



POLICY MEMORANDUM

SUBJECT: Rules, Regulations and Procedures Governing the Use and Assignment of Motor Vehicles, Purchase, Operation and Disposal of Motor Vehicles and Associated Record-keeping	Revision No: 6 POLICY NO.: 10
ISSUED BY: Office of Planning And Budget Department of Administrative Services	EFFECTIVE DATE: September 30, 2005

1-A. Legislative Authority

The Budget Act (Official Code of Georgia Annotated [O.C.G.A.] Section 45-12-73 et. seq.) authorizes the Office of Planning and Budget (OPB) to develop financial plans for the State, to coordinate the fiscal affairs of the State, to see that the financial resources of the State are used most efficiently, to promulgate rules and regulations governing the acquisition, utilization, maintenance, repair and replacement of the State's motor vehicles. O.C.G.A. Chapter 50-19 authorizes the Department of Administrative Services (DOAS) to establish and operate an interagency motor pool near the state capitol. This chapter also provides for the marking of State vehicles. DOAS will work with and under the direction of the Office of Planning and Budget to carry out this policy.

1-B. Policy

This policy is to provide the framework and procedures to be followed by Executive Branch state agencies regarding the use, assignment and management of State owned or leased vehicles, and to clearly state how motor vehicles shall be used for the official business interests of the State, not the personal interests of employees. It is the responsibility of each Executive Branch agency head to ensure that the provisions of this policy are strictly enforced in a manner to ensure that state vehicles are operated and managed in an effective, efficient and responsible manner. It is further the responsibility of agency personnel to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception. Where they occur, violations should be dealt with promptly.

(Note: O.C.G.A. 35-2-73 expresses very clear and specific statutory intent of the General Assembly regarding transportation and security procedures to be provided for the Governor, Lt. Governor and Speaker of the House of Representatives. For purposes of this motor vehicle policy, these three positions are exempt from its provisions.

Additionally, the following Constitutional Officers are also exempt: Secretary of State, Attorney General, Chief Justice of the Supreme Court, and the Commissioners of

the Departments of Labor, Agriculture, Education and Insurance. See related provisions in O.C.G.A. 50-19-2.)

2. General Provisions

The intent of this policy is to provide guidelines for the cost effective management and operation of the State's motor vehicles used by agencies in accomplishing their legally authorized missions. Agencies are required to purchase, operate, use, maintain, service, repair and fuel all motor vehicles in accordance with statewide contracts established by DOAS. DOAS is authorized to exempt certain state departments, institutions, boards, bureaus, agencies, or organizational units thereof from the mandatory use of such statewide contracts after determining that such exemption would be in the best economical or operational interests of the State.

2.1 Use of Policy Memorandum with DOAS Motor Vehicle Management Manual

It is intended that this policy memorandum will be used in conjunction with the Motor Vehicle Management Manual issued by DOAS. This manual provides detailed guidelines for the sound and efficient management of motor vehicle fleets and establishes procedures where appropriate for the policies enumerated in this policy memorandum.

2.2 Covered Type of Vehicles and Exclusions

With exceptions noted in Paragraph 1-B on Page 1, this policy memorandum applies to all motor vehicles either owned, rented, borrowed, leased, donated or otherwise under the possession and control of State departments, institutions, boards, bureaus, agencies, authorities, colleges and universities (all are which hereinafter referred to collectively as agency or agencies). Motor vehicles are defined as any vehicle that is or is capable of being tagged and titled in the state of Georgia and driven on highways or streets, including motorcycles.

2.3 Exemptions from Policy Memorandum

Requests for exemptions from any of the provisions of this policy memorandum may be submitted for approval by agency managers to the Agency Head who will in turn submit the request, as appropriate, to the Office of Planning and Budget for review. Final approval will be based upon a joint decision between the fleet managers of OPB and DOAS. If agreement cannot be reached among these representatives, the Agency Heads of OPB and DOAS will determine the final outcome.

2.4 Agency Fleet Coordinator

Each State department, institution, board, bureau, agency, authority, college and university will designate a motor vehicle coordinator. In this capacity, the coordinator will be responsible for coordinating, under the approval and review of the agency head, all motor vehicle activities outlined in this policy memorandum.

Section I – Vehicle Assignments

3. Individual Assignment of Vehicles

3.1 All assignments will be documented using form DOAS MV-1. This form must be submitted to DOAS as specified in Section 4 of this policy memorandum.

3.2 For the purposes of this policy memorandum, "assignment" means that an employee has exclusive control over a vehicle's use during the workday or is the only employee who routinely drives the vehicle.

The following must be met in order for a state employee to qualify for the assignment of a vehicle:

- State employees who annually drive more than 14,000 State business miles in order to routinely conduct State business, as determined by the respective agency head. For each year an employee is assigned a vehicle (including any replacement vehicles), the employee must drive at least 14,000 State business miles. If, after any one year of assignment, an employee assigned a vehicle fails to drive 14,000 State business miles, and the employee fails to drive 3,500 State business miles the following quarter, the agency shall revoke the vehicle's assignment to the employee. The vehicle will then be re-designated as a pool vehicle or surplus in accordance with DOAS guidelines. Employees assigned a vehicle are **not** automatically eligible to drive the vehicle to and from their residences. Please see Section 3.3 below for criteria for overnight assignment.
- If the total State business miles driven by an employee assigned a vehicle (including any replacement vehicles) fails to exceed 14,000 State business miles in a year, for the employee to continue being assigned a vehicle, the vehicle must:
 - Have special equipment or be used to transport equipment which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed

location, for example special scientific testing equipment required for EPD Emergency Response employees; or

- Be required to be driven in sites or under conditions that would endanger privately owned vehicles, for example DFCS workers in dangerous neighborhoods.
- Employees whose positions require them to perform duties of a Sworn POST-certified/registered law enforcement officer **AND** having a vehicle specially equipped for law enforcement purposes is essential for the employee to carry out their job functions.

The minimum numbers of miles specified in this paragraph refer solely to those miles driven exclusively for conducting State business. Miles driven between employees' residences and their workstations are NOT State business miles, but rather, are considered official commuting miles (as defined by the Internal Revenue Code). Further, the minimum numbers of miles specified in this paragraph refer to those miles incurred through the most effective and efficient use of vehicles for legitimate State business. For example, having several individuals in a work unit drive their state vehicles to an official function at the same time and place instead of sharing rides, particularly if the use of multiple vehicles is for the purpose of meeting the minimum qualifying mileage specified herein, is expressly prohibited.

3.3 Authorization for Vehicles to Be Driven Home Overnight on a Daily Basis

3.3.1 Agency heads must certify that individuals meet the requirements of this section by signing and submitting the MV-1 form discussed in Section 4.1 of this document. Employees are authorized to drive State vehicles to and from their residences if otherwise eligible to be assigned a vehicle based on previous provisions listed above and if one of the following conditions apply:

- An employee whose position requires him or her to perform the duties of a Sworn POST-certified/registered law enforcement officer, and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job functions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.

- There is no overnight security at the employee's work site where there is evidence of vandalism, and security cannot be obtained for modest cost nearby.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. When appropriate, agencies should establish a "designated first responder", thus limiting the number of individuals who are on-call". An employee who is *on call* after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.
 - Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
 - A vehicle is for emergency use or is specially equipped and used for a related mission -- such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle -- and the vehicle is rarely driven to a central work site from employee's home; or
 - Is required to be driven in sites or under conditions that would endanger a privately owned vehicle.

On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis. Only those individuals who have 12 call-outs per year will be authorized for a vehicle assignment. This information must be documented on the individual MV-1 form submitted to the Office of Fleet Management.

3.3.2 Agency Pool Cars

There will be no agency operated pool cars on Capitol Hill. Agencies will not establish pool vehicles for employees located on the Capitol Hill site. Rather, employees will be required to utilize vehicles from the Department of Administrative Services' Capitol Hill Motor Pool. The Capitol Hill site is defined by a geographic area generally bounded by Interstate 20 on the South, Washington Street and/or Central Avenue on the West, the CSX railroad tracks and/or Decatur Street on the North, and Interstate 75/85 (Downtown Connector) and/or Martin Street and Terry Street on the East. Also included in the Capitol Hill Site are the office buildings at Two Peachtree Street and The Equitable Building. Please see Attachment A for a map outlining the area.

For those agencies located outside the Capitol Hill area and maintain pool cars for their employees' use, agencies may allow an employee who uses a pooled vehicle to drive the vehicle home after work hours if:

- The employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning; or
- The employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a workday during which the employee has used the vehicle in an authorized manner.

See Section 4.3 of this policy for Accounting for Commuting Use of Vehicles for Federal Reporting for those miles driven that are non-business use miles.

4. Record-Keeping Requirements

4.1 Documentation of Vehicle Assignments

The justification for each vehicle assignment must be documented and approved by OPB using Form DOAS MV-1. **Each MV-1 form must be signed and certified by the agency head.** Justification for an employee to drive a vehicle home on a routine basis must also be documented on this form. A copy of the completed Form DOAS MV-1 shall be filed in each vehicle's file and in the assigned individual's personnel file. This form is to be resubmitted annually by the agency's motor vehicle coordinator after review by agency management.

Failure to annually update this form will result in the immediate suspension of the authorization until the MV-1 is submitted and approved.

4.2 Monthly Record-keeping of Operating Activities, Commuting Activities and Costs

For each vehicle it owns, each State agency shall provide for an internal form completed monthly, or enter data into the Fleet Management Database when available, identifying the vehicle and assigned driver, if any, State and personal (including commuting) mileage driven daily, locations of beginning and ending stops made daily (not intended to include routine maintenance or enforcement stops, etc), and number of commuting trips made daily. For the purposes of this policy, mileage driven to and from homes by employees who maintain their principle offices in their homes, and whose assigned duties require them routinely to drive to different sites, is considered to be State business mileage.

For vehicles, which are typically confined to campus areas, except for trips required for fuel and maintenance and are not used for commuting, only summary mileage and cost information must be maintained monthly. Completed forms for each vehicle shall be maintained in the vehicle's file.

4.3 Accounting for Commuting Use of Vehicles for Federal Reporting

This section applies only to those employees who have been pre-approved to drive their agency assigned vehicle to and from work and their residence on a regular basis.

Employees who drive state vehicles to and from their residences are considered by the Internal Revenue Code to have derived gross income from such use of their vehicles. The Internal Revenue Code permits most employees to value commuting use at \$1.50 per one-way trip. The Code requires that such income be reported with other gross income on individuals' income tax returns, and that taxes and FICA be paid on such income. However, certain employees may meet the Internal Revenue Code definition for "control employees." If an employee is defined as a control employee, certain exceptions apply when accounting for commuting use. Please refer to the Internal Revenue Code for clarification (Publication 15-B, *Employer's Tax Guide to Fringe Benefits*). In cases where agencies are uncertain if an employee falls under the "control employee" definition, or think they are exempt from this provision, agencies should request confirmation in writing from the Department of Law.

The Internal Revenue Code also requires that employees report the number of commuting trips they make to their employers, that the employers withhold associated taxes and FICA, that the employers report such income and

withholdings on individual employees' W-2 forms, and that the employers remit all withholdings and the employers' share of any owed FICA to the Internal Revenue Service.

These issues are addressed in more detail in memoranda issued by the Department of Law. Generally, trips between one's home and office are considered to be commuting. Exceptions are limited to those employees maintaining their principle offices in their homes and for sworn law enforcement officers going officially on patrol when they leave their homes.

At the end of each calendar year, agencies should adjust their employer shares of FICA payments based on employees reported actual commuting trips. Similarly, employees should report their actual number of commuting trips on their tax forms and either remit additional payments or claim refunds accordingly. As previously stated, agencies which feel that their employees are exempt from this federal requirement should request confirmation in writing from the Department of Law.

4.4 DOAS Records Repository

DOAS will establish and maintain a centralized repository containing, in addition to the title, information on the purchase, assignment, operation, use, maintenance, service, repair, fueling and final disposal of all motor vehicles operated by organizations covered by this policy memorandum for use in managing the State's use of motor vehicles. Where appropriate, these records will be stored and maintained in electronic format. All state departments, institutions, boards, bureaus, agencies, authorities, colleges and universities shall provide all information required to establish and maintain such a centralized repository in a format to be determined by DOAS. The State of Georgia is in the process of establishing a new fleet software package that will be implemented later in 2005. Upon its implementation, all state agencies will provide data in the format needed to be consistent with that new program that is under development.

Pending implementation of the new fleet management software program and revised guidance to state agencies, information provided to DOAS should, when applicable, be the same information residing on the organization's financial accounting system (records maintained in order to comply with generally accepted accounting principles). Records will be in a suitable format to allow analysis of vehicle utilization, operating costs, compliance with applicable policies, rules and regulations, and to provide recommendations to the Governor and the Office of Planning and Budget for appropriate management decisions relating to operations and funding of the State's fleet of motor vehicles.

In addition to electronic and written documentation held by DOAS, agencies shall maintain a file which will identify every vehicle it owns to include:

registration, emission control inspection, maintenance records, physical location of the vehicle and other legal documentation. Agencies have the option of keeping this information in a file either at a central site or at the operating units. DOAS will make every effort to minimize duplication between records held in the central repository, agency files, and automated databases.

If the vehicle has initial approval for any exceptions to the marking and tagging provisions of this policy memorandum (Section 6) approved by DOAS, the agency must forward ongoing justification for the exceptions.

Agencies are required to identify all State business miles driven and all personal miles driven; identify all incidents of commuting use; identify relevant costs associated with vehicle maintenance and operations, and otherwise comply with all provisions of this policy memorandum.

Section II – Purchase, Operation and Disposal

5. Acquisition of Motor Vehicles

All state departments, institutions, boards, bureaus, agencies, authorities, colleges and universities are required to purchase motor vehicles (excluding off the road vehicles and highly specialized vehicles) that strictly comply with the standard specifications. Specifications for motor vehicles are established by DOAS in concert with State agencies to meet their operational requirements. OPB, with input from DOAS, will establish a standard anticipated service period for all types of passenger carrying vehicles. This service period will ensure the State obtains the best value considering a balance of maximum duration for use of the vehicle while obtaining maximum proceeds from the sale, trade, transfer or other disposition of the vehicle.

5.1 Justifying Funds Requested for Motor Vehicles

Funds for motor vehicles will continue to be budgeted in each agency's budget as Motor Vehicle Purchases or other appropriate object class. In preparing their budget requests, agencies shall justify each vehicle requested, whether new (addition to the fleet) or replacement vehicle.

5.1.1 Additional Vehicle Requests

For each new vehicle requested, agencies shall demonstrate the following:

- All current agency vehicles are being used as originally presented for budget justification;

- The new vehicles are for additional staff or new program/unit; and
- The new vehicles will be utilized a minimum of 14,000 miles per year for State business.

Agencies will not establish pool vehicles for employees located on the Capitol Hill site. Rather, employees will be required to utilize vehicles from the Department of Administrative Services' Capitol Hill Motor Pool. The Capitol Hill site is defined by a geographic area generally bounded by Interstate 20 on the South, Washington Street and/or Central Avenue on the West, the CSX railroad tracks and/or Decatur Street on the North, and Interstate 75/85 (Downtown Connector) and/or Martin Street and Terry Street on the East. Also included in the Capitol Hill Site are the office buildings at Two Peachtree Street and The Equitable Building. Please see Attachment A for a map outlining the area.

5.1.2 Replacement Vehicle Requests

For each replacement vehicle requested, agencies shall demonstrate the following:

- The vehicle was destroyed or,
- The vehicle meets the replacement criteria established each budget cycle as determined by OPB, with input provided by DOAS. Criteria will be based upon comparison with other similar type vehicles:
 - Operating Service Months (Age)
 - Life-to-Date Miles
 - Average Operating Cost (less fuel)
 - Residual values at sale
 - Operating Environment. And,
- The replacement vehicle will be "like kind". If not, written justification outlining the need to meet new operating requirements must be submitted to DOAS for approval.
- All current agency vehicles are being used as originally presented for budget justification.
- No current vehicles are available to replace any worn out vehicle; or be reassigned to meet new operating requirements.

DOAS will prepare a forecast of vehicles meeting replacement criteria during the next budget year and copy OPB and State Purchasing to assure necessary coordination and encourage detailed budgetary considerations. In addition, State Purchasing will provide vehicle cost schedules for agency use in

the annual General Budget Preparation Procedures and in the Annual Operating Budget Procedures.

5.2 Vehicles Authorized for Acquisition

5.2.1 Clean Fuel Fleet Program

In consideration of Federal, State and Local regulations relating to the Clean Air Act of 1990 and the Energy Policy Act of 1992, all efforts will be made to ensure every vehicle purchased by a State agency meets or exceeds emissions standards. In addition, Alternative Fuel Vehicles will be made available through the Statewide Business Services Division's State Purchasing vehicle contracts. Vehicle models identified for purchase and use in non-attainment areas that are not recognized alternative fuels capable will require justification and approval by DOAS prior to purchase.

5.2.2 Motor Vehicles Authorized for Acquisition - Sedans

Agencies are encouraged, but not required, to acquire subcompact and compact automobiles wherever possible. If subcompact or compact automobiles for specific jobs are too small to satisfy the operating needs of those jobs, an agency is authorized to obtain mid-sized automobiles. Mid-sized cars are those typically defined as such by rental car companies. These cars are usually four-door, can accommodate up to four persons comfortably (with a maximum of five persons), and hold up to four pieces of luggage. Agencies have full discretion on the size of automobiles that they may obtain, up to and including mid-sized automobiles, based on their own assessments of their individual needs. Agencies are required to maintain documentation of the assessment and make the information available for inspection upon request. Agencies must obtain authorization from DOAS to acquire any automobile larger than a mid-sized automobile or an automobile with options not included in the equipment shown on the State contract specification. The makes and models of the automobiles with the established options shall be placed on Statewide contract by the DOAS Statewide Business Services Division's State Purchasing through its established bidding procedure.

5.2.3 Acquiring Vehicles Other Than Sedans

As noted previously, agencies shall acquire the most economical vehicles to purchase and operate which are suitable for the purposes for which they are obtained. The makes and models of all other vehicle types with the established options shall be placed on Statewide contract by the DOAS Statewide Business Services Division's State Purchasing through

its established bidding procedure. Within this framework, agencies have full discretion as to which types and sizes of vehicles other than automobiles they shall acquire for various applications.

5.3 Ordering Vehicles

All vehicles must be ordered through DOAS. Prior to ordering any vehicles, agencies must submit the associated procurement documentation to DOAS for certification that the size and optional equipment restrictions of this policy memorandum are being complied with. No vehicle may be ordered without the signature of the appropriate DOAS official on the procurement documentation. Additionally, agencies that are replacing vehicles are required to provide information on the vehicle(s) to be replaced, including type of vehicle, unique agency vehicle number, VIN, age, mileage, general operating condition, and other information as deemed necessary. DOAS will establish vehicle order cutoff dates consistent with the vehicle manufacturers' guidelines. Any orders received within 15 days of a cutoff or the end of a Fiscal Year will be deferred and funds will be encumbered through the first quarter of the subsequent fiscal year through a purchase order. Any dollar amount of the new statewide contract price over and above the amount of the purchase order will come out of the then current fiscal year budget. NOTE: Purchase orders will only remain valid if the same vendor is on the statewide contract in the next fiscal year. Emergency requirements, which justify orders after the cutoff date (e.g., replacement of a totaled vehicle) or changes in the vendor(s) awarded the statewide contract, will be considered on a case-by-case basis. Vehicles will not be purchased off-contract from dealer stock without the written approval of DOAS.

5.4 Purchasing Used or Demo Vehicles

Unless granted specific authority by DOAS, all automobiles purchased by agencies must be new; however, agencies may request authorization to purchase used automobiles. In such instances, agencies must demonstrate that the cost of each used automobile purchased does not exceed the fair market value of the vehicle as determined by the National Auto Research's "Black Book."

5.5 Leasing Vehicles

Agencies may enter into lease agreements for vehicles in lieu of purchasing only with prior written approval of DOAS. All leasing shall be conducted through leasing contracts established by DOAS Statewide Business Services Division's State Purchasing.

5.6 Disposing of Vehicles

Agencies shall continue to dispose of their vehicles through State Surplus Property. Upon receipt of the new vehicle, the receiving agency has 60 days to deliver the surplus vehicle to a State Surplus Property location along with required documentation. DOAS will determine a "floor" value to be assigned to each vehicle based upon the National Auto Research's "Black Book". DOAS will track sales of surplus vehicles associated with the annual replacement program to ensure timely disposal.

5.7 Transfer of Vehicles

The transfer of vehicles directly between agencies is not authorized by this policy, unless the law specifically authorizes the transfer. Prior to the time of transfer, the transferring agency must submit a State Surplus Property Transfer Form and Invoice via DOAS for approval. Once approved, the document will be forwarded to DOAS Support Services State Surplus Property. State Surplus will process the financial transaction between the gaining and transferring agencies. Both the transferring agency and the receiving agency should concurrently update their vehicle management system's records and/or their asset management system's records to reflect the transfer of the vehicle. It is not necessary for the vehicles to be physically routed through State Surplus Property.

5.8 Vehicle Utilization

Annually, vehicle-operating data will be analyzed to determine whether an assigned vehicle is being utilized a minimum of 14,000 miles per year for State business by OPB and DOAS. Utilization reports will be published for all Agencies. Specific agencies will be notified when the vehicle does not meet the quarterly goal of 3,500 miles, requesting they monitor mileage and consider reassignment or surplus of the vehicle. Annually, a utilization report will be submitted to the heads of OPB, Department of Audits and Accounts, DOAS and the State Accounting Officer for review.

6. Registration and Licensing

DOAS shall apply for titles, registrations and tags with the Department of Revenue in the names of the ordering agencies but with the DOAS address. Ownership remains with the agency purchasing the vehicle. DOAS will retain original title and forward copies of all registration documentation and tags to sites designated by the various agencies. Additionally, DOAS will enter initial information about vehicles into the Fleet Management Database on all new vehicles. This process will facilitate the

vehicle registration process for the years in which the Department of Revenue issues new tags for all vehicles statewide through the use of registration renewals.

State agencies are advised to correct the names of their agencies on file with the Department of Revenue so that only the **official name** of each agency is used for each vehicle title and registration. The use of only one name per agency will potentially make feasible significant labor savings for the tag re-issuance effort.

7. Physical Identification

7.1 Vehicles to Be Affixed with State Government Tags

As provided for by O.C.G.A. Section 40-2-37, all State vehicles shall be affixed with State Government license tags unless they are specifically authorized by the Department of Revenue to have confidential tags affixed.

7.2 Marking of Vehicles

It is State policy that each agency shall assign one unique identification number to each vehicle. Each agency shall use only one number -- in addition to the manufacturer's vehicle identification number -- to identify a vehicle. Identification numbers shall be up to a seven-digit number with a three-digit agency prefix. The seven-digit number will be affixed to the vehicle as noted in the DOAS Motor Vehicle Management Manual. Where identification exemptions apply, the vehicle identification number is not required. This one number shall be used for each and every manual and automated system maintained by the agency and shall be affixed to the vehicle as provided for in Section 7.

In accordance with O.C.G.A. Sections 50-19-2, those vehicles not specifically authorized by the Department of Revenue to be affixed with confidential license tags shall be marked. These markings shall be placed as shown in the DOAS Motor Vehicle Management Manual, by having affixed to the front door on each side of such vehicle a clearly visible decal or seal containing the name of or otherwise identifying the governmental entity owning, leasing, or operating such vehicle. They shall have affixed State Government tags. Such markings may be removed only if the vehicle is authorized by the Department of Revenue to have confidential tags.

Agencies are authorized to have their vehicles marked with their own specially designed seals, so long as each such specially designed seal shall clearly identify the agency as being a part of State Government. Otherwise, generic State seals and departmental identification strips shall be used to mark the vehicles.

For those activities where agencies fear for the personal safety of the drivers or interference with their duties if their organizational unit or agency is identified, agencies are authorized to use vehicles marked with only the State seal and not to use any departmental identification.

7.3 Emissions Inspection

All State motor vehicles operated in areas requiring emissions inspections shall be properly inspected annually as required by state law. Agencies should refer to Chapter 391-3-20-.03 of the Official Administrative Rules and Regulations of the State of Georgia (for the Department of Natural Resources) for pertinent exemptions. Agencies should maintain documentation that emissions inspections are not required.

8. Maintenance

DOAS provides guidelines in its Fleet Management Manual for agencies to follow in maintaining their vehicles. Agencies are required to follow these guidelines.

9. Effective Date

This revised policy memorandum shall be effective September 30, 2005.