

# Fleet Plan Requirements Checklist

## Certification Process

### Reports/Forms to be Completed

- Active Inventory Report
- Vehicles Received Report
- Vehicles Disposed Report
- Vin Audit Report
- Fleet Asset Certification Form

### Action Items

- Verify all vehicles received during the fiscal year are entered in FleetOhio
- Verify all vehicles salvaged or sold during fiscal year are reflected in FleetOhio
- Verify all vehicles identified on the Active Inventory Report are physically inventoried and accurately reflected in FleetOhio
- Verify all Funding Codes are correct in FleetOhio
- Verify acquisition cost has been entered for each vehicle in FleetOhio
- Verify all Vin Numbers are complete and accurate

## Fleet Statistics by Vehicle Class

### Reports/Forms to be Completed

- Fleet Statistics by Class Report

### Action Items

- Compare figures in the report with the Statewide Fleet Statistics Report
- Provide an explanation where agency cost per mile exceeds 30% tolerance

## Vehicle Replacement Plan

### Reports/Forms to be Completed

- Replacement List with additional information
- AFV Inventory Report
- FAFE Report
- Equipment Salvages by Department Report

### Action Items

- Run the Equipment Replacement Analysis Report
- Review current odometer, average annual usage, total maintenance cost, operating cost per mile, age in years, and vehicle fuel type
- Detail type of replacement, estimated cost, and fund codes
- If replacement vehicle type is different provide a comparison of the operating costs
- Detail to what extent the vehicle master lease is going to be used
- Detail any additional vehicle needs
- Detail any additional information and provide justification memo's
- Add additional columns called "Status" to the Equipment Salvages by Department Report and update using "On Order", "Received/Sale Pending", or "Received/Sold"
- Compare the Equipment Salvages by Department Report and Identified Salvage Vehicle Justification Forms

## Vehicle Assignment Review

### Action Items

- Review Assignment Report received by Office of Fleet Management
- Submit any updates on the Vehicle Long Term Assignment Authorization Request Form, ADM 3011.

## Mileage Reimbursement Review

### Reports/Forms to be Completed

- Mileage Reimbursements by Fiscal Year Report – Agency Level
- Mileage Reimbursements by Fiscal Year Report – Employee Level

### Action Items

- Review and submit explanation for any employee receiving reimbursements in excess of the break-even point