

## CHAPTER 4100 INDEX

This chapter discusses the operational policies of all aspects of transportation services. This includes state-owned or operated mobile equipment, commercial vehicle rentals, airline transportation, parking and commuter services.

<b>INTRODUCTION</b>	<b>4100</b>
<b>MAINTENANCE</b>	<b>4101</b>
<b>NO SMOKING IN STATE VEHICLES</b>	<b>4102</b>
<b>MODIFICATIONS</b>	<b>4103</b>
<b>IDENTIFICATION</b>	<b>4104</b>
<b>UTILIZATION</b>	<b>4105</b>
<b>PASSENGER MOBILE EQUIPMENT USAGE REPORT</b>	<b>4106</b>
<b>TRAVEL LOGS</b>	<b>4107</b>
<b>FUEL CARD MANAGEMENT</b>	<b>4108</b>
<b>GENERAL SERVICES CHARGE CARD</b>	<b>4108.1</b>
<b>HOME STORAGE</b>	<b>4109</b>
<b>MOBILE EQUIPMENT PURCHASES</b>	<b>4110</b>
<b>DISPOSITION</b>	<b>4111</b>
<b>REUTILIZATION OR TRANSFER</b>	<b>4112</b>
<b>INSPECTION SERVICES</b>	<b>4113</b>
<b>ANNUAL INVENTORY OF MOBILE EQUIPMENT</b>	<b>4114</b>
<b>REPAIRS AT COMMERCIAL/STATE FACILITIES</b>	<b>4115</b>
<b>ACCIDENT REPAIRS</b>	<b>4116</b>
<b>STATEWIDE TRAVEL PROGRAM</b>	<b>4117</b>
<b>AIRLINES</b>	<b>4117.1</b>
<b>CAR RENTALS</b>	<b>4117.2</b>
<b>TRAVEL AGENCIES</b>	<b>4117.3</b>
<b>TRAVEL PAYMENT SYSTEM</b>	<b>4117.4</b>
<b>PAYMENT PROCESS FOR MEETING, CONFERENCE, AND EVENT TRAVEL RELATED EXPENSES</b>	<b>4117.5</b>

(Continued)

**CHAPTER 4100 INDEX (Cont. 1)**

<b>PARKING AND COMMUTE SERVICES</b>	<b>4118</b>
<b>ACQUISITION OF VEHICLES</b>	<b>4120</b>
<b>FLEET ASSET REPORTING</b>	<b>4120.1</b>
<b>PURCHASE ORDER STD. 65 &amp; PURCHASE ESTIMATE     STD. 66, 66A</b>	<b>4120.2</b>
<b>FLEET ASSET APPROVAL EXPIRATION</b>	<b>4120.3</b>
<b>ADDENDUMS</b>	<b>4120.4</b>
<b>LEASES/RENTALS</b>	<b>4120.5</b>
<b>TEMPORARY LEASES OF PASSENGER VEHICLES</b>	<b>4120.6</b>
<b>SUBSTITUTIONS</b>	<b>4120.7</b>
<b>ABBREVIATED FLEET ACQUISITION PROCESS</b>	<b>4120.8</b>
<b>EXECUTIVE ORDER B-16-12 ZERO EMISSION PURCHASING MANDATE</b>	<b>4121</b>
<b>ZEV &amp; HYBRID FIRST PURCHASING MANDATE</b>	<b>4121.1</b>
<b>50 PERCENT PURE ZEV PURCHASING EXEMPTION</b>	<b>4121.2</b>
<b>ZEV CREDITS AND CREDIT RATIOS</b>	<b>4121.3</b>
<b>EO B-16-12 PUBLIC SAFETY SPECIAL PERFORMANCE     EXEMPTION</b>	<b>4121.4</b>
<b>ZEV PURCHASE ORDERS &amp; ABBREVIATED ZEV ACQUISITION     PROCESS</b>	<b>4121.5</b>
<b>ZEV INFRASTRUCTURE READINESS</b>	<b>4121.6</b>
<b>SEDAN PURCHASING RESTRICTIONS</b>	<b>4121.7</b>
<b>VEHICLE MANUFACTURER PURCHASING RESTRICTIONS</b>	<b>4121.8</b>
<b>ZEV &amp; HYBRID FIRST PURCHASING MANDATE FOR MEDIUM-     AND HEAVY-DUTY VEHICLES</b>	<b>4121.9</b>
<b>VEHICLE INSPECTIONS</b>	<b>4123</b>
<b>DONATIONS AND GIFT OF FLEET ASSETS</b>	<b>4124</b>
<b>STATE FLEET ASSET OVERSIGHT</b>	<b>4125</b>
<b>REPLACEMENT SCHEDULE CRITERIA</b>	<b>4126</b>
<b>KEY DUE DATES AND TIMEFRAMES</b>	<b>4127</b>

**INTRODUCTION**  
(Revised 01/2016)

**4100**

The Department of General Services, Office of Fleet Administration Management (OFAM) is responsible for establishing, implementing, and maintaining policies and procedures governing state-owned mobile equipment. Mobile equipment is defined as equipment that is self-powered, easily moved and used for passenger, and equipment transportation and construction or maintenance work.

## **MAINTENANCE**

**4101**

(Renumbered from 4150 and Revised 6/96)

It is the responsibility of agencies/departments to insure compliance with minimum preventive maintenance standards for state-owned mobile equipment. This includes, but is not limited to, prescribed lubrication service and mechanical inspection on a mileage or time basis. Requirements are listed in the Automobile Maintenance Record form, [STD. 271](#). Equivalent records may be substituted with the approval of the OFA. See [OFA State Fleet Handbook](#).

## **NO SMOKING IN STATE VEHICLES**

**4102**

(New 6/96)

Smoking is prohibited in all state-owned passenger mobile equipment which include light and heavy duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed driver/passenger compartment. See California Vehicle Code Section [465](#) and Government Code Section [19994.30](#).

## **MODIFICATIONS**

**4103**

(Renumbered from 4160 and Revised 6/96)

Any modification to original factory equipped mobile equipment requires prior approval from the OFA. See [OFA State Fleet Handbook](#).

## **IDENTIFICATION**

**4104**

(Renumbered from 4120 and Revised 6/96)

State-owned mobile equipment used on public roads shall be properly identified. The Director of DGS shall approve the type of identification used.

Exceptions are state-owned mobile equipment used by elected officials with regular automobile license plates; mobile equipment designated as exempt by the Director of DGS; and undercover vehicles as authorized in the California Vehicle Code. See Vehicle Code Section [5001](#) and [OFA State Fleet Handbook](#).

**UTILIZATION****4105**

(Renumbered from 4130 and Revised 6/96)

It is the responsibility of Agency Secretaries and/or department directors to insure the proper use of state-owned mobile equipment. See Government Code Section [19993.2](#) and Department of Personnel Administration (DPA) Section 599.800.

## **PASSENGER MOBILE EQUIPMENT USAGE REPORT**

**4106**

(Renumbered from 4131 and Revised 06/96)

In order to insure optimum utilization of state-owned passenger mobile equipment (see Vehicle Code Section [465](#)), a Passenger Vehicle Usage Certification form, [STD. 276A](#), will be submitted to the OFA bi-annually, February 15 and August 15. See [OFA State Fleet Handbook](#).

## **TRAVEL LOGS**

**4107**

(Renumbered from 4143 and Revised 6/96)

Agencies/departments will maintain a Monthly Travel Log form, [STD. 273](#), on all state-owned passenger mobile equipment except for motorcycles, trucks over 3/4 ton, and heavy equipment. See DPA Section 599.807 and [OFA State Fleet Handbook](#).

## **FUEL CARD MANAGEMENT**

**4108**

(Renumbered from 4151 and Revised 11/2019)

The State Fleet Fuel Card can only be used by state employees conducting official state business. Additionally, state departments may authorize other individuals (such as retired annuitants, volunteers, etc.) who are on official state business and whose travel expenses are paid by the state, to use the card.

The State Fleet Fuel Card can be used for department-owned and DGS-leased vehicles. Additionally, departments are authorized to use the State Fleet Fuel Card for long-term commercial vehicle rentals through the state's commercial car rental contract. A long-term commercial rental is defined as a vehicle rental of 30 calendar days or more that has been approved by DGS Office of Fleet & Asset Management (OFAM).

### **Allowable Purchases**

As authorized by a department, the State Fleet Fuel Card may be used to purchase the following items when conducting official state business:

- Regular-grade unleaded gasoline and diesel.
- Alternative fuels such as E-85, biodegradable diesel, CNG, electricity and hydrogen.
- Fluids and lubricants (i.e. oil, antifreeze, washer fluid, etc.).
- Basic (low-cost) car washes.
- Emergency roadside assistance
- Tires in accordance to the statewide tire contract.

In addition, emergency purchases, such as wiper blades, fan belts, tires, etc., are allowed in urgent situations only. Emergency purchases must be defined and approved by each department.

### **Prohibited Purchases**

The following items are prohibited and must not be purchased using the State Fleet Fuel Card:

- Unless specifically required by the vehicle manufacturer, the purchase of mid-grade or premium (supreme) unleaded gasoline is strictly prohibited.
- Fuel for personal vehicles.
- Miscellaneous items such as food or sundries (personal items).

## SAM – TRANSPORTATION

(Continued)

### STATE FLEET FUEL CARD PROGRAM

4108

(Renumbered from 4151 and Revised 11/2019)

#### Appropriate State Fleet Fuel Card Usage

It is the responsibility of each department to monitor and verify the appropriate usage of the State Fleet Cards issued to their employees. If misuse is determined, each department must take appropriate action according to their departmental policy.

#### Requirements

All state departments that utilize the State Fleet Card Program must implement oversight procedures as specified in the [State Fleet Card Oversight Usage and Responsibilities](https://www.dgs.ca.gov/-/media/Divisions/OFAM/Fleet-Services-and-Operations/Fleet-Card-Oversight-Usage-and-Responsibilities.pdf) (<https://www.dgs.ca.gov/-/media/Divisions/OFAM/Fleet-Services-and-Operations/Fleet-Card-Oversight-Usage-and-Responsibilities.pdf>). Each department will designate an employee to act as the Fleet Card Coordinator (Coordinator) to closely manage the department's use of the State Fleet Card Program. This will include the review of fleet card exception reports on an ongoing basis.

Each department participating in the State Fleet Card Program must submit the [Annual Certification Form](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam003.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam003.pdf>) indicating that the department has executed the required procedures as well as certified that it has assigned a Coordinator to manage its State Fleet Card usage, as stated in the *State Fleet Card Oversight Usage and Responsibilities* document. This certification must be submitted to the DGS on an annual basis by June 30 of each year.

Additionally, each department must ensure that all individuals authorized to use the State Fleet Card sign a [Fleet Card User Agreement](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam001.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ofam001.pdf>). All active Fleet Card User Agreements should be kept on file by the department.

Department compliance with the State Fleet Card Program's oversight requirements will be subject to auditing by the DGS on a periodic basis.

For more information, contact the DGS Fleet Services Call Center at (858) 611-OFAM (6326) or [FleetServices@dgs.ca.gov](mailto:FleetServices@dgs.ca.gov).

## **GENERAL SERVICES CHARGE CARD**

**4108.1**

(New 10/06)

It is the responsibility of agencies/departments to execute proper management and oversight of General Services Charge Cards under their jurisdiction and shall:

- Report the loss, theft or discontinuance of all General Services Charge Cards, in writing, to the [OFA](#).
- Establish and implement internal procedures to ensure accountability of charge cards.
- Present the General Services Charge Card and obtain a receipt from commercial car rentals and taxi services.
- Provide oversight and guidelines to ensure cards are properly safeguarded, assigned, and used for official state business only.
- Establish and implement procedures that provide for the performance of periodic inventory and reconciliation activities with reporting to OFA.

## HOME STORAGE

4109

(Renumbered from 4144 and Revised 10/2019)

### DEFINITION OF VHSP

A VHSP is required for any employee who stores a state vehicle at or in the vicinity of his/her home on a frequent basis as defined by [CCR, Title 2, Section 599.808 \(d\)](#).

Section 599.808 (d) requires the Department of General Services (DGS) to prescribe the rules and procedures relating to the home storage of state vehicles as well as to review and approve VHSPs at DGS' discretion.

### OVERVIEW

The Department of General Services (DGS) requires that vehicle home storage permits (VHSPs) issued by state agencies shall adhere to policies outlined in section *VHSP Requirements* and meet the criteria of essential or cost effective permits as noted in section *Criteria for Essential & Cost-Effective Permits*. DGS requires the use of criteria that augment those provided in the [CCR, Title 2, Section 599.808](#). Further, agencies shall use the revised [STD 377, Vehicle Home Storage Permit/Request Form](#) when requesting vehicle home storage permits.

Storage of state-owned mobile equipment at an employee's residence on a regular basis requires an approved Vehicle Home Storage Request/Permit form, STD. 377, be on file with the employee's department. Annual renewal of STD. 377 is required. See DPA Section 599.808 and OFAM State Fleet Handbook.

### VHSP REQUIREMENTS

- State vehicles shall be used only in the conduct of state business, and that no state officer or employee shall use, or permit the use of, any state-owned motor vehicle other than in the conduct of state business (see Government Code [Sections 19993.1-19993.8](#)).
- State agencies utilizing non-exempt license plates on state vehicles must strictly adhere to the Department of Motor Vehicles (DMV) rules pursuant to Vehicle Code [Sections 5001-5002.6](#), and DMV Form INV 218, Request for Nonexempt License Plates.
- State vehicles stored at or in the vicinity of an employee's home more than 72 nights in a 12-month period, or 36 nights in a 3-month period, require a VHSP approved by the department head, deputy, or chief administrative officer pursuant to CCR Section 599.808 and STD 377, Vehicle Home Storage Request/Permit Form.

(Continued)

(Continued)

## **HOME STORAGE**

**4109** (Cont. 1)

(Renumbered from 4144 and Revised 10/2019)

- Employers must apply facts and circumstances on a case-by-case basis to ensure they follow Internal Revenue Service and Franchise Tax Board regulations regarding taxable compensation for personal use of a state vehicle. The [State Controller's Office Payroll Procedures Manual](#), Section N 129 et seq. has information that covers the taxable event triggered by state vehicle use, as well as the reportable/taxable amount to report and exceptions to the taxable reporting requirements (see State Administrative Manual Section 8572.4).
- State employees must report the taxable amount monthly on the State Controller's Office [STD 676V](#), Non-USPS Adjustment Request-Values (Fringe Benefits/Employee Business Expense), and submit it to their department's human resources office. If you have questions regarding the taxable amount or the STD 676V, please contact your department's human resources office.

### **CRITERIA FOR ESSENTIAL & COST-EFFECTIVE PERMITS**

[Executive Order \(EO\) B-2-11](#) specifies that state agencies and departments may only issue VHSPs that are essential or cost effective. In continuance of this policy, DGS developed ongoing criteria to assist departments in their future determinations of essential and cost-effective VHSPs.

#### *ESSENTIAL PERMITS*

An essential VHSP is deemed necessary even though it may not be cost-effective; it must meet all of the following criteria:

- The individual must respond to emergency events after hours as a primary responder.
- The emergency responder must respond to the field, rather than to a state facility where his/her vehicle could be stored.
- The emergency responder must be able reach the emergency event within 30 minutes to no more than 1 hour.
- The emergency response must require specialized equipment that is not transferrable to a personal vehicle, or include activity that is not reasonable for a personal vehicle (i.e., taking a felon into custody).
- The emergency response must be for health and safety purposes (i.e., responding to hazards or criminal activity).
- The individual only takes a vehicle home when he/she is needed as a primary responder.
- The individual must respond to a minimum of 24 emergency responses per year.

(Continued)

(Continued)

## **HOME STORAGE**

**4109** (Cont. 2)

(Renumbered from 4144 and Revised 10/2019)

A department should not issue an essential VHSP to any employee who does not meet all of the above criteria. It is also incumbent upon the department to report/record information as necessary to support the issuance of an essential VHSP.

\*DGS will allow an exemption process for essential VHSPs that cannot meet the minimum of 24 emergency responses per year if a department can demonstrate that there will be a significant health and safety risk to the public if this permit is not issued. A department is required to submit the STD 377, Vehicle Home Storage Request/Permit Form, to DGS for approval and to provide narrative to substantiate the critical need for each VHSP.

### *COST-EFFECTIVE PERMITS*

A cost-effective VHSP must meet at least one of the criteria from both Category A and Category B:

#### Category A

1. The employee has a department-approved home office separate from the department's facilities. Generally, the employee's duty statement and personnel file will denote that his/her reporting office is his/her home.
2. The vehicle is essentially the employee's office (i.e. performing requisite duties in the field on a daily basis directly from his/her home). However, the employee may still be required to occasionally work from a state office.

#### Category B

1. The employee's job (as reflected on the official duty statement) requires substantial field work (greater than 50 percent), and it is more efficient for the employee to travel directly to the field work location.
2. The employee drives directly to the field from home and/or has work-related after-hour activities that account for 50 percent or more work days within a given month.

A department should not issue a cost-effective VHSP to any employee who does not meet the above criteria. It is also incumbent upon the department to report/record information as necessary to support the issuance of a cost-effective VHSP.

These general standards for cost effectiveness justify the use of a state vehicle versus reimbursement for the use of a personal vehicle or rental – it is not a justification for the state to pay for personal commute miles associated with taking a vehicle home. Providing for personal commuter transportation is not an obligation of the state.

(Continued)

(Continued)

## **HOME STORAGE**

**4109** (Cont. 3)

(Renumbered from 4144 and Revised 10/2019)

### **ANNUAL CERTIFICATION**

Beginning on January 2, 2014, and each year thereafter, state agencies shall submit a DGS OFAM 162 - VHSP Certification Form to DGS that denotes the number of VHSPs issued at that time. DGS may, at any time, request copies of the permits or a list of names and other specific data for the individuals who have been issued permits.

### **AUDIT REQUIREMENTS**

DGS reserves the right to audit state agencies to ensure compliance with the VHSP requirements. DGS further reserves the right to withdraw a department's ability to issue and approve its own VHSP pursuant to CCR Section 599.808 (d), if it is determined that a state agency is not in compliance with the VHSP policy.

The following required documents shall be on file and available upon request.

- DGS STD 273, Monthly Vehicle Travel Log shall be completed on a daily basis to record, among other things, the following: daily miles traveled, date and time of travel, itinerary, overnight storage information, and the driver's name. VHSP annual certifications shall be completed each calendar year.
- VHSP requests (STD 377, Vehicle Home Storage Request/Permit Form) shall be completed for each applicable employee.
- VHSP annual certifications shall be completed each calendar year.
- VHSP requests (STD 377, Vehicle Home Storage Request/Permit Form) shall be completed for each applicable employee.

The minimum retention schedule for the required documents noted above shall be the current fiscal year and the preceding fiscal year.

Should a state agency conduct its own internal audit of its assigned VHSPs, it is required to provide the VHSP audit results and/or findings to the DGS Office of Fleet and Asset Management.

## **MOBILE EQUIPMENT PURCHASES**

**4110**

(Renumbered from 4111 and Revised 6/96)

A Purchase Order form, [STD. 65](#), or Purchase Estimate form, [STD. 66](#), will be submitted directly to OFA for the purchase of additional or replacement mobile equipment. A justification for additional mobile equipment or an approved Property Survey Report form, [STD. 152](#), for replacement mobile equipment will be attached to the purchase document.

A current Passenger Vehicle Usage Certification form, [STD 276A](#), must be on file with OFA prior to the approval of STD. 65 or STD. 66. See SAM Section 4106, Government Code Section [13332.09](#), and [OFA State Fleet Handbook](#).

**DISPOSITION****4111**

(Renumbered from 4172 and Revised 6/96)

Disposal of mobile equipment shall be by public auction or sealed bid. The method of disposal is subject to approval by OFA. See Government Code Section [13332.09](#) and [OFA State Fleet Handbook](#).

## **REUTILIZATION OR TRANSFER**

**4112**

(Renumbered from 4173 and Revised 6/96)

Mobile equipment no longer needed by an agency/department shall be made available to other state agencies/departments or government entities. Requests for reutilization or transfer of state-owned mobile equipment shall be submitted to OFA. See [OFA State Fleet Handbook](#).

## **INSPECTION SERVICES**

**4113**

(Renumbered from 4181 and Revised 6/96)

Inspection services are provided to agencies/departments participating in the Inspection Services Program. Services are provided upon request or can be initiated by OFA. Services include new and used mobile equipment inspection and assistance with the purchase, repair, replacement, and disposition of state-owned mobile equipment. See [OFA State Fleet Handbook](#).

## **ANNUAL INVENTORY OF MOBILE EQUIPMENT**

**4114**

(Renumbered from 4102 and Revised 6/96)

The Annual Inventory of Mobile Equipment form, OFA 53, is required for the self-insurance and Inspection Services Program cost allocation. Agencies/departments will submit OFA 53 to OFA by July 10. See [OFA State Fleet Handbook](#).

**REPAIRS AT COMMERCIAL/STATE FACILITIES****4115**

(Renumbered from 4161, 4162 and 4166, and Revised 6/96)

Repairs to state-owned mobile equipment, including replacement of auto glass, at a commercial/state facility exceeding the delegated amount require prior approval from an OFA Inspector of Automotive Equipment (IAE). See OFA [State Fleet Handbook](#) and Vehicle Glass Replacement Price Schedule.

## **ACCIDENT REPAIRS**

**4116**

(Renumbered from 4163 and New 6/96)

Agencies/departments are to obtain a minimum of three (3) bid estimates for accident repairs to all state-owned mobile equipment exceeding the delegated amount. Review and approval of the bid estimates by an OFA IAE are required. See SAM Section [3600](#) and [OFA State Fleet Handbook](#).

The Statewide Travel Program (STP) administers the travel contracts for airfare, commercial car rentals, travel management services (travel agency), and the travel payment system.

Agencies/departments must make all travel arrangements (airfare, hotel, commercial car rental and rail), with the exception of short-term rentals (defined below), through the STP. Comprehensive travel services are offered via the state's authorized online self-booking tool which is the primary means for booking travel, and/or call-in service through the state's contracted travel agency.

#### Short-term Rentals

Per Government Code section 19822.4 (Chapter 770, Statutes of 2015 [AB 229]), state employees may utilize lodging reserved through a short-term rental service (such as Airbnb), in lieu of the STP, when traveling on official state business. Short-term rentals are defined in AB 229 as "residential property that is rented to a visitor for fewer than 30 days through a centralized online platform whereby the rental is advertised and payments for the rental are securely processed." Reservations for short-term rentals may be made through the service's proprietary centralized online platform (such as airbnb.com).

When determining the mode of transportation, travelers shall use the most economical means of transportation; i.e., taxi, rail, bus, air, state, commercial or privately-owned vehicle.

The Statewide Travel Program website may be accessed at [www.dgs.ca.gov/travel](http://www.dgs.ca.gov/travel). For reference, see DGS Management Memo #14-03.

**AIRLINES**  
(New 6/96)

**4117.1**

State employees are required to obtain service from the contract airline(s) when traveling between specific city-pairs. Exceptions are: (1) space or a scheduled flight is not available to accomplish the purpose of the travel, or available service would require overnight lodging; or (2) a non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the state. (THIS EXCEPTION DOES NOT APPLY IF THE CONTRACT CARRIER OFFERS A COMPARABLE FARE AND HAS SEATS AVAILABLE AT THAT FARE, OR IF THE LOWER FARE OFFERED BY A NON-CONTRACT CARRIER IS RESTRICTED TO STATE TRAVELERS ON OFFICIAL GOVERNMENT BUSINESS ONLY.)

**CAR RENTALS**  
(Revised 01/2016)

**4117.2**

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) operates a daily car rental service out of the Sacramento State Fleet Garage, located at 1416 10<sup>th</sup> Street, Sacramento, CA. OFAM has also established and manages a commercial car rental contract with a nationwide car rental provider.

State employees in need of short-term vehicle transportation may use either the OFAM daily vehicle rental services or the state's contracted commercial car rental company when conducting official state business. State employees may use either of these services; however, as instructed in [SAM Section 4117](#), state employees shall choose the service which is most economical and meets their operational needs.

As outlined in [Management Memo 13-01](#), vehicles rented or leased for over 30 consecutive calendar days or more than (4) consecutive work weeks (excluding weekends and holidays) are required to be approved through a department's Fleet Acquisition Plan (FAP) prior to renting or leasing the vehicle. Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.

Vehicles equipped for persons with disabilities are available at both the Sacramento State Fleet Garage or from the contracted commercial car rental company.

**TRAVEL AGENCIES****4117.3**

(New 6/96)

Agencies/departments may select any travel agency (ies) that meet their travel needs from a list of authorized travel agencies. Each state agency/department shall determine its own appropriate system for managing airline ticket purchases and communicate this system to its employees and the authorized travel agency (ies).

## **TRAVEL PAYMENT SYSTEM**

**4117.4**

(Revised 9/09)

The OFA administers the contract to provide the state's travel payment system and management reports. It is the responsibility of each state agency/department to determine its own appropriate system for managing travel.

**Questions regarding current contracts and/or Statewide Travel Program may be directed to OFA, Travel Program Coordinators at (916) 376-3988.** Also visit the Statewide Travel Program "Travel Portal" website at <http://www.dgs.ca.gov/travel/Home.aspx>

**PAYMENT PROCESS FOR MEETING, CONFERENCE,  
AND EVENT RELATED EXPENSES**

**4117.5**

(New 10/2019)

Payment for all state-conducted meetings, conferences, events, seminars, workshops, off-sites, presentations, training, examination locations, forums, public hearings, trade shows, and job fairs when conducted at a lodging or event establishment shall be made utilizing the state's contracted Travel Payment System (TPS) Meeting Account (MTG).

For all meeting and event contracts between the state of California and a lodging and/or meeting industry vendor, the contract must include the TPS MTG as the method of payment.

Authorized meeting and event expenses include but are not limited to:

- Meeting space for hotel, conference, and convention centers
- Exhibit space
- Conference meals
- Hotel business services (faxing, photocopying)
- Audio visual and telecommunications rentals and services
- Meeting planner consultant fees
- Air transportation
- Ground transportation including shuttle companies and car rentals

## **SAM—TRANSPORTATION SERVICES**

### **PARKING AND COMMUTE SERVICES**

**4118**

(Renumbered from 4188–4188.06 and Revised 6/96)

The OFA maintains parking facilities, provides parking in major urban areas to state employees and the public, and provides commute service information to state employees in coordination with the Department of Transportation. See Government Code Sections [14678–14679.5](#), and [19993.1](#) and [OFA State Fleet Handbook](#).

## SAM—TRANSPORTATION SERVICES

### ACQUISITION OF VEHICLES

4120

(New 2/2016)

#### Overview

Purchase of State vehicles will be made by consolidation of agency annual requirements in order to affect savings by volume buying. See Government Code Section 14615 and Public Contract Code Section 10308. In addition, Government Code Section 13332.09 provides that:

*"No purchase order or other form of documentation for acquisition or replacement of motor vehicles shall be issued against any appropriation until the Department of General Services has investigated and established the necessity therefor. No surplus mobile equipment may be acquired from any source by any State agency for program support until the Department of General Services has investigated and established the need therefor."*

The Department of General Service, Office of Fleet and Asset Management (OFAM) are eliminating the use of the Vehicle Acquisition Request Form (OFA 160); state departments will no longer submit individual fleet acquisition request to OFAM. This policy applies to all emergency and non-emergency vehicles and mobile equipment, henceforth referred to as fleet assets.

Beginning in Fiscal Year (FY) 2012-13, state departments are required to submit an electronic *Fleet Acquisition Plan (FAP)* to OFAM each fiscal year for all new and/or all existing asset replacement needs that have not been previously approved by OFAM. The plan should include any long-term rentals or leases of fleet assets. The FAP contains the documents listed below which must all be included to be considered a complete (FAP). An electronic copy of the FAP documents below can be found at the DGS website located at [http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle Acq.aspx](http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle%20Acq.aspx):

1. Fleet Acquisition Plan Narrative
2. Fleet Acquisition Plan Spreadsheet
3. Fleet Acquisition Certification
4. Other Supporting Documents, as applicable
5. Fire Truck Questionnaire (Addendum A), as applicable

#### Fleet Acquisition Plan Narrative

OFAM has created a written narrative format that must be followed. It outlines vital areas that are necessary in order to ensure that the planned acquisitions comply with existing policy and other requirements.

(Continued)

## SAM—TRANSPORTATION SERVICES

(Continued)

### ACQUISITION OF VEHICLES

4120 (Cont. 1)

(New 2/2016)

#### Fleet Acquisition Plan Spreadsheet

The Excel spreadsheet created by OFAM includes the line item detail of each planned new or replacement asset including justification for the need to add or replace an asset. Fleet replacement requests will be analyzed by applying utilization metrics to vehicle utilization data retrieved from the Fleet Asset Management System.

#### Fleet Acquisition Certification

This certification is required by Public Contract Code Section 10295.2(a) and Executive Order (EO) B-2-11. The certification must be signed by department Director (no designee signature will be accepted) and, where applicable, Agency Secretary or authorized designee. The certification shall include the date, title and signature of the person(s) authorizing the acquisition. The Director of DGS must approve all such purchases, subject to review by the Secretary of Government Operations Agency.

#### Other Supporting Documents

Departments should include with their request other documentation if it helps justify the acquisition. For example, if additional fleet assets are being requested that increase the size of the department's fleet baseline, supporting documentation must be provided to substantiate the request for additional fleet assets. Such documentation may include, but is not limited to, a copy of an authorized budget change proposal, a Governor's budget line item, or other documentation supporting an increase in staffing or workload corresponding with the need for additional fleet assets.

#### Fire Truck Questionnaire (as applicable)

This questionnaire requests additional supporting information and is required for the purchase of fire engines.

#### Due Dates:

Electronic copies of the FAP and all required applicable documents must be submitted to OFAM (email to [FARSInfo@dgs.ca.gov](mailto:FARSInfo@dgs.ca.gov)) on or after the first day of the fiscal year (July 1<sup>st</sup>) for which the FAP is being submitted and no later than:

- First business day of February for one-time-buy acquisitions (*Purchase Estimate Form* STD. 66 and STD. 66A);
- First business day of April for master vehicle contract acquisitions, donations, and long-term rental/lease acquisitions.

(Continued)

## SAM—TRANSPORTATION SERVICES

(Continued)

### ACQUISITION OF VEHICLES

4120 (Cont. 2)

(New 2/2016)

Addendums to FAPs due to extraordinary circumstances (see *Addendum to Fleet Acquisition Plan* section below) will be accepted if the addendum is submitted to OFAM at least 45 working days prior to the end of a fiscal year and the applicable manufacturer's cut-off dates.

*Please note:* All purchase estimates must be approved (stamped) by OFAM and submitted to DGS Procurement Division prior to **April 1<sup>st</sup>**. It is highly recommended that departments that intend to purchase assets with a *Purchase Estimate Form* (STD. 66 and STD. 66A) submit a FAP early in the fiscal year (prior to the February 1<sup>st</sup> deadline) to help ensure that DGS Procurement Division will be able to process requests in the same fiscal year. For a complete list of relevant fleet acquisition due dates, please see SAM Section 4127, *Key Due Dates and Timeframes*.

## SAM—TRANSPORTATION SERVICES

### FLEET ASSET REPORTING

4120.1

(New 2/2016)

State departments are required to comply with fleet reporting requirements pursuant to Public Resource Code Section 25722.5. Executive Order B-2-11 requires state departments to update their fleet asset information on a monthly basis, including fuel and utilization data. The fleet data is necessary for OFAM to complete and submit various reports mandated by the legislature and the federal government. Additionally, OFAM uses the fleet data entered into FAMS to conduct analysis on fleet asset requests. Consequently, beginning with FAPs submitted in FY 2015/16 and thereafter, OFAM will not process a department's FAP if the department is not in compliance with required reporting for fleet asset with odometers. Please note reporting requirements apply to all fleet assets both with and without odometers. (An electronic copy of the *list of Required Fields for Vehicles and Equipment required to be entered into FAMS* can be found at the DGS website located at [http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle\\_Acq.aspx](http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle_Acq.aspx).)

## SAM—TRANSPORTATION SERVICES

**PURCHASE ORDER STD. 65, 65A AND  
PURCHASE ESTIMATE STD. 66, 66A**  
(New 2/2016)

**4120.2**

Upon approval by OFAM of a department's FAP, the department may begin the purchasing process to acquire one or more of their approved fleet assets by submitting the appropriate purchasing documentation to OFAM. A department shall submit the *Purchasing Authority Purchase Order Form* (STD. 65 and STD. 65A) and *Purchase Estimate Form* (STD. 66 and STD. 66A) as applicable with a copy of the STD. 152 and *Equipment Inspection Form* (OFA 6), if applicable, to OFAM for the final "stamp of approval."

## SAM—TRANSPORTATION SERVICES

### FLEET ASSET APPROVAL EXPIRATION

4120.3

(New 2/2016)

The FAP, including any approved addendums, is valid for the fiscal year in which the plan was approved plus one additional fiscal year. Approved assets on a FAP requiring a STD. 66 and STD. 66A shall remain in effect for the fiscal year in which the plan was approved plus two additional years. Upon the expiration of an approved FAP *for which approved assets were not purchased*, departments are required to re-justify the need to acquire these asset(s) through submission of a new FAP and required documents.

## **SAM—TRANSPORTATION SERVICES**

### **ADDENDUMS**

**4120.4**

(New 2/2016)

OFAM will accept addendums to an approved FAP from a department should fleet needs change during the course of the fiscal year due to extraordinary circumstances for which the department demonstrates an immediate need for the fleet assets. An example of an extraordinary circumstance would be an unexpected loss of a piece of equipment resulting in a need to purchase replacement equipment or to lease/rent equipment for more than 30 days. An addendum to a FAP must include all documents listed above, as applicable, and comply with fleet data reporting requirements in order to be processed.

## **SAM—TRANSPORTATION SERVICES**

### **LEASES/RENTALS**

**4120.5**

(New 2/2016)

Vehicles rented or leased for over 30 consecutive calendar days or more than (4) consecutive work weeks (excluding weekends and holidays) are required to be approved through a department's FAP prior to renting or leasing the vehicle. Continually re-renting fleet assets week to week or with a short break after 30 days without seeking OFAM approval is prohibited.

## **SAM—TRANSPORTATION SERVICES**

### **TEMPORARY LEASES OF PASSENGER VEHICLES**

**4120.6**

(New 2/2016)

If a department incurs significant damage to or loss of an owned passenger vehicle, DGS may provide a temporary DGS vehicle under specific circumstances. These circumstances occur when the deadline to submit an acquisition request has passed and/or there are no state contracts for that vehicle type needed in effect. In these circumstances, the department can request approval from OFAM to temporarily lease a passenger vehicle until a new FAP can be submitted and the replacement vehicle is received. These temporary requests shall be in writing but do not require a department to submit or amend an existing FAP or provide the supporting documents. These requests will be considered by OFAM on a case-by-case basis and are subject to the availability of vehicles. A department will be required to include this leased DGS vehicle on its next FAP if this vehicle needs to be replaced. If a department should need to lease/rent a vehicle for less than 30 days, a department may use the state's commercial rental contract without OFAM approval.

## SAM—TRANSPORTATION SERVICES

### SUBSTITUTIONS

4120.7

(New 2/2016)

In an effort to streamline the process, OFAM is establishing a substitution process to address a demonstrated, immediate business need to substitute an approved replacement asset and/or approved asset purchase. The substitution process shall only be used in limited circumstances. The substitution process shall not be used to circumvent the Fleet Acquisition Plan Addendum process.

In specific circumstances, a substitution for an approved replacement asset or approved asset purchase may be necessary. These circumstances include, and are limited to: a vehicle that is inoperable, not cost effective to repair, and/or stolen, and the department has a demonstrated immediate need to replace that fleet asset with one that was already approved on a FAP.

In limited circumstances a department may also substitute an approved fleet asset purchase for another type of fleet asset. Such substitution shall only occur when there is a demonstrated immediate need for the vehicle to be purchased and the needed vehicle is no longer available on the state contract, and/or if the fleet asset no longer meets the department's business needs due to changes in program's business needs for which the asset would be used (*i.e., fleet assets tied to an emergency Executive Order, Declaration and/or legislation*). Substitutions may only be performed on approved, current FAPs that have not expired. Substitution requests must be submitted on the *Fleet Acquisition Substitution Form* and include all required information (OFA 6, if applicable), justification, and signature by the department's director. The substitution request must meet the required justification criteria and compliance with the Energy Policy Act (EPAct), Miles per Gallon (MPG) standard, and Executive Order B-16-12. The substitution request shall be approved by the Chief of OFAM. (An electronic copy of the *Fleet Acquisition Substitution Form* can be found at the DGS website located at [http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle Acq.aspx](http://www.dgs.ca.gov/ofam/Programs/FARS/Vehicle%20Acq.aspx).)

## SAM—TRANSPORTATION SERVICES

### ABBREVIATED FAP PROCESS FOR NON-LIGHT DUTY FLEET ASSETS 4120.8

(New 08/2017)

Replacement mobile equipment and vehicles (fleet assets), excluding aircraft, having a gross vehicle weight rating (GVWR) of 8,501 pounds or more, may be processed through an abbreviated Fleet Acquisition Plan (FAP) process. This abbreviated process replaces the traditional FAP Memo narrative with a shortened approval form and authorizes approval of eligible fleet asset acquisition requests by the Chief of the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) or by the Deputy Director of the DGS Interagency Support Division, as applicable. All requested fleet assets must still meet all applicable fleet policies and requirements.

To use the abbreviated FAP process agencies will need to submit a complete FAP in the same manner they do now; combined with both light-duty asset (assets having a GVWR of 8,500 pounds or lower) and additional fleet asset requests. OFAM will identify the assets that meet the abbreviated process criteria, and will separate them out onto their own abbreviated FAP.

In addition, state agencies shall certify on the Fleet Acquisition Certification, in accordance with [State Administrative Manual Section 4120](#), that a utilization analysis was conducted on all fleet assets that are like-type to those being processed through the abbreviated process, and that no assets could be redirected to meet that replacement fleet asset need. The utilization analysis shall be conducted and retained according to the following criteria:

1. Utilization analyses shall be conducted using the provided Fleet Utilization Analysis Template, and shall contain, at minimum, the following information:
  - a. Each like type fleet asset included in the analysis with asset make and model, model year, equipment number and VIN
  - b. Annual mileage or hours, as applicable
  - c. Annual days used
  - d. The applicable minimum annual utilization standard, as listed by department on the Fleet Utilization Analysis Template, and days used for each vehicle type
  - e. Each asset clearly marked with which standard it meets
  - f. Justifications detailing why underutilized assets are not available to be redirected and what measures the department is taking to ensure best fleet management practices are implemented to increase utilization of the fleet asset
  - g. The 12 month timeframe the utilization analysis covered, which shall be based on either the prior 12 months, or the previous calendar year

(Continued)

## **SAM—TRANSPORTATION SERVICES**

(Continued)

### **ABBREVIATED FAP PROCESS FOR NON-LIGHT DUTY FLEET ASSETS**

**4120.8 (Cont. 1)**

(New 08/2017)

2. A copy of the utilization analysis shall be retained by the conducting agency for a period of three years.
3. OFAM may, at any time, request a copy of the utilization analysis completed for a specified FAP.
4. State agencies not in compliance with the required utilization analysis standards and document retention requirements, may have their eligibility for the abbreviated FAP process revoked.

Fleet assets eligible to be processed through the abbreviated process are subject to the FAP due dates and timeframes noted in SAM Section 4127.

## SAM—TRANSPORTATION SERVICES

### EXECUTIVE ORDER B-16-12 ZERO EMISSION PURCHASING MANDATE

4121

(Revised 12/2016)

Pursuant to Executive Order (EO) B-16-12 state agencies are required to increase the number of zero emission vehicles (ZEV) within the state fleet through the normal course of fleet replacement so that at least 10 percent of fleet purchases of light-duty (LD) vehicles are ZEV by 2015 and 25 percent by 2020. In accordance with the Governor's 2016 ZEV Action Plan, beginning in Fiscal Year (FY) 2017/2018, state agencies will be required to increase upon EO B-16-12's 10 percent ZEV purchasing requirement by 5 percent each year through FY 2024/2025. As EO B-16-12 presently directs each state agency to ensure that at least 10% of its annual LD fleet purchases be a ZEV, a state agency will now be required to increase its annual LD ZEV purchasing as follows:

Fiscal Year	EO B-16-12 ZEV Purchasing Requirements (CURRENT)	EO B-16-12 ZEV Purchasing Requirements (NEW)
2014/2015	10%	10%
2015/2016	10%	10%
2016/2017	10%	10%
2017/2018	10%	15%
2018/2019	10%	20%
2019/2020	25%	25%
2020/2021	25%	30%
2021/2022	25%	35%
2022/2023	25%	40%
2023/2024	25%	45%
2024/2025	25%	50%

ZEVs include pure zero emission vehicles such as hydrogen fuel cell vehicles (FCVs) and battery electric vehicles (BEV). Plug-in hybrid electric vehicles (PHEVs) are considered transitional ZEVs and may be partially considered toward the ZEV requirement. Additionally, medium duty (MD) and heavy duty (HD) ZEV and PHEV purchases may also be considered for the fulfillment of the LD ZEV requirement. However, consideration towards the LD ZEV requirement will be based on their certified electric driving range established by the California Air Resources Board (CARB). See SAM Section 4121.3 "ZEV Credits and Credit Ratios", for credit information and ranges.

To meet the expanded ZEV purchasing targets, beginning in FY 2017/2018 state agencies are required to purchase ZEVs (including Battery Electric, Fuel Cell, and Plug-In Hybrid) and Hybrid-Electric Alternative Fuel Vehicles (Hybrid AFVs), in designated light-duty vehicle categories, in lieu of light-duty vehicles that are powered solely by internal combustion engines utilizing fossil fuels and flex-fuel vehicles or bi-fuel vehicles powered by petroleum based fuels. See SAM Section 4121.1, "ZEV & Hybrid First Purchasing Mandate" for more details.

## **SAM—TRANSPORTATION SERVICES**

(Continued)

### **EXECUTIVE ORDER B-16-12 ZERO EMISSION PURCHASING MANDATE**

**4121 (Cont.1)**

(Revised 12/2016)

When submitting a FAP, agencies must demonstrate they have sufficient ZEV charging/fueling infrastructure to support their current and future ZEV purchases. See SAM Section 4121.6, “ZEV Infrastructure Readiness” for information necessary to sufficiently demonstrate proper ZEV charging/fueling infrastructure.

At least half (50 percent) of the vehicles required to comply with the ZEV purchasing mandate must be pure ZEVs, unless an agency meets the exemption criteria listed in SAM Section 4121.2 “50 Percent Pure ZEV Purchasing Exemption”.

LD vehicles having special performance requirements necessary for the protection of public safety and welfare are exempted from these mandates. See the SAM Section 4121.4 “EO B-16-12 Public Safety Special Performance Exemption” for details.

All FAPs that do not meet these new purchasing requirements will not be processed.

# **SAM—TRANSPORTATION SERVICES**

## SAM—TRANSPORTATION SERVICES

### ZEV & HYBRID FIRST PURCHASING MANDATE

4121.1

(New 12/2016)

#### **ZEV & Hybrid-Electric Alternative Fuel Vehicle First Purchasing Mandate**

Beginning in fiscal year (FY) 2017/2018, state agencies are required to prioritize purchasing of ZEVs (including Battery Electric, Fuel Cell, and Plug-In Hybrid) and Hybrid-Electric Alternative Fuel Vehicles (Hybrid AFVs), in designated light-duty vehicle categories where programmatically feasible. These purchases shall be prioritized over light-duty vehicles that are powered solely by internal combustion engines utilizing fossil fuels and flex-fuel vehicles or bi-fuel vehicles powered by petroleum based fuels and other alternative fuels, such as ethanol. Designated light-duty vehicle categories subject to this policy are listed on the Department of General Services (DGS), Office of Fleet and Asset Management's (OFAM) website ([www.dgs.ca.gov/ofam/](http://www.dgs.ca.gov/ofam/)). The ZEV/Hybrid First purchasing requirement exists in addition to a department's annual, light-duty ZEV purchasing requirements.

When submitting a fleet acquisition plan (FAP) to DGS for the acquisition of additional or replacement vehicles, as mandated in SAM Section 4120, state agencies shall select vehicles in light-duty categories subject to this policy based on the following priority structure:

- Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)
- Priority 2: Plug-in Hybrid ZEVs
- Priority 3: Hybrid-Electric Alternative Fuel Vehicles
- Priority 4: Internal Combustion and Bi/Flex-Fuel Vehicles

If requesting a vehicle subject to this policy in a Priority level other than Pure ZEV, agencies must be able to sufficiently demonstrate and justify why their programmatic transportation requirements could not be satisfied with a vehicle from each higher Priority level. Each requested drop in Priority level must be fully justified in accordance with criteria outlined in the "ZEV & Hybrid Priority Level Exemptions" section below.

This requirement does not apply to requests for vehicles with special performance requirements necessary for the protection of public safety and welfare.

#### **ZEV & Hybrid Priority Level Exemptions**

Agencies requesting exemptions from ZEV and Hybrid AFV Priority levels must submit justifications and/or certifications, in accordance with the guidelines below, with the agency's Fleet Acquisition Plan (FAP) for each vehicle being exempted. To be approved for exemption from a Priority level, vehicles must meet one of the exemption criteria listed for that Priority level and agencies must provide the certification and/or justification required for that specific exemption.

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE

4121.1 (Cont.1)

(New 12/2016)

#### *Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)*

##### Exemptions

- Range Limitations: vehicle requested is used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting less than 24 hours that exceed the mileage range of the Pure ZEV on contract in that vehicle category, or;
- Charging/Fueling Availability: vehicle requested is used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting more than 24 hours in locations with limited and/or unreliable fueling/charging stations, or;
- Cargo/Passenger Capacity: vehicle requested has a demonstrated need for cargo/passenger capacity that exceeds the capacity available in the Pure ZEV on contract in that vehicle category.

##### Required Certifications/Justifications

- Range Limitations
  - Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested will be used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting less than 24 hours that exceed the mileage range of the Pure ZEV on contract in that vehicle category, or;
- Charging/Fueling Availability
  - Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested will be used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting more than 24 hours in locations with limited and/or unreliable fueling/charging stations, or;
- Cargo/Passenger Capacity
  - Narrative justification demonstrating why the cargo/passenger capacity of a Pure ZEV on contract would not meet the agency's operational needs. Justification must be comprehensive and should include the following:
    - Narrative describing the vehicle's operational function and what about that function requires an increased cargo/passenger capacity, and;
    - Detailed interior space or trunk space requirements, including the number of people being transported and/or a detailed listing of the items being transported that require increased space.

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE

4121.1 (Cont.2)

(New 12/2016)

#### *Priority 2: Plug-in Hybrid ZEVs*

##### Exemptions

- **Cargo/Passenger Capacity:** vehicle requested has a demonstrated need for cargo/passenger capacity that exceeds the capacity available in the Plug-in Hybrid ZEV on contract in that vehicle category.

##### Required Certifications/Justifications

- **Cargo/Passenger Capacity**
  - Narrative justification demonstrating why the cargo/passenger capacity of a Plug-in Hybrid on contract would not meet the agency's operational needs. Justification must be comprehensive and should include the following:
    - Narrative describing the vehicle's operational function and what about that function requires an increased cargo/passenger capacity, and;
    - Detailed interior space or trunk space requirements, including the number of people being transported and/or a detailed listing of the items being transported that require increased space.

#### *Priority 3: Hybrid-Electric Alternative Fuel Vehicles*

##### Exemptions

- **Environmental Impact:** vehicle requested has a higher U.S. Environmental Protection Agency (EPA) Fuel Economy and Greenhouse Gas Emissions score (1 through 10 scale, with 10 being the best) than the contracted hybrid in that vehicle category.

##### Required Certifications/Justifications

1. Comparison of the Environmental Protection Agency's (EPA) Fuel Economy and Greenhouse Gas Emissions score for the requested vehicle to the EPA score of the comparable Hybrid-Electric AFV on statewide contract. EPA Fuel Economy and Greenhouse Gas Emissions scores can be found by:
  - a. Use the "Find a Car" feature on <http://www.fueleconomy.gov> to look up the vehicle for which you would like the score.
  - b. Once at the vehicle's information page, click on the "Energy and Environment" tab to find the Greenhouse Gas Emissions score.

## **SAM—TRANSPORTATION SERVICES**

### **50 PERCENT PURE ZEV PURCHASING EXEMPTION**

**4121.2**

(New 12/2016)

Beginning in FY 16/17, agencies that have integrated Zero Emission Vehicle (ZEV) compatible telematics solutions into 100 percent of their ZEV fleet and commit to providing DGS with monthly reporting demonstrating proper charging/fueling of these ZEVs shall be exempt from the 50 percent pure ZEV purchasing requirement.

Charging/fueling information captured by the telematics solution shall be uploaded monthly, in accordance with Executive Order (EO) B-2-11 and Public Resource Code Section 25722.5, into the Fleet Asset Management System (FAMS). The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) will monitor charging/fueling data to ensure proper use of ZEV assets.

ZEVs include plug-in electric vehicle such as Battery Electric Vehicles (BEV) and plug-in hybrid electric vehicles (PHEV) as well as Fuel Cell Vehicles (FCV). An ZEV capable vehicle telematics solution must be able to accurately report electricity, petroleum (as applicable), and hydrogen fuel usage, as well as other vehicle reporting data such as odometer information and days used on a monthly basis.

A telematics solution is a system that is installed in a vehicle that records and transmits information about the vehicle such as the current odometer, maintenance needs, and fuel consumption.

**SAM—TRANSPORTATION SERVICES**

**ZEV CREDITS AND CREDIT RATIOS**

**4121.3**

(New 12/2016)

**Zero Emission Vehicle (ZEV) Credits**

ZEV credits may be used toward the applicable yearly mandatory ZEV acquisition requirements. ZEV credits may be acquired for ZEV purchases approved prior to July 1, 2017 that exceeds the amount required for a fiscal year. Effective July 1, 2017 agencies will no longer acquire ZEV credits for purchases that exceed the amount required for a fiscal year. However, agencies may still use ZEV credits acquired prior to July 1, 2017 to meet applicable ZEV acquisition requirements in subsequent years. Please note, while BEV credits may be used towards all ZEV requirements, plug-in hybrid vehicle (PHEV) credits can only be used to meet compliance for PHEVs after the 50 percent battery electric vehicle (BEV) requirement has been met.

**ZEV Credit Ratios**

**Light Duty (LD) and Heavy Duty (HD) ZEV and PHEV Ratio Table**

<b>Vehicle Type</b>	<b>Minimum Range</b>	<b>Maximum Range</b>	<b>Ratio<sup>1</sup></b>
BEV			1:1
Low Range PHEV	10	19	5:1
Mid Range PHEV	20	34	3:1
Long Range PHEV	35	49	2:1
Extra Long Range PHEV	50	n/a	1:1

**Medium Duty (MD) and Heavy Duty (HD) ZEV and PHEV Ratio Table**

<b>Vehicle Type</b>	<b>Minimum Range</b>	<b>Maximum Range</b>	<b>Ratio<sup>3</sup></b>
MD ZEV <sup>1</sup>	-	-	1:1.5
HD ZEV <sup>2</sup>	-	-	1:3
MD ZEV <sup>1</sup>	100	-	1:1
HD ZEV <sup>2</sup>	100	-	1:2
MD ZEV <sup>1</sup>	50	<100	2:1
HD ZEV <sup>2</sup>	50	<100	1:1
MD ZEV <sup>1</sup>	30	<50	3:1
HD ZEV <sup>2</sup>	30	<50	1.5:1
HD Bucket Truck (conventional ICE) with Electric Power Takeoff (ePTO)	-	-	12:1

<sup>1</sup> Includes Class 2B-3 GVWR 8,501 to 14,000 lbs.

<sup>2</sup> Includes Class 4-8, GVWR > 14,000 lbs.

<sup>3</sup> For example, a 1:3 ratio means each corresponding Class 4-8 HD ZEV is equivalent to 3 LD ZEVs.

## SAM—TRANSPORTATION SERVICES

### EO B-16-12 PUBLIC SAFETY SPECIAL PERFORMANCE EXEMPTION

4121.4

(Revised 12/2016)

EO B-16-12 specifies that only public safety vehicles with special performance requirements are exempted from a state agency's annual zero emission vehicle (ZEV) purchasing requirements. Governor Brown's 2016 ZEV Action Plan requires the Department of General Services (DGS) to evaluate and provide further guidance to agencies as to the appropriate circumstances under which the public safety exemption should be invoked so as to ensure that ZEVs are integrated in to public safety mobile assets wherever feasible.

Accordingly, when evaluating the invocation of this exemption for a specific light-duty vehicle within its fleet, a state agency must be able to demonstrate that:

- 1) The vehicle is an authorized emergency vehicle pursuant to California Vehicle Code §165; and,
- 2) The vehicle, pursuant to California Vehicle Code §21055, may be
  - a. driven in response to an emergency call or while engaged in rescue operations, or
  - b. driven in immediate pursuit of an actual or suspected violator of the law,
  - c. driven in response to, but not returning from, a fire alarm, or
  - d. operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency, or
  - e. operated from one fire station to another or to some other location by reason of the emergency call; and,
- 3) The vehicle must be able to reach the anticipated emergency location within 30 minutes to no more than 1 hour.
- 4) Where emergency response is not the primary purpose of a vehicle, a state agency must be able to demonstrate that the specific vehicle may be used as part of an established mutual aid agreement that would necessitate an emergency response as outlined above.

Agencies shall submit a public safety special performance exemption justification either through the EO B-16-12 Public Safety Special Performance Exemption Request form located on the DGS website or include the agency justification in the Fleet Acquisition Plan Spreadsheet. Agencies are expected to evaluate their entire light-duty fleet for every opportunity to incorporate ZEVs over traditional vehicles. (An electronic copy of the *EO B-16-12 Public Safety Special Performance Exemption Request Form* can be found at the DGS website located at <http://www.dgs.ca.gov/ofam/forms.aspx>)

## SAM—TRANSPORTATION SERVICES

### ZEV PURCHASE ORDERS & ABBREVIATED ZEV ACQUISITION PROCESS

4121.5

(New 12/2016)

#### **ZEV Purchase Orders**

To ensure approved ZEVs are purchased and agencies comply with applicable annual ZEV purchasing requirements, purchase orders for ZEVs must be issued within the same fiscal year or three months after receiving a FAP approval, whichever is later.

#### **Abbreviated ZEV Acquisition Process**

To expedite the purchase of ZEVs OFAM has established an abbreviated FAP process for ZEV requests that can be submitted separate from an agency's full FAP. To use the expedited ZEV process agencies will need to submit a completed *Fleet Acquisition Plan Spreadsheet* listing all the ZEVs being requested to be purchased. In addition agencies will need to provide a completed and signed *Fleet Acquisition Certification* for the ZEV vehicles. Expedited ZEV requests shall include the same level of justification for additional vehicles and meet the disposition criteria for vehicle replacements. ZEV requests processed under this method will be approved by the Chief of OFAM. ZEV purchases approved through this process will be reconciled with the agency's full FAP to ensure overall compliance.

## SAM—TRANSPORTATION SERVICES

### ZEV INFRASTRUCTURE READINESS

4121.6

(New 2/2020)

- A. When submitting a Fleet Acquisition Plan (FAP) to the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), state agencies must be able to demonstrate that they have appropriately planned for, and currently have, zero emission vehicle (ZEV) charging infrastructure necessary to support their existing and requested ZEV's in order to receive approval.

Until June 30, 2021, to demonstrate sufficient charging infrastructure, agencies must submit answers to the following applicable questions with their FAP. Please see the Fleet Acquisition Plan Narrative form for more details.

1. What is the address of the location where this vehicle will be domiciled at (please provide this address on the FAP spreadsheet in the column titled "ZEV Domicile Address")?
  2. How many electric vehicle (EV) chargers (broken down by charger type) are currently installed at the vehicle's anticipated domicile location?
  3. Are the EV chargers single or dual capacity?
  4. Does the facility utilize a charging rotation schedule?
  5. Are there any other electric charging outlets that could be, or are being, used for EV charging?
  6. Are any EV charging stations being currently installed and, if so, when is the anticipated completion date of the installation?
  7. How many plug-in electric vehicles are currently domiciled at the anticipated location?
  8. For requested Fuel Cell Vehicles, where is the closest Hydrogen Fueling Station?
- B. (1) Starting July 1, 2021, to ensure proper ZEV infrastructure planning is taking place and to demonstrate that sufficient EV charging infrastructure exists, agencies shall submit a DGS OS-1 form with their FAP, which has been signed off by DGS Office of Sustainability (OS), in lieu of the answers to the questions above. To complete the DGS OS-1, state agencies must work with and have assessments conducted by OS for each site where fleet assets on their intended FAP will be domiciled.
- a. To initiate the OS review and assessment process, agencies shall complete Sections 1, 2, and 3 of the DGS OS-1 and submit the form to [EVSE@dgs.ca.gov](mailto:EVSE@dgs.ca.gov).
  - b. Agencies must submit the DGS OS-1 to OS at least six months prior to the planned submittal date of the FAP to OFAM to ensure assessments are completed and infrastructure installations have started prior to approval of the FAP.
  - c. Once the assessments have been completed and OS has signed off on the DGS OS-1, agencies shall submit that form with their subsequent FAP to OFAM.

**MARCH 2020**

## **SAM—TRANSPORTATION SERVICES**

- d. In the FAP review process, OFAM will review and validate the responses provided on the DGS OS-1 to ensure there is appropriate charging infrastructure to support agency's existing and requested ZEVs.

(2) State agencies requesting an exemption to the ZEV and Hybrid-Electric Alternative Fuel Vehicle First Purchasing Mandates of SAM Sections 4121, 4121.1, and 4121.9, due to the inability to install EV charging infrastructure at the vehicle's domicile site, must submit a DGS OS-1, on which OS has identified the site as not feasible for EV charging infrastructure. Additionally, state agencies must certify on their OFAM-161 B (Fleet Acquisition Certification) that there is no publicly available infrastructure in the area that could be accessed to support the vehicle(s) requested for exemption.

## **SAM—TRANSPORTATION SERVICES**

### **SEDAN PURCHASING RESTRICTIONS**

**4121.7**

(New 12/2019)

#### **A. Restriction on Purchases of Internal Combustion Engine Sedans**

State agencies are prohibited from purchasing sedans powered solely by an internal combustion engine utilizing fossil fuels, as well as sedans powered by flex-fuel or bi-fuel engines utilizing petroleum-based fuels and other alternative fuels, such as ethanol. This prohibition does not include sedans powered by a hybrid electric-powered engine.

To receive an exemption to this policy, state agencies must meet the criteria outlined in Subsection B.

#### **B. Public Safety Special Performance Exemption**

State agencies that can sufficiently demonstrate the need for one or more vehicles with special performance requirements necessary for the protection of public safety and welfare shall not be subject to the restriction on purchases of internal combustion engine sedans outlined in Subsection A. When invoking the Public Safety Special Performance (PSSP) exemption, state agencies must submit sufficient justification with the agency's fleet acquisition plan that demonstrates:

1. the sedan qualifies for the PSSP exemption, per State Administrative Manual Section 4121.4; and
2. the sedan being requested is either pursuit-rated or has non-exempt license plates and is used for undercover purposes.

## SAM—TRANSPORTATION SERVICES

### VEHICLE MANUFACTURER PURCHASING RESTRICTIONS

4121.8

(New 12/2019)

#### **A. California Air Resources Board Aligned Vehicle Manufacturer Purchasing Mandate**

Beginning January 1, 2020, state agencies are required to purchase vehicles from Original Equipment Manufacturers (OEMs) that recognize California's authority to set vehicle emission standards under section 209 of the Clean Air Act, and have aligned with the California Air Resources Board (CARB) in their commitment to reducing their fleets' emissions, pursuant to the policies set forth in this section. A current [list of CARB-aligned OEMs](#) can be found on the Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) website (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Vehicle-Manufacturer-Purchasing-Restrictions>).

Pursuant to SAM Section 4120, state agencies are required to submit a fleet acquisition plan (FAP) to DGS when seeking to add or replace vehicles within their fleets. When submitting a FAP to DGS, state agencies shall select vehicles from DGS-issued state vehicle contracts, in designated vehicle categories subject to this policy, based on the following priority structure:

Priority Level 1: Vehicles from CARB-aligned OEMs.

Priority Level 2: Vehicles from non-CARB-aligned OEMs.

[Designated vehicle categories subject to this policy](#) are listed on the DGS OFAM website (<https://www.dgs.ca.gov/OFAM/Resources/Page-Content/Office-of-Fleet-and-Asset-Management-Resources-List-Folder/Vehicle-Manufacturer-Purchasing-Restrictions>). In vehicle categories where there is no available Priority Level 1 vehicle, state agencies must meet the exemption criteria outlined in Subsection B to purchase a Priority Level 2 vehicle.

State agencies requesting to purchase a Priority Level 2 vehicle, where there is a Priority Level 1 vehicle available in the same vehicle category, must be able to sufficiently demonstrate why their programmatic transportation requirements could not be satisfied with the available Priority Level 1 vehicle. To be approved for exemption from Priority Level 1, the purchase request must be fully justified in accordance with criteria outlined in Subsection B.

(Continued)

## SAM—TRANSPORTATION SERVICES

(Continued)

### VEHICLE MANUFACTURER PURCHASING RESTRICTIONS

4121.8(Cont. 1)

(New 12/2019)

#### **B. CARB-Aligned OEM Vehicle Priority Level Exemptions**

Agencies requesting an exemption from procuring a CARB-aligned OEM Level 1 vehicle must submit a justification for each non-CARB-aligned OEM Level 2 vehicle being requested with the agency's FAP. Exemptions will only be considered and approved under limited circumstances and will require final approval by the director of the Department of General Services, subject to review by the secretary of the California Government Operations Agency. For an exemption to be approved, state agencies must provide justification that sufficiently demonstrates:

- 1) the acquisition of a Priority Level 1 vehicle would have a severe and extended impact to the agency's ability to execute its programmatic responsibilities; and
- 2) the requested acquisition is necessary to protect the health, safety, or security of the public or is necessary to provide critical services and functions; and
- 3) the requested acquisition cannot be supported with an existing fleet asset; and
- 4) the requested acquisition is urgently required to ensure the state's ability to execute its programmatic responsibilities and cannot be postponed to subsequent years.

#### **C. Public Safety Special Performance Exemption**

State agencies that can sufficiently demonstrate the need for one or more vehicles with special performance requirements necessary for the protection of public safety and welfare shall not be subject to the CARB-Aligned Vehicle Manufacturer Purchasing Mandate outlined in Subsection A. When invoking the Public Safety Special Performance (PSSP) exemption, state agencies must submit sufficient justification with the agency's FAP that demonstrates:

- 1) the requested acquisition(s) is necessary to protect the health, safety, or security of the public or is necessary to provide critical services and functions; and
- 2) the requested acquisition(s) meets the PSSP criteria outlined in SAM Section 4121.4.

**Note:** This purchasing policy shall take precedence over all other non-statutorily mandated fleet purchasing policies.

**SAM—TRANSPORTATION SERVICES**  
**ZEV & HYBRID FIRST PURCHASING MANDATE FOR**  
**MEDIUM- AND HEAVY-DUTY VEHICLES**  
(New 2/2020)

4121.9

**A. ZEV & Hybrid-Electric Alternative Fuel Vehicle First Purchasing Mandate for Medium- and Heavy-Duty Vehicles**

As of July 1, 2020, state agencies are required to prioritize purchasing of Zero Emission Vehicles (ZEVs) (including Battery Electric, Fuel Cell, and Plug-In Hybrid) and Hybrid-Electric Alternative Fuel Vehicles (Hybrid AFVs), in designated medium- and heavy-duty vehicle categories where programmatically feasible.

These purchases shall be prioritized over medium- and heavy-duty vehicles that are powered solely by internal combustion engines utilizing fossil fuels and flex-fuel vehicles or bi-fuel vehicles powered by petroleum-based fuels and other alternative fuels, such as ethanol. [Designated medium- and heavy-duty vehicle categories subject to this policy](https://www.dgs.ca.gov/-/media/Divisions/OFAM/FAMS_FARS/Vehicle-Categories-subject-to-MD-and-HD-ZEV-First-Mandate.pdf) are listed on the Department of General Services (DGS), Office of Fleet and Asset Management's (OFAM) website ([https://www.dgs.ca.gov/-/media/Divisions/OFAM/FAMS\\_FARS/Vehicle-Categories-subject-to-MD-and-HD-ZEV-First-Mandate.pdf](https://www.dgs.ca.gov/-/media/Divisions/OFAM/FAMS_FARS/Vehicle-Categories-subject-to-MD-and-HD-ZEV-First-Mandate.pdf)).

When submitting a Fleet Acquisition Plan (FAP) to DGS for the acquisition of additional or replacement vehicles, as mandated in SAM Section 4120, state agencies shall select vehicles in medium- and heavy-duty categories subject to this policy based on the following priority structure:

- Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)
- Priority 2: Plug-in Hybrid ZEVs
- Priority 3: Hybrid AFVs
- Priority 4: Internal Combustion and Bi/Flex-Fuel Vehicles

If requesting a vehicle subject to this policy in a Priority level other than Pure ZEV, agencies must be able to sufficiently demonstrate and justify why their programmatic transportation requirements could not be satisfied with a vehicle from each higher Priority level. Each requested drop in Priority level must be fully justified in accordance with criteria outlined in Section C. *ZEV & Hybrid AFV Priority Level Exemptions for Medium-and Heavy-duty Vehicle Categories*.

This requirement does not apply to requests for vehicles with special performance requirements necessary for the protection of public safety and welfare as outlined in SAM Section 4121.4.

(Continued)

**SAM—TRANSPORTATION SERVICES**

(Continued)

**ZEV & HYBRID FIRST PURCHASING MANDATE FOR MEDIUM- AND HEAVY-DUTY VEHICLES**

**4121.9 (Cont.1)**

(New 2/2020)

**B. ZEV & Hybrid AFV Acquisition Planning for Medium- and Heavy-Duty Vehicles**

To account for the time necessary to plan for and install the requisite charging/fueling infrastructure to support new medium- and heavy-duty ZEVs, DGS has created a medium- and heavy-duty ZEV acquisition planning schedule. The ZEV acquisition planning schedule allows state agencies to plan for appropriate charging and fueling infrastructure by setting the vehicle classes that will be subject to the medium- and heavy-duty ZEV purchasing requirements, two years in advance.

Accordingly, in fiscal year (FY) 2019-20, DGS will establish a list of designated medium- and heavy-duty vehicle categories subject to the ZEV and Hybrid AFV First Purchasing Mandate for Medium- and Heavy-Duty Vehicles policy, which will be valid for three fiscal years, or until June 30, 2022.

By July 1, 2020, DGS will establish a new list of designated medium- and heavy-duty vehicle categories subject to the ZEV and Hybrid AFV First Purchasing Mandate for Medium- and Heavy-Duty Vehicles, which will be valid for FY 2022-23.

By July 1<sup>st</sup> of each year, thereafter, DGS will publish new designated medium- and heavy-duty vehicle categories subject to the ZEV and Hybrid AFV First Purchasing Mandate for Medium- and Heavy-Duty Vehicles, which be valid for the FY two years from the creation of the applicable list.

**Medium- and Heavy-duty ZEV Acquisition Planning Schedule**

<b>Year Designated Medium- and Heavy-duty Vehicle Category List Was Created</b>	<b>Fiscal Year the Designated Vehicle Category List Applies to</b>
<b>2019-20</b>	2019-20
<b>2019-20</b>	2020-21
<b>2019-20</b>	2021-22
<b>2020-21</b>	2022-23
<b>2021-22</b>	2023-24
<b>2022-23</b>	2024-25

**C. ZEV & Hybrid AFV Priority Level Exemptions for Medium- and Heavy-duty Vehicle Categories**

Agencies requesting exemptions from ZEV and Hybrid AFV Priority levels must submit justifications and/or certifications, in accordance with the guidelines below, with the agency’s FAP for each vehicle being exempted. To be approved for exemption from a Priority level, vehicles must meet one of the exemption criteria listed for that Priority level and agencies must provide the certification and/or justification required for that specific exemption.

(Continued)

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE FOR MEDIUM- AND HEAVY-DUTY VEHICLES

4121.9 (Cont.2)

(New 2/2020)

#### ***Priority 1: Pure ZEVs (Battery Electric & Fuel Cell Vehicles)***

#### Exemptions

1. Range Limitation Exemptions (for Battery Electric Vehicles only):
  - a. Range Limitations for non-Specialized Vehicles: vehicle requested is used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting less than 24 hours that exceed 75 percent of the mileage range of the Pure ZEV on the statewide vehicle contract in that vehicle category, or;
  - b. Range Limitations for Specialized Vehicles: vehicle requested has been modified or configured for a specialized function, preventing the use of a temporary vehicle to perform its function, and is used at least once in the previous 12-month period for trips lasting less than 24 hours that that exceed 75 percent of the mileage range of the Pure ZEV on the statewide vehicle contract, or;
2. Inability to Install Necessary Electric Vehicle (EV) Charging Infrastructure: it has been determined that the installation of EV charging infrastructure is not feasible at the site where the vehicle(s) will be domiciled.
3. Charging/Fueling Availability Exemptions for Battery Electric and Fuel Cell Vehicles:
  - a. Onsite Charging Availability Exemption (for Battery Electric Vehicles only): until June 30, 2021, vehicle requested will not have appropriate onsite charging infrastructure to support it, or;
  - b. Charging/Fueling Availability Exemptions for non-Specialized Vehicles: vehicle requested is used more than 72 times in a 12-month period, or 36 times in a 3-month period, for trips lasting more than 24 hours in locations with limited and/or unreliable fueling/charging stations, or;
  - c. Charging/Fueling Availability Exemptions for Specialized Vehicles: vehicle requested has been modified or configured for a specialized function, preventing the use of a temporary vehicle to perform its function, and is used at least once in the previous 12-month period for trips lasting more than 24 hours in locations with limited and/or unreliable fueling/charging stations, or;

(Continued)

**MARCH 2020**

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE FOR MEDIUM- AND HEAVY-DUTY VEHICLES

4121.9 (Cont.3)

(New 2/2020)

4. Operational Ability for Battery Electric and Fuel Cell Vehicles: vehicle requested has a certain operational use case or need that prevents the use of one of the Pure ZEVs on the statewide vehicle contract. Examples of acceptable use cases or operational needs that would prevent the use of a Pure ZEV are:
  - a. Need for high towing capabilities
  - b. Operation in extreme weather environments
  - c. Operation in mountainous terrain
  - d. Large cargo/passenger/payload capacity need
  - e. Vehicle equipped with Power Take Off (PTO)

#### Required Certifications/Justifications

1. Range Limitations for Battery Electric Vehicles Only:
  - a. Until June 30, 2021, state agencies shall submit Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested meets one of the two range limitation exemptions for Pure ZEVs.
  - b. Beginning July 1, 2021, state agencies shall submit vehicle usage reports demonstrating that the vehicle(s) requested met the range limitation exemptions for Pure ZEVs. If the exemption being requested is for Specialized Vehicles, state agencies shall also submit a description of the modification and/or configuration that prevents the use of a temporary vehicle to perform its function in situations where longer range is needed.
2. Inability to Install Necessary EV Charging Infrastructure:
  - c. State agencies shall submit a DGS OS-1 form with their FAP that indicates that the installation of EV charging infrastructure at the current domicile site for the requested vehicle(s) is not feasible.
  - d. State agencies shall certify on DGS OFAM-161 B (Fleet Acquisition Certification) that there is no publicly available infrastructure in the area that could be accessed to support the vehicle(s) requested for exemption.
3. Charging/Fueling Availability Exemptions:
  - a. Until June 30, 2021, state agencies shall submit Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested meets one of the three charging/fueling limitation exemptions for Pure ZEVs.
  - b. Beginning July 1, 2021, state agencies shall submit vehicle usage reports demonstrating that the vehicle(s) requested met one of the charging/fueling availability exemptions for Pure ZEVs. If the exemption being requested is for Specialized Vehicles, state agencies shall also submit a description of the modification and/or configuration that prevents the use of a temporary vehicle to perform its function in situations where charging/fueling infrastructure is not available.

(Continued)

**MARCH 2020**

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE FOR MEDIUM- AND HEAVY-DUTY VEHICLES

4121.9 (Cont.4)

(New 2/2020)

4. Operational Ability Exemption:
  - a. Until June 30, 2021, state agencies shall submit Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested has a use case or operational need that cannot be met by one of the Pure ZEVs available on the statewide vehicle contract.
  - b. Beginning July 1, 2021, state agencies shall submit narrative justifications or telematics reports, demonstrating that the vehicle(s) requested has an operational use case and need that cannot be met by one of the Pure ZEVs available on the statewide vehicle contract.

#### ***Priority 2: Plug-in Hybrid ZEVs***

##### Exemptions

1. Operational Ability for Plug-in Hybrid Vehicle: vehicle requested has a certain operational use case or need that prevents the use of one of the Plug-in Hybrid ZEVs on the statewide vehicle contract. Examples of acceptable use cases or operational needs that would prevent the use of a Plug-in Hybrid ZEV are:
  - a. High towing capabilities
  - b. Large cargo/passenger capacity need
2. Inability to Install the Necessary EV Charging Infrastructure: it has been determined that the installation of EV charging infrastructure is not feasible at the site where the vehicle(s) will be domiciled.

##### Required Certifications/Justifications

1. Operational Ability Exemption:
  - a. Until June 30, 2021, state agencies shall submit Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested has a use case or operational need that cannot be met by one of the Plug-in Hybrid ZEVs available on the statewide vehicle contract.
  - b. Beginning July 1, 2021, state agencies shall submit narrative justifications or telematics reports, demonstrating that the vehicle(s) requested has an operational use case and need that cannot be met by one of the Plug-in Hybrid ZEVs available on the statewide vehicle contract.
2. Inability to Install the Necessary EV Charging Infrastructure:
  - a. State agencies shall submit a DGS OS-1 form with their FAP that indicates that the installation of EV charging infrastructure at the current domicile site for the requested vehicle(s) is not feasible.

(Continued)

**MARCH 2020**

## SAM—TRANSPORTATION SERVICES

(Continued)

### ZEV & HYBRID FIRST PURCHASING MANDATE FOR MEDIUM- AND HEAVY-DUTY VEHICLES

4121.9 (Cont.5)

(New 2/2020)

- b. State agencies shall certify on the OFAM-161 B (Fleet Acquisition Certification) that there is no publicly available infrastructure in the area that could be accessed to support the vehicles requested for exemption.

### ***Priority 3: Hybrid AFVs***

#### Exemptions

1. Operational Ability for Hybrid AFVs: vehicle requested has a certain operational use case or need that prevents the use of one of the Hybrid AFVs on the statewide vehicle contract. Examples of acceptable use cases or operational needs that would prevent the use of a Hybrid AFV are:
  - a. High towing capabilities
  - b. Large cargo/passenger capacity need
2. Environmental Impact: vehicle requested has a higher U.S. Environmental Protection Agency (EPA) Fuel Economy and Greenhouse Gas (GHG) Emissions score (1 through 10 scale, with 10 being the best) than the contracted Hybrid AFVs in that vehicle category.

#### Required Certifications/Justifications

1. Operational Ability Exemption:
  - a. Until June 30, 2021, state agencies shall submit Directorate level certification, to be included on the FAP Certification, that the vehicle(s) being requested has a use case or operational need that cannot be met by one of the Hybrid AFVs available on the statewide vehicle contract.
  - b. Beginning July 1, 2021, state agencies shall submit narrative justifications or telematics reports, demonstrating that the vehicle(s) requested has an operational use case and need that cannot be met by one of the Hybrid AFVs available on the statewide vehicle contract.
2. Comparison of the Environmental Protection Agency's (EPA) Fuel Economy and GHG Emissions score for the requested vehicle to the EPA score of the comparable Hybrid AFVs on the statewide vehicle contract. EPA Fuel Economy and GHG Emissions scores can be found by:
  - a. Use the "[Find a Car](#)" feature on the U.S. Department of Energy Website (<https://www.fueleconomy.gov/>) to look up the vehicle for which you would like the score.
  - b. Once at the vehicle's information page, click on the "Energy and Environment" tab to find the GHG Emissions score.

**MARCH 2020**

## **SAM—TRANSPORTATION SERVICES**

### **DONATIONS AND GIFT OF FLEET ASSETS**

**4123**

(New 2/2016)

Pursuant to Government Code Section 11005 all gifts or dedication of personal property shall be approved by the Director of the Department of Finance (Finance). OFAM request that Finance approval be included with a department FAP that includes donated assets. However, in the event that Finance approval is not obtained prior to submittal of the FAP, OFAM will process the request and recommend a conditional approval until the department is able to obtain Finance approval. OFAM will also notify Finance of the donated assets and conditional approval. Departments shall submit the Finance approval to OFAM once approved.

## **SAM—TRANSPORTATION SERVICES**

### **VEHICLE INSPECTIONS**

**4124**

(New 2/2016)

All vehicles shall be inspected for acceptance at the delivering dealer's place of business prior to delivery to the purchasing State agency. See SAM Section 4112. This inspection determines that all specifications are met and that the dealer has performed properly the pre-delivery inspection and servicing. The DGS will provide the services of Inspectors of Automotive Equipment to perform the acceptance inspection prior to delivery for all departments in the Inspection Services Program. The owning agency, on receipt of vehicle, should check for any damage incurred in transit from dealer to point of delivery. It is the owning agency's responsibility to license the vehicles and put them in service.

## SAM—TRANSPORTATION SERVICES

### STATE FLEET ASSET OVERSIGHT

4125

(New 10/2019)

#### OVERVIEW

Pursuant to [Executive Order B-2-11](#)

(<https://www.ca.gov/archive/gov39/2011/01/28/news16890/index.html>), state agencies are required to update their fleet asset information into Department of General Services Office of Fleet and Asset Management (OFAM)'s Fleet Asset Management System (FAMS) on a monthly basis, including fuel and utilization data. This policy applies to all fleet assets (owned or rented) that are in the agency's control for more than 30 consecutive calendar days or more than four (4) consecutive work weeks (excluding weekends and holidays). State agencies are required to seek OFAM approval prior to acquiring a fleet asset. See [SAM section 4120 Acquisition of Vehicles](#)

(<https://www.dgsapps.dgs.ca.gov/dgs/sam/DocumentsDetail/DetailByChapter/4100>) for state fleet asset acquisition policy in accordance with Government Code section 13332.09.

#### DEFINITION OF FLEET ASSETS

OFAM defines a fleet asset as: mobile equipment that is self-propelled and/or registered by the Department of Motor Vehicles with certain exceptions (see chart below).

#### FLEET ASSET ACQUISITION AND REPORTING INCLUSIONS & EXCLUSIONS

Ref. #	Asset Type	Acquisition Requires OFAM Approval <sup>1</sup>	Reporting FAMS Data Required <sup>2</sup>	OFAM Inspection Services Required <sup>3</sup>
1	Aircraft	Yes	Yes	No
2	Motorized Boats/Watercraft <sup>4</sup>	Yes	Yes	Yes
3	Non-motorized Boats/Watercraft	No	No	No
4	Farm and Construction Equipment	Yes	Yes	Yes
5	Heavy-duty Vehicles (14,000 GVWR or more)	Yes	Yes	Yes

<sup>1</sup> Authority to acquire those asset types identified as "delegated" without OFAM oversight/approval is provisional.

<sup>2</sup> See Required FAMS Fields Table.

<sup>3</sup> Excludes departments with OFAM approval to conduct self-inspections.

<sup>4</sup> Outboard boat motors are not their own fleet asset, and their purchase or replacement is treated as a repair or modification to a motorized boat.

## SAM—TRANSPORTATION SERVICES

Ref. #	Asset Type	Acquisition Requires OFAM Approval <sup>1</sup>	Reporting FAMS Data Required <sup>2</sup>	OFAM Inspection Services Required <sup>3</sup>
6	Medium-duty Vehicles (8,501 – 13,000 GVWR)	Yes	Yes	Yes
7	Light-duty Vehicles (8,500 or less GVWR)	Yes	Yes	Yes
8	Light-duty off road equipment <sup>5</sup>	Yes	Yes	Yes
9	Mobile Carts (manufacturer rated below 35 mph)	Delegated	Yes	No
10	Trailers (2,999 lbs GVWR or less) <sup>6</sup>	Delegated	Yes	No
11	Trailers (3,000 lbs GVWR or above) <sup>7</sup>	Yes	Yes	Yes
12	Mobile Home or Office (only if permanently parked. If moved, use trailer footnote)	No	No	No
13	Indoor Fork Lift	Delegated	Limited (See Required FAMS Field Table)	No
14	Outdoor Fork Lift	Yes	Yes	Yes
15	Electric Pallet Jack	No	No	No
16	Floor Scrubber	Delegated	Limited (See Required FAMS Field Table)	No
17	Self-Propelled Lawn Mower (25 hp or more)	Yes	Limited (See Required FAMS Field Table)	Yes
18	Self-Propelled Lawn Mower (24 hp or less)	No	No	No
19	Personnel Lift	Delegated	Limited (See Required FAMS Field Table)	No

<sup>5</sup> Including but not limited to: motorcycles, ATVs, quad-runners, snowmobiles, etc.

<sup>6</sup> Pertains to the small trailers only, and not the equipment mounted on trailers, e.g.: generators, welders, signs, message boards, kettle pots, outhouses, etc. Assets carried on trailers such as: motorcycles, snowmobiles, ATVs, etc., are considered fleet assets and are referenced separately.

<sup>7</sup> The California Vehicle Code §26302, requires trailers having a gross weight of 3,000 lbs. or more be equipped with brakes. A mobile home or mobile office that is not permanently parked is considered a trailer.

## SAM—TRANSPORTATION SERVICES

### REQUIRED FAMS FIELDS

#### For Assets with Limited Reporting Requirements

[Indoor Fork Lifts, Personnel Lifts and Self- Propelled Lawn Mowers (25HP or more)]

#### REQUIRED FAMS FIELDS TABLE

REQUIRED FIELDS	REASON REQUIRED
Equipment Number	Asset Identification
Vehicle Category	Required for Mobile Equipment Report
Model Year	Asset Identification
VIN (enter serial number here)	Asset Identification
Make	Asset Identification
Model	Asset Identification
Vehicle Location Zip Code	Asset Identification
Agency Billing Code	Required for Mobile Equipment Report
Vehicle Type	Required for Mobile Equipment Report
GVWR Range	Informational Item
Fuel Type	Informational Item
Engine Configuration	Informational Item
Confidential Asset	FAMS Required
Primary Application	Required to track asset use type
Acquisition Delivery Date	Required to track asset activity
Acquisition Method	Required to differentiate a purchase from a lease
Acquisition Reason	Required to differentiate an additional asset from a replacement asset
Purchase Price	Informational Item
Disposition Date ( <i>date vehicle leaves the facility</i> )	Required to track asset activity
Disposition Method	Required to obtain method of disposition
Disposition Sold Amount	Informational Item

## SAM—TRANSPORTATION SERVICES

### REPLACEMENT SCHEDULE CRITERIA

4126

(Revised 10/2017)

To ensure that the state maximizes its resources and that state-owned fleet vehicle assets (fleet assets) are replaced at the most economical mileage and age thresholds, it is recommended that state agencies adhere to the following replacement criteria for fleet assets. Once a fleet asset has met the vehicle age or vehicle mileage criteria listed below, it will be at a state agency's discretion to replace the fleet asset – though vehicle replacement at or near the thresholds is highly advised. These replacement standards are based upon optimum replacement threshold recommendations developed in a [2016 Vehicle Replacement Methodology](#) report. Vehicle condition may also effect replacement.

#### Age and Mileage

Fleet assets that fall within the listed vehicle categories below and meet the applicable age or mileage threshold, whichever comes first, are eligible for replacement.

Vehicle Type	Age of Vehicle (in months)	Vehicle Mileage
Vehicles with Gross Vehicle Weight Rating (GVWR) up to 8,500 Pounds		
Law Enforcement Vehicles	60	100,000
Sedans	72	65,000
Mini Vans	96	80,000
Cargo Vans	60	65,000
Pickup Trucks	60	65,000
Sport Utility Vehicles	84	85,000
Vehicles with GVWR of 8,501 – 16,000		
Law Enforcement Vehicles	60	100,000
All Trucks, Vans, and SUVs	72	70,000
Vehicles with GVWR of 16,001 – 26,000		
All Trucks, Vans, and SUVs	132	115,000

#### Vehicle Condition

A fleet asset may be disposed of or replaced when it is determined that due to the asset's condition it would be cost-effective to do so, regardless of age or mileage. To determine whether a fleet asset should be disposed of or can be safely and economically continued in service, an evaluation must be conducted by an Inspector of Automotive Equipment (IAE). If it is determined by the IAE that a fleet asset should be disposed of or replaced, an OFA-6: Inspection Survey Report form shall be provided to the Department of General Services', Office of Fleet and Asset Management.

(Continued)

## **SAM—TRANSPORTATION SERVICES**

(Continued)

### **REPLACEMENT SCHEDULE CRITERIA**

**4126 (Cont. 1)**

(Revised 10/2017)

The decision whether to retain, reutilize, or dispose of any fleet asset not meeting the minimum replacement criteria shall be based on an inspection of the following factors:

- Current mechanical condition;
- Previous maintenance and repair record;
- Extent of needed repairs and availability of parts and life expectancy of vehicle after repair;
- Current sale value;
- Cost and availability of replacement unit and accessories;
- Owning agency's ability to replace unit.

All fleet assets being disposed of require a Property Survey Report [STD. 152](#).

# SAM—TRANSPORTATION SERVICES

## KEY DUE DATES AND TIMEFRAMES

4127

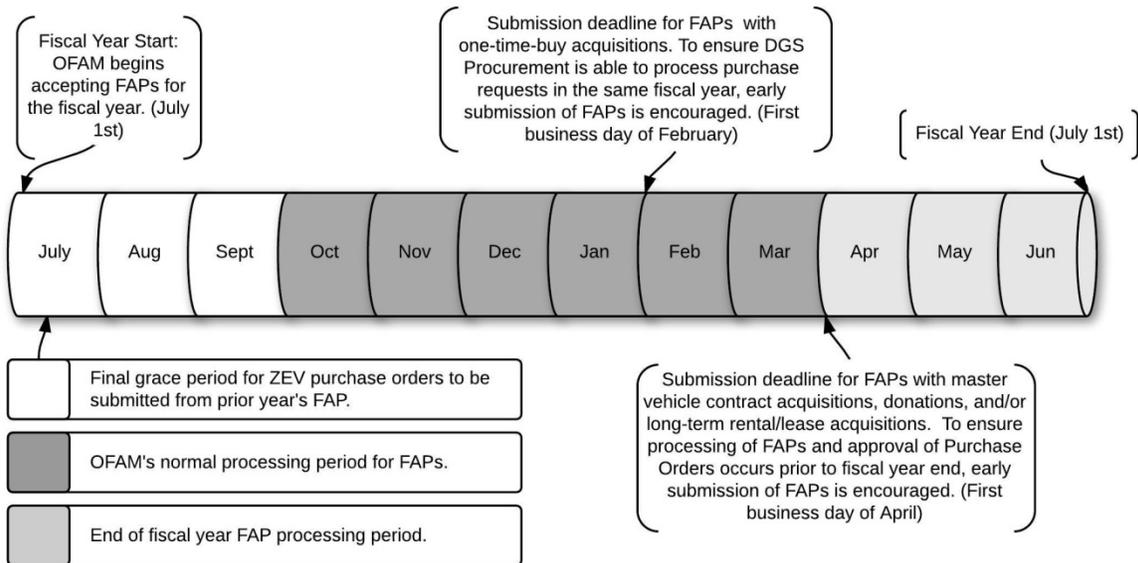
(New 2/2016)

### Fleet Acquisition Plan (FAP) Due Dates:

Electronic copies of the FAP [and all required applicable documents, as detailed in State Administrative Manual (SAM) Section 4120] must be submitted to OFAM (email to [FARSInfo@dgs.ca.gov](mailto:FARSInfo@dgs.ca.gov)) on or after the first day of the fiscal year (July 1<sup>st</sup>) for which the FAP is being submitted and no later than:

- First business day of February for one-time-buy acquisitions (*Purchase Estimate Form STD. 66 and STD. 66A*);
- First business day of April for master vehicle contract acquisitions, donations, and long-term rental/lease acquisitions.

### FAP Due Dates Timeline:



### Fleet Asset Approval Expirations:

- The FAP, including any approved addendums, is valid for the fiscal year in which the plan was approved plus one additional fiscal year.
- Approved assets on a FAP requiring a STD. 66 and STD. 66A shall remain in effect for the fiscal year in which the plan was approved plus two additional years.

Upon the expiration of an approved FAP *for which approved assets were not purchased*, departments are required to re-justify the need to acquire these asset(s) through submission of a new FAP and required documents.

## **SAM—TRANSPORTATION SERVICES**

(Continued)

### **KEY DUE DATES AND TIMEFRAMES**

**4127 (Cont. 1)**

(New 2/2016)

#### Timeframe for ZEV Purchase Orders Approval:

Purchase orders for ZEVs must be issued within the same fiscal year or three months after receiving a FAP approval, whichever is later.