

## **OFM News:**

Each year, thousands of people are involved in traffic accidents. This past year state employees reported 999 events to the Office of Risk Management. If your employee is one of these unfortunate people, do they know what to do in the aftermath of a collision? What steps should they follow when they experience an accident while driving a state vehicle?

Auto accidents take a tremendous toll on everyone involved, both financially and emotionally. Our state employees are reminded to make safety their primary concern. How they react can prevent further injuries, reduce costs and accelerate the clean-up and repair.

If they are involved in a traffic collision, the Office of Risk Management has a directive "[what to do in case of an accident.](#)"

## **New State Vehicle Contracts**

OFM and State Procurement are working on the automobile and truck contracts for the 2013 model year. This year's auto selector list consists of vehicles that have been traditionally offered with slight specification changes to incorporate modifications made by the manufacturer. The Model Year 2013 or Newer Automobiles and Passenger Vans bid package has been posted to the State Procurements website. The bid is due to open on November 7 and the contract should be available by mid-November. The bid package for the Model Year 2013 or Newer Trucks and Cargo Vans is due to post in the first part of November.

We would recommend that you start reviewing your fleet replacement plans and begin to assemble the documentation required for your vehicle requisitions. We are planning to host a training session towards the end of November on the vehicle requisition/order process. The training session will cover the requirements for each step in the process in an effort to set expectations and eliminate any procedural delays.

## **Network Outage**

A network outage on Tuesday, October 16, 2012 left OFM customers without access to FleetOhio and the motor pool reservation system for a few hours. During the outage we made several attempts to reach you our customer in a timely manner so that you could maintain operations. In light of the outage, OFM is in the process of developing a customer notification process so that you will be able to adjust their travel plans if necessary. Our number one priority is the continuation of operations during outages.

This notification process will map out the necessary steps to maintain normal business operations, identifying the specific method OFM will use for contacting in the event of an outage. OFM will be contacting you in the near future to test the notification process and to make sure our contact information is up-to-date.

Again, OFM apologizes for any inconvenience the network outage may have caused in your daily operational flow.

## **Mark Your Calendar:**

**Upcoming Training:** Thursday, November 29, 2012 - Fleet Ohio Data Entry Level Training will be held from 12:30 p.m., – 4:00 p.m., Birch Conference Room, 4200 Surface Road, Columbus, Ohio. Pre-registration is required—please complete training request form on OFM website at [Training Request Form](#). Additional training opportunities may be found on our website.

**Useful Links:** OFM can be reached at (614) 466-6607, 800-686-1521, or [dasfleet@das.state.oh.us](mailto:dasfleet@das.state.oh.us). When responding to a Newsletter item please use OFM Newsletter as the email subject. OFM website: [OFM \(http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx\)](http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.aspx)