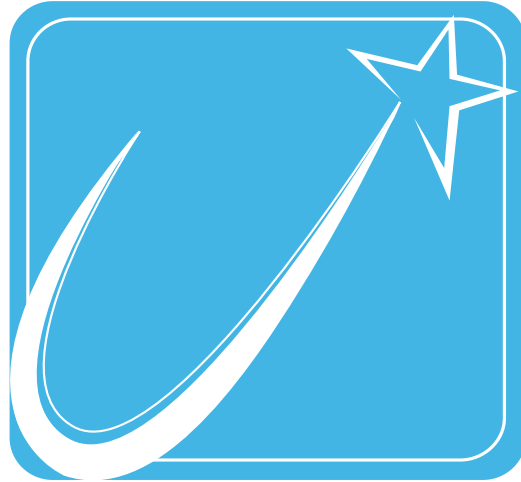


GVRA



Fleet Vehicle Guidelines

Updated
July 1, 2022

Fleet Vehicle Guidelines



Georgia Vocational Rehabilitation Agency

In an effort to reduce travel expenditures and become more fiscally responsible, the Georgia Vocational Rehabilitation Agency (GVRA) is implementing a new Travel Policy and reinstating the use of fleet vehicles for business related travel purposes. These vehicles will be placed in high travel areas but can be relocated at any time if not utilized.

Prior to utilizing the vehicle, you must have confirmed that you have read all policies related to travel and have meet all requirements of a driver through the statewide Fleet Management Coordinator. Use of the fleet vehicle is **required** unless it is unavailable.

Best Practices:

1. The vehicle should be used in the most cost-effective way (ex: if two people are trying to schedule the vehicle at the same time, the person with the costliest expense should receive preference).
2. When the vehicle is requested by two people at the same time, the local fleet coordinator will make the decision on the best utilization of the vehicle. Therefore, you must contact the local fleet coordinator in the event you request use of the vehicle and it is already reserved.
3. If you are unable to use the vehicle, you will complete a Vehicle Cost Comparison form to determine the most cost effective transportation - rental or personal vehicle. The local fleet coordinator will notify you of any cancellations.

Assigned Vehicles:

1. Each fleet vehicle comes with an assigned fuel card.
2. When you are approved as a driver, you will be given a PIN number to use when purchasing fuel for the vehicle with this assigned card. (You will be required to review Wright Express Card Usage Procedures and Department of Administrative Services (DOAS) Statewide Fuel Card Standards & Guidelines prior to being approved as a driver. Please reach out to Fleet@gvs.ga.gov to be added as an approved driver.

A local fleet coordinator will be assigned at each vehicle location to assist with scheduling, collection and distribution of keys, fuel cards, and oversee the use of the vehicle.

Local Fleet Coordinator responsibilities:

- Assist local staff with vehicle scheduling in Outlook
- If multiple requestors, determine most effective use of vehicle
- If multiple requestors, notify others of cancellations and availability



Georgia Vocational Rehabilitation Agency

- Retain keys and fuel card and disperse to drivers
- Maintain and update vehicle logs with the following: mileage log, secure place for fuel card, receptacle for receipts, these guidelines, state liability card, accident instructions, Wright Express Card Usage Procedure and DOAS Statewide Fuel Card Standards & Guidelines
- **Ensure drivers are completing log book (in the vehicle) and adding fuel receipts to the pouch located in the log book**
- Check log's enclosed pouch for gas receipts and remove when full
- **Create and maintain a file record of receipts; you may do this electronically or by keeping paper copies with the original attached(log must be scanned and sent to Fleet@gvs.ga.gov by the last business day of every month)**
- Coordinate monthly automatic wash of vehicle with drivers
- **Report all damage to the statewide Fleet Management Coordinator(Report to Fleet@gvs.ga.gov)**

Driver responsibilities:

- Schedule use of vehicle through Outlook (if unavailable, check with local fleet coordinator to determine which trip receives precedence and then, if necessary, complete Vehicle Cost Comparison form to determine the most cost effective alternative option)
- After approval, retrieve keys from Local Fleet Coordinator
- **Record beginning trip mileage on the mileage log in vehicle**
- **Return vehicle with a full tank of fuel**
- **Insert fuel receipt into receptacle**
- **Record end trip mileage on the mileage log in vehicle**
- **Ensure vehicle is clean and void of trash**
- **Return keys to Local Fleet Coordinator**

Please remember:

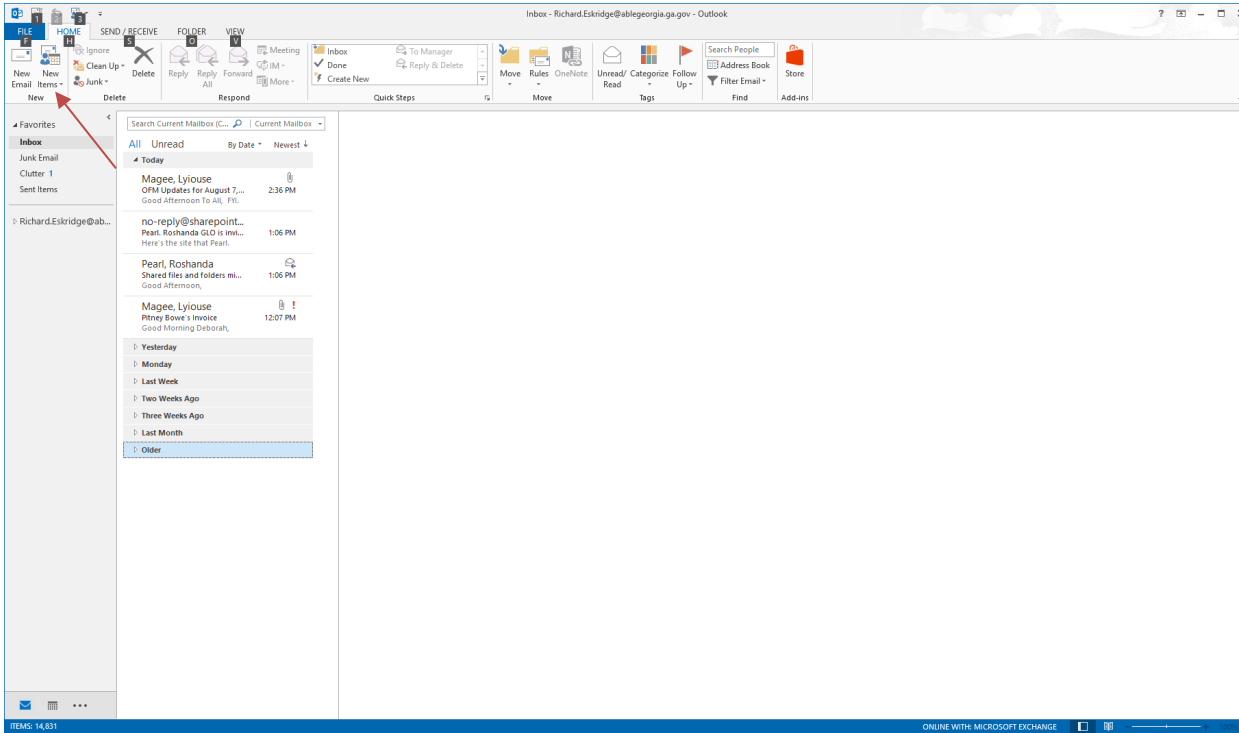
- **NO smoking in vehicle**
- **NO alcohol, narcotics, illegal drugs in vehicle**
- **NO use of cell phone unless hands free per state law**
- **NO personal use of vehicle**

Instructions for reserving a vehicle in Outlook email:

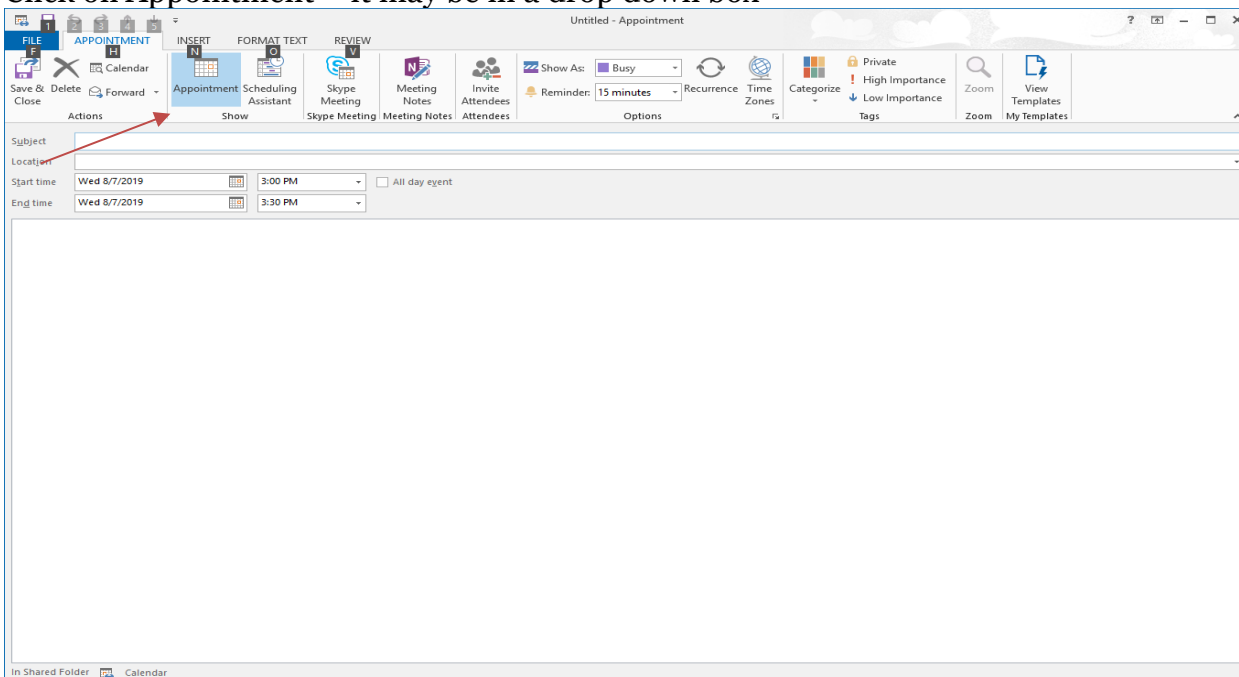


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Click on New Items Icon in the upper left hand corner



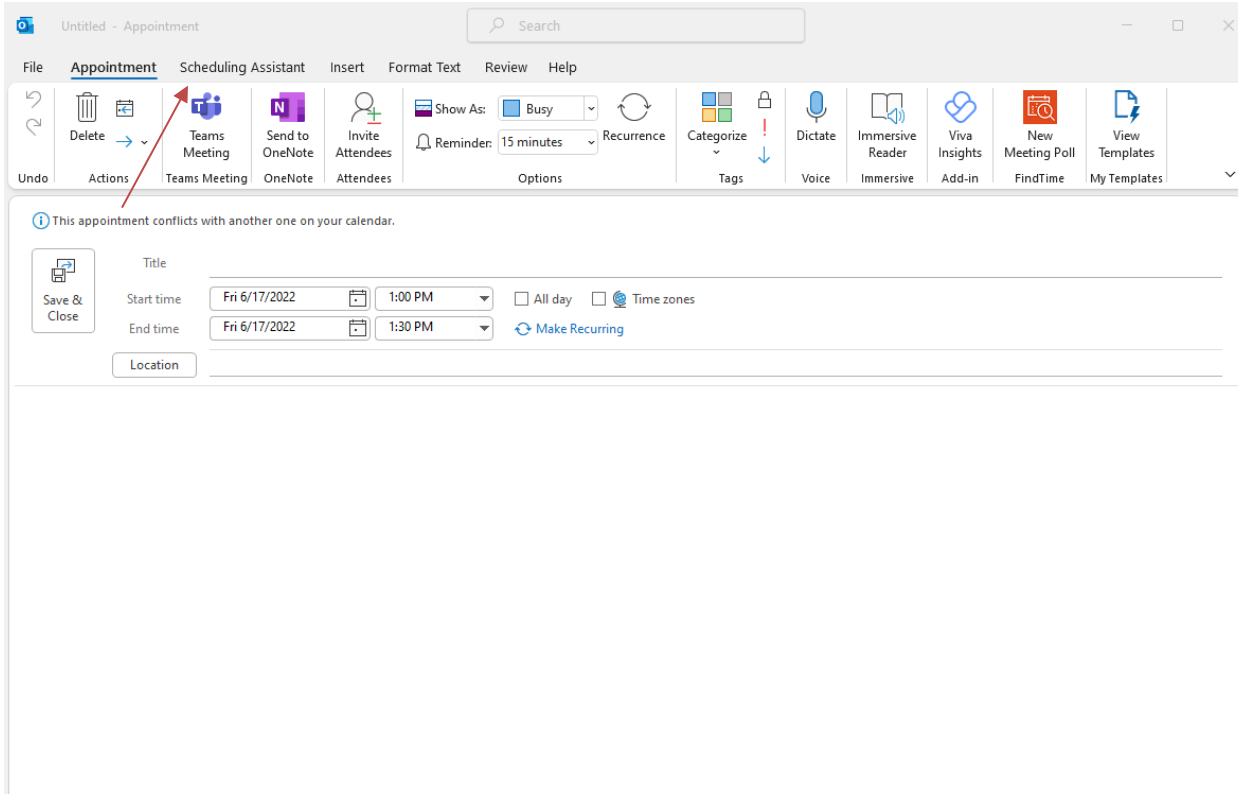
Click on Appointment – it may be in a drop down box



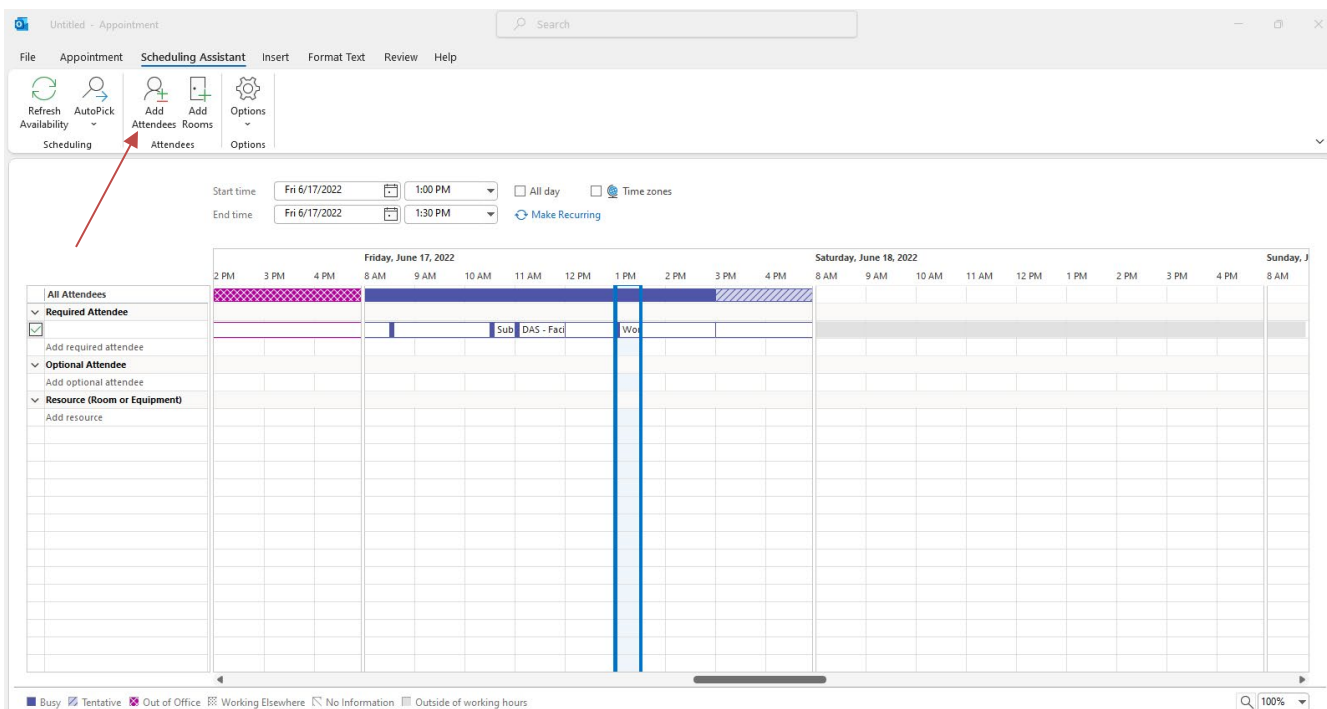


Georgia Vocational Rehabilitation Agency

Click on the 'Scheduling Assistant' tab,



Click on the 'Add Attendees' button in the upper left-hand corner





Georgia Vocational Rehabilitation Agency

Search the word "Fleet", the list of vehicles will appear; double click on the vehicle that is located closest to you

Select Attendees and Resources: Search Results - Offline Global Address List

Search: All columns Name only Address Book: Search Results - Offline Global Address List Advanced Find

fleet

Name	Title	Business Phone	Location	Department	Email Address	Company	Ali
Fleet					GVRA-Fleet@gvs.ga.gov		C
Fleet					fleet@gvs.ga.gov		f
Fleet_AlbanyVR_412-5608			AlbanyVR - Escape	VR	Fleet_AlbanyVR_412-5608@gvs.ga...	GVRA	F
Fleet_AthensVR_412-2979			AthensVR - Impala	VR	Fleet_AthensVR_412-2979@gvs.ga...	GVRA	F
Fleet_AtlantaVR_412-0105			AtlantaVR - Impala	VR	Fleet_AtlantaVR_412-0105@gvs.ga...	GVRA	F
Fleet_AtlantaVR_412-5238			AtlantaVR - Escape	VR	Fleet_AtlantaVR_412-5238@gvs.ga...	GVRA	f
Fleet_AtlantaVR_412-5599			AtlantaVR - Escape	VR	Fleet_AtlantaVR_412-5599@gvs.ga...	GVRA	F
Fleet_AugustaVR_412-5615			AugustaVR - Escape	VR	Fleet_AugustaVR_412-5615@gvs.ga...	GVRA	F
Fleet_BrunswickVR_412-5735			BrunswickVR - Escape	VR	Fleet_BrunswickVR_412-5735@gvs...	GVRA	F
Fleet_ClevelandVR_412-5782			ClevelandVR - Escape	VR	Fleet_ClevelandVR_412-5782@gvs...	GVRA	F
Fleet_CollegeParkVR_412-5321			CollegeParkVR - Esca...	VR	Fleet_CollegeParkVR_412-5321@gv...	GVRA	F
Fleet_ColumbusVR_412-5876			ColumbusVR - Escape	VR	Fleet_ColumbusVR_412-5876@gvs...	GVRA	F
Fleet_DublinVR_412-5764			DublinVR - Escape	VR	Fleet_DublinVR_412-5764@gvs.ga...	GVRA	F
Fleet_EllijayVR_412-5730			EllijayVR - Escape	VR	Fleet_EllijayVR_412-5730@gvs.ga.gov	GVRA	F
Fleet_GainesvilleVR_412-5690			GainesvilleVR - Escape	VR	Fleet_GainesvilleVR_412-5690@gvs...	GVRA	F
Fleet_GriffinVR_412-5236			GriffinVR - Escape	VR	Fleet_GriffinVR_412-5236@gvs.ga.g...	GVRA	F
Fleet_HQAdmin_412-00123			AtlantaHQ - Express	HQ	Fleet_HQAdmin_412-00123@gvs.ga...	GVRA	F
Fleet_HQAdmin_412-5238			AtlantaHQ - Escape	HQ	Fleet_HQAdmin_412-5238@gvs.ga...	GVRA	F
Fleet_HQAdmin_412-8923			AtlantaHQ - Explorer	HQ	Fleet_HQAdmin_412-8923@gvs.ga...	GVRA	F
Fleet_LaFayetteVR_412-5455			LaFayetteVR - Impala	VR	Fleet_LaFayetteVR_412-5455@gvs.g...	GVRA	F
Fleet_LaFayetteVR_412-5769			LaFayetteVR - Escape	VR	Fleet_LaFayetteVR_412-5769@gvs.g...	GVRA	F
Fleet_LaGrangeVR_412-5230			LaGrangeVR - Escape	VR	Fleet_LaGrangeVR_412-5230@gvs.g...	GVRA	F
Fleet_MaconVR_412-2949			MaconVR - Impala	VR	Fleet_MaconVR_412-2949@gvs.ga...	GVRA	F
Fleet_MariettaVR_412-5327			MariettaVR - Escape	VR	Fleet_MariettaVR_412-5327@gvs.ga...	GVRA	F
Fleet_MariettaVR_412-5620			MariettaVR - Escape	VR	Fleet_MariettaVR_412-5620@gvs.ga...	GVRA	F
Fleet_NewnanVR_412-2836			NewnanVR - Impala	VR	Fleet_NewnanVR_412-2836@gvs.ga...	GVRA	F
Fleet_ReidsvilleVR_412-3195			ReidsvilleVR - Impala	VR	Fleet_ReidsvilleVR_412-3195@gvs.g...	GVRA	F
Fleet_RomeVR_412-5313			RomeVR - Escape	VR	Fleet_RomeVR_412-5313@gvs.ga.gov	GVRA	F
Fleet_SavannahVR_412-4322			SavannahVR - Impala	VR	Fleet_SavannahVR_412-4322@gvs...	GVRA	F
Fleet_StatesboroVR_412-5606			StatesboroVR - Escape	VR	Fleet_StatesboroVR_412-5606@gvs...	GVRA	F
Fleet_ThomasvilleVR_412-5406			ThomasvilleVR - Esca...	VR	Fleet_ThomasvilleVR_412-5406@gv...	GVRA	F

Required:

Optional:

Resources:

OK Cancel

That vehicle will show in the 'Required' section at the bottom of the page Click 'OK'

Select Attendees and Resources: Search Results - Offline Global Address List

Search: All columns Name only Address Book: Search Results - Offline Global Address List Advanced Find

fleet

Name	Title	Business Phone	Location	Department	Email Address	Company	Ali
Fleet					GVRA-Fleet@gvs.ga.gov		C
Fleet					fleet@gvs.ga.gov		f
Fleet_AlbanyVR_412-5608			AlbanyVR - Escape	VR	Fleet_AlbanyVR_412-5608@gvs.ga...	GVRA	F
Fleet_AthensVR_412-2979			AthensVR - Impala	VR	Fleet_AthensVR_412-2979@gvs.ga...	GVRA	F
Fleet_AtlantaVR_412-0105			AtlantaVR - Impala	VR	Fleet_AtlantaVR_412-0105@gvs.ga...	GVRA	F
Fleet_AtlantaVR_412-5238			AtlantaVR - Escape	VR	Fleet_AtlantaVR_412-5238@gvs.ga...	GVRA	f
Fleet_AtlantaVR_412-5599			AtlantaVR - Escape	VR	Fleet_AtlantaVR_412-5599@gvs.ga...	GVRA	F
Fleet_AugustaVR_412-5615			AugustaVR - Escape	VR	Fleet_AugustaVR_412-5615@gvs.ga...	GVRA	F
Fleet_BrunswickVR_412-5735			BrunswickVR - Escape	VR	Fleet_BrunswickVR_412-5735@gvs...	GVRA	F
Fleet_ClevelandVR_412-5782			ClevelandVR - Escape	VR	Fleet_ClevelandVR_412-5782@gvs...	GVRA	F
Fleet_CollegeParkVR_412-5321			CollegeParkVR - Esca...	VR	Fleet_CollegeParkVR_412-5321@gv...	GVRA	F
Fleet_ColumbusVR_412-5876			ColumbusVR - Escape	VR	Fleet_ColumbusVR_412-5876@gvs...	GVRA	F
Fleet_DublinVR_412-5764			DublinVR - Escape	VR	Fleet_DublinVR_412-5764@gvs.ga...	GVRA	F
Fleet_EllijayVR_412-5730			EllijayVR - Escape	VR	Fleet_EllijayVR_412-5730@gvs.ga.gov	GVRA	F
Fleet_GainesvilleVR_412-5690			GainesvilleVR - Escape	VR	Fleet_GainesvilleVR_412-5690@gvs...	GVRA	F
Fleet_GriffinVR_412-5236			GriffinVR - Escape	VR	Fleet_GriffinVR_412-5236@gvs.ga.g...	GVRA	F
Fleet_HQAdmin_412-00123			AtlantaHQ - Express	HQ	Fleet_HQAdmin_412-00123@gvs.ga...	GVRA	F
Fleet_HQAdmin_412-5238			AtlantaHQ - Escape	HQ	Fleet_HQAdmin_412-5238@gvs.ga...	GVRA	F
Fleet_HQAdmin_412-8923			AtlantaHQ - Explorer	HQ	Fleet_HQAdmin_412-8923@gvs.ga...	GVRA	F
Fleet_LaFayetteVR_412-5455			LaFayetteVR - Impala	VR	Fleet_LaFayetteVR_412-5455@gvs.g...	GVRA	F
Fleet_LaFayetteVR_412-5769			LaFayetteVR - Escape	VR	Fleet_LaFayetteVR_412-5769@gvs.g...	GVRA	F
Fleet_LaGrangeVR_412-5230			LaGrangeVR - Escape	VR	Fleet_LaGrangeVR_412-5230@gvs.g...	GVRA	F
Fleet_MaconVR_412-2949			MaconVR - Impala	VR	Fleet_MaconVR_412-2949@gvs.ga...	GVRA	F
Fleet_MariettaVR_412-5327			MariettaVR - Escape	VR	Fleet_MariettaVR_412-5327@gvs.ga...	GVRA	F
Fleet_MariettaVR_412-5620			MariettaVR - Escape	VR	Fleet_MariettaVR_412-5620@gvs.ga...	GVRA	F
Fleet_NewnanVR_412-2836			NewnanVR - Impala	VR	Fleet_NewnanVR_412-2836@gvs.ga...	GVRA	F
Fleet_ReidsvilleVR_412-3195			ReidsvilleVR - Impala	VR	Fleet_ReidsvilleVR_412-3195@gvs.g...	GVRA	F
Fleet_RomeVR_412-5313			RomeVR - Escape	VR	Fleet_RomeVR_412-5313@gvs.ga.gov	GVRA	F
Fleet_SavannahVR_412-4322			SavannahVR - Impala	VR	Fleet_SavannahVR_412-4322@gvs...	GVRA	F
Fleet_StatesboroVR_412-5606			StatesboroVR - Escape	VR	Fleet_StatesboroVR_412-5606@gvs...	GVRA	F
Fleet_ThomasvilleVR_412-5406			ThomasvilleVR - Esca...	VR	Fleet_ThomasvilleVR_412-5406@gv...	GVRA	F

Required: **Fleet AtlantaVR 412-5238**

Optional:

Resources:

OK Cancel



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You will see that the vehicle is available or has been reserved by someone else
If available, click the 'Send' button to complete the reservation

The screenshot shows the Outlook Scheduling Assistant interface. The 'Send' button is highlighted with a red arrow. The calendar shows a reservation for 'Fleet AtlantaVR 412-5238' on Tuesday, June 21, 2022, from 10:00 AM to 11:00 AM. The interface includes a menu bar (File, Meeting, Scheduling Assistant, Insert, Format Text, Review, Help), a ribbon with 'Scheduling' and 'Attendees' tabs, and a calendar grid with time slots from 12 PM to 3 PM for each day from Sunday to Thursday.

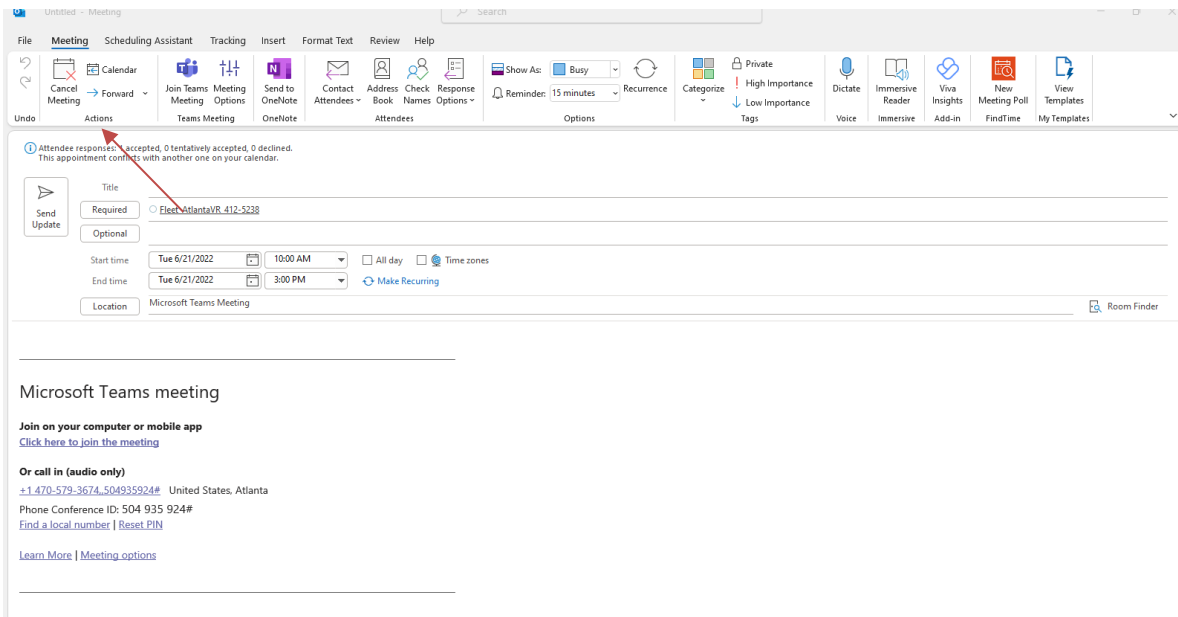
You will receive an email stating “your request was accepted” or “your request was denied”
Once accepted, the reservation will appear on your Outlook calendar



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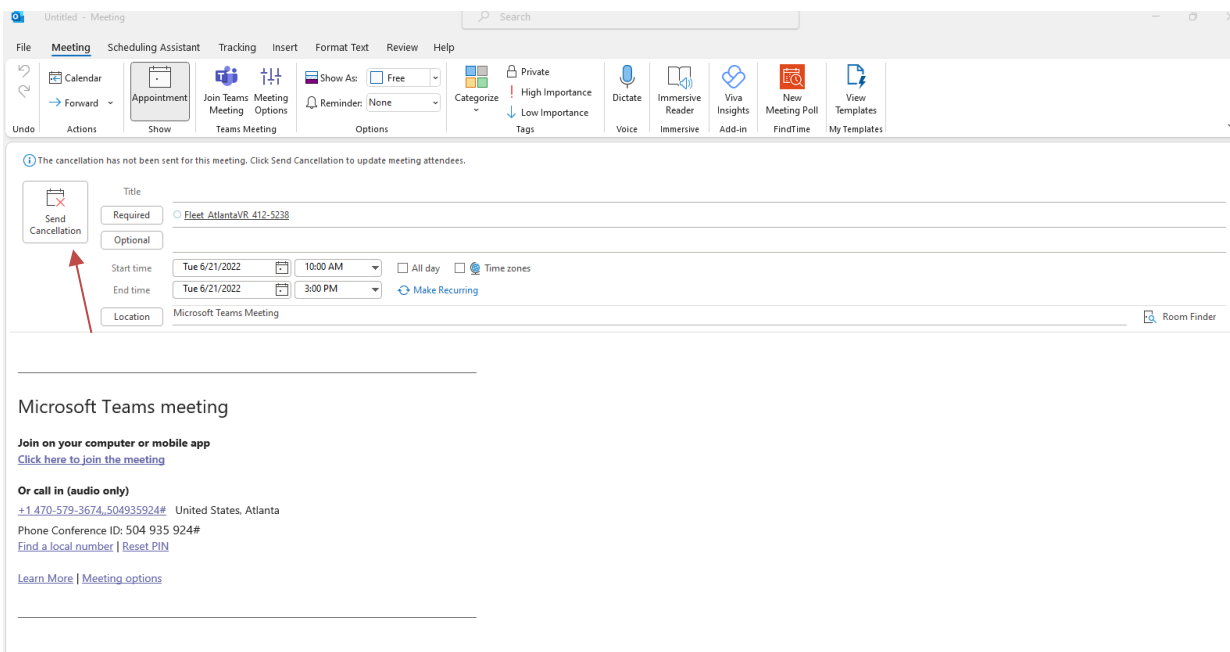
In the event, you need to cancel your reservation:

Double click the reservation on your Outlook calendar and this screen will appear
Click 'Cancel Meeting' in the upper left hand corner



Click 'Send Cancellation'

Your reservation is removed from your calendar and the local fleet coordinator receives an email notification of your cancellation





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Notes:

- Local fleet coordinator will have the final approval in the event of a scheduling conflict
- If the vehicle is not available when you go to reserve, notify your local fleet coordinator so that she can determine the most cost effective use of the vehicle and also notify requestors of any cancellations
- Logs must be completed in their entirety
- Keys must be returned at the conclusion of the trip
- You must adhere to the times of your reservation as other employees may be waiting to use the vehicle when you return
- Teamwork and communication are extremely important in this process – please be mindful of your fellow employees
- For additional information regarding fleet vehicles, please visit <http://doas.ga.gov/fleet-management>