

OFM News:

Don't Leave State Car Unattended

Getting into a nice warm, cozy car on a freezing winter day sounds like a good idea! With cold weather edging in and the threat of weeks of ice and snow fast approaching, the temptation to run outside in the morning to warm up the car and then dash back into the warm office while the frost melts is common, but it could also be an invitation for thieves and mishaps due to mechanical malfunctions. Car thieves are on alert watching for these situations to take advantage and steal an unattended vehicle.

We really don't want to see that happen, so we're asking all Fleet Managers / Coordinators to remind state vehicle operators that it is against state policy to leave a state vehicle unattended while running. The cold season has begun. The Ohio Insurance Institutes warns against leaving any car running unattended (especially a state owned vehicles) for any length of time. Read more at [Leaving Car Running And Unattended](#).

If you want to warm up your state car (and we encourage you to do so), that's fine, but don't leave it unattended!

Take It Slow...ODOT's best advice when driving in winter conditions

Columbus (Thursday, December 20, 2012) – As Ohioans get ready to drive in the first possible winter storm this season, the Ohio Department of Transportation (ODOT) warns motorists... Read more at: [Ice & Snow, Take It Slow](#).

Preparing Vehicle Salvage Form

When preparing the Vehicle to Salvage Form (ADM 3911) be sure to check that the following items on the form match what is in FleetOhio for the vehicle.

Vehicle to Salvage Form Field	FleetOhio Field
State License No.(Generally the plate on the vehicle)	Equipment Id (Basic Info Tab)
Serial No.	Serial No. (Basic Info Tab)
Original Funding Source	Fund (Status Tab)

Any discrepancies found between the salvage form being submitted and the information in FleetOhio should be resolved prior to submitting the vehicle to State Surplus. If you need assistance in resolving a discrepancy please call our office. Not addressing these issues ahead of time may lead to the vehicle being placed on hold and delay the sale.

New State Vehicle Contracts

The State Procurement Office has posted the automobile and truck contracts for the 2013 model year. In preparation for the DAS Fleet 2013 vehicle order, OFM asked you to start reviewing your fleet replacement plans and begin to assemble the documentation required for your vehicle requisitions. We are planning to host a training session in January on the vehicle requisition/order process. The training session will cover the requirements for each step in the process in an effort to set expectations and eliminate any procedural delays.

Fleet Forms Review

Web Updates

OFM is in the process of reviewing all of our forms. We decided to involve you (the ones who actually use these forms). As forms are updated, you will be asked to compare our proposed forms to the current ones in use and let us know what changes you would like to see made.

Mark Your Calendar:

Upcoming Training: Thursday, January 24, 2012 - Fleet Ohio Data Entry Level Training will be held from 12:30 p.m. – 4:00 p.m., Birch Conference Room, 4200 Surface Road, Columbus, Ohio. Pre-registration is required—please complete training request form on OFM website at [Training Request Form](#). Additional training opportunities may be found on our website.

Useful Links:

OFM can be reached at (614) 466-6607, 800-686-1521, or dasfleet@das.state.oh.us. When responding to a Newsletter item please use OFM Newsletter as the email subject. OFM website: [OFM](#) (<http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx>)