

## 1.11 MOTOR VEHICLE OPERATIONS AND MAINTENANCE (Object 07)

The budget process is the most appropriate method for requesting vehicles. Agencies are expected to include complete FY 2018 vehicle needs within the FY 2018 budget request.

Each agency should carefully consider the use of its motor vehicle fleet in terms of annual mileage and consistent use before submitting requests for replacement or additional vehicles. This fleet review should include an effort to downsize the fleet, especially for vehicles assigned to headquarters staff. Fleet analysis must include a review of field staff vehicle usage. From a cost savings standpoint, field staff currently traveling in private vehicles that generate excessively high mileage (10,000 miles annually), and consequently high privately owned vehicle (POV) reimbursements, are strong candidates for State motor vehicle assignments.

### **Replacement Vehicles**

An agency should determine whether all the vehicles in its fleet are essential to program operations. A concerted effort to downsize fleets will assist the overall budget process. All replacement vehicles will be budgeted and requisitioned by size and type. A vehicle may be considered for replacement if its mileage will exceed 100,000 miles by March 2018. *However, 100,000 miles is only an indicator that the potential exists to replace a vehicle; it is not the benchmark used for approval.* DBM will review each vehicle request on a case-by-case basis. Requests to replace vehicles with lower mileage must be justified in writing.

### **Additional Vehicles**

Additional vehicles should be requested only if:

- No existing vehicle can be reassigned to fill the need.
- The vehicle will be driven at least 10,000 miles per year.
- There is a cost savings (provide written justification).

### **Sport Utility Vehicles – Does not apply to law enforcement agencies.**

Agencies are required to include justification for each replacement and additional SUV request, using DBM's Fleet Administration Unit (FAU) criteria:

- Description of the primary purpose or use of the vehicle and the frequency of its use. *Inclement weather is not a valid justification.*
- Detailed explanation why existing agency SUV fleet cannot be realigned to meet the need.
- Detailed explanation proving that purchasing a smaller or alternative type of vehicle with options does not meet the needs of the agency.
- Detailed explanation demonstrating that the vehicle will be operated off-road more than 20% of the year.

### **Pricing**

The price list for vehicles using regular and alternative fuel is located in Section 2.5. The price list provides estimated purchase prices to replace different types of vehicles. The prices must be adjusted by the estimated trade-in value of each vehicle, listed in Section 2.6. Justification for any deviation in price and trade-in value from those provided in this table must be detailed on a DA-2 form. Use the net cost (after deduction of any applicable trade-in value) on the DA-8 form.

**Commute Charges (0789)**

DBM-FAU has established a commute charge policy based on the actual miles traveled for a one-day round trip commute as opposed to a zone charge. The **FY 2018 Commute Deduction Chart (Section 2.7)** outlines the cost per round trip for sedans and light trucks and vans (LTVs). Agencies should multiply the round trip rate by the number of payrolls for each eligible commuter to calculate the FY 2018 budget request at a subprogram or program total level. *Please note that the actual FY 2018 schedule to be used will be developed near the beginning of FY 2018 and may be different than the chart in these instructions.*

**Vehicle Operating Costs (0702 - Gas and Oil and 0703 - Maintenance and Repairs)**

The total vehicle estimated mileage for the request year is no longer required within the DA-8 form because it is available in FleetMaster. *This does not exempt the need for justification for Gas and Oil and Maintenance and Repair.* The justification should be presented in either Column 19 of HOB0 or on a DA-2 form using one of the following calculation options:

- Rate per mile (see Section 2.2 - Standard Rates and Schedules)
- Actual expenditures plus a reasonable inflation assumption

**Forms to be included in FY 2018 Budget for new and replacement vehicles only:**

**DA-2** Form to provide justification and/or itemization of requested items.  
(Budget Detail)

**DA-8** Each agency must complete a DA-8 form for each subprogram that includes replacement or additional vehicles. Use the headings: Vehicles To Be Replaced in FY 2018 or Additional Vehicles in FY 2018. List vehicles in vehicle identification number (VIN) or serial number sequence. Provide the subtotal for each page on the first subtotal line. If there are multiple pages for one particular type of vehicle, complete the second subtotal line. At the completion of a subprogram listing, provide the subprogram total on the final line. *All new and replacement sedans, if approved, will be the Type 1-Standard State Sedan unless adequate justification is provided for a different type of vehicle.*

Also include the following information in the notes section:

- Special circumstances, explanation of why low-mileage replacement vehicles should be considered for approval (damage beyond economical repair, extraordinary maintenance costs, etc).
- Reasons that vehicles are being replaced with a different vehicle type.

**DA-8AF** This form was created for requests involving alternative fuel vehicles.  
(Alternative Fuel Vehicles) Please organize requests by **specific alternative fuel type**.

**DA-8AP** Agencies that apply “add-on” characteristics (MDOT and DNR) to  
(Add-on Packages) vehicles must use the DA-8AP form, which provides space for an accurate description of these characteristics.

**PLEASE EMAIL ALL DA-2, DA-8, DA-8AF, and DA-8AP FORMS IN EXCEL FORMAT to Kurt Stolzenbach: [kurt.stolzenbach@maryland.gov](mailto:kurt.stolzenbach@maryland.gov) and to your assigned DBM budget analyst.**

**Vehicle requests made during FY 2018 are discouraged, and consideration of such requests will be limited.** If an agency determines that an unscheduled vehicle replacement is needed during FY 2018, the agency will be expected to substitute the vehicle replacement with a scheduled FY 2018 replacement. Out-of-schedule vehicle requests due to “new” programs and federal funding must be submitted as a deficiency request for FY 2018.

**Any unscheduled vehicle requisitions must be justified in the FMIS Notepad prepared by the agency.**

Examples of justifications might be:

- Why and how the purchase of the vehicle will save the State money,
- An accident damaged the vehicle beyond reasonable cost to repair,
- Excessive repairs to a vehicle will be more expensive than purchasing a new vehicle, or
- Recent receipt by the agency of new grant funds (Special, Federal, Reimbursable).

**Additional Information**

If you have any questions pertaining to budgeting for vehicle operations and maintenance, please contact the assigned DBM budget analyst or Larry Williams, DBM Fleet Administration Unit, (410) 260-7195, [larry.williams@maryland.gov](mailto:larry.williams@maryland.gov)