

**CHAPTER 2**  
**REPORTING REQUIREMENTS**  
**REVISED JULY 2023**  
**TABLE OF CONTENTS**

<u>GENERAL</u> .....	2-3
<u>FLEETFOCUS FLEET MANAGEMENT SYSTEM SCOPE</u> .....	2-3
Purpose .....	2-3
Definition.....	2-3
Functionality .....	2-3
Fleet Operation Forms and Reports .....	2-4
Use .....	2-4
System Access Request and Approval Process.....	2-5
<u>DRIVER'S EQUIPMENT CHECK</u> .....	2-5
Requirements .....	2-5
Preparation.....	2-5
Distribution.....	2-7
Retention .....	2-7
<u>VEHICLE INSPECTION CHECKLIST</u> .....	2-7
Requirements .....	2-7
Preparation.....	2-7
Disposition .....	2-8
Retention .....	2-8
<u>MOTOR VEHICLE ASSIGNMENT AND TRANSFER</u> .....	2-8
Purpose .....	2-8
Requirements .....	2-8
Preparation.....	2-8
Retention .....	2-10
<u>MAINTENANCE CHARTS</u> .....	2-10
Description.....	2-10
Requirements .....	2-10
Prohibition.....	2-10
Usage .....	2-11
Disposition .....	2-11
<u>FOR SALE SIGN</u> .....	2-11
Requirements .....	2-11
Preparation.....	2-11
Prohibitions.....	2-11
Distribution.....	2-11
Retention .....	2-11

UTILIZATION STANDARDS ..... 2-11  
Background ..... 2-11  
Requirements ..... 2-12  
Policy ..... 2-12  
Preparation ..... 2-12

ANNEXES

A – NUMERICAL LISTING OF VEHICLE-RELATED FORMS ..... 2-13  
B – CHP 33, DRIVER’S EQUIPMENT CHECK ..... 2-15  
C – CHP 57, MOTOR VEHICLE ASSIGNMENT AND TRANSFER ..... 2-17

## CHAPTER 2

### REPORTING REQUIREMENTS

1. GENERAL. Fleet Operations Section (FOS) is the Office of Primary Interest for the purchase, lease, equipping, maintenance, repair, and distribution of vehicles. The FleetFocus system and data obtained from other departmental forms, track all operating costs for vehicles owned by the Department. The FleetFocus system shall be utilized by all commands operating departmental vehicles. Annex A, Numerical Listing of Vehicle-Related Forms, lists departmental forms routinely used by FOS. The majority of the reports or forms are explained in the following pages. Other specific forms are presented throughout this manual.

#### 2. FLEETFOCUS FLEET MANAGEMENT SYSTEM SCOPE.

a. Purpose. The FleetFocus system is designed to provide timely and accurate fleet operational data to all levels of management. This section is intended to provide commands and fleet management personnel with background on the primary functions of the FleetFocus system. This system is used to support successful vehicle equipment management and fleet operations based on reliable records management and effective reporting tools.

b. Definition. The FleetFocus system is a client/server, web-based, fleet management system. Information is gathered and secured to provide equipment, labor, and inventory cost management tracking and analysis controls. FleetFocus accepts data, and produces, displays, and reports supply information on equipment and work order activities for inventory management and cost analysis.

c. Functionality. The FleetFocus system monitors fleet operations and supports headquarters, Divisions, and field commands with fleet activity, equipment inventories, and cost management. It tracks each vehicle from acquisition to disposition. Reports can be generated to provide specific information regarding command operations for the following:

(1) Fleet inventory tracking and management for proper fleet operations based on real equipment, budget, service demands, and other constraints.

(2) Purchase order tracking and inventory monitoring of fuel, vehicle parts, tires, and engine fluids to establish reorder points and safety stock levels.

(3) Inventory status and controls for direct issue, part procurement, and new vehicle assignments and transfers.

- (4) Fleet administration and cost analysis for equipment, parts, and fuel usage by unit and location for cost allocation planning and fleet accountability.
- (5) Complete repair and preventative maintenance (PM) history for the life of each equipment unit for periodic, statutory, and other equipment inspections and evaluations.
- (6) Costs monitored with comparisons to normal life expectancy in terms of time and mileage and run-out sales/salvage operations revenue.
- (7) Equipment usage history and economic calculations for effective fleet assignments and as justification for budget, equipment, and labor requests.
- (8) Fleet operations, repair and PM, fuel and oil consumption, vehicle parts, labor, and mileage cost analysis tracking.

d. Fleet Operation Forms and Reports. The FleetFocus system allows access to computer-generated forms and the ability to capture active equipment status to analyze and forecast costs and print activity reports. Standard forms and reports have been designed to meet the Department's reporting requirements and common fleet management needs and allow customized reporting. Reports can be created to do the following:

- (1) Combine data from several data tables into a single view or report.
- (2) Select data items by specified values or ranges in any field.
- (3) Sort data and arrange columns and calculate groups.
- (4) Compute additional values from selected data.
- (5) Save, view, and report command sequences.
- (6) Format data for export to spreadsheets, databases, and other programs.

e. Use. The FleetFocus system is used to provide information to Area fleet managers, supervisors, and automotive technicians (AT) to enable them to make well-informed decisions. However, it is not intended to be the only information source. Sound decision-making requires all information to be considered, as well as circumstances, experience, and intuition. Information provides a better basis for evaluation and complete background reporting. Data from any information system is only as accurate as the input provided. Incorrect or late data will cause the reports to be distorted. All information systems have limitations. Commands working with their ATs, fleet supervisors, and fleet managers are responsible for entering data into FleetFocus and producing standard reports and forms using the

FleetFocus system. The following list indicates record input requirements for FleetFocus:

- (1) Enter operating expense information for the command's fleet.
- (2) Each vehicle's current mileage shall be entered and backdated by the 5th of each month.
- (3) Fuel usage must be entered, per vehicle, at least once a month.
- (4) Enter expenditures for repair and preventative maintenance work orders, as well as costs incurred through vendor charges for the command's fleet.
- (5) Enter parts expenditures, purchase orders, and transfer information for vehicle parts. Direct issue information should be recorded when the labor needed to complete the task is too minimal to justify a completed work order.
- (6) Parts from FOS Parts (e.g., push bumpers) shall not be entered into inventory, as they are tracked through FOS Parts.
- (7) Tires only need to be tracked upon first installation. Winter tires that were removed at the end of the season and are suitable for use next season, do not need to be listed in FleetFocus Inventory.
- (8) Enter bulk gasoline transaction information for CHP gasoline service locations.

f. System Access Request and Approval Process. All requests for access to the FleetFocus system are to be submitted through the requestor's commander and must be approved by the FOS commander. The FleetFocus administrator at FOS is responsible for granting approved access to the system.

### 3. DRIVER'S EQUIPMENT CHECK.

a. Requirements. The CHP 33, Driver's Equipment Check, (refer to Annex B) shall be prepared monthly for each vehicle. A book of these forms shall be always kept in each vehicle. The FOS provides a book cover at the time of vehicle assignment, and replacement books are available through Supply Services Unit (SSU).

b. Preparation. Prepare a CHP 33 using as many sheets as necessary for an entire month. A new CHP 33 form shall be utilized on the first of each month. At no time shall there be two different months of trips noted on one CHP 33 form.

(1) Driver Responsibility. Upon assuming control of a vehicle, the driver shall enter name, date, time out, and odometer out reading in the appropriate columns, and ensure an "x" is marked for the date used in the vehicle calendar. The driver shall then proceed as follows:

(a) Inspect vehicle for proper condition. Check the vehicle's oil and fluid levels. Use a CHP 33B, Vehicle Damage - Location Report, (obtained from SSU) to report any vehicle damage or discrepancies to a supervisor, including missing, damaged, or inoperative accessory equipment.

(b) If the last equipment check sheet entry shows the vehicle condition to be "OK" and the driver finds damage or a mechanical defect, the vehicle shall not be driven without authorization from a supervisor.

(c) In the event a mileage discrepancy is noted, the driver shall notify a supervisor or person responsible for equipment maintenance as soon as reasonably possible.

(d) The commander shall be advised of any unreported mechanical defect, vehicle damage, or mileage discrepancy found by the AT and not reported by the driver.

(e) When the equipment is released at the conclusion of the shift, the following items shall be recorded on the CHP 33: time in, ending odometer reading, total miles driven, and the gasoline/oil added. If all lines have been used on the CHP 33, then the last driver shall ensure ending odometer reading, and miles operated within the month are entered. The last CHP 33 for the month shall have the total days used (month) and total days unavailable recorded. They shall then preflight the next CHP 33 with the month, year, location, CHP number, and beginning odometer. Whenever fuel or oil is added, or a credit card purchase is made, a line entry shall be made for that day. Mechanical defects, crash damage, or other required services where vehicle safety is a factor shall be noted on the CHP 33, CHP 33B, and on the command's vehicle deficiencies report.

(f) If a single driver is assigned to a particular vehicle, the driver's name, the odometer reading at the beginning and end of the month, total miles driven, total days used, total days unavailable, the gasoline/oil added, and credit card purchases shall be entered. Mechanical defects, crash damage or other required services where vehicle safety is a factor shall also be noted on the CHP 33, CHP 33B, and on the command's vehicle deficiencies report.

(2) Automotive Personnel Responsibility. The individual in charge of servicing equipment shall ensure the necessary repairs (as noted on the CHP 33, CHP 33B, or the command's form to report vehicle deficiencies) are completed. The completion of repair shall be noted on the check sheet as repaired and then initialed and dated. Repairs shall not be signed off as satisfactory unless properly repaired. Additionally, the vehicle calendar on the CHP 33 shall be marked for each day the vehicle was unavailable due to maintenance or repairs.

(a) At the end of each month, the odometer readings for the end of the month and the total miles operated shall be recorded in the space provided at the top of the last check sheet page.

c. Distribution. The completed CHP check sheets shall be turned in to the individual assigned (usually the AT) to input data into FleetFocus by the 1st of each month, then each vehicle's current mileage and days used shall be entered by the 5th of each month. The number of days a vehicle is used is required by the Department of General Services. The CHP 33 book shall remain in the vehicle and shall be forwarded with the vehicle when transferred. When the vehicle is removed from service, the book may be destroyed or retained for use with another vehicle.

d. Retention. Completed CHP 33s shall be retained in the vehicle folder for three years after vehicle survey, or if federally funded, refer to Fiscal Management Section, Funding Accounting/Grants Unit.

#### 4. VEHICLE INSPECTION CHECKLIST.

a. Requirements. The CHP 33E, Vehicle Inspection Checklist, shall be used for inspection purposes. Commanders shall use the form, consistent with operational requirements, to ensure safe and efficient operation of the command's fleet.

b. Preparation. A routine vehicle inspection should, at a minimum, include all applicable items on the CHP 33E. These items include, but are not limited to, the following:

(1) General cleanliness of the vehicle, including trunk and engine compartments.

(2) Review of all emergency and enforcement equipment.

(3) Checks of all fluid levels, hoses, and drive belts (excluding differential and manual transmission fluids).

(4) Visually inspect tires for excessive wear, damage, foreign objects, and proper inflation. Enforcement vehicles shall be equipped with five matching tires (including spare tire) by brand, size, type, and speed rating.

(5) Test drive.

NOTE: All deficiencies shall be noted on the form and brought to the attention of the assigned AT. The procedure to ensure the correction of any deficiencies shall be the responsibility of the commander.

c. Disposition. This form is intended for internal command use and further distribution is not required.

d. Retention. The CHP 33E shall be retained in the vehicle folder for three years after the vehicle survey.

## 5. MOTOR VEHICLE ASSIGNMENT AND TRANSFER.

a. Purpose. A CHP 57, Motor Vehicle Assignment and Transfer, (refer to Annex C) shall be prepared when a vehicle is:

(1) Originally assigned to a command.

(2) Transferred between commands.

(3) Going out-of-service.

b. Requirements. The signed CHP 57 establishes accountability for CHP vehicles and installed special CHP equipment. **Commands shall inform FOS of changes from the original assignment, location, program use, and/or installed equipment information.** Examples include:

(1) The removal or installation of light bars, wire barriers, or any other special equipment, such as mobile digital terminals, and radio equipment.

(2) The transfer of vehicles to another command.

(3) A change in a vehicle's program use, such as enforcement sedan to a canine unit, Primary Crash Factor, or other special use.

c. Preparation. The signed CHP 57 shall be completed for each vehicle transaction and distributed as follows:

(1) Original Assignment to a Command. An original and four copies of the CHP 57 shall be prepared and distributed as follows:

- (a) Original–FOS records.
- (b) First copy (green)–Remains at command in vehicle folder. To be used when requesting/projecting a replacement vehicle.
- (c) Second copy (yellow)–To be retained by the command to which the vehicle is assigned.
- (d) Third copy (pink)–Forwarded by FOS to Telecommunications Section (TS) for proper accountability of assigned telecommunications equipment.
- (e) Fourth copy (blue)–To be used by FOS for inventory reconciliation.

(2) Transfer Between Commands.

- (a) When a vehicle is transferred between commands, a CHP 57 shall be prepared in duplicate. The original (of duplicate prepared) shall accompany the vehicle to the receiving command. The copy shall be flagged by writing "TRANSFER" in bold print in the remarks section and forwarded to FOS.
- (b) Commands shall ensure that all corresponding numbers for radio equipment are correctly logged on the CHP 57 and match the equipment in the vehicle.
- (c) In order for FOS to accurately maintain an inventory for the Department's fleet, it is imperative the CHP 57 include the date of transfer and the odometer reading at the time of transfer.
- (d) The FOS will forward copies of the CHP 57 to TS.

(3) Vehicle Going Out-of-Service.

- (a) When a vehicle is going out-of-service, a CHP 57 shall be prepared in duplicate by the command turning in the vehicle. Both copies shall be submitted to FOS at the time of the vehicle exchange. Receiving personnel at FOS will verify all CHP tag numbers for radio, extender, and scanner equipment. The original CHP 57 will be signed and retained by FOS. A copy will be returned to the vehicle folder for reference by the command. The copy will have the ending odometer reading and the out-of-service date.

(b) Commands shall note any known vehicle discrepancies or recent major repairs in the remarks section. These comments will facilitate mechanical trouble diagnosis by FOS ATs.

(c) The original out-of-service CHP 57 will be used to verify radio numbers on the vehicles being turned in. Copies of this CHP 57 will be sent to TS as required for proper record keeping.

d. Retention. The CHP 57 will be retained for the life of the vehicle plus three years.

## 6. MAINTENANCE CHARTS.

a. Description. The FOS has developed standardized maintenance charts for vehicles owned or leased and operated by the Department. These charts are numbered as follows:

(1) The CHP 424, Preventive Maintenance Schedule & Repair History – Enforcement, is the maintenance schedule for Class “E” and Class “EU” black and white enforcement vehicles and includes sedans, pickup trucks, utilities, and four-wheel drive vehicles.

(2) The CHP 425B, Motorcycle Preventive Maintenance Instruction Chart - BMW, is the maintenance schedule for BMW motorcycles.

(3) The CHP 425C, Motorcycle Preventive Maintenance Instruction Chart - Kawasaki, is the maintenance schedule for Kawasaki motorcycles.

(4) The CHP 425D, Motorcycle Preventive Maintenance Instruction Chart - Harley Davidson, is the maintenance schedule for Harley Davidson motorcycles.

(5) The CHP 426, Preventive Maintenance Schedule & Repair History – Non-Enforcement, is the maintenance schedule for all nonenforcement vehicles, including Class “D” sedans, undercover vehicles, vans, pickups, utilities, and four-wheel drive vehicles.

(6) The CHP 424A, Preventive Maintenance Schedule & Repair History – Continued, provides additional documentation space when the repair history on the CHP 424 or the CHP 426 becomes full.

b. Requirements. A preventive maintenance schedule shall be maintained for each vehicle operated by a command. Scheduled maintenance shall be completed within 500 miles of the specified mileage interval.

c. Prohibition. The FOS works directly with the vehicle manufacturers in the development of these maintenance schedules. Any deviations from these schedules must have prior approval from FOS.

d. Usage.

(1) The preventive maintenance schedules are prepared as minimum requirements. Specific vehicle maintenance and mileage intervals are listed on each maintenance schedule. Special instructions are also included. For motorcycle maintenance, the operator's initials shall be recorded on the CHP 425B, CHP 425C, or CHP 425D as the operations are completed.

(2) Seasonal or low-usage vehicles that do not accumulate 5,000 miles per year, or have only an hour meter to record use, shall defer to the manufacturer's recommended service intervals. The vehicle shall be started and operationally inspected at least twice per month. This shall include an inspection of the battery and cables for corrosion, running the engine up to operating temperature, and an operational test of the vehicle including all auxiliary components.

e. Disposition. Maintenance charts will be provided with each new vehicle assignment from FOS. These charts shall be kept in the vehicle folder until superseded.

## 7. FOR SALE SIGN.

a. Requirements. The CHP 31, For Sale Sign, is used in the sale of out-of-service vehicles. This sign shall be placed on the front windshield of all vehicles being sold by the Department.

b. Preparation. The CHP 31 shall be completed using a black felt-tip marker. The sale price (minimum bid), complete vehicle number, model year, and vehicle make shall be printed legibly on the face of the sign. In addition, the CHP 31 contains three boxes: vehicle sold with title, vehicle sold with salvage title, and vehicle sold with nonrepairable certificate. One box shall be checked to indicate the type of title to be given to the buyer.

c. Prohibitions. This sign shall only be used by FOS in the sale of vehicles.

d. Distribution. The CHP 31 shall remain on the vehicle until the vehicle is sold. At the time of sale, the sign shall be removed and destroyed.

e. Retention. There are no retention requirements for the CHP 31.

8. UTILIZATION STANDARDS.

a. Background. To ensure maximum utilization of departmental vehicles, mileage use of at least 6,000 miles, or vehicle use of at least 80 percent of the workdays that the vehicle is available within a six-month period, applies to all state-owned vehicles.

b. Requirements. If vehicles do not meet minimum-use requirements, the command must certify that corrective action will be taken on those vehicles, as specified in paragraph 8.d.(2) below.

c. Policy.

(1) Commanders shall be responsible for conducting a utilization review of their departmental vehicle fleet, done in-house semiannually. The reporting periods are: 1) January through June, and 2) July through December.

(2) Vehicles not meeting minimum-usage requirements shall be returned to FOS within 60 days following the reporting period. As an alternative to returning the vehicle to FOS, a plan may be developed outlining how the vehicle will meet utilization standards during the next six-month period.

(3) Any vehicle underutilized for two consecutive reporting periods shall be returned to FOS for reassignment.

d. Preparation.

(1) A memorandum will be required from each command, for each reporting period, certifying that all departmental vehicles in their fleet “do” or “do not” meet the usage requirements within the six-month reporting period.

(2) A CHP 276, Vehicle Usage Justification, shall be completed **for each departmental vehicle not meeting the minimum-usage requirements within the reporting period.** The required information shall be entered in the appropriate spaces provided on the form.

(3) The memorandum, along with the required CHP 276, shall be forwarded through the chain of command to arrive at FOS no later than February 15 and August 15 of each year.

## ANNEX A

### NUMERICAL LISTING OF VEHICLE-RELATED FORMS

FORM #	FORM/REPORT NAME	RETENTION
CHP 31	For Sale Sign	Destroy after use.
CHP 33	Driver's Equipment Check	Life of vehicle plus 3 years. If federally funded, refer to Fiscal Management Section, Federal Projects Unit.
CHP 33B	Vehicle Damage - Location Report	3 years after vehicle is surveyed.
CHP 33D	Daily Gasoline Inventory	2 years or audit plus 6 months, whichever occurs first.
CHP 33E	Vehicle Inspection Checklist	3 years after vehicle is surveyed.
CHP 33F	Monthly Gasoline Inventory	2 years or audit plus 1 year.
CHP 57	Motor Vehicle Assignment and Transfer	Life of vehicle plus 3 years.
CHP 217	Out-of-Service Sign (Large Cars)	None.
CHP 227/227A	Speedometer Calibration Chart	Life of vehicle plus 3 years.
CHP 238A	Automotive Parts Inventory and Control	4 years from last entry.
CHP 276	Vehicle Usage Justification	3 years.
CHP 424	Preventive Maintenance Schedule & Repair History – Enforcement	Life of vehicle plus 3 years.
CHP 424A	Preventive Maintenance Schedule & Repair History – Continued	Life of vehicle plus 3 years.
CHP 425B	Motorcycle Preventive Maintenance Instruction Chart - BMW	Until superseded.
CHP 425C	Motorcycle Preventive Maintenance Instruction Chart - Kawasaki	Until superseded.
CHP 425D	Motorcycle Preventive Maintenance Instruction Chart - Harley Davidson	Until superseded.
CHP 426	Preventive Maintenance Schedule & Repair History – Non-Enforcement	Life of vehicle plus 3 years.
CHP 468	Vehicle Allocation	3 years.

THIS PAGE INTENTIONALLY LEFT BLANK



THIS PAGE INTENTIONALLY LEFT BLANK

# ANNEX C

## CHP 57, MOTOR VEHICLE ASSIGNMENT AND TRANSFER

The screenshot displays the FleetFocus application window titled "FleetFocus - [ReportRun1]". The menu bar includes File, Edit, Action, Data, Queries/Reports, System Mgmt, View, Preferences, Window, and Help. The toolbar shows a printer icon, a dropdown menu set to "PAR: CHP 5", and icons for copy, paste, and help.

The main content area displays the following information:

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER  
(PAR: CHP 57)

VEHICLE NR: 1160774

YEAR:	2003	LICENSE NR:	1160774
MAKE:	FOR	REPLACES VEHICLE:	1025308W03X172499
MODEL:	CRNVIC	VIN:	2FAHP71W03X172499
CLASS CODE:	ES	DATE PLACED IN SERVICE:	06/10/2003
DEALER STOCK NR:	22937	FUEL CARD #:	18700

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	41480
A RADIO CONTROL HEAD	57007
A REPEATER	87090
A SCANNER	59040
ANTENNA - COMPUTER -	
BACKBOARD CLIP	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
PRISONER RESTRAINT E	
NEW BINDER	

The Windows taskbar at the bottom shows the Start button, several application icons (Novell Groupware, Microsoft Word, FleetFocus), and the system tray with the time 9:11 AM.

THIS PAGE INTENTIONALLY LEFT BLANK