



Inspection & Maintenance	<p>Departments must do the following inspection and maintenance for all motor vehicles they own or control:</p> <ol style="list-style-type: none">1. Preventative maintenance/safety inspections at least every 3 to 6 months done by either Facilities Fleet Services or an outside mechanic repair shop. Facilities Fleet Services provides a Preventive Maintenance Check List for guidance and scheduling.2. If a vehicle is under warranty, Fleet Services will ensure the vehicle has at least the normal preventative, scheduled maintenance performed as required by the vehicle manufacturer and that materials used meet specification, so as not to void warranty coverage.3. It is suggested that departments conduct weekly vehicle inspections. EH&S provides a Weekly Motor Vehicle Inspection Checklist for guidance.4. It is suggested that Drivers perform a “walk a-rounds inspection” before each use of vehicle in order to identify any obvious hazards or defects (i.e., broken taillight, low tire pressure, etc.).
Repairs	<p>All departments that own or control motor vehicles must have procedures in place for routine and safety repairs that have been identified through preventative maintenance, weekly inspection, and driver “walk arounds.”</p> <p>Any repairs recommended by the Facilities Fleet Services involving vehicle safety issues that are declined for repair by a department will be brought to the attention of the Department Head with the recommendation that the vehicle should be taken out of service until repairs are completed, in accordance with the Governor’s Office of Planning and Budget Policy 10, Rule 9: http://opb.georgia.gov/documents/motor-vehicle-policy-2013.</p> <p>If the Facilities Fleet Services Manager determines that a vehicle is unsafe to drive, the Department Head and Insurance & Claims Management will be notified and the vehicle will be taken out of service until the repairs are made.</p>
Records	<p>Preventive maintenance and repair records shall be kept for the life of the vehicle by the Facilities Fleet Services. Any costs associated must be recorded in VITAL Insights (DOAS Fleet Management System) by Fleet Services.</p> <p>Documentation of work performed by an outside repair shop (i.e. invoice) must be submitted to Fleet Services within 5 business days.</p>
Vehicle Usage Logs	<p>All departments that own or control motor vehicles must have procedures in place to track vehicle usage by employees and volunteers (i.e., vehicle logs, key check-in/check-out, individual vehicle assignments, etc.).</p>

<p>Fuel Cards & Odometer Readings</p>	<p>When using the state required WEX fuel card, the driver must enter the current odometer reading at the fuel pump, per the pump instructions. The fuel data, including odometer reading, will automatically upload to VITAL Insights. Per Governor’s Office of Planning and Budget Policy 10, Rule 10 (http://opb.georgia.gov/documents/motor-vehicle-policy-2013) failure to update odometer readings on all department passenger vehicles at least every 90 days may be subject to loss of vehicle(s) to the department.</p>
<p>Roadside Assistance (Registered Vehicles)</p>	<p>1-800-CAR-CARE (227-2273) is available 24 hours a day for all Georgia Tech owned motor vehicles <u>registered*</u> with Automotive Resources International (ARI). Contact the Fleet Services Department at fsc@facilities.gatech.edu to have a vehicle registered with ARI.</p>
<p>How’s My Driving Program</p>	<p>The State of Georgia has a web-based vehicle operations reporting system. This online tool is designed to gather positive and negative reports of state employees’ driving habits. It tracks and maintains all reports received. Comments are forwarded to Georgia Tech for appropriate response and disciplinary action by departments and structured volunteer programs. Departments must place “How’s My Driving?” decals obtained from Facilities Fleet Services on their motor vehicles. (GTPD are the only exception.)</p>
<p>Purchase</p>	<p>Departments must do the following in order to purchase motor vehicles:</p> <ol style="list-style-type: none"> 1. The requester completes the Vehicle Purchase Request Form found on the Procurement Services forms bank at http://www.procurement.gatech.edu/purchasing/forms, and submits via email to fsc@facilities.gatech.edu or fax to 404-385-2401. 2. The request will be entered into the vehicle request system and sent to DOAS Fleet Management for approval. 3. Once an approval is received from DOAS Fleet Management, an email will be sent to the requesting department with the Vehicle Request (VR) number. 4. The requester must create a Purchasing Take Action requisition, including the following: <ol style="list-style-type: none"> a) The vehicle information, quote number, etc. in the description area. b) The VR number in the line comments section. c) Delivery is always to GT Fleet Services. 5. Once the requisition is complete, the requester must send an email to fsc@facilities.gatech.edu with the VR number in the email subject line and the requisition number in the body of your email. If faxing, follow the same format. 6. The requisition number will be entered into the vehicle request system and sent to DOAS Fleet Management for PO approval. 7. Once an approval is received, a final email will be sent to the requesting department indication that the purchase is approved. 8. Fleet Services must now change the requisition from ‘Open’ status to ‘Approved’

status and 'Save'.

9. Fleet services will send the final email of approval and the quote to the assigned Contract Officer.
10. The Contract Officer will process the requisition and dispatch the PO to the vendor.
11. Fleet Services will notify the department when the vehicle has arrived.