

**REPORT OF THE
VIRGINIA DEPARTMENT OF MOTOR VEHICLES ON**

**DATA COLLECTION PROCESS AND
PROCEDURES FOR MOTOR
VEHICLES OWNED BY STATE
AGENCIES AND LOCALITIES**

**TO THE GOVERNOR AND
THE GENERAL ASSEMBLY OF VIRGINIA**



HOUSE DOCUMENT NO. 61

**COMMONWEALTH OF VIRGINIA
RICHMOND
1995**



COMMONWEALTH of VIRGINIA
Department of Motor Vehicles
2300 West Broad Street

RICHARD D. HOLCOMB
COMMISSIONER

MAIL ADDRESS
POST OFFICE BOX 27412
RICHMOND, VIRGINIA 23269-0001

February 16, 1995

TO: The Honorable George F. Allen
Governor of Virginia

and

The General Assembly of Virginia

House Joint Resolution 8 of the 1994 General Assembly requested that the Department of Motor Vehicles adopt data collection and storage forms, processes and procedures that would, at a minimum, provide complete, accurate, and current data on the following:

- (i) The number and types of motor vehicles owned by the Commonwealth, its agencies, instrumentalities and political subdivisions;
- (ii) The agencies, instrumentalities, and political subdivisions having day-to-day control of these vehicles;
- (iii) The number and types of motor vehicles comprising private vehicle fleets in Virginia and where these vehicles are principally garaged; and
- (iv) The fuels used by all these vehicles.

On behalf of the Department of Motor Vehicles, it is my privilege to transmit the report on the steps taken to comply with this request.

Respectfully submitted,

Richard D. Holcomb

RDH:jmc

Executive Summary ii

Introduction 1

House Joint Resolution 8 (94) 1

Procedures in Use 1

Procedures Being Adopted for Use 2

Conclusion 2

Appendix A: House Joint Resolution 8. A-1

Executive Summary

In 1994, the subcommittee formed under House Joint Resolution 9, the Clean Fuel Study subcommittee, recognized the need to establish a database to assist in the implementation of the federal Clean Air Act and National Energy Policy Act. Various requirements of these federal statutes relating to clean fuel fleets make it highly desirable for various agencies of the Commonwealth to be able to obtain current and reliable data on the number of vehicles in private vehicle fleets, the places where those fleets are garaged, and the fuels they use. Likewise, careful management of state-owned motor vehicles is particularly crucial to the success of state and federal programs aimed at (i) protecting and improving air quality and (ii) reducing dependence upon imported petroleum products.

The subcommittee believed that the existing forms and procedures used by the Department of Motor Vehicles (DMV) did not fully permit the collection, storage, and ready retrieval of the necessary data to the extent that it would assist in achieving these goals. As a result, the subcommittee introduced House Joint Resolution 8 in order to allow for DMV to provide the appropriate database for the Commonwealth.

DMV's existing procedures and collection methods provide most of the information requested under House Joint Resolution 8 (94). Additional measures are being taken to update this information in order to fully comply with the request. These measures should be in place by January 1996.

The database established by DMV in compliance with the request made by the General Assembly in House Joint Resolution 8 (94) will be as accurate as the information provided to DMV. DMV is relying on agencies and localities that own the vehicles to provide accurate and up-to-date information. The procedures and collection methods in use and being adopted by DMV should provide the most reliable database possible.

Introduction

In 1994, the subcommittee formed under House Joint Resolution 9, the Clean Fuel Study subcommittee, recognized the need to establish a database to assist in the implementation of the federal Clean Air Act and National Energy Policy Act. Various requirements of these federal statutes relating to clean fuel fleets make it highly desirable for various agencies of the Commonwealth to be able to obtain current and reliable data on the number of vehicles in private vehicle fleets, the places where those fleets are garaged, and the fuels they use. Likewise, careful management of state-owned motor vehicles is particularly crucial to the success of state and federal programs aimed at (i) protecting and improving air quality and (ii) reducing dependence upon imported petroleum products.

The subcommittee believed that the existing forms and procedures used by the Department of Motor Vehicles (DMV) did not fully permit the collection, storage, and ready retrieval of the necessary data to the extent that it would assist in achieving these goals. As a result, the subcommittee introduced House Joint Resolution 8 in order to allow for DMV to provide the appropriate database for the Commonwealth.

House Joint Resolution 8 (94)

The 1994 General Assembly passed House Joint Resolution 8 (**APPENDIX A**), which called on the DMV "to adopt data collection and storage forms, processes and procedures that would, at a minimum, provide complete, accurate, and current data" on the following:

- (i) The number and types of motor vehicles owned by the Commonwealth, its agencies, instrumentalities and political subdivisions;
- (ii) The agencies, instrumentalities, and political subdivisions having day-to-day control of these vehicles;
- (iii) The number and types of motor vehicles comprising private vehicle fleets in Virginia and where these vehicles are principally garaged; and
- (iv) The fuels used by all these vehicles.

Procedures in Use

DMV currently can provide information on the number and types of motor vehicles comprising private vehicle fleets in Virginia and where these vehicles are principally garaged, as requested in item (iii). DMV also collects data relating to fuel type, as requested in item (iv). As new fuel types are developed, fuel type options are expanded to accommodate the collection and retrieval of this information.

Procedures Being Adopted for Use

DMV is in the process of reviewing and revising the existing information it has in its database relating to item (i), the number and types of motor vehicles owned by the Commonwealth, its agencies, instrumentalities and political subdivisions, and item (ii), the agencies, instrumentalities and political subdivisions having day-to-day control of these vehicles.

DMV will be adding a six-digit code to the records of vehicles owned by the state. The first three digits of the code will identify the agency that **owns** the vehicle, while the second three will identify the agency with **day-to-day control** over the vehicle. DMV is developing this coding in consultation with the Department of Accounts. DMV also is developing a comparable coding system for those vehicles owned by localities.

This addition will allow for DMV's database to provide the information requested in items (i) and (ii) for agencies of the Commonwealth that are in need of it. Vehicle registration forms for state agencies will be designed to capture the ownership and day-to-day control data. Surveys also will be made each year of all agencies owning vehicles in order to verify and update this information and to ensure that each vehicle record is assigned to the appropriate agency.

At this point, over 4,000 surveys on ownership and day-to-day control have been sent to and returned by state agencies and localities. This information will be compared with existing information to ensure accuracy and will be used as necessary to update DMV's vehicle records for agencies and localities. DMV plans to complete this process on or before January 1996.

Conclusion

DMV's existing procedures and collection methods provide most of the information requested under House Joint Resolution 8 (94). Additional measures are being taken to update this information in order to fully comply with the request. These measures should be in place by January 1996.

The database established by DMV in compliance with the request made by the General Assembly in House Joint Resolution 8 (94) will be as accurate as the information provided to DMV. DMV is relying on agencies and localities that own the vehicles to provide accurate and up-to-date information. The procedures and collection methods in use and being adopted by DMV should provide the most reliable database possible.

APPENDIX A
HOUSE JOINT RESOLUTION NUMBER 8

GENERAL ASSEMBLY OF VIRGINIA -- 1994 SESSION

HOUSE JOINT RESOLUTION NO. 8

Requesting the Department of Motor Vehicles to adopt certain procedures in registering motor vehicles.

Agreed to by the House of Delegates, January 24, 1994

Agreed to by the Senate, March 8, 1994

WHEREAS, the Department of Motor Vehicles is the state agency responsible for registering motor vehicles; and

WHEREAS, although the Commonwealth Transportation Commissioner is responsible for the management of the centralized fleet of passenger-type vehicles assigned to the Virginia Department of Transportation and available for use by state agencies, many vehicles owned by the Commonwealth are under the control of other agencies, including institutions of higher education; and

WHEREAS, effective direction and oversight of state government programs is in part dependent upon a detailed knowledge of the resources available to governmental agencies and institutions; and

WHEREAS, one such resource is motor vehicles; and

WHEREAS, careful management of state-owned motor vehicles is particularly crucial to the success of state and federal programs aimed at (i) protecting and improving air quality and (ii) reducing dependence upon imported petroleum products; and

WHEREAS, it is therefore highly desirable to have, at a minimum, reliable data on the number and types of state-owned vehicles, the agencies having control of those vehicles, and the fuels used by those vehicles; and

WHEREAS, implementation of the federal Clean Air Act and National Energy Policy Act also makes it highly desirable for various agencies of the Commonwealth to be able to obtain reliable and current data on the number of vehicles in private vehicle fleets, the places where those fleets are garaged, and the fuels they use; and

WHEREAS, forms and procedures presently employed by the Department do not presently permit the collection, storage, and ready retrieval of this data to the extent that might be desired; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the Department of Motor Vehicles be hereby requested to adopt data collection and storage forms, processes, and procedures that will, at a minimum, provide complete, accurate, and current data on (i) the number and types of motor vehicles owned by the Commonwealth, its agencies, instrumentalities and political subdivisions, (ii) the agencies, instrumentalities, and political subdivisions having day-to-day control of these vehicles, (iii) the number and types of motor vehicles comprising private vehicle fleets in Virginia and where these vehicles are principally garaged, and (iv) the fuels used by all these vehicles.

The Department is further requested to report actions taken to comply with the provisions of this resolution to the Governor and the 1995 General Assembly as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.