

Transportation Services Division/SCFA

Mission: To help our customers get to their destination on-time and cost-effectively with safe, dependable transportation.

Services Provided:

Short-Term and Long-Term Passenger Vehicle Leases

Vehicle Acquisition and Disposal

Defensive Driving Courses – On-line; 6 & 4 hour instructor taught along with virtual

Title and Register state vehicles - SG Plate; Street Plate/Protective Plate; and Facilitate UC Plate

Vehicle Abuse/Suspension Prevention

Vehicle Accident Reporting

Vehicle Waivers




TSD/SCFA/Motor Pool Staff

- James Chavez – TSD Deputy Director (505) 660-5562
 - Annette Roybal – SCFA/Motor Pool Bureau Chief (505) 231-6299
 - Jennifer Johnson – Staff Manager (505) 670-0904
 - Daphne Smith– T187 Short Term Dispatcher/Account Manager (505) 827-1957
 - Sigfredo Vigil– PERA Short Term Dispatcher/Account Manager (505) 795-1546
 - Christina Delara– Pine tree Short Term Dispatcher/Account Manager (505) 841-2985
 - Irene Robles– Pine tree Short Term Dispatcher/Account Manager (505) 469-4354
 - Dana Brown-Pine tree Supervisor (505) 623-1829
 - Joshua Bonham– Motor Pool Shop Manager – (505) 238-5048
 - Angel Vazquez –Motor Pool Shop Supervisor (505) 699-7627
 - Donald Ortiz (505) 827-1953
 - Mario Alcaraz(505) 827-1953
 - Corey Ellenburg(505) 827-1953
 - Clarence Benavidez (505) 819-1624
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Motor Pool Staff con't

- Vacant– Assetworks Data/GPS Management Analyst (505) 469-7207
 - Jannel Vigil– Defensive Driving Coordinator (505) 490-0956
 - Lance Martinez– Administrator State Government Titling (505) 231-2018
 - Kas Romero- Office Manager/Waivers/Suspensions (505) 372-8628
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Vehicle Leasing Program

Long Term Leasing (three types)

Standard Lease – TSD owned vehicles; lease exceeds 6 consecutive months.

Standard Lease rates are based on overhead, maintenance and depreciation costs, less residual; divided by the 5-year vehicle life-cycle. At the end of the life cycle the vehicle is automatically replaced

Operational Lease – TSD owned vehicles; lease where vehicle has exceeded the standard lease vehicle life-cycle or for vehicles that are procured by the user agency that has chosen not to pay the depreciation cost. Once the vehicle is beyond repair it is not replaced

Third-Party Commercial Lease – based on 36 or 48 months; 52,000/60,000 mile restrictions

Third-Party Commercial Lease rate is based on overhead, maintenance and third party monthly leasing fees.

To Request new or replacement vehicles complete the application found on <https://www.gneralservices.state.nm.us/transportation-services/online-forms/lease-and-disposal> before the 15th of April for the upcoming fiscal year.

Short Term Leasing Program

Short Term Leasing – Link for Reservation [NM GSD/TSD \(state.nm.us\)](https://www.generalservices.state.nm.us/transportation-services/online-forms/short-term-reservation/)

<https://www.generalservices.state.nm.us/transportation-services/online-forms/short-term-reservation/>

- Enter “State Agency”
- Enter - Operator ID (request of account manager)
- Enter – Name, email and phone number
- Enter Driver License number and issuing state
- Enter Defensive Driving Certificate Expiration Date
- Enter Destination – City and State
- Indicate Pick up Location, Date and Time
- Click on reCAPTCHA
- Click on Submit
- Motor Pool staff will review and send approval within a few hours.

Short Term Offices

- 2 Santa Fe Locations
 - T187 Building 2542 Cerrillos Road (505) 827-1957
 - Hours of operations 7:00 to 5:00
 - PERA Building 1120 Paseo De Peralta Room 321F (505) 795-1546
 - Hours of operations 7:00 to 4:00
- 1 Albuquerque Locations
 - Pine Tree Building 4775 Indian School NE Bldg. 4 Room 14 (505) 841-2985
 - Hours of operations 7:00 to 4:00

Vehicle Inspections

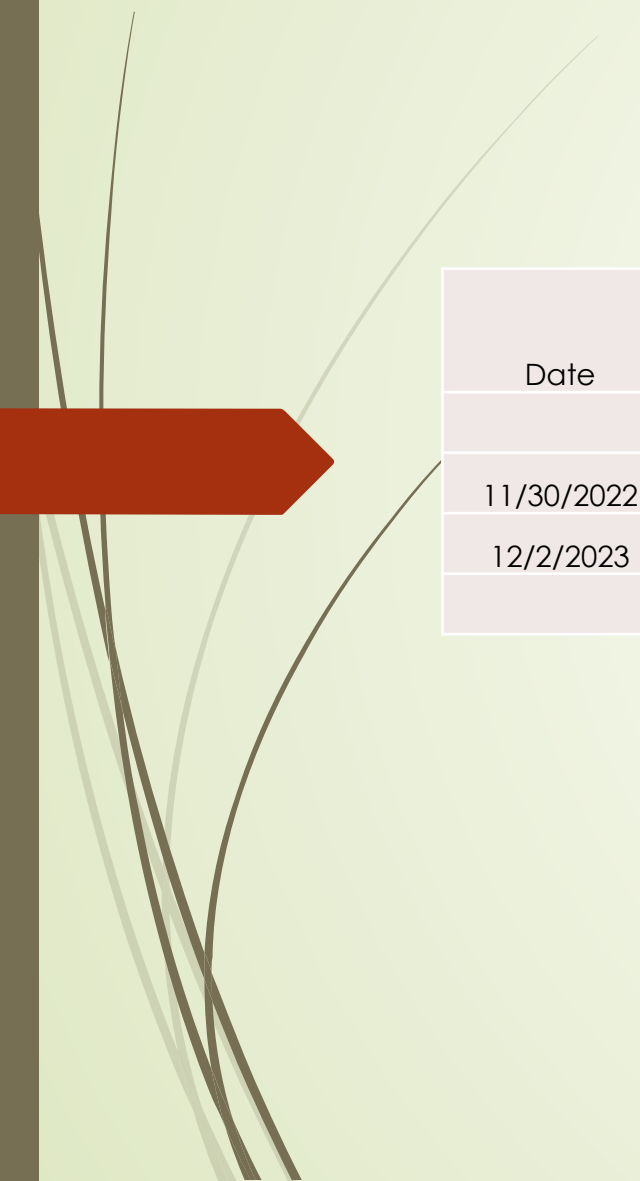
Vehicle Inspection are mandatory and conducted annually throughout the state.

- Inspection will consist of the following:
 - Driver License and Defensive Driving Certificate of driver
 - Review Vehicle Book/Binder – vehicle registration; mileage report; RMD Evident of Coverage; current vendor list; “How to Brochure” and waiver letter (if applicable)
 - Check wear and tear of tires and glass
 - Vehicle lights and brakes
 - Overall shape of vehicle; paint, dent and dings
 - Vehicle inspection results will be sent directly to agency fleet coordinator

Mileage Log Sample

Vehicle 001234SG

Month: May



Date	Driver Name	Beginning Miles	Ending Miles	Destination	Returned w/Full Tank of Gas	Vehicle Expenses
11/30/2022	Jane Speedster	12345	12390	Santa Fe	full	\$25.00
12/2/2023	Jack Ortiz	12390	12450	Roswell	3/4 tank	\$30.00

Reporting Monthly Mileage

- Request Operator ID/password from Account Manager
- Click on Assetworks link: [Enterprise Asset Management \(state.nm.us\)](https://fleet.gas.state.nm.us/InfoCenter/EnterpriseAssetManagement(state.nm.us))
- Log in
 - Click on the "Customer Access" tab;
 - Click on "Administer Equipment Units" – to see your vehicles
 - Click on "plate number"
 - Click on "Enter Usage Tickets"
 - Enter start date: 26th of previous month
 - Enter End date: current date (mileage should be report by the COB on the 25th of current month)
 - Enter – Capture last odometer reading at the end of the month
 - Click on "save" button

Global Position System or GPS

Purpose: Increase overall fleet efficiency; promote vehicle and driver safety; eliminating need for mileage logs; capture vehicle trouble codes; stolen vehicle recovery; review actual vehicle utilization

TSD affixes GPS decals indicating "this vehicle is monitored by GPS" on the window of vehicles that have a GPS unit installed.

TSD will provide oversight of vehicle monitoring and data reporting;

Agency's shall have access to the GPS tracking system allowing them to view vehicle activity and set up reporting requirements.

Each agency will be responsible for its own policy on informing employees on the use of GPS including their use in determining disciplinary actions

GPS will be used to monitor speed while driving a state vehicle. **All state laws must be followed while operating a state vehicle.**

State employees are expected to travel at or less than the posted speed limit. TSD has established reports that will capture excessive speeding over the posted speed limit which will result in driver suspensions. Suspended employee's will need to take an instructor taught Defensive Driving class to have driving privileges re-instated. After 3 consecutive suspensions driving privileges will result in a 30 days suspension.

Tampering with any GPS equipment is prohibited and offending employees may be subject to disciplinary action and/or vehicle lease terminated.

To set up users in the NetworkFleet (GSP) tracking system contact Dana Brown (505) 623-1829. Dana.Brown@gsd.nm.gov

Global Position System or GPS

Vehicles outfitted with GPS units will have access to Roadside assistance up to 4 times per year per vehicle.

This includes the following services:

- Towing (up to 25 miles) if over 25 miles tow to the next closest city
- Locksmith Service
- Battery Boost
- Tire Change
- Fuel Delivery
- Winch Services
- Lost & Stolen vehicle recovery

Instruction card is located in vehicle glove box

Automobile Accidents

- Always call law enforcement, NMSP is the preferred agency.
- Complete online Vehicle Accident or Vandalism form within 24 hours or next business day
 - <https://www.generalservices.state.nm.us/transportation-services/online-forms/report-a-vehicle-accident/>
 - Include description of accident, location, driver name, DL# DDC and pictures
 - If vehicle needs towing, every effort should be made to use a vendor from the vendor list
 - Vehicle is to be towed to the nearest agency building if possible
 - Leasing agency is responsible for obtaining 3 quotes for repairing the vehicle (tax on labor only)
 - Submit estimates and police report to TSD
 - If police report determines state driver is at fault, agency will be responsible for the deductible and driving privileges will be suspended. Driver will have to take the 6 hour instructor taught Defensive Driving class to get re-instated.
 - TSD will determine what vendor will be used to repair damages
 - Leasing Agency is responsible for taking vehicle to vendor for repair. Agency is to inspect vehicle once damages are repaired along with forwarding the invoice to TSD for payment or paying the invoice (copies must be sent to TSD's vehicle file)
 - Communication is Key

Defensive Driving Course

All drivers of state vehicle's need to complete a six-hour class National Safety Council Defensive Driving Course (NSC/DDC) and take a four-hour refresher every four years

Classes offered:

- 6 hours instructor lead class (6 hour for new, expired or suspended drivers)
- 6 hour virtual class (virtual 6 hour for new, expired or suspended drivers)
- Online class for renewal of current defensive driving certificate
- Cost of classes:
 - 6 hour – virtual, in-person or online \$30.00

Payment for classes is in the form of Operating transfers and billing occurs on the 5th of month.

Duplicate DDC certificates can be obtained for a fee of \$10

While driving a state vehicle, driver must have in their possession a valid driver's license and a current defensive driving certificate (DDC can be an electronic copy).

Register for classes at:

<https://www.generalservices.state.nm.us/transportation-services/defensive-driving/defensive-driving/training/>

Waivers

Waivers are required for:

- Driving prior to NSC/DDC course completion
- Taking state vehicle out of state (overnight stay)
- Transporting of non-state employees

Waiver online registration

<https://www.generalservices.state.nm.us/transportation-services/online-forms/waivers>

Or contact Kas Romero@ (505) 372-8628 Kas.romero@gsd.nm.gov

Waiver will be approved 5 days prior to travel

No after the fact waivers will be approved

Commuting Report

Commuting – means using a state vehicle from domicile-to-duty privilege authorized by leasing agency's Cabinet Secretary.

State agency must develop a policy that allows authorized drivers to use state vehicles to commute between work and residence

All agency Cabinet Secretaries or agency heads wishing to commute must acquire approval from governor's office. Approvals must be forwarded to SCFA.

Agencies must provide SCFA an annual report identifying the following:

- Authorized commuter
- The vehicle state plate
- Total commuting mileage
- Number of call backs during the year

This report shall also identify which drivers and state vehicles plates are authorized to commute for the upcoming year.

Commuting Report is due August of each year.

Commuting Forms can be found at:

<https://www.generalservices.state.nm.us/transportation-services/commuting/>

Wright Express (WEX) Fuel Card

Use of Wright Express Fuel Credit Card

- All state agencies and authorized drivers are required to use the GSD/TSD controlled Wright Express (WEX) fuel credit card for authorized purchases.
- The department/agency WEX representative (usually the department/agency vehicle coordinator) is responsible for establishing their account with WEX and for adding or deleting employees to/from the authorized WEX user listing.
- The department/agency WEX representative shall assign a single fuel credit card to each state passenger vehicle and a Personal Identification Number (PIN) to each authorized driver.
- Authorized drivers shall use self-service fuel pumps when refueling state vehicles. Authorized drivers are encouraged to use alternative fuels when they are available for state vehicles manufactured to burn alternative fuels (E-85, CNG, Propane, Bio-Diesel, etc.).
- If an authorized driver uses the fuel credit card to purchase an unauthorized item or service, the state agency shall collect the cost of the unauthorized purchase from the authorized driver.
- Following is a listing of “authorized” and “non-authorized” purchases
 - Authorized purchases: Unleaded Gasoline, E-85 Fuel, Diesel, Propane, Compressed Natural Gas (CNG), Car washes at WEX approved fueling stations and Emergency services or repairs which are not to exceed \$250.00
 - Non-Authorized Purchases: Food or beverages; Oil changes, Transmission flushes, Radiator flushes, Anything not stated under “Authorize Purchases” and purchasing exceeding \$250.00
- The department/agency or the GSD/TSD Director may suspend or revoke the state authorized driver privileges for misuse of the WEX fuel credit card. The state department/agency may take appropriate disciplinary action as may be required.
- The department/agency shall immediately notify Wright Express in the event of a lost WEX fuel card

SCFA Requirements Agencies

SCFA may re-allocate state vehicles that are being under-utilized (less than 750 per month) within an agency or between agencies.

SCFA will consider under-utilization of state vehicles when evaluating a state agency's request for additional or different vehicles.

No employee should be expected to travel if they feel unsafe due to inclement weather. Supervisors are to ensure that drivers are fit for duty. No short term lease vehicles will be issued while inclement weather conditions are present.

State agencies are responsible for assuring that state vehicles in their custody are parked in secure areas

State agencies must ensure that the subscribed preventive maintenance service is done on all leased vehicles

State vehicles may be washed once a month.

State agencies will not alter, modify, convert, or improve the original vehicle equipment of any state vehicle without prior written authorization

Employees are not allowed to smoke or dip in state vehicles.

Medical marijuana cards do not give an employee the right to operate a state vehicle while using. No employee is to operate a vehicle while under the influence.

Employees may not transport alcohol in a state vehicle, nor may they transport someone who has consumed alcohol.

Employees may not carry weapons, even if they have a concealed permit. Only certified officers whose job requires them to carry firearms are allowed.

No pets allowed. Only those who are designated as an official and have received a waiver from TSD.

State vehicles should not be used for personal use.

1.5.3 Traffic Laws and Operator Conduct

- Drivers shall obey all applicable traffic laws while operating vehicles
- Drivers must exercise appropriate caution and prudence while driving
- Drivers shall not use vehicles for inappropriate or illegal activities including personal use – no expectation of privacy in state vehicle
- Drivers who exceed 35 miles from their post of duty may use the vehicle for personal business – eating, grocery stores, etc
- Drivers shall only utilize a cell phone with hands free while driving
- At no time may a driver text or type while driving – driver may not read from electronic device or paper source while driving
- Drivers will minimize distractions while driving – including eating & playing with radio
- Drivers shall operate vehicles at or below posted speeds
- Drivers who receive a traffic citation in a state vehicle must notify TSD and are responsible for any fines that come as a result of the citation
- Drivers involved in accidents while driving who are found at fault will have their privileges suspended
- State employees should car pool to meetings, conferences etc
- Supervisors will ensure that employees are fit for duty when driving state vehicles – fatigue; physical and emotional soundness focusing on safety

FY26 Lease Rates

Class	Vehicle Type	Overhead	Maint.	Fee	Lease	Lease	Lease
02B	Mid Size Sedan	\$130.45	\$136.27	\$219	\$485	\$266.72	\$22.06
02BA	Mid Size Sedan - 2024 Nissan Altima Commercial	\$130.45	\$136.27	\$411	\$678		
02C	Full Size Sedan	\$130.45	\$136.27	\$236	\$503	\$266.72	\$22.86
04A	Mini 4X2 Pick-up	\$130.45	\$136.27	\$163	\$430	\$266.72	\$19.53
04B	Mini 4X4 Pick-up	\$130.45	\$136.27	\$125	\$391	\$266.72	\$17.79
04B-H	Mini 4X4 Pick-up - Hybrid	\$130.45	\$136.27	\$258	\$525	\$266.72	\$23.85
04C	1/2 Ton 4X2 Pick-up	\$130.45	\$136.27	\$241	\$507	\$266.72	\$23.07
04D	1/2 Ton 4X4 Pick-up	\$130.45	\$136.27	\$198	\$465	\$266.72	\$21.14
04D-EV	1/2 Ton 4X4 Pick-up Electric	\$130.45	\$136.27	\$532	\$799	\$266.72	\$36.30
04E	1/2 Ton 4X4 Extended Cab Pick Up	\$130.45	\$136.27	\$202	\$469	\$266.72	\$21.31
04F	1/2 Ton 4X4 Crew Cab Pick Up	\$130.45	\$136.27	\$192	\$459	\$266.72	\$20.85
04G	3/4 Ton 4X2 Regular Cab Pick Up	\$130.45	\$136.27	\$274	\$541	\$266.72	\$24.59
04H	3/4 Ton 4X4 Regular Cab Pick Up	\$130.45	\$136.27	\$418	\$685	\$266.72	\$31.12
04I	3/4 Ton 4X4 Extended Cab Pick Up	\$130.45	\$136.27	\$442	\$709	\$266.72	\$32.22
04J	3/4 Ton 4X4 Crew Cab Pick-up	\$130.45	\$136.27	\$409	\$676	\$266.72	\$30.73
04K	1 Ton 4X4 Extended Cab Pick Up	\$130.45	\$136.27	\$449	\$716	\$266.72	\$32.54
04L	1 Ton 4X4 Crew Cab Pick Up	\$130.45	\$136.27	\$363	\$630	\$266.72	\$28.64
05A	Passenger Mini Van (7 - 8 Passenger)	\$130.45	\$136.27	\$436	\$702	\$266.72	\$31.92
05AC	Passenger Mini Van Commerical(7 - 8 Passenger)	\$130.45	\$136.27	\$544	\$811		
05B	Cargo Mini Van	\$130.45	\$136.27	\$514	\$780	\$266.72	\$35.47
05C	Full Size 15 Passenger Van	\$130.45	\$136.27	\$319	\$586	\$266.72	\$26.62
05D	Full Size Cargo Van	\$130.45	\$136.27	\$207	\$474	\$266.72	\$21.53
05E	Full Size 12 Passenger Van	\$130.45	\$136.27	\$319	\$586	\$266.72	\$26.62
06APHEV	Mid Size Sport Utility 4X4 Plugin Hybrid	\$130.45	\$136.27	\$533	\$800	\$266.72	\$36.35
06A	Mid Size Sport Utility 4X4	\$130.45	\$136.27	\$414	\$681	\$266.72	\$30.93
06AM	Mid Size Sport Utility 4X4 - Commercial 2024 Rogue	\$130.45	\$136.27	\$480	\$747		
06AP	Mid Size Sport Utility 4X4 - Commercial 2021 Ford Explorer	\$130.45	\$136.27	\$422	\$689		
06B	Full Size Sport Utility Vehicle 4X4	\$130.45	\$136.27	\$531	\$798	\$266.72	\$36.26
06BM	Full Size Sport Utility Vehicle 4X4 Commercial 2024 Nissan Armada	\$130.45	\$136.27	\$903	\$1,169		

1. TSD **maintenance schedules** are driven by manufacturer recommendations. Refer to this schedule when acquiring services for your leased vehicle(s).

Service	Hybrid	Ford Trucks	General Motors	Dodge/ Chrysler	Nissan	Ford Fusion/ Taurus	Toyota RAV 4
A. Oil Change, Including Filter. Inspect air filter every oil change and replace as deemed necessary	7,500 miles or six months	7,500 miles or six months	7,500 miles or six months	6,000 miles or six months	6,500 miles or six months	7,500 miles or six months	5,000 miles or six months
B. Rotate and Balance Tires (*)	See Note #5						
C. Transmission Service	50,000 miles	100,000 miles	100,000 miles	100,000 miles	100,000 miles	100,000 miles	60,000 miles
D. Brake Inspection	7,500 miles	7,500 miles	7,500 miles	6,000 miles	6,500 miles	7,500 miles	5,000 miles
E. Replace Coolant	50,000 miles	100,000 miles	100,000 miles	100,000 miles	105,000 miles	100,000 miles	100,000 miles
F. Fuel Filter	See owners Manual	60,000 miles if serviceable	50,000 miles If serviceable	50,000 miles If serviceable	Not Serviceable	Not Serviceable	Not Serviceable
G. PCV Valve	100,000 miles		100,000 miles	60,000 miles			
H. Cabin Filter if applicable	15,000 miles	30,000 miles	15,000 miles	Not Applicable	30,000 miles	30,000 miles	20,000 miles

Make sure oil light is reset immediately after service is performed.

(*) Under no circumstances are tires to be rotated without balancing!!!

2. At each stop for fuel:

- A. Every effort should be made to purchase fuel at the least expensive filling station within the community that you are filling up in. Use a Tier 2 fuel (non-refinery) filling station which typically is referred to as non-branded filling station. The price at the pump at these Tier 2 stations are usually up to \$0.10 per gallon cheaper than at a Tier 1 (refinery) name brand filling stations.
- B. With a warm engine, inspect engine oil on level ground. Add oil only when the level is at, or below ADD or MIN mark. Never fill beyond the FULL or MAX mark.
- C. Clean windshield. Check windshield washer solvent and add if required.
- D. Check tires. If vehicle is equipped with tire monitors verify tire pressure. Otherwise look for unusual wear or damage.

3. At time of oil change:

- A. Check windshield wiper blades and belts.
- B. Check fluid levels of coolant reservoir, brake master-cylinder, power steering, and transmission. Add fluids as required.
- C. Check all lights [headlights- high & low beams, rear lights, brake lights, directional and emergency blinkers, reverse lights, license plate light, running lights, etc.) to make sure they are operational.
- D. Rotate and balance tires.

4. **Vehicles driven less than the recommended miles annually must have the oil changed twice a year and should have the tires rotated and balanced every three months.**

5. **Vendor is to measure tread depth. Tires are rotated and balanced when tread depth of rear tires exceeds tread depth of front tires**

******Vehicles manufactured on or before 2005 need oil changed every 5,000 miles or 6 months******