

Fleet Plan Requirements Checklist Self-Managed Agencies

Fiscal Year 2017

Certification Process

Reports/Forms to be Completed

- Certification - Active Inventory Report
- Certification - Vehicles Received Report
- Certification - Vehicles Disposed Report
- Certification - Vin Audit Report
- Inventory Card Report (Fleet Commander Online)
- Fleet Asset Certification Form

Action Items

- Verify all vehicles received during FY16-17 are entered in FleetOhio
 - Verify all vehicles salvaged or sold during FY16-17 are reflected in FleetOhio
 - Verify all vehicles identified on the Active Inventory Report are physically inventoried and accurately reflected in FleetOhio to date
 - Verify all Fund Codes are correct in FleetOhio
 - Verify acquisition cost has been entered for each vehicle in FleetOhio
 - Verify all VIN Numbers are complete and accurate
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Vehicle Assignment Review

Reports/Forms to be Completed

- Vehicle Assignment by Agency Report – Detail
- Motor Pool Utilization Summary

Action Items

- 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.
- Prepare and submit Motor Pool Utilization Summary
- If the Motor Pool Reservation Portal is not utilized by your agency, please be sure to respond to the questions pertaining to the system that your agency is currently using.

Mileage Reimbursement Review

Reports/Forms to be Completed

- Mileage Reimbursements – By Individual 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 Replacement Plan

Reports/Forms to be Completed

- Equipment Replacement Analysis with additional information below.

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 replacement cost, and fund codes
- 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