



Ohio Administrative Code

Rule 123:6-1-04 Delegation of authority of fleet management.

Effective: February 29, 2016

(A) The department of administrative services shall manage the fleet of a state agency, including the day-to-day operations of the state agency's fleet, unless the department delegates that management to the state agency. If the department manages a state agency's fleet, whether full or partial, requiring the department to provide services other than those provided to the agency as part of the department's annual fleet administration rate, the department shall determine an additional reasonable fee to provide such additional management services, and the state agency shall timely reimburse the department that fee.

(B) The department of administrative services may fully delegate the management of a state agency's fleet to that agency if the agency does all of the following:

(1) Employs a fleet manager, certified pursuant to rule 123:6-1-06 of the Administrative Code, to manage the state agency fleet.

(2) Demonstrates, to the satisfaction of the department, the ability to use the fleet management information system, required under division (C) of section 125.832 of the Revised Code, and to generate comprehensive reports from fleet management information system on a timely basis.

(3) Demonstrates, to the satisfaction of the department, the ability to use the fleet credit card system, pursuant to rule 123:6-1-08 of the Administrative Code, and to generate reports from the fleet credit card system on a timely basis.

(4) Demonstrates, to the satisfaction of the department, the ability to enter bulk-fueling data required pursuant to rule 123:6-1-08 of the Administrative Code into the fleet management information system on a timely basis.

(5) Demonstrates, to the satisfaction of the department, the ability to analyze regularly motor vehicle cost per mile and miles per gallon data requested by the department, and properly apply that



information to manage the agency's fleet.

(6) Demonstrates, to the satisfaction of the department, the ability to analyze regularly motor vehicle mileage reimbursements requested by the department.

(7) Demonstrates, to the satisfaction of the department, the ability to develop and submit an approved comprehensive fleet plan and to provide the comprehensive plan on a timely basis.

(8) Demonstrates, to the satisfaction of the department, adequate processes and procedures to ensure fleet management reporting and fiscal integrity for the administration of an on-site maintenance facility, if applicable.

(9) Demonstrates, to the satisfaction of the department, that the agency has an individual that can assume, and keep current, the duties of the agency's certified fleet manager in case of a temporary absence of the fleet manager.

(C) If the department of administrative services determines that a state agency demonstrated compliance with the requirements set forth in paragraph (B) of this rule, and decides to delegate the department authority to manage that agency's fleet to that agency, the department shall provide the state agency with a written delegation of authority. The department's delegation shall be for a period of not more than three years unless the department determines that the agency should lose such delegation pursuant to rule 123:6-1-05 of the Administrative Code.

(D) If the department of administrative services determines that a state agency has not demonstrated compliance with all of the requirements set forth in paragraph (B) of this rule, the department may grant a partial delegation of the department's authority to manage the state agency's fleet to that agency, or decide to manage fully the state agency's fleet, the department shall do the following:

(1) Ensure that the state agency has either a fleet manager certified pursuant to rule 123:-6-1-05 of the Administrative Code, or has a fleet manager provisionally certified pursuant to rule 123:-6-1-05 of the Administrative Code.

(2) Inform the state agency of the requirements set forth in paragraph (B) of this rule, in which the



agency was deficient, and require the agency to provide a work plan detailing specific goals, tasks and time lines that will allow the state agency to receive full delegation of authority from the department.

(3) Determine a reasonable fee, if any, for any management functions provided by the department in managing the agency's fleet, as provided in paragraph (A) of this rule.

(E) If the department determines to manage fully the state agency's fleet, the department shall do the following:

(1) Inform the state agency, in writing, of those requirements set forth in paragraph (B) of this rule, in which the agency was deficient, and require the agency to provide a work plan detailing specific goals, tasks and time lines that will allow the state agency to receive a delegation of authority from the department.

(2) Determine a reasonable fee, if any, for the management functions provided by the department in managing the agency's fleet.