



The agency must complete and sign this form electronically, then email it to fleet.system@omes.ok.gov.

AGENCY INFORMATION

Agency name	Agency #	
Address		
Fleet administrator name and title	Email	Phone
Alternative contact name and title	Email	Phone

UNIVERSAL FLEET PROCESSES (vehicle-owning and -leasing agencies)

Duties/job description of the fleet administrator	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Motor pool/shared vehicles	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Vehicles driven from home to work (refer to OMES CAM Form FM022)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Driver orientation and training	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Accident management	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Environmental impact: use of alternative fuels, utilization, idling, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Other:	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES

FLEET PROCESSES (vehicle-owning agencies)

Statute authorizing vehicle acquisition:			
Maintenance schedule and service location	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Fleet card: fuel purchasing, PIN management, authorization levels, etc.	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Decals/markings and numbering	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Vehicle replacement thresholds (mileage, age, condition, etc.)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Vehicle surplus process (using OMES State Surplus, other)	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES
Other:	<input type="checkbox"/> No	<input type="checkbox"/> Yes – attach	<input type="checkbox"/> Yes – OMES

NOTES

SIGNATURE

The information in this report is true and correct the best of my knowledge.

Signature of agency fleet administrator	Date
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