VEHICLES IN eMARS

As a part of the **Smart Government Initiative** the Transportation Services Work Group has decided to implement procedures so the Vehicle information in eMARS is more accurate and user friendly. Each agency that has vehicles listed on their inventory report will be required to implement these changes. This information will be required on all vehicle entries in eMARS going forward.

The following paragraph is taken from **FAP-120-20-01** regarding vehicle inventories.

A fixed asset record of all licensed vehicles and licensed trailers assigned to an agency shall be maintained regardless of cost or other equipment mounted on the vehicle. This report shall include: vehicle license number, agency name, property or commodity code, serial number, make, style, manufacturer's model number, date registered during the first year only and original purchase price. "Assigned" means any licensed motor vehicle under an agency's control. This includes vehicles owned by an agency of the Commonwealth, excluding motor pool vehicles, which are reported by the Finance and Administration Cabinet; vehicles legally exempt from bearing a state official plate pursuant to KRS 44.045 (4), KRS 44.045 (5), KRS 186.065 (2), and KRS 186.065 (3); vehicles whose title is vested in the federal government but on loan to an agency; and vehicles obtained from any other source. Vehicles not owned by the agency shall be noted on the fixed asset report.

The new required fields on the **component line** of the document for vehicle entries are listed below with an explanation of each.

- The **Surface Area field** will show the **county code** of where the vehicle is assigned.
- The **Manufacturer field** will show the **Make** of the vehicle.
- The **Model Number field** will show the **Model** of the vehicle.
- The **Plat Number field** will show the **Model Year** of the vehicle
- The **Serial Number field** will show the **VIN** number of the vehicle.
- The **Tag Number field** will show the **License Plate** number on the vehicle.
- **Description Field Two** will represent the **Gross Vehicle Weight** of the vehicle.
- **Description Field Three** will represent the **Fuel Type** of the vehicle.
- **Description Field Four** will show if the vehicle is a **take home** vehicle. If the vehicle is not a take home vehicle this field will remain blank.
- **Description Field Five** will represent the **Class** of the vehicle determined by the insurance.

NOTE: **Description field one** and the **Extended Description field** on the component line have been left blank for the agency's use.

▾Component General Information

Component Number : 0001 ▷   Description 1 :

Commodity : 07000 ▷   Description 2 : 8500

Units : 1.00000   Description 3 : GAS

Final Units :   Description 4 : TAKE HOME

Surface Area : 120   Description 5 : CLASS 1

Manufacturer : FORD

Model Number : TAURUS   Extended Description : 2008 GOLD FORD TAURUS WILLIAM SMITH

Plat Number : 2008

Serial Number : 1FTSC12543ERT3456

Tag Number : 1KW8906

Base Asset : ☑

PROCEDURES

The attached spreadsheet lists the vehicles that your agency has in eMARS and includes the fixed asset number and description.

1. **Surface Area** – the three digit county code can be found on the County Code spreadsheet (Page 5). The county code is where the vehicle is assigned. Please enter this as a three digit number.

2. **Manufacturer** – Ford, Chevy, etc.

3. **Model Number** – Taurus, Impala, etc.

4. **Plat Number** – Year the vehicle was produced.

5. **Serial Number** – Vehicle Identification Number (VIN)

6. **Tag Number** – License Plate number on the vehicle.

7. **Description 2** – Gross vehicle weight of the vehicle (GVW). Please do not include any decimals or commas.

8. **Description 3** – Fuel type - gas, diesel, multi fuel, electric.

9. **Description 4** – Indicate whether the vehicle is a take home vehicle that does not have to be parked in a designated area over night. **If the vehicle is not a take home vehicle leave this field blank.**

10. **Description 5** – Insurance Class. Karen Bond is the main contact for the Insurance Class information. When entering information for this field please type the word "CLASS" and use the numeral to indicate the class, 1, 2, 3, 4, etc., with no dashes.

Class	Vehicle Type
1	Private Passenger (4 wheel auto of the private passenger or station wagon type with a seating capacity of 8 passengers or less.
2	Vans or buses with a seating capacity of (9-20)
3	Buses with a seating capacity of (21-60)
4	Buses with a seating capacity over 60
5	Light Trucks (GVW of 10,000 pounds or less)
6	Medium Trucks (GVW of 10,001-20,000 pounds)
7	Heavy Trucks (GVW 20,001-45,000 pounds)
8	Extra Heavy Trucks (GVW over 45,001 pounds)
9	Heavy Truck Tractors (equipped with 5th wheel coupling device for semi trailers. (GVW 45,000 pounds or less)
13	Enforcement vehicles - CVE & NOT fitted for pursuit (other than State Police)
13A	Enforcement vehicles - fitted for pursuit (Not State Police)
15	All other **Kentucky State Police** units, other than as described in Class 13 or 15a
15A	**Kentucky State Police** units assigned for regular patrol that could be used in pursuit

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REPORTING

The Division of Statewide Accounting Services has provided a report of the vehicles for each agency in infoAdvantage. To retrieve the report follow these steps:
1. Log into eMARS and click "Page Search" in the secondary navigation panel.
2. Select infoAdvantage.
3. Select "My Favorites", "Public Folders", "eMARS Financial", "Statewide Reports" and "Fixed Asset Reports."
4. Select **Fixed Assets – Vehicles** report. Enter your department number. The report is updated nightly.

CONTACT INFORMATION

If you have questions, concerns or need assistance when entering the vehicles into eMARS please contact one of the following group members:

General Information, eMARS and Reporting:
Kim Moore   (kim.moore@ky.gov) 502.564.5120
David Nalley   (david.nalley@ky.gov) 502.564.7364
Jennie Wolfe   (jennie.wolfe2@ky.gov) 502.564.6693

Insurance:
Karen Bond   (karen.bond@ky.gov) 502.564.6055

COUNTY CODES

Adair	001	Grant	041	Mason	081
Allen	002	Graves	042	Meade	082
Anderson	003	Grayson	043	Menifee	083
Ballard	004	Green	044	Mercer	084
Barren	005	Greenup	045	Metcalfe	085
Bath	006	Hancock	046	Monroe	086
Bell	007	Hardin	047	Montgomery	087
Boone	008	Harlan	048	Morgan	088
Bourbon	009	Harrison	049	Muhlenberg	089
Boyd	010	Hart	050	Nelson	090
Boyle	011	Henderson	051	Nicholas	091
Bracken	012	Henry	052	Ohio	092
Breathitt	013	Hickman	053	Oldham	093
Breckinridge	014	Hopkins	054	Owen	094
Bullitt	015	Jackson	055	Owsley	095
Butler	016	Jefferson	056	Pendleton	096
Caldwell	017	Jessamine	057	Perry	097
Calloway	018	Johnson	058	Pike	098
Campbell	019	Kenton	059	Powell	099
Carlisle	020	Knott	060	Pulaski	100
Carroll	021	Knox	061	Robertson	101
Carter	022	Larue	062	Rockcastle	102
Casey	023	Laurel	063	Rowan	103
Christian	024	Lawrence	064	Russell	104
Clark	025	Lee	065	Scott	105
Clay	026	Leslie	066	Shelby	106
Clinton	027	Letcher	067	Simpson	107
Crittenden	028	Lewis	068	Spencer	108
Cumberland	029	Lincoln	069	Taylor	109
Daviess	030	Livingston	070	Todd	110
Edmonson	031	Logan	071	Trigg	111
Elliott	032	Lyon	072	Trimble	112
Estill	033	McCracken	073	Union	113
Fayette	034	McCreary	074	Warren	114
Fleming	035	McLean	075	Washington	115
Floyd	036	Madison	076	Wayne	116
Franklin	037	Magoffin	077	Webster	117
Fulton	038	Marion	078	Whitley	118
Gallatin	039	Marshall	079	Wolfe	119
Garrard	040	Martin	080	Woodford	120

NOTE: Please enter the county code in the "Surface Area" field of the component line with the 3 digit format.