

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

- Verify Class codes are correctly selected.
- Compare figures in the report with the Statewide Fleet Statistics Report
- Provide an explanation where agency cost per mile exceeds 10% tolerance

Vehicle Assignment Review

Reports/Forms to be Completed

- Vehicle Assignment by Agency Report - Detail
- Pool to Assignment Ratio Report

Action Items

- Prepare and submit Motor Pool Utilization Summary
- Verify Long Term Vehicle Assignments are current and are accurate.
- Submit any updates using the online Vehicle Long Term Assignment Authorization Request Application
- Review Long-Term Vehicles Assignments for under-utilization using breakeven analysis and provide action plan. Also identify potential pool car or mileage reimbursement candidates.

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 or provide corrective action for any employee receiving reimbursements in excess of the break-even point.

Vehicle Salvage Status

Reports/Forms to be Completed

- Active – Not Sold
- Requisition - Sold
- Sold – No Requisition

Action Items

- Review and explain each vehicle listed on the Active – Not Sold Report
- Review and correct discrepancies found on the Sold – No Requisition Report

Vehicle Replacement Plan

Reports/Forms to be Completed

- Replacement List with additional information
- AFV Inventory Report
- Agency MBE Projected Expenditure Plan

Action Items

- Run the preliminary 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
- Verify MBE projected expenditure plan aligns with replacement plan.