Department of Administrative Services
Lead. Empower. Collaborate.

Office of Fleet Management
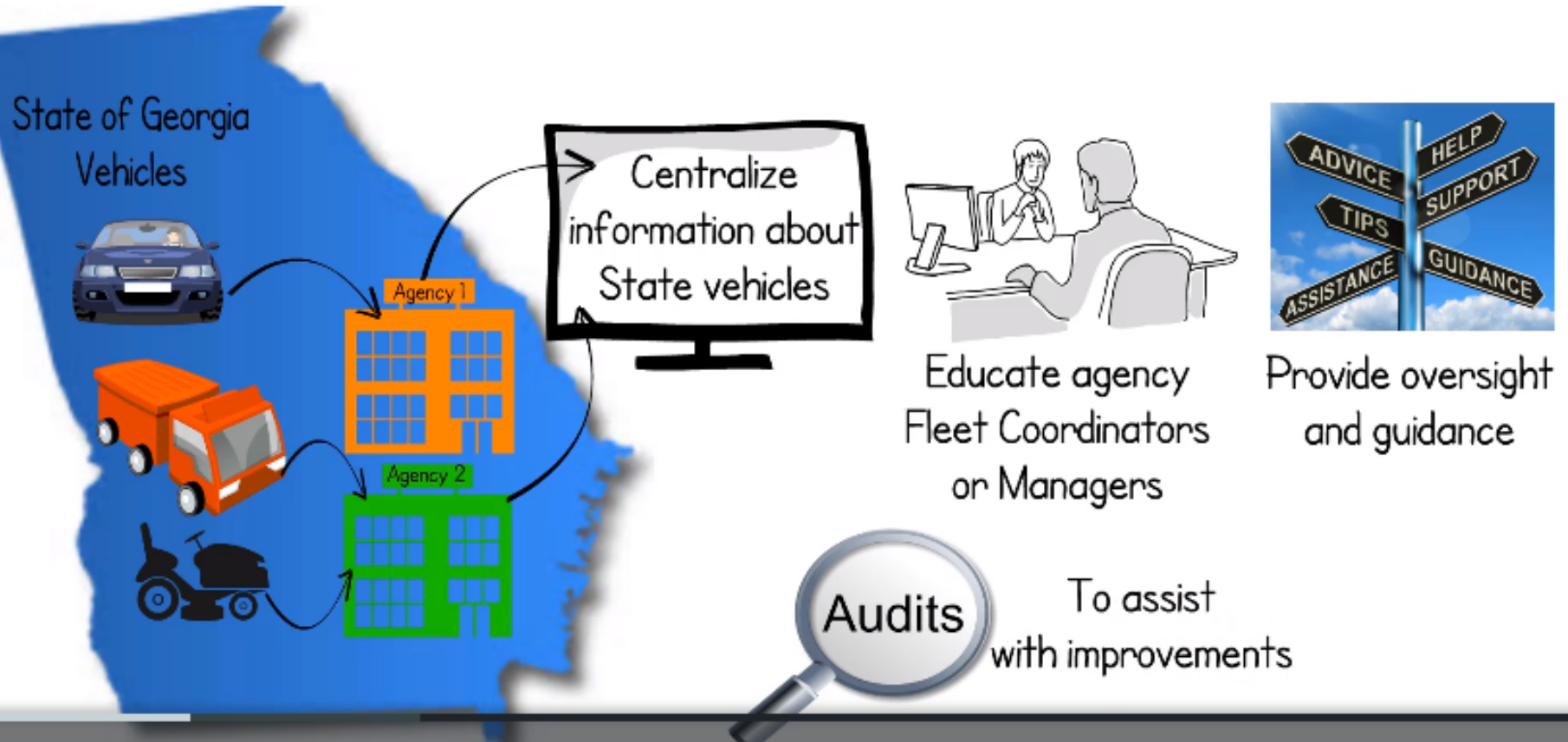
Jazzmin Randall – Director

October 2022

Fleet Updates - Agenda

- Policy 10 Updates (Recap)

- Fleet TCO Dashboard (Recap)

- Live Demo TCO Dashboard

- Upcoming Training (Fleet Days 2022)

Office of Fleet Management

What does the Office of Fleet Management do?

State of Georgia Vehicles

Agency 1

Agency 2

Centralize information about State vehicles

Educate agency Fleet Coordinators or Managers

Provide oversight and guidance

ADVICE HELP SUPPORT TIPS GUIDANCE ASSISTANCE

Audits To assist with improvements

Fleet Updates

- **Policy 10 version 10**
  - Policy 10 provides requirements for the use of state motor vehicles which includes individual assignments, purchasing, operation, disposal, etc. Its a collaborative policy with OPB and DOAS OFM outlining rules, regulations and procedures for state fleets.
  - Policy 10 was updated and communicated via our Weekly Communication's Blast to Fleet Managers

- **Fleet TCO Dashboard Training Guides to Fleet Managers**
  - In a series of OFM Communications Blasts over a 4-week period; each week we presented a new training guide on how to use the Fleet TCO Dashboard as a tool that displays agency specific metrics into one place. It's intended to provide a quick look into data relative to different metrics such as vehicle replacement, underutilized vehicles, spend and reporting.

Policy 10 Version 10 - (RECAP)

- Policy 10 v10 Updated and Approved- 10-1-2020

- Major Changes to Policy:
  - Updated requirements for individual vehicle assignments
    - Consolidated the 8 individual and overnight assignments to 5 standard combined assignment criteria (AV1-AV5)

  - Updated the criteria for new vehicle purchases to include a new minimum utilization standard
    - The minimum utilization standard is 25% of the median miles driven by asset type, per entity as determined by OFM.

  - Updated the criteria for vehicle replacement to include a new Total Cost of Ownership valuation model
    - We calculate the TCO by taking the replacement vehicle's depreciation amount + its maintenance costs over the past 2 fiscal years. If the TCO is greater than the book value, the new vehicle purchased can be considered.
      - TCO> Book Value
      - Note: The depreciation amount is the vehicle's capital cost minus its current book value

  - Developed a Fleet Total Cost of Ownership Dashboard

Policy 10 Version 10 - (RECAP)

- **Major Changes to Policy:**
  - Developed a *Fleet Total Cost of Ownership Dashboard*

    - Displays agency specific information in one place for Fleet Managers (and other agency personnel) to access data relative to vehicle replacement, underutilized vehicles, spend and reporting.

    - The **underutilized list** displays vehicles that should be reassigned if they have not met the minimum utilization standard.

    - The **replacement list** displays vehicles that are eligible for replacement based on the TCO valuation model

    - Also included is vehicle spend data, audit reports and tier reports.

    - We encourage agency personnel, such as yourselves, to request access to the dashboard because it includes information useful for agency budget and financial planning.

MV1 Form

☐ Collapse All Sections

Header Information

MV1# 4033-1016929   Status Saved   Created Date 12/04/2021

Employee Information

First Name: Joe   Middle Initial: Last Name: Fleet

Agency: 4033-DOAS SURPLUS PROPEI ▼

Employee ID#: 0244854

Vehicle Assignment

State ID*:   🔍   Start Date: 📅   How many miles do you anticipate commuting to and from your office in a fiscal year?   Add Vehicle

Assigned Vehicle Use

AV1: Does this assignment for a state employee require duties of a sworn POST-certified/registered officer, and the motor vehicle assigned to the employee is specifically equipped for law enforcement purposes and having the vehicle is essential for the state employee to carry out their job functions?   Yes ▼

If yes, enter justification for the vehicle type and the assignment selection here

AV2: Does the state employee travel to different work sites as part of routine duties?   No ▼

AV3: Does the vehicle have special equipment other than a radio or cellular telephone, is used to transport equipment, which is too large or heavy, or has special features which make it impractical to be transferred between motor vehicles or between a motor vehicle and a fixed location?   No ▼

AV4: Is the vehicle for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a conventional worksite from state employee's home?   No ▼

AV5: Is the vehicle required to be driven to sites or under conditions that would endanger privately owned vehicles?   No ▼

To view a copy of policy 10:
http://doas.ga.gov/assets/Fleet%20Management/Fleet%20Management%20Rules%20Policies%20and%20Compliance/Policy%2010%20Version%2010%20Updated%2010-1-2020.pdf

Comments

Employee Certification

I certify the above listed information is complete and accurate for the purpose of this request.   Approved Signature   12/04/2021

Agency Recommendation

Employee is recommended for authorization of individual assignment of a vehicle   ✗   No ▼

Employee is recommended for authorization of overnight use of the vehicle on a routine basis   ✗   No ▼

Agency Approved Signature   12/04/2021   Agency Head or Designee Signature   12/04/2021

Email Address   Phone Number

OFM Director Authorization

Employee is recommended for authorization of individual assignment of a vehicle   ✗   No ▼

OFM Director Signature   Title/Designation   12/04/2021

Additional Info (0)

Audit Details

Approval History (1)

MV1 Change History

MV1 successfully saved on Saturday, December 4, 2021 at 10:02:39 AM by LORI BARMANN

Save   Submit   Cancel   Exit

- There are 5 options to qualify for an employee to have an assigned vehicle (MV1).

- The justification for <u>vehicle type</u> and the <u>reason for the assignment</u> must be entered in the drop down.

- Status of the request can be located under Audit Details.

7

Vehicle Request Review

Additional VR

*The red highlights are for OFM to research and fill in.
*The gold highlights are for OFM to send to the fleet customer.
*The green highlights are for OFM to copy the answers from the fleet customer into the form.
*The blue highlights are special notes for OFM.

1. This is an Additional Vehicle Transfer request.	Addition
Research the 3rd bullet point and then email customer paragraphs below:	11/16/2021

Greetings (Stephen),

According to Policy 10 section 5.1.1 – Additional Motor Vehicle Requests.

For each new motor vehicle requested, agencies shall demonstrate the following:

o   The new motor vehicles are for additional staff or new program/unit.
o   The new motor vehicles will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM; and,
o   All active agency vehicles will have current fuel and maintenance recorded in the Fleet Management Database.

You have selected "Additional Vehicle" for your vehicle request type. Please identify if the vehicle is for additional staff or a new program /unit. Please also confirm that the new vehicle(s) will be utilized a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM.

As of today, we have identified (0) vehicles on the underutilized list of which (0) vehicles are of "like kind". Please provide a written justification outlining why the vehicles on the underutilized list cannot be used in lieu of this replacement transfer vehicle request.

Additionally, there are (4) vehicles that have not fueled in the last 90 days, and (6) vehicles without a maintenance event in the last 12 months. Please provide a written justification outlining the rationale for non-compliance with fuel and/or maintenance.

Thank You,
Office of Fleet Management

*update the underutilized vehicle count and the like-kind count based on the dashboard data.

*update the fuel and maintenance compliance count

3. Did the state entity confirm that they agree to utilize the additional at a minimum of 25% of the median miles driven by asset type, per state entity as determined by OFM?	Confirmed
4. Are there any vehicles on the underutilized list that can be used in lieu of the new vehicle request? If No, skip to #7.	No
5. List the number of vehicles on the underutilized list.	0
List the number of "like-kind" vehicles on the underutilized list.	0

6. Enter justification from the fleet manager outlining why the vehicles on the underutilized list cannot be used in lieu of this new vehicle request. Enter Justification	
7. Fuel Data- Have all current vehicles fueled in the last 90 days? If No, enter the number of vehicles that have NOT fueled in the last 90 days.	No 4
8. Maintenance Data- Have all current vehicles had a maintenance activity in the last FY? If No, enter the number of vehicles that have NOT had a maintenance activity in the last FY.	No 6
9. Did you verify that the VR has been completed?	Yes
10. Attachments: a. Is the Vendor Order Sheet attached (Pricing Sheet /Quote)? b. Universities – Is the USG approval email attached? c. If it is a lease, are the below requirements attached: i. Written justification shall include cost analysis comparing lease to purchase and demonstrating cost benefit. ii. Lease terms must be included, including the number of years, obligation per year and whether the lease includes a lease to own option to help determine long-range costs versus a vehicle purchase.	a. Yes b. N/A i. N/A ii. N/A
11. Did you review all answers to questions under VR reason-Additional?	Yes
12. Did you review the Review Charge To data?	Yes
13. Did you take a quick look at the agencies active vehicle inventory to see where they are with the 75% EPact AFV rule?	Yes

OFM Staff Signature: Bobby Arrington   11/18/2021   OFM Staff Recommendation: Approved
Comments: Per GEMA email:
The no fuel list has the sprinter van that has been at the shop waiting for parts to be repaired.
The other 3 are vehicles that are to be surplued

The maintenance vehicles are enterprise lease vehicles that are under enterprise maintenance and not ARI maintenance.

OFM Director Signature: Enter   Date: OFM Director Decision: Enter
Comments: Comments must be entered

TCO Dashboard & Vehicle Acquisitions

Fleet Total Cost of Ownership (TCO) Dashboard

Fleet TCO Dashboard Demo
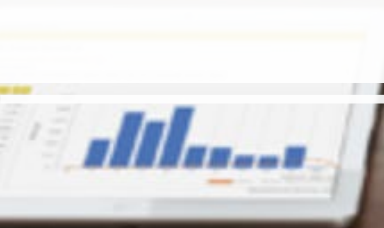
Questions

Upcoming Fleet Management Training

Office of Fleet Management 2022 Fleet Days Schedule

Where: Atlanta, Department of Administrative Services

When: ~~September 14th, 2022~~ **Completed**

Time: 9:00 A.M. – 4:00 P.M.

Address: 200 Piedmont Ave Se (20th Floor), Atlanta, Georgia 30334

Where: **Savannah State University**

When: October 12th, 2022

Time: 9:00 A.M. – 4:00 P.M.

Address: 3219 College Street, Savannah, Georgia 31404

Where: **Albany State University**

When: November 9th, 2022

Time: 9:00 A.M. – 4:00 P.M.

Address: 2400 Gillionville Road (Building C) Albany, Georgia 31707

Who should attend?

- All members of your agency who have responsibilities in and around managing vehicles, data for those vehicles, purchasing a new vehicle, or oversight of fuel card or Report My Driving programs.

- Mandatory for all fleet managers.

- APD, Surplus, Purchasing personnel

Attend all day or attend one or two of our breakout sessions

Speakers

Jazzmin Randall – Policy   **Michael Marsh** – Maintenance / Fleet Management System - Holman, **Chris Buchanan** – WEX/ClearView/RMD, **Bobby Arrington** – Acquisitions/Rentals, **CG Lawrence** – Safety Training, **Surplus** – Surplus Team, **APD** – Risk Team,   Statewide Contracts – DOAS Contracts

Break Out Sessions for Each Topic & Lunch will be served

WE ARE NOW ACCEPTING REGISTRATION: Click here

Office of Fleet Management

404.463.5458 or fms@doas.ga.gov

www.DOAS.ga.gov