
OFFICE OF BUDGET, CONTRACTS & BUSINESS SERVICES

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES



OBCBS ALERT 17-02

FLEET CAR ADMINISTRATION

This alert letter is to notify Providers that OBCBS has assumed responsibility for certain fleet administrative duties. Effective November 1, 2016, OBCBS assumed the responsibilities associated with:

- Driver License Renewals
- Violations
- Complaints
- Wrong Pump Utilization
- Coordination with OMB Fleet for placing vehicles

Emails forwarded to DDDS by OMB Fleet Services regarding Driver Licenses, Complaints, Wrong Pump Utilizations, Red Light Violations, etc. will be promptly forwarded by OBCBS Administrative Support (**Giselle Landry**). DDDS Providers are expected to provide a response within (5) business days of the email received.

When opening up a new residential habilitation site, coordination of fleet cars assigned to the location will be handled by OBCBS Contract Manager **Adam Gaskill**. As such OBCBS will be introducing a new form to order a fleet vehicle (sample attached).

NOTE: If a vehicle other than a four door sedan is needed, this form must first be signed by the appropriate Regional Program Director (RPD). Regional Program Directors are listed below:

- Kent County – Albert Anderson
- New Castle East – Karen Wilson
- New Castle West – Wanda Goldsborough
- Sussex County – Carey Hocker

Further, be advised OBCBS performed a comparative analysis of miles used vs. the contractual maximum number of miles assigned to fleet vehicles used by DDDS Providers. Consequently, several situations where more than 50% of the contract maximum has been exceeded and we are not yet half way through the state fiscal year. Therefore, it is in the State's best interest to transfer vehicles within Provider portfolios to avoid incurring excessive lease overage charges. Adam Gaskill will execute outreach during the upcoming weeks to coordinate vehicle swaps in such a way that consumer and fiscal impact is minimal.

Per the DMMA Boiler Plate Contract, Providers are required to submit Fleet Reports to OBCBS monthly. A separate fleet report for Day and Residential services is required. We request Fleet Reports accompany your Direct Bill Invoice to DDDS for services funded with 100% DDDS Funds. Without it, your Contract Manager will not process your invoice for payment. The Fleet Report Template has been attached for your convenience.

Some additional fleet reminders your staff may find helpful are:

1. All employees of the provider who need to use Fleet vehicle must have an approved application by Fleet Services to be an authorized driver on file. Application can be found at the following link: <http://gss.omb.delaware.gov/fleet/documents/forms/add.pdf?ver=1003>
2. Each employee of the provider will be assigned their own Personal Identification Number (PIN) to fuel fleet vehicles. These numbers are not to be shared among staff and any such doing will have severe consequences enforced by Fleet Services.
3. If a driver receives three violations in a twelve-month period they are subject to a 30 day suspension of their driving privileges by the Fleet Administrator. Could face suspension of driving privileges after one violation depending on the severity of the incident.
4. Fleet Services asks to keep vehicles clean. If they find it necessary to have it thoroughly cleaned or detailed due to negligence of the residential home or day program, then they will charge the provider for the services.
5. When sending in Fleet reports, please enter with 100% accuracy. Also when a loaner vehicle is being utilized at time of report it is not necessary to include the information of the loaner. Please indicate the primary vehicle's tag number and last mileage reported on report instead.
6. All fleet vehicles take 87 octane, regular unleaded fuel (Besides Diesel Buses). Any other fuel pumped will result in a \$50 fine sent to the provider per monthly fleet services bill. Also a \$50 fine for replacement of lost fuel card. Replacement of key will be billed to provider at vendor cost.
7. Rates for Fleet vehicles are below. New assignments will be placed as High Mileage rates.

Vehicle Type	Monthly Fleet Rate	Allowed Annual Mileage (April 1 st - March 31 st)	Cost per mile over annual mileage
Compact Sedan	\$397.16	11,429	\$0.28
Compact Sedan - High Mileage	\$599.34	20,000	\$0.28
Mid-Size Sedan	\$471.55	11,429	\$0.36
Mid-Size Sedan-High Mileage	\$641.18	20,000	\$0.31
Minivan	\$502.15	11,429	\$0.39
Minivan - High Mileage	\$758.04	20,000	\$0.38
Minivan with Lift	\$741.38	11,429	\$0.64
Minivan with Lift- High Mileage	\$1146.62	20,000	\$0.61
Large Van	\$594.17	11,429	\$0.49
Large Van - High Mileage	\$896.10	20,000	\$0.46
Turtle Top Van with Lift	\$1474.17	25,000	\$0.65