OKLAHOMA Office of Management & Enterprise Services

CAM - FLEET MANAGEMENT

POLICY L002: Quality Meter Reading (QMR)

1. OVERVIEW

- 1.1. All state agencies that lease vehicles from OMES Fleet Management are required to report mileage.
- 1.2. There are three methods to submit mileage:
 - 1.2.1. Agency fleet administrator submits a spreadsheet outgoing process.
 - 1.2.2. Agency fleet administrator enter odometers to the Fleet Management System directly though PC.
 - > Best application: Delayed odometer reading reporting (odometer, date and time are emailed by drivers and supervisors or local fleet pool administrators).
 - Critical requirement: The actual odometer, date and time when odometer was recorded must be submitted for reporting; do not estimate or guess, do not use the reading from the GPS NetworkFleet or Fleet Card website.
 - 1.2.3. Drivers enter odometers for vehicles assigned to them through mobile ready webpage of the Fleet Management System, either through a smartphone or computer **new direction**.
 - Best application: Fleets with assigned drivers to vehicles who can update odometers themselves right from the vehicle, and agency fleet administrator or local fleet administrator who directly manages pool of vehicles.
 - Critical requirement: Date and time cannot be entered separately or later; therefore, the odometer reported must be when the vehicle is parked most recently.

2. ENTRY AND SUBMISSION METHODS

- 2.1. Spreadsheet
 - 2.1.1. A template file is provided at the beginning of the fiscal year.
 - 2.1.2. Enter the odometer reading into the Ending Odometer column for the applicable reporting month.
 - 2.1.3. Enter the actual date and time the reading was taken down in the Date Ending and Time Ending columns.

Veh#	Veh Status	Division (FIt Code)	Division Status	Beginning Odome	Miles Drive	Ending Odome	()dometer	Time Ending odometer (hh:mm)	Vehicle Driver / Supervisor ID
090 50-004	Returned	090-351	Same	109,945	-	109,945			100844
090 80-221	Returned	090-351	Same	114,892	-	114,892			175024
090 80-312	Returned	090-351	Same	116,853	-	116,853			100850
090 50-106	Active	090-351	Same	1,501	1,340	2,841	04/05/19	7:47AM	100844
090 50-108	Active	090-351	Same	835	1,156	1,991	04/05/19	7:47AM	175024
090 50-107	Active	090-351	Same	2,229	857	3,086	04/05/19	7:47AM	100850

- 2.1.4. If a new vehicle is assigned after a monthly mileage report is submitted to OMES Fleet Management, an updated template will be provided.
- 2.1.5. If a vehicle is turned in after a monthly mileage report is submitted to OMES Fleet Management, do not remove it from the spreadsheet. Update the last active date instead.
- 2.1.6. Update and email monthly during the first week of the month to QMR@omes.ok.gov.

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2.2. Online (laptop/PC)

2.2.1. OMES Fleet Management provides an agency fleet administrator with access to the Fleet Management System's page for odometer entry.



Unit/Component Meter Entry

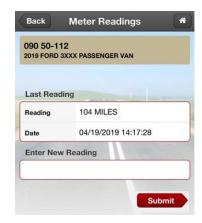


2.2.2. If odometers for several vehicles are taken down at the same date and time, multiple vehicles can be entered with one save.

2.3. Mobile Page "MyVehicle"

- 2.3.1. An agency fleet administrator and drivers are provided with a web address to the Fleet Management System's page.
- 2.3.2. Supported platforms:
 - 2.3.2.1. Smartphone (Android & OS), the website link can be saved on the smartphone's home page and functions like an app.
 - 2.3.2.2. Computer (Chrome, Edge, and Safari)
- 2.3.3. In order to log in, a state ID and six-digit "Driver ID" (fueling PIN) are required. (Note: drivers accustomed to using four-digit PINs must enter "00" to the beginning of their PIN to log in).
- 2.3.4. Drivers are required to provide an odometer update at the end of the last trip of the week.





2.3.5. System will not allow mileage entry if the system already has a record of a higher odometer, which could be a result of error entry at the pump. Call in for a onetime overwrite and correction.

3. CUSTOMER SUPPORT

- 3.1. QMR@omes.ok.gov.
- 3.2.405-522-1204.