



DCAM - FLEET MANAGEMENT DIVISION

PROCESS L001: *Monthly Lease*

1. OVERVIEW

This process provides instructions for agencies on how to request a monthly lease vehicle from the Fleet Management Division (FMD) and includes the lease conditions.

2. HOW TO REQUEST A VEHICLE

2.1. Vehicle Availability

- 2.1.1. Contact FMD to inquire about vehicle availability.
 - 2.1.1.1. Email (preferred): fmd.lease@omes.ok.gov
 - 2.1.1.2. Phone: (405) 522-1204
Fax: (405) 525-2682
 - 2.1.1.3. Address:
317 N.E. 31st Street, Suite A ([map](#))
Oklahoma City, OK 73105-4003
- 2.1.2. Provide the following information:
 - 2.1.2.1. Vehicle category desired, i.e. sedan, van, truck, SUV;
 - 2.1.2.2. Desired vehicle delivery time;
 - 2.1.2.3. Specify if the vehicle is an addition to the fleet or replacement of a current vehicle;
 - 2.1.2.4. Expected usage, either based on the actual usage of a vehicle replaced, ~~or~~ mileage reimbursement, or (if neither), estimate of anticipated monthly or annual miles to be driven.

2.2. Request

- 2.2.1. Complete Request for Monthly Lease ([DCAM-FORM-FM-015M](#))
- 2.2.2. A written request for a vehicle to be assigned to an agency on a monthly basis shall be signed by the appointing authority of the agency or designee;
- 2.2.3. Submit the form electronically (email preferred), or in person to the Fleet Management Division at the time of or prior to vehicle pick up.

3. LEASE CONDITIONS

3.1. Agreement

Any agency leasing a vehicle from the Fleet Management Division agrees to the following:

- 3.1.1. Agency shall keep vehicle in good operating condition during its use and maintained in accordance with the established Fleet Management Preventative Maintenance Schedule ([DCAM-PROCESS-FM-G001](#));
- 3.1.2. Agency shall report to the Fleet Management Division any and all defects during the lease period and upon vehicle return;
- 3.1.3. Agency shall make prompt payment for all Fleet Management invoices associated with this lease and use of the vehicle (OAC: 580:35-1-5(e), and section 4.2.3. of [DCAM-PROCESS-FM-F001](#));
- 3.1.4. Agency shall ensure any driver authorized by the Agency to drive the vehicle named in an FMD Vehicle lease will sign and be thoroughly instructed about compliance with the terms stated in the Driver Responsibility Certification ([DCAM-FORM-FM-015C](#));



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3.1.5. Agency will comply with all FMD reporting requirements.
([DCAM-PROCESS-FM-G002](#) and [DCAM-PROCESS-FM-L002](#));

3.1.6. Agency will comply with all Fleet Management Statutes, Rules and Policies and Processes.

3.2. Lease Rate Coverage (http://www.ok.gov/DCS/Fleet_Management/Leasing_Vehicles/index.html)

3.2.1. Maintenance

3.2.2. Insurance - Vehicle Physical Damage (Liability is provided by agency standard liability coverage through Risk Management)

3.2.3. Road Assistance and GPS

3.3. Additional Requirements

The lease rate does NOT include the fuel cost. However, each vehicle is equipped with a Fleet Card. See Section 3.4. below.

3.4. Fleet Card

Each driver is required to use a Fleet Card for:

3.4.1. Fuel, per [DCAM-PROCESS-FM-F001](#);

3.4.2. Maintenance, per [DCAM-PROCESS-FM-G001](#);

3.4.3. Road Assistance, per [DCAM-PROCESS-FM-A001](#).

3.5. Road Assistance Card ([DCAM-PROCESS-FM-A001](#))