



OMES Fleet Management Service Procedures

UPDATED: MARCH 2026

As of **July 1, 2025**, **Fleetio** is the asset management and service approval system to be used.



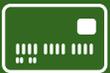
These **five** standard maintenance items **no longer need preapproval**:

1. Oil change
2. Tire rotation
3. Air filters
4. Wiper blades
5. Washer fluid



Service location instructions – ASK IF THEY ARE A FLEETIO VENDOR EVERY TIME.

- Any convenient service provider can be used (but if the last service was NOT at a dealership, the next oil change and tire rotation **must be done at a dealership**).
- If the provider **is set up** to use Fleetio: Request they use Fleetio, which will handle approval and automatically log the service (no receipt needed).
- If the provider **is not set up** to use Fleetio: They must call 405-521-2204 for approval if the service includes **anything** beyond the five standard maintenance items listed above, and you must email the receipt to fmd.service@omes.ok.gov.



Payment process – Continue to use the assigned Comdata card for all fuel purchases.

- **Fleetio vendors:** Submit the payment request directly through Fleetio for payment.
- **Exceptions** (not paid through Fleetio; Comdata card must be used):
 - Tire purchases.
 - Body damage repairs.
 - Mechanical issues cofunded by Ford or billed back to the agency.



Important reminders

- While no preapproval is needed for the five standard maintenance items, if the vendor uses Fleetio, **all services** must be submitted to OMES for approval through Fleetio.
- If a vehicle is taken in for service outside business hours (Monday-Friday, 7:30 a.m.-4:30 p.m.), no services will be approved until the next business day.
- Automated emails with work request details will no longer be sent to drivers or Fleet Management administrators.
- For service beyond the five standard maintenance items (e.g., all tire issues other than rotation, A/C or heater problems, check engine lights, mechanical problems), you must first call Fleet Management at 405-521-2204 to determine next steps.
- Once the appropriate vendor is selected, follow the Fleetio vs. non-Fleetio guidance.
- Non-service-provider vendors (AutoZone, O'Reilly Auto Parts, NAPA Auto Parts, etc.) will **NOT** be Fleetio vendors. You must pay for these purchases using the Comdata card and submit your receipt WITH YOUR UNIT NUMBER INCLUDED to fmd.service@omes.ok.gov.

We're here to help

We understand this transition may be difficult. Don't hesitate to contact Fleet Management at 405-521-2204 or fmd.service@omes.ok.gov if you need assistance.