



OFFICE OF VEHICLE MANAGEMENT

OVM Vehicle Review Guide

Included in this review guide are:

- The review areas our Vehicle Management Auditors will focus on.
- The vehicle documentation expected to be with each vehicle.
- The OVM forms & Resources available on our website.

OVM WEBSITE

Follow these steps to access the OVM Homepage:

1. www.mass.gov/OSD
2. On the left side of the OSD Homepage, you'll find the [OSD Services section](#). Click on [Office of Vehicle Management \(OVM\)](#)
3. You'll then be directed to the OVM Homepage where the followings will be found:
 - Vehicle Management Policies and Procedures
 - Use of State Vehicles by Executive Agencies Policy Update
 - OVM Resources
 - Fleet Management Information:
 - OVM Light Duty and Passenger Vehicle Contract [OVM 10 Contract User Guide]
 - Agency Fleet Manager Guidance:
 - Maintenance and Repair
 - Fuel Card Use
 - Glass and Tires

REVIEW AREAS

These are areas our OVM Vehicle Management Auditors will be looking at during their visits:

- Safety
- Compliance
- Utilization
- Overall Physical Condition
- Overall Cleanliness

VEHICLE DOCUMENTATION

- Registration
- Fleet Response Packet
- Vehicle Driver Log
- Wright Express (WEX) Fuel Card
- OVM Overnight Travel Form, OVM Request for Waiver if Applicable

OVM FORMS

- OVM-CONFIDENTIAL REGISTRATION REQUEST
- OVM-REQUEST FOR WAIVER
- OVM-VEHICLE DRIVER LOG
- OVM-AUTHORIZED DRIVER AFFIRMATION OF REVIEW AND COMPLIANCE
- OVM-OVERNIGHT TRAVEL
- OVM-VEHICLE ASSIGNMENT REQUEST
- OVM-VEHICLE REASSIGNMENT WITHIN SAME AGENCY
- OVM-VEHICLE LEASE AND ASSIGNMENT AGREEMENT

OVM RESOURCES

Alex Giannantonio, Director of Fleet Policy and Administration, (617) 720-3171
Alex.Giannantonio@State.MA.US

To request new Fleet Response Packets or have any registration inquiries, please email Turhan Shepherd or Ted Bunnell at
Turhan.Shepherd@State.MA.US
Theodore.Bunnell@State.MA.US

To request 1-800 How-Am-I Driving & POW/MIA Stickers, or have any questions related to maintenance and Accident services, please contact James Guerrier at:
James.Guerrier@State.MA.US (617) 720-3178

For Fuel card questions, Please email Cheryl Cushman at Cheryl.Cushman@State.MA.US (617) 720-3109

Vehicle Management Auditors:

Michael Duplan
Michael.S.Duplan@State.MA.US

Michael Norton
Michael.G.Norton@State.MA.US

To reach our Westborough Vehicle Lot:

Please contact Tim Morrissey at (617) 835-3216