

To: Departments Owning University Vehicles

From: Diana Moreno, Assistant Director, Parking and Transportation
Michael Aramian, Accounting Manager, Financial Services – Property Management

Subject: Annual Vehicle Information Survey

Financial Services, in collaboration with Parking and Transportation's new subsidiary, Motor Pool, will be conducting the consolidated **Annual Vehicle Information Survey** for Fiscal Year 2024.

The survey will be available on Motor Pool's Fleet Data System from September 1, 2023 through September 30, 2023.

Garage/Motor Pool and Property Management collect data annually on street legal vehicles that are owned by or entrusted to the University. This information is required by Arizona Department of Administration/Arizona Department of Transportation and is used to calculate the vehicle insurance premium allocation.

Fleet Data Report (Garage/Motor Pool)

- The Arizona Department of Transportation has requested the Vehicle Identification Number (VIN), repair costs, fueling costs, etc.
- Repair and fueling costs associated with services obtained from the Garage/Motor Pool will populate the Fleet Data Report. *Departments should first reconcile these figures to their records, adding any external fuel and repair costs if necessary.*
- Reported figures should cover all expenses for period September 1, 2022 through August 31, 2023.
- Data fields may be empty if the VIN does not match the database or if the vehicle is new.

Vehicle Insurance Report (Property Management)

- State Risk Management only assesses insurance on street legal vehicles. All eligible vehicles, functioning or not, must be insured. This includes all Non-Decommissioned United States Department of Agriculture (USDA) vehicles, which have tags starting with the letter G.
- The University's Vehicle Insurance Premium is allocated among all departments with vehicles in service as of July 1, 2023. The estimated Per Vehicle Insurance Premium for Fiscal Year 2024 is \$507.00. Charges will be billed to the listed account(s) based on the final, verified vehicle count by December 2023.
- Insurance account information will populate into the corresponding fields for all vehicles that were part of the prior year allocation. Verify this information to ensure accuracy. For vehicles acquired during Fiscal Year 2023, the insurance account field will be empty, and departments must enter the information.
- Sub-Accounts and Project Codes are optional but should be verified if containing information.
- If the Annual Vehicle Information Survey is not submitted by October 1, 2023, it will be assumed that the information on record is accurate, and insurance will be allocated accordingly. For records with no account, the department's default account will be used.

Contact Information

For inquiries concerning Fleet Data Report log-in, access, and assistance; and repair or fueling costs:

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For inquiries concerning the Annual Vehicle Information Survey and insurance premium allocation:

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