



OPERATIONAL SERVICES DIVISION

# Vehicle Audit Quick Reference Guide

## Office of Vehicle Management



### State Vehicle Audit Process

The Office of Vehicle Management (OVM) within the Operational Services Division (OSD) administers and implements the policies and procedures governing the use of State vehicles. Periodically, OVM will perform Vehicle Reviews on the State fleet to determine whether the vehicles leased or owned by Agencies are in compliance.

All Executive Branch departments must comply with OVM's [Policies and Procedures](#), which ensure that State vehicles are allocated, operated, marked, repaired, and maintained in an efficient and economical fashion, consistent with applicable laws, and the requirements of the Executive Office of Administration and Finance (ANF), and OVM.

Forms required for a vehicle audit are available on the [OVM website](#).

### OVM Policies and Procedures

OVM Policies and Procedures are adopted under the authority of M.G.L. c. 30, § 36 and M.G.L. c. 7, § 4A, § 9A, and § 22. The Policies and Procedures replace Administrative Bulletins 89-6 and 93-1.

### This Quick Reference Guide includes the following sections:

1. Driver Log
2. Monthly Mileage Submission Template
3. Open Recall Information Items
4. Naming Convention for WEX Fuel Cards
5. Fleet Response Packet
6. Registration
7. Inspection Sticker
8. Decals
9. Driver Affirmation Forms
10. Motor Vehicle Record Check
11. Review of Surplus Assets

### The OVM Vehicle Review process consists of five stages:

1. Plan and coordinate your Agency's Vehicle Review
2. Confirm Vehicle Review appointment
3. Conduct Vehicle Review
4. Vehicle Review report
5. Agency response and follow-up

## 1. Driver Log

Per OVM Policies and Procedures, each Agency assigned a State vehicle must require drivers to record the vehicle use in the OVM-issued Driver Log for that vehicle. Make sure that each vehicle in your fleet has a maintained Driver Log at all times. For each trip, the Driver Log must include:

- a) Start date and time
- b) End date and time
- c) Odometer reading start
- d) Odometer reading end
- e) Beginning location
- f) Locations visited
- g) Business purpose for trip
- h) Vehicle ending location
- i) Driver name

OSD		The Commonwealth of Massachusetts	
Agency Name: _____		Operational Services Division/Office of Vehicle Management	
Vehicle License Plate No: _____		Operational Services Division/Office of Vehicle Management	
Vehicle Location: _____		Months/Year: _____	
OVM-VEHICLE DRIVER LOG			
Start Date	Start Time	Odometer Reading Start	Beginning Location (address, city):
End Date	End Time	Odometer Reading End	Ending Location (address, city):
Vehicle Returned: <input type="checkbox"/> No Damage		New Damage Found: <input type="checkbox"/> (Attach separate sheet)	
Driver's Name (First & Last):		Purpose of Trip:	
Location(s) Visited, list all:			
Start Date	Start Time	Odometer Reading Start	Beginning Location (address, city):
End Date	End Time	Odometer Reading End	Ending Location (address, city):
Vehicle Returned: <input type="checkbox"/> No Damage		New Damage Found: <input type="checkbox"/> (Attach separate sheet)	
Driver's Name (First & Last):		Purpose of Trip:	
Location(s) Visited, list all:			
Start Date	Start Time	Odometer Reading Start	Beginning Location (address, city):
End Date	End Time	Odometer Reading End	Ending Location (address, city):
Vehicle Returned: <input type="checkbox"/> No Damage		New Damage Found: <input type="checkbox"/> (Attach separate sheet)	
Driver's Name (First & Last):		Purpose of Trip:	
Location(s) Visited, list all:			

Agency Fleet Manager: \_\_\_\_\_ Date: \_\_\_\_\_ OVM-VEHICLE DRIVER LOG Revised 12/14

## 2. Monthly Mileage Submission Template

Report monthly mileage to OVM by the 10<sup>th</sup> business day of every month. Send mileage reports to Raphaela Miller at [raphaela.miller@state.ma.us](mailto:raphaela.miller@state.ma.us). Mileage should be reported in the following Excel format:

<u>AGENCY</u>	<u>STATE PLATE #</u>	<u>ODOMETER READING</u>	<u>MONTH ENDING DATE</u> <u>MM/DD/YYYY</u>
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## 3. Open Recall Information Items

Because OVM, through ANF, is the registered owner of State vehicles, our office receives recall notices from manufacturers. We identify the Agency where the vehicle is assigned and forward recall notices accordingly.

Please make sure to address any recalls you may receive in a timely manner. Once received, please provide OVM with a follow-up email. If there are open recall items during your fleet vehicle audit, please notify the OVM Auditor of your action plan to address any open recalls. Often, manufacturers issue recall notices for safety reasons and it is imperative to complete repairs as soon as possible. Please provide OVM with a follow-up within 10 business days from the date you received the recall and confirm that the Agency has taken action to rectify the issue(s). If a response is not received within the allotted period, OVM will reach out to confirm follow-up.

If you have questions about this process, please contact one of the following OVM staff members:

Alex Giannantonio	617-720-3171	<a href="mailto:alex.giannantonio@state.ma.us">alex.giannantonio@state.ma.us</a>
Raphaela Miller	617-720-3136	<a href="mailto:raphaela.miller@state.ma.us">raphaela.miller@state.ma.us</a>

For assistance in locating a dealership that can complete the recall, please contact Fleet Response at 1-800-338-0619.

Operational Services Division | One Ashburton Place, Suite 1017 | Boston, MA 02108 | 617-720-3300 | [www.mass.gov/osd](http://www.mass.gov/osd)

#### 4. Naming Convention for WEX Fuel Cards

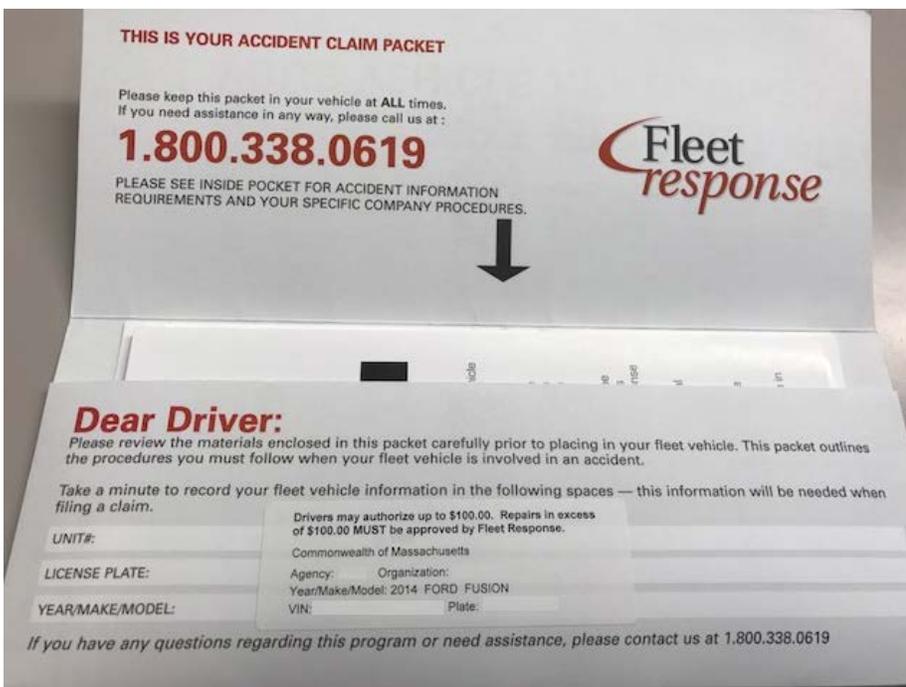
It is important to enter correctly the current vehicle odometer reading during each fuel transaction. Failure to do so will affect various vehicle reporting and tracking metrics, potentially jeopardizing your Agency's eligibility for a replacement vehicle.

Do not include tenths of miles in the odometer reading. Accurate odometer readings are an essential and critical data point for managing a vehicle.



#### 5. Fleet Response Packet

The Fleet Response packet includes a vehicle service maintenance and accident guide that should be kept in the vehicle at all times.



## 6. Registration

The vehicle registration must be in each OVM-assigned vehicle. OVM Auditors will ask to see the registration, along with the other documents that are required to be in each vehicle.

If you need a duplicate vehicle registration, please contact one of the following OVM staff members:

Ted Bunnell	617-720-3170	<a href="mailto:theodore.bunnell@state.ma.us">theodore.bunnell@state.ma.us</a>
John Martin	617-720-3178	<a href="mailto:john.f.martin@state.ma.us">john.f.martin@state.ma.us</a>

## 7. Inspection Sticker

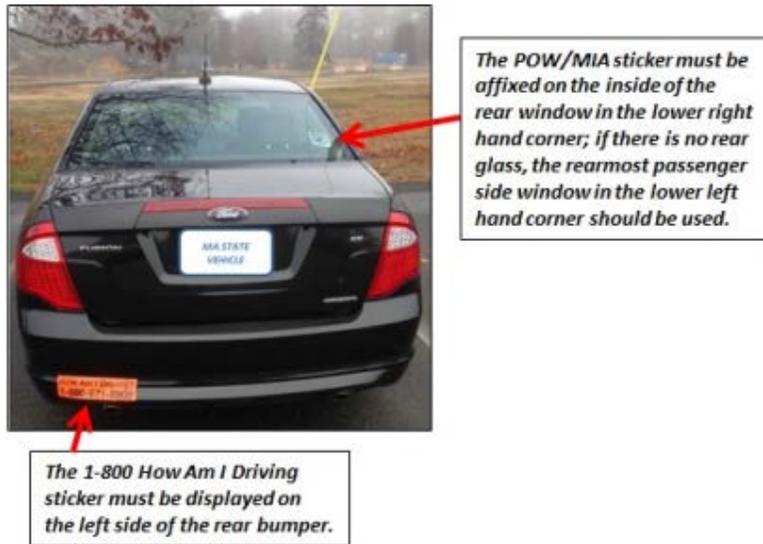
Each OVM-assigned vehicle must have a valid MA State inspection sticker. Please be sure to check the expiration date on your vehicle(s)'s State inspection sticker.

## 8. Decals

All State vehicles, except law enforcement and undercover vehicles, must display a "1-800 How Am I Driving" sticker on the left rear bumper.

All State vehicles also must display a POW/MIA decal in the lower right corner of the rear window. If there is no rear glass, display the decal in the lower left of the rearmost passenger side window.

To comply with policy, stickers must be affixed in the appropriate locations and be whole and visible, as shown below. If you need a decal, contact Vincent Micozzi at 617-720-3185 or [vincent.micozzi@state.ma.us](mailto:vincent.micozzi@state.ma.us).



## 9. Driver Affirmation Forms

Agencies are responsible for the execution of the Driver Affirmation of Review and Compliance form by each proposed driver. Fleet Managers are responsible for obtaining a signed form from each driver and keeping a copy on file. These records must be made available to OVM upon request and during Vehicle Reviews. Agencies should obtain a form from any potential driver, as well as from those employees or contractors whose positions require driving as part of their job functions, including those who may be required to move a vehicle from one location to another (whether moved on Agency property, or from one Agency location to another).

Agencies must provide employee driver's license and driving record information. If an Agency seeks to have individuals other than full-time permanent employees (e.g., consultants, contract employees, or summer interns) operate a State vehicle, the Agency's Fleet Manager must receive prior written approval from OVM. Agencies are responsible for providing a copy of the current Policies and Procedures to all proposed drivers of assigned vehicles.

### *Reminder*

Prior to authorizing any individual to drive a State vehicle or short-term rental vehicle, the Agency Fleet Manager is responsible for ensuring that each of the following conditions has been met:

- a) Individual is at least 21 years old and has a minimum of one year's driving experience;
- b) Individual has a current and valid motor vehicle license that authorizes the individual to operate a passenger or light duty vehicle in the Commonwealth;

Individual's driving record shall be reviewed by the Agency Fleet Manager to ensure that the driver does not violate safe driver requirements contained in OVM Policies and Procedures, under the Safe Driving Program.

## 10. Motor Vehicle Record Check

Consultants, contract employees, or summer interns may operate State vehicles provided they receive approval from OVM. A request for approval to drive a State vehicle must come from the Agency by stating the individual's name and driver's license number. OVM will research the driver's history through the Massachusetts Registry of Motor Vehicles (RMV) and either approve or deny the request.

If the driver's license is from out-of-state, the individual will have to obtain their own driver history from the State in which the license was issued and bring it to OVM for review and/or approval. Individuals' driving records initially will be reviewed up to the previous 6-year period, based on the RMV's listing of surchargeable events. Approvals/denials to drive State-owned vehicles will be issued by the Fleet Administrator based on these records. However, OVM reserves the right to consider an individual's complete driving history record.

## 11. Review of Surplus Assets

The Surplus Property Office handles the disposal, sale, and reallocation of all State-owned vehicles and equipment across the Commonwealth. If you have vehicles or equipment that your Agency no longer uses, OVM will post them to the [Current Surplus Property Listing](#) or sell them at auction.

The [Federal Surplus Property Program](#) and [Scrap Metal Statewide Contract \(SSP1601\)](#) are available to help Agencies purge unwanted federally-funded surplus property or scrap metal, respectively, or find a newer replacement for an old piece of equipment. For more information, policies, and forms, please consult the [SSPO's webpage](#). For other inquiries, email us at [OSD\\_SSPO@massmail.state.ma.us](mailto:OSD_SSPO@massmail.state.ma.us) or contact Ted Bunnell at (617) 720-3170.