

DEPARTMENT OF CULTURE, RECREATION, AND TOURISM
Office of Management and Finance

OMF-PPM# - FM-1

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Revision Date:

FLEET MANAGEMENT POLICY

PURPOSE

The Department of Culture, Recreation and Tourism is required to maintain a fleet of vehicles for use by its employees while on state business according to the guidelines set up by the Division of Administration.

PROCEDURES:

Vehicle Purchase

Agency

1. Agency determines need for new vehicle(s). Agency researches available vehicles on State Contract, including available options on the vehicle contract website.
2. Agency submits vehicle acquisition packet to LPAA, including the following information:
 - a. If not purchasing bi-fuel vehicles provide a request to waive R.S. 39:364 for all vehicles new and used. (Alt Fuel Form #1)
 - b. For all vehicle purchases, Agency must provide justification and an explanation for each vehicle requested. Justification for purchase must include at a minimum:
 - i. Confirm use of vehicle needed;
 - ii. Explain the critical nature of the need for the particular vehicle;
 - iii. Include the number of vehicles in your current fleet and explain why the need cannot be satisfied from your existing fleet;
 - iv. Intended use, whether the vehicle will be used primarily for inter-city or intra-city travel;
 - v. Number of expected occupants;
 - vi. Anticipated annual mileage and;
 - vii. A completed vehicle order sheet for vehicles on contract;
 - viii. Justification for options and any special equipment or other features beyond those available in the base contract package
 - ix. If requested vehicle is not available on contract, provide justification to use the bid process, including why no vehicle on contract will suit the agency's need.
 - x. Agency Head or equivalent Approval.

- c. If using a trade in for purchase of vehicles, identify the asset numbers that will be surplus by completing a DA – 121 Vehicle Condition Report Form, <https://www.doa.la.gov/lpaa/Forms/form-condreport.pdf> the form must reflect the true condition of the vehicle and estimated repair cost.
 - d. A completed Alt-Fuel Form for new vehicles request <https://www.doa.la.gov/lpaa/Forms/Alt%20Fuel%20Purchase%20Information.pdf>
 - e. Funding source (self-generated, donation, statutory dedication, federal, etc.).
3. Agency receives approval for vehicle acquisition from LPAA
 4. Once approval is obtained from LPAA, agency submits shopping cart to Office of State Procurement (OSP) Purchasing <https://www.doa.la.gov/osp/contracts/vehicles/2018LaGovVehicleOrderInstructions.pdf>
 5. OSP orders vehicle(s) on behalf of State Agency and emails copy of purchase order to Dealer, LPAA, and Agency.
 6. Dealer delivers vehicle(s) to LPAA and mails a copy of the invoice to the Agency's Bill-To address stated on the order.
 7. Agency picks up vehicle from LPAA.
 - a. Agency must present proof that payment has been processed to LPAA prior to LPAA release of the vehicle.
 - b. Agency must furnish vehicle decals to LPAA. LPAA will apply decals to the vehicle(s) prior to release.
 - c. The original invoice, certificate of origin and odometer statement will be delivered to Agency at pickup. These original documents must be presented by the Agency to the Office of Motor Vehicles for vehicle titling and registration purposes.
 - d. Payments must be made within 30 days; otherwise, the Dealer has the right to repossess the vehicle from LPAA without recourse by the Agency.

Obtaining a License Plate and Registration for the New Vehicle

Agency

1. Sends the certificate of origin and the odometer disclosure statement to the OMF.

OMF

1. Prepares the Department of Public Safety Motor Vehicle Application for Free Plate and Vehicle Applications forms to order License plate.
2. Requests that the agency Business Manager prepare a Supplemental Receiving Report with coding for the license plate.
3. Secures budget approval, and obtains fiscal approval.
4. Issue check to the agency.

Agency

1. Brings the original check, original Application for Free Plate form, original Vehicle Application form and original Certificate of Origin, original Odometer Disclosure Statement and a copy of the invoice to the Department of Public Safety to obtain a license plate and registration. Public Safety will mail the license plate and the registration to the Department of Motor Vehicles.
2. Updates master files with the new vehicle information and distributes the license plate, registration, and title to the Business Service Manager of the agency requesting the vehicle.
3. The Business Service Manager delivers the license plate and registration to the agency Fleet Manager.
4. The Fleet Manager of the agency maintains the vehicle registration and title in a permanent file according to the procedures of the agency.
5. The Fleet Manager of the agency secures the license plate to the vehicle and places a vehicle packet in the vehicle that will include the vehicle registration.

Insurance Certification**OMF**

1. All state-owned vehicles must contain records of current insurance and current registration at all times. The agency Fleet Coordinator receives current insurance notification from the Office of Risk Management each July 1st. The Fleet Coordinator copies this certification and places information in each agency vehicle.
2. Provides agencies with information pertaining to vehicles as specified by the Office of Risk Management.
3. Acts as a liaison between the agencies and the Office of Risk Management when appropriate.

Agency

1. The agency Fleet Coordinator maintains current insurance information and accident reporting packets as provided by the OMF through Risk Management in all vehicles at all times.
2. Reports all accidents using the packet provided by the Office of Risk Management.

Safe Driver Program**Agency**

1. The Assistant Secretary of each agency or Designee maintains files on each employee who is authorized to drive. The file includes the Authorization/ Driving History form https://www.doa.la.gov/lpaa/_Forms/Form-2054.pdf and a current driver's record.

2. The agency Fleet Coordinator disseminates a list of safe drivers to each office where state vehicles are driven. This list will indicate all persons authorized to drive under the State Safe Driver Program

Vehicle Record Keeping

OMF

1. The Transportation Coordinator processes the MV-3/MV4 reports <https://www.doa.la.gov/lpaa/Forms/Form%20Style%20-%20MV3-MV4.pdf> to the Louisiana Property Assistance Agency (LPAA) by the 10th of each month and maintains a file of the MV-3/MV-4 reports. This file also includes repair/work order invoices, all gas credit card receipts, and any other documents involving the operation of a state vehicle.
2. Fleet Manager maintains the original MV3/MV4 reports. MV-3/MV4 reports will be reviewed by the LPAA Auditors and Legislative Auditors to assure compliance with Fleet Management regulations.

Agency

1. Each agency Fleet Management Coordinator disseminates the MV-3's and form preparation instructions to each driver within the agency. The MV-3's are to be filled out by each driver on a daily basis and turned in to the agency Fleet Management Coordinator by the 5th of each month so that they may be processed and sent to the OMF by the 10th of each month.

Louisiana Fleet Management Cards (FuelTrac)

OMF

1. All requests for credit cards are to be made to the agency Business Manager who will transmit the request to the department Fleet Manager. Cards are assigned to vehicles, not to individual employees.
2. When new cards are required for newly purchased vehicles, the owner will provide the year, make, model, serial number, license plate number, and billing location of the vehicle to the department Fleet Manager who will notify Voyager Fleet Partners.
3. When replacement cards are needed due to cards being lost, stolen, or damaged, or if the vehicle has been moved from one billing location to another, the owner notifies the department Fleet Manager who will notify Voyager Fleet Partners immediately.

4. The department Fleet Manager will provide Voyager Fleet Partners with the following information regarding the card which is to be replaced: vehicle number, service card number, license plate number, and billing location.
5. When a card is to be canceled, due to surplus, with a BF-11 form, the department Fleet Manager will provide the following information: vehicle number, service card number, license plate number, and billing location (sub, div, branch).
6. When a card is not available at the time the cancellation is requested, it should be forwarded to Voyager Fleet Partners as soon as possible. Any fees and charges which may accrue to a canceled card which has not been returned to Voyager Fleet Partners will be the responsibility of the agency. New cards should normally be received within 10 working days of submission of the request.
7. To eliminate the need for individual drivers to shop for suppliers, negotiate prices, or be directly involved in billing, all repairs, replacement parts and service are handled by major brand name suppliers at competitive prices. The types of services which can be obtained with the Voyager Fleet Partners service card are preventive maintenance, routine maintenance and repair, and transmission and major mechanical repairs.
8. Voyager Fleet Partners cards carry an expiration date and new cards are sent to the department Fleet Manager approximately one month before expiration.

Agency

The Fleet Management Coordinator assures that all agency drivers maintain the Fleet Management card in the vehicle they are driving/responsible for and assures that drivers are familiar with the procedure for the card's use.

Fueltrac Usage**OMF**

1. Maintains a master list of all Fueltrac cards issued to each agency. As credit cards are renewed, the OMF sends each agency its cards
2. Audits invoices as to proper disbursement and use of each credit card.

Agency

1. The Business Service Manager disburses cards to the agency Fleet Coordinator who disseminates cards to the drivers. Each Fueltrac holder is responsible for use of the cards according to State Travel Regulations.

2. The information from each gasoline purchase is recorded on the MV-3's according to instructions from each agency. Credit card receipts are maintained as part of the MV-3 packet, which is submitted on a monthly basis.

Personal Assignment and/or Home Storage

Agency

1. Any request for employee Personal Assignment and/or Home Storage should be carefully considered by the agency. If it is determined that Personal Assignment and/or Home Storage of a state-owned vehicle is required, the agency must review the DA 5210 form. The form is completed and submitted to the Fleet Manager.
<https://www.doa.la.gov/lpaa/Forms/MV2%20-%20DA5210Rev2-16.pdf>

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1. Fleet Manager reviews and signs the completed form and submits to LPAA for DOA Commissioner of Administration's approval. Upon approval, Fleet Manager notifies the requesting agency. Fleet Manager maintains a record of all approvals. Approvals are granted by Fiscal Year.