



# THE STATE OF GEORGIA

## EXECUTIVE ORDER

BY THE GOVERNOR:

**WHEREAS:** The management and control of state vehicles is a key issue of concern, not only to the Governor and the people of Georgia, who pay taxes to provide these vehicles; and

**WHEREAS:** The time has come to establish and execute a plan to reconsider the current usage and assignment of vehicles and to ensure that the greatest possible savings are achieved while responsibly managing the assignment, utilization, and maintenance of those vehicles which are determined to be necessary for agencies to properly perform their statutory duties; and

**WHEREAS:** State law recognizes that the proper use of state vehicles is an essential tool in the performance of agencies' duties; and

**WHEREAS:** State law and Executive Orders currently authorize the Department of Administrative Services (DOAS)/Office of Fleet Management (OFM) to coordinate the management of the state's fleet; and

**WHEREAS:** The Commission for a New Georgia, through its Fleet Management Task Force, has made various recommendations to improve the management of and reduce the cost of maintaining the state's fleet;

**NOW THEREFORE, PURSUANT TO THE AUTHORITY VESTED IN ME AS GOVERNOR OF THE STATE OF GEORGIA, IT IS HEREBY**

**ORDERED:** That the Office of Fleet Management (OFM) shall be responsible for the following duties:

- 1) Coordinate with the state auditor, the Office of Planning and Budget (OPB), and the Department of Administrative Services to promulgate appropriate policies, rules and regulations for the purchase, assignment, operation and disposal of passenger-carrying automobiles;

- 2) Establish standard specifications for passenger-carrying automobiles that do not contain unnecessary luxuries or options;
- 3) Establish a standard anticipated service period for passenger-carrying automobiles which will obtain the best value for the state considering a balance of maximum duration for use of the vehicle and maximum proceeds from the sale, trade, transfer, or other disposition of the vehicle;
- 4) In coordination with the State Purchasing Office, establish and maintain appropriate statewide contracts for the purchase, operation, use, maintenance, service, repair, and fueling of all passenger-carrying automobiles;
- 5) In coordination with the State Purchasing Office, exempt certain state entities or organizational units from the mandatory use of statewide contracts after determining that such exemption would be in the best economical or operational interests of the state;
- 6) Establish and maintain a centralized repository containing information on the purchase, assignment, operation, use, maintenance, service, repair, fueling, and final disposal of all passenger-carrying automobiles operated by organizations covered by this Order for use in appropriately managing the state's vehicle fleet;
- 7) Conduct reviews and audits of state entity compliance with policies, rules, and regulations involving fleet management; and
- 8) Provide policy recommendations to the Governor regarding the appropriate management, operation, and funding of the state's passenger-carrying automobile fleet.

**IT IS FURTHER**

**ORDERED:**

That all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Georgia shall:

- 1) Determine the need for passenger-carrying automobiles in the execution of its statutory duties;
- 2) Purchase passenger-carrying automobiles that strictly comply with the standard specifications developed by OFM;

- 3) Manage its passenger-carrying automobiles in a manner that strictly complies with all policies, rules, and regulations governing the purchase, operation, use, assignment, maintenance, service, repair and disposal of passenger-carrying automobiles;
- 4) Purchase, operate, use, maintain, service, repair, and fuel all passenger carrying automobiles in accordance with statewide contracts for those goods and services; and
- 5) Provide all information required to establish and maintain a centralized repository as directed.

**IT IS FURTHER**

**ORDERED:** That OPB and OFM shall begin implementing a comprehensive statewide fleet management system to be operational by July 1, 2005 for the purpose of collecting, analyzing, and reporting data and findings regarding the purchase, utilization, maintenance, disposal and other activities related to the management of the state's fleet.

**IT IS FURTHER**

**ORDERED:** That all state departments, institutions, boards, bureaus, agencies, commissions and authorities of the State of Georgia shall collect data and populate the fleet management system as defined and directed by OPB/OFM.

**IT IS FURTHER**

**ORDERED:** That OPB coordinate immediately with DOAS and the Department of Audits and Accounts to review fleet management policies and make necessary changes to address the following, without limitation:

- a) The assignment of vehicles to State Agency Heads;
- b) The definition of "first responder" and the parameters of "on-call status";
- c) The equitable and fair assignment of law enforcement vehicle exceptions; and

**IT IS FURTHER**

**ORDERED:** That by March 1, 2005, heads of all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the

State of Georgia shall review their current vehicle assignments to individuals and certify that each assignment complies with new fleet management policies or rescind each assignment that is no longer in compliance with policy.

IT IS FURTHER

ORDERED: That as a part of the aforementioned fleet review, the heads of all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Georgia assess all underutilized vehicles as defined and directed by OFM and provide justification for retaining such vehicles by March 22, 2005. By April 19, 2005, OFM shall coordinate with OPB to complete an accurate vehicle count and plan of disposal, and begin implementation of such plan.

IT IS FURTHER

ORDERED: That as an additional part of the aforementioned fleet review and no later than April 1, 2005, the heads of all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Georgia which have offices located on Capitol Hill, transfer vehicles currently designated as pooled vehicles to DOAS to be used in a vehicle pool operated by DOAS in the Capitol Hill area of Atlanta (to be known as the Capitol Hill Vehicle Pool), as defined and directed by OPB/OFM and shall enter into inter-agency agreements as necessary to carry out the transfers pursuant to this Order. OFM and OPB shall analyze options and make recommendations for the most efficient and effective manner of operating the Capitol Hill Vehicle Pool, including possible sale of vehicles determined to be surplus; and the private sector operation or provision of such services.

IT IS FURTHER

ORDERED: That OFM and OPB shall audit the reports and fleet operations of all state departments, institutions, boards, bureaus, agencies, commissions, and authorities of the State of Georgia to verify and validate opportunities to reduce costs and support policy goals.

THIS 12<sup>th</sup> DAY OF January, 2005.

  
GOVERNOR