



## 1. Overview

This process provides instructions for agencies on how to request a monthly lease vehicle from OMES CAM Fleet Management (FM) and includes the lease conditions.

## 2. How to request a vehicle

2.1. Contact FM to inquire about vehicle availability at:

2.1.1. [fmd.lease@omes.ok.gov](mailto:fmd.lease@omes.ok.gov) (preferred)

2.1.2. 405-521-2204

2.1.3. Fleet Tower, 2616 N. Stiles Ave., Oklahoma City, OK 73105

## 3. Lease conditions

3.1. Any agency leasing a vehicle from FM agrees to the following:

3.1.1. Agency must keep the vehicle in good operating condition during its use and maintained in accordance with the established [Preventive Maintenance Services for Fleet and State-Owned Vehicles](#).

3.1.2. Upon receipt of the leased vehicle and during the leasing period, agencies must report any damage to the vehicle, no matter how minor, immediately upon discovery, to FM and OMES Risk, Assessment and Compliance.

3.1.3. Agency must make prompt payment for all FM invoices associated with this lease and use of the vehicle ([OAC: 260:75-1-5\(e\)](#), and Section 7.2.3.3 of [OMES Policy FM F001](#)).

3.1.4. Agency must ensure any authorized driver has a valid [Driver Responsibility Certification](#) attached to their employee profile and is thoroughly instructed about compliance with its terms.

3.1.5. Agency will comply with all reporting requirements. ([OMES Policy FM G002](#)).

3.1.6. Agency will comply with all FM statutes, rules, policies and processes.

3.2. [Lease Rate Coverage](#):

3.2.1. Maintenance.

3.2.2. Insurance – Vehicle Physical Damage (Liability is provided by agency standard liability coverage through Risk Management).

3.2.3. Current emergency roadside assistance provider.

3.3. Additional requirements – The lease rate does NOT include the fuel cost or tolls. However, each vehicle is equipped with a Fleet Card and PikePass. Refer to Section 3.4.

3.4. Each driver is required to use a Fleet Card for:

3.4.1. Fuel, per [OMES Policy FM F001](#).

3.4.2. Maintenance, per [OMES Policy FM G001](#).

3.4.3. Roadside assistance, per [OMES Policy FM A001](#).

3.5. Roadside assistance card ([OMES Policy FM A001](#))