

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

1.3 DAS Managed Agencies

Policy: The DAS Office of Fleet Management will manage the administrative functions of fleet management for an agency in those instances where an agency determines that it does not wish to manage its fleet, the agency fails to meet the requirements of delegated authority, or DAS has determined that it is in the best interest of the state that DAS should manage an agency fleet. Managed Agencies will retain many operational fleet responsibilities including, but not limited to; operation of an agency motor pool (including fueling and maintenance), rules enforcement, and document preparation and submission. These and other responsibilities are detailed further below:

- Monitor and enforce, 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.
- Ensure that all necessary fleet and operational personnel are adequately trained to perform all assigned tasks related to the agency vehicle fleet.
- OFM will administer Motor Pool reporting requirements. Agencies managed by OFM will staff and operate their Motor Pools. This includes, but is not limited to, monitoring the frequency of use, the number of miles travelled, and maintenance downtime. Agencies will also transport vehicles to the proper vendor for any necessary repairs or maintenance.
- Notify OFM in a timely manner of any significant business changes that will directly impact fleet operations or vehicle needs.
- Provide supplemental fleet information as requested to the DAS Office of Fleet Management in response to requests from the Vehicle Management Commission, the Governor's Office, the State Legislature, news media or public citizens.
- Using the Agency Vehicle Coordinator / Fleet Manager Assignment Form, designate a main contact person from within the agency to serve as the Agency Vehicle Coordinator. This person will serve as liaison between the DAS Office of Fleet Management and the agency. Inform DAS Fleet Management, using the aforementioned form, of any changes to the designated Agency Vehicle Coordinator.
- Agency vehicle coordinator must regularly attend OFM sponsored events.
- In cooperation with the DAS OFM, ensure that the most appropriate number and type of vehicles are acquired in order to effectively lower the overall transportation costs to the state.
- In cooperation with the DAS OFM, ensure that vehicles are replaced at the most appropriate time.
- Agency vehicle coordinator will be responsible for addressing non-compliance issues within the agency.
- Provide to OFM any requested documentation necessary for FIMS data entry.