

Fleet Management Policies

NOTE: This form must be completed, signed by the agency, and submitted: emailed (<u>fleet.system@omes.ok.gov</u>), or faxed (405) 525-2682, or hand delivered at: OMES Fleet Management, 317 N.E. 31st Street, Suite A, Oklahoma City, OK 73105-4003

Agency Name:		Agency #:		
Address:				
Fleet Admin Contact Name:		Title:		
Phone #:	Fax#:	Email:		
Alternative Contact Name:		Title:		
Phone #:	Fax#:			
Universal Fleet Processes (vehicle owni	ng and leasing agencies):	No	Yes - attach	Yes - OMES
Duties/job description of the Fleet Manager / Administrator				
Motor pool / shared vehicles				
Vehicles driven from residence to work (see also Form 022)				
Driver orientation and training				
Accident management				
Environmental impact: use of alternative fu	els, utilization, idling, etc.			
Other:		_ 🗆		
Vehicle Owning Agencies Fleet Process	es:			
Statute Authorizing Vehicle Acquisition:		_		
Maintenance Schedule & service location				
Fleet Card: fuel purchasing, PIN management, authorization levels, etc.				
Decals / markings and numbering				
Vehicle replacement thresholds (mileage, age, condition, etc.)				
Vehicle surplus process (using OMES State Surplus, other)				
Other:		_ 🗆		
Notes:				_
The information pro	ovided in this report is true and co	rrect to the best	of my knowledge.	
Agency Fleet Admir	nistrator Signature		Date	