



1. Compliance

- 1.1. Services for all OMES-owned vehicles must follow the [updated service procedures](#).
 - 1.1.1. For all serviceable items not included in the five standard maintenance items, the service provider must contact OMES for approval by calling 405-521-2204 prior to commencement of work.
 - 1.1.2. All repairs, and services, parts and accessories acquisitions must be preapproved by OMES Fleet Management (FM) by emailing fmd.service@omes.ok.gov or calling 405-521-2204. **Note:** Authorization by FM must be obtained prior to the commencement of the work. Unnecessary or unapproved services will be billed to agencies.
 - 1.1.3. Driver or agency fleet administrator are required to inform the clerk or service provider at the time of purchase or service that all charges are exempt from sales tax. (A copy of the Sales Tax Exemption letter is in the glove box. The Sales Tax Exemption number is printed on the face of the Fleet Card.)
 - 1.1.4. On-the-road and after-hours incidents, such as a flat tire or battery repair or replacement, can be conducted without preauthorization (all other policies must be observed). **Note:** This authorization does not include nonemergency maintenance and repair items such as visiting a service location with a blown tire and having all four replaced without FM authorization (instead of just one tire)
 - 1.1.5. Regardless of reason, a copy of the work order or invoice and payment receipt must be provided to FM on the next business day, and it must include a legible driver's name, agency name and number, and vehicle number and odometer reading at the time of service.
 - 1.1.6. If road assistance is needed, all drivers of FM-owned vehicles can find roadside emergency contact information on the Roadside Assistance Card in the blue folder inside their glove box .
 - 1.1.7. Use local vendors/dealers.
- 1.2. All credit card transactions for services pertaining to OMES-leased vehicles must include an itemized invoice that includes vehicle information and copy of receipt. Email to fmd.service@omes.ok.gov, **with unit number included** (refer to Section 1.1.5 above).

2. Vehicle maintenance schedule

- 2.1. Most if not all vehicles are equipped with an oil life monitoring system or an oil life percentage indicator (service minders); observe oil change intervals when the service message appears on the display or your oil life percentage drops below 9% (refer to the following examples):
 - 2.1.1. Driving with semi- or full-synthetic oil enables oil changes at an interval of about 7,500 miles for some models with highway driving (e.g., Chevrolet and Dodge models); other manufacturers may have intervals that go up to 10,000 miles (Ford).
 - 2.1.2. Do not exceed 10,000 miles or one year without servicing the vehicle.
 - 2.1.3. The most reliable indicator for service is the oil life percentage or the change indicator; please do not service your vehicle based on the sticker placed on your windshield by previous service provider.
 - 2.1.4. If you have any questions regarding the vehicle maintenance schedule, contact FM at fmd.service@omes.ok.gov or 405-521-2204.