<table>
<tr><td rowspan="3">DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

STATEWIDE POLICY</td><td>NUMBER
107-011-040</td><td>SUPERSEDES
107-011-040 | 3/1/2018</td></tr>
<tr><td>EFFECTIVE DATE
May 24, 2022</td><td rowspan="2">PAGE NUMBER
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<tr><td>REVIEWED DATE
May 24, 2022</td></tr>
<tr><td>Division
Enterprise Asset Management
Policy Owner
Fleet & Parking Services</td><td colspan="2">AUTHORITY/REFERENCE
ORS 283.310-283.395; OAR 125-155;
Governor’s Executive Order 06-02: Sustainability for the 21st Century (pdf)
Governor’s Executive Order 17-21: Accelerating Zero Emission Vehicle Adoption to Reduce Greenhouse Gas Emissions and Address Climate Change
DAS Risk-Vehicle rules and safety:
http://www.oregon.gov/das/Risk/Pages/VehRulesSafety.aspx
Oregon Accounting Manual:
http://www.oregon.gov/das/Financial/Acctng/Documents/40.10.00.pdf</td></tr>
<tr><td>SUBJECT
Fleet Management, Statewide</td><td colspan="2">APPROVED SIGNATURE
Katy Coba, Director | Chief Operating Officer
(Signature on file with DAS Business Services)</td></tr>
</table>

PURPOSE

This policy sets standards for managing and operating motor vehicles in Oregon state government’s fleets.

APPLICABILITY

This policy applies to all state agencies subject to ORS 283.310 to 283.395. However, various statutes grant authority to certain agencies to own fleets and exempts some agencies and boards from DAS’ authority to control and regulate the vehicles they own or use. Exempt agencies are not required to follow the guidelines and standards set forth in this policy; however, DAS encourages them to do so.

FORM

DAS Authorization to Use Private Vehicle Form:
http://www.oregon.gov/das/Financial/Acctng/Documents/75.40.05.FO.pdf

DEFINITIONS

As used in this policy, unless the context requires otherwise, the following words, phrases, and abbreviations have the meanings listed in OAR 125-155-0010.

Agent: A person or legal entity appointed in writing by a state agency to perform specified work. An agent is not an independent contractor. Agents, paid or unpaid, are subject to the direction and control of the agency. An agency may not call people agents for the primary purpose of justifying their transportation in a state vehicle.

Cost Per Mile Calculation: A mathematical calculation for determining the costs associated with maintaining a fleet, excluding the cost of accidents. The owner-agency calculates the cost per mile quarterly based on the following criteria:

- Costs of tires, oil, fuel, batteries, and all other items associated with maintaining the vehicle;

- Costs of all internal mechanic labor, shop supervisor labor, and parts used to maintain the vehicle; and
- Costs for external labor and parts used to maintain the vehicle.

To calculate cost per mile, total all costs accrued during the reporting period, then divide that figure by the total number of miles driven during the same reporting period.

Duty Station: The location designated in writing by the agency from which an employee normally carries out his or her duties.

Employee: Any person employed by state government to do state business for whom the state withholds income tax, provides workers' compensation coverage, and pays the workers' compensation hour-tax. Under this definition, workers provided by a temporary employment services agency and Department of Corrections inmates are not employees.

Electric Vehicle: Electric Vehicles (EV) with rechargeable batteries with the wheels powered by the electric motor; Plug-in Hybrid Electric Vehicles (PHEV) with a rechargeable battery/electric motor in combination with an internal combustion motor to power the vehicle. Also refer to Zero Emission Vehicle.

Electric Vehicle Charging Station: Any device that delivers electric power to charge an Electric Vehicle. Includes electric outlets that an agency allows employees or the public to access for charging EVs as well as installed charging devices such as:

- Level One, 110/120-volt dedicated charging devices
- Level 2, 220-volt dedicated charging devices
- Level 3, 440-volt dedicated charging devices

Fleet Management Advisory Council (FMAC): A cross-agency council that provides advice to the DAS Chief Operating Officer on policies, procedures, and fleet operations of statewide significance; membership comprises fleet managers from state agencies that maintain vehicle fleets (assignment is at the discretion of the respective agency director).

Light-Duty Vehicles: Passenger cars, trucks, vans and SUVs used for state business. Categories of light-duty vehicles include:

- Pickups; compact, 1/2-ton, 3/4 ton, and 1 ton
- Passenger sedans and wagons; compact, intermediate, full-size
- Mini vans; passenger and cargo
- Full size vans; passenger and cargo
- Sport Utility Vehicles (SUV); Crossover Utility Vehicles (CUV); compact, intermediate, full size and carryall
- Specialty vehicles (miscellaneous trucks, step vans, police vehicles)

The light-duty vehicle definition does not include any 1-ton (350/3500 class and above) vehicle, which is:

(a) An "incomplete truck" — a truck that does not have the primary load carrying device or container attached; or
(b) A truck equipped with a dump or flat bed, tank, boom lift, crane, or similar device.

Low Emission Vehicle (LEV): A hybrid gas/electric vehicle. Or a standard fuel (gas or diesel) vehicle that equals or exceeds 45 MPG for combined EPA fuel efficiency ratings.

Official State Business: Any activity directed and controlled by a state agency that advances the lawful policies and purposes of the agency, which under state law is narrowly interpreted.

Public: For the purposes for providing electricity for Electric Vehicle charging, "public" means private citizens, companies, and state employees.

Replacement/Retention Criteria: The conditions for determining when a light-duty vehicle's combined capital and operating costs are at or near a minimum, which includes mileage and/or age. Capital and operating costs include fuel, re-sale value, depreciation and maintenance.

State Fleet: A legislatively authorized or recognized motor pool.

State Vehicle: A motor vehicle owned, rented, borrowed, leased, or otherwise under the possession and control of the state. It is licensed for highway use. A rental vehicle is a state vehicle if it is rented by a duly authorized employee at the cost of the state solely for official state business. A vehicle, owned by DAS and lawfully rented to a local government or other non-state entity, is not a state vehicle for purposes of these rules. For the purposes of these policies, motor vehicles include state-owned, leased, or otherwise controlled motor vehicles and the supplies, parts and equipment for the operation, maintenance, or preparing of such vehicles. Vehicles owned by state or public employees are not state vehicles.

Total Cost of Ownership: All operating costs (as defined in the Cost Per Mile Calculation above), the purchase cost, minimum re-sale/salvage value, all quantifiable costs associated with emissions, opportunity costs for other alternatives to vehicle ownership, and incidental-use costs (parking, variable costs associated with staff and facility, additional equipment).

Zero Emission Vehicle (ZEV): Any Plug-in Hybrid Electric Vehicle (PHEV) or Electric Vehicle (EV) solely or partially powered by a battery that is recharged from an external electrical source. Any vehicle solely powered by hydrogen.

POLICY GUIDELINES

(1) VEHICLE USE AND STORAGE

(a) Reducing Unnecessary Vehicle Travel:

While many tasks require vehicle travel for agencies to fulfil their missions and provide effective services, vehicle transportation is a leading contributor of greenhouse gas emissions and other pollutants that impact climate change and public health. Agencies shall promote policies and operational practices to reduce the need for vehicle travel by using virtual meeting technology, justification of travel needs, pooling of trips and other methods that allow effective delivery of services while minimizing vehicle emission impacts. Where applicable, agencies should eliminate or reassign state owned vehicles when alternative methods of work completion lower the average vehicle usage below the minimum thresholds established in Section (4) below.

(b) Agencies must encourage adoption and active use of ZEVs to reduce carbon based and other greenhouse gas emissions by setting internal policies and operational processes such that, where a ZEV or LEV will work for state business travel needs, a ZEV or LEV will be the employee's first choice. This applies to all state-owned vehicles, leased vehicles, or vehicles from a third-party vendor.

(c) Most Cost-Effective Transportation:

Agencies are responsible for using the most cost-effective means of transportation for their employees. For most travel, this is accomplished by using state vehicles assigned to or owned by agencies. Short term rental of vehicles from vendors on statewide price agreements is another resource available for agencies that may be a cost-effective mode of transportation. Agencies should, to the maximum extent possible, use state-owned/operated vehicles that are either permanently assigned or available through the daily rental fleet. In addition, agencies should at least periodically perform cost benefit analyses to determine the most cost-effective transportation method for the work performed.

(d) If a state-owned/operated vehicle is not available or cost effective, using the criteria below, agencies may authorize the use of a private vehicle and reimburse for mileage:

(A) Agency management may determine that no suitable state-owned/operated vehicle is available for use based on the duration, distance, required route, or work to be performed; and may authorize use of an employee's private vehicle for official state business travel.
(B) Prior to authorizing official state business travel in a private vehicle, agencies shall follow the requirements in the Oregon Accounting Manual Travel Policy 40.10.00.
(C) Reimbursement for official state business conducted using a private vehicle is subject to the requirements and limitations of Oregon Accounting Manual Travel Policy 40.10.00.PO.

(e) No person may drive, operate, or use, or authorize or permit any person to drive, operate or use, any motor vehicle as defined in ORS 283.305 for any purpose except for official state business as defined in ORS 283.305 and by Oregon Administrative Rule as set by the Oregon Department of Administrative Services.

Refer to OAR Chapter 125, Division 155 for details and examples of authorized uses that are based on a vehicle's type and employee's travel status.

(f) The state's vehicles must be stored at sites owned, leased, or controlled by the state except during travel or the conditions listed in these rules. Whenever practical, employees should park state vehicles off public streets in a reasonably secure setting whenever parking at a residence, hotel or motel.

An agency may allow a state vehicle to be parked at home when a task or trip requires a driver to depart early or return late and it is impractical to pick up or return the vehicle to state parking on the same day.

The agency must do a cost-benefit analysis before long-term assignment of a vehicle to a home. The analysis must consider the costs and risks of daily travel to the home, the frequency of call outs, parking risks, any salary savings, and other factors; see the Toolkit available on DAS Risk Management's website. The analysis should weigh reasonable alternatives such as the cost of reimbursing private vehicle mileage. An agency may allow an employee to park a state vehicle at home when one of the following conditions is met:

(A) Assigned, normal duties require the driver to frequently travel to urgent, unscheduled fieldwork after hours. The mere possibility of being called-out is not sufficient. Call outs must actually occur with justifiable frequency.
(B) The driver's home is his or her official duty station from which he or she engages in virtually full-time fieldwork away from the office or motor pool.
(C) It will clearly reduce state paid time to permit a driver to park a state vehicle at home while on temporary assignment away from the duty station.
(D) Other circumstances caused by state business in which assignment of a vehicle to a home will clearly reduce direct costs of the agency.

(2) ACQUIRING NEW VEHICLES

State agencies with authority to own and operate light-duty vehicles must use the following guidelines:

(a) Purchase light-duty vehicles based on the specifications below as set by the Fleet Management Advisory Council:

- (A) Per Oregon state law, by 2025, 100 percent of new light-duty state fleet purchases and leases for applicable uses, to the extent available, will be Zero Emission Vehicles (ZEV). Unless a state agency finds that it is not feasible for a ZEV, as defined in ORS 283.398, to meet the specific use for which a vehicle will be purchased or leased, the agency shall purchase or lease ZEVs for all new state light-duty vehicle purchases and leases. If not available, then:
- (B) Low Emission Vehicles (LEV) as defined in this policy by the Department of Environmental Quality and Department of Administrative Services. If not available, then:
- (C) Alternate-fuel vehicles meeting the U.S. Energy Policy Act (EPACT) requirements. If not available, then:
- (D) Standard gas or diesel vehicles.

(b) Agencies will follow DAS and Oregon Department of Energy (ODOE) recommendations for the purchase of the most economically feasible ZEV options. However, on a limited basis, agencies may invest in higher cost, newer types of ZEVs that may not have a favorable ROI in order to test emerging vehicle technologies.

(c) Conduct a Total Cost of Ownership analysis to determine which vehicle choice presents the best value based on the agency's mix of vehicles and operational requirements. This analysis may include use of an "optimizer" model or facsimile.

(d) Comply with all safety standards established by the U.S. Department of Transportation in the conversion, operation and maintenance of vehicles using alternative fuels.

(e) Seek assistance from DAS because it is the primary broker (acquisition agent) for all state agencies that purchase or lease new passenger vehicles, except agencies that are statutorily exempt. DAS responsibilities include providing state agencies with the following services:

- (A) Assistance with developing vehicle specifications;
- (B) Coordination with DAS Procurement Services to write appropriate bid documents;
- (C) Oversight that assures agencies comply with state procurement guidelines when purchasing or leasing vehicles.
- (D) Providing financial models to assist agencies with decisions regarding assignment, resale, replacement and total cost of ownership.

(f) Comply with Federal Department of Energy Rules. Under the EPACT of 1992, 75% of each year's vehicle acquisitions for the state (September 1 – August 31) must be alternative fuel models as defined by the U.S. Department of Energy.

(g) Comply with the criteria below for purchase of SUVs. Ownership or use of state vehicles is based on the most cost-effective vehicle capable of performing the required function. Agencies may only purchase SUVs when a lower-priced light-duty vehicle cannot perform in a manner that accomplishes the transportation need of the agency.

Purchase criteria for SUVs:

(A) The vehicle is necessary for law enforcement (law enforcement is defined in ORS 181.010); or
(B) The vehicle would regularly be driven off-road or on unimproved roads or where clearance is an issue.

Compact 2-, 4-, or all-wheel drive SUV/Crossover vehicles with purchase price and fuel efficiency equal to or better than a pickup of a comparable vehicle class or size are exempt from the above requirements.

(h) Comply with the OAR Chapter 340-257-series when purchasing model year 2009 and after light-duty vehicles.

(3) REPLACEMENT AND DISPOSITION

(a) Vehicle Replacement/Retention Thresholds

State government's replacement criteria goals appear in the tables below. The criteria are designed to replace vehicles in a manner that maximizes safety, efficiency and cost effectiveness. Agencies with fleets will strive to reach the replacement criteria goals as their budgets allow.

Wherever feasible, agencies will replace Internal Combustion Engine vehicles with ZEV options. See Section (2)(a).

Agencies may use more specific replacement mileage thresholds based on historical costs, use data, or other relevant facts. Alternate replacement criteria developed by an agency must be reviewed and approved by the Fleet Management Advisory Council prior to implementation.

Agencies may retain vehicles past the replacement mileage or age thresholds if the cost effectiveness, operating condition and safety features of the vehicle warrant continued use of the vehicle.

Due to the varied use and low volume of diesel light-duty vehicles in state fleets, they are exempt from the replacement criteria below. In general, diesel vehicles should be retained longer than a comparable gasoline-fueled vehicle because diesel vehicles have higher cost and longer engine life.

Standard gasoline and flex-fuel vehicles		
Depreciation Months	**Mileage Range**	**Replacement Schedule**
96	1,354 or less miles per month	115,000 or 8 yrs.
84	1,355 to 1,548 miles per month	120,000 or 7 yrs.
72	1,549 to 1,806 miles per month	125,000 or 6 yrs.
60	1,807 to 2,167 miles per month	130,000 or 5 yrs.
48	2,168 to 2,708 miles per month	135,000 or 4 yrs.
36	2,709 to 3,611 miles per month	140,000 or 3 yrs.

Hybrid, ZEV, and CNG vehicles, 150,000 miles for all		
Depreciation Months	**Mileage Range**	**Replacement Years Schedule**
120	1250 or less miles per month	10
108	1251 to 1389 miles per month	9
96	1390 to 1563 miles per month	8
84	1564 to 1786 miles per month	7
72	1787 to 2083 miles per month	6
60	2084 to 2500 miles per month	5
48	2501 to 3125 miles per month	4
36	3126 to 4167 miles per month	3

(b) Disposal

State vehicles that reach the end of their efficient life cycle must be disposed of according to state law. Unless otherwise allowed by statute, vehicles scheduled for disposal will be sold through the DAS State Surplus Property program or public/commercial auction as approved by DAS. Agencies may transfer, sell, or otherwise trade state-owned vehicles between state agencies. Sale, trade or transfer to local governments or other public entities must be approved by DAS Surplus.

(4) EFFICIENT AND ECONOMICAL USE OF STATE VEHICLES

(a) Minimum Mileage Requirement (ORS 283.313):

State-owned light-duty vehicles must meet a minimum monthly mileage requirement. Vehicles not achieving the monthly mileage threshold as averaged over an annual period may be subject to reassignment or sale.

To determine the minimum mileage threshold, ORS 283.313 requires use of a formula derived in 1997 by the Secretary of State Audits Division, or an equivalent formula, as determined by DAS. Analysis and calculations by DAS have determined the minimum mileage threshold for regular fueled and hybrid vehicles be set at 600 miles per month.

Because of their limited range and lack of refueling infrastructure, Compressed Natural Gas, hydrogen powered, and Electric Vehicles are exempt from minimum mileage requirements.

Agency directors must submit exemption requests for vehicles not meeting the minimum mileage requirement to DAS Fleet & Parking Services for each reporting period. The requests will be reviewed, and recommendations made to the DAS Chief Operating Officer. The COO or designee will make the final determination with regard to granting exemptions.

Exemption Request Criteria for Underused Vehicles
1. Vehicles that require specific identification, features, or that have special safety considerations for the transportation of clients receiving state services, correctional facility adults or youths in custody, or patients; or while conducting site visits or home visitations.
2. Vehicles with special modifications, carry equipment, or carry property required to conduct the work of the agency.
3. Vehicles for support of remote facilities, remote service areas, campus settings, or seasonal programs.
4. Vehicles used for law and regulatory enforcement including DPSST training vehicles.
5. Vehicle needed for circumstances not listed above; explanation must be provided. Example: DAS validates a cost benefit analysis where an agency has demonstrated that keeping a low use vehicle is the most cost-effective option for employee travel.
6. The vehicle does not meet the minimum mile criteria but is used a minimum of 13 working days per month or a minimum of 106 working hours per month. Agencies requesting this exemption must provide documentation of use. For example, copies of a reservation calendar or scheduling system for the year or data from other verifiable collection methods such as telematics enabled devices (GPS) installed in the vehicle.

For regular fuel vehicles used less than 150 miles per month and hybrid vehicles used less than 250 miles per month, all exemption requests sent to DAS must be signed by or emailed by the agency director to verify the director agrees that the agency requires the very low use vehicles to fulfill its mission and that the requested exemption is necessary.

DAS may request additional information or a business case to justify an agency's request to exempt vehicles with very low use. The requesting agency's director must sign these documents.

(b) Removal of vehicles that do not meet a valid exemption:

After close of the minimum mileage reporting period, agencies have six months to raise vehicle use above the threshold or supply documentation demonstrating the minimum required hours/days of monthly use. If the monthly use of a vehicle does not rise above the minimum mileage point or minimum hours/days of use by that time, the vehicle must be transferred to another agency or removed and sold.

(c) Replacement of vehicles without a valid exemption, purchase of additional vehicles:

Agencies may not replace vehicles that do not have a valid exemption. Existing vehicles that exceed minimum standards or have a valid exemption may be replaced as needed.

Agencies with denied exemptions may not purchase new, additional vehicles of the same type. Before expending state funds for additional vehicles, agencies shall seek to fulfill the need with low use vehicles of the same class or type that do not have a valid exemption.

(5) MARKING STATE-OWNED VEHICLES

As used in this section, "Unmarked Vehicle" means a vehicle with a license plate other than a Government Exempt E- series plate and lacking any other markings identifying as belonging to a state agency.

State-owned vehicles must be marked in plain lettering of a readable size with the name or acronym of the owning or operating agency, followed or preceded by the words "State of Oregon." Whenever feasible, the marking shall be placed on the rear of the vehicle to facilitate easy identification of the owning agency by a driver traveling behind the state vehicle. Rear window placement is permitted when the rear vision standards of the Driver and Motor Vehicle Services Division are met.

(a) Justification for Unmarked Vehicles. Subject to the approval of the DAS Fleet Manager, vehicles owned or operated by state agencies may be unmarked when used for the following purposes:

- (A) Vehicles used in undercover criminal investigations by or in support of law enforcement agencies may be unmarked and bear only such license plates as are required on privately-owned vehicles.
- (B) Vehicles used for investigation activities by agencies where a standard E-plate would compromise the safety of state employees or compromise successful investigations.
- (C) Vehicles operated by Judicial Department judges may be unmarked with written approval of the Chief Justice.
- (D) Vehicles operated by statewide elected public officials may be unmarked for reasons of personal safety.
- (E) Vehicles statutorily exempt from marking.
- (F) Vehicles assigned to executive management personnel who in the course of official state business routinely incur threats to their personal safety.
- (G) Vehicles rented or leased short term by a state agency for purpose of supplementing fleet inventory. Vehicles leased for one year or more must be marked in the same manner as owned vehicles.
- (H) Vehicles privately-owned and used for official state business travel.

(b) Vehicles approved for marking exemption should not be used for purposes other than those listed in Section (5)(a). However, when necessary to rotate unmarked vehicles from active duty for protecting the integrity of investigations and to avoid underutilization of unmarked vehicles, agencies may request approval from DAS to use unmarked vehicles for other agency state business travel needs.

(c) Procedure to Exempt a Vehicle from Marking:

- (A) Agencies may request an exemption from marking vehicles by writing to the DAS Fleet Manager. The request must be signed by the requesting agency's director (or his or her delegate), or the Chief Justice, or the appropriate elected official, and include the following:

  - (i) Names and titles of the authorized drivers, title of the organizational section/program performing any undercover/investigatory work (if applicable), and a description of the intended uses of the vehicle (be specific);
  - (ii) Reasons for the requested exemption; and
  - (iii) Duration of the exemption.

- (B) Agencies with an unmarked vehicle must change the vehicle to marked when the original intended use of the vehicle changes or when the exemption expires.

- (C) Unmarked licenses are not automatically issued for replaced or exchanged vehicles. Agencies must request approval for an unmarked vehicle whenever an unmarked vehicle is replaced or exchanged.

(d) Other Markings: No unauthorized stickers, signage or placards of any type are allowed on state-owned vehicles. With the approval of an agency's fleet manager, additional markings of a state vehicle are allowed for situations in which recognition is critical to support a program, public safety plan, agency mission or agency goal.

(6) VEHICLE MAINTENANCE AND CARE

(a) Preventative Maintenance:

(A) Agencies must follow the manufacturer's manual and establish maintenance schedules (within warranty guidelines) for each vehicle in their motor pool.
(B) Maintenance schedules must include the following minimum requirements (which agencies may voluntarily exceed): chassis lubrication; oil change; filter replacement; and any other manufacturer-recommended replacement schedule.
(C) Agencies must obtain vehicle services and replacement parts at the lowest possible cost or value to the state. Purchases and record keeping must comply with state laws and Generally Accepted Accounting Principles.
(D) Agencies may service state-owned passenger vehicles at state owned service facilities or any state-authorized vendors.

(b) Day-to-Day Maintenance Guidelines:

(A) Drivers should perform routine vehicle care every day, trip or week. Daily maintenance includes:

(i) Keeping the interior of the vehicle clean and free of litter.
(ii) Checking air pressure and inspecting tires daily. Not exceeding the maximum load rating of the tires (marked on the tire sidewall). Following the manufacturer's loading instructions for the vehicle.
(iii) Inspecting under the vehicle for fluid leaks.
(iv) Checking the vehicle frequently for body damage and reporting damage to the owning agency.
(v) Assuring that seat-belt systems and safety equipment are fully operational.

(B) Emission control systems must be functional and in good repair at all times.
(C) Regularly checking engine oil and transmission fluid.

(7) USE OF TOBACCO AND MARIJAUNA PRODUCTS IN STATE VEHICLES

People may not use or consume any tobacco or marijuana products including, but not limited to, cigarettes, cigars, pipes, chew, snuff, electronic cigarettes and smokeless products inside state vehicles or equipment.

(8) RECORD-KEEPING REQUIREMENTS

Agencies must maintain records on each vehicle under their control, as follows:

(a) Vehicle inventory, including license plate number, year, make, model, unit description, class type, primary storage location or address of employee responsible for the vehicle(s), mileage, in-service date, fuel type, fuel consumption, fuel cost, acquisition cost and depreciated value.
(b) Complete and accurate maintenance information, including work performed, replacement parts and associated costs.

(c) The owning agency must follow the Oregon Secretary of State record retention schedules for vehicle related records.

(9) REPORTING REQUIREMENTS

(a) Compliance Examination/ Biennial Fleet Review. At least biennially, DAS will examine an agency's compliance with the rules and policies adopted pursuant to ORS 283.340. Each biennium, DAS submits a report on state-owned vehicles to the Joint Legislative Audit Committee, as follows:

(A) Summaries of agency compliance examinations, with emphasis on non-complying fleets;
(B) Numbers of motor vehicles, listed by model and owning-agency;
(C) Mileage use of motor vehicles, listed by agency;
(D) Operating cost per mile of motor vehicles, listed by agency; and
(E) Recommendations for increasing motor vehicle use, for decreasing overall motor vehicle population and for absorbing the vehicles of non-complying fleets into the motor pool. [1993 c.335 §11]

(b) State and Federal Reporting Requirements. Agencies must maintain records and provide DAS Fleet & Parking Services with information necessary for the annual reporting requirements identified in ORS 283.337, "Reports to Department of Environmental Quality and Department of Energy."

(c) Upon request, agencies must provide information to DAS Fleet & Parking Services for an annual report to the Department of Environmental Quality and the Department of Energy. At a minimum, agencies must provide the following:

(A) The number of vehicles acquired that are capable of using alternative fuel;
(B) The number of vehicles converted from the use of gasoline to the use of alternative fuel;
(C) The amount of each type of alternative fuel used in the vehicles;
(D) The number of zero-emission vehicles, as defined in ORS 283.398, acquired;
(E) The amount of electricity used in the zero-emission vehicles; and
(F) Any other information required by the Department of Environmental Quality and the State Department of Energy.
(G) In the report, an agency that purchases or leases a vehicle that is not a zero-emission vehicle shall explain the reason for the purchase of an alternative fuel, hybrid or low-emission vehicle and demonstrate that purchasing or leasing a zero-emission vehicle was not feasible. To assess the feasibility of a zero-emission vehicle under this subsection, an agency may not consider any incremental cost of a zero-emission vehicle over a comparable vehicle.
(H) For purposes of the report, plug-in hybrid electric vehicles are not vehicles that are capable of using alternative fuel

(d) Upon request, agencies must provide information to DAS Fleet & Parking Services for annual state and federal reporting requirements for alternative-fuel vehicles, fuel inventory, and emissions.

(10) VEHICLE FUELING

Agencies must use the least expensive, lowest carbon impact fueling option available. Overall, state-owned fueling facilities provide bulk-priced fuels at the lowest cost to the state and agencies shall uses the lowest carbon impact fuel in bulk tanks wherever possible and cost effective. In general, the order of least expensive to most expensive, and the preference for fueling, is

(a) State-owned bulk fueling sites (several sites provide access to fuel 24/7)

(b) Retail card lock station using proprietary card (e.g. PacPride, CFN, etc.)

(c) Retail or card lock stations using state fuel credit card

At the DAS Salem Motor Pool, fuels can only be dispensed by state employees for use in state owned vehicles and equipment. To legally dispense fuel at the Salem Motor Pool fuel island, all other public agencies must have an intergovernmental agreement and an official card lock agreement in place with DAS; self-service by other public agency employees is otherwise prohibited.

(11) USE OF STATE FUEL CREDIT CARDS (Retail or Cardlock)

(a) The state fuel credit card is honored by major gasoline companies nationwide.

(b) Drivers must immediately report the loss of any state fuel credit card to the assigning agency.

(c) Agencies will determine whether to use a fuel credit card to pay for emergency repairs based on the circumstances at the time.

(d) Agencies must maintain appropriate controls for issuing and using fuel credit cards. Authorization procedures, policies, audits, and ongoing user education should reflect the state's standards for other purchase cards.

(12) IDLE REDUCTION POLICY

Reducing idle time significantly reduces vehicle emissions, environmental impact, operating costs and dependence on foreign oil. Reducing the combustion of fossil fuels reduces airborne sulfur dioxides, particulate matter, carbon monoxide and other toxic air pollutants. These pollutants are known to cause respiratory or nervous system damage as well as cancer and other health problems. In addition, the Idle Reduction Policy supports the state's climate change goals by reducing greenhouse gas emissions from its fleet.

(a) As part of their Sustainability Plan, agencies with fleets must develop fuel conservation plans and strategies for vehicles and equipment within their fleets including idle reduction education, idle reduction technologies, alternative fuels and the purchase of vehicles that reduce dependence on fossil fuels, reduce fuel consumption and promote clean air.

(b) Employees must reduce idling of state vehicles and equipment whenever possible to improve engine life, reduce maintenance and repair costs, reduce fuel costs, reduce vehicle emissions and improve health and safety. Guidelines for employees:

   (A) Limit idle time of powered vehicles to no more than five minutes during initial warm-up and at times when the vehicle is being restarted after a prolonged period of shut down.

(B) Do not unnecessarily idle powered vehicles more than five minutes when vehicle is stopped for a foreseeable period of time.
(C) Restrict idle time to less than five minutes for vehicles making frequent and multiple stops.
(D) Remove ice or frost from windows with a scraper. If not feasible to use ice scrapers or de-icing chemicals, idling for the purpose of de-icing is allowed.

(c) Section (12) does not apply to:

(A) Circumstances where the health and safety of people and property could be compromised or when equipment is directly involved in an emergency response situation.
(B) Situations where engine power is necessary for an associated power need such as the following examples: electrical or hydraulic power generation, inverter or tool use, hoist, winch, lift gate or boom operation.
(C) Idling a vehicle for the purpose of getting warm, dry or cool if other accommodations are not available in the immediate work area. In such cases, the employee must ensure adequate ventilation is present.
(D) Testing, servicing, or inspecting vehicles or equipment by repair staff.

(13) MORATORIUM ON USE OF STUDDED TIRES

Repeated studies have shown that use of studded tires causes significant damage to roads across Oregon. The Oregon Department of Transportation estimates studded tires cause about $8.5 million in damage each year to state highways. Studies also demonstrate that studded tires perform no better than modern studless tires with the mountain snowflake insignia except for the very rare condition of clear, fresh, 32-degree Fahrenheit ice. In addition, use of studded tires on dry and wet pavement, the prevalent road conditions in Oregon, severely decreases traction and increases stopping distance.

The Fleet Management Advisory Council has declared a moratorium on purchases of new studded tires for use on state-owned vehicles effective July 1, 2012. After this date, tires purchased and installed on state-owned vehicles must be studless.

Section (13) does not apply to law enforcement vehicles used by Oregon State Police or to agencies statutorily exempt from ORS 283.

(14) PROVIDING ELECTRICITY TO EMPLOYEES AND THE PUBLIC FOR ELECTRIC VEHICLE CHARGING

(a) According to ORS 276.255, agencies may:

(A) Install Electric Vehicle Charging Stations to deliver electricity to the public to charge Electric Vehicles.
(B) Contract with a vendor to install and manage Electric Vehicle Charging Stations at state facilities.

(b) Statute limits the number of Electric Vehicle Charging Stations an agency may install or have installed by a vendor each biennium. This amount is determined by DAS. Unless otherwise required by other statute, rule, or local code, agencies may install a number of charging stations at any owned or leased location equal to 6% of the total available parking spaces. For installations proposed beyond 6% of available parking spaces, agencies shall engage DAS for analysis of the factors that justify installation of the proposed higher quantity of chargers. Where available, agencies shall explore utility incentives and other alternate funding sources to reduce the state's expense to install charging infrastructure.

(c) Agencies, whether directly charging the public for dispensing electricity or through a contracted vendor, must set the price for electricity dispensed to the public at a rate that recovers all the following costs:

(A) The electricity used to charge the vehicle.
(B) The cost to install and maintain the charging station.
(C) The administrative cost to operate the service.
(D) The real property value that the stations and associated parking occupy.

(d) Agencies may recover the cost of installation and the value of the real property occupied by charging stations for a period up to 20 years to reduce the impact of these costs in the rates charged to the public or employees.

(e) Regardless of the costs identified in (c) and (d) above, ORS 276.255 limits the maximum amount an agency may collect from users at 110% of the market rate for EV charging in the county where the chargers are installed.

(f) To recoup the cost of providing workplace charging: Where the chargers installed for employee use cannot collect fees for use on a transactional basis, agencies may use the following methods.

(A) Full Charging: a minimal charge of no less than $20 per month must be paid by an employee using an agency-owned 110-volt outlet or Level 1 charger for all day or overnight charging of a personal vehicle, or for using an agency-owned 240-volt outlet or Level 2 charger. This is a flat monthly charge and will not be prorated based on how many days the charging actually occurred during the month. An agency may charge a higher rate if necessary to recover costs outlined in Section (14)(d).
(B) Partial Charging (includes full charging of vehicles with battery capacity of less than 10 kWh): a minimal charge of no less than $10 per month must be paid by an employee using an agency-owned 110-volt outlet or Level 1 charger for a half day (4.5hrs) or less to charge a personal vehicle, or for using an agency-owned 240-volt outlet or Level 2 charger. This is a flat monthly charge and will not be prorated based on how many days the charging actually occurred during the month. An agency may charge a higher rate if necessary to recover costs outlined in Section (14)(d).

(g) Agencies may use a payroll deduction to charge employees for use of agency-operated Electric Vehicle Charging Stations. The agency must document the agreement with the employee in writing.

(h) If an agency does not have an established mechanism to collect parking-related charges from public visitors or employees, wherever possible, agencies may contract with a vendor to provide EV charging services. Contracts with vendors to operate charging stations for an agency must indemnify the agency against any claim arising from the vendor's operations and equipment on state-owned or controlled premises. The vendor must also carry the appropriate level of liability insurance and their payment collection methods must comply with Oregon Public Funds Law or have a valid exemption granted by the Oregon Treasury.

(i) Agencies must keep sufficient records and information to comply with statutorily required reporting through 2023. The following information must be collected and reported to DAS when requested.

(A) The number of devices or facilities for delivering electricity to the public for electric motor vehicles that state agencies installed or had installed in the previous two years and the total number of installations that have occurred since June 2, 2018

(B) The number of devices or facilities that state agencies have planned for installation in the next two years.

(C) The cost to the state agency of each installation and calculate:

(i) An average cost for installations that state agencies have completed or had completed; and

(ii) An overall trend line for costs that state agencies have incurred.

(D) Specify the current price that each state agency charges under subsection (14)(f) of this section and any changes in the price that occurred in the previous two years.

(E) Specify for each state agency an average rate of utilization for all of the devices or facilities located on premises that the state agency owns or controls, calculated as the ratio of the time each day during which a person is actually using the devices or facilities and the time each day in which the devices and facilities are available for use.