



**DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
LEASE AGREEMENT / VEHICLE ASSIGNMENT**

**VEHICLE DESCRIPTION**

YEAR: \_\_\_\_\_ SERIAL # \_\_\_\_\_ LICENSE #: \_\_\_\_\_  
 MAKE: Chevrolet MODEL: \_\_\_\_\_ COLOR: Brown  
 TYPE / VEHICLE: \_\_\_\_\_ FUEL TYPE: Unleaded CLASS: All Terrain Vehicle 001

**RETIREMENT CRITERIA**

AGE OF VEHICLE: 2007 or older ODOMETER DISPLAY: 100,000 miles or higher

**LEASING ARRANGEMENTS**

PURCHASE ORDER: \_\_\_\_\_ APX #: \_\_\_\_\_ INT RATE: \_\_\_\_\_  
 START DATE: \_\_\_\_\_ LEASE RATE: \_\_\_\_\_ TERM: \_\_\_\_\_

**ASSIGNMENT**

DEPARTMENT: Administration DIVISION: 000 Scroll down to select billing code.  
 VENDOR CODE: \_\_\_\_\_ SUB-DIVISION CODE: \_\_\_\_\_

**OPERATOR INFORMATION**

OPERATOR NAME: \_\_\_\_\_ OR  MOTOR POOL: \_\_\_\_\_  
 LICENSE # (if you are the assigned operator): \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 OFFICE PHONE: \_\_\_\_\_ HOME / CELL PHONE: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

Is vehicle **stored** on state owned / leased property? YES  NO

VEHICLE STORAGE ADDRESS: \_\_\_\_\_

Is vehicle used to **commute** to or from HOME to WORK? \*YES  NO

\*If **YES**, how many miles (one-way) per day? \_\_\_\_\_ \*PLEASE NOTE: This information MUST be reported to the IRS

**AGREEMENT**

This agreement is a multi-purpose form. It may be used for vehicle asset management, driver management, and employee fringe benefit reporting. By signing this form, the driver authorizes the Fleet Management Office to request driving records from state and federal motor vehicle and law enforcement agencies to perform assessments of insurability (suspended license), employability (does driver's position require him/her to possess a valid driver's license), and driver risk assessment (accidents, citations, and violations) for additional training. This authorization may be shared with my employer and remains effective during my employment with the State of West Virginia.

**For the documentary purpose of this agreement, by electronically entering a name in the signature field, the signatory is exercising his/her intent to sign the agreement and attest to its accuracy.**

\_\_\_\_\_

\_\_\_\_\_ Fleet Coordinator Signature

\_\_\_\_\_ Fleet Management Office Signature

\_\_\_\_\_

**DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
STATE OWNED VEHICLE  
LEASE TERM AND CONDITIONS**

1. Vehicles are leased at the discretion of the Lessor.
2. Rates for each vehicle will be evaluated each fiscal year and adjusted up or down as needed.
3. Lessee is responsible for operating expenses, damages, abuse, accidents, neglect, maintenance, and cleaning as well as payment of parking and driving violations.
4. All travel must be for official State business. No personal business or travel is authorized or permitted.
5. Seat belts must be worn at all times.
6. All state of West Virginia and other applicable motor vehicle laws, including speed limits must be obeyed.
7. No smoking is allowed in the vehicle.
8. Alcohol or illegal drugs are prohibited at all times.
9. Use of wireless communication devices is prohibited while the vehicle is in motion except when the wireless communication device is being used hands-free or if the operator fears for his, her, or another person's life or safety.
10. Any modifications to the vehicle must have the approval of the Fleet Management Office.
11. Lessee will verify that all operators of state owned vehicles have a valid driver's license.
12. Lessee agrees to return vehicle for underutilization, misuse, serious DMV violations, at-fault accidents or any other inappropriate activities at the discretion of the Lessor.
13. Vehicle condition at the end of the lease must be relative to the age/mileage of the vehicle. Any necessary repairs/reconditioning above normal guidelines for age and levels of service are the responsibility of Lessee.
14. Vehicle must be locked at all times when not in use.
15. Lessee agrees to driver training as required by Lessor.
16. Vehicle must be cleaned, interior and exterior, at Lessee's expense at least monthly.
17. Service performed under this agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, the agency agrees to use its best efforts to have the amounts contemplated under the agreement in its budget. Non-appropriation or non-funding shall not be considered an event of default.