

Bureau of Vehicle Management

Welcome
Happy New Year
2016

Bureau of Vehicle Management

From Jan. 2011 to Jan. 2016 we have experienced a **27.09%** reduction of passenger vehicles.

2,678 vehicles

Maintenance cost has reduced

24.09%

1.3 million dollars a year

Vehicle Exchanges

- Suggested exchanges will be sent out on a regular basis.
- Make every attempt to execute the changes.
- Necessary to protect the value of the vehicles
- Many of the exchanges will be based on time not miles

Vehicle Assignments

We are now looking at your Mileage Reimbursement and your monthly Enterprise Rentals by Employee.

1. If we see that either of these numbers justify a permanent assignment we will notify you.

2. If we see a temporary need or Seasonal need we will use our short term Lease program.

Telematics

- Telematics will be coming within the next 6 months.
- An RFP is in the works and will be released in the next 60 days.
- Telematics will substantially increase our ability to accurately manage the fleet and it will save all of us time.
- The projected savings will pay for the system and increase efficiencies.

Sunoco Fuel Purchase Incentive

- All accounts will qualify for an incremental purchase incentive based on the number of gallons purchased during the same time frame in 2014.
- The incentive is 25 Cents per gallon over last years purchases. The qualifier is that the State exceeds last years purchases.

Sunoco Rebate

SPECIAL REBATE for COMM of PA

**FUEL AT SUNOCO
for 25¢ off per Gallon**

HAPPY NEW YEAR from SUNOCO:

Receive 25¢ off per gallon by purchasing more of your fleet fuel at Sunoco!*

If your Sunoco volume between January-March 2016 exceeds the number of Sunoco gallons you purchased during the same time in 2015, you'll receive our **exclusive New Year's fuel rebate for the Commonwealth of PA** on every incremental gallon.*



EXTRA SAVINGS ARE A CARD SWIPE AWAY!

- Ask your drivers to fuel their business vehicles at Sunoco January-March 2016
- Fuel purchases should be made with the Sunoco Universal Fleet Card
- We'll compare your Q12016 and Q12015 Sunoco fuel volume
- And credit your account with a rebate on each additional gallon fueled during the 2016 time period

Better yet, you'll continue to receive the valuable everyday fuel savings you've come to enjoy through the Commonwealth of Pennsylvania's statewide contract with Sunoco.

**FUEL MORE OFTEN AT
SUNOCO TO SAVE**



Have questions?

Contact Customer Service at 866-747-4440.



pennsylvania
DEPARTMENT OF GENERAL SERVICES

* Commonwealth of PA Fleet Card Program customers who were actively fueling in the Sunoco Universal Fleet Card Program as of 12/31/14 are eligible to participate. A fuel rebate of 25¢ off/gallon on incremental gallons purchased at Sunoco with the Sunoco Universal Fleet Card during Jan-March 2016 compared to Jan-March 2015 will be credited to the customer's April 2016 account invoice.

557 and Procurement

- You must have an approved 557 prior to ordering any unit.
- You must send in a shopping cart to have a unit ordered.
- Do not send a vendors Quote.
- Pay attention to order cut off dates for this model year.

AUTOMOTIVE LIAISON MEETING

Claims Division

January 12th, 2016

FY 2014 vs 2015 Totals

2014	OCT	NOV	DEC	TOTALS
#	108	85	98	548
PF	59	55	57	326
SF	49	30	41	222
\$	\$97,949.90	\$107,210.49	\$105,144.87	\$587,295.62
PF	\$43,356.11	\$71,106.07	\$70,518.84	\$346,923.03
SF	\$54,593.79	\$36,104.42	\$34,626.03	\$240,372.59
63D	4	7	3	19
PF	3	4	1	13
SF	1	3	2	6
AVG/ACC	\$906.94	\$1,261.30	\$1,072.91	\$1,071.71
PF	\$734.85	\$1,292.84	\$1,237.17	\$1,064.18
SF	\$1,114.16	\$1,203.48	\$844.54	\$1,082.76

2015	OCT	NOV	DEC	TOTALS
#	76	77	75	537
PF	46	43	38	298
SF	30	34	37	239
\$	\$71,729.14	\$66,731.84	\$51,150.57	\$495,175.65
PF	\$49,646.84	\$40,820.73	\$29,815.45	\$301,379.68
SF	\$22,082.30	\$25,911.11	\$21,335.12	\$193,795.97
63D	1	1	3	16
PF	1	0	2	6
SF	0	1	1	10
AVG/ACC	\$943.80	\$866.65	\$682.01	\$943.88
PF	\$1,079.28	\$949.32	\$784.62	\$1,032.75
SF	\$736.08	\$762.09	\$576.62	\$842.26

Updates

- Body repairs being approved as of Dec 30th
- Unless we have prior approval from you, all SF estimates are being forwarded to ALs first for approval
- Check with approved vendor if estimate amount is still valid

Reminders

- Submit estimates for repairs that occurred between July – December (reported or not reported)
- Invoice must be signed by the driver and faxed/emailed to BVM for payment.

CSD vs Claims Division Calls

- Mechanical vs Body Repairs:

- Customer Service Division:

- Mechanical

- Potholes

- Curbs

- Windshield

- Claims Division:

- Body Damage

- Potholes, curbs and windshield only if also includes body damage

Safe Driver Training

- Now available on www.dli.pa.gov
 - PATHS (PA Training for Health and Safety)
 - Training Calendar
 - **National Safety Council Defensive Driving DDC-4**
 - February 23rd from 8:00 AM to 12:00 PM at PennDOT

AUTOMOTIVE LIAISON MEETING

January 12th, 2016

Customer Service Department

Bill Confair

✉ biconfair@pa.gov

☎ 717-783-2325

Regular Maintenance Schedule

We are back to our regular Maintenance schedules (Pre-impasse).

- When scheduling a State Inspection, please make sure you are keeping the sticker consistent. Same Month listed on the inspection sticker.
- Some of our new GM's have a free LOFR for the first 2 years/24,000 miles. Please make sure the drivers know about this. They must go to an authorized GM Dealership for the free LOFR.

Damage to tires, mirrors, etc...

Any damage to a state vehicle other than body damage, is handled by the CSD

- Tires, Rims, undercarriage, broken mirrors all go through the Customer Service Department.
- We will require a STD-541 for any damage. * *
- We no longer need a STD-541 for a windshield replacement or repair unless the damage was caused by vandalism or something other than normal road debris. * *

Double Check Your Unit

- Please tell your drivers to make sure they have the correct equipment number when they call to open a work order.
- Having the wrong unit number can lead to billing errors for the agencies, and inaccurate maintenance data in M5.
- All Drivers should know their vehicle equipment number and the proper procedures for opening a work order.

Reminders

- Please do not call the CSD while you are driving. You will need to write down information given to you by the CSR.
- Please call to open a work order close to the time you are taking the vehicle into the repair facility, not a month in advance.
- Please use the CSD cover sheets. Fill them out and hand them to the service writer to use when they fax us their estimate.

Questions?

- Any Questions?

AUTOMOTIVE LIAISONS MEETING

M5 System Administration
January, 2016

M5 Upgrade Update

- M5 Upgrade v2.8E to v15.3
- AssetWorks Hosting in Wayne, PA
 - Delayed due to security requirements
- Training
 - Group/Train the Trainer
 - Web Based
 - On-Site Group Settings

Confidential/Fictitious Plate Audit

- Reports will be created where the proper Confidential and Fictitious Plates are properly administered
- **Policy** (M615.3 - Commonwealth Fleet Procedures Manual):
 - **Confidential License Plates** shall be issued only for Commonwealth Fleet vehicles assigned to designated agency heads and employees assigned to perform undercover or investigative work.
 - **(5)** Final approval for the assignment of all confidential license plates will be made by the Secretary of General Services or his/her designee, who may at any time request additional justification or withdraw the assignment of a confidential license plate.

Ground Travel Worksheet

Ground Travel Worksheet

Enter Trip Information

Step 1: Total Round Trip Miles

200

Step 2: Total Number of 24-hour Periods

2

Current Fuel Price

\$2.14

Step 3: Select Lowest Cost Option Below

[Click here to reserve an Enterprise Rental Vehicle if least expensive](#)

Ground Travel Cost

Best Value	Travel Option	Total Cost	Cost/Mile
Least Expensive:	Agency Pool Vehicle	\$ 50.00	\$ 0.250
2nd Option:	Enterprise Rent-A-Car	\$ 75.32	\$ 0.377
3rd Option:	Personal Auto - Standard Rate	\$ 108.00	\$ 0.540
Alternative:	Personal Auto – Other Vehicle Available	\$ 38.00	\$ 0.190

System Calculated Mileage



Commute Usage Errors

Commute Usage Error Quiz!!



M5 Commute Usage Reminders

				Month		P
	2000 CHEVROLET SILVER K1500	10/08/2015	0		<input type="checkbox"/>	

Message from webpage

 Unable to enter future usage for this unit. The date entered was 10/08/2015 the next entry must be for 10/31/2015 which is the next sequential entry.

OK

M5 Commute Usage Reminders

		COMMONWEALTH OF PENNSYLVANIA MONTHLY AUTOMOTIVE REPORT STD-554 (REV 9/1/11 - DCNR)							
UNIT NUMBER: 053-		MONTH/YR: Dec 2015		PERMANENTLY ASSIGNED DRIVER NAME: Pool		PERSONNEL NUMBER:			
LICENSE PLATE NO.: PA		OVERNIGHT PARKING: <input type="checkbox"/> Residence <input checked="" type="checkbox"/> Work		DIVISION OR UNIT:		AGENCY:			
DAY OF MONTH	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	TOTAL DAILY MILES	DESTINATIONS (LIST ALL DAILY DESTINATIONS)	DRIVER NAME (Pool Vehicle Only)	FUEL (GALLONS)	FUEL (COST)
	STARTING ODOMETER	ENDING ODOMETER							
	65738								

Error Messages

This amount of usage 999640 exceeds the allowable usage on a meter rollover for unit number 053017681. The maximum usage allowed based on MCC maximum usage and time elapsed since the last meter reading is 5782. If the reading is valid, it must be entered in the Unit \ Use Cost History screen.



VEHICLE MAKE	VEHICLE MODEL	MONTH	YEAR	BUSINESS MILES	COMMUTE MILES	TOTAL DAILY MILES	DESTINATIONS	DRIVER NAME	FUEL (GALLONS)	FUEL (COST)
CHEVROLET	COBALT	12	2015	17	351225	0		POOL DUG		
CHEVROLET	COBALT	12	2015	0	58753	0		POOL DUG		
CHEVROLET	COBALT	12	2015	0	65378	0		POOL DUG		

M5 Commute Usage Reminders

- When Submitting errors to M5 Administrators:
 - Must total BUSINESS DAYS DRIVEN.
 - Must total MILES DRIVEN in each column applicable.
 - Only count and total the actual # of days BUSINESS MILES ONLY were driven.
 - ALWAYS INCLUDE: A screen shot of the error, A screen shot of the entry, and the STD-554 form attachment

AUTOMOTIVE LIAISONS MEETING

January 12th, 2016

Operations, Maintenance, Admin

- Randy Tomlinson

✉ rtomlinson@pa.gov

✉ 717-787-6282

BVM Shop updates

- Now fully staffed

*Call and get an appointment setup within a few days – not weeks!

- GM Warranty/Recall

*We have completed over 75 jobs already

Underutilization Review

- July '15 – December '15 review will be out this month

- *Take the time to set up internal meetings to review as needed
- *Use BVM as consultants – we are here to help you manage your fleet

Short-term Leases

- Goal – save the agencies \$\$\$
- Possible needs
 - *Current car is in a shop for extended time
 - *New agency initiative requiring employees to drive vehicles to conduct Commonwealth business that normally do not need to, 1-6 month need

Vehicle Records

- We are getting ready to scan ALL documents into M5 (by the end of Jan)
 - *Titles, MCO, registrations, fuel cards, 87, 88 and 95 forms, 556's, etc...
 - *This will make it easier for not only BVM, but also for you to reference and print out of M5 if needed

Operations, Maintenance, Admin

Questions?