



Office of General Services

Fleet Management

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Instructions for Completing Fleet Vehicle Monthly Cost Record Log (Pool Vehicle)

All drivers, vehicle coordinators, and supervisors are responsible for adhering to the OGS Vehicle Use Policy. This policy is available on the OGS intranet and should be reviewed prior to vehicle use.

The Fleet Vehicle Monthly Cost Record Log will total mileage, fuel gallons and cost, and maintenance costs when filled out electronically.

Pool Vehicles

When a vehicle is used by multiple drivers in a given month, the individual responsible for coordination of the vehicle's use and the person to whom the keys are returned, referred to here as the "vehicle coordinator," must print out the log at the beginning of each month. Each driver shall complete all information for the vehicle for the day he or she uses it and print and sign the right-hand columns to certify that the record is correct and an accurate report of his or her vehicle use. The certification language appears at the bottom of the form.

The log should be reviewed by the vehicle coordinator after each trip for legibility and completeness. If information is illegible or incomplete, the vehicle coordinator should immediately follow up with the individual driver for clarification. When the log is complete for the month, the vehicle coordinator should sign the certification at the bottom of the form, enter the information in the NYS Fleet Management System – Driver Mileage Portal, and then submit it to his or her supervisor no later than the 10th of the following month. The supervisor of the vehicle coordinator must approve both the log and the information in the NYS Fleet Management System – Driver Mileage Portal no later than the 15th of the following month.

