

POLICY / PROCEDURE NAME: Responsibilities
POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 1.0
DATE ISSUED: November 17, 2004
DATE REVISED: Not Applicable

REFERENCE / LEGAL AUTHORITY: O.R.C. Section 125.832

1.0 Responsibilities

Policy: The DAS Office of Fleet Management and state agencies share responsibility for management of state owned or leased motor vehicles including but not limited to motor vehicle procurement, assignment, use, maintenance, tracking, replacement, disposal and reporting fleet vehicle operations in compliance with all applicable laws, rules and executive orders.

1.1 DAS Office of Fleet Management

Policy: The DAS Office of Fleet Management is required to establish, implement and manage a statewide fleet management program. In carrying out the program goals and responsibilities, Fleet Management will administer, monitor and enforce all rules and regulations concerning but not limited to vehicle assignments and use, replacement and disposal, cost effective acquisition, safety, insurance and accident reporting, fuel acquisition standards, maintenance, reporting and inventory.

DAS Fleet Management has a number of responsibilities including, but not limited to, the following:

- Establish, implement and enforce statewide fleet policies and procedures and serve as a resource for state agencies to develop specific internal policies and procedures to fulfill the requirements of all applicable laws, rules and executive orders.
- Analyze fleet size, operating costs and utilization relative to state agencies' missions; recommend appropriate parameters to manage state motor vehicles; and provide state agencies with the tools to allow them to manage their fleets efficiently and cost effectively.
- Establish and maintain a fleet reporting system and collect and analyze essential fleet data as provided by state agencies. [FleetOhio](#) is the reporting system for Ohio's state government fleet operations.
- Assist state agencies in the development of fleet plans and approve those fleet plans that meet all of the requirements as specified in [State Agencies Fleet Plan Instructions](#).
- Serve as liaison between the [Vehicle Management Commission](#) and state agencies.
- Annually prepare and submit a Fleet Management Report to the Governor, the Speaker of the House of Representatives, and the President of the Senate no later than the thirty-first day of January following the end of each fiscal year.
- Annually develop and publish motor vehicle [Mileage Breakeven Point Analyses](#).
- Annually analyze mileage reimbursement payments made to state employees and submit a report to the director of the Department of Administrative Services, Office of the Governor, and to the Vehicle Management Commission.
- Establish a cost effective vehicle replacement program to include mileage/age criteria for each type of vehicle in order to identify vehicles that have accumulated less than the minimum required mileage, and develop a vehicle repair/replacement model to assist agencies in managing their fleet vehicles in an efficient and cost effective manner.
- Provide standardized or custom fleet reports to state agencies.

- Offer fleet management support through publications, web sites, meetings and other forms of communication, training seminars, as needed.
- Maintain a certified fleet manager program.
- Provide an efficient motor pool reservation system.
- Monitor fuel card purchases to ensure that restricted items are not purchased.