

**From:** [Landsberg, James](#)  
**To:** [JLAC](#)  
**Cc:** [Berger, Tom](#)  
**Subject:** Status of Corrective Actions - Report No. 2025-096  
**Date:** Friday, May 16, 2025 3:31:38 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[Six-Month Status \(2025-096\).pdf](#)

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Good afternoon,

Attached is the status of corrective actions related to Auditor General Report No. 2025-096, *Fleet Management, Selected Administrative Activities, and Prior Audit Follow-Up* (January 2025).

James Landsberg | Interim Inspector General  
*Office of Inspector General*  
(850) 488-5285 (Office) | (850) 728-1361 (Mobile)  
Florida Department of Management Services

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## Finding 1: Oversight and Administration of the State's Fleet

Effective oversight and administration of the State's fleet by the Department is challenged by limited centralized fleet management resources, the absence of clear and consistent guidance for the management of State vehicles, the implementation and/or retirement of several fleet management information systems in a short period of time, and ineffective data analysis.

**Recommendation:** We recommend that Department management work with the Legislature and other State agencies to ensure that State law and Department resources and activities, including FleetWave, guidance dissemination, and data analyses, are singularly aligned to optimize the effective and efficient oversight and management of the State's fleet.

**Original Response:** Concurs with the finding and recommendation.

### Original Corrective Action(s):

The Bureau will develop and submit a plan to implement the audit recommendations.

**Projected Completion Date:** 12/31/2025

### Contact Person/Phone:

Christopher Leighty/850-488-5176

### Corrective Action Status: In Progress

In response to audit findings, the Bureau of Fleet Management and Federal Property Assistance (the Bureau) recommends reforming Florida's decentralized fleet management system and associated fee structure. Rising vehicle costs, limited production, and increased demand call for a more strategic approach to fleet acquisition. The Bureau proposes a centralized management process to allow the State to adapt to rapidly changing industry dynamics. Using FleetWave to project statewide vehicle needs and submitting a single Legislative Budget Request (LBR) for standard vehicles purchases under the State Term Contract would enable bulk purchasing, cost savings, and timely replacement of totaled vehicles. Agencies would continue to handle LBRs for specialized or heavy-duty equipment. While the authority to enact these reforms exists under sections 287.14–287.20, Florida Statutes (F.S.), legislative direction, additional FTEs, and expanded spending authority are needed for implementation.

The Bureau also recommends revising the monthly service fee and utilizing the LBR process to sustain FleetWave and/or fund statewide deployment of telematics, which will support maintenance, safety, and location. At the recommendation of the audit and pursuant to section 287.16, F.S., the administrative fee increase has been initiated and will increase from 6% to 9% bringing the statewide vehicle assessment from \$1.75 to \$2.75 per vehicle per month effective July 1, 2025, with a further increase in the assessment to \$4.50 per vehicle per month effective July 1, 2026.

To improve standardization, all future vehicle purchases could go through MyFloridaMarketPlace (MFMP) or its successor. Additionally, the Bureau advises reviewing the State's Minimum Equipment Replacement Criteria (MERC), currently 12 years or 120,000 miles, to ensure the best value to the state, enabling more reliable fleet operations and better reinvestment through auction proceeds to increase the return on

## AG Report Status of Corrective Actions

investment of State funds. These proposals align with the statutory framework provided in sections 287.16–287.20, F.S., governing oversight, usage, servicing, and asset transfers.

### Proposed Fleet Management Process

#### 1. Vehicle Need Identification

- Use FleetWave to forecast vehicle replacement eligibility.
- Accept agency requests for non-routine needs (e.g., mission changes, damaged units).
- Improve value to the State by identifying under-utilized vehicles for surplus, reassignment to different agencies, or continued use in a different role.

#### 2. Budget Planning

- Submit a centralized LBR for general use vehicles.
- Agencies submit individual LBRs for specialized fleet needs.

#### 3. Vehicle Acquisition

- Source vehicles through State Term Contracts, competitive procurements or solicitations, approved off-lot vendors, federal surplus, or gently used alternatives.

#### 4. Delivery & Deployment

- Install telematics and coordinate delivery.
- Ensure compliance, property record updates, and operational readiness.

#### 5. Monitoring & Reporting

- Track fleet usage, costs, and deployment efficiency.
- Report annually to the Legislature with a focus on underutilized assets.

#### 6. Replacement & Lifecycle Management

- Follow the Minimum Equipment Replacement Criteria (MERC) or adjusted benchmarks based on cost-effectiveness and mission needs.
- Align with peer state and federal standards to guide policy updates.

### Finding 2: Fleet Management Records

Comparison of State vehicle records in FleetWave, the State’s vehicle management information system, to vehicle records in the Florida Accounting Information Resource Subsystem (FLAIR) Property Subsystem, the State’s property records, found numerous unmatched, inconsistent, missing, or incomplete records.

**Recommendation:** To promote the accuracy and completeness of State vehicle records, we recommend that Department management ensure that adequate vehicle reporting guidance is established and disseminated to State agencies and work with State agencies to enhance data collection efforts.

**Original Response:** Concur with the finding and recommendation.

#### Original Corrective Action(s):

There is no touchpoint between FLAIR and the State’s fleet management information system (FleetWave), so an automated reconciliation is not an option. The Bureau will require an annual certification from individual agencies that states they have reconciled their master property list with FleetWave. The Bureau will revisit this finding after the State’s transition from FLAIR to PALM.

**Projected Completion Date:** 9/30/2025

#### Contact Person/Phone:

Christopher Leighty/850-488-5176

## AG Report Status of Corrective Actions

### Corrective Action Status: In Progress

As stated in the agency's January 17, 2025, response, there is no integration between FLAIR and the State's fleet management system, FleetWave. Neither system was designed to communicate directly, and FLAIR will ultimately be replaced by PALM. Therefore, an automated reconciliation between FLAIR and FleetWave is neither practical nor cost-effective. Additionally, some FleetWave users, such as the State Attorneys and Public Defenders Offices, do not use FLAIR, making the recommended automated reconciliation unfeasible. These limitations were communicated, and ignored, multiple times during all meetings with the audit team, including the Auditor General's Working and Exit Conferences on November 19 and December 18, 2024.

The agency does not have access to other agencies' FLAIR accounts and cannot identify or correct discrepancies in FLAIR. This was also explained to the audit team multiple times. To address this issue, the Bureau now requires each agency conduct quarterly reconciliations and an annual attestation confirming reconciliation of its master property file with FleetWave. The Bureau will revisit this finding after the transition from FLAIR to PALM to determine if an automated solution becomes viable.

A statewide reconciliation and agency attestations were submitted to the Bureau by agencies on April 15, 2025, and are currently undergoing verification by the Bureau. To support the process, the Bureau coordinated with Finance and Accounting to provide agencies with its FLAIR reports with a comparison to its FleetWave records. **No vehicles were found to be missing.** The 2,279 vehicles erroneously reported as "missing" were the result of minor data entry errors. Telematic devices will assist in providing immediate accountability of vehicles in the state's inventory.

This task is ongoing, and the Bureau will continue to monitor quarterly and support accurate reporting.

Although the audit recommended that the Bureau "ensure that adequate vehicle reporting guidance is established and disseminated to State agencies and work with State agencies to enhance data collection efforts," it was inaccurately reported to the Legislature that 2,279 vehicles were missing. In reality, all discrepancies were minor clerical errors that were resolved by the agencies with the Bureau's assistance.

Examples of these minor discrepancies included:

- Typographical errors in VINs (Vehicle Identification Number) e.g., letter "O" instead of zero
- Incomplete or blank VINs or property numbers in FleetWave or FLAIR
- Invalid FLAIR numbers entered into FleetWave by the agencies
- Vehicles already disposed of in FleetWave before the audit period (102 cases) July 1, 2021, through March 31, 2023
- Repair shops listed in FleetWave that the audit team incorrectly listed as equipment (51 cases)
- Vehicles belonging to State Attorneys and Public Defenders Offices (229 vehicles) not appearing in FLAIR, as they use different property accounting systems

Contrary to what was reported to the Legislature, none of these issues represented missing vehicles. The Bureau pointed this out to the audit team at every meeting and during every conversation.

## AG Report Status of Corrective Actions

### Finding 3: Fleet Management Policies and Procedures

Department policies and procedures did not address all facets of, or reflect current operating practices for, fleet management.

**Recommendation:** We recommend that Department management update fleet management policies and procedures to address all facets of, and reflect current operating practices for, Bureau oversight of the State's fleet of vehicles and, as appropriate, disseminate for State agency use.

**Original Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau has initiated this process, reviewing and revising policies and procedures impacting both the enterprise and the DMS fleet as needed.

**Projected Completion Date:** 6/16/2025

**Contact Person/Phone:**

Christopher Leighty/850-488-5176

**Corrective Action Status:** In Progress

The Bureau has reviewed the audit findings and is conducting a comprehensive update of policies and procedures affecting the state enterprise. These updates support the transition from legacy fleet management systems to FleetWave, reflecting current operational procedures. Revisions include strengthened document management and the implementation of controls to ensure consistent application of vehicle management procedures. Updated policies will require agencies to enter newly acquired equipment into FleetWave within 30 days and record assets in FLAIR. Additional controls will support accurate tracking of acquisitions and disposals. Agencies will also be required to submit attestations confirming compliance with these procedures.

This task is ongoing.

### Finding 4: State Agency Fleet Fee

Contrary to State law, Department records did not evidence that reasonable criteria were used to set the fleet management information system access and support fee charged to State agencies.

**Recommendation:** We recommend that Department management develop and adequately document the criteria used to establish and assess State agencies a fleet management information system access and support fee.

**Original Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau will develop and submit a plan to adjust the fleet management information system (FleetWave) access and support fee charged to State agencies to ensure it is reasonable and complies with State law, as recommended by this audit.

**Projected Completion Date:** 4/29/2025

**Contact Person/Phone:**

## AG Report Status of Corrective Actions

Christopher Leighty/850-488-5176

### Corrective Action Status: Complete

In response to the audit finding, the Bureau conducted a comparative analysis of fleet management fee structures in states with similar fleet sizes or characteristics—California, Georgia, Texas, Colorado, and Iowa—identifying an average rate of \$9.37 per asset, per month. State rates included: California at \$13.08, Georgia at \$4.50, Texas at \$9.25, Colorado at \$15 plus a \$0.022 per mile damage recovery fee, and Iowa at \$5.00. At the recommendation of the audit and pursuant to section 287.16, F.S., the administrative fee will increase from 6% to 9% bringing the statewide vehicle assessment from \$1.75 to \$2.75 per vehicle per month effective July 1, 2025, with a further increase in the assessment to \$4.50 per vehicle per month effective July 1, 2026.

Based on this analysis, the Bureau is implementing a per-asset, per-month rate increase that is straightforward, affordable for agencies, easy to administer, and sufficient to cover current FleetWave system expenses. The new rate structure aligns with section 287.16(5), F.S., which authorizes DMS to charge fees to state agencies for the use of aircraft and motor vehicles and will be phased in over the next two years.

If implemented, the cost of telematic devices will be addressed in a future Legislative Budget Request (LBR).

This task is completed.

### Finding 5: Fleet Acquisition Approvals

Department records did not always evidence the timely or appropriate processing of State agency vehicle purchase requests or that State agencies were notified of approvals.

**Recommendation:** We recommend that Department management enhance vehicle purchase approval controls, including policies and procedures, to ensure that purchase requests are timely and appropriately processed and approvals communicated to State agency management in accordance with Department standards, and that documentation of such actions is retained in accessible Department records.

**Original Response:** Concur with the finding and recommendation.

### Original Corrective Action(s):

The Bureau will review and revise policies and procedures to enhance document management, ensuring records are retained in accordance with the retention schedule and comply with audit recommendations. Prior to this audit, the Bureau had already discontinued the use of individual work emails as recommended. The Bureau will ensure this practice is formalized in policy.

**Projected Completion Date:** 6/16/2025

### Contact Person/Phone:

Christopher Leighty/850-488-5176

### Corrective Action Status: In Progress

The Bureau is conducting a comprehensive review and revision of its policies and procedures (Finding 3), including updates based on findings from this audit. This includes improving document management practices to ensure records are retained in accordance with the established retention schedule and audit recommendations.

## AG Report Status of Corrective Actions

Prior to the audit, the Bureau had already discontinued the use of individual work emails and created shared inboxes.

This practice will be formalized in policy and procedure.

### Finding 6: Fleet Disposal Approvals

Department controls over the approval of State agency vehicle disposal requests need improvement.

**Recommendation:** We recommend that Department management enhance controls, including policies and procedures, to ensure that Department records evidence timely and appropriate Department processing of State agency vehicle disposal requests, including the receipt of required supporting documentation, satisfaction of disposal criteria, and updating of FleetWave records.

**Original Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau will review and revise policies and procedures to enhance document management, ensuring records are retained per the retention schedule and comply with audit recommendations. As noted in Finding 5, the Bureau has already discontinued the use of individual work emails as recommended and will ensure this practice is formalized in policy.

**Projected Completion Date:** 5/1/2025

**Contact Person/Phone:**

Christopher Leighty/850-488-5176

**Corrective Action Status:** Complete

As stated in the agency's January 17, 2025, response, the Bureau had already discontinued the use of individual work emails, as recommended prior to the audit; therefore, no further action was required.

To enhance document management and ensure compliance with the retention schedule and audit recommendations, the Bureau reviewed its policies and procedures and implemented the following changes:

- In addition to the existing FleetWave Vehicle Status Field, the Bureau created a new field to more clearly capture the current status of vehicles in the disposal process. This field—**Disposal Approval Date**—is viewable by the respective agency and includes:
  - **Vehicle Status** indicating either:
    - **"Pending Disposal"**: Confirms all disposal criteria have been met, and the Bureau will issue a disposal letter.
    - **"Live"**: Indicates required documentation is still pending from the agency. The Bureau will notify the requester, and the status will remain unchanged until received.
  - **Assigned Disposal Method** with corresponding instructions sent to the agency's Fleet Contact:
    - Live Auction via appropriate vendor
    - Online Auction
    - Other methods as applicable
- The Bureau also established an indexed .pdf filing system, allowing records to be retrieved by equipment ID.

## AG Report Status of Corrective Actions

This task is completed.

### Finding 7: Fleet Disposals at Public Auction

Department controls over the approval of State vehicle disposals and sale at public auction need enhancement.

**Recommendation:** We recommend that Department management enhance controls, including policies and procedures, to ensure that Department records evidence Department approval of the disposal and sale of all State vehicles, the receipt of all required supporting documentation, and maintenance of all applicable information.

**Original Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau will review and revise policies and procedures to strengthen controls for fleet disposals at public auctions, enhance document management, and ensure records are retained per the retention schedule in compliance with audit recommendations. As noted in Findings 5 and 6, the Bureau has already discontinued the use of individual work emails as recommended and will formalize this practice in policy.

**Projected Completion Date:** 5/1/2025

**Contact Person/Phone:**

Christopher Leighty/850-488-5176

**Corrective Action Status:** Complete

As stated in the agency's January 17, 2025, response, the Bureau had already discontinued the use of individual work emails, as recommended prior to the audit. Therefore, no further action was required.

The Bureau reviewed its policies and procedures and implemented enhancements to document management practices ensuring records are retained in accordance with the retention schedule. While the Bureau already captured record of each vehicle sale, it has improved records retention by establishing an indexed .pdf filing system that allows electronic records to be searched by equipment ID.

This task completed.

### Finding 8: FleetWave Access Privilege Controls

Department information technology access privilege controls for FleetWave need enhancement to better prevent and detect inappropriate access.

**Recommendation:** We recommend that Department management work with State agency management to:

- Establish a consistent process for documenting the authorization for and prompt deactivation of FleetWave system user access privileges.
- Periodically review the appropriateness of FleetWave system user access privileges.

**Original Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**



## AG Report Status of Corrective Actions

Multiple State fleet management information system (FleetWave) access controls have been implemented to address findings of a separate audit that achieve the recommendations of this audit, including:

- Automated daily reports identifying users inactive for over 90 days.
- Quarterly user reconciliations conducted by agencies.

The Bureau will establish a formal FleetWave access request process, incorporating forms to specify authorized requesters and clearly communicate user expectations for different roles as recommended by this audit.

**Projected Completion Date:** 9/30/2025

**Contact Person/Phone:**

Christopher Leighty/850-488-5176

**Corrective Action Status:** In Progress

The Bureau is working with People First to implement a process for receiving a daily report identifying FleetWave users who have separated from state employment or transferred to another agency within the State Enterprise. This report will be used to promptly remove user access and maintain system security.

Prior to the completion of the audit, the Bureau had already implemented several controls to address access issues, including:

- Automated daily reports identifying users inactive for over 90 days, and
- Quarterly user reconciliations conducted by agencies.

In addition, the Bureau has established a formal FleetWave access request process, incorporating standardized forms to designate authorized requesters and define user role expectations.

This task is ongoing.

### Finding 9: FleetWave Processing Controls

FleetWave interface processing controls need improvement to ensure and demonstrate that all State agency fuel and vehicle expense transaction files are accurately uploaded into FleetWave.

**Recommendation:** We recommend that Department management enhance FleetWave interface processing controls to ensure and demonstrate that all Wrights Express (WEX) data received for processing is accurately loaded into FleetWave.

**Original Response:** Concur with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau will review, revise, and communicate policies and procedures to make clear to the individual State agencies their responsibilities in reconciling WEX data imported into the State's fleet management information system (FleetWave). The Bureau will collaborate with the vendor to explore options and use new technologies, as they become available, to enhance quality control of these data imports and make the process easier for the individual State agencies.

**Projected Completion Date:** 6/30/2025

**Contact Person/Phone:**

## AG Report Status of Corrective Actions

Christopher Leighty/850-488-5176

**Corrective Action Status:** In Progress

FleetWave's Import History module provides record counts for total adds, updates, deletes, and overall records, but does not account for the status of individual records. The Bureau is working with the vendor to develop a supplemental report to account for the status of all WEX transactions that were successfully imported regardless of record status.

DMS will require agencies to quarterly reconcile all WEX transactions. This practice will be formalized in policy and procedure.

This task is on going.

### Finding 10: Motor Vehicle Usage Logs

Department vehicle usage logs were not always maintained or did not always include required information.

**Recommendation:** We recommend that Department management establish a standard monthly vehicle usage log and ensure the completion of logs with the information necessary to demonstrate accountability over the use of all Department vehicles.

**Management Response:** Concurs with the finding and recommendation.

**Original Corrective Action(s):**

The Bureau will develop a standardized monthly vehicle usage log as well as communicate requirements and expectations to ensure continued compliance with all applicable statues, rules, policies, and procedures.

**Projected Completion Date:** 6/30/2025

**Contact Person/Phone:**

Christopher Leighty/850-488-5176

**Corrective Action Status:** In Progress

The Bureau will standardize the monthly usage logs and communication expectations for use of DMS-owned vehicles to all users.

This task is ongoing.

## AG Report Status of Corrective Actions

### Finding 11: Purchasing Card Controls

Department controls for promptly canceling purchasing cards upon a cardholder's separation from Department employment continue to need improvement.

**Recommendation:** We continue to recommend that Department management strengthen employment separation procedures to ensure that purchasing cards are promptly canceled upon a cardholder's separation from Department employment.

**Original Response:** Concurs with the finding and recommendation.

**Original of Corrective Action(s) or Explanation of No Action:**

The Department has implemented a new separation process in Monday.com in coordination with Human Resources and Information Technology and "daily employee action notification" reports are emailed every day.

**Projected Completion Date:** 8/1/2024

**Contact Person/Phone:** Angela Pereira 850-414-7746

**Corrective Action Status:** Complete

DMS now utilizes an automated system to manage access privileges, including PCard termination. The staff who maintain these systems receive daily access termination emails. As an additional safeguard, the Office of Human Resources provides a report to Departmental Purchasing on a weekly basis for PCard terminations.

### Finding 12: FLAIR Access Controls

The Department did not always promptly deactivate employee access to Florida Accounting Information Resource (FLAIR) upon employment separation. A similar finding was noted in our report No. 2021-112.

**Recommendation:** We again recommend that Department management strengthen controls to ensure that FLAIR access privileges are deactivated immediately upon an employee's separation from Department employment.

**Original Response:** Concurs with the finding and recommendation.

**Original of Corrective Action(s) or Explanation of No Action:**

The Department has implemented a new separation process in Monday.com in coordination with Human Resources and Information Technology and "daily employee action notification" reports are emailed every day.

**Projected Completion Date:** 8/1/2024

**Contact Person/Phone:** Stephen Russell 850-922-7460

**Corrective Action Status:** Complete

In addition to the use of the automated system to manage access privileges and the daily access termination email notification, Financial Management Services (FMS) implemented a quarterly review of FLAIR access to ensure all employees are removed.

## AG Report Status of Corrective Actions

### Finding 13: Conflict of Interest Statements

Department controls continue to need enhancement to ensure that contract managers document that they are independent of, and have no conflicts of interest related to, the contracts they are responsible for managing.

**Recommendation:** We again recommend that Department management ensure that all personnel responsible for managing applicable contracts complete conflict of interest statements in accordance with Department policies and procedures.

**Original Response:** Concurs with the finding and recommendation.

**Original of Corrective Action(s) or Explanation of No Action:**

The Department is strengthening/implementing internal policies to address this issue.

**Projected Completion Date:** 6/30/2025

**Contact Person/Phone:** Shelly Kelley 850-410-0102

**Corrective Action Status:** In Progress

DMS has updated its internal policies, and the draft is currently being routed.

### Finding 14: Florida Single Audit Act

Department controls over the administration of Florida Single Audit Act (FSAA) requirements continue to need improvement.

**Recommendation:** We again recommend that Department management strengthen procedures for administering the requirements of the FSAA and ensuring that Financial Reporting Packages (FRPs) are timely received and reviewed and noted deficiencies appropriately followed up on.

**Original Response:** Concurs with the finding and recommendation.

**Original of Corrective Action(s) or Explanation of No Action:**

The Department is strengthening/implementing internal policies to address this issue.

**Projected Completion Date:** 6/30/2025

**Contact Person/Phone:** Danielle McNair 850-922-8541

**Corrective Action Status:** In Progress

DMS has updated its internal policies, and the draft is currently being routed.

**From:** [Landsberg, James](#)  
**To:** [JLAC](#)  
**Subject:** RE: Status of Corrective Actions - Report No. 2025-096  
**Date:** Monday, June 16, 2025 4:20:57 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[FMP1 Fleet Acquisition 2025.pdf](#)  
[FMP2 Fleet Disposals 2025.pdf](#)  
[16-101 2025.pdf](#)  
[16-102 2025.pdf](#)  
[MP6301 2025.pdf](#)  
[MP6401 2025.pdf](#)  
[MP6401B 2025.pdf](#)  
[Vehicle Inspection Form 2025.pdf](#)

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Good afternoon,

This is an update to the status of corrective actions previously provided on May 16, 2025, with respect to Auditor General Report No. 2025-096.

The following policies, procedures, and associated forms have now been revised and are attached:

- FMP1
- FMP2
- 16-101
- 16-102
- MP6301
- MP6401
- MP6401B
- Vehicle Inspection Form

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Florida Department of Management Services

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**From:** Landsberg, James  
**Sent:** Friday, May 16, 2025 3:31 PM  
**To:** jlac@leg.state.fl.us  
**Cc:** Berger, Tom <Tom.Berger@dms.fl.gov>  
**Subject:** Status of Corrective Actions - Report No. 2025-096

Good afternoon,

Attached is the status of corrective actions related to Auditor General Report No. 2025-096, *Fleet Management, Selected Administrative Activities, and Prior Audit Follow-Up* (January 2025).


James Landsberg | Interim Inspector General  
*Office of Inspector General*  
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Florida Department of Management Services

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 <p>Department of <b>MANAGEMENT SERVICES</b> We serve those who serve Florida</p>	<p align="center"><b>DEPARTMENT OF MANAGEMENT SERVICES ADMINISTRATIVE PROCEDURE</b></p>	
<p>TITLE: Fleet Acquisitions</p>	<p>PROCEDURE NUMBER</p>	
<p>EFFECTIVE: July 1, 2016 REVISED: June 2025</p>	<p align="center"><b>FLEET MANAGEMENT FMP1</b></p>	

### **PURPOSE**

This procedure provides procedures and guidelines following state and federal laws for the purchase, lease, rental, donation, and transfer of motor vehicles, watercraft, aircraft, and mobile equipment, including judicial award or confiscation.

### **SCOPE**

This procedure applies to authorized state agency personnel who request the acquisition of motor vehicles, aircraft, watercraft, or special mobile equipment that are required to be reviewed and approved by the Department of Management Services (DMS) Statewide Fleet Approver within the Bureau of Fleet Management and Federal Property Assistance (Bureau).

### **AUTHORITY**

Chapter 287, Part II, Florida Statutes (F.S.)

Chapter 320.01, F.S.

Chapter 327.02, F.S.

Chapter 316.003, F.S.

Chapter 330.27, F.S.

Section 932.7055, F.S.

60B-1, Florida Administrative Code (F.A.C.)

Energy Policy Act (EPAAct) of 1992 (Public Law 102-486)

### **RESPONSIBLE OFFICE**

Bureau of Fleet Management and Federal Property Assistance

## **DISTRIBUTION**

<b>The following individuals should be notified of this procedure.</b>	<b>Method of notification</b>
All state agency purchasing directors, specialists, agents, and requestors	<ul style="list-style-type: none"><li>• Email and/or letter</li><li>• Meeting</li></ul>
Bureau employees	<ul style="list-style-type: none"><li>• Email and/or inter-office mail</li></ul>
Bureau Chief of Fleet Management	<ul style="list-style-type: none"><li>• Email and/or inter-office mail</li></ul>
Director of Specialized Services	<ul style="list-style-type: none"><li>• Email and/or inter-office mail</li></ul>
DMS Executive Leadership	<ul style="list-style-type: none"><li>• Email and/or inter-office mail</li></ul>

## **PROCEDURES**

### **I. Procedures for Acquisition of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment**

#### **Agency Responsibilities**

Agencies are responsible for the following:

- In the Fleet Management Information System (FMIS), logging information including but not limited to the condition, use, cost, fuel, maintenance, and assignment of the motor vehicle, watercraft, aircraft, and mobile equipment owned, leased, or operated. The information shall be entered into the FMIS no later than the 15th day of each month, unless this date falls on a weekend or holiday.
- The accuracy and timeliness of the input of data into the FMIS.
- Annual attestation to the reconciliation of the FMIS and the State of Florida's accounting and property management system for the following equipment types:
  - Motor Vehicles
  - Watercraft
  - Aircraft
  - Mobile Equipment

**Note:** Agencies (e.g., Justice Administration Commission) that do not use the State's accounting and property management system must attest to the reconciliation between the FMIS and your property management system of record.

- Adding new equipment to the FMIS within 30 days from the date the equipment is received.
- Disposing of replaced equipment within 45 days from the date the replacement asset was received.
- Adhering to service requirements established by the manufacturer for all assets.

#### **Form MP6301, Request for Acquisition of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment (MP6301) Requirements**

To approve the acquisition, the Bureau must receive from a requesting agency a purchase requisition through MyFloridaMarketPlace (MFMP) or by formal written request/email with a completed MP6301 providing detailed information for the requested motor vehicles, watercraft, aircraft, and mobile equipment.



**Note:** Failure to provide a completed MP6301 will delay the purchase requisition review and approval process. All bureau forms can be found on the DMS website at [https://www.dms.myflorida.com/business\\_operations/fleet\\_management\\_and\\_federal\\_property\\_assistance/fleet\\_management/forms](https://www.dms.myflorida.com/business_operations/fleet_management_and_federal_property_assistance/fleet_management/forms).

For entries marked YES on form MP6301, Section C, “Legislative Authority or Replaced Equipment Requirement,” the submitting agency must provide a copy of one of the following budget funding authorizations for the current fiscal year:

- Proviso Language from the General Appropriations Act
- Legislative Budget Request (LBR) approval
- Grant and/or designated federal funding
- Appropriation for acquisition of motor vehicles, watercraft, aircraft, and mobile equipment

For entries marked NO, the agency should enter the description of replaced equipment in Section F, “Description of Replaced Motor Vehicle, Watercraft, Aircraft, or Mobile Equipment.” Replacement assets must be the same class unless otherwise specified in agency LBR - Exhibit D-3A language. For requests for acquisition of motor vehicles, watercraft, aircraft, and mobile equipment through lease or transfer from another state agency, an entry in Section F, “Description of Replaced Motor Vehicle, Watercraft, Aircraft or mobile Equipment,” is not required unless the agency is exchanging equipment.

Prior to approval, the Statewide Fleet Approver will review all fields entered on the MP6301 and in the fleet management information system (FMIS) to ensure the required replacement equipment meets DMS’ Minimum Equipment Replacement Criteria (MERC).

All state agencies submitting replaced equipment that does not meet the MERC should provide mechanical or body repair documentation to support needed repairs that exceed the fair market value of replaced equipment. These documents are to be provided with the MP6401, “Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment” (MP6401) to [Disposals@dms.fl.gov](mailto:Disposals@dms.fl.gov). The Fleet Disposals Compliance Administrator will review these documents to determine if the asset is beyond economical repair (BER). If deemed BER, the asset will be allowed as replaced equipment and must be disposed of according to procedures specified in Chapter 60B-3, Florida Administrative Code, *Disposal of Motor Vehicles, Watercraft and Aircraft*.

### **Purchase Requisition Procedures**

- The Statewide Fleet Approver uses State Term Contracts, Alternate Contract Sources, and manufacturer equipment websites to evaluate requested motor vehicles and mobile equipment.
- Vehicle purchase requisitions should include the correct commodity code, option code(s), representative model description, pricing, and pertinent attachments.
  - The commodity code, representative model description, and option code(s) listed on the purchase requisition must be consistent with the corresponding information requested on the MP6301, Section B, “Description of Motor Vehicles, Watercraft, Aircraft or Mobile Equipment to be Acquired.” All commodity codes can be found here: [https://www.dms.myflorida.com/business\\_operations/fleet\\_management\\_and\\_federal\\_property\\_assistance/fleet\\_management/purchase\\_of\\_mobile\\_equipment](https://www.dms.myflorida.com/business_operations/fleet_management_and_federal_property_assistance/fleet_management/purchase_of_mobile_equipment).
- Minimum required attachments include completed MP6301, completed Price Quote Form (PQF), MSRP provided by vendor, and document showing budget authority.

- **State Term Contract Purchases:** Agencies should reference the “How to Use this Contract” document that is provided by DMS State Purchasing for guidance on purchasing motor vehicles; medium and heavy trucks; and construction, industrial, agricultural, and lawn equipment. All State Contracts and Agreements can be found at [https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/state\\_contracts\\_and\\_agreements](https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements). Purchasing from a State Term Contract requires completion of MP6301, sections A through G, and all other applicable attachments.
- **Alternate Contract Source Purchases:** For purchases made from an Alternate Contract Source (ACS), the Department requires a completed and approved DMS form PUR 7102, “Agency Request for Approval of Alternate Contract Source.” This purchase type requires completion of MP6301, sections A through G, and all other applicable attachments.
- **Non-Contract Purchases:** For purchases made from a non-contract source, the Department requires competitive price quotes per the agency’s purchasing policies, procedures, rules, and statutes for non-contract acquisitions under \$35,000. This purchase type requires completion of MP6301, sections A through G, and all other applicable attachments.
- **Agency Bids:** Prior to an agency bid, agencies should send the equipment bid specifications designated by commodity code to the Statewide Fleet Approver for review and approval.
- **For purchase requisitions of motor vehicles and mobile equipment in the amount of \$35,000 or above and acquired from an Invitation to Bid (ITB), agencies shall provide the Bureau copies of the following:**
  - Bureau approval letter of bid specifications
  - Agency ITB document
  - Awarded vendor ITB document
  - ITB bid tab evaluation sheet
  - ITB number. Agencies must ensure that the ITB number is listed on the purchase requisition and in Section B, under “Method or Type of Acquisition” on the MP6301.

This purchase type requires completion of MP6301, Sections A through G, and all other applicable attachments.

- **General Services Administration (GSA) Counter Drug Program Purchase:** Prior to submitting a purchase requisition for watercraft acquired through the State of Florida’s Counter Drug Procurement Program (1122 Program), the requestor must review the representative model in the GSA price catalog to determine which items are contract or non-contract components. Approval is based on agency need and does not override the requesting agency’s purchasing policies and procedures, rules, or statutes for purchasing non-contract items. The GSA number must be listed on the purchase requisition and in Section B under “Method or Type of Acquisition” on the MP6301. This purchase type requires completion of MP6301, sections A through G, and all other applicable attachments.
- **Used Motor Vehicle(s) and Mobile Equipment:** Copies of the following documents must be attached to the purchase requisition as supporting documents:
  - Completed MP6301.
  - Signed copy of a certified automotive technician vehicle inspection sheet on official letterhead detailing the used vehicle condition, warranty status, and cost of needed repairs, or a written and signed statement on the requesting agency’s letterhead from a qualified agency mechanic or technical representative.
  - Used equipment value based on condition from NADA, Kelly Blue Book, Edmunds, or other equipment representative sources to justify that the motor vehicles or mobile equipment pricing is in the best interest of the State of Florida.

- This purchase type requires completion of MP6301, sections A through G, and all other applicable attachments.
- When a purchase requisition for contractual services is coded incorrectly in MFMP, the Statewide Fleet Approver will include a brief explanation in the comments section to assist the requestor. The purchase requisition will be returned to the agency for correction.
- For Fish and Wildlife Commission chartered vessel orders in MFMP, the Statewide Fleet Approver will comment “DMS Fleet Management does not approve contractual orders. Approved forward in the Agency approval flow.” The Statewide Fleet Approver will then approve the purchase requisition in MFMP.
- Formal Written Request/Email: For agencies that do not use MFMP, approval for state term contract and non-contract purchases follow the same guidelines as above. All formal written requests/emails must be sent to [Acquisitions@dms.fl.gov](mailto:Acquisitions@dms.fl.gov). The Statewide Fleet Approver will email an approval letter to the requesting agency. The bureau will retain electronic copies of agency approvals for three years.

## **II. Procedures for Lease of Motor Vehicles and Mobile Equipment**

The Statewide Fleet Approver reviews and approves leases of motor vehicles and mobile equipment. Per Chapter 287.14(3), F.S., it is unlawful for any state officer or employee to authorize the purchase or continuous lease of any motor vehicle to be paid for out of funds of the state or any department thereof unless funds have been appropriated by the Legislature. This subsection does not apply to motor vehicles needed to meet unforeseen or emergency situations or if approved by the Executive Office of the Governor after consultation with the legislative appropriations committees (Chapter 287.15, F.S., and Chapter 60B-1.001, F.A.C.). This lease type requires completion of MP6301, Sections A through G with Section F exempt, and all other applicable attachments.

## **III. Procedures for Rental of Motor Vehicles and Mobile Equipment**

- Unless exempted by agency purchasing policies and procedures, rules, or statute, agencies must provide competitive quotes and justification for rental requests fewer than 31 days.
- The Statewide Fleet Approver will review and approve requests for fleet vehicles and equipment rentals. The description of the equipment need and utilization should be provided with the purchase requisition.
- DMS state fleet approval is not required for car and truck rentals of less than \$1,000. They are considered normal operations.
- Requisition extensions are not approved for lease and rental amounts for motor vehicles and mobile equipment that meet or exceed the purchasing bid threshold of \$35,000.

## **IV. Procedures for Donation and Transfer of Motor Vehicles and Mobile Equipment**

All agency requests for the donation or transfer of motor vehicles and mobile equipment shall be reviewed and approved by the Statewide Fleet Approver.

- Donation or Transfer letter must be on official letterhead. For personal vehicles, a formal letter or email from the donor will suffice. All letters must state:
  - Agency, company, or person that is donating or transferring the vehicle(s)
  - The year, make, model, odometer reading and Vehicle Identification Number.
  - Disposal method – does the donor want the vehicle back after its useful life expires or can the agency dispose of the donated vehicle?

- Mechanical Inspection – All donations must undergo a mechanical inspection. The inspection must be presented in the form of a comprehensive quote that identifies any issues and certifies whether the vehicle is in good running condition. This quote should itemize all currently required maintenance and provide a detailed cost estimate, inclusive of labor charges. If the agency is requesting to take possession of multiple vehicles, a separate quote should be included for each vehicle.

If it is in the best interest of the State to accept the donation or transfer:

- Agencies must send the donation and transfer letter, MP6301 and inspection to [Acquisitions@dms.fl.gov](mailto:Acquisitions@dms.fl.gov) for approval.
- Agencies should use the following guidelines to determine if completion of MP6301, Section F, “Description of Replaced Motor Vehicles and/or Mobile Equipment” is required.
  - Scenario 1: Donation or transfer from *Company X* with the intention that the agency keeps the asset until end of useful life and returns to *Company X* for disposal – would not require a description of the replaced equipment in Section F.
  - Scenario 2: Donation or transfer from *Company X* with the intention that the agency keeps the asset until end of useful life, DMS disposes of asset and the agency retains money – DMS would mark the asset “Ineligible for Replacement” in FMIS – would not require a description of the replaced equipment in Section F.
  - Scenario 3: Donation or transfer from *Company X* with the intention that the agency keeps the asset until end of useful life, DMS disposes of asset, the agency retains money and the agency uses as credit for replacement – would require a description of the replaced equipment in Section F. See 287.14(4), F.S.
- After Statewide Fleet Approval:
  - Agency notifies company or person, on letterhead, of acceptance of donation or transfer.
  - Agency acquires donation or transfer and adds the donation or transfer to the FMIS.
  - When added, agency must notify DMS for the FMIS input review.

## **RESPONSIBILITIES**

Individual or group	Responsibilities
Statewide Fleet Approver	<ul style="list-style-type: none"> <li>• Research current policy to determine whether a new policy, policy revision, or policy repeal is required.</li> <li>• Create and amend policy in “draft” and submit to the Bureau Chief.</li> <li>• Ensure that policy content is accurate.</li> <li>• Develop and maintain procedures and forms for efficient and successful implementation of policy.</li> <li>• Monitor policy compliance and elevate concerns, as appropriate.</li> <li>• Perform periodic review of policies and recommends policy modifications.</li> <li>• Reviews and approves/declines all MP6301s and requisitions.</li> </ul>
Bureau Chief of Fleet Management	<ul style="list-style-type: none"> <li>• Review, approve, and submit policy to the Director of Specialized Services.</li> </ul>
Director of Specialized Services	<ul style="list-style-type: none"> <li>• Review, approve, and submit policy to the General Counsel.</li> </ul>
State Agencies	<ul style="list-style-type: none"> <li>• Adhere to this procedure.</li> <li>• Submit all required documentation</li> <li>• Input required data into the FMIS.</li> </ul>

## DEFINITIONS

Word/Term	Definition
1122 Program	General Services Administration (GSA) Counter Drug Program
ACS	Alternate Contract Source
Aircraft	See <a href="#">Chapter 330.27, F.S.</a> , Definitions
BER	Beyond Economical Repair
Bureau	Bureau of Fleet Management and Federal Property Assistance
Commodity Codes	MyFloridaMarketPlace uses commodity codes to classify and identify the products and services the State of Florida purchases. Commodity Codes that require statewide fleet approval can be found <a href="#">here</a> .
Department/DMS	Department of Management Services
FMIS	Fleet Management Information System
GSA	General Services Administration
ITB	Invitation to bid
MERC	Minimum Equipment Replacement Criteria
MFMP	MyFloridaMarketPlace
Mobile Equipment	See <a href="#">Chapter 316.003, F.S.</a> , Definitions
Motor Vehicle	See <a href="#">Chapter 320.01, F.S.</a> , Definitions
MP6301	Request for Acquisition of Motor Vehicles, Watercraft, Aircraft and Mobile
MP6401	Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment
MSRP	Manufacturer's Suggested Retail Price
OEM	Original Equipment Manufacturer
PQF	Price Quote Form
VIN	Vehicle Identification Number
Watercraft – Synonymous with Vessel and Boat	See <a href="#">Chapter 327.02, F.S.</a> , Definitions
Written Request/Email - Acquisitions	<a href="mailto:Acquisitions@dms.fl.gov">Acquisitions@dms.fl.gov</a>
Written Request/Email - Disposals	<a href="mailto:Disposals@dms.fl.gov">Disposals@dms.fl.gov</a>

## ASSOCIATED FORM

Form MP6301 – Request for Acquisition of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment

Procedure for Completing MP6301

1. Provide an agency specific “Request #”
2. Section A, Requestor: Provide requestor information after selecting your agency from the drop-down box.
3. Section B, Description of Motor Vehicles, Watercraft, Aircraft, or Mobile Equipment to be Acquired: Provide state commodity code and representative model description of motor vehicles and mobile equipment to be acquired. Please use the exact representative model description as it appears on the State Term Contract or Price Quote Form (PQF). The “Method or Type of Acquisition” will determine what additional information is required.

**Note:** Per statute and rule, all vehicles purchased shall be of the smallest class that can safely, adequately, and economically meet the transportation requirements. All vehicles purchased shall be of the same class as the replaced equipment unless otherwise specified in agency LBR.

4. Section C, Legislative Authority or Replaced Equipment Requirement: Identify whether the acquisition of motor vehicles and mobile equipment is classified as an addition to the fleet and if specific Legislative approval was requested and approved.


For entries marked YES, provide a copy of one of the following:

- Proviso Language from the General Appropriations Act
  - Legislative Budget Request (LBR) approval
  - Grant and/or designated federal funding
  - Appropriation for the acquisition of motor vehicles, watercraft, aircraft, and mobile equipment
  - For entries marked NO, enter the description of replaced equipment in Section F.
5. Section D, Assignment of Motor Vehicle, Watercraft, Aircraft, or Mobile Equipment: Provide assignment of the motor vehicles and mobile equipment to be purchased.
  6. Section E, Detailed Justification of Motor Vehicle, Watercraft, Aircraft, or Mobile Equipment and Requested Options: Include detailed narrative entries of specific job duties of the assignee and equipment to support the representative model selection.
    - Essential Options: Provide justification for all OEM and aftermarket options or check box for no options were selected.
    - Towing Packages: If trailer package is included, complete the following:
      - Max. Load Carried (Payload) – weight of the cargo and passengers carried by a vehicle. Cargo Weight (Includes Optional Equipment and Trailer Tongue Weight (10-15% of loaded trailer if applicable), plus passenger weight. For fifth-wheel trailers, the king pin weight is 15-25% of the loaded trailer weight. Note: Payload is always deducted from the Manufacturers stated Maximum Towing Capacity to ensure safe trailering.
      - % of Time Load Carried – the actual percentage of time the Payload is carried.
      - Max Number of People Carried – maximum number of passengers in the vehicle. Number of seats available.
      - % of Time Max People Carried - the actual percentage of time the Max Number of People are carried.
      - Max Tow Load – Gross Combined Weight Rating (GCWR) minus the curb weight and maximum payload capacity.
      - Gross Combined Weight Rating (GCWR) – Maximum allowable total weight of a vehicle and any trailer or cargo it is towing.
      - % of Time Towed – the actual percentage of time the Max Tow Load is carried.
      - Gross Vehicle Weight Rating (GVWR) – the maximum allowable weight of the fully-loaded vehicle (including passengers and cargo).
  7. Section F, Description of Replaced Motor Vehicle, Watercraft, Aircraft or Mobile Equipment: All fields must be completed and match information in the fleet management information system. Replaced equipment must be of like size/class unless otherwise specified in agency LBR language.
    - The minimum equipment replacement criteria (MERC) are required for the following motor vehicles:
      - Standard vehicle up to 1/2-ton pickup truck – 12 years or 120,000 miles
      - 3/4-ton and one ton pickup truck – 12 years or 150,000 miles
      - Pursuit vehicle – 8 years or 80,000 miles

- Wrecked Vehicles – Exemptions for submitting wrecked vehicles as replaced equipment that do not meet the MERC must include all of the following:
  - Law enforcement accident report
  - Pictures
  - Competitive body damage repair estimates
  - Insurance settlement letter validating vehicle condition and value

**Note:** All insurance settlements must be approved by the Fleet Disposal Compliance Administrator (FDCA) prior to acceptance.

- All other assets that do not meet the MERC criteria must provide mechanical or body repair documentation to support needed repairs that exceed the fair market value of replaced equipment. These documents need to be provided with the MP6401, Request for Disposal of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment to Disposals@dms.fl.gov. The FDCA will review these documents to determine if the asset is beyond economical repair (BER). If deemed BER, the asset will be allowed as replaced equipment.
8. Section G, Authorization Information of Approver or Delegate: Complete Section G with authorized signature.

 <p>Department of <b>MANAGEMENT SERVICES</b> We serve those who serve Florida</p>		<p>DEPARTMENT OF MANAGEMENT SERVICES ADMINISTRATIVE PROCEDURE</p>	
<p>TITLE: Fleet Disposals</p>		<p>PROCEDURE NUMBER</p>	
<p>EFFECTIVE: July 1, 2016 REVISED: June 2025</p>		<p><b>FLEET MANAGEMENT FMP2</b></p>	

### **PURPOSE**

The purpose of this procedure is to set forth standardized procedures and guidelines, following state and federal laws, for the disposal of motor vehicles, watercraft, aircraft, and mobile equipment.

### **SCOPE**

This procedure applies to authorized state agency personnel who request the disposal of designated commodities that are required to be reviewed and approved by the Department of Management Services (DMS) Bureau of Fleet Management and Federal Property Assistance (Bureau).

This procedure is designed as a minimal requirement and does not prohibit agencies from establishing and enforcing more stringent requirements within their own jurisdiction. State agencies shall establish necessary procedures to ensure compliance with these procedures.

### **AUTHORITY**

Section 287, Part II, Florida Statutes (F.S.)

Chapter 326.002(1) and (4), F.S.

Rule 60B-3, Florida Administrative Code (F.A.C.)

Federal Aviation Regulations Part 47, Aircraft Registration

### **RESPONSIBLE OFFICE**

Bureau of Fleet Management and Federal Property Assistance

**DMS Procedure No. FMP2**



## DISTRIBUTION

The following individuals should be notified of this policy	Method of notification
All state agency fleet managers and administrators	Email distribution list DMS Fleet Management website
Bureau employees	Email Staff meeting DMS Fleet Management website
DMS Executive Leadership	Executive Leadership meetings

### I. PROCEDURES FOR THE DISPOSITION OF MOTOR VEHICLES, WATERCRAFT, AIRCRAFT, AND MOBILE EQUIPMENT

- MP6401, Request for Disposal of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment (MP6401) and MP6401B, Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment Without Commercial Value (MP6401B) Requirements
  - All agencies must submit a MP6401 and a MP6401B by formal written request/email requesting authority to dispose or scrap state-owned motor vehicles, watercraft, aircraft and mobile equipment.
    - Formal written requests for disposal must be sent to Disposals@dms.fl.gov.
    - The MP6401 and MP6401B for replacement assets identified on the MP6301, Request for Acquisition of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment must be submitted within 45 days of receipt of the acquired asset.
    - Original asset titles must be submitted to the Bureau.
    - For assets not requiring a title (e.g., trailers, aircraft, miscellaneous equipment), a bill of sale is required to be submitted to the Bureau.
    - Vessels do not require titles. However, they must be registered to the owning agency prior to disposal.

**Note:** Failure to provide a completed MP6401/MP6401B, title, and/or bill of sale will delay the disposal request review and approval process. All Bureau forms can be found on the DMS website at:

[https://www.dms.myflorida.com/business\\_operations/fleet\\_management\\_and\\_federal\\_property\\_assistance/fleet\\_management/forms](https://www.dms.myflorida.com/business_operations/fleet_management_and_federal_property_assistance/fleet_management/forms).

- The MP6401/MP6401B forms will be reviewed by the Fleet Disposals Compliance Administrator (FDCA) who will grant or deny disposition authority. Agencies may request a specific disposal method. However, the FDCA makes the final decision based on the best interest of the State.
- If an asset is approved for disposition by public auction, the FDCA will notify the requesting agency that the asset(s) will be scheduled for disposition within 90 days. For assets sold via online auction, agencies maintain control until it is sold in place and picked up by the buyer or until the agency delivers the asset to the online auction site designated by DMS.

- Assets that are not economically prudent to transport will be auctioned in place, and it will be the responsibility of the owning agency to coordinate the sale through the Online Auction Administrator (OAA).
- The FDCA and the OAA maintain a master list of all state-owned assets to be disposed.
- Sales to Political Subdivisions

Prior to the online auction, political subdivisions are provided an opportunity to purchase the assets at a predetermined price. The FDCA is responsible for conducting sales to political subdivisions.

- Political subdivisions may review and purchase assets prior to assets being listed online.
- Prices are determined by calculating an average disposal price for each asset. This price is based on disposal sale prices from previous sales of similar assets.
- Political subdivision buyers are not required to pay for the assets they purchase prior to pick-up. However, they must submit a purchase order to the FDCA prior to accepting the asset. Payments are made directly to DMS.

- Sales by On-Site Public Auction

The Auction Contractor (AC) is responsible for conducting the on-site public auction facilitated via an online bidding platform. With a few exceptions, all assets brought to the live public auction are sold on the auction date. Only on rare occasions is a minimum price placed on an asset. Therefore, sales at the on-site public auction go to the highest bidder.

- If the buyer fails to pay the full amount, the sale is canceled and the asset is held over until the next scheduled auction. On occasion, the asset may be offered to the next highest bidder.
- At the close of the on-site public auction and after all assets have been paid and picked up by the buyer, the AC:
  - Electronically transmits to DMS, via ACH transfer, the State's gross proceeds from the auction and provides a copy of the transfer.
  - Provides a final sales report. The final sales report must include the following information:
    - A summary sheet for each state agency that summarizes the gross proceeds, expenses from the AC and DMS and the net amount owed to the agency.
    - A detailed listing of the assets sold including asset number, description, gross selling price, any expense(s) incurred and deducted by the AC and DMS, and net amount due to the state agency.
    - A detailed listing of the assets sold, if any, to political subdivisions including asset number, description, gross selling price, any expense(s) incurred and deducted by the AC and DMS, and net amount due to the state agency.
    - A detailed listing of the assets that did not sell during the auction including asset number, description, and reason for no sale.

- A copy of expense receipts supporting charges incurred and invoiced by the AC.
- Overall auction summary total including commissions invoiced by the AC, expenses deducted by DMS, gross proceeds from the on-site public auction sale, gross proceeds from sales to political subdivisions, and the net proceeds due to the state agencies.
- Provides all transportation invoices that correspond with the assets transported to the auction site for that month's sale.
- Provides an invoice for its services.
- Commissions and expenses invoiced and deducted from gross proceeds shown on the report include:
  - The AC's commissions on each asset sold, as specified in the governing contract.
  - The AC's selling expenses, listed by asset, incurred for removing decals or state markings from assets, providing vehicle keys, issuing titles, or any other miscellaneous charges approved by the FDCA and Bureau chief.
  - DMS administrative fee for each asset sold.
- Sales by Online Public Auction

The OAA is responsible for conducting online public auctions. With a few exceptions, all assets listed on the online public auction are sold on the auction date. Only on rare occasions is a minimum price placed on an asset. Therefore, sales at the online public auction go to the highest bidder.

- The owning agency maintains control of all assets sold via online auction until they are sold in place and picked up by the buyer or until the agency delivers the asset to the online auction site designated by the DMS.
- Once the owning agency receives the disposal approval letter from the FDCA, it should:
  - Work with the OAA to get the asset listed for bid.
  - Complete the Vehicle Inspection Form and submit it electronically to the OAA at [OnlineAuctions@dms.fl.gov](mailto:OnlineAuctions@dms.fl.gov).
    - Each field on the inspection form must be completed.
    - If the asset is tracked in the Fleet Information Management System (FMIS), VIN/Serial Numbers should match.
    - If repairs are needed and the owning agency is unsure of the extent of the necessary repairs, agencies should mark the condition "Unknown."
  - Submit all required pictures to the OAA for the auction listing.
- Buyers of assets at online public auctions have five business days to pay the full bid price and are responsible for picking up the asset within 10 business days of auction close.
  - If the winning bidder does not pay, the asset will automatically be offered to the next highest bidder.
  - If the next highest bidder declines the offer, the sale is canceled and the asset is held over until the next scheduled auction.
  - If the asset does not receive bids at two or more auctions, DMS will allow the owning agency to scrap the asset in accordance with Policy 16-102 and Chapter 60B-3, Florida Administrative Code.

- At the close of the online public auction, and after all assets have been paid and picked up by the buyer, the AC:
  - Electronically transmits to DMS, via ACH transfer, the state's gross proceeds from the auction and provides a copy of the transfer. DMS may receive partial ACH transfers as buyers pay the AC.
  - Provides a final sales report. The final sales report must include the following information:
    - A summary sheet for each state agency that summarizes the gross proceeds, and the net amount owed to the agency.
    - A detailed listing of the assets sold, including the asset number, description, gross selling price, any expense(s) deducted by DMS, and net amount due to the state agency.
    - Overall auction summary total to include expenses deducted by DMS, gross proceeds from the online public auction sale, gross proceeds from sales to political subdivisions, and the net proceeds due to the state agencies.
  - Commissions and expenses invoiced and deducted from the gross proceeds shown on the report include the following:
    - Any selling expenses, listed by asset, incurred for removing decals or state markings from assets, providing vehicle keys, issuing titles, or any other miscellaneous charge.
    - DMS administrative fee for each asset sold.
- Scrap
  - The FDCA will use the information provided in the MP6401 and MP6101B to determine if an asset should be scrapped. Scrap-eligible assets have no salvage value.
  - Owning agencies have 90 days from the date of the scrap approval letter to complete the scrapping process.
  - Once completed, the owning agency should send the proof of scrap to the FDCA and the asset will be marked "Disposed" in the FMIS. Proof can include a copy of check, a copy of paperwork signed by both parties, or other supporting documents.
- Wrecked
  - The FDCA uses the information provided in the MP6401 and MP6401B to make determinations regarding disposal of wrecked assets.
  - In addition to the MP6401 and MP6401B, agencies should submit the following information for review:
    - Original Title
    - Accident Report
    - Repair Estimate
    - Insurance Settlement (if not at fault)
    - Pictures
  - If the owning agency is not at fault, any offer of insurance settlement must be reviewed and approved by DMS prior to acceptance. If approved, the owning agency will send a copy of the insurance settlement to the FDCA and the asset will be removed from the FMIS.

- If the owning agency is at fault, the FDCA will review the repair estimates to determine if the asset is beyond economical repair (BER). If deemed BER, the agency can dispose of the asset. If the asset is not deemed BER, the agency can move forward with the estimated repairs.

**Note:** Agencies are only able to replace wrecked assets with an approved appropriation for acquisition of motor vehicles. If not, agencies will have to complete a Legislative Budget Request (LBR) to get authority to replace the wrecked asset.

- Stolen

Owning agencies will submit the original title and police report to the FDCA and DMS will remove the asset from the FMIS.

- Trades

On rare occasions, DMS may allow agencies to use an asset for trade. Typically, this is used only for specialty equipment, motors, etc.

Agencies must obtain permission from DMS to use an asset for trade prior to any transaction being completed.

## II. PROCEDURES FOR THE PROCEEDS FROM PUBLIC AUCTIONS

- On-Site Public Auction Reviews and Calculations

On-site public auction proceeds due to the state are submitted to DMS via ACH transfer by the AC. A copy of the wire transaction and sales reports are submitted electronically to the FDCA and Bureau chief.

- The FDCA uses the submitted information to:
  - Verify property numbers, descriptions, and sale prices.
  - Record sales information on the auction disposal tracker and in the FMIS.
  - Remove sold assets from the auction disposal tracker.
  - Mark the asset “Disposed” in the FMIS.
- The Bureau chief uses the submitted information to:
  - Pay the AC.
    - Verify that all commissions charged by the AC are in line with the set amount in the governing contract.
    - Verify that the DMS administrative fee is correct.
    - Check and balance all amounts.
    - Investigate and reconcile any discrepancies.
    - If everything is accurate, the Bureau chief will sign off on the invoice and submit the invoice and supporting documentation to the Bureau administrative assistant to process payment to the AC.
  - Pay the agencies.
    - Verify that all commissions charged by the AC are in accordance with the set amount in the governing contract.
    - Verify that the DMS administrative fee is correct.

- Check and balance all amounts.
- If everything is accurate, the Bureau chief will create a spreadsheet for each agency listing sold assets. The spreadsheet will include:
  - A summary sheet summarizing the gross proceeds, expenses from the AC and DMS, and the net amount owed to the agency.
  - A detailed listing of the assets sold including the asset number, description, gross selling price, any expense(s) incurred and deducted by the AC and DMS, and net amount due to the state agency.
- Create a journal transfer document that includes the agency, accounting information, auction date, auction location, and the net proceeds amount.
- Enter and submit online a new Financial Management Services Invoice, which includes the following information:
  - Invoice Number. The invoice number will always be in the format MMYYYAuctionVendor (e.g., 052025JJKane, 052025PublicSurplus, etc.)
  - Vendor. This will always be “Misc. State Agencies,” unless the payment goes to one agency. If so, identify that agency.
  - Amount Total. Net amount being returned to the agency(ies). This amount should equal the net amount on the sales report.
  - Date Goods/Services Received. Enter the date of the auction.
  - Program Area. This will always be “Fleet Management”
  - Attachments. Include the summary page, the detail page, the journal transfer document, and the auction payment memorandum.
- Send agencies a copy of their sales for the month. Each agency can verify the disposition of all agency vehicles that were taken to auction, the gross sales, and the calculation of the net amount due.

### **III. ONLINE PUBLIC AUCTION REVIEWS AND CALCULATIONS**

Online public auction proceeds due to the State are submitted to DMS by the AC via ACH transfer. A copy of the wire transaction and sales reports are submitted electronically to the OAA.

- The OAA uses the submitted information to:
  - Verify property numbers, descriptions, and sale prices.
  - Record sales information on the auction disposal tracker and in the FMIS.
  - Remove sold assets from the auction disposal tracker.
  - Mark the asset “Disposed” in the FMIS.
- The Bureau chief uses the submitted information to:
  - Pay the agencies.
    - Verify that the DMS administrative fee is correct.
    - Check and balance all amounts.
    - If everything is accurate, the Bureau chief will create a spreadsheet for each agency listing sold assets. The spreadsheet will include:
      - A summary sheet summarizing the gross proceeds, expenses from DMS, and the net amount owed to the agency.

- A detailed listing of the assets sold including the asset number, description, gross selling price, any expense(s) incurred and deducted by DMS, and net amount due to the state agency.
- Create a journal transfer document that includes the agency, accounting information, auction date, auction location, and the net proceeds amount.
- Enter and submit online a new Financial Management Services Invoice which includes the following information:
  - Invoice Number. The invoice number will always be in the format MMYYYAuctionVendor (e.g., 052025JJKane, 052025PublicSurplus, etc)
  - Vendor. This will always be “Misc. State Agencies,” unless the payment goes to one agency. If so, identify that agency here.
  - Amount. Total net amount being returned to the agency(ies). This amount should equal the net amount on the sales report.
  - Date Goods/Services Received. Enter the date of the auction.
  - Program Area. This will always be “Fleet Management.”
  - Attachments. Include the summary page, the detail page, the journal transfer document, and the auction payment memorandum.
    - Send agencies a copy of their sales for the month. Each agency can verify the disposition of all agency vehicles that were sold at auction, the gross sales, and the calculation of the net amount due.

#### **IV. PROCEDURES FOR THE DISPOSITION OF SPECIALTY WATERCRAFT AND THE SUBSEQUENT RECEIPT OF PROCEEDS**

- Specialty Broker
 

Vessels over 32 feet require disposal through a specialty broker. Proceeds due to the state are submitted to DMS via ACH transfer by the specialty broker. A copy of the wire transaction and sales report is submitted electronically to the FDCA and Bureau chief.

  - The FDCA uses the submitted information to:
    - Verify property numbers, descriptions, and sale prices.
    - Record sales information on the auction disposal tracker and in the FMIS.
    - Remove sold assets from the auction disposal tracker.
    - Mark the asset “Disposed” in the FMIS.
  - The Bureau chief uses the submitted information to:
    - Pay the specialty broker.
      - Verify that all commissions charged by the specialty broker are in line with the set amount in the governing contract.
      - Verify that the DMS administrative fee is correct.
      - Check and balance all amounts.
      - Investigate any differences and reconcile any discrepancies.
      - If everything is accurate, the Bureau chief will sign off on the invoice and submit the invoice and supporting documentation to the Bureau administrative assistant to process payment to the specialty broker.

- Pay the agencies.
  - Verify that all commissions charged by the specialty broker are in line with the set amount in the governing contract.
  - Verify that the DMS administrative fee is correct.
  - Check and balance all amounts.
  - If everything is accurate, the Bureau chief will create a spreadsheet for each agency listing specialty watercraft sold. The spreadsheet will include:
    - A summary sheet summarizing the gross proceeds, expenses from the specialty broker and DMS, and the net amount owed to the agency.
    - A detailed listing of the assets sold including the asset number, description, gross selling price, any expense(s) incurred and deducted by the specialty broker and DMS, and net amount due to the state agency.
- Create a journal transfer document that includes the agency, accounting information, auction date, and the net proceeds amount.
- Enter and submit online a new Financial Management Services Invoice. Include the following information:
  - Invoice Number. The invoice number will always be in the format MMYYYAuctionVendor (e.g., 052025JJKane, 052025PublicSurplus, etc)
  - Vendor. This will always be “Misc. State Agencies.” unless the payment goes to one agency. If so, identify that agency here.
  - Amount. Total net amount being returned to the agency(ies). This amount should equal the net amount on the sales report.
  - Date Goods/Services Received. Enter the date of the auction.
  - Program Area. This will always be “Fleet Management.”
  - Attachments. Include the summary page, the detail page, the journal transfer document, and the auction payment memorandum.
- Send agencies a copy of their specialty watercraft sale. Each agency can verify the disposition of the specialty watercraft, the gross sales, and the calculation of the net amount due.

## V. **PROCEDURES FOR THE DISPOSITION OF AIRCRAFT AND THE SUBSEQUENT RECEIPT OF PROCEEDS**

Surplus aircraft are sold through sealed bids or best determined method. All advertising must occur at least one month prior to the date of bid opening.

- Sealed Bid
  - Sealed bids are sent to the FDCA and are accompanied by a cashier’s check or money order from the bidder for 10% of the bid price (bid bond).
  - The FDCA signs the return receipt for the bid and date stamps the bid envelope. The unopened bid envelope is stored in a locked safe until the specified date of the bid opening.
  - Each person present at the bid opening signs a sign-in sheet that is kept on file. Bidders and bid amounts are also recorded and kept on file.



- Bid openings may include the FDCA, Bureau Chief, bidders, and selling agency. Sealed bids are opened by the FDCA on the specified date, and the aircraft is sold to the highest bidder. However, agency representatives may reject the bids if they believe the bid prices are too low.
- Once a sale has been made to the highest bidder, the FDCA returns the bid bonds to the unsuccessful bidders and requests a certified return receipt. The unsuccessful bidders are provided with notice of sale to the highest bidder and the amount of the highest bid.
- The bid bond received from the highest bidder is returned to the locked safe until receipt of the remaining amount of the bid.
- The FDCA contacts the highest bidder and arranges for submission of the payment for the remaining 90 percent of the sale price. The winning bidder has five business days to submit the additional payment by cashier's check. Once payment is received, the FDCA verifies the amount and forwards it to the Bureau Chief for processing of transmittal forms and delivery to the Bureau of Financial Management Services.
- The transmittal form provides the Revenue Section with information about the purpose of the checks and the organizational code under which to deposit the proceeds.
  - The bid package includes the following:
    - Both checks received from the winning bidder
    - Copy of the bid announcement
    - Copy of the winning bid
    - Transmittal form
- The transmittal form is signed by the Bureau Chief and by the individual receiving the checks in the Revenue Section of the Bureau of Financial Management Services, indicating receipt of the checks.
- The FDCA deducts DMS expenses from the selling price for the aircraft, calculates the amount due to the agency, and sends a request to the Bureau of Financial Management Services' Disbursement Section to pay the appropriate agency.
- The agency selling the aircraft is provided a copy of the disbursement calculation.

## **RESPONSIBILITIES**

Individual or group	Responsibilities
Fleet Disposition Compliance Administrator	<ul style="list-style-type: none"> <li>• Research current policy to determine whether a new policy, policy revision, or policy repeal is required.</li> <li>• Create, amend, and submit policy in draft to the Bureau Chief of Fleet Management.</li> <li>• Ensure that policy content is accurate.</li> <li>• Develop and maintain procedures and forms to ensure efficient and successful implementation of policy.</li> <li>• Monitor policy compliance and elevates concerns, as appropriate.</li> <li>• Performs periodic review of policies and recommend policy modifications.</li> </ul>
Bureau Chief of Fleet Management	<ul style="list-style-type: none"> <li>• Review and approves policy and forward to the Director of Administration and Budget.</li> </ul>


## **DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
AC	Auction Contractor
Aircraft	See <a href="#">Section 330.27, F.S.</a> , Definitions
BER	Beyond Economical Repair
Bureau	Bureau of Fleet Management and Federal Property Assistance
Department/DMS	Department of Management Services
FDCA	Fleet Disposition Compliance Administrator
FMIS	Fleet Management Information System
MP6401	Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment
MP6401B	Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment Without Commercial Value
Mobile Equipment	See <a href="#">Section 316.003, F.S.</a> , Definitions
Motor Vehicle	See <a href="#">Section 320.01, F.S.</a> , Definitions
OAA	Online Auction Administrator
Political Subdivisions	Florida city and county governments, colleges and other state agencies
Watercraft – Synonymous with Vessel and Boat	See <a href="#">Section 327.02, F.S.</a> , Definitions
Written Request/Email - Disposals	<a href="mailto:Disposals@dms.fl.gov">Disposals@dms.fl.gov</a>
Written Request/Email – Online Auctions	<a href="mailto:OnlineAuctions@dms.fl.gov">OnlineAuctions@dms.fl.gov</a>

## **FORMS**

MP6401 – Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment

MP6401B – Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment Without Commercial Value

 <p>Department of <b>MANAGEMENT SERVICES</b> We serve those who serve Florida</p>	<p>DEPARTMENT OF MANAGEMENT SERVICES ADMINISTRATIVE POLICY</p>	
<p>TITLE: Acquisition and Disposal of Motor Vehicles, Watercraft, Aircraft, and Mobile Equipment</p>	<p>POLICY NUMBER</p>	
<p>EFFECTIVE: July 1, 2016 REVISED: June 2025</p>	<p><b>FLEET MANAGEMENT</b> <b>16-101</b></p>	

### **PURPOSE**

Establish the Department of Management Services' (DMS/Department) policies and procedures for the Bureau of Fleet Management and Federal Property Assistance (Bureau).

### **SCOPE**

This policy is applicable to all DMS staff who assist in the acquisition, operation, management, and disposal of all state motor vehicles, watercraft, aircraft, and special mobile equipment (mobile equipment).

### **AUTHORITY**

Section 215.422, Florida Statutes (F.S.)

Section 287 Part II, F.S.

Section 287.057(15)(a), F.S.

Section 326.002(1) and (4), F.S.

Rule 60B-1.011, Florida Administrative Code (F.A.C.)

Rule 60B-3, F.A.C.

Energy Policy Act (EPA) of 1992 (Public Law 102-486)

### **DEFINITIONS**

**Aircraft** – As defined in section 330.27(1), F.S., means a powered or unpowered machine or device capable of atmospheric flight, except a parachute or other such device used primarily as safety equipment.

**Bureau** – Bureau of Fleet Management and Federal Property Assistance

**Contract Manager** – The designated person in the Department who monitors the contract through the terms of the agreement and who is specifically responsible for enforcing the performance of the contract, monitoring spending that takes place under the contract, and serving as a liaison with the contractor. The contract manager’s responsibilities are detailed in section D.

**Commodity Codes** – MyFloridaMarketPlace uses commodity codes to classify and identify the products and services the State of Florida purchases. Commodity Codes that require statewide fleet approval can be found [here](#).

**Fleet Management** – The Bureau is responsible for managing the acquisition, operation, maintenance, and disposal of the state's fleet of motor vehicles, watercraft, aircraft, and mobile equipment.

**FMIS** – Fleet Management Information System

**Motor Vehicle** – See [section 320.01, F.S.](#), Definitions

**Mobile Equipment** – See [section 316.003, F.S.](#), Definitions for “Special Mobile Equipment.”

**Watercraft** – Synonymous with Vessel and Boat as defined in [section 327.02, F.S.](#), means every description of watercraft, barge, and airboat, other than a seaplane on the water, used or capable of being used as a means of transportation on water.

## **DISTRIBUTION**

<b>Notifications of Policy</b>	<b>Method of Notification</b>
All DMS Fleet Managers and Administrators	<ul style="list-style-type: none"><li>• Email Distribution List</li><li>• DMS Fleet Management Website</li></ul>
Bureau Employees	<ul style="list-style-type: none"><li>• Email</li><li>• Staff Meeting</li><li>• DMS Fleet Management Website</li></ul>
DMS Executive Leadership	<ul style="list-style-type: none"><li>• Executive Leadership Meetings</li></ul>

## **POLICY**

### **A. BUREAU/PROGRAM AREA**

Fleet Management is responsible for overseeing the acquisition, operation, management and disposal of the state's motor vehicles, watercraft, aircraft, and mobile equipment. The Bureau will establish procedures to ensure the effective and efficient management of these assets, including their acquisition, assignment, use, maintenance, disposal and replacement. Additionally, the Bureau will assist in identifying motor vehicles to be included in the state contract and assist in reviewing agency technical specifications prior to posting the competitive solicitation. The Bureau will focus on the cost-effective procurement of safe, energy-efficient, and high-quality assets.

Fleet Management approves motor vehicles, watercraft, aircraft, and mobile equipment acquisitions; sets guidelines for approvals, disposals, and fleet replacements; and administers the state's federally mandated Energy Policy and Conservation Act. All actions

will be carried out in accordance with state and federal laws, administrative rules, DMS procedures, and other applicable regulations.

## **B. FLEET MANAGEMENT DUTIES**

It is the Bureau's responsibility to provide effective oversight of the state's fleet of motor vehicles, watercraft, aircraft, and mobile equipment.

Fleet Management approves all acquisitions, administers the disposal (by auction or scrapping), and tracks inventory and use of the state's fleet.

### **Acquisition**

The Bureau provides for the acquisition of quality, cost-effective, energy-efficient, and safe motor vehicles, watercraft, aircraft, and mobile equipment. Bureau staff manage and review agency acquisition requests to ensure compliance with any applicable state-term contracts. In accordance with statute and rule, all vehicle purchases must match the class of the asset being replaced and must be the smallest class that can safely, adequately, and economically meet the transportation requirements.

Refer to procedure FMP1 – Fleet Acquisitions for further information.

### **State Fleet Management Information System**

The State of Florida's Fleet Management Information System (FMIS) is the official repository of all records regarding the effective and efficient use, operation, maintenance, repair, and replacement of the State's fleet.

### **Bureau Responsibilities**

The Bureau will adopt and enforce rules and regulations for the efficient and safe use, operation, maintenance, repair, disposal, and replacement of all state-owned or state-leased motor vehicles, watercraft, aircraft, and mobile equipment. The Bureau will maintain and provide support for the FMIS, including user and vendor management, customer support, database maintenance, and maintenance of all system integrations.

Refer to Procedure FMP1 for Bureau expectations from requesting agencies.

### **Disposal**

The Bureau will dispose of surplus motor vehicles, watercraft, aircraft, and mobile equipment in an effective and efficient manner to maximize the return on disposal. When practical and cost-effective, the Bureau may transfer surplus state assets with remaining useful life to other agencies to help meet their operational needs.

Refer to procedure FMP2 – Fleet Disposals for further information.

### **Auctions**

The Bureau has contracts in place for the auctioning of surplus state vehicles and equipment.

Refer to procedure DMS FMP2 – Fleet Disposals, for further information.

## **C. CONTRACT MANAGEMENT**

Section 287.057(15)(a), F.S., requires that for each contractual service contract, the agency shall designate an employee responsible for enforcing the performance of the contract terms and conditions and serves as a liaison between the contractor and the agency. To fulfill this

requirement, the director of the DMS division responsible for overseeing the services delivered will assign a Contract Manager.

The Bureau chief of Fleet Management manages the following contracts:

- Fleet Management Information System
- Auctioneer Services

The primary responsibilities of a contract manager include:

- Participating in the solicitation development and review of contract documents.
- Monitoring the contractor's progress and performance to ensure procured products and services conform to the contract requirements and keep timely records of findings.
- Managing and documenting any changes to the contract through the amendment process authorized by the terms of the contract.
- Monitoring the contract budget to ensure sufficient funds are available throughout the term of the contract.
- Exercising applicable remedies, as appropriate, when a contractor's performance is deficient.

Effective monitoring of contracts may include the following:

- On-site visits.
- Meetings with the vendor to discuss contract performance and/or deficiencies.
- Identifying actions required to resolve contract issues or deficiencies.
- Follow-up visits to ensure that deficiencies have been addressed.
- Documenting contract management files as necessary.

#### **D. FLEET MANAGEMENT GOALS**

- Ensure the state acquires high-quality and energy-efficient motor vehicles, watercraft, aircraft, and mobile equipment.
- Ensure that all acquisitions are of the smallest class that can safely, adequately, and economically meet the transportation requirements of the agency
- Ensure all vehicles purchased are of the same class as the replaced equipment unless otherwise specified in agency Legislative Budget Request (LBR).
- Maximize the return on the disposal of surplus assets.
- Reassign surplus assets to governmental service when feasible.
- Restrict the use of state assets to official state business.
- Provide management reports within the FMIS for effective fleet management.
- Provide reports to ensure accountability for asset expenditures and usage.

#### **E. FLEET MANAGEMENT CONTACT INFORMATION**


Bureau of Fleet Management and Federal Property Assistance  
4050 Esplanade Way, Suite 380  
Tallahassee, Florida 32399-0950

Fleet Help Desk	<a href="mailto:FleetHelpDesk@dms.fl.gov">FleetHelpDesk@dms.fl.gov</a>
Fleet Acquisitions	<a href="mailto:Acquisitions@dms.fl.gov">Acquisitions@dms.fl.gov</a>
Disposals	<a href="mailto:Disposals@dms.fl.gov">Disposals@dms.fl.gov</a>

Online Auctions	<a href="mailto:OnlineAuctions@dms.fl.gov">OnlineAuctions@dms.fl.gov</a>
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### **RESPONSIBILITIES**

<b>Individual or Group</b>	<b>Responsibility</b>
Bureau Chief	<ul style="list-style-type: none"> <li>• Manage contracts within the Bureau.</li> </ul>
Director of Specialized Services	<ul style="list-style-type: none"> <li>• Assign the contract manager.</li> </ul>
Employee	<ul style="list-style-type: none"> <li>• Adhere to this policy.</li> </ul>

 <p>Department of <b>MANAGEMENT SERVICES</b> We serve those who serve Florida</p>		<p>DEPARTMENT OF MANAGEMENT SERVICES</p> <p>ADMINISTRATIVE POLICY</p>	
<p>TITLE: Vehicle Management</p>		<p>POLICY NUMBER</p>	
<p>EFFECTIVE: July 5, 2008</p> <p>REVISED: June 2025</p>		<p><b>Fleet Management</b></p> <p><b>16-102</b></p> <p>(formerly FMS 08-107)</p>	

## **PURPOSE**

This policy establishes the Department of Management Services' (DMS/Department) guidelines and procedures for the management, operation, and use of all state-owned or leased motor vehicles, watercraft, aircraft, and mobile equipment for Department employees and authorized individuals using the assets for official state business.

## **SCOPE**

This policy is applicable to employees and authorized individuals using state-owned or leased vehicles for official state business for DMS.

## **AUTHORITY**

Chapter 110, Florida Statutes (F.S.)

Section 216.262(1)(f), F.S.

Chapter 287, Part II, F.S.

Section 316.304, F.S.

Section 440.09 (4), (5), F.S.

Rule 60B-1, Florida Administrative Code (F.A.C.)

DMS Wright Express Fleet Card Guidelines

DMS Policy HR 08-120

Other Applicable DMS Rules



## **DISTRIBUTION**

<b>The following individuals should be notified of this policy</b>	<b>Method of notification</b>
All DMS employees	<ul style="list-style-type: none"><li>• DMS communication via employee distribution lists</li><li>• DMS website</li></ul>
DMS Executive Leadership	<ul style="list-style-type: none"><li>• Executive Leadership meetings</li></ul>

## **POLICY**

DMS provides state-owned vehicles to its employees to support the Department's mission and travel needs. This policy provides DMS employees with a clear understanding of the rules and regulations that relate to the use of state-owned or leased vehicles provided by DMS.

### **A. GENERAL INFORMATION**

- State employees or authorized individuals using state-owned vehicles for official state business must follow applicable laws and rules.
- State employees or authorized individuals are required to follow the instructions on the brochure "What to Do in Case of an Automobile Accident – Know Before You Go." The brochure is in each vehicle.
- Division directors must ensure their employees are familiar with these policies and must provide training on reporting requirements.
- Vehicles are to be used for official state business only. No personal use is allowed.
- Divisions should appoint a fleet administrator. Divisions must provide the fleet administrator's name, location, and telephone number to the Bureau of Fleet Management and Federal Property Assistance (Bureau).
- Division directors shall review vehicle utilization annually and make recommendations or reassign vehicles as necessary to ensure optimal use of fleet resources.
- The use of tobacco products in state-owned or leased vehicles is prohibited. This includes electronic cigarettes and any vapor-emitting devices that contain nicotine.
- Operators of state-owned, leased, or rented vehicles must comply with all applicable Florida laws regarding mobile device use while driving. In accordance with Florida Statutes, drivers are prohibited from manually typing or entering multiple letters, numbers, symbols, or other characters into a wireless communications device while operating a vehicle. Texting, emailing, and other forms of manual data entry or transmission while driving are strictly prohibited.
- State employees or authorized individuals using a state-owned or leased vehicle must possess and carry a valid and appropriate driver's license. The employee's supervisor or authorized individual's supervisor will verify the validity of driver licenses on an annual basis using the following website: <https://services.flhsmv.gov/DLCheck/>. On a quarterly basis, the fleet administrators should conduct random driver license checks.
- Employees who use their personal vehicle for official state business must have insurance that meets state insurance requirements of \$10,000 personal injury protection and \$10,000 property damage liability insurance.

## **B. ACQUISITION OF VEHICLES**

Under the provisions of section 287.15, F.S., and Chapter 60B-1, F.A.C., no agency shall purchase, lease, or otherwise acquire any motor vehicle, watercraft, aircraft, or mobile equipment without prior approval of the Bureau.

Fleet administrators shall refer to 16-101, Fleet Management Policies and Procedures, and FMP1, Fleet Acquisitions, for further guidance.

## **C. VEHICLE ASSIGNMENT AND USE**

All state-owned motor vehicles, watercraft, aircraft, and mobile equipment shall be used only for official state business. All vehicles purchased shall be of the same class as the replaced equipment unless otherwise specified in an accompanying Legislative Budget Request (LBR).

- When determining whether an employee is using state-owned motor vehicles for official state business, the following criteria shall be considered:
  - Use of the vehicle is necessary to carry out official state or employee job assignments.
  - The vehicle is being used for transporting an employee, state official, or other person authorized by the Secretary, Deputy Secretary, or their designee for purposes of performing services for the State.
- The Secretary, Deputy Secretary, or their designated representative will determine the assignment of vehicles. All Department vehicles must be assigned for usage in one of the following categories:
  - Pool or Office: Vehicle is assigned to a group of employees in an office or to a group of offices. There must be a separate log of usage maintained for each vehicle.
  - Employee: A vehicle will be assigned to an employee under the following circumstances:
    - The employee is projected to drive the vehicle a minimum of 10,000 miles annually on official state business, unless the Secretary, Deputy Secretary or their designated representative provides written justification for the need to assign the vehicle. The minimum annual mileage calculation shall not include commute mileage.
    - When the assignment can be fiscally justified (e.g., when mileage reimbursements exceed operational costs).
    - When a specialized task necessitates or requires a special use vehicle (e.g., when a 4-wheel drive vehicle is needed to accomplish a job).
    - The employee must park the vehicle at the official headquarters of the employee or a designated off-site facility when not in use. Per Rule 60B-1.007, F.A.C., the employee's home cannot be designated as an off-site facility.

- **Special Assignment:** In accordance with Rule 60B-1, F.A.C., when a vehicle is assigned to an employee for regular and routine use to and from home, the fleet administrator must complete the required prerequisite approval paperwork. A state-owned vehicle may be assigned to a DMS employee whose residence is his or her official base of operation or whose job responsibilities require the individual to be away from the official base of operation. In this case, the employee must park the vehicle at home or at the official base of operation when not in use. Vehicles may be assigned to employees for overnight use as a prerequisite or for emergency services. A vehicle is considered a prerequisite if the employee needs it to accomplish his or her job. A vehicle may be assigned for emergency service if the employee's duties require him or her to respond to emergency calls after normal working hours.
- **Internal Revenue Service (IRS) Requirements Assignment:** The IRS considers use of a state-owned vehicle to or from an employee's home as a fringe benefit. The employee must annually report this fringe benefit to the IRS and the appropriate personnel office. For more tax information, refer to IRS Publication 463 - Travel, Gift, and Car Expenses.
- **Emergency Usage:** The administrative head of an agency, or designee, may make temporary exceptions to the provisions of this policy in the case of disaster and emergency situations such as hurricanes, floods, and riots where the State must protect life and property.

It is not necessary to obtain DMS approval for emergency usage; however, it is necessary for the Division to which the vehicle is assigned to report this as a fringe benefit to the Division of Financial Management Services (FMS). FMS will report to the Department of Financial Services (DFS) as appropriate per IRS rules.

- The term "official state business" shall not be construed to permit the use of a vehicle for commuting purposes, unless one of the following conditions is met:
  - DMS authorizes a vehicle's special assignment as a job benefit.
  - The employee's assigned duties require that they use the vehicle after normal duty hours.
- Under the provisions of section 110.504(3), F.S., transportation reimbursement may be furnished to those volunteers whose presence is determined to be necessary to the Department. Volunteers may utilize state vehicles in the performance of Department-related duties. No Department shall expend or authorize an expenditure more than the amount appropriated in any fiscal year.

#### **D. LICENSING REQUIREMENTS, SAFETY AND FUEL PURCHASES**

- **State License Tag:** All state-owned motor vehicles will carry an official state license tag. State license tags are issued for each individual vehicle. After the disposal of a vehicle, assigned tags may be transferred to another vehicle; however, no interim transfers may be made.
- **Valid Driver License:** All drivers of state-owned motor vehicles and other mobile equipment must have and carry a valid and applicable driver license. On an annual basis, division directors, or their designees, will verify that every driver of a state-owned motor vehicle and other mobile equipment has a valid license. On a quarterly basis, the divisions should conduct random driver's license checks.
- **Seat Belts:** All seated occupants of state-owned, leased, or rented vehicles; personal vehicles; and other mobile equipment that are operated for state business must properly use seat belts or other occupant restraint systems that are provided.

- If an accident results in injury and it is determined seat belts or other occupant restraint systems were not used, and noncompliance with applicable laws or ordinances contributed to the injuries, workers' compensation benefits may be reduced in accordance with section 440.09(4) and (5), F.S. Failure to use seat belts or other required occupant restraint systems will be considered improper use of a state vehicle or equipment and may result in disciplinary action.
- Smoking: In accordance with the Florida Clean Indoor Air Act (Chapter 386, F.S.), smoking and vaping are strictly prohibited in all state-owned vehicles. This includes the use of any tobacco products, electronic smoking devices, or vapor-generating electronic devices.
- State vehicles are considered enclosed workplaces when used for official duties, and this policy is intended to protect employees and passengers from the harmful effects of secondhand smoke and vapor. Violations of this policy may result in disciplinary action.
- Vehicle Preventive Maintenance: All state-owned motor vehicles and other mobile equipment must be maintained according to the service requirements established by the manufacturer. All preventive maintenance and repair documentation must be maintained on file in the appropriate division or bureau and entered into the fleet management information system no later than the 15th day of each month, unless this date falls on a weekend or holiday
- The fleet administrator must appoint someone to verify that all state-owned vehicles undergo routine maintenance. If a vehicle needs maintenance while on official state business, the driver must contact the vehicle coordinator for approval before performing maintenance.
- All state-owned vehicles must follow the manufacturer's required service schedule, but it is recommended that the oil be changed every 5,000 miles and that the belts are changed no less frequently than every 24 months.
- The driver is to be aware of the vehicles' working condition and must report any problems to the local fleet administrator.
- All preventive maintenance records are to be maintained for the life of the vehicle.
- The fleet administrator shall keep a vehicle activity log for each state-owned vehicle.
- Fuel Purchase: Fuel purchased in any manner for state use must be used for official state business only. Promotional items, including rebates, gifts, or incentives received by employees as a result of purchases made for official state purposes, are considered property of the state agency. Such items must be reported and turned over to the designated agency official, such as the fleet administrator or General Counsel. Failure to comply with this policy may result in disciplinary action in accordance with state laws and agency regulations.
  - The Wright Express Fuel Card may be used for the purchase of fuel, maintenance, and car washes. When using the card, users should do the following:
    - Select a vendor following all state and Department purchasing rules.
    - Ensure the goods or services to be purchased are allowable and are for official state business only.
    - Review the receipt before leaving the store to verify they have obtained an itemized merchant sales receipt and had applicable taxes removed. This information will be used to validate charges and reconcile.
    - Sign and date all receipts prior to returning the vehicle to fleet personnel.
    - All transaction receipts must be given to the fleet administrator upon return of the state vehicle. The original receipt must be maintained for three years.
    - Employees are prohibited from purchasing fuel for state-owned vehicles with the state purchasing card.

## **E. DRIVER RESPONSIBILITY WHEN USING A VEHICLE**

While on official state business, drivers must always operate all state-owned, leased, or rented vehicles; all personal vehicles; and other mobile equipment in a safe and courteous manner. Failure to operate vehicles and equipment in a safe and courteous manner shall be considered improper use and shall subject employees to disciplinary action.

- Every Department employee is responsible for preventing and reporting state-owned motor vehicle and other mobile equipment abuse and misuse. The following are some examples of abuse and misuse:
  - Operating a vehicle with insufficient oil or coolants.
  - Failing to report known malfunctions, defects, or damage affecting the mechanical condition and safe operation.
  - Operating a vehicle in an improperly selected gear, such as shifting into reverse when traveling forward.
  - Distributing loads improperly in the cargo area of a vehicle or equipment.
  - Driving at an excessive speed.
- While operating a state-owned vehicle, personal vehicle or rental car on official state business, the driver of such vehicle is prohibited from placing outgoing calls or receiving incoming calls on a wireless device unless the driver uses a hands-free option or a single ear headset. If the driver is not using a hands-free option or a single ear headset, the driver must remove the vehicle from traffic and come to a complete stop before placing or receiving calls on a wireless device. A driver's first responsibility is the safe operation of the vehicle. Safe driving deserves the driver's full attention.
  - Exceptions to this policy are allowable only in the following emergency circumstances:
    - A law enforcement officer or an emergency vehicle operator using a wireless device in the line of duty.
    - A person using a wireless device to report illegal activity.
    - A person using a wireless device to summon medical or other emergency help.
    - A person using a wireless device to prevent injury or damage to a person or property.
  - The driver of any vehicle on official state business is prohibited from sending or reading text messages and emails via state-issued or personal wireless devices. Before sending or reading text or email messages, the driver must remove the vehicle from traffic and come to a complete stop.
- If any local or state laws or ordinances should prohibit the use of a wireless device while driving, that law or ordinance shall take precedence over DMS policy.
  - Drivers of all state-owned, leased, or rented vehicles and all personal vehicles and other mobile equipment operated on official state business must operate in compliance with all applicable federal, state, and local laws or ordinances. Failure to comply with federal, state, and local laws or ordinances shall be considered improper use or maintenance of a vehicle and shall subject employees to disciplinary action.
  - All fines and penalties resulting from failure to comply with all laws or ordinances are the personal responsibility of the driver. The State will not pay for traffic tickets. The vehicle's driver is personally responsible for citations received during the operation of a vehicle for official state business. If the notice of violation is sent to the Department, the notice will be given to the driver of the vehicle. The individual must pay the fine by the due date and provide proof of payment to the Department. Any fees or other applicable charges because of late payment or nonpayment must be paid by the individual.

- Drivers of all state-owned, leased, or rented vehicles and all personal vehicles and other mobile equipment operated on official state business are prohibited from transporting alcoholic beverages or illegal drugs or driving under the influence of alcoholic beverages or any chemical substances that impair a person's driving ability. Violation of this requirement will be subject to disciplinary actions and, in appropriate cases, to criminal prosecution.
- Drivers of all state-owned, leased, or rented vehicles involved in an accident in which they are at fault are subject to completion of a drivers' training course prior to being allowed to drive state-owned, leased, or rented vehicles again.

## **F. RECORDS PERTAINING TO STATE-OWNED VEHICLES**

The below documents and records are maintained by the fleet administrator:

- Documents related to vehicle acquisitions.
- The Application for Certificate of Title. The following information should be listed on the Application:
  - Owners Name: Department of Management Services
  - Address: 4050 Esplanade Way, Tallahassee, Florida 32399

Upon completion, a copy of the form, a copy of the journal transfer to cover all fees, a copy of the dealer's invoice, and tag and title paperwork.

- Employees operating state-owned vehicles must complete and maintain a monthly vehicle log. The log should be filled out each time the vehicle is used. Employees who operate state-owned vehicles should ensure all receipts and paperwork obtained while driving the vehicles is turned in to the fleet administrator.

## **G. VEHICLE INSURANCE AND ACCIDENT REPORTING**

All state-owned or leased vehicles have automobile liability coverage under the State Risk Management Trust Fund. This liability coverage is provided by DFS. No request for coverage is necessary under the state self-insurance program. Each division and bureau is responsible for including copies of the current automobile liability coverage certificate in every state-owned motor vehicle.

- **Personal Responsibility:** Department employees or agents involved in a vehicle accident while on official business for the Department must make every effort to promptly notify appropriate law enforcement personnel and obtain the information required on the DFS Automobile Accident Report, form DFS-D0-261. Witnesses must be identified, and no commitments should be made to persons involved in the accident. First aid must be rendered as appropriate. Accidents involving Department vehicles must be handled with the same prudence as an accident involving personal vehicles.
- **Accident Reporting:** Whenever an automobile accident occurs that may develop into a liability claim against the State, the driver must file form DFS-D0-261, Automobile Accident, with the Bureau of State Liability Claims, along with a copy of the police report. If the accident involves bodily injury, heavy property damage, or non-drivable vehicles, the vehicle's driver must adhere to the following:
  - Report immediately, by telephone, to the Bureau of State Liability Claims at 850-413-3122.
  - Have the accident investigated by law enforcement.
  - Get the names, addresses, and telephone numbers of any witnesses of the accident.
  - Immediately report any accident to their supervisor.

- Not promise to pay anything.
- Not discuss details of the accident with anyone at the scene except the investigating law enforcement officer.
- Obtain a copy of the accident report, if available, and forward it to the Division of Risk Management.
- Obtain information about the other driver from the investigating law enforcement officer.
- If the driver is unable to telephone the report to the Bureau of State Liability Claims, the fleet administrator is responsible for making the call. If the accident occurs on a holiday or weekend or after working hours, the driver or fleet administrator must provide the report on the next business day. Within 48 hours after the accident, the driver or fleet administrator must send a completed Automobile Accident Report form to the following:

Department of Insurance  
Division of Risk Management  
Bureau of State Liability Claims  
200 East Gaines St.  
Tallahassee, FL 32399-0337

Forward a copy to the following:  
Department of Management Services  
Bureau of Financial Management Services  
4050 Esplanade Way  
Tallahassee, FL 32399-0950

- A copy of the form and police report is to be retained on file in the originating office.
- Other Information: Photos of the damage, copies of insurance cards, contact information of the individuals involved in the accident, and any other appropriate information should accompany all automobile accident reports.
- Injuries in an Automobile Accident: Immediately report all work-related injuries suffered in an automobile accident to AmeriSys toll free at 1-800-455-2079. Also notify your supervisor immediately of any work-related injuries caused by an automobile accident.
- Accidents Involving Rental Cars: DMS' Division of State Purchasing maintains a rental car contract with a commercial rental car company. The contract provides for full collision damage coverage as a part of the rental rate. This enables state employees to avoid payment of the premium that rental agencies charge to cover the collision damage deductible portion of the standard rental contract.
  - Employees involved in an accident involving a rental car must report the accident to the proper law enforcement agency and the contract vendor.
  - Drivers must present the **vendor insurance card** located in the glove box of each rental vehicle.
  - If it is a minor accident that does not require law enforcement, drivers must collect appropriate information from other drivers involved.
  - If the wrecked vehicle is drivable, drivers should take the vehicle to the nearest airport for a vehicle exchange.

- While there, drivers will complete an incident report that will be reported to the contractor's claims department.
- Employees must cooperate with both agencies in providing information or completing reports related to the accident. Any questions must be directed to the contract administrator at 850-414-6741.

#### **H. SECURITY**

Employees and volunteers are responsible for the security of state-owned motor vehicles and other mobile equipment assigned or in their possession.

- When not in use, all state-owned pool vehicles should be parked in a designated area.
- Vehicles and equipment should be locked and secured when not in use.
- Remove ignition keys and lock the vehicle or equipment when left unattended.
- Take responsible measures to protect state-owned equipment stored in the vehicle.
- Place all work materials in the trunk, including books, papers, laptops, and other state-issued equipment.

#### **I. FLEET MANAGEMENT INFORMATION SYSTEM (FMIS)**

The Bureau administers a fleet management and reporting system for state agency fleet administrators and users. System use is required and provides cost information and reports used to manage the effective and efficient use, operation, maintenance, repair, and replacement of motor vehicles, watercraft, aircraft, and mobile equipment.

- All state-owned motor vehicles shall be entered into the FMIS within 30 calendar days from the date the equipment is received.
- Information such as condition, utilization, fuel consumption, maintenance, and costs of each asset should be entered into the FMIS no later than the 15<sup>th</sup> day of each month, unless this date falls on a weekend or holiday.

#### **J. VEHICLE DISPOSAL**

- Under the provisions of section 287.16(6), F.S., and Chapter 60B-3, F.A.C., the disposal of all state-owned motor vehicles is the responsibility of DMS.
- Fleet administrators shall refer to 16-101, Fleet Management Policies and Procedures, and FMP2, Fleet Disposals, for further guidance.

#### **K. SUNPASS TRANSPONDERS**

The Department uses the SunPass System as its all-electronic open road tolling system. SunPass is not the toll-by-plate system, which carries an administrative fee of \$2.00 for each day tolls are incurred. To avoid any administrative fees, DMS employees shall use the SunPass System. Agencies have two options in using the SunPass System: purchase a transponder that can be used in more than one vehicle, or purchase a SunPass Mini which can be used in only one vehicle. The property custodian for each division is responsible for tracking and maintaining the equipment.

- For program areas that have state vehicles assigned to them that are used in areas where there is all-electronic open-road tolling, a SunPass Mini should be installed.
- SunPass transponders should be purchased for travelers using the rental vehicle state term contract. It is the responsibility of the traveler to maintain possession of the transponder. If the transponder is lost, the traveler must reimburse DMS by remittance of a check or money order, or the cost can be deducted from the traveler's travel reimbursement.



- Program areas will be responsible for loading and reloading their SunPass accounts. This can be done online or at a SunPass kiosk at various retail locations throughout the state.
- A traveler may also use a personal transponder when traveling using the rental vehicle State Term Contract or when using a personal vehicle. After the trip, the traveler will need to print a copy of the toll charges online and include it for reimbursement in the travel reimbursement package. If a rental vehicle includes a SunPass transponder, travelers should turn the vendor's transponder to the "off" position so that no administrative charges are incurred.
- If a traveler receives a toll-by-plate invoice because they did not have a transponder or did not properly read the toll requirements, it will be the traveler's responsibility to reimburse the Department. These fees cannot be deducted from the reimbursement because they are billed monthly and will be paid after the reimbursement is processed. The traveler will need to reimburse DMS by check or money order.
- If a traveler is using a rental vehicle and does not use a transponder, resulting in an eToll charge, the traveler will be responsible for any administrative fees or surcharges associated with the eToll charges. An invoice will not be received for this incurred charge. The rental vehicle vendor will use the rental car billing information to charge the fees to the renter's purchasing card. Travelers will need to print their invoice at <https://www.e-tolls.com/>.
- The websites below can further explain the all-electronic open-road tolling and SunPass:  
<https://floridasturnpike.com/tolls/>  
<https://floridasturnpike.com/tolls/sunpass/>

#### **L. FORMS**

All Department Forms can be found here:

[https://www.dms.myflorida.com/business\\_operations/fleet\\_management\\_and\\_federal\\_property\\_assistance/fleet\\_management/forms](https://www.dms.myflorida.com/business_operations/fleet_management_and_federal_property_assistance/fleet_management/forms)

#### **M. DISCIPLINARY ACTION**

The Secretary, Deputy Secretary, or their designated representative, upon determination that an employee or other person has improperly used a state-owned or leased motor vehicle, shall take such action as they feel just and proper under the circumstances in compliance with section 287.175, F.S., and DMS Policy HR 08-120, Standards of Conduct and Disciplinary Guidelines. Each incident of improper use shall be reported to the State Comptroller detailing the nature of the misuse and the action taken.

### **RESPONSIBILITIES**

<b>Individual or group</b>	<b>Responsibilities</b>
Bureau of Fleet Management and Federal Property Assistance	<ul style="list-style-type: none"> <li>• Provides guidance to divisions and employees.</li> <li>• Maintains the fleet management information system</li> </ul>
Employee	<ul style="list-style-type: none"> <li>• Adheres to this policy.</li> <li>• Responsible for the state-owned vehicle he or she operates.</li> </ul>
Supervisor	<ul style="list-style-type: none"> <li>• Ensures that employees are adhering to this policy.</li> <li>• Verifies on an annual basis the validity of driver's licenses for individuals using state-owned vehicles.</li> </ul>
Fleet Administrator	<ul style="list-style-type: none"> <li>• Completes and maintains appropriate paperwork regarding division's state-owned vehicles.</li> <li>• Assists employees with issues regarding state-owned vehicles.</li> </ul>

## **DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Bureau	Bureau of Fleet Management and Federal Property Assistance
Department	Department of Management Services/DMS
Department of Financial Management – State Liability Claims	<a href="https://www.myfloridacfo.com/division/risk/state-liability-claims">https://www.myfloridacfo.com/division/risk/state-liability-claims</a>
Driver’s License Check	<a href="https://services.flhsmv.gov/DLCheck/?AspxAutoDetectCookieSupport=1">https://services.flhsmv.gov/DLCheck/?AspxAutoDetectCookieSupport=1</a>
F.A.C	Florida Administrative Code
F.S.	Florida Statutes
Fleet Management	The section of the Department responsible for managing the purchasing, operation, maintenance, and disposal of the state's fleet of motor vehicles and watercraft
FMIS	Fleet Management Information System
MP6301	Request for Acquisition of Motor Vehicle(s) and Mobile Equipment
MP6401	Request for Disposal of Mobile Equipment
MP6401B	Request for Disposal of Mobile Equipment Without Commercial Value
HSMV	Department of Highway Safety and Motor Vehicles

## **PROCEDURES**

FMP1 – Fleet Acquisitions

FMP2 – Fleet Disposals

## **FORMS**

DFS Brochure – What to Do in Case of an Automobile Accident – “Know Before You Go”

DFS-D0-261 – DFS Automobile Accident Report

MP6301 – Request for Acquisition of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment

MP6401 – Request for Disposal of Motor Vehicles, Watercraft, Aircraft and Mobile Equipment

MP6401B – Motor Vehicles, Watercraft, Aircraft and Mobile Equipment Without Commercial Value

**PRIOR to completion of DMS Form MP6301, review [Chapter 287 Part II F.S., Means of Transport](#). Reference guidelines are provided in DMS Fleet Management Procedure Number **FMP1: Fleet Acquisitions****

REQUEST #: \_\_\_\_\_

**A. REQUESTOR**

Agency: \_\_\_\_\_ Division: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. DESCRIPTION OF MOTOR VEHICLE, WATERCRAFT, AIRCRAFT, OR MOBILE EQUIPMENT TO BE ACQUIRED**

Requesting agency is encouraged to review the operating expenses associated with the requested representative model equipment. U.S. Department of Energy: [www.fueleconomy.com](http://www.fueleconomy.com)

State (UNSPSC) Commodity Code: \_\_\_\_\_ DOT Fleet Code: \_\_\_\_\_ (DOT Only)

**Representative Model Description** (As stated on the Price Quote Form (PQF), Invitation to Bid (ITB), General Services Administration (GSA), etc.):

**Method or Type of Acquisition Requirements.**

Please select the Method or Type of Acquisition.

ITB or GSA# \_\_\_\_\_ Other  
Requires Explanation

The following information is required if you selected **Used, Transfer, Lease, or Donation**:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_  
VIN or S/N: \_\_\_\_\_ Odometer/Hour Meter: \_\_\_\_\_

If Donation, specify agency intent:

- ☐ Agency to return asset to donee for disposal (Notify DMS when entered in FleetWave. Does not require completion of Section F)  
☐ Agency will dispose; not use for replacement (Notify DMS when entered in FleetWave. Does not require completion of Section F)  
☐ Agency will dispose and use for replacement (Requires completion of Section F)

**C. LEGISLATIVE AUTHORITY OR REPLACED EQUIPMENT REQUIREMENT**

Does requesting agency have **specific** Legislative approval to acquire additional assets, increasing the size of the Florida fleet?

☐ **YES** Requires copy of the specific funding authority (e.g., Proviso language from General Appropriations Act), Legislative Budget Request, D3A Language, Grant)

☐ **NO** Requires completion of Section F. Exemptions *may* include Mobile Equipment (e. g., Commercial Trucks (Class 4-8), Heavy Equipment and other related equipment.). Motor Vehicles acquired must be of same class/type as specified in agency D3A.

**D. ASSIGNMENT OF MOTOR VEHICLE, WATERCRAFT, AIRCRAFT, OR MOBILE EQUIPMENT**

Assignee: \_\_\_\_\_ Title: \_\_\_\_\_ Estimated Annual Miles/Hours: \_\_\_\_\_

DOT Cost Center: \_\_\_\_\_ DOT Shop #: \_\_\_\_\_ (DOT Only)

**Note:** Agency heads must annually provide written justification for the need of the assignment of a motor vehicle with less than 10,000 projected estimated annual miles. Reference Florida Statutes 287.17 Limitation on use of motor vehicles and aircraft 287.17(4)(a).

Assigned Use Code: \_\_\_\_\_

**E. DETAILED JUSTIFICATION OF MOTOR VEHICLE, WATERCRAFT, AIRCRAFT, OR MOBILE EQUIPMENT AND REQUESTED OPTIONS**

Chapter 287, F.S. and 60B-1, F.A.C. state that all motor vehicles and watercraft acquired by purchase, lease or rental shall be of the smallest class that can safely, adequately, and economically meet the performance and job requirements involved.

If acquiring outside of above requirements or supporting D3A language, include specific job duties to support the representative model selection. (OEM and aftermarket options justification should be listed below).

Essential Options Requested to Support Agency Mission: ☐ Agency approver indicates no options were selected.

Original Equipment Manufacturer (OEM) and Aftermarket Options Provide justification for all options:

**Towing Packages (Standard or Optional)**

Please complete all entries if trailer package is included.

Enter performance requirements needed below. (Do not enter manufacturer's maximum ratings)

Max. Load Carried (Payload)	% of Time Load Carried	Max Number of People Carried	% of Time Max People Carried	Max Tow Load	% of Time Towed

Definitions for these subjects can be found on FMP1.

Enter Gross Vehicle Weight Rating (GVWR) as provided by trailer manufacturer \_\_\_\_\_

(Required when towing package is acquired (standard or optional) for trailer towing)

Is trailer equipped with electric brakes? ☐ Yes ☐ No

(Trailer brake controller is required for trailers weighing more than 3000 lbs. GVW when loaded)

**F. DESCRIPTION OF REPLACED MOTOR VEHICLE, WATERCRAFT, AIRCRAFT, OR MOBILE EQUIPMENT**

All applicable fields must be completed and match information in FleetWave. Replaced equipment must be of like size/class unless otherwise specified in the D3A language.

**Equipment ID:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Type** (Sedan, SUV, Van, Pickup, etc.): \_\_\_\_\_

**VIN or S/N:** \_\_\_\_\_ **Odometer:** \_\_\_\_\_ **Hour Meter:** \_\_\_\_\_

*Purchase requisitions acquiring more than one (1) of the same representative model, agency's may use Replaced Motor Vehicle Template and submit one (1) MP6301.*

**G. AUTHORIZATION INFORMATION OF APPROVER OR DELEGATE**

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Authorized signature certifies that the above information is true and correct.*

**FAILURE TO COMPLETE ALL APPLICABLE SECTIONS WILL DELAY PROCESSING OF THIS REQUEST.**

**[ACQUISITIONS@DMS.FL.GOV](mailto:ACQUISITIONS@DMS.FL.GOV)**

PRIOR to completion of DMS Form MP6401, review Rule [60B-3](#), Florida Administrative Code, Disposal of Motor Vehicles, Watercraft, and Aircraft. Along with this form, required information needed to be submitted can be found [HERE](#).

**A. REQUESTER**

Department: \_\_\_\_\_ Request #: \_\_\_\_\_  
Division: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Is the **Requester** public records exempt per Chapter 119, F.S.? ☐ Yes ☐ No

**B. MOTOR VEHICLE, WATERCRAFT, AIRCRAFT OR MOBILE EQUIPMENT CONTACT AND LOCATION**

Is this information the same as *Section A. Requester*? ☐ Yes ☐ No

*If no, please complete the following:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Location Phone: \_\_\_\_\_ Location City: \_\_\_\_\_  
Is the **Contact** public records exempt per Chapter 119, F.S.? ☐ Yes ☐ No

**C. DESCRIPTION OF MOTOR VEHICLE, WATERCRAFT, AIRCRAFT OR MOBILE EQUIPMENT TO BE DISPOSED**

Tag/Property #	Year	Make	Model	Vehicle Type (Sedan, SUV, Boat, etc.)	VIN/Serial #	# Miles/Hours

Status of Equipment: ☐ Operational ☐ Non-Operational *If other, please explain:*  
If Non-Operational, specify if: ☐ Wrecked ☐ Burned ☐ Other

**D. RECALL INFORMATION**

Does this motor vehicle, watercraft, aircraft or mobile equipment have an active recall? ☐ No ☐ Yes

*If yes, please explain:*

**E. APPROVER OR DELEGATE**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_  
*Authorized signature certifies that the above information is true and correct.*

MP6401s should be sent electronically (email):  
Disposals@dms.fl.gov

Mail/Interoffice all Titles/Certificate of Origins/Bill of Sales to:  
Fleet Management/Disposals  
4050 Esplanade Way, Suite 380  
Tallahassee, FL 32399-0950

**FAILURE TO COMPLETE ALL APPLICABLE SECTIONS WILL DELAY PROCESSING OF THIS REQUEST.**

Motor vehicles, watercraft, aircraft and mobile equipment without commercial value may be donated, cannibalized, destroyed or scrapped with approval of the Bureau of Fleet Management and Federal Property Assistance, after a minimum of three (3) responsible parties have certified, in writing, that the property has zero dollar (\$0) commercial value.

The following equipment listed on this form has been inspected and found to have zero dollar (\$0) commercial value:

EQUIPMENT / TAG #	YEAR	MAKE	TYPE	VIN/SERIAL #	MILES/HOURS

ITEM #	METHOD OF DISPOSAL (Donated, Destroyed, Abandoned)	EXPLANATION (To whom? How? Where?)
1		
2		
3		

We, the undersigned, have inspected the above listed equipment and found the equipment to have no commercial value.

_____ Typed Name, Title & Signature	_____ Date
_____ Typed Name, Title & Signature	_____ Date
_____ Typed Name, Title & Signature	_____ Date

Along with this form, you must submit DMS Form <a href="#">MP6401</a> . <b>MP6401s should be sent electronically (email):</b> <a href="mailto:Disposals@dms.fl.gov">Disposals@dms.fl.gov</a>	<b>Mail/Interoffice all Titles/Certificate of Origins/Bill of Sales to:</b> Fleet Management/Disposals 4050 Esplanade Way, Suite 380 Tallahassee, FL 32399-0950
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**CHAPTER [319.30](#), FLORIDA STATUTES, REQUIRES THAT THE TITLE FROM CANNIBALIZED AND/OR OTHERWISE DESTROYED OR JUNK VEHICLES BE FORWARDED TO THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES FOR DISPOSITION.**



## VEHICLE INSPECTION FORM

Submit to: [OnlineAuctions@dms.fl.gov](mailto:OnlineAuctions@dms.fl.gov)

<b>Equipment ID:</b> _____	<b>Date of Inspection:</b> _____
<b>Year:</b> _____ <b>Make:</b> _____ <b>Model:</b> _____	
<b>VIN/Serial #:</b> _____ <b>Title Restriction:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Odometer:</b> _____ <input type="checkbox"/> Miles <input type="checkbox"/> Hours <b>Odometer Accurate:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Long Description:</b> This vehicle <input type="checkbox"/> Starts <input type="checkbox"/> Starts with a Boost & <input type="checkbox"/> Runs/Drivable <input type="checkbox"/> Engine Runs <input type="checkbox"/> Does Not Run <input type="checkbox"/> Parts Only <b>Engine Type:</b> <input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Propane/Natural Gas <input type="checkbox"/> Gas/Electric Hybrid <input type="checkbox"/> Electric/EV Condition: <input type="checkbox"/> Runs <input type="checkbox"/> Needs Repair <input type="checkbox"/> Unknown Repairs Needed: _____	
<b>Transmission:</b> <input type="checkbox"/> Automatic <input type="checkbox"/> Manual / ____ Speed <b>Condition:</b> <input type="checkbox"/> Operable <input type="checkbox"/> Needs Repair <input type="checkbox"/> Unknown Repairs Needed: _____	
<b>Drivetrain:</b> <input type="checkbox"/> Two-Wheel Drive <input type="checkbox"/> Four-Wheel Drive <b>Condition:</b> _____	
<b>Exterior</b> Color: _____ Windows: <input type="checkbox"/> No Cracked Glass <input type="checkbox"/> Cracked _____ Minor: <input type="checkbox"/> Dents <input type="checkbox"/> Scratches <input type="checkbox"/> Dings <b>Tire Condition:</b> _____ <b>Tread:</b> _____ <b># Flat:</b> _____ Major Damage: _____ Additional Damage: _____ Decals: <input type="checkbox"/> None <input type="checkbox"/> Sprayed <b>or</b> <input type="checkbox"/> Removed & <input type="checkbox"/> Impressions Remain <input type="checkbox"/> No Impressions Emergency Equipment: <input type="checkbox"/> None <input type="checkbox"/> Removed & <input type="checkbox"/> There are Holes in Interior/Exterior <input type="checkbox"/> No Holes	
<b>Interior</b> Color: _____ <input type="checkbox"/> Cloth <input type="checkbox"/> Vinyl <input type="checkbox"/> Leather <input type="checkbox"/> Other: _____ Seat Damage: _____ Dash/Floor Damage: _____ Radio: <input type="checkbox"/> Stock <b>or</b> <input type="checkbox"/> Other: _____ <input type="checkbox"/> AM <input type="checkbox"/> AM/FM <input type="checkbox"/> AM/FM/Cassette <input type="checkbox"/> AM/FM/CD <input type="checkbox"/> AC ( <input type="checkbox"/> Cold <input type="checkbox"/> Unknown) <input type="checkbox"/> No AC <input type="checkbox"/> Cruise Control <input type="checkbox"/> Tilt Steering <input type="checkbox"/> Remote Mirrors <input type="checkbox"/> Climate Control Power: <input type="checkbox"/> Steering <input type="checkbox"/> Windows <input type="checkbox"/> Door Locks <input type="checkbox"/> Seats	
<b>Additional Equipment:</b> _____ Manufacturer: _____ Model: _____ Serial #: _____ <input type="checkbox"/> Toolbox <input type="checkbox"/> Light Bar <input type="checkbox"/> Ladder Rack <input type="checkbox"/> Utility Body (Brand: _____) <input type="checkbox"/> Hitch (Type: _____)	
<b>Physical Location:</b> _____	
<b>Agency Contact Name &amp; Number:</b> _____	