at mvsupplycorrespondence@service.ok.gov. **Note:** Every transfer of the regular tag must be reported to Service Oklahoma.

3.1.4. For new or replacement confidential tags or to request the updated yearly decal, an agency's fleet administrator must email the request in writing on agency letterhead and signed by that agency's authorized representative, along with the title or registration receipt, to Service Oklahoma at mv_confidential_tags@service.ok.gov. **Note:** Every transfer of the confidential tag must be reported to Service Oklahoma. This is done by submitting an email to the Confidential tag inbox that includes the confidential tag number, the VIN of the vehicle that the tag is being removed from, the VIN of the new vehicle the tag is being assigned to, and the title or registration receipt for the newly assigned vehicle attached to the email.

3.1.5. Starting from the filing date, free-of-charge title corrections can be requested within 10 business days.

3.2. State inventory:

3.2.1. Upon delivery of the vehicles, [OMES Form FM017, Vehicle Inventory Data Sheet](#) must be emailed to mfr@omes.ok.gov ([74 O. S. § 110.3](#)).

3.2.2. Vehicles must also be accounted for in the state's asset management software and fleet management software.

3.3. Insurance:

- 3.3.1. Liability coverage: All state agencies must acquire personal liability coverage for their employees through [OMES Risk Management](#). 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 [OMES Risk Management](#).
- 3.3.3. Physical damage coverage (nonmandatory but recommended): If elected, such coverage must be acquired from [OMES Risk Management](#).
- 3.3.4. More about insurance – refer to [Frequently Asked Questions](#).

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 the 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 – refer to Section 4 of the Fleet Card policy, [OMES Policy FM F001, Fleet Card](#) (**Note:** Download, print and place a copy of the [exemption letter](#) in the glove box).

3.5. 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 state-owned, must be marked; i.e., unmarked vehicles cannot be tagged with any plate identifying a vehicle as state-owned.
 - 3.5.1.2. A confidential license plate can be applied only to an unmarked vehicle. To obtain a confidential plate, contact Service Oklahoma at mv_confidential_tags@service.ok.gov (refer to Section 3.1.4).
- 3.5.2. Vehicles shall be decaled with “State of Oklahoma”, the agency name and the 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 lettering over a white, silver or gold body; or white, gold or another light-colored lettering over a black, brown, dark blue or red body.
- 3.5.2.3. Lettering stating "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. Changes to the state-approved branding standards such as the following must be approved by the state branding team:
 - Vehicle decals can be supplemented with the Great Seal of the State of Oklahoma.
 - Agencies may use the Great Seal of the State of Oklahoma in lieu of the "State of Oklahoma" lettering; the seal shall be at least six inches in diameter.
 - Agencies may use an agency-specific emblem in lieu of lettering; emblem shall be at least 12 x 12 inches in height and width – refer to example below:
- 3.5.3. FM can provide information on vendors who can apply the appropriate markings for a fee.

3.6. Other:

- 3.6.1. Roadside assistance (nonmandatory):
- 3.6.2. Vehicle location (AVL/GPS) – refer to Sections 3.6.1.1 and 3.6.1.2.
- 3.6.3. Vehicles shall not bear any nonstate 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 or decorative accessories.
 - 3.6.3.3. Any objects that would obstruct the 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 use the Fleet Card to pay for vehicle-related purchases such as service, parts and accessories, car washes, and towing. There are three options for vehicle-related purchases:

- 4.1. Utilize providers through statewide contracts:
 - 4.1.1. Nonmandatory vehicle maintenance ([SW767](#)).
 - 4.1.2. Nonmandatory automotive parts ([SW307](#)).
- 4.2. For purchases not available through FM and statewide contracts, use of the Fleet Card is allowed:
 - 4.2.1. Within the parameters stated in [SW101](#).
 - 4.2.2. Within the parameters stated in the Oklahoma Central Purchasing Act and an agency's internal procurement procedures.
 - 4.2.3. Where a retail vendor accepts the Fleet Card.

5. Reporting

All State of Oklahoma agencies and entities (including higher education) must fulfill and comply with all Oklahoma and United States vehicle reporting requirements (refer to 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\(b\)](#)) through the state's fleet management software.

6. Disposal

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

- 6.1. Minimum criteria for vehicle disposal (at least one item must be fulfilled):
 - 6.1.1. Agency owned the vehicle for at least 24 months.
 - 6.1.2. Agency utilized the vehicle at least 60,000 miles.
 - 6.1.3. Damage repairs for the vehicle exceed \$2,500.
- 6.2. To dispose of a vehicle, [CAM Form SS001V – Surplus Vehicle Property Transfer](#) must be submitted to vehicle.surplus@omes.ok.gov for FM approval and agency fleet inventory updating purposes.
- 6.3. State vehicles delivered to sale must:
 - 6.3.1. Have state tags removed. **Note:** Service Oklahoma must be notified when confidential tags are removed from a vehicle (refer to Section 3.1.4).
 - 6.3.2. Have agency decals and any program-related stickers and emblems removed.
 - 6.3.2.1. FM can provide information on vendors who can remove markings for a fee.
 - 6.3.3. Have PikePass removed.
 - 6.3.4. Leave AVL installed, but upon sale of the vehicle, report VIN to FM for device deactivation and removal from billing. **Note:** Do not delete or archive the vehicle in the AVL reporting system. FM will archive the vehicle upon their request to have the device deactivated.
- 6.4. Upon sale, state vehicles must:
 - 6.4.1. Have the associated Fleet Card canceled.
 - 6.4.2. Be removed from the OMES Risk Management physical damage coverage (if a policy exists).
 - 6.4.3. Have the inventory status updated with FM and other applicable systems such as fleet management software.