



1 (2)

Central Fleet  
PO Box 7880  
201 S. Dickinson Street  
Madison, WI 53707-7880  
Voice (608) 266-8757  
Fax (608) 267-6935  
doafleetcars@doa.state.wi.us  
<http://www.doa.state.wi.us/>

### Vehicle Assignment Transfer

- Contact Name Change
- Exchange Within Leasing Agency
- Exchange With Central Fleet
- Return to Central Fleet
- New Assignment

For Fleet staff use. Processed by:

Name \_\_\_\_\_

Date (mm/dd/ccyy) \_\_\_\_\_

**Do Not Use Abbreviations for Department, Division, Mail Routing or Other Employer Identification Information.  
Please Complete This Form Separately For Each Vehicle Involved In Any Transfer.**

Fleet Number	License Number	Present Mileage	Effective Date (mm/dd/ccyy)	<input type="checkbox"/> Replaces	<input type="checkbox"/> Replaced by Fleet #
Billing Charge Back Codes	% Split	Customer Use Code	Customer Optional Data		
Any Splits Must Add Up to 100%.					
Splits May Have Two Decimal Places Only.					
Department or Agency Name or "UW System"		Division (or Campus and UW Department) Name		Supervisor Name	
Vehicle Contact Person		Vehicle Contact Person Email (work) Provide Supervisor's Email Address if Contact Has No Email			
Vehicle Contact Person First Class Mail (work)		City	State & ZIP + 4	Area Code & Phone Number ( )	
Vehicle Contact Person Street Address (work)		County Where Vehicle Will Be Parked When Not in Use		Area Code & Fax Number ( )	

Assignment Type and Duration (check all that apply)

- Work Shared
- Personal
- Permanent
- Temporary, Ending (mm/dd/ccyy): \_\_\_\_\_
- Replacement
- Additional
- Procurement Cycle Year: \_\_\_\_\_

**Employee Agreement (All Assignments):**

I acknowledge that I have received and/or read a copy of the statewide Fleet Policies and Procedures (DOA-3068P) and I understand the contents. I acknowledge that personal use of state-owned vehicles is not allowed except under conditions set forth in the statewide Fleet Policies and Procedures.

As a condition of my driving a state-owned vehicle, I agree to a check of my driving record on an annual basis. I further agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving a state-owned vehicle.

I understand that while using this vehicle for authorized use, I will be considered an agent of the State of Wisconsin under ss. 165.25(6) and 895.46(1), Wis. Stats. and thus have the protection of the State of Wisconsin.

I agree to maintain the Assigned Vehicle Log sheet (DOA-3472 or agency equivalent form), and to send both the log sheet and monthly Vehicle Usage Report to arrive in the Central Fleet office before the 10<sup>th</sup> of each month.

**Employee Agreement (Authorized Personal Assignments Only):**

I do hereby  request (or)  waive the privilege of personal use of my assigned state-owned vehicle.

I agree to keep an accurate record of all personal mileage by recording them separately, and reporting the total on a monthly basis. I understand that only I am authorized to use this vehicle for personal use and I do not have authority to grant permission for personal use to any other person except for reasons of health or safety.

I understand that I must reimburse the department at the current rate for all personal miles driven. I will include my check or money order as payment for personal miles driven with the monthly Vehicle Usage Report (Made payable to Department of Administration).

Driver License Number	State (if not WI)	Date of Birth (mm/dd/ccyy)
Vehicle Contact Signature	Supervisor Signature (for personal assignment)	Agency Fleet Manager Signature (all)
Agency Authorized Signature If Required <input type="checkbox"/> Agency Head <input type="checkbox"/> Designee Title: _____		Date (mm/dd/ccyy)
Signature		Date (mm/dd/ccyy)



**Department of Administration**  
**Central Fleet**  
AD-GS-75

**Pool Vehicle Non-Availability**

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To: Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency \_\_\_\_\_

Date Called \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This is to certify that on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

there was not a pool vehicle available for \_\_\_\_\_

to utilize in travelling to \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Vehicle Accident/Incident Report

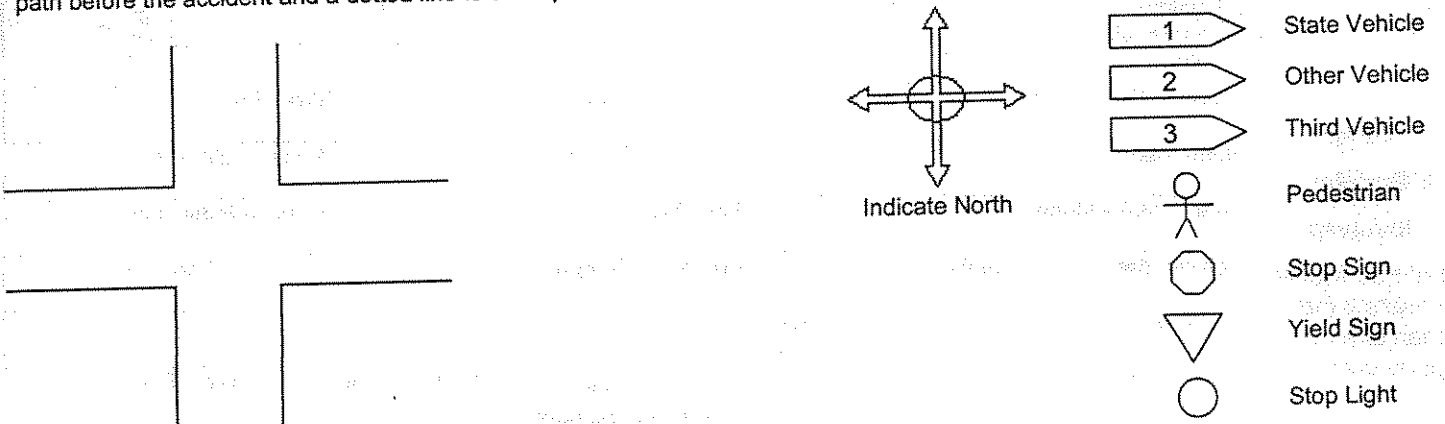
**Instructions:** In case of an accident involving a state-owned vehicle, the driver of the vehicle must:

1. Report the accident promptly to a local law enforcement agency and obtain a copy of the officer's report.
2. Contact your supervisor and fleet manager as soon as practical to report the accident.
3. Within 24 hours of the accident, submit this completed & signed form to your supervisor.
4. Submit this completed form, signed by your supervisor, to the appropriate Fleet Office within 48 hours.
5. If the police do not respond or complete the accident report and the accident has caused bodily injury, vehicle property damage is \$1,000 or more and/or government-owned property damage is \$200 or more the driver must submit a completed MV-4002 Driver's Report of Accident to the Department of Transportation within ten days. Forward a copy to the fleet office.

<b>Agency/Dept.</b>	Agency/Department Name		Division/Institution/Campus		Agency Number	
	Supervisor's Name				Phone Number ( )	
	<b>Location</b>		Street Address	City	ZIP + 4	
<b>Location of the Accident</b>	Street/Highway				Accident Date (mm/dd/ccyy)	
	City	County	State	Accident Time	<input type="checkbox"/> AM <input type="checkbox"/> PM	
	<b>State Vehicle Information</b>		State Vehicle Owner Agency/Dept. Name		Reason for Vehicle Use	
<input type="checkbox"/> Assigned <input type="checkbox"/> Pool/ Functional	Year	Make/Model	Body Type	Mileage	Color	
	Fleet Number	Vehicle Identification Number		License Plate Number		
	Describe Parts Damaged				Circle numbered areas of vehicle damage.	
	Driver Name <input type="checkbox"/> Driver Injured <input type="checkbox"/> Wearing Seat Belt Home Phone ( ) Work Phone ( )					
<b>Information on Driver of State Vehicle</b>	Email Address		Date of Birth	Driver's License Number		
	Work Address		City	State	ZIP + 4	
	Home Address		City	State	ZIP + 4	
	Were There Passengers in This Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____		Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>Other Party(s) Involved</b>  (add additional sheets if more than one other party involved)	(Please indicate what type of property was damaged.) <input type="checkbox"/> automobile <input type="checkbox"/> fence <input type="checkbox"/> building <input type="checkbox"/> guard rail <input type="checkbox"/> other _____		Describe Parts Damaged		If automobile, circle numbered areas of vehicle damage.
Property Owner (if different from driver)		Home Phone ( )		Work Phone ( )		
Home Address		City	State	ZIP + 4		
Year		Make/Model	Body Type	License Plate Number		
Vehicle Identification Number		Insurance Company		Phone ( )		
Agent Name		Address				
Driver Name		<input type="checkbox"/> Driver Injured <input type="checkbox"/> Wearing Seatbelt		Home Phone ( ) Work Phone ( )		
Home Address		City	State	ZIP + 4		
Driver's License Number						
Were there passengers in this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, List Names: _____		Injuries <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		Wearing Seat Belt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		

Was the accident investigated by a law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were photographs taken at the scene? <input type="checkbox"/> Yes <input type="checkbox"/> No	By whom?
Name of the Investigating Officer	Law Enforcement Agency Name	Case Number
Were citations issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	To whom?	
Road Conditions <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Icy <input type="checkbox"/> Other _____	Did the state vehicle have lights on? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim	Did the other vehicle have lights on? (if other vehicle involved) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Bright <input type="checkbox"/> Dim
At what speed were you (state vehicle) traveling?	At what speed was the other vehicle traveling?	Posted Speed Limit
What traffic controls were in effect?	For whom?	Who had the right of way?
What signals were given by you?		What signals were given by the other driver?
What did you do to avoid the accident?		What did the other driver do to avoid the accident?
<b>Witness Information</b>	Name of Witness	
	Home Address	Phone Number (    )
	City	State    ZIP + 4
Driver Description of the Accident/Incident <input type="checkbox"/> Attached sheets include additional description, witness and passenger information.		

Please complete this diagram. Indicate names of streets, direction, position of vehicles and point of contact. Use a solid line to show path before the accident and a dotted line to show path after the accident.



As the driver of the state owned vehicle described in this report, I acknowledge that all information provided is true and accurate to the best of my knowledge.

**Scope of Employment Statement**

As supervisor of this position, I affirm that the individual named driver was operating the vehicle within his or her authorized scope of employment at the time of the accident.     Yes     No

Signature of Driver <i>(Required)</i>	Date (mm/dd/ccyy)	Signature of Supervisor <i>(Required)</i>	Date (mm/dd/ccyy)
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# Wisconsin DRIVER REPORT OF ACCIDENT

**DO NOT COMPLETE** this Driver Report of Accident if a law enforcement officer completed a Wisconsin Motor Vehicle Accident Report.

**COMPLETE** this Wisconsin Driver Report of Accident if:

- There was \$1000 or more damage to any one person's property  
- OR -
- Anyone was injured  
- OR -
- There was \$200 or more damage to government property, other than vehicles.

MV4002 1/2004 s.346.70(2) Wis. Stats.

Wisconsin Department of Transportation

**Please provide all requested information. Print clearly.**

1. You are "Unit 1".
2. An individual involved in the accident must sign the report.
3. Provide all information on the other driver(s)/owner(s) involved. Incomplete reports may be returned requesting missing information. If you need assistance, contact your insurance agent, local law enforcement agency, or the DOT Traffic Accident Section at 608-266-8753.
4. Use the "Narrative" and "Diagram" sections to explain how the accident happened.
5. If more space is needed, use plain paper and attach to this report.
6. This form is available at [www.dot.wisconsin.gov/drivers/drivers/traffic/accident.htm](http://www.dot.wisconsin.gov/drivers/drivers/traffic/accident.htm).

**Retain a copy of this report for your records before mailing.**

**Mail completed report to address shown below.**

(Fold report so that address panel shows to outside - tape bottom edge closed and mail - Do not staple).

**Important - Please print your return address:**

Place stamp here  
Post Office  
will not deliver  
without postage

**TRAFFIC ACCIDENT SECTION  
WISCONSIN DEPT OF TRANSPORTATION  
P O BOX 7919  
MADISON WI 53707-7919**

Next page

# WISCONSIN DRIVER REPORT OF ACCIDENT

CONTINUE ONLY ...if there was \$1000 or more damage to any one person's property,  
OR ...if anyone was injured,  
OR ...if there was \$200 or more damage to government property, other than vehicles.

(See instructions on page 1 before  
completing - Please Print!)

Hit and Run Accident?  YES

County of \_\_\_\_\_ City, Village or Township of \_\_\_\_\_

ACIDENT DATE Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Day of Week \_\_\_\_\_ Time  AM  PM

Total Units Involved \_\_\_\_\_ Total Injured ★ \_\_\_\_\_

ACCIDENT LOCATION Name and Number of Street(s) or Highway or Parking Lot \_\_\_\_\_

TYPE OF ACCIDENT (Please check one)

1 Hit another motor vehicle in operation

2 Hit a parked vehicle

3 Hit a deer

4.5 Hit a bicyclist or pedestrian

9 Other

**UNIT 1**

Driver Full Name (Last, First, MI) \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Birth Date \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone Number (\_\_\_\_) \_\_\_\_\_

Driver License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

Vehicle Legally Parked  YES  NO

Operating a commercial vehicle?  YES  NO

If yes, circle appropriate classification: A B C

Owner Full Name (Last, First, MI) \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone Number (\_\_\_\_) \_\_\_\_\_

License Plate Number \_\_\_\_\_ Exp Yr \_\_\_\_\_ Issuing State \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

Was a motor vehicle liability insurance policy in effect on the day of the accident?  NO  YES

Policy Holder's Name \_\_\_\_\_

Exact Name of Insurance Company \_\_\_\_\_

**UNIT 2**

Driver Full Name (Last, First, MI) \_\_\_\_\_ Sex \_\_\_\_\_

Address \_\_\_\_\_ Birth Date \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone Number (\_\_\_\_) \_\_\_\_\_

Driver License Number \_\_\_\_\_ Issuing State \_\_\_\_\_

Vehicle Legally Parked  YES  NO

Operating a commercial vehicle?  YES  NO

If yes, circle appropriate classification: A B C

Owner Full Name (Last, First, MI) \_\_\_\_\_

Address \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code \_\_\_\_\_ Daytime Phone Number (\_\_\_\_) \_\_\_\_\_

License Plate Number \_\_\_\_\_ Exp Yr \_\_\_\_\_ Issuing State \_\_\_\_\_ Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_

Was a motor vehicle liability insurance policy in effect on the day of the accident?  NO  YES

Policy Holder's Name \_\_\_\_\_

Exact Name of Insurance Company \_\_\_\_\_

**\*INJURED** Important - Number of injuries reported must equal number entered in "Total Injured" box above. Injury Codes: A=Severe, B=Moderate, C=Minor

For additional injuries, provide the information on a separate piece of paper and attach.

Unit No.	Name (Last, First, MI)	Address	City & State	Zip Code	Sex	Birth Date	Injury Code

**VEHICLE DAMAGE Unit 1 - Important** - Circle the numbers closest to the damaged areas.

Damage Estimate (Required) \$ \_\_\_\_\_

**Unit 2 - Important** - Circle the numbers closest to the damaged areas.

Damage Estimate (If Known) \$ \_\_\_\_\_

**PROPERTY DAMAGE** Describe what was damaged. Property damage includes structures, trees, fences, towed items, etc. Do NOT include vehicle damage.

Property Owner Full Name (Last, First, MI) \_\_\_\_\_ Address, City, State & Zip Code \_\_\_\_\_ Daytime Phone Number (\_\_\_\_) \_\_\_\_\_

**NARRATIVE** Print a brief description of the accident.

**DIAGRAM** Draw a basic picture of the accident and location. Indicate North by putting an arrow in the circle.

X (Signature Required)

### Proof of Loss

This form is to be used when requesting payment from State Risk Management for a state-owned property loss.

Claims estimated to exceed \$10,000 must be referred to DOA immediately for assignment of an outside adjuster.

- Delegated agencies (currently the Department of Administration, Department of Transportation, and UW-System) must complete this form as a Microsoft Word document and attach the completed document to the associated STARS claim file.
- Non-delegated agencies must submit a copy of this form accompanied by proper supporting documentation and an original signature to the above address.

Claims must be filed within 90 days of the date of loss.

Agency Name and Sub-unit, if applicable		DOA/STARS Claim Number _____ - 1 _____
Organization Code I - _____	Date of Loss (mm/dd/ccyy)	Time of Loss <input type="checkbox"/> AM <input type="checkbox"/> PM
Describe in detail the cause of loss (e.g. theft, collision, fire, water, etc.) and the exact nature of the damaged property (e.g. building, laptop computer, tractor, etc.).		Is Claim Being Pursued Against Third Party? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Loss Description

#### Coverage Type:

Property Damage

Building(s)

Building Names \_\_\_\_\_

Building Numbers \_\_\_\_\_ and Class Code \_\_\_\_\_

(Fire Resistive = Class Code 1; Ordinary = Class Code 2;

Frame = Class Code 3)

Contents

Building Numbers \_\_\_\_\_ and Class Code \_\_\_\_\_

Money and Securities

Building Numbers \_\_\_\_\_ and Class Code \_\_\_\_\_

Property in the Open

Boats

Laptop Computers

General Maintenance Equipment

Machinery/Attachments

Non-licensed Vehicles

Portable Devices

Pumps/Tanks/Wells

Structures

Other Property in the Open

Auto Property Damage

Vehicle Year \_\_\_\_\_

Vehicle Make \_\_\_\_\_

Vehicle Model \_\_\_\_\_

Fleet Number \_\_\_\_\_

Comprehensive

Collision

#### State Property Involved:

Bus

Car

Semi Tractor

Truck

Van: large/12-15 passengers

Van: small/under 12 passengers

Motorcycle



**Claims Costs Categories**

<u>Property Damage</u>		<u>Auto Property Damage</u>	
Building(s)	\$	Comprehensive	\$
Contents:		Collision	\$
Contents	\$	Towing	\$
Property in the Open (PIO)	\$	Storage	\$
Money and Securities	\$		
Other:		Less Agency Recoveries:	
Business Interruption	\$	Subrogation	(\$ )
Extra Expense	\$	Salvage	(\$ )
Less Agency Recoveries:			
Subrogation	(\$ )	<b>Subtotal</b>	<b>\$</b>
Salvage	(\$ )	Less Deductible:	(\$ )
<b>Subtotal</b>	<b>\$</b>		
Less Deductible:	(\$ )		
<i>\$500 deductible; \$2,500 for theft claims with no forced removal/entry.</i>		<i>\$500 deductible; \$2,500 for theft claims with no forced removal/entry.</i>	
<i>Business Interruption deductible is \$2,500 or 24 hours of continuous non-operation, whichever is less, per occurrence.</i>			
<b>Total Amount of Claim</b>	<b>\$</b>	<b>Total Amount of Claim</b>	<b>\$</b>

Division/Institution/Campus Representative	Date (mm/dd/ccyy)
Agency Representative	Date (mm/dd/ccyy)
Department of Administration — State Risk Management	
Risk Management Approval	Date (mm/dd/ccyy)

**Work Shared Vehicle**

Fleet Number	Driver's Agency	Mileage Submitted for:			
A   D   0   2   1   2   3   4	<b>Department of Administration</b>	Usage Month	Usage Year	Usage Year	Usage Year
		0   6	2   0   0	2	2

1. Ending Mileage Reading	1	1	3	7	5
2. Beginning Mileage Reading	1	0	1	4	2
3. Total Miles Traveled	1	2	3	3	
4. Business Miles	1	2	3	3	
5. Personal Miles (subtract 4 from 3)					0

6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence) \$ N/A

**\*\*CHECK Enclosed for \$ N/A**

**\*\*Make checks payable to: Department of Administration**

*Please DO NOT include invoices or receipts in this envelope.*

Wisconsin Department of Administration  
**Monthly Vehicle Usage Report**  
 DOA-3223 (R04/2002)

**Personally Assigned Vehicle**

Fleet Number	Driver's Agency	Mileage Submitted for:			
A   D   0   2   1   2   3   4	<b>Department of Administration</b>	Usage Month	Usage Year	Usage Year	Usage Year
		0   6	2   0   0	2	2

1. Ending Mileage Reading	1	1	3	7	5
2. Beginning Mileage Reading	1	0	1	4	2
3. Total Miles Traveled	1	2	3	3	
4. Business Miles	1	2	1	4	
5. Personal Miles (subtract 4 from 3)					1   9

6. Personal Mileage Reimbursement (line 5 x current rate + sales tax for county of residence) \$ 6.52

**\*\*CHECK Enclosed for \$ 6.52**

**\*\*Make checks payable to: Department of Administration**

*Please DO NOT include invoices or receipts in this envelope.*

Wisconsin Department of Administration  
**Monthly Vehicle Usage Report**  
 DOA-3223 (R04/2002)

Driver's Printed Name: **Mike Smith**

Driver's Signature: **Mike Smith** Date (mm/dd/ccyy): **06/30/02**

Supervisor's Printed Name: **John Doe**

Supervisor's Signature: **John Doe** Date (mm/dd/ccyy): **06/30/02**

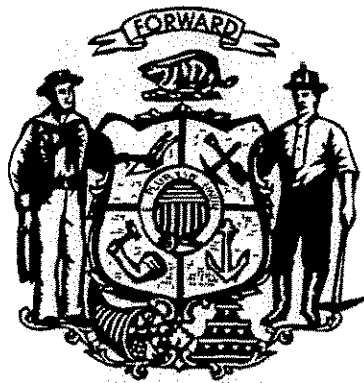
Driver's Printed Name: **Mike Smith**

Driver's Signature: **Mike Smith** Date (mm/dd/ccyy): **06/30/02**

Supervisor's Printed Name: **John Doe**

Supervisor's Signature: **John Doe** Date (mm/dd/ccyy): **06/30/02**

**General Records Schedule**  
**Motor Vehicle Management Records**



May 1999

For use by  
State of Wisconsin Government Agencies  
RDAs FLEET001-014

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STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON  
GOVERNOR

MARK D. BUGHER  
SECRETARY



Division of State Agency Services  
101 East Wilson Street, 6<sup>th</sup> Floor  
Post Office Box 7867  
Madison, WI 53707-7867  
Voice (608) 266-1011  
Fax (608) 267-0600  
[www.doa.state.wi.us/dsas/dsas.htm](http://www.doa.state.wi.us/dsas/dsas.htm)

**Date:** May 19, 1999

**To:** Agency Fleet Managers, Agency Records Officers and Agency Fleet Management Coordinators

**From:** Geoffrey Wheeler, Administrator,  
Division of State Agency Services  
Department of Administration

**Subject:** General Records Schedule: Motor Vehicle Management Records

The attached General Records Schedule Motor Vehicle Records was developed by the Records Management Section, Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

This schedule compliments existing general record schedules that have been developed for fiscal and accounting, payroll related, purchasing, and state administered workers compensation program related records. These general schedules approach records management from a statewide enterprise perspective. With your active involvement and support, this general schedule offers the opportunity to reduce expenses associated with maintaining records while preserving adequate program documentation for both program operations and statewide historical purposes.

If you have questions about these schedule or suggestions on how to improve the presentation of this general schedule contact Steve Hirsch, Department of Administration, Records Management Section at 608 266-2996 or E-mail at [Steve.Hirsch@doa.state.wi.us](mailto:Steve.Hirsch@doa.state.wi.us)



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

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Date: May 19, 1999

To: Agency Fleet Managers,  
Agency Records Officers and  
Agency Fleet Management  
Coordinators

From: Karen E. Timberlake *KET*  
Assistant Attorney General  
Member, Public Records Board

Subject: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule: Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999, establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies. Retention periods specified in the document are sufficient for legal purposes.

Agency staff should follow the retention periods established in this schedule and routinely destroy records after the time periods specified have passed. Do not destroy records which are the subject of public records requests, litigation, court orders or audits until the special need for the retention ends.

If you have questions about the legal interpretation of motor vehicle related records, please contact your agency Fleet Manager, Fleet Coordinator or legal staff. If your agency does not have a legal staff or Fleet Manager, you may contact me at (608) 267-1300.

KET:mmp



State of Wisconsin \ LEGISLATIVE AUDIT BUREAU

JANICE MUELLER  
STATE AUDITOR  
SUITE 402  
131 WEST WILSON STREET  
MADISON WISCONSIN 53703  
(608) 266-2818  
FAX (608) 267-0410

DATE: June 1, 1999

TO: Agency Fleet Managers, Agency Records Officers, and Agency Fleet Management Coordinators

FROM: Thomas L. Mickelson, Chair Public Records Board

SUBJECT: General Records Schedule: Motor Vehicle Management Records

The General Records Schedule Motor Vehicle Records was developed by the Records Management Section in the Bureau of Integrated Document Services in conjunction with staff from the State Bureau of Transportation Services. The Public Records Board approved the schedule on May 19, 1999 establishing statewide policy guidance for retention of these types of records.

The document provides guidance for managing 14 different motor vehicle related records to meet all reasonable needs. The general schedule provides the opportunity to manage these records efficiently and consistently among state agencies.

As a member of the Board, I have reviewed the general schedule and am satisfied that it allows for retention of motor vehicle management related records to satisfy both federal and state audit requirements.

If you have questions about audit requirements and retention of records, contact the agency program manager, agency chief financial officer, or internal auditor. If you still have questions after consulting with these individuals, contact me at the Legislative Audit Bureau.

TM/ao

## Purpose

The purpose of this schedule is to

- Provide agencies with uniform guidelines for the retention and disposition of motor vehicle related records;
- Ensure that agencies retain these records as long as needed for internal administration, and to meet legal, fiscal, historical and other state of Wisconsin and federal requirements;
- Promote cost-effective management of records, and
- Provide agencies with legal authorization to dispose of obsolete records on a regularly scheduled basis after minimum retention periods.

## WHO MAY USE THIS SCHEDULE?

Agencies Included: This general schedule applies to all Wisconsin state agencies except the University of Wisconsin System and its institutions. UW staff with questions about motor vehicle related records should contact their designated agency records officer.

All agencies will find the record series categories and retention periods listed in this document relevant in managing motor vehicle related records.

## SCHEDULE DOES NOT REQUIRE CREATION OF RECORDS

Not all agencies may have all the types of motor vehicle related records listed in this schedule. This schedule does not require records to be created by state agencies. It provides policy guidance for those records that are created, received and used by state agencies.

## SCOPE

This general schedule covers record series which agencies create and use for all aspects of motor vehicle management. This includes general transportation and work related automobiles. It also includes vans, trucks, motorcycles, and other motorized vehicles.

To make the document as usable as possible the information is presented by functional areas. As the primary agency with statewide fleet management related responsibilities, the records of the DOA Bureau of Transportation are included along with the records of state agencies. Agencies may use different terminology and may file record series differently. However, the functional areas should be similar for all agencies and the retention periods apply, regardless of the filing arrangement used.

Sometimes this document suggests, but does not require that records be filed together, as a unit. If record series with varying retention periods are filed together as a unit, the retention period of the longest record series will control all the records in the file. Record series cover the following functional areas:

-Program Management and Administrative Records

-Acquisition and Disposition of Vehicles



-Motor Vehicle Maintenance Related Records

-Motor Vehicle Assignment and Utilization Related Records

-Motor Vehicle Incident/ Accident Related Records. Note records in this functional area are duplicates. The official records are retained in the office or department with risk management responsibilities.

## ELECTRONIC RECORDS

This schedule applies to the electronic data maintained by the DOA Bureau of Transportation and agency vehicle/fleet management systems as well as paper-based record-keeping systems. To the extent that the functions of agency systems cover the functions described for the records in this schedule, use the appropriate retention schedule.

Attachment B and C contain summary information about the two database systems maintained by the DOA Bureau of Transportation.

If agencies have additional vehicle management related records that are not covered by this or other state general records schedules contact the resources listed below under "For Additional Information and Assistance," prior to developing a separate schedule.

## FOR EFFECTIVE USE OF THIS SCHEDULE:

**Identify the Official Document, the Agency Record Copy and Other Working Copies:** Some motor vehicle management related records are produced and maintained in multiple copies. This schedule covers all copies of the record, including the following:

**Official Document:** The official document is the record series that is most likely to be used for multi-agency audit purposes. This document is usually located in:

The Bureau of Transportation, Division of State Agency Services, Department of Administration or central vehicle/fleet management units established by DOT or DNR.

The official document must be identified by each state agency for all record series.

**Agency Record Copy.** The agency should also identify the agency record copy and its location in the agency. The agency record copy is that copy that must be retained to satisfy any agency-specific audit or legal requirement of the agency's operation.

**Working Copies:** All other copies of the record are considered working or convenience copies. In the interest of efficiency, do not keep these copies longer than needed. If you do not need convenience copies in the office, discard them as soon as practical. Do not send them to the State Records Center.

**Note:** Generally, working copies should not be retained longer than the official document and agency copies of the record, because of the costs associated with continuing to maintain them. If an agency continues to retain convenience copies beyond the retention periods set for official and agency copies, the agency will need to provide appropriate access to these copies in response to audit or legal requests and per Open Records Law.

**Records Series Titles and Categories** Titles of record series may not be the exact titles used by an agency for each record or records series. The schedule requires some interpretation and application to specific agency titles of motor vehicle related records. If agency staff are uncertain about the schedule's application to a specific group of records or need assistance, see "For Additional Information and Assistance" section, to identify sources for advice.

Page 9 begins a listing of each record series, summarizing the retention requirements for official, agency and working copies of the records. Each record series in a functional area is described in narrative detail, including lists of forms, reports and other items included in the series. All items within a series relate to the same topic and have the same retention requirements.

For easy reference, you may also consult attachment A Motor Vehicle Related Forms By Associated Record Series.

## **THE SCHEDULE IS A TOOL FOR PROGRAM DOCUMENTATION**

Agencies need to maintain adequate documentation of motor vehicle operations, transactions and activities to meet internal administrative needs, legal purposes and program and financial audit requirements. This schedule provides agency staff with a sound basis for adequate program documentation.

Agency records management officers and information technology (IT) staff should work with fleet management staff to implement organized filing systems and design information processes that are consistent with effective, efficient records management principles. Design filing systems to meet staff informational needs and facilitate cross-reference to retention and disposition guidance in this schedule.

The agency should use this schedule to dispose of records that are no longer needed on a continuing basis. Implement the retention and disposition policies in this schedule in a timely and efficient manner. To facilitate disposition, agency staff should cut off files periodically and develop methods to mark files when they close.

For most motor vehicle related records, the final disposition is "Destroy confidential." A few record series may contain historical value. These are indicated in the schedule with a disposition of "transfer to the State Historical Society" for archival preservation, after the indicated time periods.

## **RETAINING RECORDS BEYOND THE ESTABLISHED TIME PERIODS**

Agencies are required to follow this schedule for applicable records. The established retention periods and disposition directions are state policy requirements for motor vehicle related records. Records may be delayed from destruction under the following conditions.

- Particular records are have been identified as needed for a financial or performance audit;
- Records are needed for an actual or imminent legal proceeding; or
- An open record request for retrieval of particular records has been received and not completed

The Wisconsin Open Records Law, s. 19.35(5), Wis. Stats, forbids the destruction of any record after an inspection or copying request until the request is granted, or at least 60 days after the date that the request is denied. Court orders may extend this time period. The agency's legal custodian of records can provide advice.

It is the responsibility of the office holding the record to determine if an audit, litigation, or an open record request is pending, before disposing of that record.

Official and agency record copy of inactive records that must be retained for an additional period of time before the expiration of their legal retention requirements, should be transferred to a low-cost, inactive records facility, such as the State Records Center.

## **CONFIDENTIALITY OF MOTOR VEHICLE RELATED RECORDS**

Some motor vehicle related records contain confidential or restricted access records such as employee social security numbers. However in general, most of the records identified in this schedule do not contain confidential or restricted access information and are likely open to public inspection.

If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice should be able to provide advice.

The term "destroy confidential" is used throughout the document for those records without secondary historical value. It is prudent to destroy state records in a confidential manner. Contact the Department of Administration (DOA) Records Management Section to discuss available options for confidential destruction of records. Outlying areas should use locally available facilities capable of meeting state criteria for confidential disposal of records.

## **PERSONALLY IDENTIFIABLE INFORMATION**

Some motor vehicle related records, in particular, those related to individual state employee car utilization and assignments contain personally identifiable information within the meaning of this term, as defined in s 19.62 (5), Wis Stats. Each record series below that may contain personally identifiable information is identified with the statement "May contain PI information".

Agencies should be aware of the requirements in Subchapter IV, Personal Information Practices, of Chapter 19 of the state statutes.

## **FOR ADDITIONAL INFORMATION AND ASSISTANCE**

Agency personnel should consult with the following resource staff for additional information and assistance:

Larger agencies such as DOT, and DNR have designated fleet managers. Each agency has a designated agency fleet coordinator. Most organizations assign travel-related responsibilities to designated individuals.

DOA Records Management Section: The DOA Records Management Section provides free training sessions, as needed, on implementation of general record schedules. The Section can also answer general records related questions and assist in interpretation of records schedules. The Section maintains a WEB page with useful information on the management of records. The site includes other approved general record schedules in other areas. It also includes names and addresses of each agency designated records officer. The address is: <http://www.doa.state.wi.us/dsas/recordsmgmt/>

Records Officer. Each agency has a designated Records Officer who serves as liaison to the Public Records Board. The Records Officer is responsible for agency-wide records management planning, program development and assistance.

Agency IT staffs Agency IT staff maintain and develop database systems that support the agency core business functions IT staff also support the infrastructure such as workgroups and E-mail that are used to conduct agency business.

## **MOTOR VEHICLE RELATED RECORDS IN WISCONSIN STATE GOVERNMENT**

DOA, DOT and DNR operate vehicle fleets under delegated DOA authority in Wis Stat 16.04. **FLTMGT** is used to designate the records of these organizations. Other agencies may have fleet coordinators who serve as contact person for motor vehicle related issues. **AFC** or agency fleet coordinator is used to designate these individuals. Agency staff that drive are either assigned a vehicle or use a pool vehicle. **DR** is used to designate agency authorized state staff and others who drive state vehicles during the conduct of state business

In those instances where records relate to drivers such as assignment of vehicles it is recommended that the records be retained in the employees official personnel file or the supervisor's copy of the personnel file Maintaining driver-related records in separate files is acceptable and may even be preferable for frequent drivers

See the Personnel and Related General Schedule, items PERS124 and PERS125 A separate category in this schedule, PERS129, covers drug and alcohol test records required under federal law for certain categories of drivers.

The DOA maintains two database systems related to motor vehicles. The state fleet management information system contains information about all vehicles owned by the state Information is tracked from the procurement to the disposal of each vehicle

The second fleet system is used by the DOA Bureau of Transportation to manage car reservations, billings, vehicle maintenance and inventory management DOT, and DNR may have similar systems to manage these functions

See Appendices B and C for more information on these two systems

This schedule does not include the fiscal records related to chargebacks for internal state use of motor vehicles. These fiscal records are covered under the state Fiscal and Accounting General Records Schedule (See vouchers identified as 90007 with a retention of FIS+4 or FIS+6 years if there are special federal audit requirements )

The functional areas of the schedule are. Program Management and Administrative records; Acquisition and Disposition of Vehicles, Motor Vehicle Maintenance and Related records, Motor Vehicle Assignment and Utilization Related Records and Motor Vehicle Incident/ Accident Related Records

## LEGEND

**FLTMGT** refers to the DOA Bureau of Transportation and the fleet operations units at DOT and DNR.

**AFC** refers to the Agency Fleet Coordinator, a person assigned in each agency or sub-unit of a large agency to coordinate fleet use in the organization

**DR** refers to drivers

**Retention Period** is the length of time an office must keep particular records. This is usually expressed in terms of years, months, days and may be contingent upon an event date or specification date that triggers the "clock"

**CR** refers to creation. Creation retention periods start when a record is created or received.

**EVT** refers to event. Retention periods tied to event dates do not begin until the event occurs and the retention time period is then triggered. For example, if a record series has a retention of EVT+1 year and the event is defined as the life of the vehicle all records in this category would be retained one year after the vehicle is sold, scrapped or otherwise taken out of service.

**FIS** means the current fiscal year. Therefore FIS+4 years indicates that these records must be retained for the current fiscal year and four complete prior years. The Legislative Audit Bureau has determined that most of the motor vehicle related records in this schedule should be retained for FIS+4 years to satisfy audit requirements. Unlike CR and EVT retention periods record series identified as FIS are managed in blocks by fiscal year

**Disposition** is the final state in a record's life cycle, involving either destruction, transfer to inactive storage with destruction at a specified later date, or transfer to either the State or UW Archives for permanent preservation.

## PROGRAM MANAGEMENT AND ADMINISTRATIVE RECORDS

### FLEET001 State Motor Vehicle Policy and Administration Subject Files

Includes administration of motor vehicle related policies in accordance with statutes and regulations. Includes but is not limited to the DOA Fleet Policy and Procedures, budget issues, allocation of vehicles to agencies, availability of vehicles, cost accounting for travel, state compliance with federal mandates, and development and implementation of fleet management policies and procedures for agency staff.

These are ongoing issues with no definite ending date.

FLTMGT FIS+4 years (Maintain and "cut off" files in fiscal year blocks)

AFC+DR EVT+0 time (Keep current set of approved policies and directives  
Destroy superceded materials)

Disposition. Destroy all

Note: Purge duplicates, drafts and non-records periodically

### FLEET002 Motor Vehicle Related Project Files

Motor vehicle project files may include, but are not limited to, alternative fuels research, grants related to energy efficiency, depreciation issues relating to vehicles, trends in vehicle resale, and energy use. Project files have a definite beginning and end date.

FLTMGT+AFC FIS+4 years (Maintain and "cut off" files in fiscal year blocks)

DR N/A

Disposition. Destroy all

Note: Recommend using project files rather than subject files whenever possible. Purge duplicates, drafts and non-records periodically.

### FLEET003 Motor Vehicle Correspondence Files

Correspondence in the operating unit responsible for maintenance and operation of motor vehicles **not** covered elsewhere in this schedule.

This series may contain PI information.

FLTMGT and AFC CR+1 year

DR N/A

Disposition Destroy all

**FLEET004 Ride-Share Promotion Administrative Program Files**

The Ride-Share program matches drivers and riders that are interested in car-pooling. The program is authorized by Wis Stat 85.24. Records include lists of current car-pool members, people interested in driving others, people interested in riding with others, the location where these individuals live and where they commute to work. Wis Stat 85.24(4) identifies specific information related to ride-sharing that must be kept confidential.

This series may contain PI information and confidential records.

FLTMGT FIS+4 years (Current fiscal years and 4 back years)  
AFC+DR N/A  
Disposition Destroy

**FLEET005 Van Pool Program Administrative Program Files**

The state vanpool program provides state vehicles for employee travel to work from those areas outside of established bus or other mass transit service areas.

All of the costs associated with the program are recouped through user fees that are charged to program participants. These files include van assignments logs, riders, drivers, passengers for each van and waiting lists, if applicable. The program manages payments for the vanpool program. This file also includes the source documents for calculating costs for participants as well as incentives that are provided for van drivers to off-set their extra responsibilities.

This series may contain PI information.

FLTMGT FIS+4 years  
AFC+DR N/A  
Disposition Destroy all

**ACQUISITION AND DISPOSITION OF VEHICLES**

**FLEET006 Motor Vehicle Acquisition Case File**

Includes records relating to purchase of vehicles by the state. May include bid specifications for types of vehicles, score sheets, winning bids, losing bids, bid working papers, special bidding terms and conditions, vendor lists, estimated delivery cycles, time frames and other related information.

FLTMGT FIS+4 years (Maintain and "cut off" files in fiscal year blocks)  
AFC EVT+0 time for other copies. Event is when no longer needed for administrative reference.  
DR N/A  
Disposition Destroy all

**FLEET007****Motor Vehicle Sales and Surplus Related Records**

Records related to transfer, sale, donation, salvage or exchange of vehicles. Includes forms designating vehicles as surplus, information on auctions, auctioneers, planned auction yields, and related information. Includes title release information for vehicles sold. Financial information from this record series feeds into the agency and then into the statewide accounting system.

**FLTMGT** FIS+4 years (Maintain and "cut off" files in fiscal year blocks)  
EVT+0 time for other copies. Event is when no longer needed for administration and reference

**AFC+DR** N/A

**Disposition** Destroy all

**FLEET008****Vehicle Titles**

Official title information contained in form DOT MV 11 for each vehicle purchased, donated or otherwise obtained by state agencies.

**FLTMGT** EVT+5 years. Event is date vehicle is sold or scrapped  
EVT+0 time for other copies. Event is when no longer needed for administration and reference.

**AFC+DR** N/A

**Disposition** Forward title to new owner. Destroy for scrapped vehicles

Note. The DOA Bureau of Transportation maintains the official title for all state-owned vehicles. If desired agencies with delegated fleet management responsibilities may maintain duplicate title information.

**MOTOR VEHICLE MAINTENANCE RELATED RECORDS****FLEET009 Motor Vehicle Maintenance Records**

Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, copies of fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists. Includes information on maintenance performed both by outside contractors and state staff.

**FLTMGT and AFC** FIS+4 years (Maintain and "cut off" files in fiscal year blocks)

**DR** Not applicable

**Disposition.** Destroy all



**FLEET010 Supplies and Parts Inventories**

Running inventories of automobile related supplies and stocks of expendable materials such as gasoline, natural gas, propane, oil, grease, filters, etc. These reports describe the material and indicate current stock balances

FLTMGT FIS+4 years  
AFC and DR N/A  
Disposition Destroy

**FLEET011 Supplies and Parts Disbursement Records**

Records documenting disbursement of the above described items

FLTMGT FIS+4 years (Maintain and "cut off" files in fiscal year blocks)  
AFC and DR N/A  
Disposition Destroy

**Motor Vehicle Assignment and Utilization Related Records**

**FLEET012 Motor Vehicle Control, Assignment and Operator Use Records**

Includes records relating to individual employee operations of state owned vehicles including driver licenses, complaints and follow-up about misuse of vehicles, restrictions on drivers, if any, and documentation that employees have received copies of fleet policies and procedures. These records document agency assignments of motor vehicles to employees. The records also document motor vehicle use and assignment of license plates to specific vehicles. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs. This information is typically covered in completed vehicle use agreements (DOA#3103), pool car requisition forms (DOA#3101), and non-availability slips (no form number) or equivalents

This series may contain confidential social security numbers and PI information

FLTMGT and AFC EVT+1 year (Event is the date of separation from service with the state or rescission of authority to drive a state vehicle)  
DR Not applicable  
Disposition: Destroy

**FLEET013 Motor Vehicle Cost Accounting Records**

This series also provides detailed data relating to costs and expenses associated with each vehicle. These records include requests for vehicle assignment, assignments and use logs, and reports. The Daily Vehicle Mileage Log (DOA#3472) and the Monthly Vehicle Usage Report (DOA-3223) are included in this series.

This series may contain confidential social security numbers PI information

FLTMGT *FIS+4 years (Maintain and "cut off" files in fiscal year blocks)*

AFC+DR EVT+0 time for other copies Event is when no longer needed for administrative reference

Disposition Destroy

**Motor Vehicle Incident/ Accident Related Records**

**FLEET014 Vehicle Incident/Accident Records**

Records and supporting materials documenting accidents, thefts, and other incidents involving state-owned vehicles. Typically this would include the Vehicle Accident Report (DOA-6496), Drivers Report of Accident (DOT MV 4002) if damage to government property exceeds \$200 and associated police citations and reports

This series may contain confidential information such as medical records and social security numbers. The series contains PI information.

Note: These records are duplicates. The retention period in the property, liability or workers compensation insurance related case files are the official files and the retention is longer, particularly for workers compensation cases where the records are retained 30 years after the case is closed. The records may also be duplicated in legal case files. Prior to disposing of these records agencies must insure that the relevant records involving legal actions have been transferred to the DOA Bureau of Risk Management, agency legal counsel and or the Department of Justice.

FLTMGT EVT+1 year. Event is date case is closed

AFC+DR EVT+0 time for other copies Event is when no longer needed for administrative reference

Disposition: Destroy all

## Attachment A: Motor Vehicle Related Forms By Associated Records Series

DOA#3103	Vehicle use agreements	FLEET012
DOA#3101	Pool car requisition forms	FLEET012
DOA#6496	Vehicle Accident Report	FLEET014
DOT#MV 4002	Drivers Report of Accident	FLEET014
No form #	Non-availability Slips	FLEET012
DOA#3472	Daily Vehicle Mileage Log	FLEET013
DOA#3223	Monthly Vehicle Use Reports	FLEET013
DOT# MV 011	Vehicle Title and Plate Registration	FLEET008
No form #	Gasoline/Ethanol/other fuel Purchases	FLEET011

The system tracks the fleet vehicle inventory and the associated status that each carries. In addition it tracks the drivers that are authorized to use fleet vehicles and the liaisons that each agency provides for the interaction with fleet

#### System tables.

There is a large number of support and reference tables that are used in the system

#### Reports:

The system currently has in excess of 150 reports concerning all facets of the system, many of which offer a variety of sorting and filtering capability.

### **Van Pool:**

The Van Pool System (VP) has two main components; Vehicle and Ridership.

#### Vehicle Component:

The vehicle component is written in Omni File. The vehicle component of the VP system performs the same functions as the Fleet system. It tracks the accumulative miles, maintenance, sale and procurement of vans. Because of this the vehicle portion of this system will be wholly encompassed by the Fleet System. Vehicles from the Van Pool will be treated like any other fleet vehicle. What will differentiate them from fleet vehicles will be the status of the vehicles (Van Pool).

#### Ridership Component:

This component is written in Multi Plan (a spreadsheet). This component keeps track of the riders in the van pool. In this context a van is group of riders that use a particular van for transportation. Each van is by statute required to be self sufficient. Therefore each van has a total cost associated with it based upon it's size and the number of miles it travels. The riders are required to pay this cost. In addition there are roles that are required of some of the riders. There is a driver of the van (must be a state employee), a backup driver (must be a state employee) and a coordinator. Each of these roles can qualify for a discount to the person who acts in it. A person can have more than one role, the driver or the backup driver could be the coordinator. This can increase the discount that person receives. The discount may be up to 100% depending upon the role(s). The system must be able to track these roles and the amount each person is required to pay. In addition the system must aid in the analysis of the cost to each rider when the ridership and / or miles a van travels changes.

This portion of the system is slated for further analysis near the end of the project. Preliminary analysis indicates that there will be a table required for the vans with a master / detail relationship with the riders. In addition there will be a support table that will hold system information (cost per mile, role discounts allowed, etc.). There will also be a table that will hold the payment information. Various reports will also be required. These will be identified later in the project.

### **Auction & Procurement:**

The Auction & Procurement System (A&P) has three main components; Inventory, Auction of Vehicles, and Procurement (i.e. producing bids and bulletins).

#### Inventory component.

This component holds information on all vehicles owned by the state. There is also a history part to this component that holds this same information concerning the vehicles after the vehicles have been sold. This information is retained for 5 (or more) years. All new vehicles in the state are required to be entered into this system.

#### Procurement Component:

The procurement component gathers information from the agencies as to their vehicle requirements for the coming fiscal year and with this information produces bids and awards bulletins for the procurement of vehicles. The A&P staff is required to approve all new purchases (along with the Secretary's approval). Most new vehicles are to replace vehicles that are to be sold. This component tracks this on going process. It tracks the requests from the agencies, the approval or denial of these requests, whether these are additional or replacement vehicles (and which vehicles they replace) and produces reports showing which vehicles have been approved, which have been denied, the number of each type of vehicle to be bid, the approximate cost of the vehicles (for use in agency budgets). After this process there are cross tabular reports produced for use in the vendors bidding on the vehicles. A vendor may bid on one or more types (commodity code) of vehicle. The bid is awarded to the low bidder. In the case of passenger vehicles the low bid is determined through the life cycle cost of the vehicle (bid price, mpg, cost of money, resale value). As the agencies purchase new vehicles, this portion of the system, as well as the inventory section, gets updated so that at the end of the fiscal year the A&P staff can see which agencies did not purchase all the vehicles it indicated it would purchase.

#### Auction Component:

Most of the vehicles in the state are disposed of through state auction (others are scrapped or dealt with in other means). There are approximately 12 auctions annually that are held in approximately 6 cities throughout the state. This component is used in the preparation of auction documents, the tracking of the sale prices, the production of post auction reports and the updating / archiving of the vehicle information in the inventory section. The auction documents are reports that indicate what each vehicle is, the listing that appears with the auction brochure, etc. The tracking the sales prices is used in the post auction reports. These reports are used to calculate the fees that include the auctioneers fees, Auction & Procurement's fees and the agency portion of these fees in addition to the amount each agency grossed. Also there are several "auction performance" reports. These include the return against black book value, auction turn out, etc. At the end of this the vehicle records are updated with their specific sales information and then are archived to the history table.

## Attachment B: State Transportation and Resale System (STARS)

### General Description

The State Transportation and Resale System contains information about all vehicles owned by the State. Information is tracked from the procurement of vehicles to the disposal of vehicles.

The procurement subsection entails tracking information about agency new vehicles requests for additional and replacement vehicles and combining information from approved requests to determine bid requirements. Also included in this subsection is the tracking of submitted bids and the ranking of bids based on defined criteria to aid in the selection of the bids to be awarded.

The vehicle information subsection holds information about the vehicle and its current owner to enable the Transportation and Travel section to respond to questions about the State Fleet. This section also allows vehicles to be flagged when they become surplus property to ensure that agencies dispose of vehicles that they requested to be replaced; either through auction, sale as salvage, or inter-agency transfer.

The inter-agency used vehicle sale subsection keeps information about agencies selling vehicles to other agencies, the amount of sale, and fees assessed by Transportation and Travel for the vehicle transfer.

The auction subsection keeps information about the vehicles to be sold at specified auctions and the amount of sale at the auction. Additional, non-vehicle items, can also be placed in the auction file to allow the tracking of non-vehicle sales.

After a vehicle has been sold at an auction or sold as salvage, data about the vehicle is moved into a history file so that information about vehicles sold is still available.

All data will be kept for a period of five years after it has become static. This means that agency requests, both approved and denied, bid requirements, bids submitted, and information used to calculate life-cycle estimates will be retained for five years after the purchasing fiscal year that they were used for. Inter-agency used vehicle sale data will be kept for five years after the transfer. Auction information about the sale of both vehicles and non-vehicles will be kept for five years after the auction date. Vehicle data will be kept in a history file for five years after the vehicle is sold at an auction or as salvage.

## Attachment C: Comprehensive Auto Reporting System (CARS) Source DOA OCS

### Systems Overview:

#### **Fleet System Requirements**

The Fleet System is a mission critical system used by DOA Fleet to run its day to day business. It handles all the reserving and assigning of vehicles, manages the inventory and costs associated with the vehicles, tracks all drivers within the state (identified by the signing of a valid use agreement) that use fleet vehicles, and finally bills the correct agency for the use of the vehicles and collects monies from personally assigned vehicles that have been used for non state business. The current system is a LAN based system that is written using Advanced Revelation. The current system has been experiencing severe problems concerning the size of some of the larger tables (most notably the invoice and history files) and some performance problems relating to this. In addition the current system lacks some functionality that is required by Fleet to manage its vehicles in an orderly fashion.

#### Components:

##### Reservation Sub System:

##### Reservations:

The reservation system handles all reservations of fleet vehicles. Currently all reservations are handled via the phone. It is desired that reservations be handled automatically via E-Mail in the new system. All fleet staff handle reservations as part of their day to day business. Access to the reservation window must be quick and not interrupt the staff person's current work. Vehicles may be reserved up to 90 days in advance. Should a vehicle not be available for reservation the person reserving the vehicle will be given a non-availability slip. The reservation process should conform to fleet rules and regulations concerning the use of state vehicles. A mechanism for tracking the reservation process and number / type of vehicles being reserved will be in place.

##### Assigning Pool Vehicles:

Pool cars are assigned out to people with reservations. In addition pool vehicles may be signed out to individuals on a walk in basis should there be vehicles to cover this. When the pool car is signed out the driver, destination and vehicle requirements are either retrieved from the reservation or entered on line. At

this time the billing information (usecodes and percent splits) are entered. The fleet number of the assigned vehicle is then entered and the vehicle is then considered to be "in use".

**Return Pool Vehicle:**

Returning a pool vehicle places the vehicle in a status of "available". Additionally, it is now that the information is captured that will be used for billing and historical purposes.

**Billing Sub System.**

The billing subsystem encompasses both the billing and historical functions. This information is created for pool vehicles through the returning of pool vehicles. The information is created for the fleet leased vehicles (functional, personally assigned, summer program) through the entering of envelopes. Each person / agency (also Van Pool) that has a leased vehicle is required to send in a special envelope that indicates the number of miles (ending odometer reading) the vehicle has been used along with how many personal miles were used. Individuals are required to reimburse fleet for the use of the vehicles for personal use including appropriate state and county taxes. In addition they must include the amount of fuel and oil (state and commercial) that has been put into the vehicle. Also if they have had an oil change this information must be indicated. With this information billing / vehicle history / driver history records are produced along with the fuel receipt records. After the end of each month (approximately the 12th of the month) a billing file is produced that is then uploaded to the GSBS. Agencies are then billed for all the pool trips and leased vehicle charges that have occurred in the previous month. This information is then available for historical purposes and for managerial reports that are used for the analysis of the fleet business.

**Invoice / Vehicle Maintenance Sub System.**

The invoice / vehicle maintenance tracks the invoices that fleet receives, the purchase orders that are created and the maintenance that occurs to fleet vehicles.

**Vendor:**

The vendor component maintains a list of the vendors that fleet deals with in the maintenance of their vehicles.

**Purchase Orders:**

The system maintains the active fleet purchase orders, their current balances, and uses. This is not the official system for this, but is used to keep track of the status of purchase orders (especially blanket orders).

**Invoice:**

Fleet tracks all invoices that come in for payment. They must guard against the authorization of payment of duplicate invoices. All the invoices are paid by either purchase orders or by direct charge. In the case of direct charge invoices, the system produces the documents for signature (envisioned to be totally electronic in the future). In addition the invoices track the detail of what the charges are for and for what vehicle.

**Vehicle Maintenance:**

This section provides an overall view of the status and past maintenance each individual vehicle has incurred. It shows the mileage of each vehicle (total and year to date), the amounts and types of all services and their associated cost, inspections, and fuel usage.

**Vehicle / Driver / Liaison:**