



COLORADO

Division of Capital Assets

Department of Personnel
& Administration

COLORADO STATE FLEET MANAGEMENT

COORDINATOR HANDBOOK



WELCOME

Welcome to the State Fleet Management (SFM) program. For many of you, this is a new responsibility representing your agency on issues concerning vehicles used in the conduct of State business.

State Fleet Management was formally centralized as a management program during fiscal year 1991-92. Senate Bill 92-30 identified the program and called for certain rules to be established. These can be found on the State Fleet Management web page at: <http://www.colorado.gov/dpa/dcs/fleet> or call State Fleet Management for a copy.

The intent of this Coordinator Handbook is to identify many of the vehicle responsibilities that you will have so that together, we can be as successful as possible. The handbook is also intended as a “hand-me-down” so that you can maintain history for those that may eventually assume these responsibilities. The handbook differs from the Vehicle Operators Manual found in each vehicle. The Vehicle Operators Manual is intended to give the driver important information on his/her responsibilities while using a state vehicle. This handbook should bridge the gap between you, as a coordinator for your agency, and State Fleet Management (which is responsible for management oversight of state vehicle assets while meeting the goals and objectives of the State Legislature.

Again, welcome to SFM and please do not hesitate to stop in and become a “regular visitor” so that we can learn more about your agency’s needs and you can familiarize yourself with SFM practices.

Sincerely,

Scott Edwards
State Fleet Manager

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SECTION I

SFM Organization Overview

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SFM is part of the Division of Capital Assets within the Department of Personnel and Administration (DPA). SFM is internally organized as follows:

Vehicle Allocation Team (VAT)

The VAT is responsible for all of the vehicles enrolled in the program. This is where vehicles are identified and accounted for. Establishing loans, ordering vehicles and attachments, developing specifications and issuing bids, arranging for license plates, vehicle turn in, conducting auctions, billing for vehicles to an agency, paying all invoices, finding used vehicles, etc. This is an important portion of fleet operations upon which all customers depend on information for capture and reporting.

Technical Services

Sometimes referred to as the Call Center, these folks are all trained technicians and are also ASE (Automotive Service Excellence) Certified. These dedicated employees use the CARS system to provide guidance on options for vehicle service to both drivers and service vendors, authorizing only the necessary services to each fleet vehicle. Additional core duties identified as vehicle damage, including review of the incident, approving or denying repairs, seeking reimbursement for damages when the state is not at fault, and other issues related to vehicle damage is managed within this team.

The Call Center takes care of vehicle needs whether the vehicle is within the boundaries of Colorado or outside. They are typically available 7 a.m. to 5 p.m. M-F. The driver should take care of minor emergencies and contact the Call Center when open. The Vehicle Operator Manual explains more on this subject.

Fleet Information Systems

The Fleet program is dependent upon data to support both legislative and agency's information needs. With over 6200 active fleet vehicles and many fleet processes, information is supported through a vehicle information management system, CARS. CARS stands for the Colorado Automotive Reporting System. CARS is designed around the lifecycle of a vehicle starting with the need to acquire and enroll the vehicle, through its entirety of operation, ending with the identification for replacement, and final disposal.

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Colorado State Motor Pool

SFM manages a motor pool in the Capitol Complex downtown area where 40+ vehicles are maintained for daily and weekly use by state employees. These vehicles are available 24-7 year round, with office hours on location open from 7 a.m. to 3:30 p.m. M-F. These vehicles are provided to state employees who have the need for occasional use while conducting state business. All mileage, fuel, insurance, etc. is included in the daily rental rate.

Anyone who wants to use the motor pool will need to sign up to make reservations and rent vehicles. <http://colorado.agilefleet.com>

Fleet Manager

The Fleet Manager is responsible for managing the short term operational goals of the vehicle fleet program, as well as, helping to establish strategic direction for the state fleet. The Fleet Manager's position is as valuable as the individuals that manage the daily fleet operations as a resource to interface with the state agencies, special coalitions, and the Legislature. Additionally the Fleet Manager is a key point of contact for the many private sector service providers and the public at large.

Fleet Coordinator vs. Vehicle Coordinator

The Fleet Coordinator is the Agency Subject Matter Expert (SME) on the agencies Fleet vehicles. As the SME the Fleet Coordinator is the connection to the leadership teams to identify and manage the strategic fleet needs of the agency and coordinate implementation. The Fleet Coordinator has the responsibility of a deeper level of knowledge about the agency's use of vehicles and how to interface with SFM on these needs. The Vehicle Coordinator is a support agent for the Fleet Coordinator and acts to relay the fleet strategy to the operational level of each division and is the main point of contact for the operators. Operational needs of the agency funnel through this Vehicle Coordinator position back to the Fleet Coordinator who utilizes the tools and resources provided by State Fleet Management. Fleet Coordinators represent the agency at the MVAC and speak on behalf of the agency. Throughout the Coordinator Handbook these roles will be separated and outlined accordingly.

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SFM Contact List

COLORADO
Division of Capital Assets
 Department of Personnel
 & Administration

1001 East 62nd Avenue, Room A18
 Denver, CO 80216

Main Phone: 303-866-5222 or (800) 723-8023
 Faxes: 303-866-5511 or 303-866-5580

State Fleet Management

Scott Edwards
 Fleet Manager
 303-866-5416
Scott.Edwards@state.co.us

AUTHORIZATIONS (Repairs, Tires & Glass): 303-866-5566 or (800) 356-3846 State Fleet Management
 303-273-1672 or (888) 737-9423 Colorado State Patrol

AREA OF RESPONSIBILITY	EMPLOYEE	DIRECT #	EMAIL
Assistant Fleet Manager Commuting, Projects	René Ahl	303-866-5490	Rene.Ahl@state.co.us
New Vehicle Orders & Deliveries, CARS Password resets backup	Terry Sisneros	303-866-5482	Terry.Sisneros@state.co.us
Additional Vehicles, Auctions, Titles, Replacement Vehicles, Rotations & Short Term Loaners	Ron Clatterbuck	303-866-5481	Ron.Clatterbuck@state.co.us
Titling & Receiving Coordinator	Theresa Harris	303-866-5489	TheresaL.Harris@state.co.us
Accountant Lead for Accounts Payable / Accounts Receivable	vacant	vacant	
A/R, Vehicle Billing, Driver Logs, CARS Password resets & access, Utilization codes	vacant	303-866-5483	DPA_SFMBilling@state.co.us
A/P, Fuel Card Management, Fuel & Invoice Processing	Claudia Stevens	303-866-5221	DPA_SFMinvoices@state.co.us
Supervisor Safety Program, Authorization, Accidents, Motor Pool	Adam Boyd	303-866-5556	Adam.Boyd@state.co.us
Authorizations: Repairs, Tires & Glass Recalls (303-866-5566 or 800-356-3846)	Michael Maestas	303-866-5561	Michael.Maestas@state.co.us
	Robert Gramadzki	303-866-5504	Robert.Gramadzki@state.co.us
	Dave Russell	303-866-5565	David.Russell@state.co.us
Accidents	Dave Russell	303-866-5565	DPA_Collisions@state.co.us
Motor Pool (1525 Sherman B-65 Denver CO 80203)	Sean Murphy	303-866-3030	Sean.Murphy@state.co.us
Energy & Environmental Sustainability Manger	Art Hale	303-866-5531	Art.Hale@state.co.us
CARS User Support: Access & Logins	Alla Babayeva	303-708-8528	Alla.Babayeva@state.co.us

REFERENCE PHONE LIST

COLORADO DEPARTMENT OF REVENUE

Motor Vehicle Registration Division

1881 Pierce

Lakewood, CO 80214

(303) 205-5607

Registrations

(303) 205-5761

Supervisor

www.revenue.state.co.us

STATE OFFICE OF RISK MANAGEMENT

1525 Sherman St., Room 233

Denver, CO 80203

(303) 866-3848

State Vehicles

<http://www.colorado.gov/dpa/dhr/riskclaim>

Voyager Fuel Cards

(800) 987-6591

STATE INFORMATION

(303) 866-5000

STATE HOME PAGE

<http://www.colorado.gov/>

FLEET MANAGEMENT WEB PAGE

<https://www.colorado.gov/pacific/dcs/fleet>

EBAY AUCTIONS – CORRECTION INDUSTRIES

www.colo-auto-sales.com

Email coloradoautosales@cijvp.com

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SECTION II

COORDINATOR'S RESPONSIBILITY

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MONITOR PREVENTIVE MAINTENANCE

The Coordinator will be familiar with the preventive maintenance schedules established by SFM as explained in the Vehicle Operator's Manual. They have the responsibility to insure that all drivers in the Coordinator's purview are familiar with the procedures. The Coordinator will periodically review the CARS vehicle maintenance report for overdue and coming due vehicles and alert the vehicle operator of the need for scheduled maintenance. This report is available on CARS or from the SFM Call Center. The Coordinator will ensure the scheduled maintenance has been performed. The fuel card is not allowed to purchase maintenance or repairs. It should be noted that failure to comply with the preventive maintenance procedures may result in financial accountability, revocation of vehicle assignment, corrective and/or disciplinary action for the State employee found to be in violation of these rules. (1CCR 103-1 4.61.01,02; 4.62.01,02; 4.63.01).

KNOWLEDGE OF MAINTENANCE AND REPAIRS

The Coordinator should be familiar with automotive and light truck repair terminology, i.e. brake job, coolant flush, lube and oil filter, etc. If your division has service stations or repair facilities, the Coordinator should be familiar with vehicle repair and shop operations along with proper billing procedures and required interaction with Fleet Management.

TRACK VEHICLE USE TO MINIMIZE OVER/UNDER MILEAGE VEHICLES

Operational advisement is one of the primary roles of the Fleet Coordinator position. This is often where an agency can ensure they have the right vehicles for the job and also work towards established mandates and goals. Reports will be used to identify, track, and justify the vehicle assignment. Reports obtained from CARS (master vehicle list, etc.) are used to verify vehicle placements, current odometers and utilization codes. Yearly reports will identify underutilized vehicles. Once identified, underutilized and high use vehicles should be reassigned to equalize mileage over the life of the vehicle and lease term. Underutilized vehicles will be reassigned or may be forfeited. To manage this on a monthly basis MyCARS Utilization reports can provide up to the month vehicle utilization information. Coordinators at the Fleet level and the Vehicle level must work together to identify and balance the utilization of vehicle within the Cabinet, Department, and the Unit.

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VEHICLE USE AND REQUIREMENTS FOR YOUR DEPARTMENT

Coordinate with drivers and management to determine type of vehicle and equipment required to perform mission. The Coordinator has an obligation to order the proper vehicle replacement type for the mission requirements. Every effort will be made to ensure a proper type vehicle is placed according to expected use. However, the intention is to emphasize uniformity of vehicle types and specifications within the department to facilitate reassignments based upon a vehicles future use. This will maximize the ability to interchange vehicles if utilization imbalances become apparent. Efforts should be made to acquire cost-effective vehicles. A ¾ ton 4X4 should not be ordered when a ½ ton two-wheel drive truck would suffice, and a ½ ton truck should not be placed where a ¾ ton truck would be required. A 15 passenger van should not be assigned where 2 or 3 passengers are the average transport. This right sizing analysis is critical in the efficient use of the fleet.

CORE CODING FOR YOUR AGENCY

Please notify Fleet Management when coding needs to be updated giving sufficient time for entry into CARS prior to billing being run.

PROVIDE CURRENT INFORMATION OF VEHICLES TO SFM

The Coordinator will notify Fleet Management of all vehicle transfers/reassignments. Vehicles will not be reassigned to other departments without the transfer form being submitted to SFM. This information should be updated monthly, before the time of mileage reporting.

COORDINATE VEHICLE DAMAGE REPORTS AND REPAIRS WITH DRIVER

The Coordinator is the primary contact for the reporting of incidents resulting in vehicle damage and must be knowledgeable of the SFM requirements concerning accident procedures. It is a good idea to have a list of Fleet Management approved repair shops before an incident occurs. Fleet Management will not authorize repairs until the vehicle damage form has been reviewed. State Fleet Management is self funded to repair all vehicle damage. Liability insurance is covered through the State Office of Risk Management

COORDINATE VEHICLE ASSIGNMENTS/REASSIGNMENTS/REPLACEMENT

The Coordinator will take an active role in vehicle reassignments within their division to optimize vehicle use while lowering the number of underutilized vehicles and assist with matching the vehicle financial terms.

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REGISTRATION RENEWALS AND EMISSIONS

The Coordinator will notify the Dept. of Revenue of address changes/errors on vehicle registrations. The Coordinator will receive all plate renewals, and mail to the Dept. of Revenue. Coordinators will ensure vehicle emissions comply with local emission requirements. Vehicles reassigned to a section located in the air program will need to be tested prior to registration renewal. The driver does not have to pay the \$25.00 emission testing fee since Envirotest bill State Fleet Management once a month for all of the state vehicle tests. The SFM Additional Resources web page has a [Registration Address Change Form](#) that can be very useful to accomplish this. If you need some assistance with deciphering the Registration Receipt document we have a [guide](#) for that as well.

MONTHLY MILEAGE/ODOMETER READINGS

Coordinators will make every effort to ensure that the correct mileage is recorded. Inaccuracy in mileage reporting causes inaccuracy in billing and preventative maintenance schedules. The schedule of mileage due dates is provided by SFM on our [FAQ](#) page. The mileage will be entered through MyCARS or CARSweb. Broken odometers will be reported to SFM upon discovery, and repaired immediately. Contact the SFM Authorization Call Center for assistance.

COMMUNICATE WITH FISCAL OFFICERS

The Fleet Coordinator helps to ensure division funding levels for vehicle expenses are properly managed by providing guidance, to Divisions and Budget teams, about the cost of similar vehicles through the data accessible to the Fleet Coordinator in CARS. Using CARS reports, agencies will be able to evaluate an accurate funding cost for their vehicle operating costs. Reports like the Master Vehicle Budget Report will make it a one stop effort to clearly understand how the fleet is performing on a vehicle by vehicle basis.

Additional vehicles are requested through the decision item process, and approved by the JBC and OSPB before being funded. Additional vehicles should always have prior approval by the Budget Director and the agency OSPB analyst should be informed of these funding needs. In the scenarios where a vehicle is being funded with Grant funding the Budget Director still must be informed so that the ties to Fleet can be reconciled as requested. Contact SFM for further direction on requesting additional vehicles.

Take Home Vehicle Program

State vehicles are not allowed for any form of personal use. On specific required scenarios a vehicle must be taken to an employee's residents. In these cases it must be reviewed for application of the IRS tax code for taxable personal use, Commuting. At this time Commuting is currently under review.

MOTOR VEHICLE ADVISORY COUNCIL

The Motor Vehicle Advisory Council (MVAC) was established through the Governor's office to assist SFM with fleet issues and allow the agencies to provide feedback. Members of the MVAC are the Fleet Coordinators representing the State agencies. The MVAC meets once each month. An electronic distribution of information will notify you of important events. As a member of the MVAC, SFM is expecting you to bring fleet related issues and possible solutions. The guidance provided by the MVAC will influence the development of policy and protocol. Engagement ensures that agencies are informed on the most current changes and allows them to have the most time to digest the impacts of proposed protocol.

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VEHICLE PROCESSES

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JBC REPLACEMENT LIST

This process is developed approximately two fiscal years in advance of the need. So the projections are often made with data available at the time of origination. This can result in marginal variances in the final request 18-24 months later. Each spring, SFM generates a suspect replacement list for agencies to review. Currently the suspect criteria is projecting any vehicle with mileage of 100,000 miles and over 17 years of age. A vehicle replacement form contains additional criteria and will be used to support replacement decisions. At this time agencies are required to provide input and adjustment to the selected vehicles with appropriate justification, such as adding or removing vehicles due to vehicle condition reports that indicate the continued use of one vehicle over another. Also at this time, attachments and change of lease term for the new vehicle can be requested. Lease terms are based on the annual miles traveled divided by the projected replacement mileage of the vehicle. The list is then updated and submitted to the OSPB by SFM around July. OSPB reviews the list and sends the list and their recommendations to the JBC. The JBC then reviews the list and the OSPB recommendations and either denies the replacement or submits the replacement to the Long Bill. Once the Long Bill is finalized the replacements are approved for the next fiscal year. The vehicles that are denied by the JBC will be reviewed at a later date in the next fiscal cycle.

ORDERING NEW VEHICLES

In the fall, SFM will send a copy of the “JBC Approved List” to each agency with a set of directions on ordering. This will include an estimate of rates, a confirmation list and an order form for each vehicle approved for replacement. The agency requesting the vehicle must fill out a Vehicle Order form. This form should specify vehicle type, color, special equipment and the license number of the vehicle that is being turned in. All requested vehicles must be reconciled to the approved list. If special equipment is required that is not listed on the awards, the agency must submit bid specifications with the order form.

FINAL ORDER SHEETS

After the Purchase Orders are sent out, SFM will send out a “Final Order Sheet” for each vehicle ordered. This form shows the type of vehicle ordered; any options ordered the interior and exterior colors. The agency reviews and notifies SFM of any errors. No adjustments or changes will be made after the vehicles are ordered. Finalized order forms will be due in the fall. SFM will provide specific instructions each year.

NEW VEHICLE REGISTRATION REPORT

SFM will send out the New Vehicle Registration Report to the agencies with directions for completion. This is where the agency provides the **physical address** of the vehicle, the utilization code and the CORE coding. The data that the agencies provide will transfer over to the assignment of the new vehicle.

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RECEIVING VEHICLES

When the new vehicle is received at SFM all title and plating will be completed by SFM. SFM will keep the agency informed to status of vehicle. Once the new vehicle has arrived and any attachments have been installed, SFM will notify the Agency vehicle coordinator that the vehicle is ready for pick up. The SFM lot has limited space. Three (3) days prior to new vehicles being “ready” for pickup, the New Vehicle Coordinator in SFM will notify the Fleet Coordinator of the “date” the vehicle will be ready for pickup. The vehicle must be picked up within “3 days” of that date. If the vehicle is not picked up within the 3 days, it will be escalated to your area leadership.

VEHICLE PACKET

The vehicle packet is to be kept with the vehicle and contains the following items:

- Fuel Credit Card
- Vehicle Registration
- Vehicle Operator's Manual
- Drivers Manual Acknowledgment
- Proof of Insurance
- Vehicle Damage Reporting Form
- Keys
- RISK Card
- NAC (National Automobile Club) Card

Please do not place fuel card in the sun, excessive heat damages the card.

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TURN IN VEHICLE REQUIREMENTS

1. No Appointment Necessary, turn in vehicles are accepted Monday – Friday, 8:00am to 4:30pm. State Fleet Management is located at 1001 E 62nd Ave, Denver, 80216, east of Washington Street.
2. Please verify that the loan obligation for the turn in vehicle has been met, if not your agency will be billed for the remaining balance.
3. Remove any 2-way radios, cell phones and hands free equipment, security cages, law enforcement lighting, and/or any other special equipment. Please have the equipment removed professionally to avoid causing problems with the vehicle electrical system. The radio shop is located at 601 E 18th Ave #250, Denver, Phone: 303-764-7966
4. It is the agency responsibility to remove any decals or emblems from the vehicle; remove undercover plates and re-install the State plates, the vehicle must have State plates and the current registration; the outside of the vehicle should be reasonably clean or washed before turning in.
5. Vehicle must be cleaned out; remove any personal items, trash, cans or drink bottles, paper, etc. and vacuum the vehicle before turning it in. Vehicle should have at least a ¼ tank of fuel.
6. If the vehicle is registered in the emission area, a new emissions test is required if the test is over 9 months old. See the Envirotest Form (attached) that can be filled out before going to the Emission station. Bring the original Vehicle Inspection Report when turning the vehicle in.



Envirotest Form.pdf

7. When you arrive at Fleet Management; park vehicle in any available space in the public parking lot off of 62nd Ave. DO NOT GO BEYOND THE GATE. Record the odometer reading, gather all keys and key fobs, credit card and the plastic packet with the current registration and go to the security entrance and ask for Fleet Management.
8. At the front desk in SFM; fill out the vehicle turn in sheet with the odometer reading and vehicle description. Identify any known or suspected problems that the turn in vehicle might have. See the Turn-in Form (attached) that can be filled out before coming into Fleet Management.



DELAYED TURN INS

State Fleet Management is legislated to dispose of a vehicle for every new vehicle purchased. SFM attempts to meet seasonal needs through the delayed turn in of a replacement vehicle. If you need to keep the turn in vehicle, please provide a detailed email justifying each vehicle's usage and an expected turn in date to Fleet Management for approval prior to picking up the new vehicle, this is a term of 6 months. **Please keep in mind that no major repairs will be made to a vehicle with a delayed turn in status.** All appropriate fees and rates will continue to be billed until turned in.

VEHICLE REPLACEMENTS FOR ACCIDENTS AND DENIED REPAIRS

When a vehicle is denied repair or is involved in an accident to the point where it will not be repaired, you may need a replacement vehicle. SFM will contact the department's Fleet Coordinator to discuss the need and type of replacement, as well as, availability. Every effort will be made to resolve the agency's replacement vehicle needs appropriately.

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SEASONAL VEHICLE REQUEST

Seasonal requests need to be submitted to Fleet Management by December 31st or as soon as possible. These are handled on a first come first serve basis. Please include as much documentation as possible to justify your request. This can be mailed, faxed or emailed to the SFM Used Vehicle Coordinator. Vehicle availability may be limited. Agency seasonal vehicle needs are not guaranteed to be met by SFM.

Fleet will be glad to work with you regarding other vehicle options such as vehicle rentals. Vehicles available for use are used vehicles with high mileage that are temporarily being reassigned. They should not be used for high volume and long

distance travel. SFM will not pay for major repairs or per diem expenses. Vehicle assignments should be limited to 6 months.

KEYS

SFM does not keep spare vehicle keys. It is the agency's responsibility to call and pay for a locksmith if the keys are lost or locked in a vehicle. It is the agency's responsibility to pay for the replacement of keys. In some cases SFM may be able to provide the vehicle's key code.

TITLES

All motor vehicle titles are retained by State Fleet Management. Any motor vehicle in ownership of the state shall be signed over to SFM and managed accordingly.

All inquiries regarding any vehicle title will be directed to the SFM Used Vehicle Coordinator.

No title will be released without approval of the Fleet Manager.

VEHICLE DISPOSAL

Colorado State Fleet Management holds closed bid public auctions on a regular basis at the State Fleet Management location. All inquiries concerning vehicle auctions will be directed to the SFM Used Vehicle Coordinator. Vehicles are disposed of after they serve their useful life and are sold **AS IS**.

Vehicles are also sold by Colorado Correction Industry (Dept of Corrections) on eBay. All inquiries concerning these vehicles see www.colorado-auto-sales.com, 303-370-2161 or 899-263-3257 toll free.

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GOVERNMENT REGISTRATION RENEWAL AND EMISSIONS TESTING

Your agency will receive a Government Renewal Declaration (Form MVRR0020-01 DP) for each vehicle from the Department of Revenue Motor Vehicle Division – Registration Section. This document is your reminder that it is time to renew your Vehicle Registration. It is not necessary to send this to State Fleet Management.



GOVT Renewal
Declaration.pdf

Upon receipt of this notice it is the Coordinator's/driver's responsibility to do the following:

1. Have the emissions test performed when due if the vehicle is located in an emissions area.
2. Attach the "Certificate of Emissions Control" tear off portion of the Vehicle Inspection Report (located at the bottom) to the Renewal Declaration form.



Vehicle Inspection
Report.pdf

3. Indicate any agency name and/or address corrections as needed.
4. Return this form as directed to the Department of Revenue.
5. You will receive your new registration receipt from the Department of Revenue. The Registration should be kept in the vehicle packet.

If you do not receive a Government Renewal Declaration when your registration is due to be renewed, please contact the Registration Section at the Dept. of Revenue for instructions.

If you receive a Government Renewal Declaration form in error, you may forward it to State Fleet Management so that the Department of Revenue can be notified of any corrections or changes.

LICENSE PLATE AND REGISTRATION CHANGES

If a license plate get lost, damaged or is replaced by the Dept. of Revenue the following process should be completed:

1. Proceed to the DOR at 1881 Pierce Street and complete the [Affidavit for Lost or Stolen License Plates/Permits](#) to request a new plate.
2. Email a copy of the new registration to Fleet Management immediately.
3. Coordinate ordering a new fuel card with Fleet Management.
4. Any questions, call Fleet Management for proper instructions.
5. Dept. of Revenue does not notify SFM of these changes. Please follow up with the SFM office.

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ENVIROTEST EMISSIONS TESTING

Envirotest Corp. operates the Air Care Colorado emission testing centers under contract to the State of Colorado.

If the address on your vehicle's registration is within the following counties, it is in the emission testing area and must get an emission test in order to renew the vehicle registration. Those counties are: Larimer, Weld, Boulder, Broomfield, Adams, Denver,

Arapahoe, Jefferson, & Douglas. There are testing stations in all counties. The vehicle can be tested at any of the stations. For testing location see aircarecolorado.com.

The driver does not have to pay the \$25.00 emission testing fee since Envirotest bill State Fleet Management once a month for all of the state vehicle tests. To make this easier it is recommended that the driver take in Envirotest log page to fill out for them to bill Fleet correctly.



Envirotest Form.pdf

New vehicles are exempt from emission testing for the first 7 years. After that an emission test is required in order to renew the vehicle registration.

The easiest way to determine if a test is required is to look at the Government Renewal Declaration form from the Department of Revenue that you will receive to renew your registration. There is an “EMS” category on the form that will have a Y below it or it will be blank. If there is a “Y” then an emission test is required to renew the registration.



GOVT Renewal
Declaration.pdf

Diesel engines also require emission tests; however, Air Care Colorado does not provide diesel testing. Fleet Management has several approved vendors to provide this service. Look in CARS for these vendors or contact the SFM's Call Center.

Any hybrid vehicle that has a gasoline engine requires testing. Full Electric and full CNG vehicles do not require testing.

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DIRECT BILLING

Most billing transactions are direct billed from Fleet Management to the agency. Billing can be found on infoAdvantage. The Coordinator should work in conjunction with the SFM Vehicle Billing contact to review and reconcile any discrepancies, concerns or questions. Email – DPA_SFMbilling@state.co.us

MONTHLY MILEAGE/ODOMETER READINGS – DRIVER LOGS

All coordinators must enter their odometer readings directly into the MyCARS or CARSweb program. CARS is available to any agency with compatible computer equipment and access to Internet Explorer.

Instructions for MyCARS / CARSweb installation, account access and password reset can be found on the SFM website.

<https://www.colorado.gov/pacific/dcs/cars-0>

Please refer to the current FY State Fleet Management Payable/Billing schedule for the dates mileage is due. If you need a copy please go to our [website](#) or contact the SFM Vehicle Billing contact. Refer to the monthly email for specific direction.

Vehicle odometer readings are required to be accurate and reported every month. Accurate readings affect billing, preventive maintenance schedules, utilization reporting, replacement selections and cost per mile calculations. If you misreported a mileage in a previous month, we cannot go back and change historical data. Please enter the correct mileage for your current month. Please send SFM a verification of mileage email if the odometer entry results in a credit or is reporting over 5000 miles.

CORE CODING

It is the agencies responsibility to provide to SFM, any billing code changes. Accurate coding is critical to proper billing and reduces the need to research billing rejects. All billing code changes should be sent to DPA_SFMbilling@state.co.us.

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INTERNAL VEHICLE TRANSFERS & CODING CHANGES

An agency can move their vehicles around internally between sections. It is the vehicle coordinator's responsibility to notify Fleet Management of these changes. This procedure will allow the modification, reporting, reassignment and proper billing of the vehicle to the appropriate section. In order to process the transfers Fleet Management needs the request to be in writing, or e-mailed. CORE coding must accompany the transfer request. Here is a sample internal transfer form.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1				"Agency Name" Internal Transfers									
2													
3			Unit Name	Rate	Fund	Unit	Function	Appr	Dept Object	Program	Pgrm Prd	Activity	Location
4	Plate #:			Fixed					2251				
5	Mileage:	From		Variable					2252				
6	County:			Fixed					2251				
7	UT Code:	To		Variable					2252				
8	Plate #:			Fixed					2251				
9	Mileage:	From		Variable					2252				
10	County:			Fixed					2251				
11	UT Code:	To		Variable					2252				
12	Plate #:			Fixed					2251				
13	Mileage:	From		Variable					2252				

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UTILIZATION CODING & REPORTS

Coordinators are responsible for reviewing and revising the utilization codes for each vehicle in their area. The utilization codes track the usage of your vehicle. Refer to the utilization code table (attached). If you are unsure of the utilization code contact Fleet Management. It is important that codes are current and accurate for annual reporting purposes. Codes will also be verified when changing assignment or vehicle.

VEHICLE UTILIZATION CODES

Implemented 7/01/2009

- 1A **Maintenance and Support: Campus /Prison/Institution/Rest Area: 500 miles.**
This is intended for vehicles that are primarily stationed in a given limited location and will not get a lot of public road travel. For example, used for maintenance trucks on a college campus or prison complex. If the vehicle has been significantly altered with specialized equipment, racks, bins, etc. see code 2B. If the vehicle is responsible for multiple campuses or geographical locations see code 5D.
- 1B **State Parks/Farms: 1,500 miles.** This is primarily for State Park areas & Farm properties.
- 1C **Wildlife Area: 3,500 miles.** Primarily used for non-enforcement use within State Wildlife areas.
- 1D **Patient Transport: 6,000 miles.** This is for agencies that may not utilize a specially equipped vehicle such as a wheelchair van, but have to transport clients to doctor appointments and similar situations.
- 2A* **ADA Compliant/Wheelchair: (Exempt)**
This is for vehicles equipped with wheelchair lifts or other items that meet ADA or medical requirements.
- 2B* **Specialized Equipment: (Exempt)**
This covers vehicles that have specialized equipment affixed to the vehicle making it less suitable for general transportation. It is basically a "tool on wheels" or "mobile shop." Examples include a drilling unit, water tank, lab/research equipment; plumbing or telecommunications vehicle equipped with attached maintenance parts racks and attached tool bins, etc. The typical radio and light bar set-up is not intended for this category.

The following code 3 categories are for law enforcement personnel and are generally self-explanatory. These vehicles are specifically equipped with radios, lights, prisoner restraints, and similar equipment to serve a specific law enforcement purpose. An administrative support person working in a law enforcement agency is not part of this group.
- 3A **Law – Criminal Investigator: 5,000 miles.**
- 3B **Law – Prison Security/Inmate Transport: 1,900 miles.**
- 3C **Law – Park Ranger: 7,000 miles.**
- 3D **Law – Wildlife Officer: 10,000 miles.**
- 3E **Law – Revenue Agent: 7,000 miles.**
- 3F **Law – State Patrol/CBI: 10,000 miles.**
- 3G **Law – Parole Officer: 7,000 miles.**
- 3H **Law – Campus Police: 1,500 miles.**
- 4A **Disposal Pending: (Exempt)**
This is for vehicles that may appear to be low usage but in actuality are presently identified as pending sale. At time of reporting, this discrepancy may appear.
- 5A **Motor Pool – Regional multi-use: 12,600 miles.**
This is intended for vehicles assigned to a basic transportation motor pool available for multi-agency use. The downtown Capitol Complex motor pool is an example.
- 5B **Motor Pool – Agency Restricted: 6,000 miles.**
This is for a motor pool that typically serves basic transportation needs for employees of a specific agency only. For example, a pool of orange color trucks shared by CDOT engineers.

- 5C Individual Function – Statewide: 11,000 miles.**
This is for the vehicle that is assigned to a specific function or individual with statewide responsibilities. This function requires frequent travel to different cities and towns throughout the state, etc. The function may be administrative, maintenance, or agency specific in nature. This is the statewide traveler.
- 5D Individual Function – Local Area: 6,000 miles.**
This is for the vehicle that is assigned to a specific function or individual with local area responsibilities. The function rarely requires travel outside of an assigned city or area within the state. The use is high but the typical trip is short. This is the predominantly intracity or local area traveler.
- 5E* Temporary Vehicles – (Exempt) – (Revised 6/15/04)**
This is for the vehicle that will be used for a short time and turned in after temporary or seasonal use or a replaced vehicle that remains with an agency as a delayed turn-in on a short-term assignment. Seasonal use example: a Parks vehicle that is active when the Park is open during the warmer months but is not needed during the winter months.
- 5F* Special program – Grant, Federal Requirement (Exempt)**
This is intended to identify vehicles used for special programs. Not necessarily funded with federal money. For example, a vehicle that has to be at Rocky Flats to monitor hazardous materials, or a grant for studying and collecting data for three years at different remote mountainous locations. It may be difficult to acquire the mileage required but the requirement for a vehicle is specifically identified for compliance purposes. This vehicle usually cannot be rotated with the general use population.
- 5G* Criminal Justice Driver Training. (Exempt)**
This identifies vehicles used almost exclusively off of public roads in a controlled environment (track/parking lot) for the purpose of driver training.
- 5X* Specialized Exempt.** Requires MVAC discussion and approval.

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COORDINATOR UPDATES

When personnel and locations change, Fleet Management needs to be notified of all changes regarding Fleet Coordinators. In the absence of a central Fleet Coordinator agencies must ensure this information is being updated by a Vehicle Coordinator. Please make sure Fleet Management has a current list of the following information.

- Name change
- New phone number or extensions
- New fax number
- E-mail address

These changes must be submitted in writing, or e-mailed to the SFM Vehicle Billing contact.

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COMMUTING

Commuting is currently under review.

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FUEL CREDIT CARD

USE OF THE FUEL CREDIT CARD

The fuel credit card is assigned to the vehicle and not the driver. The fuel card is to be used for the specific vehicle only. The card also may be used for single quarts of oil, washer fluid and car washes that are sold at the fuel pump island. The card may not be used for services such as oil changes, food or any other service or maintenance.

Do not leave cards in an unlocked vehicle at any time. In the summer, heat will warp the cards; so please keep them in the vehicle packet locked in the glove box out of direct sun light. **Do not write PIN numbers on the fuel card or packets, keep in a safe place like a billfold, purse, or cell phone.**

It is the responsibility of the driver to verify the accuracy and completeness of the transaction.

It is also critical that the drivers put in the correct mileage when fueling. Report lost, stolen, or damaged cards to SFM for immediate replacement.

If you receive an email/communication from SFM requesting information on Suspicious Fuel Transactions you must:

- Find out the circumstances of the transaction(s)
- Send a response back to SFM as soon as possible

The transaction may need to be disputed if it was a fraudulent purchase or SFM may need to take other actions to get it remedied.

FUEL REIMBURSEMENT

It is the responsibility of the Coordinator to assure that all drivers go to valid fuel credit card stations ONLY. Prior to obtaining fuel, check with the station for acceptance of the card. Any major issues should be resolved with the fuel card company. Please follow up with Fleet Management.

If a card is declined at a location on the fueling list and it is during normal business hours, the driver needs to call the fuel card company on the spot to acquire an authorization or clearance for the clerk. If in an exceptional situation there are no fuel

card stations and the driver needs to fuel or has already pumped at a non-fuel card station, or the fuel card will not work and it cannot be resolved with the fuel card company, the driver needs to provide some form of payment at the time of purchase. The driver's agency is to reimburse the driver and submit the receipt and license number to Fleet Management for agency reimbursement.

The procedure to get reimbursement from State Fleet Management when the driver pays for fuel for a state vehicle:

1. Driver is to be reimbursed by their Agency.
2. Agency is to request reimbursement from SFM. Please submit:
 - Fuel receipt that includes quantity, price, and vendor name.
 - Memo: reason for request that includes license plate number.
 - Notice of the ITI document set up for reimbursement.
 - **ITI AADA 4300 4300** will get you SFM's next available CORE document ID with the Fleet's naming convention.
 - Schools use the **IET** request form not the **ITI**.

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EXPENSE RECOVERY

The Fleet program recovers its expenses through two major categories that we identify as fixed and variable.

FIXED

Fixed charges are billed to each agency on a monthly basis by vehicle. The charge is designed to capture recovery of the capitalized vehicles expense for principal and interest. Since Fleet has gone to the private sector for funding starting in FY 1994-95, the charge for each vehicle is established along the lines of an amortization schedule. Thus, the vehicle's invoice amount is repaid over a set term (up to 120 months) at an awarded interest rate. For example, a vehicle costing \$21,000 at 2.03% interest over 72 months will have a monthly fixed rate of \$310.04. At the end of the term, the vehicle has been paid off to the lender and either sold or kept in continuous use.

In addition to the fixed vehicle rate, Fleet adds to the fixed rate a monthly management fee to recover the program expense. These expenses are for indirect charges such as payroll, building rent, computer support, statewide indirect and division overhead. The sum of this is divided by the vehicle fleet count. Additionally, Fleet uses auction vehicle sales proceeds to reduce this expense and offset a sizeable portion of the management expense.

In both fixed cases, Fleet identifies each agency's budget needs on the replacement list that is prepared for OSPB and JBC during the Long Bill replacement funding process. Approved replacement vehicles have their increased amount added to each agency's base. It is very important that as a Fleet Coordinator, you work closely with your budget people to identify vehicles and funding levels. This is especially true when ordering vehicles as the cost will directly affect your agency's Vehicle Lease line budget.

VARIABLE

Variable charges are designed to capture expenses for three primary items including repairs and maintenance, fuel, and the vehicle damage repair fund (aka Insurance). The charge is a fixed "per mile" rate but is variable based upon the number of monthly miles traveled. Variable rates are set for each agency or department. Within the department, each vehicle is identified as a particular body type. For example, small sedans, large sedans, passenger vans, ½ ton pickups 4x2, ½ ton pickups 4x4, etc. For each body code within a department, Fleet looks at the last 12 months of actual expenses and sets the next year's expense per mile based upon this number. With recent fluctuations in fuel prices, Fleet has tried to adjust this rate in anticipation of changes. Therefore, Fleet will announce any increases or decreases to the rates when abnormalities occur such as large fuel price changes.

The remaining variable rate is for the vehicle damage pool. This too is a per mile charge, but in this occurrence, the rate is the same for all vehicles in all agencies. The rate represents a "pooled risk" rate covering comprehensive and collision damages to vehicles. The net expense is divided by miles traveled to arrive at this rate. Liability coverage is handled through the Division of Risk Management. The accident pool program through Fleet is designed to cover repair expenses and/or expense to pay-off remaining principal owed on a vehicle. Additional expenses for a new vehicle are not covered by Fleet. In many situations, the agency may have base dollars built into its budget so that a new or used replacement will still be feasible.

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MAINTENANCE

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PREVENTIVE MAINTENANCE

There are eight items of preventive maintenance (pm) tracked by **SFM** through **CARS**. The specific services are:

- Oil change interval
- Brake inspections with tire rotation/ Check tire pressure
- Fuel Filter replacement

- Engine coolant flush
- Automatic transmission service
- CNG Manual Shut-off Valve
- CNG Tank Inspection

Instructions on how to access the preventative maintenance module in CARS:

Under the “Modules” tab choose “Preventative Maintenance”. You can then access the maintenance by Department, Vehicle, or by PM Codes. If you access the maintenance by department it will bring up all the vehicles in that department that have preventative maintenance coming due or are past due. If you access the maintenance by vehicle it will bring up only that vehicle’s maintenance. If you access by PM codes it will bring up all of our types of vehicles and the preventative schedule for that type of vehicle.

Preventive Maintenance Module

By Department | By Vehicle | PM Codes

Cabinet: AGRICULTURE Department: AGRICULTURE Unit:

Search

License	Type	Repair Code	Service Description	Last Rptd Odometer	Last Rptd Odom Date	Last Perf Odometer	Last Perf Date	Due Odometer	Due Date	Cab	Department	Unit	PM Schedule
255DAK	Coming Due	25-005	FRONT DIFFERENTIAL SERVICE	141032	07/21/2017	105330	09/24/2014	141330		CDA	AGRICULTURE	AGRICULTURE	JEEP LIBERTY - NORMA
	Coming Due	26-002	TRANSFER CASE SERVICE			105330	09/24/2014	141330					
	Coming Due	25-004	REAR DIFFERENTIAL SERVICE			105330	09/24/2014	141330					

Once a month the SFM Authorization Call Center will run the overdue PM report and will forward to each of the Coordinators for investigations. This report will only show what is overdue on the day the report is run. Please complete the items within 2 weeks as to prevent being sent the next month’s pm notice also.

The preventative maintenance intervals vary by vehicle manufacturer and vehicle use. Severe duty is typified as police pursuit, campus maintenance, or local delivery vehicles. These vehicles may consistently tow trailers, be used for short-duration trips, and have prolonged idling time.

It is mandatory to follow the preventative maintenance schedule for your vehicles. Drivers are responsible for insuring the maintenance of their vehicle is complete. SFM is responsible for authorizations and payment or repairs. The driver must go to a State Fleet approved vendor for maintenance and repairs.

NOTE: It is critical that the driver inform the repair facility that the vehicle is part of Colorado State Fleet and the vendor must call SFM for authorization prior to the repairs being done.

Repairs required due to lack of preventative maintenance may be billed to the operating Agency and could substantially increase your agency’s operating expenses.

If you need clarification on Preventative Maintenance call the SFM Call Center at 303-866-5566 or 1-800-356-3846.

VEHICLE REPAIR AND MAINTENANCE APPROVED VENDORS

Drivers are responsible for insuring the maintenance of their vehicle is completed. The driver must use a State Fleet approved vendor.

To find a State Fleet approved vendor in CARS/CARSweb:

Under the “Utilities” tab choose “Vendor” then choose “Vendor Maintenance”. On that page choose the “Find” tab. Enter any of the following information:

- Status: Active (mandatory to get an active vendor)
- Vendor Type is a drop down selector
- Put in a city name to narrow down choices.
- You can also select by vendor name or address. You can use wildcard % with the name IE: %stone

NOTE: It is critical that the driver inform the repair facility that the vehicle is part of Colorado State Fleet and the vendor must call SFM for authorization prior to the repairs being done.

The screenshot shows a web application window titled "Vendor Maintenance". It has three tabs: "Maintain", "Mechanics", and "Find". The "Find" tab is selected. Below the tabs is a "Search:" section with various input fields. On the left, there are fields for "Name:", "Legal Name:", "Address:", "City:" (with "Denver" entered), "State:", "Zip:" (with "-" entered), "Mailing Address:", "City:", "State:", "Zip:", and "Location:". On the right, there are fields for "Status:", "Vendor ID:", "Federal ID:", "CORE ID:", "PHH Number:", "Vendor Type:" (a dropdown menu), and "CORE Address ID:". At the bottom left are "Search" and "Clear" buttons, and at the bottom right is a "Cancel" button.

There are two State Garages referred to as “GEM Garages” These garages will provide basic services such as oil changes or inspections. If it becomes more involved they will sub it out to one of our current vendors. The locations are:

- CSP 15203 W 12 Ave, Golden 303 273-1666
- CDOT 4210 E Arkansas Ave, Denver 303 757-9260

After Hours Assistance 5:00pm to 7:00am and weekends, call the National Automobile Club (NAC) at 1-866-329-3471 Account #8503758000. There is a NAC card in the vehicle packet which has the instructions.

TIRES

All-season tires are specified for all vehicles. Large element mud & snow tires are only authorized on a case-by-case basis, specifically on vehicles used in extreme off-road scenarios; prior approval is required with justification. The composition of these off-road

tires typically does not produce an extended tread life or improved fuel economy over an All-season or All-terrain specified tire. Tire studs or snow chains are not authorized by SFM and are only permitted in limited situations by [CDOT](#).

CAR WASHES

Agencies are permitted 2 car washes per month per vehicle. Max is \$15.00 a wash. Fleet does not pay for detailing. Drivers can use the fuel card for car washes located at fueling stations that also offer car washes; otherwise, the drivers will have to use a State Fleet approved car wash vendor.

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WARRANTY REPAIRS

All new vehicles have a manufacturer's warranty of at least 3 years and /or 36,000 miles. Vehicles must be taken to the appropriate dealer for repair to take full advantage of the warranty while covered. If towing is required, vehicles under warranty should be towed to a dealership by the dealer's tow company. The following phone numbers are for the respective manufacturers; **Ford 1-800-241-3673, Chevy /GMC 1-800-243-8872, Chrysler/Dodge 1-800-521-2779, and Toyota 1-800-331-4331**. Please have the VIN number and odometer reading available before calling. Insure SFM Call Center is aware of all warranty repairs for repair tracking and safety concerns.

PAYMENT FOR SERVICES

All payments for repairs and maintenance will be made through SFM. It is critical that the driver inform the repair facility that the vehicle is part of Colorado State Fleet and the vendor must call SFM for authorization prior to the repairs being done.

The fuel card is not to be used for any maintenance or repairs. Unauthorized services or repairs may be billed back to the agency.

RECALLS

SFM will notify each Vehicle Coordinator of any maintenance recalls on a monthly basis. It is the Vehicle Coordinator's responsibility to ensure that all recalls are complied

with and to notify SFM of compliance at dpa_statefleetrecalls@state.co.us . Coordinators should additionally use the Recalls Not Completed report in CARSWeb > Customer Reports to review which vehicles have outstanding recalls.

COORDINATOR TRAINING

The State Fleet Authorization Call Center does offer hands on as well as remote training for new coordinators. 303-866-5566

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VEHICLE DAMAGE PROCEDURES

SFM is in the process of transitioning to the Origami platform developed in DPA RISK.

1. Driver follows accident procedures outlined in Driver's Responsibility Section of the Vehicle Operator's Manual.
2. Driver fills out the vehicle damage report form DRM-01 at the scene as a guide for required information and signs it. The state driver must have their signature as well as their supervisor's on the vehicle damage report before sending to DPA. Driver enters accident report in Origami attaching the DRM-01 and any photos supporting account of the incident. The transition to Origami will make this a researchable event by the agency once complete.
3. Origami distributes incident report to the Driver's supervisor, Fleet Management, and RISK.
4. Coordinator works with Fleet Management for estimates, and repair scheduling.
5. If damage to private property, it is the responsibility of the Division of Risk Management. Any contact with private parties should be referred to Division of Risk Management.

VEHICLE DAMAGE POLICY

DEFINITIONS

- **Vehicle Damage Repair Fund:** Funds collected through variable rate. The State manages their Comprehensive and Collision repair as a self funded program. This Fund is managed by State Fleet Management not Risk.
Note: Vehicle Liability and Property insurance is covered by the Division of Risk Management. In Denver Metro Area 303-866-3848, Outside Denver Metro Area 1-800-268-8092 www.colorado.gov/dpa/dhr/riskclaim
The Self-Insured Liability Program provides Insurance coverage to State Departments and State Employees under the Risk Management Act (RMA), C.R.S 24-30-1501 et seq.

The Liability card can be found in the back of the Vehicle Operators Manual in the vehicle packet. There also are instructions for contact information and policy numbers.

VEHICLE HAS COLLISION, DETERMINED TO BE REPAIRED

- Fleet repairs from vehicle repair fund.
- State driver and other party's record reviewed.
- Third party or insurance company pursued for damage expenses if at fault.
- Monies collected reimburse vehicle repair fund.

VEHICLE HAS COLLISION, DETERMINED NOT TO BE REPAIRED

- SFM pays loan balance (if exists).
- SFM sells vehicle. Fleet provides replacement vehicle of like value to agency.
- Payment received from other party or insurance for repairs goes to the vehicle repair fund.
- Fleet Management will not reimbursement for any hotel, rental car, airfare or personal expenses.

STATE FLEET MANAGEMENT SAFETY PROGRAM

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State Fleet Management does not produce a driver safety program. State Office of Risk Management (RISK) does offer driver training including Defensive Driving Classes to any state employee. In Denver Metro Area 303-866-3848, Outside Denver Metro Area 1-800-268-8092 www.colorado.gov/dpa/dhr/riskclaim

The Self-Insured Liability Program provides Insurance coverage to State Departments and State Employees under the Risk Management Act (RMA), C.R.S 24-30-1501 et seq.

The Liability card can be found in the back of the Vehicle Operators Manual in the vehicle packet. There also are instructions for contact information and policy numbers.

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SECTION III

DONATED, CONFISCATED AND OVERSIZED VEHICLE ENROLLMENT

Donated, confiscated or oversized vehicles (in accordance with SB06-015) all vehicles must be enrolled into the Fleet Management Program. We have some differing criteria for each. Since Fleet did not purchase the vehicle or have access to maintenance history, our concern in enrolling these vehicles is related to potential costs and recovery. Prior to enrollment, Fleet will ask for specific items to include a full vehicle inspection and statement of mechanical condition, and a photo of the vehicle submitted. If the vehicle is found to be roadworthy with minimal repairs needed, the Fleet Manager will approve enrollment in the program. Fleet will also need additional coding information on the vehicle plus the vehicle title and copy of registration.

The distinction for these vehicles are as follows. With donated and confiscated vehicles, Fleet will only authorize routine maintenance and minor repairs. Any major repairs or a condition where the vehicle is no longer useful will deem the vehicle ready for disposal. The vehicle may not be replaced or identified for replacement. The agency received this vehicle for whatever life it could gain – long or short.

Prior to 2006-07 oversized vehicles were purchased by the agency outside of the program. Fleet will jointly decide with the agency on what course of maintenance and repair to follow for these vehicles. In addition, the Fleet program often provides a better means of identifying replacement needs to the Legislature, as well as, handling all of the vehicle needs for an agency.

Each month this vehicle will be listed on your Drivers Log report for a current odometer reading. This will generate a monthly variable billing, as well as a management fee for services provided.

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SECTION IV

GREENING GOVERNMENT

The daily activities of State government have a significant impact on the quality of Colorado's public health, environment and economy. Through a series of executive orders the State of Colorado has led by example in reducing energy consumption, increasing the use of renewal energy, decreasing the environmental impact of state vehicles, and reducing greenhouse gas emissions. The Greening Government Leadership Council (GGLC) has been on the forefront of these efforts, serving as a resource to state agencies and departments. In 2015 Governor John Hickenlooper signed Executive Order D 2015-013 establishing one and five year goals in the areas of energy and water efficiency, petroleum reduction, and greenhouse gas emissions reduction. The Executive Order outlines high level directives in each area to ensure that the state successfully meets the Greening Initiative goals, which apply to all executive agencies and departments. In July 2017 the Governor signed Executive Order D 2017-015. The key point in the order relating to state vehicle says: The Colorado Energy Office, the Regional Air Quality Council, and the Colorado Department of Public Health and the Environment, are directed to develop a statewide Electric Vehicle plan by January 1, 2018 to build out the key charging corridors that will facilitate economic development while reducing harmful air pollution.

IV-1

FLEET UTILIZATION & SUSTAINABILITY MANAGEMENT TOOLS:

As the Coordinator it is your responsibility to comprehend the tools available to your agency and how they can be utilized to impact strides towards accomplishing the agency portion of the Greening Government goals. SFM can provide you training and assist you with a greater understanding of the resources and mandates that will affect your work.

CARS/MYCARS/CARSWEB FLEET DASH

CARS FLEET DASH is a document that guides the agency towards a clear understanding of their state agency petroleum reduction plan pursuant to the Executive Order. This document gives clear and complete instructions on how to access the "Greening State Government (GSG) Baseline Comparison Sum" report and the "GSG Baseline Comparison Detl" report. The GSG Baseline Comparison Detl report will reflect volumetric % increases or % decreases per agency and will compare all vehicle petroleum transactions by state agency for a statewide grand total of all fuel used, and percent reduction or increase by fuel (all fuels) and petroleum (unleaded gas, diesel & 15% of E85). By using these reports the agency can determine where they currently are in petroleum as well as how much they need to decrease in each category to reach the goal of 4% petroleum reduction per vehicle per year. See the attached document.



CARS FLEET DASH
Instructions .docx

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DEFINITIONS

- ATTACHMENTS:** Items added to a vehicle after manufacturing. Example – tool boxes, hitches, light bars/push bumpers, snow plows etc. These items are included in the vehicle's fixed rate.
- CALL CENTER:** State Fleet Management's maintenance authorization center.
- CARS:** Colorado Automotive Reporting System: The computer database used by Fleet Management to maintain records and produce reports for all Fleet Vehicles. Platforms used by agencies are: MyCARS & CARSweb
- CORE:** Colorado Operations Resource Engine: Colorado's state budget accounting system.
- COMMUTING:** This section is under review.
- RISK:** State Office of Risk Management: Division that administrates the State's self insurance program and insurance issues.
- DENIED REPAIRS:** Repairs that exceed a % of the NADA value of the vehicle. Vehicle will not be repaired.
- FLEET COORDINATOR vs. VEHICLE COORDINATOR:**
The Fleet Coordinator is the connection to the executive leadership teams to help identify and manage the strategic fleet needs of the agency and coordinate implementation. The Vehicle Coordinator relays the fleet strategy to the operational level of each division and is the main point of contact for the operators. Operational needs of the agency funnel through this position back to the Fleet Coordinator who utilizes the tools and resources provided by State Fleet Management. Fleet Coordinators represent the agency at the MVAC and speak on behalf of the agency.
- FLEET VEHICLE:** Motor vehicles administered by Colorado State Fleet Management, which are assigned to State Agencies.
- FUEL CARD:** A credit card assigned to each vehicle, to purchase fuel, oil, and fluids for that particular vehicle. The fuel card is not intended to be used for maintenance or personal purchases. All card purchases are billed to Fleet Management.
- JBC:** Joint Budget Committee.
- LOW MILEAGE VEHICLE:**
A vehicle that normally does not travel the required 12,600 miles per year, but is justified due to the vehicles assignment. These vehicles are

assigned utilization codes that set reduced annual mileage requirements. Some examples are: Maintenance, Laundry, and Mail.

MVAC: Motor Vehicle Advisory Council.

OSBP: Office of State Planning and Budgeting.

PM: Preventive Maintenance: scheduled interval service. The service intervals will vary with vehicle type and use.

SFM: Colorado State Fleet Management: A division of Capital Assets, assigned the mission of administrating all state vehicles with the exclusion of CDOT Orange Fleet.

UNDERUTILIZED VEHICLE:

A vehicle that does not travel the required miles per year, and therefore is not justified for retention

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FREQUENTLY ASKED QUESTIONS

- Q.** Can my spouse ride in a state vehicle with me on a trip across the state? Can the spouse drive if I get tired? Can my spouse ride or drive if they are also a state employee, on an official state business trip? Can the kids come along too?
- A.** No, No, Yes and No. Only authorized persons are allowed in state vehicles, and this does not include spouses or children. If the spouse is also a state employee on state business, they can ride with you or drive.
- Q.** If a non-state employee is attending the same meeting that I am for state business, can they ride in the vehicle with me?
- A.** Yes, as long as they are traveling for state business.
- Q.** I am picking up a state vehicle tonight for a trip tomorrow. Is this okay to do?
- A.** Yes, it is okay to pick up the vehicle the night before a trip, as long as you only use it for state business. Additional guidance may be required if the vehicle use falls under commuting regulations as per IRS guidance document 15-B. SFM and your payroll liaison can provide further assistance with this.
- Q.** My kids' school is on the way home; can I pick them up in the state vehicle?
- A.** No. You cannot pick up your kids in a state vehicle, even if it is on your way home.
- Q.** Can I smoke in a state vehicle?
- A.** No. Smoking is prohibited on (and in) all state property.

- Q.** Can I take my pets with me in my state vehicle?
- A.** No. Pets are forbidden in state vehicles.
- Q.** How does the state insure its vehicles? What do I show to the police officer if I am pulled over?
- A.** The state self-insures state vehicles for liability under the terms of the Government Immunity Act. Self-insurance certificates are located on the back inside cover of the Vehicle Operator's Manual.
- Q.** What happens if I am injured while driving a state vehicle?
- A.** You had better be on the job, because the only way the state covers employees who get injured in state vehicles is through Workers' Compensation.
- Q.** I am driving my own vehicle on state business. Does the state pay my collision damages if I get in a crash?
- A.** No. The state pays you mileage, and this is the state's only reimbursement for all your vehicle expenses, including insurance. You are expected to insure your own vehicle according to law and to the appropriate limits. It is the employee's responsibility to follow all Colorado regulations with regards to operating a vehicle on the roadways. If you are injured in your own vehicle on state business, you should report the injury to your supervisor for Workers' Compensation purposes.
- Q.** I received a speeding ticket while driving a state vehicle, am I responsible for paying the ticket?
- A.** Yes. Any employee in possession of a state vehicle is responsible for any citation given to them. This includes parking violations, speeding tickets, expired tags, or no seat belt.
- Q.** When does my vehicle need an emission test?
- A.** When your vehicle is purchased new from a dealer, it has a seven-year validation for emission. Department of Revenue FAQ -Emissions: **[How do I know if my gasoline or diesel vehicle needs an emissions test?](#)**
- Q.** Where do I get my emission test done?
- A.** There are several Air Care Colorado Envirotest stations located throughout the Front Range. For testing locations: www.aircolorado.com
- Q.** How is the emissions test paid for?
- A.** When the proper information of license plate, VIN number and registration is provided to the Envirotest station Colorado State Fleet Management will be charged for any vehicles in the program. For vehicles not enrolled, Envirotest will charge the individual agency.
- Q.** When are vehicle odometer readings due?
- A.** All coordinators must enter their odometer readings directly into the MYCARS or CARS WEB program. Please refer to the current FY State Fleet

Management Payable/Billing schedule for the dates mileage are due. Refer to the monthly email for specific direction.

Q. Do I need to sign my registration card?

A. No.

Q. How do I get a new fuel card?

A. Contact Colorado State Fleet Management (303) 866-5222 with the following information: License plate number and reason for a new card. Fleet will verify this request with your coordinator and order a card from the vendor. New cards will be delivered via FEDEX from the fuel card company to the name and location provided by the coordinator.

Q. What is my PIN number?

A. The PIN number is to be used for security purposes when making a fuel purchase. If you do not know the PIN number, contact your coordinator or Fleet Management at (303) 866-5222.

Q. Who do I contact if my fuel card is not working? What do I do if I purchase fuel and the card transaction is rejected or fails?

A. Always check before pumping fuel and make sure the station will accept the fuel card. If the card transaction rejects or fails, call the fuel card company, located on the back of the card and obtain immediate resolution of the problem. If specific approval is required, the fuel card company can obtain that information in conjunction with our Fleet office. After the problem has been resolved contact the Fleet office to follow up on any ongoing problem (i.e. worn card, magnetic strip damage, card stopped due to duplicate issuance, etc.).

Q. I lost my vehicle keys? I locked my keys in the vehicle?

A. All original keys are given out at the time of assignment. Fleet does not retain any additional copies. If keys are lost or locked in the vehicle, it is the responsibility of the agency to replace or retrieve.

Q. Who do I talk to about tune-ups, oil changes and tows?

A. Fleet Management Authorizations, (303) 866-5566 or (800) 356-3846, can provide any information regarding the maintenance and care of your vehicle. Towing services can be found in the quick reference section of the Vehicle Operator's Manual.

Q. Can a temporary employee drive a state vehicle?

A. When the temporary is a state employee, has a valid driver's license and is doing State of Colorado business.

- Q.** My vehicle is in the shop for repairs, where can I get a loaner during the time it is in the shop?
- A.** Short-term (daily or weekly) loaners can be scheduled through the Colorado State Motor Pool located at 1555 Sherman in the alley. For specific information, dates and time call (303) 866-3030.
- Q.** Do I have to turn in my vehicle if I drive less than the set utilization code?
- A.** Utilization criteria have been developed to address this issue. The utilization code criteria will be considered for retention. Contact SFM for further clarification.
- Q.** Can I use the private garage for repairs that I have always used?
- A.** The driver must use a State Fleet Management approved vendor for repairs and service. If there is a location you are hoping to use that is not currently a vendor, then have them contact the SFM Call Center.
- Q.** When my vehicle wears out and I need a replacement vehicle, will you replace it with a like-vehicle?
- A.** Yes, in most cases. We will review the agency's needs to make sure that the most efficient vehicle is utilized.
- Q.** What do I do when I get into a collision?
- A.** There are several things to remember when you are involved in a vehicle collision: 1) Notify local law enforcement authorities; 2) Do not leave the scene or move the vehicle until the law enforcement agency has completed its investigation or until they ask you to move it; 3) Do not admit nor deny liability. Do not give statements to anyone, except the police and your supervisor; 4) Obtain names, addresses and phone numbers of possible witnesses; 5) Enter the accident into the Origami system and fill out the DRM-01 vehicle damage form and contact Fleet Management regarding arrangements for repairs to your vehicle.
- Q.** If I need repairs after hours or on the weekend, what do I do?
- A.** For afterhours assistance, 5:00pm to 7:00am or weekends, call the National Automobile Club (NAC) 1-866-329-3471 Account #8503758000. There is NAC card in the vehicle packet with the instructions.

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