



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

VEHICLE DESCRIPTION

YEAR: _____ SERIAL # _____ LICENSE #: _____
 MAKE: _____ MODEL: _____ COLOR: _____
 TYPE / VEHICLE: _____ FUEL TYPE: _____ CLASS: _____

RETIREMENT CRITERIA

AGE OF VEHICLE: 2009 or older ODOMETER DISPLAY: 100,000 miles or higher

LEASING ARRANGEMENTS

PURCHASE ORDER: _____ APX #: _____ INT RATE: _____
 START DATE: _____ TERM: _____

SPENDING UNIT ASSIGNMENT

DEPARTMENT: _____ DIVISION: _____

DRIVER INFORMATION

OPERATOR NAME: _____ OR MOTOR POOL: _____
 DRIVER'S LICENSE # (if you are the assigned operator): _____ EXPIRATION DATE: _____
 DUTY 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.

Driver Signature Date

Spending Unit Fleet Coordinator Signature Date

Fleet Management Office Signature Date

**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.