

DATE	REPORTING REQUIREMENTS	INFORMATION FOUND
January 15th of each year/as needed	Agency Fleet Coordinators (AFCs) are responsible for ensuring employees who operate a state-owned vehicle by the spending unit are familiar with all rules, policies and programs related to state-owned vehicle use. AFCs are required to document driver understanding of these rules, policies and programs no later than January 15th, review driver understanding of the State of West Virginia Vehicle Use Policy pertaining to the Employee Use of Employer Provided Motor Vehicles and ensure drivers complete the Employee Acknowledgement DOA-FM-011 form. A copy of the policy must be in each state vehicle	Legislative Rule 148 CSR 148 §3.2 and State of West Virginia Vehicle Use Policy for State Employee use of Employer Provided Motor Vehicles. Driver completes the Employee Acknowledgement DOA-FM-011 (acknowledgement of expectations regarding the operation of a state vehicle) form by reading the policy and signing the form found on FMD's webpage
January 15th of each year/as needed	Ensures all drivers have valid licenses and that they complete the DOA-FM-023 form as well as the DOA-FM-031 Fuel Card User Agreement (ensure drivers understand procedures associated with using a FMD provided fueling card)	AFC to track and have drivers complete DOA-FM-023 (acknowledgement of defensive driver training and valid driver's license) and DOA-FM-031 (Fuel Card User Agreement) forms. Forms located on FMD's webpage
March and September	Bi-Annual continuing Driver Safety Module	Email sent to participants (only State of WV agencies that are enrolled in the Holman program)
July 1st of each year	All vehicles must be in wvOASIS Fixed Assets. Spending Units shall affirm that all vehicles are in Fixed Assets with Surplus Property	Surplus Property or wvOASIS HelpDesk
July 1st of each year	Each year, Utilization Exemption Requests must be submitted for those vehicles which are not expected to meet the 1,100 miles/per month requirements for the new fiscal year. Previous fiscal year exemption requests are rendered void	Email containing necessary Form will be sent to the AFC prior to submission.
By July 1st of each year / As needed	Spending Unit names a Fleet Coordinator and reviews the maintenance parameters and user access in Holman for any edits needed and submits to FMD	DOA-FM-006 and DOA-FM-033 form in the forms database on FMD's webpage. The DOA-FM-006 form needs to be sent to FMD only following an AFC change
July 1st of each year	New Insurance cards must be in every vehicle	FMD's webpage
July 1st of each year	BRIM Defensive Driver Requirements. Holman has a Driver Safety Program that can facilitate all tracking and reporting requirements. Agencies can sign up for the program by contacting their FMD Account Manager	DOA-FM-023 form on FMD's webpage. In order to receive a premium discount, agencies must have a defensive driving program for their drivers
On or before July 1st each year	Spending unit shall prepare and maintain a list of all employees who are provided a state vehicle and specify the bona fide noncompensatory business reasons for which the state vehicle is being provided to the employee	WV Code §5A-12-7(c). FMD sends the AFCs a spreadsheet and reminder yearly around June 1st
July 31st each year	Spending Unit shall report to Fleet Management Division the number of occasions off-hours/after-hours that a vehicle was used that has an approved Utilization Exemption Request for categories SEV or ERV	Fleet Management Division to supply form/spreadsheet to the Spending Unit.
October 1st each year / As needed upon vehicle change event and/or addition (AFC needs to confirm)....emails are sent 9/1	Holman Vehicle Data - DRIVER PIN CLEANUP, REVIEW THAT FUEL CARDS ARE ASSIGNED TO THE CORRECT VEHICLE, VEHICLE PURPOSE FIELD*, OVERNIGHT PARKING ADDRESS, DRIVER'S NAME, and MAINTENANCE PARAMETERS* *Vehicle purpose updates using DOA-FM-021. Maintenance parameter updates using DOA-FM-033 form	Update information in Holman. DOA-FM-021 and DOA-FM-033 forms for Purpose and Parameters (respectively) on FMD's webpage. Holman Insights General Info tab for other attributes. Contact FMD Account Representative for assistance
October 1st each year	AFC should review their Agency's fleet and prepare for new vehicle contract awards. Vehicle replacement criteria is 5 years and 120,00 miles	Holman Insights LOV Report
October 1st each year	AFCs must review their vehicle operating cost in Holman Insights and agencies exempt must send FMD their operating cost for previous fiscal year	Holman Insights database and other information tracked by AFC
Every Three Months	Report requested Odometer readings to FMD. A monthly fuel transaction and/or telematics could alleviate reporting odometers	Email request from FMD to Agencies that have a missing odometer reading
Monthly	Ensures drivers report commuting miles on Vehicle Log Sheet and sends copy to FMD	AFC to collect from drivers and send to Fleet Manager
Daily / As needed	Review Holman Insights Dashboard for Alerts and Widgets	Holman Insights Dashboard
Daily / As needed	Report any changes made within 30 days to a vehicle License/Registration to FMD and include the new registration card copy	DMV and Holman
Daily / As needed	AFCs are to report all vehicle / driver complaint data to FMD	AFC to track