

POLICY / PROCEDURE NAME: Responsibilities  
POLICY / PROCEDURE NUMBER: Fleet Manager's Manual, Section 1.0  
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REFERENCE / LEGAL AUTHORITY: O.R.C. Section 125.832

## 1.2 State Agencies

**Policy:** State agencies operating state owned or leased motor vehicles are responsible for monitoring and enforcing, within their agency, all rules, regulations, executive orders, DAS policies and procedures, and federal requirements governing the purchase, assignment, use, maintenance and repair, tracking, replacement, disposal and reporting of agency motor vehicles.

In order to comply with fleet laws, rules and executive orders, DAS Fleet Management will identify certain minimum requirements that must be implemented within state agencies. Because most state agencies are mission unique and have different organizational structures and operating procedures, agencies will be afforded as much flexibility as possible in order to meet these requirements. Fleet Management will assist state agencies to meet these requirements through review of agency fleet policies and procedures and other methods including periodic audits.

Not all minimum requirements are listed below. Additional minimum requirements can be found throughout the Fleet Manager's Manual.

State agencies are required to:

- Submit a Fleet Plan to DAS Office of Fleet Management by the dates specified in Section 125.832 (E) of the Revised Code or as specified by DAS Fleet Management. See [State Agencies Fleet Plan Instructions](#) for details.

Fleet plans should be updated as necessary to reflect future changes in agency fleet operations and to keep the [FleetOhio](#) database current.

- Designate, in writing, a main contact person from within the agency to serve as the Agency Vehicle Coordinator. This person will serve as liaison between DAS Fleet Management and the agency.

Inform DAS Fleet Management in writing of any future changes to the designated Agency Vehicle Coordinator.

- Obtain approval from the DAS Office of Fleet Management prior to purchasing or leasing motor vehicles. ([4.0 Requests for Vehicles.](#))
- [Adhere to federal \(EPA\) vehicle procurement and operating requirements with regard to alternative fuels.](#)
- Supply sufficient and accurate information as requested by the Director of the Department of Administrative Services, Vehicle Management Commission and DAS Fleet Management in order to evaluate compliance and prepare the annual Fleet Management Report.
- Utilize the FleetOhio reporting system to the fullest extent possible and provide accurate and up-to-date vehicle information including but not limited to proper mileage, costs, vehicle classification for preventative maintenance schedules and other required data for each type of vehicle. See [FleetOhio](#) for data requirements.

At minimum, fleet data should be entered and updated on timely basis. This will ensure data is up-to-date and that accurate reports can be obtained for analyses by departmental managers and the DAS Office of Fleet Management.

- Submit reports to DAS Fleet Management, as may be requested or required. ([8.0 Reporting.](#))
- Develop motor pools where feasible and retain state vehicles as motor pool vehicles to the greatest extent possible and limit the size of the motor pool to only what is necessary for efficient and effective business operations. ([3.1 Motor Pool Use – Mileage Reimbursement.](#))
- Monitor the personal mileage reimbursement paid to departmental employees. Such information may reflect the need for additional fleet vehicle assignments. ([3.1 Motor Pool Use – Mileage Reimbursement.](#))
- Monitor fleet vehicle utilization to assure optimum use and efficiency through assignment and rotation as needed.
- Assure that persons who will be driving a state-owned vehicle have a valid driver's license for the type of vehicle being driven and must show the license prior to obtaining a vehicle.

State agencies should develop internal policies and procedures governing agency fleet operations. These policies and procedures must be in compliance with all rules, regulations, Executive Orders, DAS policies and procedures and must be consistent with the requirements of the agency fleet plan. DAS Fleet Management may require agencies to develop specific policies and procedures in order to meet certain statewide motor vehicle fleet requirements.

At a minimum, internal policies and procedures should include, but are not limited to, the following elements:

- Vehicle replacement schedules.
- Preventative maintenance, repair, new vehicle delivery and warranty tracking.

State vehicles must be properly maintained. Agencies are to be guided by oil change, lubrication and maintenance recommendations of the manufacturer. All warranties are to be utilized.

- Comprehensive vehicle maintenance purchase procedures.
- Comprehensive on-site vehicle fueling procedures.
- Vehicle assignment criteria and authorization requirements. ([Executive Order 2003-23T.](#))
- Authorization requirements to obtain vehicles from the various motor pools.

Note: An internal agency policy and procedure is required. ([3.1 Motor Pool Use / Mileage Reimbursement.](#))

- Authorization requirements to be reimbursed for use of a personal vehicle on state business.

Note: An internal agency policy and procedure is required. ([3.1 Motor Pool Use / Mileage Reimbursement.](#))

- Vehicle removal/recall processes due to underutilization or improper use of a state vehicle.
- Disposal of used vehicles.
- Safety and accident reporting.

Policies and procedures should ensure the timely reporting of all accidents and reporting of theft and vandalism.

- Vehicle registration renewals.

- Driver Eligibility and Training.

DAS has specified minimum driver eligibility requirements. See Section [5.1 Motor Vehicle Safety](#). State agencies may have additional requirements.

Driver training should include at minimum, orientation to assure that vehicle operators are aware of all rules and regulations, and individual responsibilities concerning the use of a fleet vehicle.

DAS recommends at least once every two (2) years each State agency should issue a copy of the General Rules to every employee who drives a State vehicle. The employee should be required to read the rules and sign an acknowledgement statement or its equivalent. These statements should be maintained by the agency and may be subject to audit.

- Driver screening processes, monitoring and reporting traffic violations.

Human Resources and legal should be involved in establishing these types of policies and procedures in order to protect the state and to protect the employment rights of existing employees and applicants for state employment.

Policies and procedures can include screening the motor vehicle record (MVR) of all applicants for state employment, existing employees and individuals who, as a result of their work, operate or are likely to operate a state vehicle.

Policies and procedures should also include restrictions placed on the privilege of operating a state vehicle for those applicants, employees and individuals whose MVR's indicate a history of involvement in motor vehicle accidents, who have a considerable number of current violation points as specified in the policies and procedures or whose driver's licenses have been suspended by the Bureau of Motor Vehicles.

The DAS Office of Risk Management will provide on-line access to state agencies of those state employees that have lost the privilege to use a state vehicle and of those designated agents (non-state employees) that are authorized to use a state vehicle.

- Acquisition and management of fuel cards.

- Completion of motor vehicle logs and other monitoring, data entry, record keeping and reporting requirements.