

# Fleet Plan Instructions

## Self-Managed Agencies

### Fiscal Year 2016

The following instructions are being provided to assist you in the development of your agency's fleet plan for fiscal year 2016. This year's plan will request fleet information on several topics such as fleet inventory, vehicle replacement, vehicle assignment, and mileage reimbursements that are required by the Ohio Revised and Administrative Code. Each plan must contain the fleet information on each of the specific subject areas as outlined in the instructions. All reports are to be submitted in the electronic format specified in the instructions. All plans are to be submitted to the Office of Fleet Management (OFM) no later than August 14, 2015. Upon submission of the plan the agency will receive an acknowledgement from the Office of Fleet Management indicating the plan has been received. A status report of the plan receipt dates will be posted weekly on Fleet Management's website.

### ***Fleet Data and Report Format***

The plan references the agency's fleet data generated by several reports that are to be obtained using InfoCenter. InfoCenter is the reporting tool for FleetOhio, the state's fleet information management system. The InfoCenter reports located under the Fleet Plan tab will generate the fleet data necessary for creating your fleet plan. While we have made every effort to ensure that the information contained in the FleetOhio InfoCenter reports fit on a single sheet, it will be the agency's responsibility to make sure that the reports are properly formatted and legible prior to submission.

The completed Fleet Plan will consist of several individual reports that are to be combined in a single workbook using Microsoft Excel 97-2003, Excel 2007, Excel 2010 or Excel 2013. All plans that are not properly formatted or found to be incomplete will be returned to the agency for correction.

All submitted reports are to the following information:

#### **Header Information**

Report Title

#### **Footer Information**

Date Submitted:

Page Number

#### **Each Report is to Include**

Contact Phone Number

E-mail Address

Submitting Agency:

Submitted By:

All reports and spreadsheets are to contain the information specified in the sample fleet plan reports located on the Office of Fleet Management website ([OFM website](#)) under the Agency Fleet Plans tab. The Fleet Plan Requirements Checklist has been included with this packet to assist in verifying all items are included in the submitted plan.

Completed reports are to be emailed to the Fleet mailbox at [DASFleet@das.ohio.gov](mailto:DASFleet@das.ohio.gov) with the subject FY16 Fleet Plan <Agency Name>.

## ***I. Annual Fleet Asset Certification***

The Department of Administrative Services, Office of Fleet Management (OFM) is responsible for the preparation of the annual state fleet inventory certification for the Office of Budget and Management (OBM). All state agencies are required to certify acquisition and operational data on **all** licensed active vehicles and trailers to OFM per the following sections of the Ohio Revised Code:

1. In accordance with Ohio Revised Code 125.16, agencies are responsible for annually certifying the inventory activity of their tangible personal property with the Department of Administrative Services. State owned licensed vehicles are considered to be tangible personal property, and therefore require the annual certification.
2. In accordance with Ohio Revised Code 126.21(A) (9), the statute charges the Office of Budget and Management (OBM) with issuing the official Comprehensive Annual Financial Report (CAFR) for the state. The statute also gives OBM the authority to prescribe procedures for collecting financial information from

state agencies. OBM uses Ohio’s annual certified fleet financial activity from FleetOhio, thereby requiring all state agencies to provide this information using FleetOhio, unless exempted in writing by OFM.

Upon the receipt of all agencies’ submissions, OFM will compile and submit the necessary reports to OBM prior to their due date.

### Certification Process Self-Managed Agencies

To complete the fleet inventory certification portion of the Fleet Plan, agency fleet managers must submit the following reports to OFM.

- Certification – Active inventory (Export as Excel 97-2003 data only)
- Certification – Vehicles received (Export as Excel 97-2003 data only)
- Certification – Vehicles disposed (Export as Excel 97-2003 data only)
- Certification – VIN Audit Report (this report only shows VIN’s that have the incorrect format. A blank report indicates that the VIN’s are formatted correctly and no further action is required.)
- Fleet Commander Online – Inventory Card Report (Export as Excel 97-2003 data only). You are required to run the Inventory Card Report in Fleet Commander Online and submit a report of all active cards.
- A signed Fleet Asset Certification form (see Appendix A) is required. The date on the form is to match the date of the certification reports. A blank form is available on the Fleet Management website under the forms menu selection. Note: The signed form is to be scanned and submitted with the other sections of your fleet plan.

Prior to submitting these reports and your and completing the Fleet Asset Certification form, Appendix A, you are required to review the following information and take the appropriate action to correct any deficiencies so that the required reports are true and accurate.

Fleet Plan Requirements 2016		
Data Verification	What	Tools/Resources
<b>Active Vehicles</b>	Verify all vehicles have been entered into FleetOhio. This includes vehicles leased from commercial vendors for a period of greater than 90 days. All vehicles should be entered whether the title has or has not been received.	Certification - Active Inventory Report Certification - Vehicles Received
<b>Salvage/Sold/Retired</b>	Verify all vehicles salvaged or sold during the fiscal year are reflected as such in FleetOhio. This includes vehicles disposed of through the Office of State and Federal Surplus or by other means i.e., donations, trade-ins, insurance settlements, etc. The sale date or retired date should also be reflected	Certification - Vehicles Disposed
<b>Physical Inventory</b>	Verify that the vehicle identified on the Certification - Active Inventory report are physically inventoried and their records are accurately reflected in FleetOhio	Active Inventory Report
<b>Fund Codes</b>	Verify that the funding code listed for each vehicle on the report is valid in OAKS. A valid fund code will have four characters and will appear on the FIN0050 Valid Fund listing. A copy of the fund listing has been provided on the Fleet Website. Corrections or missing information is to be entered in the FleetOhio in the 'Fund' field of the 'Status' tab on the Fleet Equipment Screen	Active Inventory Report FIN0050 Valid Fund List

<b>Acquisition Cost</b>	Verify that the acquisition cost has been entered for each vehicle. This should be entered in FleetOhio in the 'Original Cost' field on the 'Acquisitions' tab of the Fleet Equipment screen.	Active Inventory Report
<b>VIN</b>	Verify that all vehicle identification numbers (VIN) are complete and accurate	Certification - VIN Audit Report
<b>In-Service Date</b>	All active vehicles must have an In-Service date	FleetOhio-Fleet Equipment

## II. Fleet Statistics by Vehicle Class

Ohio Revised Code Section 125.832 (C) states that the director shall establish and maintain a fleet reporting system and shall require state agencies to submit to the department information relative to state motor vehicles, including motor vehicles described in division (G)(2) of section 125.831 [125.831] of the Revised Code, to be used in operating the fleet management program. State agencies shall provide to the department fleet data and other information, including but not limited to mileage and costs. The data and other information shall be submitted in formats and in a manner determined by the department.

The Fleet Statistics by Vehicle Class (export as Excel 97- 2003) report is to be run at the agency level and summarizes by vehicle class, the number of units, average age, average mileage, and average operating cost per mile information for your respective fleet of vehicles. Compare the cost per mile figures generated in the report to the cost per mile figures listed in the Statewide Fleet Statistics report, Appendix B. An explanation is to be provided for any vehicle types where the agency cost per mile is above or below the 10% tolerance figure listed in the statewide report. Additional vehicle cost detail may be found in the Operational Cost by Department report located under the Cost Analysis tab. This report will enable you to isolate the operational costs associated with each vehicle by department.

Data Verification	What	Tools/Resources
<b>Fleet Class Codes</b>	Verify fleet class codes are correctly reflected in FleetOhio.	Active Inventory Report Appendix D, Equipment Class ID
<b>CPM</b>	Provide an explanation where variance to CPM figures listed in appendix B is greater than 10%.	Fleet Statistics by Class Report Statewide Fleet Statistics Report, App. B Operational Cost by Department Report

The Fleet Statistics report may be used to provide cost per mile figures in support of the replacement plan for FY16 outlined in section V. *Vehicle Replacement Plan*. OFM will be auditing the operational data for a number of agencies throughout the fiscal year. In those instances where multiple discrepancies or inconsistencies are found in the data presented, we will require a corrective action plan from the agency.

## III. Vehicle Assignment Review

Ohio Revised Code Section 125.832 (L) states the director also shall adopt rules that prohibit, except in very limited circumstances, the exclusive assignment of state-owned, leased, or pooled motor vehicles to state employees. In August 2006, Administrative Rule 123:6-1-02, Assignment of Motor Vehicles, became effective to provide guidance regarding the assignment of vehicles. Specifically, the rule states that each state agency shall limit the size of its fleet and maximize the number of pool vehicles.

In July 2006, each agency that had submitted long term vehicle assignments to the Office of Fleet Management was notified that we had introduced an on-line vehicle assignment application to administer the submission and approval of assignment requests in lieu of using the paper Vehicle Long Term Assignment Authorization Request Form, ADM 3011. The online assignment application may be accessed from the fleet website, the quick links section of FleetOhio, or using the link [Vehicle Assignment Application](#).

The submitted plan is to include a verification of the vehicle assignment information submitted to and maintained by the Office of Fleet Management. To assist you in preparing this portion of your plan we have developed the Vehicle

Assignment by Agency Report (Export as Excel 97-2003 data only) located under the Vehicle Assignment Reports tab. The Vehicle Assignment by Agency Report should be run by Detail and be submitted with the Fleet Plan.

In addition, this section of the fleet plan is to demonstrate that pool vehicles are being utilized to the greatest extent possible. For those agencies that use the Motor Pool Reservation Portal the Motor Pool Utilization Summary (export Excel 97-2003) has been created located under the Fleet Plan Tab. Prepare a Motor Pool Utilization Summary that addresses the following items:

- Does your agency operate motor pools?
- How many pools?
- How many vehicles?
- Number of annual trips.
- Number of miles traveled.
- Average number of miles per trip.
- Do you use the web reservation module? If not, what tools are used to manage your pools?

If your agency does not use the Motor Pool Module you will be required to report this information from the system you are using.

**Mileage Break-Even Analysis:** Section 125.832(O)(2) states that the department must annually establish the number of business miles an employee of a state agency must drive in order to qualify for approval by the department to receive a motor vehicle for business use. The mileage break-even for fiscal year 2016 has been determined to be 6,500 miles. The mileage breakeven point is provided to assist you in evaluating mileage reimbursement plans, vehicle replacements, and vehicle assignments. Information regarding mileage reimbursement is covered in the next section Mileage Reimbursement Review.

Data Verification	What	Tools/Resources
Assignments Entered	All pending Long-Term Vehicle Assignments have been entered and are current	Vehicle Assignment by Agency Report
Assignment Accurate	Verify projected business miles and commute miles are accurate	Vehicle Assignment by Agency Report
Over/Under Utilization	Review Long-Term Vehicle Assignments for under-utilization using break-even analysis and provide action plan. Also, identify potential pool car or mileage reimbursement candidates.	Vehicle Assignment by Agency Report
Pool Cars	Provide a Pool Car Utilization Summary to demonstrate pool cars are being utilized to greatest extent possible. <ul style="list-style-type: none"> <li>• Does your agency operate motor pool?</li> <li>• How many vehicles?</li> <li>• Number of annual trips</li> <li>• Number of miles traveled</li> <li>• Average number of miles per trip</li> <li>• Do you use the web reservation module? If not, what tools are used to manage your pools?</li> </ul>	Pool Car Utilization Summary Report

#### IV. Mileage Reimbursement Review

Section 125.832 (L) of the Revised Code prohibits the reimbursement under section 126.31 of the Revised Code of state employees who use their own motor vehicles for any mileage that they incur above an amount that the department shall determine annually. The projected amount for fiscal year 2016 has been calculated to be \$3,380 which equates to 6,500 miles. The Mileage Reimbursements by Fiscal Year report located in InfoCenter under the Fleet Reports tab is to be used to project whether or not there will be any employees that receive mileage reimbursement payments in excess of the break-even point for fiscal year 2016.

The review of this section of the fleet plan will occur several times throughout the year. The initial review will be made upon receipt to establish a baseline for the number of employees projected to receive reimbursement payments that are in excess of the established breakeven amount. To make this projection we will be using the \$.52 mileage rate. If the projections indicate that there will be employees that receive reimbursements in excess of the break-even point then the submitted agency fleet plan must demonstrate that the state agency has exhausted all reasonable transportation alternatives and that the excess mileage incurred by the agency employee is unavoidable. The completed fleet plan is to include the individual employee level only. The report is to be submitted in .pdf format.

To run the Mileage Reimbursement reports use the following values:

By Employee

1. Four digit fiscal year = 2015
2. Report Detail = Employee
3. Exempt Status = N
4. Agency = Your agency code

Export each report as Acrobat (.pdf) and save as ABC FY16 Mileage Reimbursement – by Employee where ABC represents your agency code.

Data Verification	What	Tools/Resources
	Review Mileage Reimbursement's for over break-even point and provide alternate solutions for over-utilization/ under-utilization	Mileage Reimbursement by Employee

## V. Vehicle Salvage Status

Attached to the Fleet Plan announcement email you will find an Excel workbook entitled “Salvage Reports” that contains three tabs with the salvage history of your fleet. Please review the lists and provide any corrections that are necessary. Every effort should be made to reduce the items on the Active-Not Sold report by identifying the reason it is on the list. For example, if a unit is being replaced and the new vehicle has not been received add a column to add that notation. Listed below are the definitions of the forms and some suggestions on why units appear on the list.

**Active - Not Sold:** List represents active vehicles in FleetOhio that were proposed to be salvaged on a Lease/Purchase Justification form. Vehicles on the Active-Not Sold list may not be used on future requisitions. Review and explain each vehicle listed on the report.

Factors:

1. Vehicle not sent in to State Surplus when new vehicle was received.
2. If the vehicle is in the current fiscal year: The new vehicle may not have been received yet.
3. If the vehicle is on the list from previous fiscal years: An alternative vehicle was sent to State Surplus without the proper updates.

**Active Vehicle Report:** List of vehicles that are eligible for replacement if they do not appear on the Active – Not Sold Report. This list is provided for future reference and does not require any action.

**Sold- No Requisition:** List of sold vehicles that have not been submitted on a Lease/Purchase Justification form after 1/31/2015. These vehicles are eligible to be as replacement. They may be used as salvage updates to correct items on the Active-Not Sold list if they are in the appropriate fiscal year. Review and correct any discrepancies.

Factors:

1. Vehicle was swapped with the one that appeared on the requisition and not updated.
2. Reduction in the size of your fleet by salvaging without replacement.

Data Verification	What	Tools/Resources
Active - Not Sold	Review and explain Active-Not Sold Report	Active-Not Sold Sold-No Requisition
Sold - No Requisition	Review and correct discrepancies	Active-Not Sold Sold-No Requisition

## VI. Vehicle Replacement Plan

A vehicle replacement plan will be required for FY16 that identifies the vehicles that will be replaced during the next fiscal year. Ohio Revised Code Section 125.832 (A) states that the department of administrative services is granted exclusive authority over the acquisition and management of all motor vehicles used by state agencies. The replacement plan will be used by OFM to ensure that submitted vehicle requisitions are in compliance with the various sections of the Ohio Revised Code. The FY16 vehicle replacement plan for each state agency is to include, but is not limited to, the following information:

### A. Replacement Report

- Replacement List:** A list of vehicle replacements is required for FY16. When evaluating vehicles for replacement use the replacement criteria of age, mileage, and/or condition. To assist in the preparation of your list of replacement vehicles we have included the Equipment Replacement Analysis report (export Excel 97-2003 Data Only) under the Fleet Plan Reports tab. This report will allow you to specify the age and mileage of the vehicles that you would like to review for replacement. For automobiles the recommended replacement criteria is six years and/or 90,000 miles. From this list you will be able to look at vehicles by department and review the current odometer, average annual usage, total maintenance cost, operating cost per mile, age in years, and vehicle fuel type.
- The submitted version of the replacement list is to include the following additional information for each vehicle:
  - The type of replacement vehicle or “same”
  - Estimated replacement cost (Based on Appendix C)
  - The fund code(s) that will be used to purchase the vehicle
  - When the replacement vehicle type is different from the vehicle being replaced please provide a comparison of the operating costs based upon the Fleet Statistic report generated in the previous section of the instructions.
- Financing Requirements:** ORC section 125.832 (A) (1) states that on and after July 1, 2005, each state agency shall acquire all passenger motor vehicles under the department’s master leasing program. The completed fleet plan is to state to what extent the vehicle master lease is going to be used to acquire vehicles and the economic justification for doing so.
- Additional Vehicles:** Additional vehicles needed to meet the operational needs of your agency are to be included on the replacement report. This report will be agency generated but must contain the same level of detail as the replacement report.
- Additional Information:** Additional information, such as agency justification memo’s, may be provided in this section to support the replacement or addition of vehicles.

Data Verification	What	Tools/Resources
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<b>Replacement Vehicles</b>	Identify all vehicles that will be replaced during the next fiscal year taking into consideration age, mileage, condition and utilization	Replacement Analysis
	Identify Replacement Type	Fleet Statistics by Class Report
	Estimated Cost	Operational Cost by Department Report
	Identify Fund Codes	Vehicle Assignment by Agency Report
	Identify Master Lease Utilization	Motor Pool Utilization Summary Report
	Identify Additional Vehicles	Requisition - Sold
	Additional Info	
	Identify cost difference when different vehicle purchased	

## **VII. Resources**

To assist you in the development of your annual fleet plan report the Office of Fleet Management has posted a sample copy of DAS' individual fleet plan reports on the fleet website to use as a reference. Also on the website is a Fleet Plan Requirements checklist that can be used as a guide to monitor the development progress. A one day training session will be provided on July 21, 2015 to assist you in the development of your individual agency fleet plan reports. Questions may be directed to the DAS Fleet mailbox at [DASFleet@das.ohio.gov](mailto:DASFleet@das.ohio.gov) with a subject line of "Fleet Plan Question" anytime during the process. All questions and responses shall be posted to the fleet website as a Frequently Asked Question under the Fleet Plan tab.

**Appendix A**

**FLEET ASSET CERTIFICATION**

Fiscal Year 2015

I certify that \_\_\_\_\_ *Agency Name* \_\_\_\_\_ has \_\_\_\_\_ *Number* \_\_\_\_\_ active vehicles and \_\_\_\_\_ *Number* \_\_\_\_\_ active trailers as of \_\_\_\_\_ *Date Completed* \_\_\_\_\_ and that this is accurately reflected in the Department of Administrative Services' FleetOhio Application. I also certify that there are \_\_\_\_\_ active Voyager cards.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

## Appendix B – Statewide Fleet Statistics Report

<b>VEHICLE TYPE</b>	<b>VEHICLE COUNT</b>	<b>AVG AGE (YRS)</b>	<b>AVG METER</b>	<b>AVG CPM</b>	<b>CPM TOLERANCE OF 10%</b>
½ TON PICK-UP	562	7	84,434	\$0.24	\$0.02
¾ TON PICK-UP	364	9	79,634	\$0.25	\$0.02
COMPACT PICK-UP	104	10	92,328	\$0.18	\$0.02
COMPACT SEDAN	874	4	59,893	\$0.12	\$0.01
MID-SIZE SEDAN	1,308	4	60,607	\$0.14	\$0.01
MINI CARGO VAN	215	5	71,250	\$0.21	\$0.02
MINI PASSENGER VAN	347	6	65,051	\$0.24	\$0.02
SPORT UTILITY 4X4	286	5	65,595	\$0.19	\$0.02
SPORT UTILITY VEHICLE	157	4	60,315	\$0.17	\$0.02

**Appendix C Estimated Vehicle Cost**

<b>2016 Item No.</b>	<b>2016 Description</b>	<b>2016 Estimated Purchase Cost (\$)</b>
1AA	Sedan – Compact – Gasoline	\$16,347.22
2AA	Sedan – Midsize – Gasoline	\$17,669.77
3AA	Van – Compact – 7 Passenger - Gasoline	\$21,568.75
4BA	Van – Full Size – 8 Passenger – Flex Fuel	\$25,354.98
5BA	Van – Full Size – 12 Passenger – Flex Fuel	\$28,609.07
6BA	Van – Full Size – 15 Passenger – Flex Fuel	\$29,379.46

**Truck/Cargo Van Contract**

<b>2016 Item No.</b>	<b>2016 Description</b>	<b>2016 Estimated Purchase Cost (\$)</b>
1AT	S.U.V. – Compact – Gasoline	\$19,683.90
2AT	S.U.V. – Midsize – Flex Fuel	\$24,162.08
3AT	S.U.V. – Full Size – Flex Fuel	\$27,703.41
4AT	S.U.V. – Extra Length – Gasoline	\$32,783.49
5AT	Cargo Van – Compact, 5,600# – Gasoline	\$21,296.73
6AT	Cargo Van – Full Size, 7,000# – Flex Fuel	\$21,471.59
7AT	Cargo Van – Full Size, 8,600# – Flex Fuel	\$22,486.59
8AT	Cargo Van – Full Size, 9,500# – Flex Fuel	\$26,093.90
10AT	Pickup - Compact - 2WD – Extended Cab - Gasoline	\$22,666.98
11AT	Pickup - Compact - 4WD - Extended Cab - Gasoline	\$24,706.12
12AT	Pickup - Compact - 2WD – Crew Cab - Gasoline	\$23,622.10
14AT	Pickup – Full Size – 2WD Reg. Cab, Long Bed, 6,400 # GVWR – Flex Fuel	\$20,456.31
15AT	Pickup – Full Size – 4WD Reg. Cab, Long Bed, Cab 6,400 # GVWR – Flex Fuel	\$23,042.81
16AT	Pickup – Full Size – 2WD Ext. Cab, Short Bed, 6,400 # GVWR – Flex Fuel	\$22,419.60
17AT	Pickup – Full Size – 4WD Ext. Cab, Short Bed, 6,400 # GVWR – Flex Fuel	\$25,461.56
18AT	Pickup – Full Size – 2WD Crew Cab, Short Bed, 6,400 # GVWR – Flex Fuel	\$24,599.82
19AT	Pickup – Full Size – 4WD Crew Cab, Short Bed, 6,400 # GVWR – Flex Fuel	\$27,716.89

20AT	Pickup – Full Size – 2WD, Reg. Cab, Long Bed 8,500# GVWR – Flex Fuel	\$23,265.83
21AT	Pickup – Full Size – 4WD, Reg. Cab, Long Bed 8,500# GVWR – Flex Fuel	\$25,475.49
22AT	Pickup – Full Size – 2WD, Ext. Cab, Short Bed 8,500# GVWR – Flex Fuel	\$24,798.40
23AT	Pickup – Full Size – 4WD, Ext. Cab, Short Bed 8,500# GVWR – Flex Fuel	\$26,873.14
24AT	Pickup – Full Size – 2WD, Crew Cab, Short Bed 8,500# GVWR – Flex Fuel	\$26,109.86
25AT	Pickup – Full Size – 4WD, Crew Cab, Short Bed 8,500# GVWR – Flex Fuel	\$27,916.56
26AT	Pickup – Full Size – 2WD, Reg. Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$24,721.34
27AT	Pickup – Full Size – 4WD, Reg. Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$26,857.92
28AT	Pickup – Full Size – 2WD, Ext. Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$27,409.99
29AT	Pickup – Full Size – 4WD, Ext. Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$29,374.10
30AT	Pickup – Full Size – 2WD, Crew Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$28,251.51
31AT	Pickup – Full Size – 4WD, Crew Cab, Long Bed – DRW – 12,800# GVWR – Flex Fuel	\$30,388.09
32AT	Cab & Chassis – Full Size – 2WD, Reg. Cab – DRW – 12,800# GVWR – Flex Fuel	\$25,465.34
33AT	Cab & Chassis – Full Size – 4WD, Reg. Cab – DRW – 12,800# GVWR – Flex Fuel	\$27,536.95
34AT	Cab & Chassis – Full Size – 2WD, Ext. Cab – DRW – 12,800# GVWR – Flex Fuel	\$27,078.74
35AT	Cab & Chassis – Full Size – 4WD, Ext. Cab – DRW – 12,800# GVWR – Flex Fuel	\$30,453.61
36AT	Cab & Chassis – Full Size – 2WD, Crew Cab – DRW – 12,800# GVWR – Flex Fuel	\$28,100.28
37AT	Cab & Chassis – Full Size – 4WD, Crew Cab – DRW – 12,800# GVWR – Flex Fuel	\$30,520.04
38AT	Cab & Chassis – Full Size – 2WD, Reg. Cab – DRW – 16,000# GVWR – Gasoline	\$31,339.71
39AT	Cab & Chassis – Full Size – 4WD, Reg. Cab – DRW – 16,000# GVWR – Gasoline	\$33,900.55
40AT	Cab & Chassis – Full Size – 2WD, Crew Cab – DRW – 16,000# GVWR – Gasoline	\$34,291.33
41AT	Cab & Chassis – Full Size – 4WD, Crew Cab – DRW – 16,000# GVWR – Gasoline	\$37,463.20
42AT	Cab & Chassis – Full Size – 2WD, Reg. Cab – DRW – 18,000# GVWR – Gasoline	\$32,311.06
43AT	Cab & Chassis – Full Size – 4WD, Reg. Cab – DRW – 18,000# GVWR – Gasoline	\$34,871.91
44AT	Cab & Chassis – Full Size – 2WD, Crew Cab – DRW – 18,000# GVWR – Gasoline	\$35,262.68
45AT	Cab & Chassis – Full Size – 4WD, Crew Cab – DRW – 18,000# GVWR – Gasoline	\$38,434.56

**Appendix D - Equipment Class ID**

<b>Class Type</b>	<b>Description</b>	<b>Equipment Class ID</b>
01	SUB-COMPACT COUPE	01-01
01	SUB-COMPACT SEDANS	01-02
01	SUB-COMPACT STATION WAGON	01-03
01	COMPACT SEDANS	01-04
01	COMPACT COUPE	01-05
01	COMPACT STATION WAGON	01-06
01	MID-SIZE COUPE	01-07
01	MID-SIZE SEDAN	01-08
01	MID-SIZE STATION WAGON	01-10
01	FULL-SIZE COUPE	01-11
01	FULL-SIZE SEDAN	01-12
01	FULL-SIZE STATION WAGON	01-13
01	EXEMPT-AGENCY DIRECTOR	01-AD
02	MINI PASSENGER VAN	02-16
02	MINI CARGO VAN	02-17
03	8 PASSENGER VAN	03-18
03	12 PASSENGER VAN	03-19
03	1/2 TON CARGO VAN	03-20
03	STEP VAN / BOX VAN	03-28
03	1 TON CARGO VAN	03-95
03	3/4 TON CARGO VAN	03-96
03	15 PASSENGER VAN	03-97
03	INMATE TRANSPORT - PASS VAN	03-98
04	COMPACT PICK-UP	04-25
04	1/2 TON PICK-UP	04-26
04	3/4 TON PICK-UP	04-27
04	1 TON PICK-UP	04-29
05	SPORT UTILITY VEHICLE	05-22
05	SPORT UTILITY 4 X 4	05-24
06	MID-SIZE POLICE CRUISER	06-14
06	LARGE-SIZE POLICE CRUISER	06-15
06	SPORT UTILITY POLICE PACKAGE	06-23
06	EXEMPT-ARREST AUTHORITY VEH	06-AA
07	UTILITY TRUCK 1/2 TON	07-212
07	UTILITY TRUCK 1 TON	07-213
07	UTILITY TRUCK 3/4 TON	07-214

07	LIGHT DUTY TRUCK	07-28
07	TOW TRUCK - LIGHT DUTY	07-98
08	MEDIUM DUTY TRUCK	08-30
08	TOW TRUCK - MEDIUM DUTY	08-98
09	HEAVY DUTY TRUCK	09-32
09	TOW TRUCK - HEAVY DUTY	09-98
10	TRAILER UNDER 7 TON	10-270
10	TRAILER 7 TO 10 TON	10-271
10	TRAILER OVER 10 TON	10-272
10	TRAILER-SEMI-VAN 10 TO 15 TON	10-280
10	TRAILER-SEMI-VAN OVER 15 TON	10-281
10	TRAILER FAIR	10-282
10	TRAILER MOBILE CLASSROOM	10-283
10	OTHER TRAILER	10-34
11	BUS STANDARD	11-121
11	BUS COMPACT	11-122
11	PARABUS - (SPECIAL PURPOSE)	11-123
12	BOOKMOBILE	12-01
13	LAWN EQUIPMENT	13-01
13	EQUIPMENT - MISC	13-02
14	EQUIPMENT - MISC	14-01
15	GOLF CART	15-01
15	PACKER	15-42
15	GRANULATOR CHIPPER	15-43
15	CHERRY PICKER	15-44
15	TANKER	15-93
15	OTHER TRUCK	15-98
15	MOTORCYCLES	15-99
15	VEH/EQ ACQUIRED PRIOR TO 1985	15-PRE
15	VEH/EQ ACQUIRED PRIOR TO 1995	15-PRE1
16	FIRE TRUCKS	16-40
17	AMBULANCE	17-38
01	DASLEASE MID-SIZE SEDAN	L01-08
MT	HOURS ONLY	MT-HOURS
MT	MILES AND HOURS	MT-MI/HR
MT	MILES ONLY	MT-MILES
MT	NONE	MT-NONE
	NONE	NONE
PM	12K MI/3 MO PM	PM-12K/3M
PM	4K MI/6 MO PM (PM001-022)	PM-4K/6M
PM	4000 MILES/ FFV 6 MONTH PM	PM-4K/FF

PM	4K/6M-TR PM (PM001-022)	PM-4K/TR
PM	5K MI/3 MO LAW ENF (PM-L01-10)	PM-5K/3M
PM	5K-100K / 6 MO PM (PM101-116)	PM-5K/6M
PM	5K/6MO PM W/TR (PM001-022)	PM-5K/TR
PM	6K MI/6 MO PM (PM001-022)	PM-6K/6M
PM	NO PM SCHEDULE	PM-NONE