

# POLICY MEMORANDUM

<b>SUBJECT:</b> Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping	<b>Revision No: 10</b> <b>POLICY NO.: 10</b>
<b>ISSUED BY:</b> Office of Planning and Budget Department of Administrative Services	<b>EFFECTIVE DATE:</b> 10-1-2020

## 1-A. Legislative Authority

The Budget Act (Official Code of Georgia Annotated [O.C.G.A.] § 45-12-70 et. seq.) authorizes the Office of Planning and Budget (OPB) to develop financial plans for the state; coordinate the fiscal affairs of the state; see that the financial resources of the state are used most efficiently; and promulgate rules and regulations governing the acquisition, utilization, maintenance, repair and replacement of the state's motor vehicles. O.C.G.A. § 50-19-2 provides for the marking of state vehicles. O.C.G.A. § 40-2-37 addresses the registration and licensing of state vehicles. The Department of Administrative Services (DOAS), through the Office of Fleet Management (OFM), will work with and under the direction of the Office of Planning and Budget to carry out this policy.

## 1-B. Policy

This policy is to provide the framework and procedures to be followed by state agencies regarding the use, assignment and management of the state's motor vehicles, and to clearly state how motor vehicles shall be used for the official business interests of the state. State motor vehicles shall not be used for the personal interests of state employees. It is the responsibility of each agency head to ensure that the provisions of this policy are accurately reflected in agency policies and are strictly enforced in a manner to ensure that state motor vehicles are operated and managed in an effective, efficient and responsible manner. It is further the responsibility of agency personnel to be sensitive to their responsibility to avoid even the slightest misuse of motor vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception. Where they occur, violations should be dealt with promptly.

## 1-C. Definitions

1. "Agency" or "agencies" means any executive branch agency, authority, board, bureau, commission, council, department, office, unit, entity, or instrumentality of the state, and others as may be designated by the Governor, or to the extent that such designation does not conflict with state law.
2. "Agency head" means the chief executive of a respective agency or his/her designee.
3. "State employee" means any person employed by an agency as defined above including elected and appointed officials, law enforcement officers and volunteers participating in a structured volunteer program organized, controlled and directed by a state entity. Contractors are not authorized to drive state motor vehicles except when specifically authorized by state law.
4. "State business miles" means total miles driven minus commute miles driven.
5. "Total miles" means total miles driven including commute miles.
6. "Commute miles" means the miles traveled on a regular (usually daily) basis from a state employee's alternate workplace to the state employee's conventional worksite. This should be a standard distance that does not change from one trip to the next.
7. "Median Miles Driven" means the median of the total miles driven over the last three fiscal years.
8. "Alternate workplace" means a workplace other than the agency's conventional worksite. An example of an alternate workplace is a state employee's residence if the state employee is authorized to work at the state employee's residence.
9. "Conventional worksite" means the normal agency worksite where the state employee would perform his or her work if he or she were not teleworking.
10. "Special equipment" means non-transferrable equipment or special features added to a state motor vehicle for the purpose of carrying out specific duties
11. "Assignment" means that a state employee has exclusive control of the motor vehicle's use during the workday
12. "On-call status" means a state employee responsible for being on duty after normal business hours
13. "Primary Workstation" means the location the employee is considered to report to for work and designated as such by the employing agency per the State Accounting Office Statewide Travel Policy. The primary workstation may be the conventional worksite or the alternative workplace.
14. "Capitol Hill" means a geographic area bounded by Interstate 20 on the South, Washington Street and/or Central Ave on the West, the CSX railroad tracks and/or Decatur Street on the North, and Interstate 75/85 (Downtown Connector) and/or Martin Street and Terry Street on the East. Also included in the Capitol Hill site is the office building at Two Peachtree Street. Please see Appendix B for a map outlining the area.
15. "Motor Vehicle" is defined as any vehicle in the control/possession of state agencies AND is capable of being tagged and titled in the State of Georgia and driven on highways or streets, including motorcycles.

## 2. General Provisions

The intent of this policy is to provide guidelines for the cost-effective management and operation of the state's motor vehicles used by agencies in accomplishing their legally authorized missions. Agencies are required to utilize statewide contracts established by DOAS to purchase, operate, maintain, service, repair and fuel all motor vehicles. DOAS is authorized to exempt certain agencies from the mandatory use of such statewide contracts after determining that such exemption would be in the best economical or operational interests of the state.

### 2.1 - Use of Policy Memorandum with Georgia Fleet Management Manual

It is intended that this policy memorandum will be used in conjunction with the Georgia Fleet Management Manual issued by DOAS' Office of Fleet Management. The Georgia Fleet Management Manual provides detailed guidelines for the sound and efficient management of motor vehicle fleets and establishes procedures where appropriate for the policies enumerated in this policy memorandum.

### 2.2 - Exemptions from Policy Memorandum

Requests for exemptions from any of the provisions of this policy memorandum shall be submitted for approval by agency managers to the agency head. If the agency head deems the request for exemption appropriate, the agency head shall submit the request to OPB and OFM for review. Approval will be based upon a joint decision between OPB and DOAS. Exemptions should be submitted to OPB and OFM on the form in Appendix C OPB Policy 10 Exemption Request Form.

**(Note:** O.C.G.A. § 35-2-73 expresses very clear and specific statutory intent of the General Assembly regarding transportation and security procedures to be provided for the Governor, Lt. Governor and Speaker of the House of Representatives. For purposes of this motor vehicle policy, these three positions are exempt from this policy.)

## 2.3 - Agency Fleet Manager

Each state agency shall designate a motor vehicle manager that is a state employee. A contractor may not be designated as the motor vehicle manager for an agency. In the capacity of Agency Fleet Manager, the state employee shall be responsible for coordinating, under the approval and review of the agency head, all motor vehicle activities outlined in this policy memorandum and located within the OFM Fleet Manual. This includes regular reconciliation and validation of all agency vehicle records in the OFM database.

## Section I – Motor Vehicle Assignments

### 3. Authorization for Vehicles to be Assigned

3.1 - Agency heads are ultimately responsible for the lawful and reasonable use of vehicles, whether taken home overnight or for daily use and must certify that individuals approved for assignment of vehicles meet the requirements of this section by signing and submitting the MV-1 form located in the Fleet Management Database maintained by OFM. This form must be completed as specified in Section 4 of this policy memorandum.

3.2 - State employees are authorized to drive state motor vehicles to and from their conventional or alternate workplace if eligible to be assigned a motor vehicle. To be eligible for assignment including for overnight use, **one** of the following conditions must be met:

AV1 - A state employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer, and the motor vehicle assigned to the state employee is specially equipped for law enforcement purposes and having the motor vehicle is essential for the state employee to carry out their job functions.

AV2 - A state employee travels to different work sites as part of routine duties.

AV3 - The vehicle has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location;

AV4 - A motor vehicle is for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from state employee's home; or

AV5 - The vehicle is required to be driven in sites or under conditions that would endanger a privately-owned vehicle.

### 3.3 - Agency Pool Vehicle Assignments (MV1 not required)

If an individual does not meet the qualifications listed above but must **temporarily** utilize a state motor vehicle for state business, agencies may allow a state employee to drive a **pooled** vehicle home after work hours if:

- The state employee must travel directly to a remote site (of sufficient distance for the state employee to be on travel status) from his or her home the following morning.
- The state employee's productivity will be decreased by having to allot time to drop a vehicle off at his or her conventional worksite at the end of a workday during which the state employee has used the vehicle in an authorized manner; or
- On a temporary basis, the state employee is required to respond to emergencies that take place after normal business hours (e.g. temporary on-call status).

Agencies outside the Capitol Hill geographical area may possess pooled vehicles for their state employees' use. Unless exempted, agencies inside the Capitol Hill geographical area shall not possess pooled vehicles. State employees working within the Capitol Hill area shall utilize the statewide vehicle rental agreement and rent vehicles for their trips. Agencies that need to have pool vehicles located on Capitol Hill may complete an exemption form available from OFM.

OPB and OFM reserve the right to validate agency compliance and usage regarding agency pooled vehicles.

## 4. Record-Keeping Requirements

### 4.1 - Documentation of Motor Vehicle Assignments

All motor vehicle assignments for state employees must be documented in the OFM Fleet Management Database. Additionally, the justification for each motor vehicle assignment must be documented and approved by OFM using the online MV-1 form in the Fleet Management Database. Each MV-1 form must be electronically signed by the agency head. Justification for a state employee to drive a motor vehicle home on a routine basis must also be documented on this form. It is the responsibility of each agency to keep these records current (within 30 days of a change) and updated each time an individual is assigned to a new motor vehicle. Any change in status requires the closing of the current MV-1 and the creation of a new MV-1 form. Fleet managers must also maintain accurate asset records of motor vehicles by maintaining current driver assignments on the "asset creation" form on the OFM database.

### 4.2 - Accounting for Commuting Use of Vehicles for State and Federal Reporting

Agencies are responsible for all state and federal reporting related to the accounting of commuting use and updating their vehicle records. Information on commuting mile compliance and record-keeping can be found under the State Accounting Office's Statewide Travel Policy.

All commuting miles driven by state employees in state motor vehicles shall be documented and reported by the Agency Fleet Manager in the OFM database.

### 4.3 - DOAS Records Repository

DOAS maintains an electronic centralized repository containing information on the purchase, assignment, operation, use, maintenance, service, repair, fueling and final disposal of all motor vehicles operated by agencies covered by this policy memorandum for use in managing the state's use of motor vehicles. All state agencies shall provide all information required to maintain such a centralized repository in a format to be determined by DOAS. All state agencies must provide data in the format needed to be consistent with the centralized repository.

In order to facilitate the gathering of maintenance data and ensure proper maintenance of older motor vehicles, all light duty (under 9,000 lbs. gross vehicle weight-rating) passenger motor vehicles must be enrolled in the maintenance program overseen by OFM unless the motor vehicles are being maintained at an on-site repair facility. However, all state motor vehicles, regardless of their participation in the OFM maintenance program, must be populated in the OFM database for proper record-keeping and documentation purposes.

In addition to electronic documentation held by DOAS, each agency shall maintain records which identify every motor vehicle it controls. Such records shall include each motor vehicle's registration, emission control inspections, maintenance records, the physical location of the motor vehicle and all other legal documentation. Agencies have the option of keeping this information in a file either at a central site or at the operating units. DOAS will make every effort to minimize duplication between records held in the central repository, agency files and automated databases.

If the motor vehicle has initial approval for any exceptions to the marking and tagging provisions of this policy memorandum (Subsection Section 6) approved by OFM, the agency must forward yearly justification for the exceptions to OFM.

Agencies are required to identify all state business miles driven and all personal miles driven; identify all incidents of commuting use; identify relevant costs associated with vehicle maintenance and operations; and otherwise comply with all provisions of this policy memorandum.

## **Section II – Purchase, Operation and Disposal**

### **5. Acquisition of Motor Vehicles**

All agencies are required to purchase motor vehicles (excluding off road vehicles and highly specialized vehicles) that strictly comply with standard specifications. Specifications for motor vehicles are established by DOAS State Purchasing Division in consultation with state agencies to meet their operational requirements. This will ensure the state obtains the best value considering a balance of maximum duration for use of the motor vehicle while obtaining maximum proceeds from the sale, trade, transfer or other disposition of the motor vehicle. Donated motor vehicles, both new and used, are subject to the same processes and must follow Appendix A "Vehicle Acquisition Matrix". The current book value of donated motor vehicles acquired by an agency must be included on requisite motor vehicle acquisition forms for accurate recordkeeping purposes in the OFM database.

## 5.1 - Justifying Funds Requested for Motor Vehicles

Funds for motor vehicles will continue to be budgeted in each agency's budget as Motor Vehicle Purchases or other appropriate object class. In preparing their budget requests, agencies shall justify each vehicle requested, whether new (addition to the fleet) or replacement vehicle.

### 5.1.1 - Additional Motor Vehicle Requests

For each new motor vehicle requested, agencies shall demonstrate the following:

- All active agency motor vehicles are being used as originally presented for budget justification subject to validation by OPB
- The new motor vehicles are for additional staff or new program/unit
- The new motor vehicles will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM; and,
- All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

### 5.1.2 - Replacement Vehicle Requests

For each replacement vehicle requested, agencies shall demonstrate the following:

- The motor vehicle was totaled;
- No current motor vehicles are available to be reassigned based on the minimum utilization standard of 25% of the median miles driven by asset type per state entity as determined by OFM;<sup>1</sup>
- The replacement motor vehicle will be "like kind" to the degree possible. If not, written justification outlining the need to meet new operating requirements must be submitted to OFM for approval;
- All current agency motor vehicles are being used as originally presented for budget justification subject to validation by OPB;
- All active agency motor vehicles will have current fuel and maintenance recorded in the Fleet Management Database at the time of the request; and,

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<sup>1</sup> Information on median miles driven per year by asset type can be found on the OFM website.



- The replacement motor vehicle meets the replacement criteria established each budget cycle as determined by OFM, with input provided by OPB. Criteria will be based upon the total cost of ownership exceeding the current book value of the motor vehicle. This is calculated according to the formula below:
  - Total Cost of Ownership (TCO) > Book Value
  - $TCO = \text{Depreciation Amount} + \text{Maintenance over the past 2 fiscal years}$
  - $\text{Depreciation Amount} = \text{Capital Cost} - \text{Current Book Value}^2$

## 5.2 - Motor Vehicles Authorized for Acquisition

### 5.2.1 Alternative Fuel Vehicle Program

In consideration of federal, state and local regulations relating to the Energy Policy Act of 1992, all efforts will be made to ensure approximately 75% of new eligible motor vehicles purchased by state agencies are alternative fuel capable. Alternative fuel options will be made available through the State Purchasing Division's vehicle contracts. Motor vehicle models identified for purchase and use in non-attainment areas that are not recognized as alternative fuel capable will require justification and approval by OFM prior to purchase.

### 5.2.2 Motor Vehicles Authorized for Acquisition

Agencies are encouraged, but not required, to acquire subcompact and compact automobiles wherever possible. If subcompact or compact automobiles for specific jobs are too small to satisfy the operating needs of those jobs, an agency is authorized to obtain mid-sized automobiles. Mid-sized automobiles are those typically defined as such by rental car companies. These automobiles are usually four-door, can accommodate up to four persons comfortably (with a maximum of five persons), and hold up to four pieces of luggage. Agencies have full discretion on the size of automobiles that they may obtain, up to and including mid-sized automobiles, light duty trucks, and heavy-duty trucks based on their own assessments of their individual needs. Agencies are required to maintain documentation of the assessment and make such documentation available for inspection upon request by OPB or DOAS. Agencies must obtain authorization from OFM to acquire any automobile larger than a mid-sized automobile or an automobile with options not included in the equipment shown on the state contract specification. The makes and models of the automobiles with the established options shall be placed on statewide contract by the DOAS State Purchasing Division through its established bidding procedure.

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<sup>2</sup> Information on a vehicle's total cost of ownership can be found on the OFM website

\*The minimum utilization standard and TCO replacement criteria was implemented in version 10 of this policy.

### 5.3 - Ordering Motor Vehicles

All motor vehicles must be ordered through DOAS statewide contracts. Prior to ordering any vehicles, agencies must submit the associated procurement documentation to OFM through the Vehicle Request Form for certification that the size and optional equipment restrictions of this policy memorandum are being complied with. No motor vehicle may be ordered without the authorization of the appropriate DOAS official. Additionally, agencies that are replacing motor vehicles are required to provide information on each motor vehicle to be replaced, including type of motor vehicle, unique agency vehicle number, VIN, age, mileage, general operating condition, and other information as deemed necessary by OPB or DOAS. Motor vehicle orders must be submitted by May 15<sup>th</sup> of the fiscal year. Any orders received after May 15<sup>th</sup> will be deferred to the following fiscal year. Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled motor vehicle) or changes in the vendor(s) awarded the statewide contract, may be considered on a case-by-case basis. Motor vehicles shall not be purchased off- contract from dealer stock without the written approval of DOAS State Purchasing Division.

### 5.4 - Purchasing Used or Demo Motor Vehicles

Unless granted specific authority by OFM, all automobiles purchased by agencies must be new; however, agencies may request authorization to purchase used automobiles. In such instances, agencies must demonstrate that the cost of each used motor vehicle purchased does not exceed the fair market value of the vehicle as determined by the National Auto Research's "Black Book."

Additionally, motor vehicles must meet the specified criteria in Appendix A "Vehicle Acquisition Matrix" to acquire a used vehicle.

### 5.5 - Leasing Motor Vehicles

Agencies may enter into lease agreements for vehicles in lieu of purchasing only with prior written approval of OFM. Requests for written approval shall include cost analysis comparing lease to purchase and demonstrating cost benefit. Lease terms must be included, including the number of years, obligation per year and whether the lease includes a lease to own option to help determine long-range costs versus a vehicle purchase. All leasing shall be conducted through leasing contracts established by the DOAS State Purchasing Division.

## 5.6 - Disposing of Vehicles

Agencies (except for the Department of Public Safety) shall dispose of their motor vehicles through the DOAS Surplus Property Division. Upon receipt of a new motor vehicle, the receiving agency has 60 days to enter the vehicle disposal request into the DOAS Surplus Property Division asset tracking system along with required documentation through either the on-site or third-party disposal processes. The DOAS Surplus Property Division will track sales of surplus motor vehicles associated with the annual replacement program to ensure timely disposal.

## 5.7 - Transfer of Motor Vehicles

Except where prohibited by law or other provisions of this policy, transfer of motor vehicles between agencies must be authorized by OFM through the surplus management system via the DOAS Surplus Property Division. OFM will verify that the motor vehicles meet the requirements specified in Appendix A “Vehicle Acquisition Matrix” prior to approving the transfer.

Agencies requesting motor vehicle transfers for temporary use in responding to statewide emergencies should contact the Director of Fleet Management to facilitate the temporary transfer.

## 5.8 - Motor Vehicle Utilization

Utilization reports for all assigned motor vehicles shall be maintained by agency fleet managers in the Fleet Information System for all agencies having assigned vehicles. Agency fleet managers are responsible for ensuring vehicle and driver reporting accuracy.

## 6. Registration and Licensing

Each agency shall apply for titles, registrations and tags with the Department of Revenue in the names Ownership remains with the agency purchasing the motor vehicle. The agency purchasing the motor vehicle will retain original title.

State agencies are advised to correct the names of their agencies on file with the Department of Revenue so that only the **official name** of each agency is used for each vehicle title and registration.  
of the ordering agencies.

## 7. Physical Identification

### 7.1 - Motor Vehicles to Be Affixed with State Government Tags

As provided for by O.C.G.A. § 40-2-37, all state motor vehicles shall be affixed with state government license tags unless they are specifically authorized by the Department of Revenue to have confidential tags affixed.

### 7.2 - Marking of Motor Vehicles

Each agency shall assign one unique identification number to each motor vehicle. Each agency shall use only one number -- in addition to the manufacturer's vehicle identification number -- to identify a motor vehicle. Identification numbers shall be up to a seven-digit number. The identifying number will be affixed to the motor vehicle as noted in the Georgia Fleet Management Manual. Where identification exemptions apply, the vehicle identification number is not required. The identification number shall be used for each manual and automated system maintained by the agency and shall be affixed to the vehicle as provided for in Subsection 7.

Any motor vehicle purchased or leased by a state agency should be affixed with a clearly visible seal or decal identifying the governmental entity owning, leasing or operating such motor vehicle unless specifically exempted by law pursuant to O.C.G.A. § 50-19-2. These markings shall be placed as shown in the Georgia Fleet Management Manual.

Each agency is authorized to have its motor vehicles marked with its own specially designed seal. Such seal shall clearly identify the agency as being a part of state government. Otherwise, generic state seals and departmental identification strips shall be used to mark the motor vehicles.

### 7.3 - Emissions Inspection

All state motor vehicles operated in areas requiring emissions inspections shall be properly inspected annually as required by state law. Agencies should refer to Georgia Comp. R. & Regs. 391-3-20 (Rules and Regulations promulgated by the Department of Natural Resources) for pertinent exemptions. Agencies should maintain documentation that emissions inspections are not required.

## 8. Maintenance

DOAS provides guidelines in the Georgia Fleet Management Manual for agencies to follow in maintaining their vehicles. Agencies are required to follow these guidelines.

## 9. Accident Repairs

All accidents or losses that result in damage to a state vehicle or a third party while operating a vehicle must be called into the claims reporting vendor as established by DOAS' Risk Management Program within 48 hours of the occurrence. All agencies are required to provide OFM the cost of all repairs resulting from an accident, vandalism, or any event which damages the state vehicle in excess of \$500 or involves any safety related equipment. A determination must be made within 60 days to repair or surplus a vehicle involved in an accident. All repairs must be completed, and repair costs reported to DOAS, within 90 days of the accident or loss or the operating agency will not be eligible for additional or replacement vehicles. A record of damages handled through the Auto Physical Damage Program at DOAS will be housed in DOAS RMS systems.

## 10. Fueling State Vehicles (owned or leased).

All agencies must comply with the Statewide Fuel Card Policy. All state motor vehicles (owned or leased) must be fueled using the state fuel card or at a state-owned bulk fuel site. For motor vehicles not using the fuel card, all transactions must be filed with DOAS OFM by the 10<sup>th</sup> of every month for the previous calendar month listing the motor vehicle by state ID, VIN, # of transactions, the total gallons, and the actual cost per gallon. This information must be provided on every passenger vehicle in the agency's fleet regardless of activity or lack thereof. Motor vehicles without reporting activity for more than 90 days will be subject to a review for reassignment or surplus. The operating agency will be barred from obtaining additional or replacement motor vehicles until all fuel issues are resolved. DOAS will provide a template for reporting all fuel transactions.

## **11. Effective Date**

This policy memorandum was significantly revised and issued on October 1, 2020

## APPENDIX A

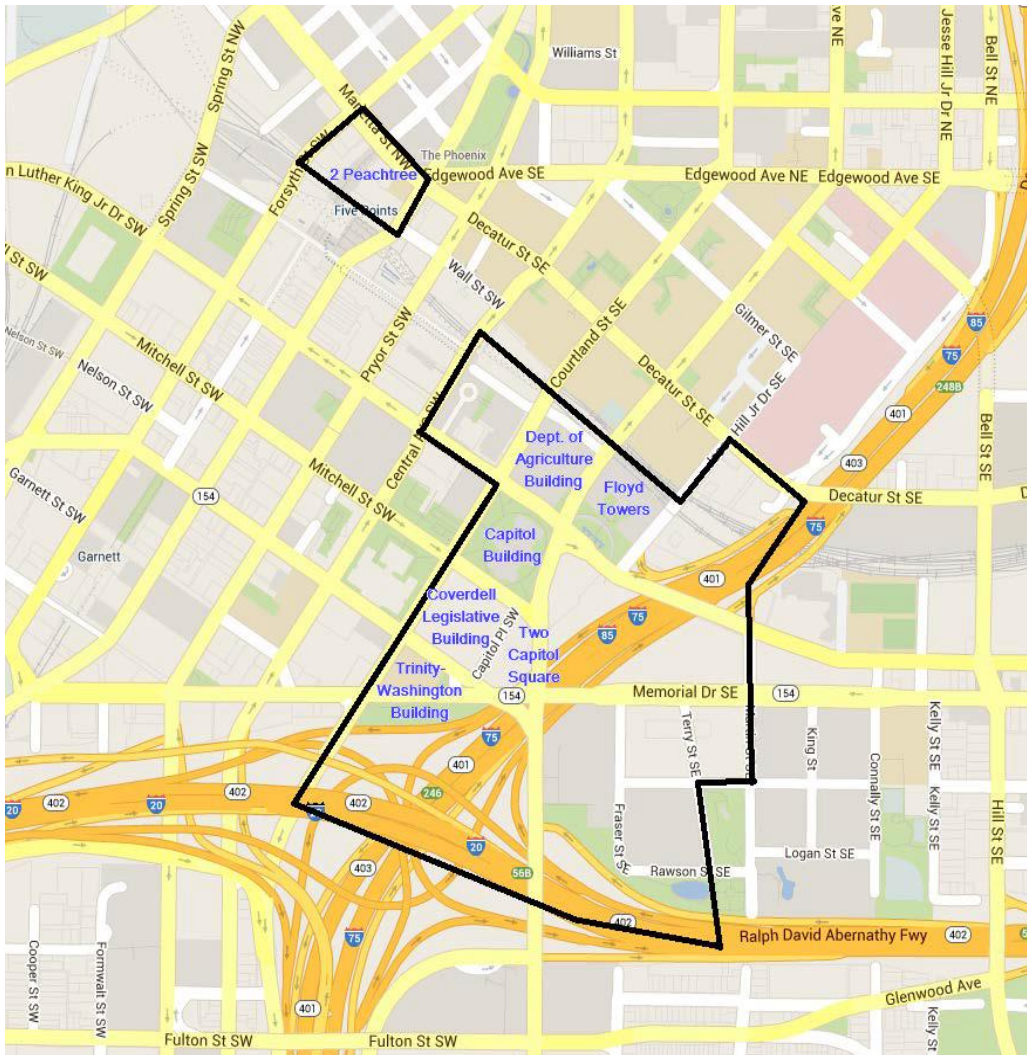
### Vehicle Acquisition Matrix

The State of Georgia's fleet includes several aged and/or high mileage vehicles. Reducing the average age and mileage of the fleet is a goal of the Office of Fleet Management (OFM). To allow these vehicles to be transferred from one agency to another defeats those efforts. To reduce the number of these types of vehicles that can re-enter the vehicle inventory after replacement or disposal, we have established guidelines on state agency acquisition of vehicles. These guidelines will apply to vehicles proposed for acquisition from any source including donated and used vehicle purchases. Effective January 1, 2019, the guidelines will apply to any state agency falling under the policies and procedures of Policy 10: Rules, Regulations and Procedures Governing the Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping. These may be rescinded or altered as determined by OFM and OPB.

Type of Vehicle	Not Available for Transfer or Purchase	Only Available to Police / Public Safety	Only available <175,000 Miles	Only Available < 275,000 Miles (GAS) / < 500,000 Miles (DIESEL)	Only Available < 800,000 Miles
Pre-2005 15 Passenger Vans	X				
Ford Crown Victoria		X	X		
Sedans, Small Vans and Pick Up Trucks no greater than 10,000 Pounds GVW			X		
Cutaways and all vehicles from 10,000 to 26,000 Pounds Gross Vehicle Weight Rating (GVWR)				X	
All Vehicles with a GVWR greater than 26,000 Pounds					X

- No Vehicle Greater Than 15 Years Old (Difference Between Vehicle Model Year and Current Calendar Year) is Available for Purchase or Transfer
- No Vehicle with Broken or Rolled Over Odometers Unless Mileage can be Established by OFM Records is Available for Purchase or Transfer
- Exceptions:
  1. Technical Schools and Public Safety Training Center for Non-Road Worthy Vehicles Only
  2. Historical Vehicles Used for Display or Public Relations

# Appendix B, Capitol Hill Map





## **Appendix C, OPB Policy 10 Exemption Request Form**

For exemption consideration, please contact the Office of Fleet Management for the Exemption Request Form.