

## **MONITORING OF VEHICLE USE**

**6768**

(No. 141 April 2012)

It is the responsibility of each Unit Chief and Program Manager having employees or sub-units that operate state or local government vehicles to monitor the use of those vehicles. This includes a periodic review of the employee's reporting of vehicle use and the continued appropriateness of a home storage permit. Managers and supervisors should perform monthly spot checks of vehicle travel logs and maintenance records to ensure policy compliance. This monitoring should be a scheduled event at the various CAL FIRE administrative levels so that it is ongoing and will ensure all vehicle use reporting is complete, accurate and that the use criteria still applies. If discrepancies are detected, correction of the problem should be initiated as soon as possible.

## **REPORTING VEHICLE UTILIZATION**

**6768.1**

(No. 141 April 2012)

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM) has established the minimum utilization criteria for “all” state-owned, DGS leased or commercially rented/leased vehicles as 6,000 miles within a six-month period, or the vehicle is utilized at least 80% of the workdays within a six-month period. This equates to the vehicle being driven an average of 45.5 miles per day or used at least 211 work days each year.

DGS/OFAM has developed “Fleet Asset Management System” (FAMS), an automated vehicle utilization program for tracking vehicle usage. CAL FIRE must report to OFAM monthly the number of days used, month ending mileage or hours, fuel type and quantity used for all vehicles by uploading the data into FAMS. FAMS provides bi-annual vehicle utilization reports which were previously completed by CAL FIRE’s field units.

To comply with the OFAM requirements, CAL FIRE developed an automated vehicle utilization reporting program called “Mobile Equipment Management FAMS Interface System” or MEMFIS. MEMFIS is accessible thru the CAL FIRE WEB Application Shortcuts.

The monthly vehicle usage data for each vehicle is recorded on a ME-101, 102, 103 or 104 Daily Equipment Report. See Mobile Equipment [Handbook 6700](#), [Policy 6767](#) “Completion of Vehicle Use and Driver Logs”. Policy 6767 provides direction for determining the appropriate Daily Equipment Report to be used for each vehicle type as well as how to complete the applicable form. Field units are to enter required vehicle usage data obtained from the Daily Equipment Report into MEMFIS by the 10<sup>th</sup> of each month.

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Mobile Equipment Management recommends that a MEMFIS “Quarterly Usage Summary Report” be printed and filed at the end of each quarter and retained for 2 years, to assist supervisors and managers in monitoring vehicle utilization, and to aid with developing data necessary for the required vehicle usage reports, e.g. INS-68, Summary of State Driver Accidents Report, etc.

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