

## AUTOMOTIVE LIAISON MEETING



**November 7, 2012**

**Steve Weidner**

***Bureau Director***

**717-787-3162**

**[stweidner@pa.gov](mailto:stweidner@pa.gov)**

**Bill Confair**

***Chief of Customer Service***

**717-783-2325**

**[biconfair@pa.gov](mailto:biconfair@pa.gov)**

**Bureau of Vehicle Management  
Customer Service Department  
1-877-347-9966**

- **Driver Safety**

- Please tell your drivers not to call the Customer Service Department while they are driving.
- We have information for the driver to write down. Customer Service Rep's name and work order number.

## • Customer Service Fax Cover Sheet

- Every Estimate and invoice faxed into the CSD should have a CSD Fax cover sheet.
- The cover sheet lists the unit #, the CSR's name, the Work Order # and the Vendor's name.
- This saves time and allows us to better serve our drivers.
- Currently less than 20% of our estimates are sent with a fax cover sheet.

- **Old Open Work Orders**

- If repairs are not completed within a few days of opening a work order, please notify us that the work was not completed so we can close the work order.
- STD 541's are an exception as they sometimes require more time.
- Please don't leave work orders opened more than 10 business days.

## • New Phone System

- Verizon is installing a new web based phone system in the Customer Service Department
- We go live on Wednesday November 14<sup>th</sup>
- Please be patient while we become more familiar with the new phone system.
- Occasionally, we may experience short periods of time while the CSD is not taking phone calls during system maintenance. Please call us back in 20-30 minutes if this happens to you.

- **Emergency Plan**

- Do you have an emergency plan in place?
- If one of your drivers is stranded after normal business hours, who should they call?
- A 24 hour towing vendor list is available on the DGS website under Vehicle Management / Maintenance / Towing
- Every driver should have this list in their car

- **Snow Tires**

- All snow tires must be approved by the Automotive Liaison before a driver is given permission to purchase snow tires.

# Customer Service Division

- **Questions?**

If you have additional questions please call

Customer Service Chief Bill Confair at  
(717) 783-2325

[biconfair@pa.gov](mailto:biconfair@pa.gov)

Or Customer Service Supervisor Randy Howard at

(717) 346-5967

ranhoward@pa.gov

# BVM – Vehicle Administration

**Jim Fiore**

***Chief of Vehicle Administration***

**717-787-6282**

**[jafiore@pa.gov](mailto:jafiore@pa.gov)**

# Vehicle Administration Division

- Checking Driver ID
  - Driver
  - ID or Prompt
  - Number

# Vehicle Administration Division

The screenshot shows a web browser window displaying the Sunoco Universal Fleet Online application. The page title is "Driver Detail for PA Office of Inspector General". The navigation menu includes Home, Fleet Manager, Financials, Reports, Resource Tools, and Administration. A search bar is set to "Drivers" with a "Driver Prompt ID" of "649306".

**Shortcuts**

- PA Office of...
  - View Detail
  - Edit Account
- Departments
  - View Departments
  - Add Department
- Drivers
  - View Drivers
  - Add Driver
- Cards
  - View Cards
  - Add Vehicle/Asset Card
- Auth Profiles
  - View Auth Profiles
  - Add Auth Profile
- Invoices
  - View Invoices
  - Make Payments
  - View Payments
  - View Bank Accounts

**Account Explorer** [View all](#)

Enter Account # or Account Name

**Driver Detail for PA Office of Inspector General**

**Driver Detail**

[Edit](#) [Clone](#) [Change Status](#) [Terminate](#)

**Driver Information is listed below.**

**Driver Information**

Last Name: **ALBRIGHT**  
First Name: **DANIEL**  
Middle Name:  
Driver Department: **Unassigned**  
Driver Prompt Id: **649306**  
Employee #: **649306**  
Job Title:  
License #:  
Phone:  
Email Address:  
License State: **PA**  
License Country: **US**  
License Expiration Date:  
Status: **Active**

- **Level to Add Drivers**

- Make sure you enter drivers at the highest level. Do not enter drivers in specific accounts.

# Vehicle Administration Division

The screenshot shows a Windows Internet Explorer browser window titled "View Account Hierarchy - Windows Internet Explorer". The address bar contains the URL: [https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?\\_flowId=flow-accountViewHierarchy](https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?_flowId=flow-accountViewHierarchy). The page content displays a list of account hierarchies, organized by level. The list includes:

- Level 5: PA Auditor General City Audits DC & RO - 0496001754852
- Level 5: PA Auditor General Fire Relief Audits - 0496001754761
- Level 5: PA Auditor General Human Resources - 0496001754803
- Level 5: PA Auditor General Investigations - 0496001754753
- Level 5: PA Auditor General Liquor Control Audits - 0496001754811
- Level 5: PA Auditor General Munic Pension Audits - 0496001754746
- Level 5: PA Auditor General Public Assist Audits - 0496001754779
- Level 5: PA Auditor General School Audits - 0496001754712
- Level 5: PA Auditor General Spc Performance Audit - 0496001754829
- Level 5: PA Auditor General Support Svcs Auto - 0496001754720
- Level 4: PA Dept of Banking and Securities - 0496001727908
- Level 4: PA Dept of Community & Economic Develop - 0496001727965
- Level 4: PA Dept of Conservation & Natural Res - 0496001727916
  - Level 5: PA DCNR Rental - 0496001758853
  - Level 5: Pennsylvania DCNR 0100 - 0496001728476
  - Level 5: Pennsylvania DCNR 1310 - 0496001729649
  - Level 5: Pennsylvania DCNR 2100 - 0496001738814
  - Level 5: Pennsylvania DCNR 2110 - 0496001729300
  - Level 5: Pennsylvania DCNR 2120 - 0496001729151
  - Level 5: Pennsylvania DCNR 2121 - 0496001729334
  - Level 5: Pennsylvania DCNR 2122 - 0496001728534
  - Level 5: Pennsylvania DCNR 2123 - 0496001729169
  - Level 5: Pennsylvania DCNR 2124 - 0496001729839
  - Level 5: Pennsylvania DCNR 2200 - 0496001729748
  - Level 5: Pennsylvania DCNR 2340 - 0496001728559
  - Level 5: Pennsylvania DCNR 2342 - 0496001728898
  - Level 5: Pennsylvania DCNR 2343 - 0496001739507
  - Level 5: Pennsylvania DCNR 2345 - 0496001729474
  - Level 5: Pennsylvania DCNR 6000 - 0496001739572
  - Level 5: Pennsylvania DCNR 6100 - 0496001738707
  - Level 5: Pennsylvania DCNR 6101 - 0496001739689

The browser window also shows the Windows taskbar at the bottom with the Start button, several application icons, and the system tray displaying the time as 11:42 AM.

# Vehicle Administration Division

- Add Driver
  - Adding the driver

# Vehicle Administration Division

**Add Driver**

\* Driver Last Name:  Max of 30 characters.

\* Driver First Name:  Max of 30 characters.

Driver Middle Name:  Max of 20 characters.

Driver Department:

\* Driver Prompt ID:  Must be a number of 6 digits.

Employee #:  Max of 15 characters.

Job Title:  Driver's job title. Max of 20 characters.

Phone Number:  (ex: 5555555555 or 555-555-5555) Max of 10 numbers.

Email Address:  (ex: info@mydomain.com) Max of 60 characters.

Driver License #:  Max of 12 characters.

Driver License State:  Select State from pull down menu.

Driver License Country:  Country where driver's license was issued.

Driver License Expiration Date:  (ex: MM/DD/YYYY) Date after which driver's license is no longer valid.

Hide Optional Fields

Departments

- View Departments
- Add Department

Drivers

- View Drivers
- Add Driver

Cards

- View Cards
- Add Vehicle/Asset Card

Auth Profiles

- View Auth Profiles
- Add Auth Profile

Invoices

- View Invoices
- Make Payments
- View Payments
- View Bank Accounts

Account Explorer [View all](#)

Enter Account # or Account Name

Level 2

[COPA Agencies](#)

Level 3

[PA Bureau of...](#)

Level 4

[Pennsylvania...](#)

Level 5

[PA Office of...](#)

# Vehicle Administration Division

- **Card Active**

- Check to see if a card is active

# Vehicle Administration Division

The screenshot displays the Sunoco Universal Fleet Online web application in a Windows Internet Explorer browser window. The page title is "Change Profile of Card \*\*\*\*54277 for PA Office of Inspector General". The browser address bar shows the URL: [https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?\\_flowExecutionKey=\\_cFCA02E13-BDF5-BD0A-C1](https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?_flowExecutionKey=_cFCA02E13-BDF5-BD0A-C1). The page features a navigation menu with tabs: Home, Fleet Manager, Financials, Reports, Resource Tools, and Administration. A search bar is present with "Cards" selected in the dropdown and "Custom Vehicle/Asset ID" with the value "004022643\*" entered. The main content area is titled "Change Profile of Card \*\*\*\*54277 for PA Office of Inspector General" and contains a "Change Profile" section. This section includes a message: "To change the profile associated to this card, select a new profile below." Below this is a "Card Information" box displaying: Card Number: \*\*\*\*54277, Custom Vehicle/Asset ID: 004022643 349028, Authorization Profile: COPA Standard (with a "View Profile" link), Prompting: Odometer & Driver ID, Card Status: Active, and Last Issue date: 09/27/12. A "Select Profile" section shows "Available Profiles" with "BVM 1000" selected and a "View Profile" link. At the bottom of the form are "Apply" and "Cancel" buttons. A left-hand sidebar contains a "Shortcuts" menu with categories like PA Office of..., Departments, Drivers, Cards, Auth Profiles, and Invoices. An "Account Explorer" section at the bottom left has a "View all" link and a text input field for "Enter Account # or Account Name" with a "Go" button. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Out..., RE: Misc cards - Mess..., Change Profile of Car...), and the system tray with the date "Tuesday, November 06, 2012" and time "11:34 AM".

# Vehicle Administration Division

- Profiles
  - Changing profiles for an individual card

# Vehicle Administration Division

Card Detail for PA Office of Inspector General - Windows Internet Explorer

https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?\_flowExecutionKey=\_cFCA02E13-BDF5-BD0A-C1

Share Browser WebEx

Card Detail for PA Office of Inspector General

PA Office of...  
View Detail  
Edit Account  
Departments  
View Departments  
Add Department  
Drivers  
View Drivers  
Add Driver  
Cards  
View Cards  
Add Vehicle/Asset Card  
Auth Profiles  
View Auth Profiles  
Add Auth Profile  
Invoices  
View Invoices  
Make Payments  
View Payments  
View Bank Accounts

Account Explorer View all

Enter Account # or Account Name  
Go

Level 2  
COPA Agencies  
Level 3  
PA Bureau of...  
Level 4  
Pennsylvania...

Card Detail

Edit Clone Change Status Terminate Reissue Change Profile View Transactions Transfer

Card Information is listed below.

Vehicle/Asset Information

Business Area: 81  
SAP Fund: 1060012000  
Cost Center: 8131209100  
Internal Order:  
WBS:  
Fuel Type:  
Card Type Option:  
Vehicle Dept: Vehicle  
Custom Vehicle/Asset ID: 004022643 349028  
Asset Type: Vehicle  
VIN: 1G1ZA5EU1CF349028  
Vehicle Description: 12 CHEVY MALIBU  
Make: CHEVROLET  
Model: MALIBU  
Year: 2012  
License Plate: 33908  
License Plate State: PA  
License Plate Country:  
License Plate Expiration Date:  
In Service Date:  
Start Odometer:  
Tank Capacity:

Internet 100%

start Inboxes - Microsoft Out... RE: Misc cards - Mess... Card Detail for PA Of... 11:28 AM

# Vehicle Administration Division

- **Profile 2**

- ▣ Profile Selection

# Vehicle Administration Division

The screenshot shows a web browser window titled "Change Profile of Card \*\*\*\*54277 for PA Office of Inspector General - Windows Internet Explorer". The address bar shows the URL: [https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?\\_flowExecutionKey=\\_cFCA02E13-BDF5-BD0A-C1](https://www.sunocouniversalfleetonline.com/online/gotoFlow.do?_flowExecutionKey=_cFCA02E13-BDF5-BD0A-C1). The page content is as follows:

- Change Profile**
  - To change the profile associated to this card, select a new profile below.
- Card Information**
  - Card Number: \*\*\*\*54277
  - Custom Vehicle/Asset ID: 004022643 349028
  - Authorization Profile: COPA Standard [View Profile](#)
  - Prompting: Odometer & Driver ID
  - Card Status: Active
  - Last Issue date: 09/27/12
- Select Profile**
  - Available Profiles:
    - BVM 1000 (selected)
    - BVM 1500
    - BVM 500
    - BVM Rentals
    - BVM Rentals +
    - BVM Standard
    - COPA Standard
    - Car Detailing
    - EMERGENCY
    - Heavy Trucks
    - Specialized Vehicles
    - Storm Emergency
    - Custom Control
    - Fuel Only
  - [View Profile](#)
  -

The left sidebar contains a navigation menu with the following items:

- PA Office of...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
  - [Add Department](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
  - [View Cards](#)
  - [Add Vehicle/Asset Card](#)
- Auth Profiles
  - [View Auth Profiles](#)
  - [Add Auth Profile](#)
- Invoices
  - [View Invoices](#)
  - [Make Payments](#)
  - [View Payments](#)
  - [View Bank Accounts](#)

Below the menu is an "Account Explorer" section with a search field and a "Go" button. The search results show:

- Level 2: COPA Agencies
- Level 3: PA Bureau of...
- Level 4: Pennsylvania...

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:32 AM.

# BVM – Operations/Maintenance

**Randy Tomlinson**

***Chief of Operations***

**717-783-3088**

**[rtomlinson@pa.gov](mailto:rtomlinson@pa.gov)**

## Temp Fleet Transition

# Operations and Maintenance Division

- **Pick Up and Return Procedures are Still the Same!**

- Always have your valid driver's license present
- State your name and agency at the counter
- It's always a good idea to bring a print out of your rental confirmation, but it's not required

# Operations and Maintenance Division

- **When Returning a Vehicle During Business Hours**
  - ▼ Proceed to the fuel pumps to fuel the vehicle
  - ▼ Drive up to the dispatch office for vehicle check in and a representative will assist you from there.

# Operations and Maintenance Division

- **When Returning a Vehicle After Hours**
  - Use your fuel card to access through the security gate
  - Proceed to the fuel pumps to fuel the vehicle
  - Park your car in the nearest parking stall closest to the building
  - Lock the car taking the keys and fuel card with you.
  - Drive your car to the exit gate, use the fuel card to open the security gate. Once it is open drop the fuel card and rental keys in the key drop box located at the card reader.

# Operations and Maintenance Division

- **Drivers Must Validate the Coding is Correct Before Submitting Rental Request!**

▼ Examples:

CC 1633310000  
SAP 7047111000  
IO K13025710311

CC 1245550999  
SAP 7002312000  
IO

CC 0039044308  
SAP 1624012000  
IO

CC 2172528000  
SAP 2172528000  
IO

CC 1266401000  
SAP 822931200  
IO C93000300600

CC 2451001000  
SAP 1030212000  
IO

# Operations and Maintenance Division

- Please ensure that all drivers that are renting a vehicle from 2221 Forster Street are entered into the WEX system
- Quickstart pick ups
- EZ Pass

# Operations and Maintenance Division

## Operations

# Operations and Maintenance Division

- Picking Up and Turning in Vehicles at 2221 Forster Street
  - ✔ Please notify Operations **PRIOR** to coming out to drop off or pick up a vehicle
  - ✔ We strongly recommend that the Automotive Liaison is present when picking up and dropping off vehicles
  - ✔ Please do not take any GSVM 87 forms from your mailbox in the Operations Office unless authorized to do so by Operations personnel

# Bureau of Vehicle Management

**Q & A**

**with the Director**

# Agenda

- Reservation Website Review
- Proper Coding
- Billing & Credit Card Pay
- Accident Procedures
- Roadside Assistance
- Cancellations
- Your Questions



## Welcome Commonwealth of Pennsylvania Travelers

Please review the CWOPA Travel Policy before any travel is booked. The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

<b>Commonwealth Travel Procedures Manual</b> *** Under Development ***	Select ▶
<b>Temporary Transportation Rental Procedures</b> *** Under Development ***	Select ▶
<b>RESERVE A CAR</b> Select this option if you need a rental car for Commonwealth Business Travel.	Select ▶
<b>RESERVE A CAR ASSOCIATED WITH AIRFARE</b> Only select this option if you need a rental car associated with Commonwealth Business Travel requiring airfare.	Select ▶
<b>Modify Existing Reservation</b> You will need your Enterprise Confirmation Number, First and Last name.	Select ▶
<b>Print a Receipt</b> You will need your Driver's License Number and Last Name.	Select ▶

## What is QUICKSTART?

Commonwealth Business Travelers have the option to "QUICKSTART" a rental from a Pennsylvania Enterprise location (non-airport) to accommodate an early pick up time for a vehicle rental at no additional cost. Please make the reservation for the actual date and time you will pick up the vehicle. Rental periods are based upon a 24 hour timeframe and shall commence as follows:

Pick Up Date & Time	Date Rates to Commence
Weekday (Monday-Thursday) at 4:00 pm	The next day, at 8:00 am
Friday at 4:00 pm	The following Monday at 8:00 am (unless utilized for business purposes prior to Monday)
Saturday during business hours (standard business hours are 9:00 am to 12:00 pm)	The following Monday at 8:00 am (unless utilized for business purposes prior to Monday)

When using this option, your rental reservation cost will not match the Ground Travel Worksheet's calculated cost, as the reservation will include an additional day. Contact your automotive liaison, Dave Welker (BVM ERAC Contract Manager) or the rental branch for any questions regarding the QUICKSTART program and how it is applied.

A QUICKSTART report will be generated monthly and provided to the Commonwealth for the purposes of identifying any potential misuse.

## Will I see taxes on this reservation?

Yes, these charges will appear on the reservation you are about to make. However, providing this rental is billed to your agency, all applicable taxes will be removed upon your return of the rental.

## How do I book a One-Way Rental (drop off location is different than pick-up location)?

Any Commonwealth Business Traveler wishing to book a one-way rental should do so by calling the branch from which the one-way rental will be picked up. One-way rentals cannot be booked using this online reservation system.



### Welcome Commonwealth of Pennsylvania Travelers

This page is intended for non-airport travel. Please choose your Department and then your location. The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

<b>Aging</b>	Select ▶
<b>Agriculture</b>	Select ▶
<b>Attorney General</b>	Select ▶
<b>Auditor General</b>	Select ▶
<b>Automobile Theft Prevention Authority</b>	Select ▶
<b>Banking and Securities</b>	Select ▶



### CWOPA - Department of Agriculture

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

- Commonwealth Garage - Harrisburg** Select ▶  
Select this option if you wish to pick-up/drop-off the rental vehicle at the Commonwealth Garage at 22nd and Forster Street.
- All Other Locations** Select ▶

# COMMONWEALTH GARAGE

COMMONWEALTH OF PENNSYLVANIA



## Check Rental Car Rates

**1. Dates & Times**

Start  
 Sep 25 Noon

End  
 Sep 26 Noon

[View Rates](#)

### CWOPA TERMS OF USE

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract



The Enterprise® Business Rental Program. A Better Way to Go.®

Enterprise Rent-A-Car  
COMMONWEALTH GARAGE  
2221 FORSTER ST  
HARRISBURG, PA 17103-1729

Tel.: (717) 238-7541

[New Search](#) or [Show Nearest Locations](#)

### Business Hours

for the week of Sep 24, 2012

	Open	Close
Monday	7:00 am	6:00 pm
Tuesday	7:00 am	6:00 pm
Wednesday	7:00 am	6:00 pm
Thursday	7:00 am	6:00 pm
Friday	7:00 am	6:00 pm



### Reservation Summary

40% Complete

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1725  
Tel.: (717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class**  
(not yet chosen)

**Renter's Information**  
(not yet entered)

[Start over](#)

### Pick a Vehicle:

11 of 12 Vehicle Classes to choose from. [Show nearest locations](#)

Vehicle Class	Description	Price Quote	
* Compact	 Nissan Versa, Toyota Yaris or similar <a href="#">see details</a>	<b>\$ 32.00 USD / day</b> \$ 36.56 USD Total <a href="#">see details</a>	Select ▶
* Intermediate	 Toyota Corolla, Nissan Sentra or similar <a href="#">see details</a>	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a>	Select ▶
* Standard	 Ford Fusion or similar <a href="#">see details</a>	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a>	Select ▶
Full Size	 Chevy Impala, Nissan Altima, Dodge Charger or similar <a href="#">see details</a>	<b>\$ 38.00 USD / day</b> \$ 43.04 USD Total <a href="#">see details</a>	Select ▶
Minivan	 Chrysler Town and Country, Dodge Grand Caravan or similar <a href="#">see details</a>	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	Select ▶
Intermediate SUV	 Ford Escape, Jeep Liberty or similar <a href="#">see details</a>	<b>\$ 52.00 USD / day</b> \$ 58.16 USD Total <a href="#">see details</a>	Select ▶
Standard SUV	 Jeep Grand Cherokee, or similar <a href="#">see details</a>	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	Select ▶
	 GMC Yukon,	<b>\$ 52.00 USD / day</b>	Select ▶

Location Details [change](#)

Pick Up Location  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.: (717) 238-7541

Dates & Times [change](#)

Pick Up  
Sep 26, 2012 @ Noon  
Return  
Sep 27, 2012 @ Noon

Vehicle Class  
(not yet chosen)

Renter's Information  
(not yet entered)

[Start over](#)

Commonwealth Vehicle Note  
Commonwealth Travel Policy provides that Commonwealth business travelers may select Compact, Intermediate and Standard. Other vehicle types require business need justification. Upgrades to other vehicle types at the counter are permitted so long as there is no additional cost to the Commonwealth.

	<a href="#">see details</a>	similar	<a href="#">see details</a>	
<b>* Standard</b>	 <a href="#">see details</a>	Ford Fusion or similar	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Full Size	 <a href="#">see details</a>	Chevy Impala, Nissan Altima, Dodge Charger or similar	<b>\$ 38.00 USD / day</b> \$ 43.04 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Minivan	 <a href="#">see details</a>	Chrysler Town and Country, Dodge Grand Caravan or similar	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Intermediate SUV	 <a href="#">see details</a>	Ford Escape, Jeep Liberty or similar	<b>\$ 52.00 USD / day</b> \$ 58.16 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Standard SUV	 <a href="#">see details</a>	Jeep Grand Cherokee, or similar	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Large SUV	 <a href="#">see details</a>	GMC Yukon, Chevy Tahoe, Ford Expedition, or similar	<b>\$ 82.00 USD / day</b> \$ 90.56 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Pickup Truck	 <a href="#">see details</a>	Chevy Colorado, Dodge Dakota or similar	<b>\$ 50.00 USD / day</b> \$ 56.00 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Large Pickup	 <a href="#">see details</a>	Chevy Silverado, Ram 1500 Crew Cab, or similar	<b>\$ 55.00 USD / day</b> \$ 61.40 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
Cargo Van	 <a href="#">see details</a>	GM Express, Ford Econoline or similar	<b>\$ 55.00 USD / day</b> \$ 61.40 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
12 Passenger Van	 <a href="#">see details</a>	Chevrolet Express, Ford Econoline or similar	<b>Not available.</b>	<a href="#">Check availability at other locations</a>



**Reservation Summary**

60% Complete

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
(not yet entered)

[Start over](#)

**Renter's Details:**

Please note that a designated contact from your agency will receive a copy of this Reservation.

**Main Information**

\* Indicates Required Field

\* Renter's Name:  First  Last

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:   
Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

**Additional Information**  
You may start filling in your contract here now and save time at the rental counter.

**Renter's Address In United States** ([change country](#))  
(including Puerto Rico)

Street Address Line 1:

Street Address Line 2:

City:

State:

ZIP:

Work Phone:

Other Phone:

**Renter's Driver's License**

License Number:

Issued By:

Expiration Date:  /  /

Date of Birth:  /  /

### Reservation Summary

████████ 80% Complete

#### Special Section

**COMMONWEALTH OF PENNSYLVANIA**

#### Location Details [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

#### Dates & Times [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon  
**Return**  
Sep 27, 2012 @ Noon

#### Vehicle Class [change](#)

Standard

#### Renter's Information

(not yet entered)

[Start over](#)

### Renter's Details:

**i** Please note that a designated contact from your agency will receive a copy of this Reservation.

#### Main Information

\* Indicates Required Field

\* Renter's Name:

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:   
Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

**Reservation Summary**

60% Complete

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
(not yet entered)

[Start over](#)

**Renter's Details:**

Please review the information on this page for accuracy where indicated.

Please note that a designated contact from your agency will receive a copy of this Reservation.

**Main Information**

\* Indicates Required Field

\* Renter's Name:

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:   
Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):



### Reservation Summary

80% Complete

#### Special Section

COMMONWEALTH OF PENNSYLVANIA

#### Location Details [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

#### Dates & Times [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon  
**Return**  
Sep 27, 2012 @ Noon

#### Vehicle Class [change](#)

Standard

#### Renter's Information [change](#)

Doug Paskowski  
Tel.: (717) 909-5006  
douglas.j.paskowski@ehi.com

BA (Business Area):  
15

Cost Center:  
1533033026

### Verify your Information and Book your Rental.

[Book Now](#)

#### Total Cost Estimate

For a **1 day rental** of a **Standard**  
( Ford Fusion or similar ).

1 Day @ \$ 34.00 USD	\$ 34.00 USD
PA TRANSPORTATION ASSISTANCE	\$ 2.00 USD
Subtotal	\$ 36.00 USD
VEHICLE RENTAL TAX	\$ 0.68 USD
SALES TAX	\$ 2.04 USD

**\* Total Charges \$ 38.72 USD**



**Standard**  
Ford Fusion or similar

Commonwealth of Pennsylvania Accounts are tax and fees exempt. These fees will be removed at the counter.

**Thank you for your reservation. Please contact DGS' contract administrator, Dave Welker at 717-787-3695 if you have any questions regarding rental services.**

#### Important Information About Your Rental

- Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.
- The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.
- There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.

[Book Now](#)

# Thank you, Doug. Your reservation is complete.

If you entered a valid email, a copy of this reservation has been sent to you.

Confirmation Number:

Renter's Name:

BA (Business Area):

Cost Center:

SAP Fund:

Proposed Itinerary:

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

Vehicle Class:

Pick Up Date & Time:

Return Date & Time:

Pick Up Location:

**COMMONWEALTH OF PENNSYLVANIA**

**SXC3ZC**

**Doug Paskowski**

**15**

**1533033026**

**1007400000**

**Harrisburg-Philadelphia-Harrisburg**

**Standard**  
(Ford Fusion or similar)

**Wednesday, Sep 26, 2012 @ Noon**

**Thursday, Sep 27, 2012 @ Noon**

**COMMONWEALTH GARAGE**  
**2221 FORSTER ST**  
**HARRISBURG, PA 17103-1729**  
**(717) 238-7541**

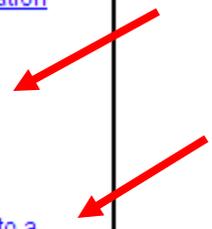
We'll Pick You Up!®



Need a ride from your place to our place? Call your rental office at (717) 238-7541 for details about our pick-up service. (Geographic

[Print Confirmation](#)

-  [Create another Reservation similar to this one](#)
-  [Modify or Cancel this Reservation](#)
-  [Send this confirmation to a friend](#)
-  [Return to Enterprise Home](#)



**Modify Reservation** [down arrow]

Confirmation # SXC3ZC

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information** [change](#)

DOUG PASKOWSKI  
Tel.: (717) 909-5006  
DOUGLAS.J.PASKOWSKI@EHI.COM

BA (Business Area):  
15

Cost Center:  
1533033026

SAB Fund:

### Verify Changes to Confirmation #SXC3ZC.

[Exit, No Changes](#) [Cancel Reservation](#)

#### Total Cost Estimate

For a **1 day rental** of a **Standard**  
( Ford Fusion or similar ).

1 Day @ \$ 34.00 USD	\$ 34.00 USD
PA TRANSPORTATION ASSISTANCE	\$ 2.00 USD
Subtotal	\$ 36.00 USD
VEHICLE RENTAL TAX	\$ 0.68 USD
SALES TAX	\$ 2.04 USD

**\* Total Charges \$ 38.72 USD**

Commonwealth of Pennsylvania Accounts are tax and fees exempt. These fees will be removed at the counter.

**Thank you for your reservation. Please contact DGS' contract administrator, Dave Welker at 717-787-3695 if you have any questions regarding rental services.**

#### Important Information About Your Rental

- Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.
- The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.
- There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.



**Standard**  
Ford Fusion or similar

[Exit, No Changes](#) [Cancel Reservation](#)



**Modify Reservation**

**Confirmation #** SXC3ZC

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.: (717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
DOUG PASKOWSKI  
Tel.: (717) 909-5006  
DOUGLAS.J.PASKOWSKI@EHI.COM

### Cancel your reservation

Are you sure you want to cancel?

No

Yes, Cancel



## Your reservation has been cancelled.

Your cancellation number is the same as your confirmation number : **SXC3ZC**

You can make another reservation or explore all the great things enterprise.com has to offer.

[Go to Enterprise Home](#) ▶

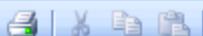
Track in CRM Regarding: (None)

Send       Options... Plain Text

To...

Cc...

Subject: Confirmed: Enterprise Rent-A-Car Reservation

 Courier New 10 A B I U 

Dear Doug Paskowski,

Thank you for choosing Enterprise. We look forward to seeing you on Wednesday, September 26, 2012 at Noon. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.

-----  
RESERVATION INFORMATION  
-----

Confirmation Number: SXC3ZC

BA (Business Area): 15

Cost Center: 1533033026

SAP Fund: 1007400000

Proposed Itinerary: Harrisburg-Philadelphia-Harrisburg

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

Name: Paskowski, Doug

Pick Up Date: Wednesday, September 26, 2012 at Noon

Drop Off Date: Thursday, September 27, 2012 at Noon

Pick Up Location Address and Phone Number:

COMMONWEALTH GARAGE

2221 FORSTER ST

HARRISBURG, PA 17103-1729

Tel.: (717) 238-7541

Track in CRM Regarding: (None)

Send [Icons] Options... Plain Text

To...  
Cc...  
Subject: Confirmed: Enterprise Rent-A-Car Reservation

[Icons] Courier New 10 [Icons]

Pick Up Location Hours for the week of : September 24, 2012

Monday	7:00 am	6:00 pm
Tuesday	7:00 am	6:00 pm
Wednesday	7:00 am	6:00 pm
Thursday	7:00 am	6:00 pm
Friday	7:00 am	6:00 pm
Saturday	Closed	
Sunday	Closed	

Car and Rate Information for COMMONWEALTH OF PENNSYLVANIA:

Standard		
Ford Fusion or similar		
34.00 USD	(1 Day @ 34.00)	
2.00 USD	(PA TRANSPORTATION ASSISTANCE)	
36.00 USD	(Subtotal)	
0.68 USD	(VEHICLE RENTAL TAX)	
2.04 USD	(SALES TAX)	

Total charges 38.72 USD

Commonwealth of Pennsylvania Accounts are tax and fees exempt. These fees will be removed at the counter.

-----  
ENTERPRISE MILEAGE POLICY  
-----

Track in CRM Regarding: (None)

Send       Options... Plain Text

To...  
Cc...  
Subject: Confirmed: Enterprise Rent-A-Car Reservation

   Courier New 10 A B I U      

-----  
ENTERPRISE MILEAGE POLICY  
-----

Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.

-----  
ENTERPRISE MISCELLANEOUS POLICY  
-----

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

-----  
ENTERPRISE ADDITIONAL DRIVER POLICY  
-----

There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.

-----  
ENTERPRISE WILL PICK YOU UP  
-----

If you need a ride, Enterprise will pick you up, take you to our office and get you on your way, absolutely free. Call Tel.: (717) 238-7541 now to make arrangements. Geographic restrictions may apply.

-----  
HOW TO MODIFY OR CANCEL THIS RESERVATION  
-----

Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).  
[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=001&confirmnum=SXC3ZC&firstname=Doug&lastname=Paskowski&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=SXC3ZC&firstname=Doug&lastname=Paskowski&cnty=US&language=EN)

From: DL Custhelp OnlineReservations Reservations  
To: Paskowski, Douglas J  
Subject: Cancelled: Enterprise Rent-A-Car Reservation

Sent: Mon 9/24/2012 5:18 PM

Dear Doug Paskowski,

We're sorry you won't be picking up your rental car with us on Wednesday, September 26, 2012. Please keep Enterprise Rent-A-Car in mind in the future. Your cancellation number is the same as your confirmation number: SXC32C

Please visit us again,

Enterprise Rent-A-Car

U.S. When you're renting in town, remember, we have an office close to you! After all, with thousands of locations worldwide, Enterprise is always nearby.

# Discussion Items

- Proper Coding
- Billing & Credit Card Pay
- Accident Procedures-see handout
- Roadside Assistance-see handout

# Accident Procedures

- During business hours (M-F 8:00am – 6:00pm & Sat. 9:00am – 12:00pm): Contact police at the scene of the accident and rental branch located on your copy of the rental agreement. Obtain name of investigating police department (with police report number), the name, address, driver's license number, license plate number, insurance carrier and policy number of other vehicle operator(s).

# Accident Procedures

- **After business hours:** Contact police at the scene of the accident and rental branch located on your copy of the rental agreement the next business day to speak with a rental agent. Obtain name of investigating police department (with police report number), the name, address, driver's license number, license plate number, insurance carrier and policy number of other vehicle operator(s).
  - **If car is not drivable** – please follow After Hours Breakdown Procedures.

# **Breakdown Procedures**

- **For Breakdowns During Office Hours:**  
Contact rental branch directly during business hours (M-F 8:00am – 6:00pm & Sat. 9:00am – 12:00pm). Phone number can be found on the rental agreement.

# **Breakdown Procedures**

- **For Breakdowns After Office Hours:** Get to a safe location. Call the Enterprise 24hr Roadside Assistance at 1-800-307-6666. Roadside assistance will help to determine the best course of action depending on your situation.

# Discussion Items

- Cancellations
- Your Questions

Thank You!!!

ENTERPRISE HOLDINGS.

**Douglas J. Paskowski**  
Director of Business Rental Sales  
Business Rental Department

717-909-5006 office  
717-773-1818 cell  
815-301-6650 fax

[douglas.j.paskowski@ehi.com](mailto:douglas.j.paskowski@ehi.com)

Regional Office-Penrac LLC  
2625 Market Place  
Harrisburg, PA, 17110

# Reserving a Rental Vehicle

As of October 1, 2012, Commonwealth business travelers should follow the process outlined in the following slides to reserve a rental vehicle from either the Commonwealth Garage or from any Enterprise neighborhood branch.

If you have any questions about this process, please contact your Automotive Liaison.

# The Ground Travel Worksheet

Ground Travel Worksheet	
Enter Trip Information	
<b>Step 1:</b> Total Round Trip Miles	250
<b>Step 2:</b> Total Number of 24-hour Periods	1
Current Fuel Price	\$3.73
<b>Step 3:</b> Select Lowest Cost Option Below	
 <a href="#">Click here to reserve an Enterprise Rental Vehicle if least expensive</a>	

Ground Travel Cost			
Best Value	Travel Option	Total Cost	Cost/Mile
<b>Least Expensive:</b>	Enterprise Rent-A-Car	\$ 69.27	\$ 0.277
<b>2nd Option:</b>	Agency Pool Vehicle	\$ 70.83	\$ 0.283
<b>3rd Option:</b>	Personal Auto - Standard Rate	\$ 138.75	\$ 0.555

<b>Alternative:</b>	Personal Auto – Other Vehicle Available	\$ 57.50	\$ 0.23
---------------------	---	----------	---------

Employee Name:	Employee No.:
----------------	---------------

Agency:
---------

Date(s) Traveled:
-------------------



## Commonwealth of Pennsylvania Enterprise QUICKSTART Service

In the Commonwealth of Pennsylvania, the Enterprise brand will offer the option to "QUICKSTART" a rental from a participating renting Enterprise location to accommodate an early pick up time for a vehicle rental. To secure a rental using the QUICKSTART option, the Commonwealth Business Traveler shall request this option when making the reservation with the participating Enterprise location. QUICKSTART service is provided to Commonwealth Business Travelers at no additional charge. Rental periods shall commence as follows:

Pick Up Date & Time (outside of 24 hour requested rental period)	Date Rates to Commence
Weekday (Monday-Thursday) at 4:00 pm	The next day, at 8:00 am
Friday at 4:00 pm	The following Monday at 8:00 am (unless utilized for business purposes prior to Monday)
Saturday during business hours (standard business hours are 9:00 am to 12:00 pm)	The following Monday at 8:00 am (unless utilized for business purposes prior to Monday)

A QUICKSTART report will be generated monthly and provided to the Commonwealth. With assistance from the Commonwealth, Contractor will identify any trends of possible misuse by the Commonwealth Business Traveler and, the Commonwealth will investigate for fraud. If you have any questions regarding the QUICKSTART program and how it is applied, please contact the rental branch.

[Book Now](#) ▶



## Welcome Commonwealth of Pennsylvania Travelers

This page is intended for non-airport travel. Please choose your Department and then your location. The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

<b>Agriculture (TEST)</b>	Select ▶
<b>Health (TEST)</b>	Select ▶
<b>Public Welfare (TEST)</b>	Select ▶
<b>Aging</b>	Select ▶
<b>Banking</b>	Select ▶
<b>Board of Probation and Parole</b>	Select ▶
<b>Community and Economic Development</b>	Select ▶
<b>Conservation and Natural Resources</b>	Select ▶



### CWOPA - Department of Agriculture

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

- Commonwealth Garage - Harrisburg** Select ▶  
Select this option if you wish to pick-up/drop-off the rental vehicle at the Commonwealth Garage at 22nd and Forster Street.
- All Other Locations** Select ▶

# COMMONWEALTH GARAGE

COMMONWEALTH OF PENNSYLVANIA



## Check Rental Car Rates

**1. Dates & Times**

Start  
 Sep 25 Noon

End  
 Sep 26 Noon

[View Rates](#)

### CWOPA TERMS OF USE

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract



The Enterprise® Business Rental Program. A Better Way to Go.®

Enterprise Rent-A-Car  
COMMONWEALTH GARAGE  
2221 FORSTER ST  
HARRISBURG, PA 17103-1729

Tel.: (717) 238-7541  
[New Search](#) or [Show Nearest Locations](#)  
Business Hours  
for the week of Sep 24, 2012

	Open	Close
Monday	7:00 am	6:00 pm
Tuesday	7:00 am	6:00 pm
Wednesday	7:00 am	6:00 pm
Thursday	7:00 am	6:00 pm
Friday	7:00 am	6:00 pm



**Reservation Summary**

40% Complete

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1725  
Tel.: (717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class**  
(not yet chosen)

**Renter's Information**  
(not yet entered)

[Start over](#)

**Pick a Vehicle:** [Show nearest locations](#)  
11 of 12 Vehicle Classes to choose from.

Vehicle Class	Description	Price Quote
* Compact	 Nissan Versa, Toyota Yaris or similar <a href="#">see details</a>	<b>\$ 32.00 USD / day</b> \$ 36.56 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
* Intermediate	 Toyota Corolla, Nissan Sentra or similar <a href="#">see details</a>	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
* Standard	 Ford Fusion or similar <a href="#">see details</a>	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
Full Size	 Chevy Impala, Nissan Altima, Dodge Charger or similar <a href="#">see details</a>	<b>\$ 38.00 USD / day</b> \$ 43.04 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
Minivan	 Chrysler Town and Country, Dodge Grand Caravan or similar <a href="#">see details</a>	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
Intermediate SUV	 Ford Escape, Jeep Liberty or similar <a href="#">see details</a>	<b>\$ 52.00 USD / day</b> \$ 58.16 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
Standard SUV	 Jeep Grand Cherokee, or similar <a href="#">see details</a>	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a> <a href="#">Select ▶</a>
	 GMC Yukon, <a href="#">see details</a>	<b>\$ 52.00 USD / day</b> <a href="#">see details</a> <a href="#">Select ▶</a>

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.: (717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

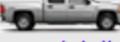
**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class**  
(not yet chosen)

**Renter's Information**  
(not yet entered)

[Start over](#)

**Commonwealth Vehicle Note**  
Commonwealth Travel Policy provides that Commonwealth business travelers may select Compact, Intermediate and Standard. Other vehicle types require business need justification. Upgrades to other vehicle types at the counter are permitted so long as there is no additional cost to the Commonwealth.

	<a href="#">see details</a>	similar	<a href="#">see details</a>	
<b>* Standard</b>	 <a href="#">see details</a>	Ford Fusion or similar	<b>\$ 34.00 USD / day</b> \$ 38.72 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Full Size</b>	 <a href="#">see details</a>	Chevy Impala, Nissan Altima, Dodge Charger or similar	<b>\$ 38.00 USD / day</b> \$ 43.04 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Minivan</b>	 <a href="#">see details</a>	Chrysler Town and Country, Dodge Grand Caravan or similar	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Intermediate SUV</b>	 <a href="#">see details</a>	Ford Escape, Jeep Liberty or similar	<b>\$ 52.00 USD / day</b> \$ 58.16 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Standard SUV</b>	 <a href="#">see details</a>	Jeep Grand Cherokee, or similar	<b>\$ 54.00 USD / day</b> \$ 60.32 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Large SUV</b>	 <a href="#">see details</a>	GMC Yukon, Chevy Tahoe, Ford Expedition, or similar	<b>\$ 82.00 USD / day</b> \$ 90.56 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Pickup Truck</b>	 <a href="#">see details</a>	Chevy Colorado, Dodge Dakota or similar	<b>\$ 50.00 USD / day</b> \$ 56.00 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Large Pickup</b>	 <a href="#">see details</a>	Chevy Silverado, Ram 1500 Crew Cab, or similar	<b>\$ 55.00 USD / day</b> \$ 61.40 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>Cargo Van</b>	 <a href="#">see details</a>	GM Express, Ford Econoline or similar	<b>\$ 55.00 USD / day</b> \$ 61.40 USD Total <a href="#">see details</a>	<a href="#">Select ▶</a>
<b>12 Passenger Van</b>	 <a href="#">see details</a>	Chevrolet Express, Ford Econoline or similar	<b>Not available.</b>	<a href="#">Check availability at other locations</a>



**Reservation Summary**

60% Complete

**Special Section**

**COMMONWEALTH OF PENNSYLVANIA**

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
(not yet entered)

[Start over](#)

**Renter's Details:**

Please note that a designated contact from your agency will receive a copy of this Reservation.

**Main Information**

\* Indicates Required Field

\* Renter's Name:  First  Last

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:   
Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:



**Additional Information**  
You may start filling in your contract here now and save time at the rental counter.

**Renter's Address In United States** ([change country](#))  
(including Puerto Rico)

Street Address Line 1:

Street Address Line 2:

City:

State:

ZIP:

Work Phone:

Other Phone:

**Renter's Driver's License**

License Number:

Issued By:

Expiration Date:  /  /

Date of Birth:  /  /

### Reservation Summary

████████ 80% Complete

#### Special Section

COMMONWEALTH OF PENNSYLVANIA

#### Location Details [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

#### Dates & Times [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon  
**Return**  
Sep 27, 2012 @ Noon

#### Vehicle Class [change](#)

Standard

#### Renter's Information

(not yet entered)

[Start over](#)

### Renter's Details:

**i** Please note that a designated contact from your agency will receive a copy of this Reservation.

#### Main Information

\* Indicates Required Field

\* Renter's Name:  First  Last

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:

Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

**Reservation Summary**

60% Complete

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
(not yet entered)

[Start over](#)

**Renter's Details:**

Please review the information on this page for accuracy where indicated.

Please note that a designated contact from your agency will receive a copy of this Reservation.

**Main Information**

\* Indicates Required Field

\* Renter's Name:

\* Home Phone Number:   
(Including Area Code)

Renter's Email:   
(to send you a confirmation)

\* BA (Business Area):   
This entry must be a 2 digit value.

\* Cost Center:   
This entry must be a 10 digit value.

\* SAP Fund:   
This entry must be a 10 digit value.

\* Proposed Itinerary:   
Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg"

Internal Order (if applicable):



### Reservation Summary

80% Complete

#### Special Section

COMMONWEALTH OF PENNSYLVANIA

#### Location Details [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

#### Dates & Times [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon  
**Return**  
Sep 27, 2012 @ Noon

#### Vehicle Class [change](#)

Standard

#### Renter's Information [change](#)

Doug Paskowski  
Tel.: (717) 909-5006  
douglas.j.paskowski@ehi.com

BA (Business Area):  
15

Cost Center:  
1533033026

### Verify your Information and Book your Rental.

[Book Now](#)

#### Total Cost Estimate

For a 1 day rental of a Standard ( Ford Fusion or similar ).

1 Day @ \$ 34.00 USD	\$ 34.00 USD
PA TRANSPORTATION ASSISTANCE	\$ 2.00 USD
Subtotal	\$ 36.00 USD
VEHICLE RENTAL TAX	\$ 0.68 USD
SALES TAX	\$ 2.04 USD

**\* Total Charges \$ 38.72 USD**



**Standard**  
Ford Fusion or similar

Commonwealth of Pennsylvania Accounts are tax and fees exempt. These fees will be removed at the counter.

Thank you for your reservation. Please contact DGS' contract administrator, Dave Welker at 717-787-3695 if you have any questions regarding rental services.

#### Important Information About Your Rental

- Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.
- The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.
- There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.

[Book Now](#)

# Thank you, Doug. Your reservation is complete.

If you entered a valid email, a copy of this reservation has been sent to you.

Confirmation Number:

Renter's Name:

BA (Business Area):

Cost Center:

SAP Fund:

Proposed Itinerary:

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

Vehicle Class:

Pick Up Date & Time:

Return Date & Time:

Pick Up Location:

**COMMONWEALTH OF PENNSYLVANIA**

**SXC3ZC**

**Doug Paskowski**

**15**

**1533033026**

**1007400000**

**Harrisburg-Philadelphia-Harrisburg**

**Standard**  
(Ford Fusion or similar)

**Wednesday, Sep 26, 2012 @ Noon**

**Thursday, Sep 27, 2012 @ Noon**

**COMMONWEALTH GARAGE**  
**2221 FORSTER ST**  
**HARRISBURG, PA 17103-1729**  
**(717) 238-7541**

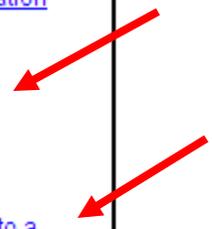
We'll Pick You Up!®



Need a ride from your place to our place? Call your rental office at (717) 238-7541 for details about our pick-up service. (Geographic

[Print Confirmation](#)

- [Create another Reservation similar to this one](#)
- [Modify or Cancel this Reservation](#)
- [Send this confirmation to a friend](#)
- [Return to Enterprise Home](#)



**Modify Reservation** [down arrow]

Confirmation # SXC3ZC

**Special Section**

**COMMONWEALTH OF PENNSYLVANIA**

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.:(717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information** [change](#)

DOUG PASKOWSKI  
Tel.: (717) 909-5006  
DOUGLAS.J.PASKOWSKI@EHI.COM

BA (Business Area):  
15

Cost Center:  
1533033026

SAB Fund:

### Verify Changes to Confirmation #SXC3ZC.

[Exit, No Changes](#) [Cancel Reservation](#)

#### Total Cost Estimate

For a **1 day rental** of a **Standard**  
( Ford Fusion or similar ).

1 Day @ \$ 34.00 USD	\$ 34.00 USD
PA TRANSPORTATION ASSISTANCE	\$ 2.00 USD
Subtotal	\$ 36.00 USD
VEHICLE RENTAL TAX	\$ 0.68 USD
SALES TAX	\$ 2.04 USD

**\* Total Charges \$ 38.72 USD**

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**Thank you for your reservation. Please contact DGS' contract administrator, Dave Welker at 717-787-3695 if you have any questions regarding rental services.**

#### Important Information About Your Rental

- Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.
- The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.
- There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.



**Standard**  
Ford Fusion or similar

[Exit, No Changes](#) [Cancel Reservation](#)



**Modify Reservation**

**Confirmation #** SXC3ZC

**Special Section**

COMMONWEALTH OF PENNSYLVANIA

**Location Details** [change](#)

**Pick Up Location**  
COMMONWEALTH GARAGE  
HARRISBURG, PA 17103-1729  
Tel.: (717) 238-7541

**Dates & Times** [change](#)

**Pick Up**  
Sep 26, 2012 @ Noon

**Return**  
Sep 27, 2012 @ Noon

**Vehicle Class** [change](#)

Standard

**Renter's Information**  
DOUG PASKOWSKI  
Tel.: (717) 909-5006  
DOUGLAS.J.PASKOWSKI@EHI.COM

### Cancel your reservation

Are you sure you want to cancel?

No

Yes, Cancel



## Your reservation has been cancelled.

Your cancellation number is the same as your confirmation number : SXC3ZC

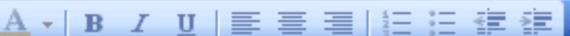
You can make another reservation or explore all the great things enterprise.com has to offer.

[Go to Enterprise Home](#) ▶

Track in CRM Regarding: (None)

Send       Options... Plain Text

To...  
Cc...  
Subject: Confirmed: Enterprise Rent-A-Car Reservation

 Courier New 10 

Dear Doug Paskowski,

Thank you for choosing Enterprise. We look forward to seeing you on Wednesday, September 26, 2012 at Noon. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.

-----  
RESERVATION INFORMATION  
-----

Confirmation Number: SXC3ZC

BA (Business Area): 15

Cost Center: 1533033026

SAP Fund: 1007400000

Proposed Itinerary: Harrisburg-Philadelphia-Harrisburg

Internal Order (if applicable):

WBS (Work Breakdown Structure), if applicable:

Name: Paskowski, Doug

Pick Up Date: Wednesday, September 26, 2012 at Noon

Drop Off Date: Thursday, September 27, 2012 at Noon

Pick Up Location Address and Phone Number:

COMMONWEALTH GARAGE

2221 FORSTER ST

HARRISBURG, PA 17103-1729

Tel.: (717) 238-7541

Track in CRM Regarding: (None)

Send [Icons] Options... Plain Text

To...  
Cc...  
Subject: Confirmed: Enterprise Rent-A-Car Reservation

[Icons] Courier New 10 [Icons]

Pick Up Location Hours for the week of : September 24, 2012

Monday	7:00 am	6:00 pm
Tuesday	7:00 am	6:00 pm
Wednesday	7:00 am	6:00 pm
Thursday	7:00 am	6:00 pm
Friday	7:00 am	6:00 pm
Saturday	Closed	
Sunday	Closed	

Car and Rate Information for COMMONWEALTH OF PENNSYLVANIA:

Standard		
Ford Fusion or similar		
34.00 USD	(1 Day @ 34.00)	
2.00 USD	(PA TRANSPORTATION ASSISTANCE)	
36.00 USD	(Subtotal)	
0.68 USD	(VEHICLE RENTAL TAX)	
2.04 USD	(SALES TAX)	

Total charges 38.72 USD

Commonwealth of Pennsylvania Accounts are tax and fees exempt. These fees will be removed at the counter.

-----  
ENTERPRISE MILEAGE POLICY  
-----

Track in CRM Regarding: (None)

Send       Options... Plain Text

To...

Cc...

Subject: Confirmed: Enterprise Rent-A-Car Reservation

    Courier New 10  **B** *I* U      

-----  
ENTERPRISE MILEAGE POLICY  
-----

Commonwealth of Pennsylvania receives unlimited mileage on all Commonwealth business Travel.

-----  
ENTERPRISE MISCELLANEOUS POLICY  
-----

The Commonwealth's and its authorized users' use of this website is governed solely by the terms and conditions of our contract.

-----  
ENTERPRISE ADDITIONAL DRIVER POLICY  
-----

There is no additional charge to add additional Commonwealth Business Travelers as drivers on this reservation.

-----  
ENTERPRISE WILL PICK YOU UP  
-----

If you need a ride, Enterprise will pick you up, take you to our office and get you on your way, absolutely free. Call Tel.: (717) 238-7541 now to make arrangements. Geographic restrictions may apply.

-----  
HOW TO MODIFY OR CANCEL THIS RESERVATION  
-----

Please click the link below to modify or cancel this reservation. (Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).  
[https://www.enterprise.com/car\\_rental/deeplinkmap.do?bid=001&confirmnum=SXC3ZC&firstname=Doug&lastname=Paskowski&cnty=US&language=EN](https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=SXC3ZC&firstname=Doug&lastname=Paskowski&cnty=US&language=EN)

From: DL Custhelp OnlineReservations Reservations  
To: Paskowski, Douglas J  
Subject: Cancelled: Enterprise Rent-A-Car Reservation

Sent: Mon 9/24/2012 5:18 PM

Dear Doug Paskowski,

We're sorry you won't be picking up your rental car with us on Wednesday, September 26, 2012. Please keep Enterprise Rent-A-Car in mind in the future. Your cancellation number is the same as your confirmation number: SXC32C

Please visit us again,

Enterprise Rent-A-Car

U.S. When you're renting in town, remember, we have an office close to you! After all, with thousands of locations worldwide, Enterprise is always nearby.

Thank You!!!

ENTERPRISE HOLDINGS.

**Douglas J. Paskowski**  
Director of Business Rental Sales  
Business Rental Department

717-909-5006 office  
717-773-1818 cell  
815-301-6650 fax

[douglas.j.paskowski@ehi.com](mailto:douglas.j.paskowski@ehi.com)

Regional Office-Penrac LLC  
2625 Market Place  
Harrisburg, PA, 17110

# pennsylvania

## Wright Express/Sunoco Universal Fleet Card

*Program Training*





# Table of Contents

- ❖ Introductions
- ❖ Program Overview
- ❖ Key Milestones
- ❖ Roles & Responsibilities
- ❖ Card Functionality
- ❖ Invoicing/Payment
- ❖ Rebate Program
- ❖ Reporting
- ❖ Disputes
- ❖ Customer Service
- ❖ Sunoco Universal Online Training
- ❖ Key Contacts
- ❖ Questions





# Who is Wright Express

A leading provider of payment processing and information management services to businesses and public sector fleets

## Fleet payment solutions

- In business since 1983
- Approximately 900 employees
- 350,000+ fleets; 6.6M vehicles
- North America & Australia
- 21 Statewide contracts and 4 Federal Agencies



## Other payment solutions

- Corporate purchase cards
- Single use account product
- Payroll cards
- Prepaid cards / Gift card processing



## Financials

- \$553M Revenue, \$60.6M in 2011
- Public company in 2005: WXS on NYSE



## Sunoco

- Retail operations based in Philadelphia, PA; in business for over 125 years
- Leading transportation fuel provider with operations located primarily in the East Coast and Midwest regions of the US, with over 5 billion gallons of gasoline sold and \$700 million of merchandise sales per year
- Sells transportation fuels through more than 4,900 branded retail locations in 24 states
- #1 market share in Pennsylvania
  - More than 800 sites in Pennsylvania, and sole provider on PA Turnpike



## Existing contract expires 9-30-12; cards will no longer work

- New Card Distribution: you will sign for and pick up your BVM cards after this training; If you need miscellaneous cards, please email Jim at BVM with your misc card needs
- Driver ID/PIN Distribution: 6-digit Employee ID's will be loaded into the system for the drivers you have submitted
- Online User Access: you and other valid users from your agency will be receiving via email their temporary password into the online system by Monday September, 17<sup>th</sup>.

# Roles and Responsibilities

## DGS Bureau of Procurement

- Oversee contract execution/maintain compliance

## BVM

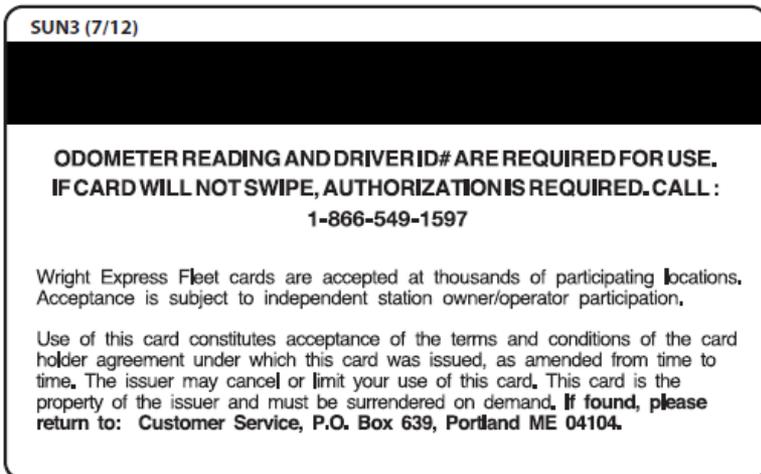
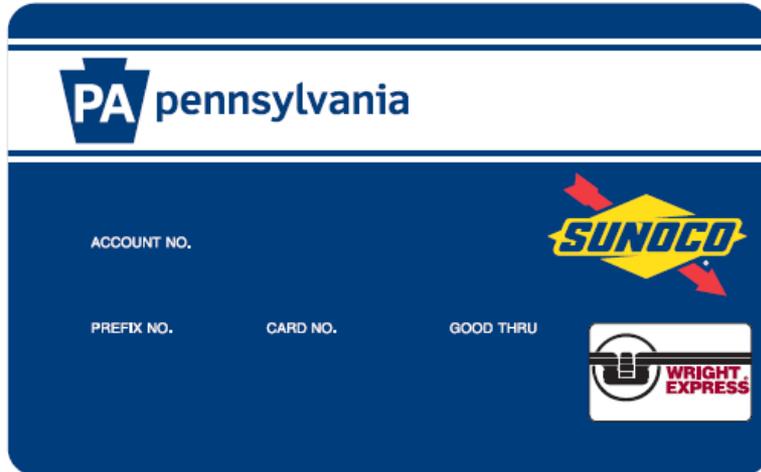
- Maintain central vehicle database
- Add, reissue, terminate cards; manage card controls
- Add/manage online users
- Manage reporting exceptions
- Manage/approve vehicle maintenance
- Issue/maintain policies

## Automotive Officers

- Add/terminate Drivers
- Review transactions
- Review/pay invoices (if applicable)
- Review/be familiar with policy manual



# Standard Card Design



## Cards will be embossed with:

- Line 1: Description Field (YY Make Model) to fit 20 characters
- Line 2: Customer Asset ID (nine-digit Unit number, space, last six-digits of the VIN)

Cards will be uniquely numbered for security reasons and to facilitate the ability to transfer between accounts; your account number will NOT be on your card

Cards come with plastic sleeve and driver guide



# Misc and Undercover Cards

Miscellaneous cards will use the standard card design and should be used for other agency owned assets, such as equipment

- Embossing for these cards:
- Line 1: Agency Short Name
- Line 2: Customer Asset ID: ORG CODE MISC #

Undercover Cards will use the standard Sunoco Universal Fleet Card design; embossing optional



## Cards will continue to be managed by BVM:

- New Cards
- Reissuance (lost, stolen, damaged)
- Terminated Cards
- Card Controls
- Using existing process, send a request to BVM with the Business Area, SAP Fund, Cost Center information and unit number associated with the vehicle.
- BVM will notify the acquiring Agency of the card arrival and coordinate the distribution of the card.
- New Feature: cards can be transferred between agencies without reissuance (cards can stay with the vehicles)

- Broad acceptance that leverages the entire Wright Express Fueling network
- 180,000 accepting locations, including more than 90% of U.S. retail fuel locations
  - Over 4,100 accepting fuel sites in PA
  - More than 800 Sunoco locations in Commonwealth of PA
  - Sole provider to PA Turnpike
- More than 50,000 diesel locations in the U.S., including 8,200 truck stops and card-locks
- Over 45,000 vehicle maintenance locations in the U.S. accept WEX®
- More than 2,100 locations in Canada
- Plus, additional 500,000 fuel/maintenance locations virtual MasterCard® – WEXPay™





# Harrisburg Tank Operation

## Overview

- WEX is working with Multiforce (equipment provider) to ensure pump will activate with swipe, and data will be captured
- Plan is to include these transactions in your standard WEX invoice (along with your retail transactions)
- Once your bill has been paid to WEX, we will ensure DGS receives payment back on the fuel you used at the site
- Timing: site is still in process of being set up to take WEX/Sunoco card; if you plan to use the site over the next week or so, keep Voyager card on hand.
- Once site is set up, BVM will send out a communication



# Prompting and Driver Management

## Prompting

- 6 digit Driver ID and Odometer
- Drivers will use their 6 digit employee ID
- Driver's will now be managed at the agency level
- Driver's will use their own Driver ID with every vehicle card (providing full visibility and accountability for all purchases)
- Shared Driver ID's/PIN's not recommended
- Use of a "formula" to manage your Driver ID's/PIN's not recommended; can lead to fraud/criminal activity
- Make sure your drivers NEVER share their Driver ID with anyone

## Controls are managed within Profiles; Profiles can be set up for one card or a group of cards

- The standard profile for BVM will be:
  - Open for Fuel, Oil & Fluids, Car Wash, General Merchandise
  - \$250 per transaction (fuel); \$50 for other categories
  - Daily limits
    - \$750 per day
    - 3 transactions per day
- Also, a separate emergency profile will be used by the Wright Express customer service team to facilitate No Driver Stranded Rules
- Adding/Editing/Assigning Profiles will be managed by BVM
- Note: Cards will not automatically “lock” after 3 swipe attempts; but can be monitored via alerts



# Sunoco Universal Fleet Online

## Authorized online users will be given access to the accounts they manage and will be assigned a “role” in the system

- All initial users will be loaded by WEX; you will receive your temporary password by Monday September 17th.
- You will be required to login, change your password, choose security questions, and accept terms and conditions of the site
- Ongoing, to add or terminate online users, or change a user role, please contact BVM

## SAP Agencies

- No change from current process
- WEX will invoice the Commonwealth directly each month
- Commonwealth will make single payment to WEX for all SAP agencies
- Details of your purchases are still available online

## Non-SAP Agencies

- Invoicing is monthly; cycle closes last business day of the month
- Invoices can be retrieved online (email notification available)
- Payment is due 30 days from receipt
- Payments can be made via ACH(via, CTX, CCD, CCD and/or PPD format), online or check

## Overall Process:

- 60 days from date of invoice
- Dispute reasons include – suspected duplicate transactions, suspected misuse, a request to validate signature on the purchase ticket, or questionable transaction activity (not including incorrect Product code).
- If dispute is found in your favor, you will receive a credit for the transaction
- 2 forms available: one for straight dispute, one for suspected fraud

## Reporting tools are available online:

- Standard
  - Purchase Activity
  - Account Review
  - Opportunity Report
  - Major Fleet Activity Report
- Ad Hoc (Trans summary, trans detail, exceptions)
- Flexible Exceptions
- Real Time Alerts (set on profile, each user can subscribe)
- Custom Reports (on demand, schedule, share)
  - Authorizations
  - Account, Card, Vehicle, Driver Profiles
  - Transactions

## Volume Rebate

- Based on overall tier of spend for entire portfolio and speed to pay
- Using lowest tier of spend, and slowest payment timing, agency will earn at least 160bp (1.60%)
- Paid annually via check or ancillary credit on invoice

## Sunoco Rebate

- Based on % of spend with Sunoco vs. other fuel sites
- If spend volume at Sunoco is 20% of the volume or more, there will be additional rebates based on your usage

## Conditions

- Pay your bill on time, or sooner. Earlier you pay, the deeper your rebate



# Customer Service

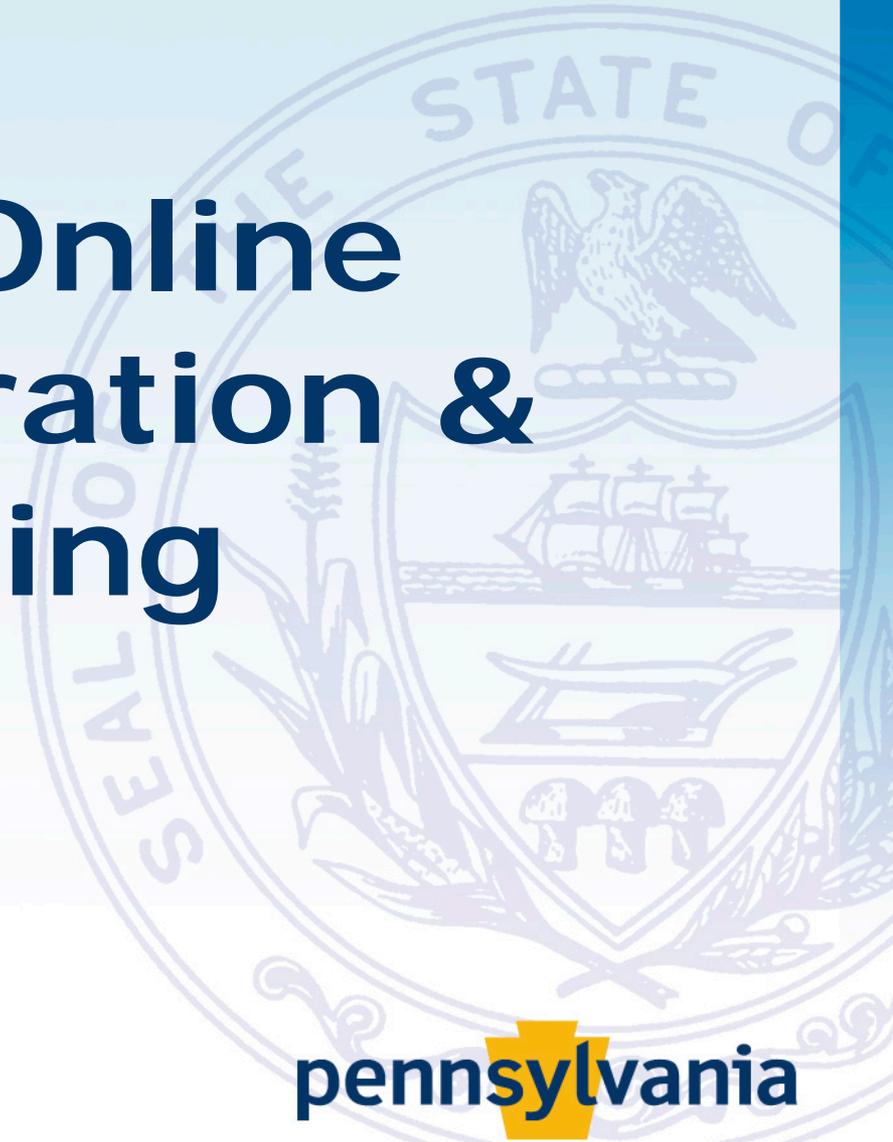
Group	Issues Handled	WEX Support Group	Phone	Email
Drivers and Merchants	Card not working, card lost, merchant issue at pump, WEXPay use, etc.	24/7 Customer Service call center	866-549-1597	
Automotive Officers	Questions/help on invoicing, reporting, driver administration, card concerns, disputes, etc.	Strategic Support Hours: 8am-5pm EST	800-726-0492	<a href="mailto:strategic_support@wrightexpress.com">strategic_support@wrightexpress.com</a>
BVM	Complex questions, card management, BVM auth controls, SAP invoicing, M5 reporting, etc.	Jamie Salamone Premium Fleet Services Account Manager Hours: 8am-5pm EST	207-523-6013	<a href="mailto:jamie_salamone@wrightexpress.com">jamie_salamone@wrightexpress.com</a>
BVM/Contract Office	Strategic planning, large projects, escalation issues, contracting, program reviews, etc.	Sharon Linnane Government Account Manager Hours: 8am-5pm EST	941-761-0000	<a href="mailto:sharon_linnane@wrightexpress.com">sharon_linnane@wrightexpress.com</a>



# No Driver Stranded Rules

Action Required by WEX CS Rep	
<b>Card Issues</b>	
Exceeding Authorization Controls	<ul style="list-style-type: none"> <li>• Move card to "PA Emergency" profile</li> <li>• Allow the transaction to process</li> <li>• Move the card back to original profile</li> <li>• Complete email notification to Automotive Officer and BVM</li> </ul>
Lost/Stolen Card	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
Terminated Card	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
Card Suspended for Fraud	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
Card Suspended	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
<b>Invalid Driver ID Issues</b>	
Driver is unsure of DID but is active	<ul style="list-style-type: none"> <li>• If call is during normal business hours (Monday through Friday 8am – 4pm, non holiday) refer driver to Automotive Officer</li> <li>• If call is after hours, weekend or holiday provide the driver with the Driver ID</li> <li>• Complete email notification to the Automotive Officer and BVM</li> </ul>
Driver is unsure of DID and is not active	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
Driver ID is terminated	<ul style="list-style-type: none"> <li>• Advise use of alternate form of payment</li> <li>• Refer driver to Automotive Officer</li> <li>• Complete email notification to BVM</li> </ul>
Driver ID is not active in the system but the card is a Rental Vehicle Card	<ul style="list-style-type: none"> <li>• Add the driver ID into the Level 3 Agency account</li> <li>• Provide driver with randomly generated Driver ID</li> <li>• Complete email notification to BVM</li> </ul>

# “Live” Online Demonstration & Training





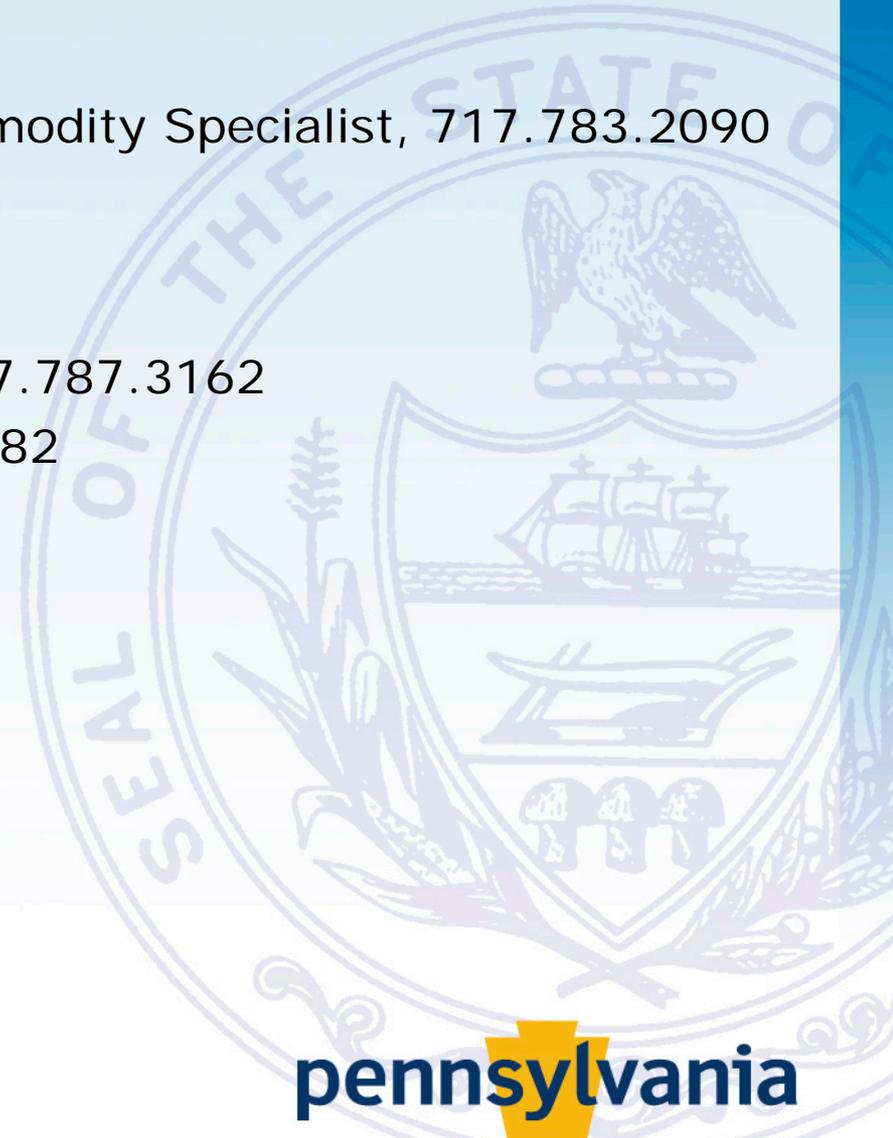
# Commonwealth Key Contacts

## DGS

- Toniann Noss, Procurement Commodity Specialist, 717.783.2090

## BVM

- Steve Weidner, Director BVM, 717.787.3162
- Jim Fiore, Chief BVM, 717.787.6282



**Thank you**

**Questions?**



# pennsylvania

## Wright Express/Sunoco Universal Fleet Card

*Program Overview*



## Who is Wright Express & Sunoco

### Overview of new program

- Timing
- Card Design
- Card Functionality
- Key Features

### Roles & Responsibilities

### Questions





# Who is Wright Express

A leading provider of payment processing and information management services to businesses and public sector fleets

## Fleet payment solutions

- In business since 1983
- Approximately 900 employees
- 350,000+ fleets; 6.6M vehicles
- North America & Australia
- 21 Statewide contracts and 4 Federal Agencies



## Other payment solutions

- Corporate purchase cards
- Single use account product
- Payroll cards
- Prepaid cards / Gift card processing



## Financials

- \$553M Revenue, \$60.6M in 2011
- Public company in 2005: WXS on NYSE



## Sunoco

- Retail operations based in Philadelphia, PA; in business for over 125 years
- Leading transportation fuel provider with operations located primarily in the East Coast and Midwest regions of the US, with over 5 billion gallons of gasoline sold and \$700 million of merchandise sales per year
- Sells transportation fuels through more than 4,900 branded retail locations in 24 states
- #1 market share in Pennsylvania
  - More than 800 sites in Pennsylvania, and sole provider on PA Turnpike



**Existing contract expires 9-30-12; cards will no longer work**

## **DATES TO NOTE**

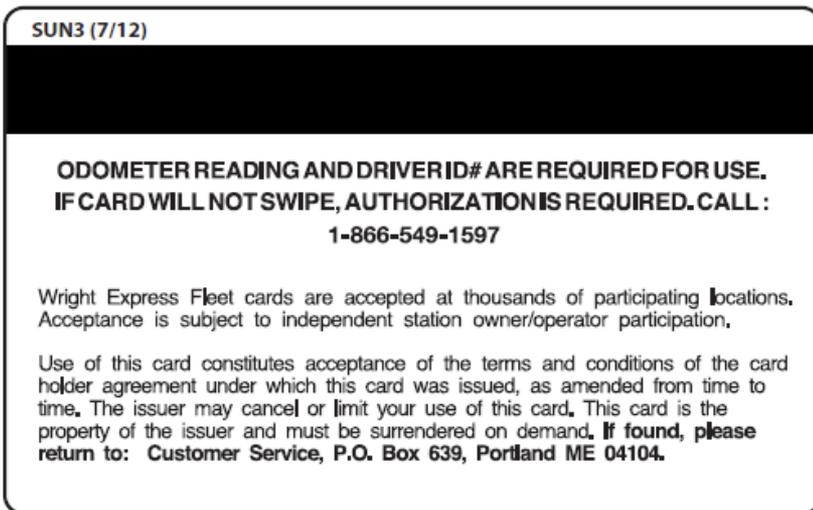
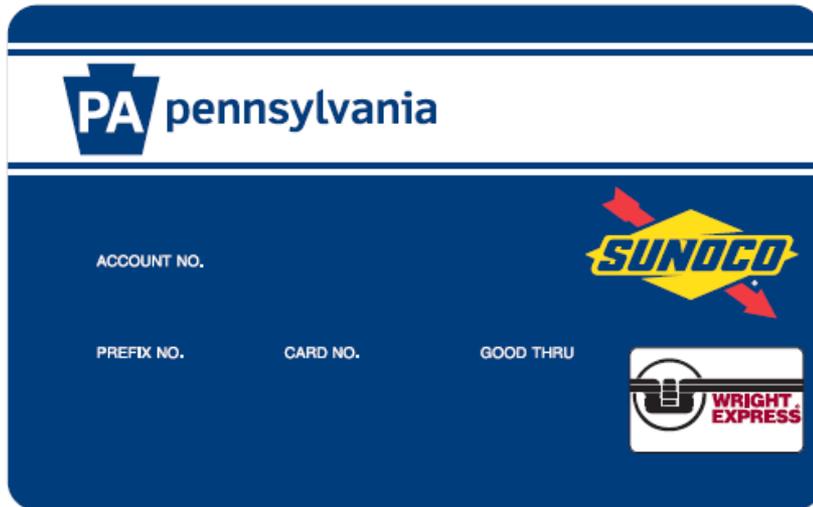
- **8-30-2012: accounts loaded into the WEX system**
- **9-01-2012: plastic arrives at WEX**
- **9-01 through 9-10-2012: cards shipped to Commonwealth for distribution**
- **9-05 and 9-06-2012: Training in Harrisburg**

# Overview – Card Design

Cards will be embossed per the specifications

Cards will be uniquely numbered for security reasons and to facilitate the ability to transfer between accounts

Cards come with plastic sleeve and driver guide



# Overview – Card Functionality

- Broad acceptance that leverages the entire Wright Express Fueling network
- 180,000 accepting locations, including more than 90% of U.S. retail fuel locations
  - Over 4,100 accepting fuel sites in PA
  - More than 800 Sunoco locations in Commonwealth of PA
  - Sole provider to PA Turnpike
- More than 50,000 diesel locations in the U.S., including 8,200 truck stops and card-locks
- Over 45,000 vehicle maintenance locations in the U.S. accept WEX®
- More than 2,100 locations in Canada
- Plus, additional 500,000 fuel/maintenance locations virtual MasterCard® – WEXPay™



# Overview – Card Functionality

## Prompting

- 6 digit Driver ID and Odometer
- Driver ID is randomly generated by WEX system at the moment a driver is added (in discussion)
- Driver's will now be managed at the agency level (in discussion)
- Driver's will use their own Driver ID with every vehicle card (providing full visibility and accountability for all purchases)
- Shared Driver ID's/PIN's not recommended
- Use of a "formula" to manage your Driver ID's/PIN's not recommended; can lead to fraud/criminal activity

## Other features of the new program:

- Card Transfer
  - Ability to move cards/vehicles from one account to another without card reissuance
- Custom Fields/Accounting Codes
- Reporting
  - Robust standard, exception and customized reporting
  - Tax exempt processing
- Online invoicing and reporting (green program)
- Customer Service (no driver stranded policy)
- Rebates/Incentives
  - Annual, based on overall portfolio spend and speed to pay
- Additional incentives possible when fueling at Sunoco sites
- Sunoco Universal Online
  - Real time access to information; user friendly



Search: -- Select category --  -- Select Filter --   [Search Tips](#)

**Account Explorer** [View all](#)

Enter Account # or Account Name

- Level 1**
- SU - Commonwealth of PA

**Home**

**Important Information**



The information below may require your attention.

- [View flexible exception report\(s\).](#)
- [View 1 pending online user request\(s\).](#)

**My Accounts**



Select an account to view detailed information.

[SU - Commonwealth of PA](#)

Minimum Payment Due: **\$0.00**  
 Payment Due Date: **04/26/2012**

Credit Limit: **\$100.00**  
 Current Balance: **\$0.00**  
 Available Credit: **\$100.00**





# Sunoco Universal Online

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Search:     [Search Tips](#)

### Shortcuts

- PA State Agenc...
  - [View Detail](#)
  - [Edit Account](#)
- Departments
  - [View Departments](#)
  - [Add Department](#)
- Drivers
  - [View Drivers](#)
  - [Add Driver](#)
- Cards
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  - [Add Vehicle/Asset Card](#)
- Auth Profiles
  - [View Auth Profiles](#)
  - [Add Auth Profile](#)

### Account Explorer [View all](#)

- Enter Account # or Account Name
- Level 1
    - [SU - Commonwea...](#)
  - Level 2
    - [Commwealth...](#)
  - Level 3
    - [PA State Agenc...](#)
  - Level 4
    - [View all 1 accounts...](#)

## Account Detail for PA State Agencies

### Account Summary



**Drivers**  
[View Drivers](#) | [Add Driver](#)



**Cards**  
[View Cards](#) | [Add Vehicle/Asset Card](#)



**Authorization Profiles**  
[View Auth Profiles](#) | [Add Auth Profile](#)



**Departments**  
[View Departments](#) | [Add Department](#)

### Account Detail

Account Name: **PA State Agencies**      Account Type: **Account**  
 Account Number: **0496001627538**      Account Level: **3**  
 Parent: **Commwealth Agencies/Offices/Comm**      Status: **Active**  
 Status Date: **02/13/2012 11:49:26**  
 Doing Business As:      Default Auth Profile:  
 Contact Name: **Leanne Lewis**

### Accounts Belonging to PA State Agencies

#### Search Filter

You may filter a search by any of the following:

Name:

Account Number:

Status:





**Search:** -- Select category --  -- Select Filter --   [Search Tips](#)

**Shortcuts**

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  - [-] Accounting Profiles
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**Financials**



**Accounting Fields / Codes**  
Manage user-defined accounting fields and their associated codes.  
[Add Field](#) | [View Fields / Codes](#)



**Accounting Profiles**  
Create and edit accounting profiles.  
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**Transaction Management**  
Review and update transactions for each driver.  
[Manage Transactions](#) | [Follow Up Transactions](#)



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Search: -- Select category --  -- Select Filter --   [Search Tips](#)

Shortcuts	Reports
<ul style="list-style-type: none"> <li>[-] Reports           <ul style="list-style-type: none"> <li>Reports Home</li> <li>[-] Ad Hoc Reports               <ul style="list-style-type: none"> <li>Transaction Details</li> <li>Transaction Summary</li> <li>Exceptions</li> </ul> </li> <li>[-] My Flexible Exceptions               <ul style="list-style-type: none"> <li>Add Exception Report</li> <li>View Exception Reports</li> </ul> </li> <li>[-] Standard Reports               <ul style="list-style-type: none"> <li>View Standard Reports</li> <li>Manage Delivery Preferences</li> </ul> </li> <li>[-] My Custom Reports               <ul style="list-style-type: none"> <li>Create New Report</li> <li>View My Reports</li> <li>View My Templates</li> </ul> </li> <li>[-] Real-Time Alerts               <ul style="list-style-type: none"> <li>View Real-Time Alerts</li> </ul> </li> </ul> </li> </ul>	<div data-bbox="465 551 1058 694">  <p><b>Ad Hoc Reports</b> Pre-formatted transaction reports with query options. <a href="#">Transaction Details</a>   <a href="#">Transaction Summary</a>   <a href="#">Exceptions</a></p> </div> <div data-bbox="465 708 1058 851">  <p><b>Standard Reports</b> Search and view pre-formatted reports by account and cycle. <a href="#">View Standard Reports</a>   <a href="#">Manage Delivery Preferences</a></p> </div> <div data-bbox="465 865 1058 1008">  <p><b>Real-Time Alerts</b> Access your Real-Time Alert Notifications <a href="#">View Real-Time Alerts</a></p> </div> <div data-bbox="1078 551 1671 694">  <p><b>My Flexible Exceptions</b> Identify exception parameters and report timing, and view reports. <a href="#">Add Exception Report</a>   <a href="#">View Exception Reports</a></p> </div> <div data-bbox="1078 708 1671 851">  <p><b>My Custom Reports</b> Create and run custom reports using design templates. <a href="#">Create New Report</a>   <a href="#">View My Reports</a>   <a href="#">View My Templates</a></p> </div>

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## Fuel Price Mapping



### FUEL PRICE MAPPING

[NEW SEARCH](#)

Street:

City:

State:

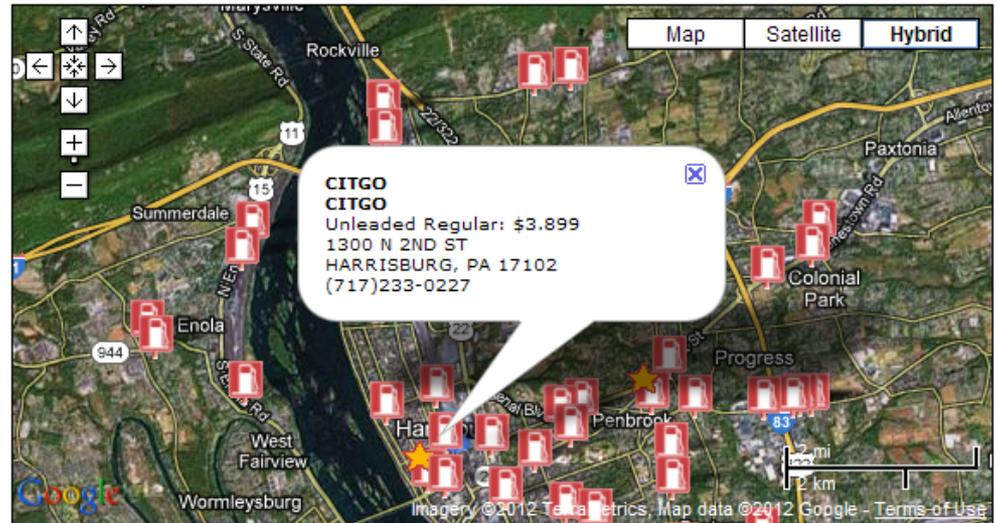
Zip:

Fuel Type:

Search Radius:

**SUBMIT**

-  Center of Search
-  Fueling Location
-  Today's Best Price



[HELP](#)

**AVG PPG FOR YOUR SEARCH: \$3.946**

DISTANCE	SITE NAME	BRAND	ADDRESS CITY	ZIP	TELEPHONE	PPG	TRANSACTION TIME
0.5	<a href="#">CITGO</a>	CITGO	1300 N 2ND ST HARRISBURG, PA 17102		(717)233-0227	\$3.899	★ 04/05/12 06:03 AM
1.1	<a href="#">CITY GAS</a>	GULF	1951 HERR ST HARRISBURG, PA 17103		(717)233-1139	\$3.899	04/03/12 07:47 AM
2.3	<a href="#">29TH STREET GULF</a>	GULF	512 S 29TH ST HARRISBURG, PA 17104		(717)238-1401	\$3.899	04/03/12 10:29 AM
2.7	<a href="#">CLASS A MARKET</a>	SUNOCO	350 S 10TH ST LEMOYNE, PA 17043		(717)319-2007	\$3.899	★ 04/05/12 01:48 PM
3.6	<a href="#">HANNOLD'S SUNOCO</a>	SUNOCO	4220 UNION DEPOSIT RD HARRISBURG, PA 17111		(717)545-1958	\$3.899	04/02/12 05:00 PM

[DOWNLOAD THIS DATA \(EXCEL\)](#)

# Roles and Responsibilities

## BVM

- Maintain central vehicle database
- Add new cards
- Manage reporting exceptions
- Manage maintenance on BVM owned vehicles
- Issue/maintain policies (see policy manual)

## Automotive Officers

- Add/terminate Drivers (in discussion)
- Reissue/terminate Cards (in discussion)
- Review transactions
- Review/pay invoices (if applicable)
- Review/be familiar with policy manual

**Thank you**

**Questions?**



# How to Complete the Ground Travel Worksheet

June 2012

# Ground Travel Worksheet

- The Philosophy behind the GTW and the New Travel Policy of 1/1/12
- Moving forward from our agreement with Enterprise

# Enterprise and National

- Car rentals are for 24 hour periods
- All cars should have ½ tank of gas
- Travel Policy allows for compact, intermediate and standard cars
- Free pick up service must be booked by the traveler direct to the location
- Includes both DW and LI insurances

# ADTRAV

- All car rentals must be booked with Adtrav online at “Get There” or by calling our dedicated desk toll free
- 12.80 early pick up fee will not show on Adtrav confirmation, the computer can only price in 24 hours use manual calculation from GTW

# Download the Latest GTW

- Always download the most current version of the Ground Travel Worksheet (GTW) as published on BVM's website ([www.dgs.state.pa.us](http://www.dgs.state.pa.us)) since fuel rates change weekly.

Property and Asset Management / Executive Office	<h2>Ground Travel</h2> <ul style="list-style-type: none"><li>• <a href="#">Ground Travel Worksheet</a></li><li>• <a href="#">Frequently Asked Questions about the Commonwealth's Travel Policy</a></li><li>• <a href="#">Frequently Asked Questions about Insurance</a></li></ul> <p><b>Q: What insurance coverage applies in the event I'm in an accident while driving on Commonwealth business in a state-owned, rental, or personally-owned vehicle?</b></p> <p><b>A:</b> Click <a href="#">here</a> for details on the various insurances that apply if involved in an accident on Commonwealth business.</p>
Publications and Media Services	
Press Office	
DGS Audiences	
Report Unsafe Driving, Improper Use, of a State Vehicle	
Search Debarred and Suspended Contractors	
Vehicle Management	
Used Vehicle Auction	
Maintenance	
Administration	
Drivers	
<b>Ground Travel</b>	

# Review the General Information

- Take time to review the general information section to better understand calculation rates.

**Ground Travel Worksheet**

**PLEASE NOTE THIS SPREADSHEET HAS THREE TABS OF INFORMATION TO ASSIST TRAVELERS**

The Ground Travel Worksheet is provided as a tool for Commonwealth Travelers to identify the least expensive form of Automotive Transportation. Use of the Worksheet is encouraged in determining and verifying that the least expensive mode was properly selected. The Worksheet is not for Travelers who are assigned Commonwealth-owned vehicles or who willingly accept the lower GSA rate.

**The Ground Travel Worksheet bases its calculations on the following assumptions:**

All BVM Temporary Vehicle costs include:

- 24-hour rental fee
- All fuel costs
- All EZPass toll charges

All 3rd Party Rental Vehicle costs include:

- 24-hour rental fee for COMPACT vehicle, if less than 5 days
- AdTrav booking fee
- All applicable taxes and fees, EXCEPT additional 1% sales tax in Philadelphia City and Allegheny County
- Fuel costs based on price per gallon (updated weekly each Monday) and MPG of 25

For 3rd Party Rentals from other categories, add the following additional cost per day:

Intermediate or Standard	\$3.24
Full Size**	\$5.40
Mini-van*	\$23.76
12-15 Passenger Van*	\$71.28
Night before pick-up/Morning after drop-off	\$12.80/day

\*rentals from categories other than Compact, Intermediate or Standard should be based on business/operational needs and must be properly justified by a supervisor.

**For Weekly (between 5-7 days), Monthly and multi-Month rates, please see Tab #3.**

General Information | Ground Travel Worksheet | Weekly & Monthly Rental Rates

Take note that the GTW does not pertain to travelers who are assigned Commonwealth-owned vehicles or travelers who willingly accept the lower GSA rate of \$0.23/mile.

# FAQ #1

- Do people who have permanently-assigned state-owned vehicles have to do the ground travel worksheet that figures out the most cost effective mode of travel?
  - No. The ground travel worksheet is intended to provide alternatives to those individuals who do not have a permanently-assigned vehicle and who do not travel frequently for business.

# FAQ #2

- Do people who wish to use a privately-owned vehicle and receive the lower GSA rate have to do the ground travel worksheet that figures out the most cost effective mode of travel?
  - No. But the ground travel worksheet is advisable for personal vehicle use if an employee is seeking reimbursement at the standard GSA rate in order to show such usage is the least costly option.

# Enter Your Trip Information

- No more than 1 month prior to your travel, complete the GTW by entering your specific trip information to determine the most cost-effective mode of ground travel.

Ground Travel Worksheet	
Enter Trip Information	
<b>Step 1:</b> Total Round Trip Miles	200
<b>Step 2:</b> Total Number of 24-hour Periods	2
Current Fuel Price	\$3.60

The spreadsheet is initially populated with generic data. Replace this data with your information.

The current fuel price is based on regular gas prices for Pennsylvania as published on AAA's Daily Fuel Gauge Report. This price is updated the first business day of each week. Therefore, be sure to use the latest published GTW.

# FAQ #3

- Am I required to complete the ground travel worksheet for every day that I travel to the field work site?
  - It is not required, but whether its use is advisable depends on the variables of the particular trip. The supervisor and the employee should evaluate the circumstances and decide the least expensive mode of transportation in advance of the particular trip, whether it is a one-day trip or a multiple day trip. The DGS Ground Travel Worksheet is the recommended tool that can be used in making that determination and is recommended to be submitted with the expense report to show the auditor the methodology used in making the determination ONLY IF the traveler is requesting the higher GSA rate for reimbursement of personal miles.

# FAQ #4

- When using the ground travel worksheet to assist in calculating the least expensive mode of transportation, does the traveler use mileage from their home or from their headquarters?
  - Use the reimbursable number of miles. If leaving from their residence, travelers should use the shorter of residence to work site OR headquarters to work site.

# Review the Ground Travel Options

- Once you have entered your trip information, the GTW will automatically calculate and rank the various options from least expensive to most expensive.

Ground Travel Cost			
Best Value	Travel Option	Total Cost	Cost/Mile
<b>Least Expensive:</b>	Agency Pool Vehicle	\$ 56.66	\$ 0.283
<b>2nd Option:</b>	BVM Temporary Vehicle	\$ 86.00	\$ 0.430
<b>3rd Option:</b>	Enterprise Rent-A-Car	\$ 109.56	\$ 0.548
<b>4th Option:</b>	Personal Auto - Standard Rate	\$ 111.00	\$ 0.555

This is the standard GSA rate

# Traveling by Personal Auto

- If you prefer to travel by personal auto, you may. However, if “Personal Auto – Standard Rate” is not the best value, then you will typically be reimbursed at the lower GSA rate.

Ground Travel Cost			
Best Value	Travel Option	Total Cost	Cost/Mile
<b>Least Expensive:</b>	Agency Pool Vehicle	\$ 56.66	\$ 0.283
<b>2nd Option:</b>	BVM Temporary Vehicle	\$ 86.00	\$ 0.430
<b>3rd Option:</b>	Enterprise Rent-A-Car	\$ 109.56	\$ 0.548
<b>4th Option:</b>	Personal Auto - Standard Rate	\$ 111.00	\$ 0.555
<b>Alternative:</b>	Personal Auto – Other Vehicle Available	\$ 46.00	\$ 0.23

↑  
This is the lower GSA rate

# More Details on Your Options

- If certain options will not work in your particular situation, be sure to have your supervisor notate these options on the bottom of the form.

Ground Travel Cost			
Best Value	Travel Option	Total Cost	Cost/Mile
<b>Least Expensive:</b>	Agency Pool Vehicle	\$ 56.66	\$ 0.283
<b>2nd Option:</b>	BVM Temporary Vehicle	\$ 86.00	\$ 0.430
<b>3rd Option:</b>	Enterprise Rent-A-Car	\$ 109.56	\$ 0.548
<b>4th Option:</b>	Personal Auto - Standard Rate	\$ 111.00	\$ 0.555

For instance, if your agency does not have pool vehicles, then the “Agency Pool Vehicle” option would not apply to you.

Likewise, if you are not headquartered in the Harrisburg metropolitan area, then the “BVM Temporary Vehicle” option would not apply to you.

# Up-charges to Enterprise Rent-A-Car

- The Enterprise Rent-A-Car rate is based on rental of a compact car.

Ground Travel Cost			
Best Value	Travel Option	Total Cost	Cost/Mile
Least Expensive:	Agency Pool Vehicle	\$ 56.66	\$ 0.283
2nd Option:	BVM Temporary Vehicle	\$ 86.00	\$ 0.430
3rd Option:	Enterprise Rent-A-Car	\$ 109.56	\$ 0.548
4th Option:	Personal Auto - Standard Rate	\$ 111.00	\$ 0.555

The General Information tab lists potential up-charges to this rate. These up-charges must be calculated manually and entered on the form in order to figure out the final costs and ranking of the travel options.

For 3rd Party Rentals from other categories, add the following additional cost per day	
Intermediate or Standard	\$3.24
Full Size*	\$5.40
Mini-van*	\$23.76
12-15 Passenger Van*	\$71.28
Night before pick-up/Morning after drop-off	\$12.80/day
*rentals from categories other than Compact, Intermediate or Standard should be based on business/operational needs and must be properly justified by a supervisor.	
For Weekly (between 5-7 days), Monthly and multi-Month rates, please see Tab #3.	

# Weekly and Monthly Rental Rates

- Depending on the specifics of your travel, your most cost effective mode of travel may be to engage in a long-term rental. The 3<sup>rd</sup> tab of the GTW shows current weekly and monthly rental charges. Below are examples of one of the weekly rental rates and one of the monthly rental rates.

COMPACT - Weekly		
1 Week Rate	(per week)	\$181.50
Taxes (6%, 2%)	(PA, Lux Car)	\$14.52
Fees - MT, AdTrav	(\$2/day, \$6)	\$20.00
TOTAL		\$216.02
Estimated Miles to Meet		389
Fuel Based on Miles		\$56.00
NEW TOTAL		\$272.02
<b>ESTIMATED BREAKEVEN MILES/WEEK</b>		<b>490</b>
COMPACT - 1-2 Month		
1-2 Month Rate	(per month)	\$660.00
Taxes (6%, 2%)	(PA, Lux Car)	\$52.80
Fees - MT, AdTrav	(\$2/day, \$6)	\$66.00
TOTAL		\$778.80
Estimated Miles to Meet		1,403
Fuel Based on Miles		\$201.90
NEW TOTAL		\$980.70
<b>ESTIMATED BREAKEVEN MILES/MONTH</b>		<b>1,767</b>

Weekly & Monthly Rental Rates

You should consider a long-term rental if you are traveling more than the estimated breakeven miles:

-- Per week

OR

-- Per month

# Enter Your Information

- Enter your information in all areas highlighted below.

Employee Name:	<input type="text"/>	Employee No.:	<input type="text"/>
Agency:	<input type="text"/>		
Date(s) Traveled:	<input type="text"/>		
Beginning Location:	<input type="text"/>		
Ending Destination:	<input type="text"/>		

# Supervisor Signature

- Your supervisor must sign and approve this form any time a mode of ground transportation is chosen that is not the least expensive option. The supervisor must indicate the basis and justification for his/her decision to approve the more expensive mode of travel.

<b>Supervisor Determination that Least Expensive Option is clearly not efficient:</b>	
<b>Supervisor Name:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>

# FAQ #5

- How much discretion does a supervisor have in determining that a mode of transportation that is less expensive than privately-owned vehicle use is inefficient and warrants use of the privately-owned vehicle?
  - Supervisors are responsible to make that decision consistent with operational/business needs. However, decisions must be based on legitimate operational/business needs, and failure by the supervisor to exercise care in the review and approval of travel expenses may result in disciplinary action.

# What To Do Once the GTW is Complete

- If the traveler is not selecting the least expensive mode of travel, they should retain a hard copy of the GTW that is signed and dated by the supervisor for his/her records.
  - If the traveler is requesting the higher GSA rate for reimbursement of personal mileage, then the GTW should be submitted along with the travel expense report to show the auditor the methodology used in making the determination.

# Ground Travel Expenses – BCPO

Personal Mileage	Jan	Feb	Mar	Apr	May	Total
2011	\$1,025,698.49	\$1,119,803.80	\$1,420,378.37	\$1,543,114.44	\$1,562,230.09	\$6,671,225.19
2012	\$813,739.25	\$965,227.80	\$1,218,777.14	\$1,138,062.68	\$1,159,602.73	\$5,295,409.60
Difference	\$ (211,959.24)	\$ (154,576.00)	\$ (201,601.23)	\$ (405,051.76)	\$ (402,627.36)	\$ (1,375,815.59)

Car Rental & Gas	Jan	Feb	Mar	Apr	May	Total
2011	\$18,067.80	\$19,217.24	\$34,884.18	\$43,510.92	\$48,910.66	\$164,590.80
2012	\$48,154.10	\$67,154.44	\$88,325.64	\$74,227.14	\$71,408.63	\$349,269.95
Difference	\$30,086.30	\$47,937.20	\$53,441.46	\$30,716.22	\$22,497.97	\$184,679.15

Source: BW Travel Expenses : Overview Report - Data as of 6/19/2012. Settled trips ending in Jan-May of 2011 vs 2012. Note: Expenses will continue to increase as trips continue to be processed; consequently reducing the overall net difference.

<b>Net Difference</b>
<b>\$ (1,191,136.44)</b>

# Question / Answer session

- Answers to questions sent to BCPO
- Questions
- Please state your name, agency, and role before asking your question.
- Thank you for attending today!

## June 21, 2012 Meeting on Ground Travel

### Notes/Discussion

- Kicking off the meeting was Department of General Services (DGS) Secretary Phillips and Chief Accounting Officer Anna Maria Kiehl. Serving as co-presenters were Stacey Jo Withers from Commonwealth Travel Operations (COTO), and Steve Weidner, Director of DGS' Bureau of Vehicle Management.
- This meeting is a combined meeting of the Travel Super Users Group (TSUG) and Agency Automotive Officers. The intent is to empower the TSUG members and Automotive Officers to work together within each agency to serve as the 'travel experts' and to assist travelers in making ground travel decisions as well as to better manage Commonwealth fleets. Travelers should be advised, effective immediately, to contact their agency TSUG members and/or Automotive Officer for travel related inquiries prior to contacting DGS or BCPO (COTO or Travel Audits).
- Steve noted that in calendar year 2011 the amount of personal mileage reimbursements totaled \$17 million. This, combined with the Governor's focus on the Commonwealth fleet resulted with every fleet of vehicles in the Commonwealth being audited. As of June 2011, there were approximately 62 state owned vehicles (assigned to individuals) with only commute miles. This has now been dropped down to 10 vehicles. The entire DGS fleet has been reduced by 1,400 vehicles over the last six months, resulting in a savings of \$1.5 million in maintenance, and \$1.54 million in fuel savings. Steve noted that the current requirement for agency fleet vehicles is that they must be used 6,000 business miles over a six month period of time, or 80% of the business days. Each six months in December and June, the Commonwealth fleet usage is reviewed. If the above criteria is not met; justification must then be provided to DGS in order to retain the vehicles in the agency fleet.
- This meeting focused primarily on ground travel in general, and the use of the Ground Travel Worksheet. The Ground Travel Worksheet is intended to ensure that the most cost effective mode of transportation is used by travelers, and also provides for greater supervisory accountability for supervisors approving travel.
- Steve noted that with rental of a vehicle from one of the commonwealth's preferred car rental vendors (Enterprise or National), that the renter is automatically insured for collision and liability in the event of an accident. He also noted that personal accident insurance can be purchased from the rental company for around \$2/day (Note: this optional insurance is not reimbursable).
- Steve indicated that in the near future an individual from the DGS Bureau of Vehicle Management will be designated as the Ground Travel Worksheet expert and will serve as a contact for questions related to the Ground Travel Worksheet.
- Stacy Jo presented slides and gave an explanation of how to complete the Ground Travel Worksheet. She noted that while the rental rates are based on compact vehicles, an upgrade to Standard or Intermediate size is allowable within policy and may be requested by the traveler.

When a model other than compact is selected, make a notation in the Supervisor's Approval box (bottom of form) that an upgrade was requested for \$3.24/day times the #days of rental. Stacy Jo also noted that if travel start and end times require the traveler to pick up the vehicle the prior day, or return the vehicle the day after the travel ended, the traveler should notate the rate of \$12.80 for early pickup and/or late drop off (do not use the full daily rate for these circumstances as these situations have been agreed upon as part of the Commonwealth's agreement with the rental car company).

- Stacy Jo pointed out that with the upcoming Rental Car Vendor contract, the current Commonwealth temporary fleet vehicles will be replaced by newer vehicles. This contract has not yet been finalized, but was anticipated very soon and to be up and in operation within the next ninety days. The selected vendor will be onsite at the Commonwealth Garage.

### **TSUG Member Questions**

Question: If an employee is reassigned to a temporary worksite; is that employee eligible for travel reimbursement to the temporary worksite (regardless if it is a shorter or further distance than his/her normal headquarters)?

An employee traveling to a temporary worksite is eligible for mileage reimbursement for the distance from either home or headquarters to the temporary worksite (whichever is the shortest distance). The eligibility for travel reimbursement hinges on the fact that the employee has been reassigned a temporary worksite for a business reason (versus driving to their normal work site).

Question: May contracted staff use ADTRAV?

Contractors may not use ADTRAV and do not have access to Commonwealth rates. Any contractors planning travel, or travel planners responsible for arranging travel on behalf of contractors should contact the Department of General Services' Bureau of Procurement / Contracting Section. You will find additional information regarding contractor travel at the BCPO website under 'FAQ's'.

Question: Does the Ground Travel Worksheet calculation include gas costs?

The gas costs shown on the Ground Travel Worksheet are updated every Monday with the current AAA gas price. The cost of gas is included in the Ground Travel Worksheet total costs of a rental vehicle, pool vehicle and temporary fleet vehicle (based on the number of miles to be driven); however, the traveler must purchase the gas on their own.

Question: Explain why taxes are paid on a rental vehicle when the state is exempt?

Because the existing payment structure has the employee paying a credit card company (who is NOT tax exempt), who in turn pays the rental car company, we are subject to all sales taxes and fees. In the

future, with a contracted vendor and direct billing, the Commonwealth will be exempt because the Commonwealth will pay the vendor directly.

Question: Do travelers from the PA Liquor Control Board have access to ADTRAV?

No. Employees and contractors traveling on behalf of the PA Liquor Control Board do not currently have access to ADTRAV.

Question: Who should sign the rental car agreement (if more than one Commonwealth traveler)?

All drivers should sign the agreement. Note: If multiple drivers, the rental car company will accept faxed signatures for additional drivers.

## AUTOMOTIVE LIAISON MEETING



**APRIL 25, 2012**

**Steve Weidner**

***Bureau Director***

**717-787-3162**

**[stweidner@pa.gov](mailto:stweidner@pa.gov)**

- **Overview of Responsibilities**
  - Agency Heads
  - Agency Automotive Liaisons
  - Operators of Commonwealth Fleet Vehicles

## **Management Directive 615.16**

**b. Agency Heads** shall ensure agency compliance with the Commonwealth Fleet Policy.

**c. Agency Automotive Liaisons** shall:

(1) Ensure information from Form STD-554, Monthly Automotive Activity Report, is entered into BVM's database by the designated day of each month.

(2) Maintain all vehicle records in accordance with Management Directive 210.5, The Commonwealth of Pennsylvania State Records Management Program and Manual 210.9, The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule, as outlined in records series G010.001, Vehicle Management Records.

(3) Attend periodic agency automotive liaison meetings.

(4) Disseminate Commonwealth Fleet information to operators in a timely manner.

(5) Ensure all vehicle and operator information changes are provided in a timely manner.

(6) Report all instances of violations of the Commonwealth Fleet Policy promptly to BVM and respective agency head.

## **Management Directive 615.16**

**d. Operators of Commonwealth Fleet Vehicles** shall comply with the Commonwealth Fleet Policy and procedures as outlined herein and in *Manual 615.3, Commonwealth Fleet Procedures Manual*. Failure to comply may result in the following:

**(1)** Any operator found to have operated Commonwealth Fleet vehicles in a careless manner or in violation of law or the Commonwealth Fleet Policy may be subject to disciplinary action and/or loss of operating privileges.

**(2) Any operator failing to timely submit completed automotive forms or intentionally falsifying data included on any form may be subject to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and to discipline and/or criminal prosecution.**

**(3)** Any operator found using the Voyager Fuel Card for non-fuel purchases or for fuel purchases for non-commonwealth vehicles may be subject to forfeiture of privileges to operate a Commonwealth Fleet vehicle and will be subject to disciplinary action and possibly criminal prosecution.

**(4)** Any operator involved in an accident resulting from unauthorized use of a Commonwealth Fleet vehicle or intentional misconduct may be held financially liable for the costs of repairs to or replacement of the vehicle and/or all third party damages incurred. Management Directive 615.16 Page 7 of 7

**(5)** Any operator found to have physically abused a Commonwealth Fleet vehicle may be held financially liable for costs to repair or replace the vehicle.

# SECTION ONE: VEHICLE RECORDS

## SECTION ONE: VEHICLE RECORDS

5. All operators of Commonwealth Fleet passenger and non-passenger vehicles must document daily vehicle usage appropriately through the completion of Form STD-554, Monthly Automotive Activity Report.
  - a. The completed Form STD-554, Monthly Automotive Activity Report, must be completed for every passenger vehicle (as determined and provided by BVM monthly) and must include a breakdown of the total business, personal, and commute mileage, where applicable.
  - b. Failure to timely submit the completed form or intentional falsification of data included on the form may subject the operator to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and may subject the operator to discipline and/or criminal prosecution.
  - d. DGS, in its discretion, may request this information at any time for training, review, and/or audit purposes.
6. Agency automotive liaisons must ensure agency entry of information from Form STD-554, Monthly Automotive Activity Report, for **every** passenger vehicle assigned to the agency or its officers and employees into BVM's database of record by the designated day for each month.
8. Agencies and agency automotive liaisons must ensure that all records (paper and electronic) related to Commonwealth Fleet vehicles are retained in accordance with *Manual 210.9, The Commonwealth's General Records Retention and Disposition Schedule*, as outlined in records series G010.001, Vehicle Management Records.

# SECTION FOUR: PASSENGER VEHICLE ACQUISITION

## SECTION FOUR: PASSENGER VEHICLE ACQUISITION

1. Prior to requesting the purchase or lease of a passenger vehicle, agencies should first review utilization of their existing Commonwealth Fleet vehicles to determine if vehicle reassignments would best meet agency needs.
2. Requests to purchase or lease passenger vehicles will be denied if all current vehicles are **not** being used according to the Minimum Mileage or Utilization Standard. Requests for an exception must be submitted in writing to the Secretary of General Services or his/her designee and will be considered on a case-by-case basis.
7. Agency automotive liaisons shall complete Form STD-557, Request for Automotive Equipment, and submit it to BVM prior to purchasing or renting any vehicle. These forms must clearly justify the need for each passenger vehicle requested for purchase and/or long term rental. Justification for long term rentals must include all rental rates quoted or negotiated.

# SECTION TEN: COMMUTING IN COMMONWEALTH VEHICLES

## SECTION TEN: COMMUTING IN COMMONWEALTH VEHICLES

1. Use of a passenger vehicle for commuting between a personal residence and work location is taxable to an employee as wages, per regulations set forth by the Internal Revenue Service (IRS). Commuting in commonwealth passenger vehicles is prohibited unless one of the following exceptions is preauthorized and applies:
  - a. The passenger vehicle is permanently assigned to an operator who has been authorized by the agency head to use the vehicle for commuting based on cost effectiveness or business efficiency **and** who has completed and submitted Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM. The agency head shall annually reevaluate continued use of a permanently assigned vehicle for commuting.
  - b. The passenger vehicle is a pool vehicle, and it is more cost effective and efficient for the operator to take the passenger vehicle home based on the following day's work location. The operator must obtain supervisor approval prior to taking the vehicle home.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

1. Commonwealth agencies must comply with all guidelines, procedures, and directives pertaining to the operation of Commonwealth Fleet vehicles and applicable sections of the *Pennsylvania Vehicle Code*.
2. Except as indicated below, Commonwealth Fleet vehicles shall only be operated by commonwealth employees, who are properly licensed in accordance with the provisions of the *Pennsylvania Vehicle Code*. Employees with a suspended, revoked or expired driver's license are prohibited from operating Commonwealth Fleet vehicles. Agencies must ensure operators of Commonwealth Fleet vehicles possess a current valid Pennsylvania driver's license appropriate to the class of vehicle to be operated. The following exceptions apply:
  - a. New commonwealth employees who have recently relocated to Pennsylvania may operate a Commonwealth Fleet vehicle using a valid driver's license from their former state for up to 60 days from their first day of employment, at which time they must obtain a Pennsylvania driver's license.
  - b. Employees permanently residing in adjacent states, but employed by the Commonwealth of Pennsylvania, may operate a Commonwealth Fleet vehicle using a current, valid driver's license from their state of residence.
  - c. Volunteers performing work in the following areas may operate Commonwealth Fleet vehicles:
    - (1) Activities related to fish, fishing, boats and boating as authorized by the Pennsylvania Fish and Boat Commission.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

(2) Activities to and related to programs administered by the Pennsylvania Historical and Museum Commission.

(3) Activities in and related to state park and forest areas and other conservation and natural resource activities administered by the Pennsylvania Department of Conservation and Natural Resources.

d. Commonwealth annuitants, who are considered temporary wage employees, may operate a Commonwealth Fleet vehicle.

3. Except as otherwise provided in this policy, Commonwealth Fleet vehicles shall be operated only for the conduct of official commonwealth business.

4. Only authorized passengers are permitted to ride in Commonwealth Fleet vehicles.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

5. Commonwealth Fleet vehicles are highly visible to the public, and their use is scrutinized. Poor driving manners and inappropriate use reflect on all commonwealth employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving Commonwealth Fleet vehicles on official commonwealth business:

- e. Operators should ensure that the following are stored in Commonwealth Fleet vehicle at all times: owner's card/registration, proof of insurance, Voyager Fuel Card (if applicable), Form STD-554, Monthly Automotive Activity Report (for passenger vehicles), three blank Form STD-541, Automobile Accident or Loss Notice, and the telephone number for BVM (1.877.347.9966). If any of these items is missing, operators should contact their automotive liaison for assistance.
- f. Operators shall only use Commonwealth Fleet vehicles for official commonwealth business; however, operators are authorized to use a Commonwealth Fleet vehicle for travel to meals or other necessities when away from their official domicile on official commonwealth business.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

**g.** Operators are not authorized to use Commonwealth Fleet vehicles for the following purposes:

**(1)** Travel to entertainment facilities unless the trip is part of the official agenda for a business conference or is otherwise in connection with an employee's official duties.

**(2)** Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.

**(3)** Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.

**(4)** Conducting other personal business.

**6.** BVM will investigate all complaints for alleged improper operation or use of a Commonwealth Fleet vehicle along with the using agency, and the operator may be subject to disciplinary action.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

7. Commonwealth Fleet vehicles should not be used for out-of-commonwealth travel to a point beyond 300 miles from place of origin, official headquarters, or residence unless specifically authorized by the agency head to which the fleet vehicle was assigned.
8. Animals are not allowed in Commonwealth Fleet vehicles unless they are transported in the conduct of official commonwealth business or are required as an employee service animal.
9. No operator or authorized passenger shall carry or transport a firearm or other weapon in a Commonwealth Fleet vehicle unless required by their official job duties related to their employment with the commonwealth.
10. Operators of Commonwealth Fleet vehicles shall be responsible for the timely payment of all parking and traffic violations.
11. Operators of Commonwealth Fleet vehicles may be held financially liable for costs of operation/repairs/replacement of a vehicle when it is determined that the vehicle was used for other than official commonwealth business purposes or has been physically abused by the operator. Such determination will be made by the Secretary of General Services or his/her designee.

# SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

## SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES

**12.** Operators of permanently-assigned Commonwealth Fleet vehicles must report all changes to their residence address to their agency automotive liaison within 90 days of a change. Agency automotive liaisons should immediately forward changes to BVM using Form GSVM-88, Vehicle Inventory Change Report.

**13.** Commonwealth employees who have Commonwealth Fleet vehicles permanently assigned to them for more than 30 days and who park the vehicle overnight at their residences must complete and submit Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM within one week of the assignment and within one week after the Commonwealth Fleet vehicle is surrendered.

# MEMORANDUM

- **Memorandum on Assignment and Reallocation of State-Owned Vehicles**

# MEMORANDUM

DATE: April 13, 2012

TO: All Agency Automotive Liaisons

FROM: Steven Weidner, Director of the Bureau of Vehicle Management

RE: Assignment and Reallocation of State-owned Vehicles

CC: Dan Schiavoni, Deputy Secretary for Property and Asset Management

As we have discussed since its issuance in November, Management Directive 615.16, Commonwealth Fleet Policy and the associated Commonwealth Fleet Procedures Manual set forth criteria for the permanent assignment of state-owned vehicles to Commonwealth officials and employees, as well as for retaining agency pool vehicles for temporary, shared assignments to employees on an as needed basis.

In travel planning and reviewing your vehicle utilization reports with your management team, you probably encountered and will continue to encounter situations where a state-provided vehicle will be removed from an employee not meeting the policy requirements, and/or where a state-provided vehicle will be assigned to an employee based on personal mileage reimbursement. As these situations affect each individual employee differently, and because there may be labor relations implications with some changes, you should discuss any potential assignments or reallocations with your management team, including your Human Resources Director and/or agency Labor Relations Coordinator, as early in the process as possible., but, in any event, before an employee is informed of any change.

If there is anything the Bureau of Vehicle Management can do to assist your agency in working through these transitions with your affected employees and management staff, please do not hesitate to reach out to us.

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

004013549

2008 CHEVROLET COBALT

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-CONFIDENTIAL

IN-SERVICE DATE: 03/03/2008



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	0	1,798	19	63,302
02/29/2012	03/09/2012	478	<b>588</b>	<b>15</b>	64,368
03/31/2012	04/11/2012	670	<b>894</b>	22	65,932
			<u><b>1,148</b></u>	<u>3,280</u>	<u>56</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

006021531

2006 DODGE STRATUS

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 03/20/2006



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	333	1,204	11	125,507
02/29/2012	03/15/2012	289	621	5	126,417
03/31/2012	04/09/2012	466	1,382	11	128,265
			<u>1,088</u>	<u>3,207</u>	<u>27</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

004022230

2007 CHEVROLET MALIBU

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-CONFIDENTIAL

IN-SERVICE DATE: 07/12/2007

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/13/2012	100	1,995	14	90,083
02/29/2012	04/13/2012	100	1,773	12	91,956
03/31/2012	04/16/2012	40	2,392	17	94,388
			<u>240</u>	<u>6,160</u>	<u>43</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

005020320

2008 CHRYSLER SEBRING

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-CONFIDENTIAL

IN-SERVICE DATE: 08/29/2008

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/13/2012	623	255	5	46,362
02/29/2012	03/13/2012	963	405	5	47,730
03/31/2012	04/13/2012	605	468	15	48,803
			<u>2,191</u>	<u>1,128</u>	<u>25</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

006022374

2006 DODGE STRATUS

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 11/18/2005



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/13/2012	328	432	6	59,830
02/29/2012	03/12/2012	319	400	4	60,549
03/31/2012	04/09/2012	22	756	18	61,327
			<b>669</b>	<b>1,588</b>	<b>28</b>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

004013310 2003 CHEVROLET CAVALIE

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 11/21/2002

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/13/2012	233	132	5	125,741
02/29/2012	03/14/2012	0	175	6	125,916
03/31/2012	04/13/2012	0	0	0	125,916
			<b>233</b>	<b>307</b>	<b>11</b>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

007110632

2010 FORD ESCAPE

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 08/18/2010

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	0	1,949	20	35,065
02/29/2012	03/13/2012	0	2,181	20	37,246
03/31/2012	04/13/2012	0	2,468	17	39,714
			<u>0</u>	<u>6,598</u>	<u>57</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

007110633

2010 FORD ESCAPE

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 08/18/2010

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	0	2,162	20	34,711
02/29/2012	03/14/2012	0	2,288	19	36,999
03/31/2012	04/12/2012	0	2,728	22	39,727
			<u>0</u>	<u>7,178</u>	<u>61</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

004012208

1997 CHEVROLET CAVALIE

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-CONFIDENTIAL

IN-SERVICE DATE: 06/17/1997

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	04/02/2012	189	672	7	86,512
02/29/2012	04/02/2012	79	675	6	87,266
03/31/2012	04/03/2012	0	282	0	87,548
			<b>268</b>	<b>1,629</b>	<b>13</b>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

004021890

2006 CHEVROLET MALIBU

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-CONFIDENTIAL

IN-SERVICE DATE: 04/12/2006



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commute/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/13/2012	0	304	4	89,695
02/29/2012	03/15/2012	0	726	0	90,421
03/31/2012	04/04/2012	0	373	7	90,794
			<u>0</u>	<u>1,403</u>	<u>11</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

006055538

2005 DODGE CARAVAN

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 05/11/2005

PARKED AT: DRIVER RESIDENCE

<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	791	<b>874</b>	11	139,031
02/29/2012	03/07/2012	1,793	<b>240</b>	5	141,064
03/31/2012	04/10/2012	0	1,959	21	143,023
			<u><b>2,584</b></u>	<u>3,073</u>	<u><b>37</b></u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

006055583

2006 DODGE CARAVAN

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 03/24/2006



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/09/2012	735	589	10	132,475
02/29/2012	03/07/2012	803	486	6	133,764
03/31/2012	04/10/2012	0	1,197	13	134,961
			<u>1,538</u>	<u>2,272</u>	<u>29</u>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

004013417

2003 CHEVROLET CAVALIE

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 02/24/2003



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commute/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/02/2012	0	0	0	92,884
02/29/2012	03/06/2012	0	314	4	93,198
03/31/2012	04/03/2012	0	0	0	93,198
			<u>0</u>	<u>314</u>	<u>4</u>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

006055672

2007 DODGE CARAVAN

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 05/17/2007



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/01/2012	0	459	20	36,483
02/29/2012	03/02/2012	499	0	20	36,982
03/31/2012	04/02/2012	0	330	21	37,312
			<u>499</u>	<u>789</u>	<u>61</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

007110479

2006 FORD EXPLORER

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 05/03/2006



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/01/2012	0	595	18	73,154
02/29/2012	03/02/2012	345	0	21	73,499
03/31/2012	04/02/2012	0	1,003	18	74,502
			<u>345</u>	<u>1,598</u>	<u>57</u>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

006030014

2003 DODGE INTREPID

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 03/06/2003



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/06/2012	0	201	18	122,859
02/29/2012	03/02/2012	81	0	12	122,940
03/31/2012	04/05/2012	205	0	17	123,145
			<b>286</b>	<b>201</b>	<b>47</b>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

053016718

2001 CHEVROLET S10

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 10/02/2000



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/06/2012	0	374	13	98,697
02/29/2012	03/02/2012	83	0	15	98,780
03/31/2012	04/05/2012	259	0	15	99,039
			<u>342</u>	<u>374</u>	<u>43</u>

# ▶ EXAMPLES OF ISSUES ON THE STD-554 FORMS

004050188

2001 CHEVROLET VENTUR

STATUS: Active Unit

BILLING: PURCHASING ADMIN FE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 06/29/2001



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commute/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/03/2012	288	0	11	96,900
02/29/2012	03/05/2012	243	0	11	97,143
03/31/2012	04/05/2012	692	0	18	97,835
			<u>1,223</u>	<u>0</u>	<u>40</u>

# EXAMPLES OF ISSUES ON THE STD-554 FORMS

044110710

2000 JEEP CHEROKEE

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

ASSIGNMENT-PA OFFICIAL

IN-SERVICE DATE: 07/12/2000



<u>Month of Usage</u>	<u>Date Input</u>	<u>Commuter/ Personal Mileage</u>	<u>Business Mileage</u>	<u>Business Days Used</u>	<u>Odometer</u>
01/31/2012	02/03/2012	15	0	1	108,617
02/29/2012	03/05/2012	34	0	2	108,651
03/31/2012	04/05/2012	169	0	5	108,820
			<b>218</b>	<b>0</b>	<b>8</b>



# BVM – Operations/Maintenance

**Randy Tomlinson**

***Chief of Operations***

**717-783-3088**

**[rtomlinson@pa.gov](mailto:rtomlinson@pa.gov)**

# SECURITY GATE

- **Security Gate:** Please remember our fueling facility and Temp Fleet rentals (returns only) are 24/7 operations. Access instructions for after hours are listed at the entrance and exit of the security gate and noted here for your reference:

***AFTER HOURS (5:00PM – 6:00AM Monday through Friday)  
HOLIDAYS and WEEKENDS***

- Drive up to the gate (both the gate arms and the security gate will be closed) and follow one of the options that are posted at the gate entrance.

# SECURITY GATE ENTRANCE

## GATE ENTRANCE

### 1. Voyager Fuel Card Reader (white box on left)

- a. Insert Voyager card into card reader with magnetic strip down and to the right
- b. Enter information as requested on the screen for Gate 6
- c. Gate will automatically close once you pass through

### 2. State Photo ID Badge Reader (limited badge access)

- a. Place photo ID in front of badge reader, gate will automatically open and close

### 3. Call Box (silver box on right)

- a. Press pound button (#), then press 1 to contact Capitol Police.

# SECURITY GATE EXIT

## GATE EXIT

### 1. Voyager Fuel Card Reader (white box on left)

- a. Insert Voyager card into card reader with magnetic strip down and to the right
- b. Enter information as requested on the screen for Gate 5
- c. Gate will automatically close once you pass through

### 2. State Photo ID Badge Reader (limited badge access)

- a. Place photo ID in front of badge reader, gate will automatically open and close

### 3. Call Box (silver box on right)

- a. Press pound button (#), then press 1 to contact Capitol Police.

# SECURITY GATE

**PLEASE NOTE THAT ONLY ONE CAR CAN  
PASS THROUGH THE GATE AT A TIME!**

- Also note the last comment in red on the instructions...ONLY ONE CAR CAN PASS THROUGH THE GATE AT A TIME. That means no piggybacking, if you do the gate will come down on your car! The gate must reset after each car passes through.

# BVM - Operations

- **Automotive Liaisons**

- Please make every effort to meet your drivers at 2221 Forster Street Garage when picking up and turning in vehicles.

- **Temp Fleet**

- Billing errors; we have been seeing multiple billing errors with the coding provided by the drivers utilizing the Temp Fleet. A majority of the errors were due to the wrong fiscal year being provided...are there any agencies that would be using funds from a previous fiscal year?

**Bill Confair**

***Chief of Customer Service***

**717-783-2325**

**[biconfair@pa.gov](mailto:biconfair@pa.gov)**

# AUTO MAINTENANCE HISTORY

- **Auto Maintenance History**

- Our CSRs now have access to the Maintenance History of a vehicle. We can now furnish a recent history of the maintenance that has been performed on a vehicle when it is assigned to a new driver. Please contact our department for this information.
- Many times drivers who are assigned a vehicle that is not brand new, will call us to ask when was the last time it had an oil change, when were the brakes serviced etc... Now we can provide this information right up front.

# AUTO MAINTENANCE HISTORY

- **Auto Maintenance History**

- Also, we are going to expand the 24 hour towing list to include multiple vendors in most counties, so this will be changing periodically. Look for updated information on the DGS website from time to time.
- Please do not wait until the last minute to get the vehicle inspected.

# AUTO MAINTENANCE HISTORY

- **Auto Maintenance History**

- Please continue to ask your drivers to use the CSD cover sheet. This sheet should be filled out and used by the vendors when they fax in an estimate or invoice. The driver should be filling out the information, not the vendor.
- If a driver calls in and receives a work order number; please call us if the vehicle maintenance did not take place. This should reduce our open work orders.

# AUTO MAINTENANCE HISTORY

- **Auto Maintenance History**

- If the maintenance was done at a vendor's location and we opened a work order to pay the vendor, we do not need an in-house or an additional work order to be sent in by the driver or liaison. As long as the vendor sends us the final invoice, we don't need any additional invoices from the liaison, the driver or anyone else. The driver should confirm with the vendor that the final invoice was faxed to the CSD. This reduces duplication.

# BVM – Vehicle Administration

**Jim Fiore**

***Chief of Vehicle Administration***

**717-787-6282**

**[jafiore@pa.gov](mailto:jafiore@pa.gov)**

# ADDRESSES

- **Addresses:** Make sure to include City, County, and Zip Code.
- **EZPass:** Any missing applications, please contact Connie or Jim.
- **Voyager**
  - To add names: send to resource account
- **Resource Account:** [RA-bvmR&R@pa.gov](mailto:RA-bvmR&R@pa.gov)  
**Send All:**
  - GSVM-88 -- Vehicle Inventory Change Report
  - GSVM-87 -- Vehicle Inventory Report
  - GSVM-95 -- Request for Confidential License Plate
  - STD-556 -- Used Car Disposition Form
  - Voyager Names

# EZPass

- **EZPass**

- Any missing applications, please contact Connie or Jim.

# VOYAGER

- **Voyager**

- To add names: send to resource account

- **Resource Account:**

[RA-bvmR&R@pa.gov](mailto:RA-bvmR&R@pa.gov)

# RESOURCE ACCOUNT

- **Resource Account:**

[RA-bvmR&R@pa.gov](mailto:RA-bvmR&R@pa.gov)

## **Send All:**

- GSVM-88 -- Vehicle Inventory Change Report
- GSVM-87 -- Vehicle Inventory Report
- GSVM-95 -- Request for Confidential License Plate
- STD-556 -- Used Car Disposition Form
- Voyager Names

# MASTER RUN CLEAN UP

- **Master Run Clean Up**

- All master run clean should be sent to the resource account and we will have them go directly into Debbie Gardner's in-box. Any questions on master run clean up should be directed to Debbie.

# CODING

- **Coding:**

- Make sure your drivers have correct coding for temp fleet rental.

# STD-928

- **STD-928 –  
Declaration of Use of a Commonwealth-Provided Vehicle**

- Send to both BVM and Office of the Budget Resource Accounts:
  - BVM -- [RA-bvmR&R@pa.gov](mailto:RA-bvmR&R@pa.gov)
  - Office of the Budget -- [RA-BCPOStateVehicles@pa.gov](mailto:RA-BCPOStateVehicles@pa.gov)

**Audrey Marrocco**

***M5 Administrator***

**717-346-3344**

**[amarrocco@pa.gov](mailto:amarrocco@pa.gov)**

# M5 Application User Review

- **Periodic Review of All Agency M5 Application Users About to Launch**
  - M5 Team will distribute agency list to each automotive liaison
  - Automotive liaison needs to review and update any information within 2 weeks of receipt.
  - Future reviews are project to occur every 3-6 months

# M5 Application User Maintenance

- **Automotive Officers are responsible for keeping each agencies' M5 Application User List current.**
  - E-mail all changes (deletions and additions) to "GS, M5 Administrators" ([RA-m5administrators@pa.gov](mailto:RA-m5administrators@pa.gov))
  - Please allow 2-3 days for modifications to occur.

# OPERATOR ASSISTANCE

- ***“How to Correctly Complete a Monthly Automotive Report (STD-554)” – PowerPoint Presentation***

- Available under the Forms Section of DGS’s Vehicle Management web page:

[http://www.dgs.state.pa.us/portal/server.pt/community/vehicle\\_management/1364/forms/259361](http://www.dgs.state.pa.us/portal/server.pt/community/vehicle_management/1364/forms/259361)

# Bureau of Vehicle Management

**Q & A**

**with the Director**

# How to Correctly Complete a Monthly Automotive Report (STD-554)

April 2012

# Download the Latest STD-554 Form

- Always use the most current version of the form as published on BVM's website ([www.dgs.state.pa.us](http://www.dgs.state.pa.us)).



The screenshot shows a website interface with a left-hand navigation menu and a main content area. The navigation menu is titled "Vehicle Management" and includes several sub-items: "Forms", "Community Management", "2011-2012 Automotive Service Application", "Used Vehicle Auction", "Maintenance", "Administration", "Drivers", "Ground Travel", "Automotive Liaisons", and "Operations". The "Forms" item is highlighted with a blue box. The main content area is titled "STD Forms:" and lists several forms: "STD-540 - Request for Temporary Transportation", "STD-541 - Automobile Accident or Loss Notice", "STD-554 - Monthly Automotive Activity Report -- Updated 9/2011", "STD-554 - Version for Microsoft Office 2007 or newer", "STD-554 - Version for Microsoft Office prior to 2007", "STD-554 - Version for Users Who Complete the Form in Hard Copy Only", "STD-555 - Repair Authorization Request", and "STD-556 - Used Car Disposition Report". The "STD-554 - Monthly Automotive Activity Report" item is highlighted with a blue box.

**Vehicle Management**

- Forms
- Community Management
- 2011-2012 Automotive Service Application
- Used Vehicle Auction
- Maintenance
- Administration
- Drivers
- Ground Travel
- Automotive Liaisons
- Operations

**Log In**

**STD Forms:**

- STD-540 - Request for Temporary Transportation
- STD-541 - Automobile Accident or Loss Notice
- STD-554 - Monthly Automotive Activity Report -- Updated 9/2011
  - STD-554 - Version for Microsoft Office 2007 or newer
  - STD-554 - Version for Microsoft Office prior to 2007
  - STD-554 - Version for Users Who Complete the Form in Hard Copy Only
- STD-555 - Repair Authorization Request
- STD-556 - Used Car Disposition Report

# Review the Definitions Section

- Take time to review the form definitions.

	A	B
1	<b>MONTHLY AUTOMOTIVE REPORT</b> Field Descriptions and Directions	
2	<b>Unless otherwise noted, all fields are required.</b>	
3	<b>THIS VERSION IS FOR USERS OF MICROSOFT OFFICE 2007 OR NEWER</b>	
4	<b>FIELD NAME:</b>	<b>DESCRIPTION/INSTRUCTION:</b>
5	<b>Unit Number:</b>	Enter the Equipment Number of the vehicle with or without dashes.
6	<b>Month/Year:</b>	Enter the month and year for which you are collecting data. The worksheet will automatically format the month and year as, Month-Year. For example, if June 2011 is entered, the worksheet will format as "Jun-2011."
7	<b>Permanently Assigned Driver Name:</b>	If this vehicle is permanently assigned to one driver, enter the driver's name. If this vehicle is a pool vehicle, leave this field blank.
8	<b>Personnel Number:</b>	Enter the employee number for the permanently assigned driver. If this vehicle is a pool vehicle, leave this field blank.
9	<b>License Plate No.</b>	Enter the license plate for the unit number identified.
10	<b>Overnight Parking:</b>	Check ONE box to indicate whether the vehicle's overnight parking location is the driver residence OR a work location.

DEFINITIONS STD-554

# Complete the Header Information

- For Vehicles Permanently Assigned To an Individual, complete all areas shows in red below.

DATE		ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL GALLONS	FUEL COST
		STARTING MILEAGE	ENDING MILEAGE								

UNIT NUMBER: 123456789  
MONTH/YR: Apr-2011  
PERMANENTLY ASSIGNED DRIVER NAME: Frank E. Stein  
PERSONNEL NUMBER: 987654  
LICENSE PLATE NO: PA01234  
OVERNIGHT PARKING:  Residence  Work  
DIVISION OR UNIT: M5 Section  
AGENCY: General Services

Click the  
Appropriate Box.

# Complete the Header Information

- For Pool Vehicles, complete all areas shows in blue below.

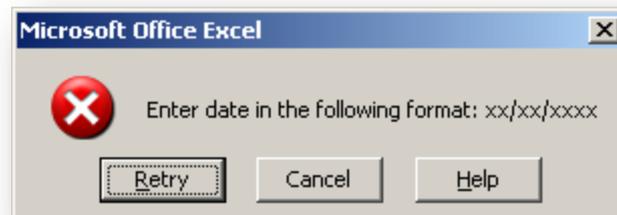
DATE		ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL GALLONS	FUEL COST
3	UNIT NUMBER:			MONTH/YR:			PERMANENTLY ASSIGNED DRIVER NAME:		PERSONNEL NUMBER:		
4	123456789			Apr-2011							
5	LICENSE PLATE NO:			OVERNIGHT PARKING:			DIVISION OR UNIT:		AGENCY:		
6	PA01234			<input type="checkbox"/> Residence <input checked="" type="checkbox"/> Work			M5 Section		General Services		

# Entering The Date

- Enter the Date in the "M/D/YR" format. Once entered, only the day will appear.

7	DATE
8	
9	02
10	03
11	05

- If entered using an incorrect format, you will receive an error message similar to the one shown below.



# Account for All Miles Driven

- Make sure the starting mileage for the current month equals the ending mileage for the previous month.

**Previous Month**

7	DATE	ODOMETER READING	
		STARTING MILEAGE	ENDING MILEAGE
8			
9	29	17,769	17,784
10	30	17,784	18,087

**Current Month**

7	DATE	ODOMETER READING	
		STARTING MILEAGE	ENDING MILEAGE
8			
9	02	18,087	18,257
10	03	18,257	18,315

# Breaking Down the Mileage

- Breakdown the mileage by entering the # of business, commute and personal miles driven each day.

DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES
	STARTING MILEAGE	ENDING MILEAGE				
02	18,087	18,257	155	15		170
03	18,257	18,315	41	15		ERR!

The “Total Daily Miles” column will automatically compute for you after you have entered the mileage breakdown. If the sum of the Business, Commute and Personal Miles equals the difference between the Ending and Starting Mileage, a number will appear in the “Total Daily Miles” column. Otherwise, you will receive the “**ERR!**” message.

# More Details on Commute Miles

- Commuting in a state-owned vehicle is taxable to an employee as wages.
- Only individuals with permanently assigned vehicles who have been authorized to use the vehicle for commute and who have submitted a STD-928 can use a vehicle for commute purposes.

LICENSE PLATE NO: PA01234			OVERNIGHT PARKING: <input checked="" type="checkbox"/> Residence <input type="checkbox"/> Work			
DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES
	STARTING MILEAGE	ENDING MILEAGE				
02	18,087	18,257	155	15		170
03	18,257	18,315	43	15		58
05	18,315	18,445	115	15		130

These employees typically list the overnight parking location as "Residence"

# Entering Travel Information

- Including the starting location and all other arrival locations each day.

	A	B	I
7			
		<b>DATE</b>	<b>DESTINATIONS</b> (LIST ALL DAILY DESTINATIONS)
8			
9		02	Harrisburg - Indiantown Gap - Harrisburg
10		03	Harrisburg - Mechanicsburg - Harrisburg
11		05	Harrisburg - Greencastle - Harrisburg
12		08	Harrisburg - Erie
13		09	Erie
14		10	Erie - Harrisburg
15		11	Harrisburg
16		12	Harrisburg -- To Garage for Service
17		20	Picked up from Garage -- Harrisburg
18		23	Harrisburg - Philadelphia - Harrisburg
19		24	Harrisburg
20		25	Harrisburg - Scranton - Harrisburg
21		26	Harrisburg

{ Samples of trips from Harrisburg to another location and back

{ Sample of a multi-day trip

{ Sample of a local trip

# Trips with Multiple Locations

- For Individuals Assigned a Permanent Vehicle – The driver can combine all locations on one line for any given day.

DATE	DESTINATIONS (LIST ALL DAILY DESTINATIONS)
02	Harrisburg - Indiantown Gap - Reading - Harrisburg

# Trips with Multiple Locations

- For Pool Vehicles – Each driver can combine all locations on one line for any given day.

DATE	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)
02	Harrisburg - Indiantown Gap - Reading - Harrisburg	Franke E. Stein
03	Harrisburg - Mechanicsburg - Camp Hill - Harrisburg	Donald Duck
03	Harrisburg - Hershey - Harrisburg	Franke E. Stein

**CORRECT**

- DO NOT combine multiple locations for multiple drivers on to one line.

DATE	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)
02	Harrisburg - Indiantown Gap - Reading - Harrisburg	Franke E. Stein - Mick E. Mouse
03	Harrisburg - Mechanicsburg - Camp Hill - Hershey - Harrisburg	Donald Duck - Frank E. Stein

**INCORRECT**

# Fuel Information

- DGS-BVM does not require agencies to record fuel purchases on to the STD-554.
- However, each agency at its own discretion may require its employees to record fuel purchases on to the STD-554.

<b>FUEL GALLONS</b>	<b>FUEL COST</b>
14.70	\$58.36

# Total Days Business Use Field

- The "Total Days Business Use" field auto counts as you complete the form. Only days showing business use are included in this count.

Each day is only counted once even if multiple lines are used for a particular day.

7	DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)
		STARTING MILEAGE	ENDING MILEAGE						
8									
9	02	18,087	18,257	155	15		170	Harrisburg - Indiantown Gap - Harrisburg	Frank E. Stein
10	03	18,257	18,315	43	15		58	Harrisburg - Mechanicsburg - Harrisburg	Donald Duck
11	03	18,315	18,445	115	15		130	Harrisburg - Greencastle - Harrisburg	Frank E. Stein
12	08	18,445	18,756	286		25	311	Harrisburg - Erie	Frank E. Stein
13	09	18,756	18,797	41			41	Erie	Frank E. Stein
14	10	18,797	19,098	293	8		301	Erie - Harrisburg	Frank E. Stein
15	11	19,098	19,113		15		15	Harrisburg	Frank E. Stein
16	12	19,113	19,130	2	15		17	Harrisburg -- To Garage for Service	Donald Duck
17	20	19,130	19,147	2	15		17	Picked up from Garage -- Harrisburg	Donald Duck
18	23	19,147	19,377	230			230	Harrisburg - Philadelphia - Harrisburg	Frank E. Stein
19	24	19,377	19,392		15		15	Harrisburg	Frank E. Stein
20	25	19,392	19,632	225	15		240	Harrisburg - Scranton - Harrisburg	Donald Duck
21	26	19,632	19,647		15		15	Harrisburg	Donald Duck
22	27	19,647	19,662		15		15	Harrisburg	Frank E. Stein
23	30	19,662	19,965	288	15		303	Harrisburg - Allentown - Stroudsburg - Harr	Frank E. Stein
24	<b>TOTAL DAYS BUSINESS USE:</b>	10	<b>TOTAL MILES:</b>	1,680	173	25	1,878	<b>COMMENTS:</b> In for repairs from 4/12/2012 to 04/20/2012	<b>TOTAL FUEL GAL/COST:</b>

# Total Miles

- The Total Miles fields also auto calculate as you complete the form.

If you have an “**ERR!**” in any “Total Daily Miles” fields, then the “Total Miles” calculations are not correct. You must resolve all “**ERR!**” messages before finalizing the STD-554.

7	DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)
		STARTING MILEAGE	ENDING MILEAGE						
9	02	18,087	18,257	155	15		170	Harrisburg - Indiantown Gap - Harrisburg	Frank E. Stein
10	03	18,257	18,315	43	15		58	Harrisburg - Mechanicsburg - Harrisburg	Donald Duck
11	03	18,315	18,445	115	15		130	Harrisburg - Greencastle - Harrisburg	Frank E. Stein
12	08	18,445	18,756	286		25	311	Harrisburg - Erie	Frank E. Stein
13	09	18,756	18,797	41			41	Erie	Frank E. Stein
14	10	18,797	19,098	293	15		<b>ERR!</b>	Erie - Harrisburg	Frank E. Stein
15	11	19,098	19,113		15		15	Harrisburg	Frank E. Stein
16	12	19,113	19,130	2	15		17	Harrisburg -- To Garage for Service	Donald Duck
17	20	19,130	19,147	2	15		17	Picked up from Garage -- Harrisburg	Donald Duck
18	23	19,147	19,377	230			230	Harrisburg - Philadelphia - Harrisburg	Frank E. Stein
19	24	19,377	19,392		15		15	Harrisburg	Frank E. Stein
20	25	19,392	19,632	225	15		240	Harrisburg - Scranton - Harrisburg	Donald Duck
21	26	19,632	19,647		15		15	Harrisburg	Donald Duck
22	27	19,647	19,662		15		15	Harrisburg	Frank E. Stein
23	30	19,662	19,965	288	15		303	Harrisburg - Allentown - Stroudsburg - Harr	Frank E. Stein
24	TOTAL DAYS BUSINESS USE:	10	TOTAL MILES:	1,680	180	25	1,577	COMMENTS: In for repairs from 4/12/2012 to 04/20/2012	TOTAL FUEL GAL/COST:

# Comments Section

- Be sure to enter any comments that may describe irregularities in the monthly usage. This type of information may be useful during a 6-month vehicle utilization review.

20	25	19,392	19,632	225	15		240	Harrisburg - Scranton - Harrisburg
21	26	19,632	19,647		15		15	Harrisburg
22	27	19,647	19,662		15		15	Harrisburg
23	30	19,662	19,965	288	15		303	Harrisburg - Allentown - Stroudsburg - Harr
24	<b>TOTAL DAYS BUSINESS USE:</b>	10	<b>TOTAL MILES:</b>	1,680	180	25	1,577	<b>COMMENTS:</b> in for repairs from 4/12/2012 to 04/20/2012

# Certification Section

- For Permanently Assigned Vehicles, the operator should sign, date and print his/her name as shown below.
- An electronic signature may be used if it is transmitted electronically by the operator.

26	For Permanently Assigned Vehicles Only:	For Pool Vehicles Only:
27	By signing below, I certify that the	By signing below, I certify that I have reviewed and
28	information reported herein is accurate and	approve this record.
29		
30	<b>Frank E. Stein</b> 4/30/2012	
31	Operator Signature and Date	Automotive Liaison/Dispatcher Signature and Date
32	FRANK E STEIN	
33	Printed Name	Printed Name

# Certification Section

- For Pool Vehicles, the automotive liaison or dispatcher should sign, date and print his/her name as shown below.

26	For Permanently Assigned Vehicles Only:	For Pool Vehicles Only:
27	By signing below, I certify that the	By signing below, I certify that I have reviewed and
28	information reported herein is accurate and	approve this record.
29		
30		<i>Donald Duck</i> 4/30/2012
31	Operator Signature and Date	Automotive Liaison/Dispatcher Signature and Date
32		DONALD DUCK
33	Printed Name	Printed Name
37		

## AUTOMOTIVE LIAISON MEETING



# MARCH 15, 2012

**Steve Weidner**

***Bureau Director***

**717-787-3162**

**[stweidner@pa.gov](mailto:stweidner@pa.gov)**

# BVM – Director

## Director

- **Turn-in project update (all vehicles due by Tuesday, March 20, 2012).**
- **PF Fleet Update**
  - Highest cost to maintain coming out first (2005 and older)
- **New Lease Rates**
  - Link to contracted purchase price on BVM website (assist figuring out what lease rate would be) (*next slide*)
  - Lease rate stays the same for the life of the vehicle (doesn't decrease after 6 years)
  - Vehicles already in fleet will NOT be impacted. Only new vehicles are assigned the new lease rates
  - BVM will reach out to the liaisons to coordinate the switch outs.

# BVM - Director

[http://www.portal.state.pa.us/portal/server.pt/community/administration/1365/lease\\_rates/1033518](http://www.portal.state.pa.us/portal/server.pt/community/administration/1365/lease_rates/1033518)

Home > Vehicle Management > Administration > Lease Rates

Lease Rates



**LEASE RATES FOR VEHICLES ENTERING INTO NEW LEASES**  
**EFFECTIVE MARCH 1, 2012**

The Bureau of Vehicle Management has established the following lease rates for all new Purchasing Fund vehicles entered into the fleet after February 1, 2012. The monthly lease rate corresponds to the initial purchase price of the vehicle. These monthly lease rates will apply to the vehicle for the duration of the vehicle's life. **Please note that these new rates will not impact vehicles leased prior to February 1, 2012.**

VEHICLE PURCHASE PRICE	MONTHLY LEASE RATE
\$14,000-\$16,000	\$353
\$16,001-\$18,000	\$386
\$18,001-\$20,000	\$419
\$20,001-\$22,000	\$453
\$22,001-\$24,000	\$486
\$24,001-\$26,000	\$519
\$26,001-\$28,000	\$553
\$28,001-\$30,000	\$586
\$30,001-\$32,000	\$619
\$32,001-\$34,000	\$653

Click here to view the current passenger vehicle contract prices. (Contract 440008603)

# BVM – Director

## Director

- **June 2012 Vehicle Usage Review**

- More aggressive approach towards agencies for returns and towards operators for falsification of data and/or incomplete STD-554 forms.

coming  
soon

- **BVM Safety Initiative**

- Running MVRs monthly
- Defensive Driving Courses
- Excessive violations may result in ability to operate a Commonwealth vehicle. If this happens and you must travel on business, you would then only be reimbursed \$0.19/mile.

# BVM – Operations/Maintenance

**Randy Tomlinson**

***Chief of Operations***

**717-783-3088**

**[rtomlinson@pa.gov](mailto:rtomlinson@pa.gov)**

# BVM - Operations

## OPERATIONS

- **Disposition process points when turning units at 2221 Forster Street:**
  - 2 copies of the STD-556 given to the Operations Office, 1 placed in the car (ending mileage must be placed on the STD-556)
  - Make sure there are detailed comments in the "Agency Review of Vehicle" section.
  - Must have  $\frac{1}{4}$  of fuel when turned in
  - Double check the unit for EZ Pass, parking permits, etc.
  - All agency decals and lettering must be removed (unless you are coordinating the removal with the auction house)
- **When picking up new units or reassignments, please make sure you coordinate the times with the Operations Office before showing up.**

# BVM - Maintenance

## MAINTENANCE

- Please remember to keep a copy of the registration in your vehicles!

**Bill Confair**

***Chief of Customer Service***

**717-783-2325**

**[biconfair@pa.gov](mailto:biconfair@pa.gov)**

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **Tips for Drivers and Liaisons**

- **All drivers should:**

- Call in to the CSD before they take their vehicle in for service (1-877-347-9966)
- Open a work order and give the work order # to the vendor
- Use the fax cover sheet provided (also on the DGS website). Fill in the unit #, CSR's name, work order #, and vendor's name.
- Instruct the vendor to use the fax cover sheet when they send in an estimate or invoice.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **Tips for Drivers and Liaisons**

- **Work Orders:**

- An open work order must be closed. If you do not take the vehicle in for repair, call the CSR you spoke with and close the work order.
- Don't leave open work orders longer than a week. The CSR's will have to track down your driver, wasting time and causing frustration.
- Opening a work order triggers our expectation that an invoice will need to be paid by the CSD. If you open a work order, do not pay for the repairs with your credit card.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **Tips for Drivers and Liaisons**
  - **Accident Reports (STD-541):**
    - Are needed when any glass is replaced.
    - Are not needed when glass is repaired, ie: a chipped windshield.
    - The STD-541 must be signed by the driver.
    - Write the mileage on the top of the STD-541.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **CSD Don'ts**
  - Don't send in IN-HOUSE repairs that we've already recorded and paid with a work order.
  - Don't get your vehicle repaired unless you have called the CSD and opened a work order.
  - Don't open a work order until you are ready to take your vehicle in for repairs.
  - Don't instruct the vendor to call in to open a work order. That is the driver's responsibility.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **CSD Estimates Email Address:**

- Vendors are now able to send estimates and invoices to the CSD by email. The email address is:

RA-DGS\_BVM\_Estimates@pa.gov

- Please tell your drivers to get the word out to our vendors. Some vendors prefer email to the faxed estimates and invoices.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- **What will you do in an emergency?**
  - If your driver is broken down out of town, what will you do?
    - Will someone from your office pick him/her up?
    - Should your driver call his/her spouse for a ride?
    - Will your department pay for a hotel?

**If you don't have an emergency plan in place,  
you need to do it now!**

# BVM – Vehicle Administration

**Jim Fiore**

***Chief of Vehicle Administration***

**717-787-6282**

**[jafiore@pa.gov](mailto:jafiore@pa.gov)**

# BVM – Vehicle Administration

## RECORDS & REPORTS

- All change requests must go to the resource account:
  - GSVM-88
  - GSVM-95
  - STD-928
  - Voyager Requests
    - Including adding drivers to data base
    - Lost, stolen, defaced cards
  - Coding requests for STD-557
    - Any coding that may have changed since original request

# BVM – Vehicle Administration

## RECORDS & REPORTS

- **Email Content:**
  - Limit 5 to 10 forms per email
  - Try to keep like requests grouped together
    - Voyager
    - Coding
    - Driver Changes
- **Always Use FORWARD Function When Replying:**
  - Connie will look over request
  - Connie will notify you if more information is needed
  - You will return the information using the FORWARD function.

# BVM – Vehicle Administration

## RECORDS & REPORTS

- **Completion Reply from Records and Reports:**
  - When all documents in one email are complete, we will notify you.
  - Allow 10 business days to receive complete notice.
  - Send email to Jim Fiore if you don't receive a notice.
  - Once completed, Voyager and Registrations take 5 business days
    - You will be notified when they arrive.
- **STD-557:**
  - Handled as before, Operations will call you.

**Audrey Marrocco**

***M5 Administrator***

**717-346-3344**

**[amarrocco@pa.gov](mailto:amarrocco@pa.gov)**

# BVM – M5 Team

## M5 TEAM

- **Commute Usage Reporting – Common Errors:**
  - Date Other than Month End Pre-populating
    - Earlier Date – Happens on new vehicles where no commute usage has been entered into M5 yet.
    - Today's Date – M5 already contains an entry for the most recent month.
  - Incorrect Odometer Readings – At Pump or on STD-554
    - Don't estimate
    - Don't round up – even a mile
  - Incorrect Input
    - We'll delete the entry, but you will need to re-input the correct information.

# BVM – M5 Team

## M5 TEAM

- **Commute Usage Reporting – Common Errors (continued):**
  - Premature Activations to PFADMN Units in February
    - No need to report commute usage
    - Billing is being addressed so that units do not bill
  - Commute Usage for New Vehicles
    - Begins the day you are called to pick up your vehicle
    - If you don't pick the unit up prior to the end of the month, enter the starting odometer reading at the time of vehicle pickup. Call Randy Tomlinson if necessary.

# BVM – M5 Team

## M5 TEAM

- Commute Usage Query



# BVM – M5 Team

03/13/2012  
11:59:53 EST

List of values

## Commute Usage Query (Version 2.6.0-C)

*Selection Criteria*

Unit Number:

Operator:

Location:

Start Date:

End Date:

*Commute Usage History (Loaded 0 records)*

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commute Usage	Business Usage	LTD Usage	Date Entered/Modified	User

# BVM – M5 Team

## Commute Usage Query (Version 2.6.0-C)

### Selection Criteria

Unit Number	<input type="text" value="007110500"/>	<input type="text" value="2007 FORD EXPLORER"/>
Operator	<input type="text"/>	<input type="text"/>
Location	<input type="text"/>	<input type="text"/>
Start Date:	<input type="text"/>	
End Date:	<input type="text"/>	
<input type="button" value="Clear"/>	<input type="button" value="Retrieve"/>	

### Commute Usage History (Loaded 6 records)

Unit Number	Effective Date	Business Days Used	Location	Operator	Meter	Commute Usage	Business Usage	LTD Usage	Date Entered/Modified	User	
007110500	01/31/2012	0	VMCR01	COURTESY CAR	121013	0	318	121013	02/24/2012	AMARROCC	
007110500	12/31/2011	16	AULIAS	STALNECKER MICHA	120695	0	1549	120695	01/09/2012	LMACINTY	
007110500	11/30/2011	0	VMCR01	UNASSIGNED DRIVE	119146	0	3006	119146	12/15/2011	AMARROCC	
007110500	10/31/2011	0	VMCR01	UNASSIGNED DRIVE	116140	0	978	116140	12/15/2011	AMARROCC	
007110500	09/30/2011	0	VMCR01	COURTESY CAR	115162	0	0	115162	12/15/2011	AMARROCC	
007110500	08/31/2011	0	VMCR01	COURTESY CAR	115162	0	115162	115162	11/16/2011	AMARROCC	

# Bureau of Vehicle Management

**Q & A**

**with the Director**

**MANUAL**  
Commonwealth of Pennsylvania  
Governor's Office

<b>Subject:</b> Commonwealth Fleet Procedures Manual	<b>Number:</b> 615.3
<b>By Direction of:</b>  Sheri Phillips, Secretary of General Services	<b>Date:</b> November 10, 2011
<b>Contact Agency:</b> Department of General Services, Bureau of Vehicle Management, Telephone 717.787.3162	

This manual is designed to provide guidelines and procedures for operators of Commonwealth Fleet vehicles.

The authority for this manual is derived from [Management Directive 615.16, Commonwealth Fleet Policy](#).

Related guidance/reference includes:

[Management Directive 615.1, Temporary Assignment of Commonwealth Automotive Fleet Vehicles](#).

**Commonwealth of Pennsylvania  
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Bureau of Vehicle Management  
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## SECTION ONE: VEHICLE RECORDS

1. The Department of General Services (DGS) shall be responsible for obtaining proper title and vehicle registration for all Commonwealth Fleet vehicles.
2. All titles for Commonwealth Fleet vehicles will be physically maintained by the Department of General Services', Bureau of Vehicle Management (BVM).
3. The original copy of the registration should be kept with the Commonwealth Fleet vehicle at all times. BVM may also maintain a duplicate copy on file.
4. All costs associated with owning, operating, and maintaining all Commonwealth Fleet vehicles must be fully documented in the current DGS database, including original purchase price, sale price, fuel and maintenance costs, and other expenses.
5. All operators of Commonwealth Fleet passenger and non-passenger vehicles must document daily vehicle usage appropriately through the completion of Form STD-554, Monthly Automotive Activity Report.
  - a. The completed Form STD-554, Monthly Automotive Activity Report, must be completed for every passenger vehicle (as determined and provided by BVM monthly) and must include a breakdown of the total business, personal, and commute mileage, where applicable.
  - b. Failure to timely submit the completed form or intentional falsification of data included on the form may subject the operator to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and may subject the operator to discipline and/or criminal prosecution.
  - c. Operators of Commonwealth Fleet vehicles assigned to the Department of the Auditor General, the Treasury Department, the Office of Attorney General, or the Pennsylvania State Police, and those operators who perform undercover law enforcement or investigative work are not required to report the destinations or operator names on the Monthly Automotive Activity Report.
  - d. DGS, in its discretion, may request this information at any time for training, review, and/or audit purposes.
6. Agency automotive liaisons must ensure agency entry of information from Form STD-554, Monthly Automotive Activity Report, for **every** passenger vehicle assigned to the agency or its officers and employees into BVM's database of record by the designated day for each month.
7. Agency automotive liaisons must also ensure that Form STD-554, Monthly Automotive Activity Report, is submitted for each Designated Agency Heads' permanently assigned a Commonwealth Fleet vehicle to the Office of the Budget, Office of Comptroller Operations, Bureau of Commonwealth Payroll Operations by the 20<sup>th</sup> day of the following month.

8. Agencies and agency automotive liaisons must ensure that all records (paper and electronic) related to Commonwealth Fleet vehicles are retained in accordance with Manual 210.9, The Commonwealth's General Records Retention and Disposition Schedule, as outlined in records series G010.001, Vehicle Management Records.

## SECTION TWO: MOTOR VEHICLE AUTHORIZATION LIST

1. The number of passenger vehicles permanently assigned to an agency shall be fixed at the number established by the Secretary of General Services and the Executive Board and will serve as the Motor Vehicle Authorization List (MVAL) for each respective agency.
2. Agency requests to increase the size of its MVAL shall only be considered when new programs are created, existing programs are expanded, or when an agency has accepted program responsibilities transferred from another agency. New or expanded programs must warrant a need for additional vehicles.
3. Prior to requesting an increase to its MVAL, an agency shall first review utilization of its existing agency passenger vehicles to determine if vehicle reassignments would best meet agency needs.
4. A request to increase an MVAL must be submitted by memorandum from the agency automotive liaison, signed by the agency head, to the Secretary of General Services and must include detailed and specific data defining and justifying the increase.
5. Any request to increase an agency's MVAL requires approval by the Secretary of General Services and the Executive Board. Agencies must demonstrate a compelling need for expansion vehicles and must confirm that existing agency vehicles are utilized according to Minimum Mileage or Utilization Standards as outlined in this policy.
6. Agency automotive liaisons must advise BVM via memorandum in the event of any cancellation, dissolution or transfer of program responsibilities that results in a reduction in vehicle inventory within 30 days of the event. BVM will reassign or dispose of vehicles no longer required by an agency as a result of a program cancellation, dissolution or transfer.

## SECTION THREE: PASSENGER VEHICLE REPLACEMENT

1. The replacement of a passenger vehicle cannot result in an increase to an agency's MVAL without the prior approval of the Secretary of General Services' and Executive Board.
2. Commonwealth passenger vehicles will be considered for replacement based upon the following criteria:
  - a. **Age/Mileage.** The passenger vehicle's age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely, and/or economically serve its intended purpose or be used in a reasonable alternative capacity.
  - b. **High Operating or Maintenance Costs.** The cost to repair a damaged passenger vehicle is not financially prudent, and the commonwealth's interests would be better served by disposing of the vehicle rather than repairing it.
  - c. **Market Resale Value.** The resale value for the passenger vehicle is such that selling and replacing the vehicle is cost-effective and in the best interests of the commonwealth.
3. Replacement passenger vehicles may not be a larger make/model than the vehicle being replaced unless replacement with a larger make/model is adequately justified based on business function and/or cost savings and the larger make/model is approved by the Secretary of General Services or his/her designee.
4. Agency automotive liaisons are to complete Form STD-557, Request for Automotive Equipment, and submit it to BVM to request replacement of a passenger vehicle.
5. The passenger vehicle to be replaced must be an active unit at the time replacement is requested. The unit number to be replaced must be clearly noted on Form STD-557, Request for Automotive Equipment.
6. Any exceptions for replacement of a passenger vehicle not meeting the criteria above will be at the discretion of the Secretary of General Services or his/her designee.

## SECTION FOUR: PASSENGER VEHICLE ACQUISITION

1. Prior to requesting the purchase or lease of a passenger vehicle, agencies should first review utilization of their existing Commonwealth Fleet vehicles to determine if vehicle reassignments would best meet agency needs.
2. Requests to purchase or lease passenger vehicles will be denied if all current vehicles are **not** being used according to the Minimum Mileage or Utilization Standard. Requests for an exception must be submitted in writing to the Secretary of General Services or his/her designee and will be considered on a case-by-case basis.
3. When requesting the purchase or lease of a passenger vehicle, agencies shall:
  - a. Evaluate the cost-effectiveness and availability of federal surplus vehicles.
  - b. Consider the most economical, fuel-efficient vehicles appropriate for the mission the vehicle will be supporting.
  - c. Request four-wheel drive vehicles only when the vehicle is absolutely necessary for emergency response or off-road requirements.
  - d. Consider lower cost, more fuel-efficient passenger vehicles or light duty pick-up trucks in lieu of SUVs, full-size sedans and large trucks.
4. The purchase or lease of all sport utility vehicles, four-wheel drive pick-up trucks, full-size sedans and police equipped vehicles must meet additional approval criteria as determined by the Secretary of General Services or his/her designee.
5. DGS, Bureau of Procurement will assist agencies in identifying the most cost-effective vehicles based on agency specifications and will only purchase vehicles approved by the Secretary of General Services or his/her designee.
6. When cost effective to do so, agencies may consider long-term rentals (rentals exceeding 30 calendar days) with preferred commercial rental car suppliers. Agencies must consult with BVM prior to entering into a long-term rental agreement.
7. Agency automotive liaisons shall complete Form STD-557, Request for Automotive Equipment, and submit it to BVM prior to purchasing or renting any vehicle. These forms must clearly justify the need for each passenger vehicle requested for purchase and/or long term rental. Justification for long term rentals must include all rental rates quoted or negotiated.

## SECTION FIVE: RATES AND BILLING FOR VEHICLES AND SERVICES

1. For all vehicles purchased by DGS and assigned to agencies **prior** to the effective date of this manual, DGS will maintain the current rate structure.
2. For new vehicles purchased by DGS for assignment to agencies **after** the effective date of this manual, DGS has established monthly lease rates based on vehicle type and cost. Lease rates include administrative costs and costs for repairs not explicitly excluded in Section Eight of this manual. Monthly lease rates are published on the BVM website under Lease Rates.
3. Prior to the end of the lease term, BVM will consult with the assigned agency as to continuing lease options.
4. Monthly Lease Rates for non-standard vehicle types and/or commercial vehicles will be provided to agencies by DGS upon request.
5. Agencies leasing vehicles from DGS will be billed monthly. For partial months, the DGS monthly Lease Rates will be prorated.
6. An annual administrative fee, per vehicle, will be billed for all seized, federal surplus, donated, and other vehicles and equipment not purchased by DGS. This fee will be charged to all agencies (except the Department of Transportation) at the beginning of each fiscal year and will not be prorated for vehicles assigned less than a year.
7. Agencies requiring BVM tow truck or BVM roll-back transportation services will be billed per hour required (portal-to-portal). Agency billing by DGS will occur in the month following the month during which service is provided.

## SECTION SIX: NON-PASSENGER VEHICLE ACQUISITION

1. In order to ensure proper titling and registration for each non-passenger vehicle, where necessary, agency automotive liaisons shall submit all requests to purchase non-passenger vehicles on Form STD-557, Request for Automotive Equipment, to BVM **prior to the purchase of a non-passenger vehicle.** All forms must contain the respective agency head approval.
2. The purchase of non-passenger vehicles requires approval by the requesting agency head only. **DGS will not approve/disapprove agency requests for the purchase of non-passenger vehicles.**
3. Prior to purchasing a non-passenger vehicle, agencies should review utilization of their existing non-passenger vehicles to determine if vehicle reassignments would best meet agency needs.
4. When not purchasing from an existing statewide contract, agencies are encouraged to work with DGS, Bureau of Procurement to identify the most cost-effective non-passenger vehicle available based on agency specifications and to prepare bid specifications.

## **SECTION SEVEN: COMMONWEALTH VEHICLE DISPOSITION**

1. Commonwealth passenger and non-passenger vehicles which are no longer needed by an agency or which are considered surplus shall be turned over to DGS for disposition. DGS shall determine the most appropriate disposition of these vehicles.
2. When an agency no longer needs a vehicle or DGS determines that a vehicle should be sold, the sale must be approved by the Board of Commissioners of Public Grounds and Buildings. If a surplus vehicle can no longer be used as a vehicle, DGS may decide to sell the vehicle for parts or for scrap materials; such sale does not require Executive Board approval. The net sales proceeds generated from all sales will be returned through the Treasury Department to the funds from which the vehicles were originally purchased.
3. Agency automotive liaisons must complete Form STD-556, Used Car Disposition Report, and submit four copies of the same to BVM (one placed in vehicle; three to BVM) with all of the following additional documentation:
  - a. Vehicle license plate.
  - b. Vehicle registration card.
  - c. Vehicle insurance card.
  - d. Vehicle fuel card.
  - e. Most recent STD-554.
  - f. Court order, when applicable, for forfeited vehicles only.
4. Agency automotive liaisons or other agency personnel must ensure that all passenger and non-passenger vehicles presented for disposition are thoroughly cleaned and that all special equipment has been removed prior to delivery to the Commonwealth Garage or DGS' designated automobile auction location.
5. DGS may make minor repairs or improvements to vehicles prior to sale totaling no more than \$200, when it is determined that doing so will yield a higher sales price at auction. DGS will subtract the costs for such repairs or improvements from the net sales proceeds.
6. Upon submission of Form STD-556, Used Car Disposition Report to BVM, the using agency will have five business days to deliver the passenger or non-passenger vehicle to either the Commonwealth Garage or to DGS' designated automobile auction location as noted on Form STD-556, Used Car Disposition Report. Agencies delivering vehicles directly to DGS' designated automobile auction location must inform BVM immediately upon delivery.
7. Any exceptions to the process outlined above will be considered on a case-by-case basis by the Secretary of General Services or his/her designee.

## SECTION EIGHT: COMMONWEALTH FLEET MAINTENANCE

1. At a minimum, agencies and operators should follow the manufacturer's recommended maintenance schedule for every Commonwealth Fleet vehicle to ensure that routine, preventative maintenance is properly and regularly performed to ensure safe and continued operation. This includes required emissions testing.
2. Prior to the performance of **any** maintenance or repairs to a Commonwealth Fleet vehicle (including those resulting from an accident), the agency or operator must contact BVM. BVM will coordinate all services and repairs with commonwealth approved vendors to ensure repairs are properly completed and approved rates are applied. The agency head will be notified by BVM of repeated violations of this procedure. Agencies and operators must ensure that repairs coordinated by BVM are completed within 30 days from the receipt of the estimate.
3. Agencies will be held responsible for unauthorized maintenance costs. Operators or agency personnel may be held financially liable for any unauthorized repairs.
4. Maintenance and repair of all commonwealth passenger vehicles in the Harrisburg area must be performed, whenever possible, at BVM's Commonwealth Garage. Use of the Commonwealth Garage is the most cost effective option for vehicle maintenance and repair. Automotive liaisons and operators should call 717.787.3933 to schedule vehicle maintenance at the Commonwealth Garage. A courtesy shuttle is provided for operators utilizing the Commonwealth Garage for vehicle service.
5. Agencies that maintain in-house repair facilities must contact BVM before initiating repairs in excess of \$600 for cars and minivans or in excess of \$800 for SUVs and trucks. Repairs under these thresholds may be made at the agency's discretion. All in-house facility repairs regardless of cost must be reported to BVM for documentation in the DGS database.
6. For those DGS-owned passenger vehicles assigned to an agency, DGS will pay all costs related to the maintenance and repair **except** gasoline, oil, oil filters, oil drain plugs, oil caps, oil treatments, flushes, shop supplies, wipers, antifreeze, gas treatments, grease, window solvent, keys, tires (including tire pressure monitors), tire changing, rotation, repairing, mounting and balancing, wheels (including studs, lug nuts), hubcaps, **non-warranty brake and rotor repairs or replacement**, batteries, interior/exterior cleaning, and all costs affiliated with installing or dispensing these items.
7. All costs related to the maintenance and repair for all agency-purchased vehicles are the responsibility of the agency.
8. For repairs resulting from an accident, BVM will prepare a Form STD-555, Repair Authorization Request, for BVM review and approval and will submit the Form STD-555, Repair Authorization Request, to DGS, Bureau of Risk and Insurance Management. For repairs resulting from an accident to vehicles owned by the Pennsylvania State Police, Pennsylvania State Police personnel will ensure the Form STD-555, Repair Authorization Request, is properly filled out and submitted to BVM.

9. All maintenance and repairs performed on all Commonwealth Fleet vehicles must be reported to BVM. BVM will facilitate documentation of all maintenance costs in the DGS database of record.
10. Operators, agency automotive liaisons or agency personnel must ensure that vendors and/or agency repair facilities forward all invoices directly to BVM within two business days of the completion of vehicle maintenance or repair. Invoices must clearly separate all parts and labor charges.

## SECTION NINE: COMMONWEALTH FLEET ASSIGNMENT

1. The assignment of Commonwealth Fleet vehicles and the types of Commonwealth Fleet vehicles assigned are at the discretion of the Secretary of General Services or his/her designee based on the functional needs of the requesting agency. Any assignment made in accordance with this section will be subject to periodic re-evaluation. If any agency is unable to adequately justify the need or explain why the vehicle has not met or is not meeting the Minimum Mileage or Utilization Standards, DGS may at its discretion revoke the assignment.
2. Designated agency heads as defined in [Management Directive 615.16, Commonwealth Fleet Policy](#), are eligible for a permanent assignment of a passenger vehicle and/or the use of a Voyager Fuel Card. Upon completion and submission of [Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle](#) to BVM, designated agency heads may utilize their state-provided vehicles and/or Voyager Fuel Cards for business purposes, commuting and de minimus personal usage.
3. All Commonwealth Fleet vehicles other than those assigned under subsection two, above, are classified as permanently-assigned vehicles or agency pool vehicles as defined below.
  - a. **Permanently-Assigned Commonwealth Fleet Vehicles** are assigned to a commonwealth official or employee based on one or more of the following business travel needs.
    - (1) The official or employee travels at least 6,000 business miles within a six-month period OR records business usage of the Commonwealth Fleet vehicle at least 80% of the available work days within a six-month period.
    - (2) The official or employee has commonwealth employment responsibilities either for law enforcement or for responding to emergencies involving public health or safety AND those responsibilities occur on a frequent basis outside normal duty hours requiring travel from a residence to a location; AND the assigned vehicle is equipped with tools, specialized equipment or other supplies required to perform those responsibilities.
    - (3) A written justification showing that the authorization of a permanently assigned Commonwealth Fleet vehicle to an official or employee is cost effective is submitted by an agency head and approved by the Secretary of General Services or his/her designee.
  - b. **Agency Pool Vehicles** are general use vehicles available for temporary assignment to multiple individuals and must meet the following criteria.
    - (1) Pool vehicles should be used an average of at least 6,000 business miles every six months or should record business usage on at least 80% of the available work days within a six-month period.
    - (2) Pool vehicles are to be used when available and where more cost effective than other options.

4. Agencies should review utilization of all Commonwealth Fleet vehicles on a regular basis to ensure proper utilization in accordance with the Minimum Mileage or Utilization Standard. If, after any six-month period, Commonwealth Fleet vehicle usage does not meet the Minimum Mileage or Utilization Standards, the agency may be asked to eliminate the vehicle from their fleet.

## SECTION TEN: COMMUTING IN COMMONWEALTH VEHICLES

1. Use of a passenger vehicle for commuting between a personal residence and work location is taxable to an employee as wages, per regulations set forth by the Internal Revenue Service (IRS). Commuting in commonwealth passenger vehicles is prohibited unless one of the following exceptions is preauthorized and applies:
  - a. The passenger vehicle is permanently assigned to an operator who has been authorized by the agency head to use the vehicle for commuting based on cost effectiveness or business efficiency **and** who has completed and submitted Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM. The agency head shall annually reevaluate continued use of a permanently assigned vehicle for commuting.
  - b. The passenger vehicle is a pool vehicle, and it is more cost effective and efficient for the operator to take the passenger vehicle home based on the following day's work location. The operator must obtain supervisor approval prior to taking the vehicle home.
2. Those commonwealth employees traveling to the same work destination as another commonwealth employee, who has been properly authorized to commute in an assigned commonwealth passenger vehicle, may carpool provided that the carpooling passenger has obtained written authorization from the agency head **and** has completed and submitted Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM along with the written agency head authorization. Riding as a carpooler in a commonwealth passenger vehicle between a personal residence and work location is taxable to the carpooler as wages, per regulations set forth by the IRS.
3. The IRS provides the following exemptions from the taxation of commuting:
  - a. The employee is subject to 24-hour call and must operate a qualified non-personal use vehicle (as defined by the IRS) such as a clearly marked police vehicle, a utility truck specially designed for carrying tools and/or equipment, busses, etc.
  - b. Commuting in the Commonwealth Fleet vehicle occurs in conjunction with official travel and is considered de minimis, such as commuting home in a vehicle for the purposes of departing for a business trip the following day.

## **SECTION ELEVEN: FUELING COMMONWEALTH VEHICLES**

1. Operators of Commonwealth Fleet vehicles are responsible for ensuring that the vehicle is adequately fueled. Fuel must be purchased using the Commonwealth Fleet vehicle's assigned Voyager Fuel Card.
2. A Voyager Fuel Card is provided with each assigned vehicle. If at any time the Voyager Fuel Card is lost, stolen, rendered unusable or defaced, the vehicle operator shall immediately notify the agency automotive liaison. The agency automotive liaisons must contact BVM immediately to report the card lost, stolen, unusable or defaced and should complete Form GSVM-88, Vehicle Inventory Change Report.
3. The Voyager Fuel Card is only to be used for the purchase of fuel for Commonwealth Fleet vehicles. Any operator found using the Voyager Fuel Card for non-fuel purchases or for fuel purchases for non-commonwealth vehicles may be subject to forfeiture of privileges to operate a Commonwealth Fleet vehicle and will be subject to disciplinary action and possibly criminal prosecution.
4. Whenever official commonwealth business originates or ends in Harrisburg during BVM's operating hours (6:00 am - 5:00 pm, Monday–Friday), every attempt should be made to refuel at the BVM's Commonwealth Garage. Fuel from the Commonwealth Garage is less expensive than retail pump prices.
5. Commonwealth Fleet vehicles shall not be fueled with premium blends of gasoline, unless priced the same as regular unleaded gasoline or unless the use of premium blends of gasoline is specifically recommended by the vehicle manufacturer.
6. Commonwealth Fleet vehicles should not be fueled at full-service fuel pumps where the price per gallon exceeds the price of self-service gasoline.
7. Commonwealth Fleet vehicles capable of using alternative fuels shall use them exclusively except as outlined below:
  - a. The alternative fuel is not readily available.
  - b. The alternative fuel costs more than conventional gasoline or diesel.
  - c. Operating exclusively on an alternative fuel is contrary to the vehicle manufacturer or alternative fuel conversion equipment vendor recommendations.

## SECTION TWELVE: LIABILITY AND ACCIDENT REPORTING

1. Employee liability for damages to third parties (bodily injury and property damage) while operating a Commonwealth Fleet vehicle within the scope of the individual's employment will be covered by the commonwealth's automotive liability self insurance programs. The operator will, however, be responsible for bodily injury and all damage to Commonwealth Fleet vehicles and all third party damages if the accident results from any unauthorized use or intentional misconduct.
2. The commonwealth has qualified as a self-insurer under the *Motor Vehicle Financial Responsibility Law* and provides liability coverage, including medical benefits as required by §1711 of the *Vehicle Code (75 Pa. C.S. 1711)*, for operators of Commonwealth Fleet vehicles. As the self-insurer, the commonwealth has issued an identification (I.D.) card for each Commonwealth Fleet vehicle which satisfies the requirements of the law in regard to proof of financial responsibility. Operators may be required to produce the I.D. card when involved in an accident.
3. The commonwealth does not provide insurance coverage for employee personal property in Commonwealth Fleet vehicles. Coverage for these items may be provided by the employee's personal insurance.
4. Operators must immediately report all accidents involving Commonwealth Fleet vehicles to the Pennsylvania State Police by dialing 911. The Pennsylvania State Police will either investigate the accident or report it to a local police department for investigation. If an accident occurs outside the commonwealth, the nearest police department is to be notified to request a police report.
5. If a Commonwealth Fleet vehicle is rendered inoperable as the result of an accident, the operator should contact BVM immediately at 1.877.347.9966 for instruction on obtaining towing services and alternate transportation. This number is monitored 24/7, and operators should leave a message if the number is not live answered; a customer service representative will return your call as soon as possible.
6. All accidents involving Commonwealth Fleet vehicles require the completion of Form STD-541, Automobile Accident or Loss Notice. Operators (or in the case of operator incapacitation, immediate supervisors) are to prepare and submit to their agency automotive liaison and BVM Form STD-541, Automobile Accident or Loss Notice, within one business day of any accident, injury, theft or loss involving a Commonwealth Fleet vehicle. BVM will report information to DGS, Bureau of Risk and Insurance Management for claim processing if applicable.
7. Prior to the performance of any maintenance or repairs to a Commonwealth Fleet vehicle (including those resulting from an accident), the agency or operator must gain approval from BVM as outlined above. BVM will coordinate all services and repairs with commonwealth approved vendors to ensure approved rates are applied. Agency personnel must ensure that repairs approved by BVM are completed within 30 days from the receipt of the estimate.

8. BVM and agency personnel shall review the circumstances surrounding accidents involving Commonwealth Fleet vehicles in an effort to avoid reoccurrence. Employees found to have operated Commonwealth Fleet vehicles in a careless manner or in violation of law, departmental policy or procedures may be subject to disciplinary action and/or loss of operating privileges.
9. DGS, Bureau of Risk and Insurance Management shall receive information regarding accidents from the operator and BVM and will manage all matters related to the processing of any insurance claims.

## SECTION THIRTEEN: COMMONWEALTH FLEET LICENSE PLATES

1. BVM shall affix or furnish the proper type and number of license plates for Commonwealth Fleet vehicles issued from the Commonwealth Garage at the time of assignment per Form GSVM-87, Vehicle Inventory Report. Thereafter, it is the responsibility of the operator(s) to ensure that the license plates are properly displayed on the Commonwealth Fleet vehicle.
2. If license plates are lost, mutilated, defaced or illegible, operators must report the loss or damage immediately to their agency automotive liaisons. The agency automotive liaisons shall complete and submit Form GSVM-88, Vehicle Inventory Change Report, to BVM to request replacement license plates. Agency automotive liaisons will have five (5) days from the date the new plates are received to return the defective license plate(s) to BVM. License plates must be identified with the unit number from which they have been removed.
3. All Commonwealth Fleet vehicles must display PA Official Use license plates, commercial license plates, or confidential license plates depending on vehicle registration and assignment.
  - a. **Confidential License Plates** shall be issued only for Commonwealth Fleet vehicles assigned to designated agency heads and employees assigned to perform undercover or investigative work.
    - (1) The agency automotive liaison shall complete and submit Form GSVM-95, Request for Confidential License Plate, to request a confidential license plate for operators performing investigative or undercover law enforcement work.
    - (2) Each request must include the justification for the provision of a confidential license plate and must be signed by the requesting agency head.
    - (3) For any subsequent change in operator for a Commonwealth Fleet vehicle that displays a confidential license plate, agency automotive liaisons must immediately complete applicable sections of Form GSVM-88, Vehicle Inventory Change Report, and submit to BVM.
    - (4) To replace confidential license plates with PA Official Use license plates, the agency automotive liaison must complete applicable sections of Form GSVM-88, Vehicle Inventory Change Report, and submit the form to BVM.
    - (5) Final approval for the assignment of all confidential license plates will be made by the Secretary of General Services or his/her designee, who may at any time request additional justification or withdraw the assignment of a confidential license plate.
  - b. **PA Official Use License Plates** shall be affixed to the front and rear of all permanently assigned and agency pool vehicles unless placement of two plates is impacted by operational requirements of the vehicle.

- c. **Commercial License Plates** will be issued for those Commonwealth Fleet vehicles requiring commercial registration.

## **SECTION FOURTEEN: E-ZPASS ACQUISITION AND TRANSFERS**

1. To create a new E-ZPass account, agency automotive liaisons must complete Sections 1, 3, and 4 of the E-ZPass Commonwealth Account Application and the Agency E-ZPass Transponder Request/Change Form, as found on the DGS website.
2. Agency automotive liaisons should submit completed forms to BVM, Records and Reports. BVM will submit paperwork to the Pennsylvania Turnpike Commission for processing. Processing time is approximately 2-3 weeks.
3. The Pennsylvania Turnpike Commission will forward the requested transponder(s) along with all new account information directly to the requesting agency.
4. Multiple vehicle use of one transponder is not permitted. To transfer an E-ZPass transponder from one vehicle to another, agency automotive liaisons must complete the Agency E-ZPass Transponder Request/Change Form, as found on the DGS website and submit the completed form to BVM.
5. If a transponder is lost or stolen, agency automotive liaisons should immediately report the loss to the E-ZPass Customer Service Center by telephone at 1.877.PENNPASS (1.877.736.6727), or via the website at [www.paturnpike.com](http://www.paturnpike.com). Be prepared to provide the 11-digit transponder number for each individual transponder being reported. The security of transponders is the responsibility of the agency. Agencies will be responsible for all charges incurred prior to the notification of a lost or stolen transponder.
6. Agency automotive liaisons will receive a one-page invoice monthly. Free detailed transaction information can be accessed, viewed and printed at [www.paturnpike.com](http://www.paturnpike.com); paper copies of this information are available for a fee. To ensure the commonwealth's discounted rates are applied, agency automotive liaisons must ensure the invoice is properly reviewed and submitted for payment in a timely manner.
7. Agency automotive liaisons may request access to online account information for additional agency staff by completing the Authorization for Release of Customer Account Information as found on the DGS website and submit the completed form to BVM.

## **SECTION FIFTEEN: OPERATOR QUALIFICATIONS AND RESPONSIBILITIES**

1. Commonwealth agencies must comply with all guidelines, procedures, and directives pertaining to the operation of Commonwealth Fleet vehicles and applicable sections of the *Pennsylvania Vehicle Code*.
2. Except as indicated below, Commonwealth Fleet vehicles shall only be operated by commonwealth employees, who are properly licensed in accordance with the provisions of the *Pennsylvania Vehicle Code*. Employees with a suspended, revoked or expired driver's license are prohibited from operating Commonwealth Fleet vehicles. Agencies must ensure operators of Commonwealth Fleet vehicles possess a current valid Pennsylvania driver's license appropriate to the class of vehicle to be operated. The following exceptions apply:
  - a. New commonwealth employees who have recently relocated to Pennsylvania may operate a Commonwealth Fleet vehicle using a valid driver's license from their former state for up to 60 days from their first day of employment, at which time they must obtain a Pennsylvania driver's license.
  - b. Employees permanently residing in adjacent states, but employed by the Commonwealth of Pennsylvania, may operate a Commonwealth Fleet vehicle using a current, valid driver's license from their state of residence.
  - c. Volunteers performing work in the following areas may operate Commonwealth Fleet vehicles:
    - (1) Activities related to fish, fishing, boats and boating as authorized by the Pennsylvania Fish and Boat Commission.
    - (2) Activities to and related to programs administered by the Pennsylvania Historical and Museum Commission.
    - (3) Activities in and related to state park and forest areas and other conservation and natural resource activities administered by the Pennsylvania Department of Conservation and Natural Resources.
  - d. Commonwealth annuitants, who are considered temporary wage employees, may operate a Commonwealth Fleet vehicle.
3. Except as otherwise provided in this policy, Commonwealth Fleet vehicles shall be operated only for the conduct of official commonwealth business.
4. Only authorized passengers are permitted to ride in Commonwealth Fleet vehicles.

5. Commonwealth Fleet vehicles are highly visible to the public, and their use is scrutinized. Poor driving manners and inappropriate use reflect on all commonwealth employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving Commonwealth Fleet vehicles on official commonwealth business:
- a. Operators and authorized passengers shall use safety restraints where equipped.
  - b. Operators must follow established speed limits and all other traffic regulations.
  - c. Operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in Commonwealth Fleet vehicles is prohibited except when necessary in the conduct of official commonwealth business.
  - d. Operators shall not engage in text messaging or any unlawful use of a cellular telephone, pager, beeper, personal data assistant and handheld device, e.g. Blackberry and/or palm devices when driving a Commonwealth Fleet vehicle.
  - e. Operators should ensure that the following are stored in Commonwealth Fleet vehicle at all times: owner's card/registration, proof of insurance, Voyager Fuel Card (if applicable), Form STD-554, Monthly Automotive Activity Report (for passenger vehicles), three blank Form STD-541, Automobile Accident or Loss Notice, and the telephone number for BVM (1.877.347.9966). If any of these items is missing, operators should contact their automotive liaison for assistance.
  - f. Operators shall only use Commonwealth Fleet vehicles for official commonwealth business; however, operators are authorized to use a Commonwealth Fleet vehicle for travel to meals or other necessities when away from their official domicile on official commonwealth business.
  - g. Operators are not authorized to use Commonwealth Fleet vehicles for the following purposes:
    - (1) Travel to entertainment facilities unless the trip is part of the official agenda for a business conference or is otherwise in connection with an employee's official duties.
    - (2) Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
    - (3) Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.
    - (4) Conducting other personal business.
6. BVM will investigate all complaints for alleged improper operation or use of a Commonwealth Fleet vehicle along with the using agency, and the operator may be subject to disciplinary action.

7. Commonwealth Fleet vehicles should not be used for out-of-commonwealth travel to a point beyond 300 miles from place of origin, official headquarters, or residence unless specifically authorized by the agency head to which the fleet vehicle was assigned.
8. Animals are not allowed in Commonwealth Fleet vehicles unless they are transported in the conduct of official commonwealth business or are required as an employee service animal.
9. No operator or authorized passenger shall carry or transport a firearm or other weapon in a Commonwealth Fleet vehicle unless required by their official job duties related to their employment with the commonwealth.
10. Operators of Commonwealth Fleet vehicles shall be responsible for the timely payment of all parking and traffic violations.
11. Operators of Commonwealth Fleet vehicles may be held financially liable for costs of operation/repairs/replacement of a vehicle when it is determined that the vehicle was used for other than official commonwealth business purposes or has been physically abused by the operator. Such determination will be made by the Secretary of General Services or his/her designee.
12. Operators of permanently-assigned Commonwealth Fleet vehicles must report all changes to their residence address to their agency automotive liaison within 90 days of a change. Agency automotive liaisons should immediately forward changes to BVM using Form GSVM-88, Vehicle Inventory Change Report.
13. Commonwealth employees who have Commonwealth Fleet vehicles permanently assigned to them for more than 30 days and who park the vehicle overnight at their residences must complete and submit Form STD-928, Declaration of Use of a Commonwealth-Provided Vehicle, to BVM within one week of the assignment and within one week after the Commonwealth Fleet vehicle is surrendered.

**AUTOMOTIVE LIAISON  
MEETING**

**February 1, 2012**

# Bureau of Vehicle Management

Steven Weidner



# BVM – Director's Message

## BVM – Director's Message

- Fleet Policy 615.3 Sections 9 - end
- Operator's Responsibility
- Disability Related Requests for Accommodation
- Ground Travel Worksheet
- Automotive Liaison Responsibilities
- Q & A

# BVM – Director's Message

## BVM – Director's Message

- **Operator's Responsibility**

- All operators of Commonwealth Fleet passenger and non-passenger vehicles must document daily vehicle usage appropriately through the completion of Form STD-554, Monthly Automotive Activity Report.
  - The completed Form STD-554, Monthly Automotive Activity Report, must be completed for every passenger vehicle (as determined and provided by BVM monthly) and must include a breakdown of the total business, personal, and commute mileage, where applicable.
  - Failure to timely submit the completed form or intentional falsification of data included on the form may subject the operator to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and may subject the operator to discipline and/or criminal prosecution.

# BVM – Director’s Message

## BVM – Director’s Message

- **Disability Related Requests for Accommodation**

Trigger – BCPO receives travel expense request (TER) with POV mileage claimed at \$0.51/mile with ADA exception indicator (TER may also have comments or indicate “medical” or have a Dr.’s note attached).

- TER is referred to BCPO Fiscal Technician responsible for Exception Processing. TER is put in a PENDING status.
- TER is audited for compliance with policy. Accommodation approval from agency **Disability Services Coordinator** should be attached to the TER or employee should have an approval for a prior TER logged in BCPO tracking database.
- If compliant, process TER.
- If non-compliant, BCPO Fiscal Technician e-mails agency **Disability Services Coordinator** to obtain accommodation decision.

# BVM – Director’s Message

## BVM – Director’s Message

- **Disability Related Requests for Accommodation**

[To Disability Services Coordinator] –

BCPO has received a travel expense report (Trip #\_\_\_\_\_) for employee \_\_\_\_\_ (#\_\_\_\_\_). An exception reason of “POV Required – ADA Accommodation” was selected during the trip approval process in order for this traveler to receive reimbursement at the standard GSA rate (\$0.51/mile) for using their personal vehicle.

In order for BCPO to process expense reports with this exception reason, we must have a confirmation from the agency’s EEO office Disability Services Coordinator. The confirmation must state that the employee’s personally-owned vehicle is required for Commonwealth business travel as a reasonable accommodation in accordance with the Americans with Disabilities Act (ADA). The approval can be in the form of a letter or e-mail and should indicate the coordinator’s approval of the exception and should state the duration that the exception is to be granted (i.e. permanent or temporary from [start date] to [end date]).

# BVM – Director's Message

## BVM – Director's Message

- **Disability Related Requests for Accommodation**
  - When decision is obtained, attach approval/rejection to TER and process accordingly. It may be one time, temporary, or permanent. Log decision in BCPO tracking database for future reference. Traveler should be notified by Disability Services Coordinator if accommodation was denied.

Other Triggers that may warrant similar communication – BCPO receives notice that traveler is requesting accommodation for out-of-policy rental vehicle or out-of-policy hotel based on an ADA accommodation.

# BVM – Director's Message

## BVM – Director's Message

- Ground Travel Worksheet

# BVM – Director's Message

## BVM – Director's Message

- **Automotive Liaison Responsibilities**

- Agency automotive liaisons must ensure agency entry of information from Form STD-554, Monthly Automotive Activity Report, for **every** passenger vehicle assigned to the agency or its officers and employees into BVM's database of record by the designated day for each month.
- Agency automotive liaisons shall complete Form STD-557, Request for Automotive Equipment, and submit it to BVM prior to purchasing or renting any vehicle. These forms must clearly justify the need for each passenger vehicle requested for purchase and/or long term rental. Justification for long term rentals must include all rental rates quoted or negotiated.

# BVM – Director's Message

## BVM – Director's Message

- **Automotive Liaison Responsibilities**

- Attend periodic agency automotive liaison meetings and disseminate Commonwealth Fleet information to operators in a timely manner.
- Maintain all vehicle records in accordance with Management Directive 210.5, The Commonwealth of Pennsylvania State Records Management Program and Manual 210.9, The Commonwealth of Pennsylvania General Records Retention and Disposition Schedule, as outlined in records series G010.001, Vehicle Management Records.
- Ensure all vehicle and operator information changes are provided in a timely manner.
- Report all instances of violations of the Commonwealth Fleet Policy promptly to BVM and respective agency head.

# BVM – Director's Message

## BVM – Director's Message

- Q & A

# BVM - Operations

## OPERATIONS

- Policy states that agencies have 5 business days to pick up new or reassigned units once they are notified by BVM.
- All turn-in vehicles must be prepped and returned to BVM prior to picking up your new or reassigned unit.

# BVM - Maintenance

## MAINTENANCE

- 10,000 lb limit on units being serviced at the Commonwealth Garage
- Make sure you always have an alternate plan for a vehicle to use when bringing vehicles in for service.

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- STD-541 and the correct procedures when you have an accident.
- CSD Fax Cover Sheet
- Towing Vendor's listed on web site

# BVM – Customer Service Division

## CUSTOMER SERVICE DIVISION

- Reminder: Please do not call the CSD when you are driving. We need information and the driver will have to look for that information. They cannot provide the information needed while they are driving.



# BVM – Records & Reports

## RECORDS & REPORTS

- Confidential plates:
  - ▼ List will be sent to you with all Confidential Plates assigned to your Agency
  - ▼ New GSVM-95 will be required for every confidential plate you wish to retain (please justify each specific need in writing)
  - ▼ New GSVM-88 will be needed for every unit that needs to be changed to PA Official Plate (blue plates)
  - ▼ Stay on the established timeline so the process can be accomplished in a timely fashion
- Make sure you refer to the new Management Directive for the required criteria to retain a confidential plate.
- We are asking you to evaluate each confidential plate on your own prior to submitting a request to retain a plate. If you cannot self evaluate your needs, we are available to give you assistance for making that decision.

# BVM – Records & Reports

## RECORDS & REPORTS

- **Voyager Cards:**
  - When a unit is designated for disposal, please turn in the Voyager card. If the card is not with the STD-556, you will be contacted by our office. In all cases, the card will be cancelled.
  - Any miscellaneous cards that are in use will be evaluated by their usage. Underutilized cards and/or cards with no activity should be cancelled.
  - Employees who have transferred from another agency must be changed in the system or they will not be able to purchase fuel. New employees and previous employees that have returned to Commonwealth employment must be re-established in the system.

# BVM – Records & Reports

## RECORDS & REPORTS

- **Turn in policy and affect on Billing:**
  - ▼ STD-556 must be completed for every turn in unit
  - ▼ Although policy allows 5 days to receive both the vehicle and the STD-556, we strongly encourage you to hand both in at the same time
  - ▼ Billing remains turned “on” until both the vehicle arrives at either the Commonwealth garage and/or Manheim Central Penn Auto Auction AND BVM receives the necessary paperwork (STD-556).

# BVM – Records & Reports

## RECORDS & REPORTS

- **Turn in policy and affect on Billing:**
  - The date we turn the billing off is the actual date we receive both the STD-556 and the unit. For example: The unit is dropped off at Manheim on the 1<sup>st</sup> of the month but we do not receive the STD-556 until the 15<sup>th</sup> of the month, you will be charged for the unit up until the 15<sup>th</sup>. Even if you back date the STD-556 to the 1<sup>st</sup>, we will show the billing turned of on the 15<sup>th</sup>.

The reason for this is we need to receive both the unit and the STD-556 on the same day. We cannot move forward with the disposition of the unit until we have both. In the past, there have been a number of times that we had vehicles sit at auction anywhere from 6 months to 2 years. This ties up cash and increases depreciation on the vehicle.

# BVM – M5 Team

## M5 TEAM

- **6-Month Mileage Reports**
  - ▼ All active units
  - ▼ Units below thresholds
  - ▼ Justification form

**Active Passenger Vehicles  
Commute Usage Report**  
(Grouped by Org Code and Then Sorted by Unit Number)

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

**AGENCY SUMMARY**

**15 GENERAL SERVICES**

		<u>Total Commute/ Personal Mileage</u>	<u>Total Business Mileage</u>	<u>Total Business Days Used</u>
Total Number of Passenger Units:	195	60,013	1,089,857	18,141

**Active Passenger Vehicles  
Commute Usage Report  
(Grouped by Org Code and Then Sorted by Unit Number)**

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

15-3905 GENERAL SERVICES - FAC MGMT

**004050655 2008 CHEVROLET UPLANDER** STATUS: Active Unit BILLING: PURCHASING ADMIN FEE PASSENGER UNIT  
In-Service Date: 07/14/2008 Parked at: GOVERNORS RESIDENCE ASSIGNMENT-CONFIDENTIAL

Operator	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
SMYSER LUSINCA	07/31/2011	10/13/2011	NCOLLINS	0	2,640	20	34,503
SMYSER LUSINCA	08/31/2011	10/25/2011	ALAWSON	0	522	19	35,025
SMYSER LUSINCA	09/30/2011	11/08/2011	ALAWSON	0	375	21	35,400
SMYSER LUSINCA	10/31/2011	11/23/2011	ALAWSON	0	553	19	35,953
SMYSER LUSINCA	11/30/2011	12/08/2011	NCOLLINS	0	372	17	36,325
POOL MCCLENAGHAN TAMMY	12/31/2011	01/10/2012	ALAWSON	0	390	23	36,715
				<u>0</u>	<u>4,852</u>	<u>119</u>	

**024050235 1999 PLYMOUTH VOYAGER** STATUS: Active Unit BILLING: PURCHASING ADMIN FEE PASSENGER UNIT  
In-Service Date: 08/18/1999 Parked at: NORTH OFFICE BUILDING ASSIGNMENT-CONFIDENTIAL

Operator	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
POOL FULLER RUNYAN	07/31/2011	10/06/2011	ALAWSON	0	1,556	21	92,074
POOL FULLER RUNYAN	08/31/2011	10/25/2011	ALAWSON	0	1,696	23	93,770
POOL FULLER RUNYAN	09/30/2011	11/08/2011	ALAWSON	0	1,495	21	95,265
POOL FULLER RUNYAN	10/31/2011	11/23/2011	ALAWSON	0	1,252	19	96,517
POOL FULLER RUNYAN	11/30/2011	12/13/2011	ALAWSON	0	1,181	19	97,698
POOL FULLER RUNYAN	12/31/2011	01/12/2012	ALAWSON	0	1,462	23	99,160
				<u>0</u>	<u>8,642</u>	<u>126</u>	

**Active Passenger Vehicles  
Commute Usage Report  
(Grouped by Org Code and Then Sorted by Unit Number)**

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

15-6434 GENERAL SERVICES - PUBLIC WORKS

004013119 2002 CHEVROLET CAVALIER STATUS: Active Unit BILLING: PURCHASING ADMIN FEE PASSENGER UNIT  
In-Service Date: 04/01/2002 Parked at: DGS - WESTERN REGION ASSIGNMENT-PA OFFICIAL

Operator	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
ZILICH JOHN E	07/31/2011	10/05/2011	TLAYTON	1,270	0	19	131,952
ZILICH JOHN E	08/31/2011	10/26/2011	TLAYTON	0	1,542	22	133,494
ZILICH JOHN E	09/30/2011	11/08/2011	TLAYTON	0	1,211	20	134,705
ZILICH JOHN E	10/31/2011	11/28/2011	TLAYTON	0	925	19	135,630
POOL BOOKER DONNA	11/30/2011	12/13/2011	TLAYTON	0	503	10	136,133
POOL BOOKER DONNA	12/31/2011	01/13/2012	TLAYTON	0	0	0	136,133
				<b>1,270</b>	<b>4,181</b>	<b>90</b>	

**Active Passenger Vehicles**  
**Commute Usage Report**  
 (Grouped by Org Code and Then Sorted by Unit Number)

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

15-6434 GENERAL SERVICES - PUBLIC WORKS

**004013119 2002 CHEVROLET CAVALIER**      STATUS: Active Unit      BILLING: PURCHASING ADMIN FEE      PASSENGER UNIT  
 In-Service Date: 04/01/2002      Parked at: DGS - WESTERN REGION      ASSIGNMENT-PA OFFICIAL

Operator	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
ZILICH JOHN E	07/31/2011	10/05/2011	TLAYTON	1,270	0	19	131,952
ZILICH JOHN E	08/31/2011	10/26/2011	TLAYTON	0	1,542	22	133,494
ZILICH JOHN E	09/30/2011	11/08/2011	TLAYTON	0	1,211	20	134,705
ZILICH JOHN E	10/31/2011	11/28/2011	TLAYTON	0	925	19	135,630
POOL BOOKER DONNA	11/30/2011	12/13/2011	TLAYTON	0	503	10	136,133
POOL BOOKER DONNA	12/31/2011	01/13/2012	TLAYTON	0	0	0	136,133
				<b>1,270</b>	<b>4,181</b>	<b>90</b>	

**NOTATE ALL CORRECTIONS ON THE REPORT AS DEMONSTRATED ABOVE. PLEASE NOTE THAT NOT ONLY WILL JULY'S ENTRY NEED CORRECTED, BUT ALL PROCEEDING MONTHS' ENTRIES WILL NEED TO BE DELETED AND RE-ENTERED DURING THE CORRECTION PROCESS.**

**SUPPORTING DOCUMENTATION, SUCH AS STD-554s, MAY ALSO BE REQUIRED PRIOR TO CORRECTION.**

007110270 2002 FORD EXPLORER

STATUS: Active Unit

BILLING: PURCHASING ADMIN FEE

PASSENGER UNIT

In-Service Date: 04/13/2001

ASSIGNMENT-PA OFFICIAL

Month of Usage	Date Input	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
07/31/2011	10/18/2011	0	2,142	1	133,959
08/31/2011	10/28/2011	0	-10,499	0	123,460
09/30/2011	11/02/2011	0	11,387	0	134,847
10/31/2011	11/17/2011	0	1,067	4	135,914
11/30/2011	12/07/2011	0	33	1	135,947
12/31/2011	01/12/2012	0	1,124	6	137,071
		<u>0</u>	<u>5,254</u>	<u>12</u>	

**NEGATIVE BUSINESS MILES ARE THE RESULT OF AN INCORRECT ODOMETER READING. IF POSSIBLE, THIS INFORMATION SHOULD BE RESEARCHED AND SUBMITTED FOR CORRECTION IF ACCURATE DATA CAN BE FOUND TO SUPPORT THE CHANGE.**

**VERY LARGE BUSINESS MILES ARE THE RESULT OF:**

- BASELINE ENTRY ON A VEHICLE (I.E., FIRST MILEAGE ENTRY) OR**
- AN INCORRECT ODOMETER ERADING FROM THE PREVIOUS MONTH.**

**Active Passenger Vehicles  
Commute Usage Report  
(Grouped by Org Code and Then Sorted by Unit Number)**

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

**004022195 2007 CHEVROLET IMPALA**

STATUS: Active Unit

BILLING: PURCHASING ADMIN FEE

PASSENGER UNIT

In-Service Date: 07/11/2007

Parked at: DRIVER RESIDENCE

ASSIGNMENT-CON EXEC-REG

Month of Usage	Date Input	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
07/31/2011	10/13/2011	542	111	31	47,354
08/31/2011	10/25/2011	1,369	1	31	48,724
09/30/2011	11/09/2011	166	980	30	49,870
10/31/2011	11/14/2011	130	1,391	31	51,391
11/30/2011	12/15/2011	1,322	395	30	53,108
12/31/2011	01/12/2012	741	0	30	53,849
		<b>4,270</b>	<b>2,878</b>	<b>183</b>	

**005020124 1999 CHRYSLER CIRRUS**

STATUS: Active Unit

BILLING: PURCHASING ADMIN FEE

PASSENGER UNIT

In-Service Date: 06/09/1999

Parked at: DRIVER RESIDENCE

ASSIGNMENT-CON EXEC-CONT

Month of Usage	Date Input	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
07/31/2011	10/13/2011	344	0	31	99,048
08/31/2011	10/25/2011	680	214	31	99,942
09/30/2011	10/25/2011	1,152	68	30	101,162
10/31/2011	11/14/2011	237	571	31	101,970
11/30/2011	12/15/2011	1,054	0	30	103,024
12/31/2011	01/12/2012	550	0	30	103,574
		<b>4,017</b>	<b>853</b>	<b>183</b>	

**Active Passenger Vehicles**  
**Commute Usage Report**  
 (Grouped by Org Code and Then Sorted by Unit Number)

<b>Targeted Values:</b>	
Business Miles:	6,000
Business Days:	99.20

057015298 2005 FORD F150

STATUS: Active Unit

BILLING: SPECIAL ADMIN FEE

PASSENGER UNIT

In-Service Date: 05/20/2005

Parked at: DRIVER RESIDENCE

ASSIGNMENT-PA OFFICIAL

Operator	Month of Usage	Date Input	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
.JOHN	07/31/2011	09/14/2011	0	882	0	76,839
.JOHN	08/31/2011	10/19/2011	0	694	0	77,533
.JOHN	09/30/2011	11/08/2011	0	750	0	78,283
.JOHN	10/31/2011	11/22/2011	479	1,261	9	80,023
.JOHN	11/30/2011	12/13/2011	397	170	2	80,590
.JOHN	12/31/2011	01/11/2012	683	406	6	81,679
			<b>1,559</b>	<b>4,163</b>	<b>17</b>	



**Active Passenger Vehicles  
Commute Usage Report  
Units Not Meeting Utilization Thresholds  
(Grouped by Organizational Code and then  
Sorting Lowest to Highest Business Miles Driven)**

**Targeted Values:**  
Business Miles: 6,000  
Business Days: 99.20

15-3810 GENERAL SERVICES - MAINT MGMT

054015411 2007 DODGE RAM 1500 PU  
In-Service Date: 08/02/2007

STATUS: Active Unit BILLING: PURCHASING ADMIN FEE  
Parked at: TENT BUILDING

PASSENGER UNIT  
ASSIGNMENT-PA OFFICIAL

	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
UNASSIGNED DRIVER	07/31/2011	09/15/2011	NCOLLINS	0	0	0	60,710
POOL FORLIZZI JIMMY	08/31/2011	10/26/2011	NCOLLINS	0	86	10	60,796
POOL FORLIZZI JIMMY	09/30/2011	11/08/2011	ALAWSON	0	171	14	60,967
POOL FORLIZZI JIMMY	10/31/2011	11/23/2011	ALAWSON	0	67	9	61,034
POOL FORLIZZI JIMMY	11/30/2011	12/07/2011	ALAWSON	0	89	12	61,123
POOL FORLIZZI JIMMY	12/31/2011	01/10/2012	ALAWSON	0	96	12	61,219
				<b>0</b>	<b>509</b>	<b>57</b>	

057013527 1992 FORD F250  
In-Service Date: 07/02/1992

STATUS: Active Unit BILLING: SPECIAL NO CHARGE  
Parked at: ARSENAL BUILDING

PASSENGER UNIT  
ASSIGNMENT-PA OFFICIAL

	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
POOL FORLIZZI JIMMY	07/31/2011	10/06/2011	ALAWSON	0	208	20	50,280
POOL FORLIZZI JIMMY	08/31/2011	10/25/2011	ALAWSON	0	158	18	50,438
POOL FORLIZZI JIMMY	09/30/2011	11/08/2011	ALAWSON	0	88	14	50,526
POOL FORLIZZI JIMMY	10/31/2011	11/23/2011	ALAWSON	0	101	16	50,627
POOL FORLIZZI JIMMY	11/30/2011	12/08/2011	ALAWSON	0	73	15	50,700
POOL FORLIZZI JIMMY	12/31/2011	01/10/2012	ALAWSON	0	35	7	50,735
				<b>0</b>	<b>663</b>	<b>90</b>	

## JUSTIFICATION FORM

	A	B	C	D	E	F	G	H	I
1	Org Code	Unit #	Year	Make	Model	Commute/ Personal Mileage	Business Mileage	Business Days Used	Justification
2	15-0000	004022306	2009	CHEVROLET	MALIBU HYBD	1,777	943	10	
3	15-0000	004021239	2001	CHEVROLET	MALIBU	360	1,300	22	
4	15-0000	005020278	2003	CHRYSLER	SEBRING	0	1,376	15	
5	15-0000	006022307	2004	DODGE	STRATUS	0	2,434	53	
6	15-0000	004021423	2002	CHEVROLET	MALIBU	0	2,540	40	
7	15-0000	031110012	2009	MERCURY	MARINER HYBD	2,974	3,041	74	
8	15-0000	006022311	2004	DODGE	STRATUS	0	3,309	49	
9	15-0000	007110504	2007	FORD	EXPLORER	49	5,389	59	
10	15-3810	054015411	2007	DODGE	RAM 1500 PU	0	509	57	
11	15-3810	057013527	1992	FORD	F250	0	663	90	
12	15-3810	057014614	1994	FORD	E250 WGN	0	1,277	85	
13	15-3810	014110033	1997	GMC	JIMMY	0	3,646	59	

Justification Form Should be a 100% Match to Report on Units Not Meeting Threshold except if the following occurred:

--Org Code was changed between the date that the report was run (1/19/2012) and the date the justification form was generated (1/26/2012). This type of difference should just result in a different line up of the units on the report but all the same unit #s should exist on both the report and the form.

--Corrections were made to agency's entries and you are using an old version of the report or justification form. See your automotive liaison for the most current versions of the form and report.