

# AUTOMOTIVE LIAISONS MEETING

April 28th, 2016

# Sunoco Incentive

**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.



\*Commonwealth of PA Fleet Card Program customers who were actively fueling in the Sunoco Universal Fleet Card Program as of

# \$49,017

# Vehicle Replacements

- High Mileage Vehicles
- Time-To-Sell by Months
- Low Mileage Vehicles
- Re-Assignments
- Maintain Lease Rates

- Telematics
- ITQ for Used Vehicle Purchases

# Ground Travel Worksheet

## Ground Travel Worksheet

### Enter Trip Information

- Step 1:** Total Round Trip Miles
- Step 2:** Total Number of 24-hour Periods
- Current Fuel Price
- Step 3:** Select Lowest Cost Option Below

200
2
\$2.32

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

## Ground Travel Cost

Best Value	Travel Option	Total Cost	Cost/Mile
<b>Least Expensive:</b>	Agency Pool Vehicle	\$ 50.00	\$ 0.250
<b>2nd Option:</b>	Enterprise Rent-A-Car	\$ 76.79	\$ 0.384
<b>3rd Option:</b>	Personal Auto - Standard Rate	\$ 108.00	\$ 0.540
<b>Alternative:</b>	Personal Auto – Other Vehicle Available	\$ 38.00	\$ 0.190

Employee Name:

Employee No.:

# AUTOMOTIVE LIAISON MEETING

## Claims Division

April 28<sup>th</sup>, 2016

# Fiscal Year – Claims Totals

- July 1<sup>st</sup>, 2015 – March 31<sup>st</sup>, 2016
  - # Accidents: 821
  - \$864,000 in repairs
  - 28 total losses
  - \$175,000 in subrogation
  - \$840/avg per accident
  - \$28,000 less than last fiscal year

# Reminders

- Damage found during inspection after the leased vehicle is returned to DGS for reassignment – agency will be held responsible per our Fleet Procedures Manual, 615.3

# Reminders

## Fleet Procedures Manual, 615.3:

### ■ Section 8, #9:

- All maintenance and repairs performed on all commonwealth fleet vehicles must be reported to BVM. BVM will facilitate documentation of all maintenance costs in the DGS database of record.

# Safe Driver Training - ESS

Employee Self Service > Employee Self Service User > My Training

- ESS Home
- My Organization (Intranet O...
- Office
- My Pay Statement
- Time Management
- Payroll Information
- Voluntary Deductions
- Benefits
- Personal Information
- Travel Management
- My Training**
- ESS Help
- System Status

### My Training

**Navigation**

**Training Home**

- [Information](#)
- [My Transcript](#)

**Find**

Search Term

**Course Catalog**

- [DOS & DGS Shared](#)
- [General Services](#)
- [Enterprise Business Process DGS](#)
- [SRM 7.0 Trainings](#)
- [State](#)
- [PA Historical & Museum Commission](#)
- [Health Enterprise Training](#)
- [Executive Offices](#)
- [Small Agency Training Consortium \(SATC\)](#)
- [Enterprise Development Programs](#)
- [QA Sponsored Training for All Agencies](#)
- [Keystone Academy for Learning \(KAL\)](#)

### Web-Based Training : Safe Driver Training :

[Course Catalog](#) > [QA Sponsored Training for All Agencies](#) > [Enterprise Web-based Training](#) > [Enterprise Safety WBTs](#) > Safe Driver Training

The results of the prerequisites check indicate that you can [book this course](#). For more information on the prerequisites check and on booking, see the section entitled 'Book' on this page.

**Continuing Education Credits**

Education Unit type :  
Education Unit Value: 0.00

**Fee**

Free of Charge

**Course Languages Available**

- English

**Links to More Information**

- [Accessible Text Version of Course](#)

**Book**

The results of the prerequisites check indicate that you can book this course.

[Refresh](#)

# Safe Driver Training

- Available in ESS
  - My Training
  - Type "Safe Driver" in the search box
  - Web Based Training – Safe Driver Training

# Questions?

- Thais Boland

- ▼ [thaboland@pa.gov](mailto:thaboland@pa.gov)

- ▼ [Ra-gsbvmclaimsdiv@pa.gov](mailto:Ra-gsbvmclaimsdiv@pa.gov)

- ▼ 717-787-7857 direct line

- ▼ 877-347-9966, x5 (Claims Division)

# AUTOMOTIVE LIAISON MEETING

April 28th, 2016

# Customer Service Department

## Bill Confair

✉ [biconfair@pa.gov](mailto:biconfair@pa.gov)

☎ 717-783-2325

# Our New Customer Service Reps

Please help me welcome our newest  
Customer Service Representatives

**Jason Brooks**

**Tasha Long**

# Recalls - New Procedure

- It is no longer necessary to open a work order if you are only having a manufacturer's safety recall completed.
- Call an authorized dealership to confirm the recall is required for your vehicle. (You will need the VIN#)
- You may also call the state garage for recalls on General Motors vehicles. (717) 787-3933
- Schedule the appointment with the dealership or the state garage.

# Recalls continued

- It is the Driver's responsibility to fax the recall invoice to the CSD once the work is completed, so we can note it in M5. Fax # (717) 265-7781
- The recall notice will continue to pop up in M5 until we receive the invoice from the driver.

# Recalls plus other maintenance

If you are having other work completed at the same time as the recall:

- You will need to call the CSD to open a work order first.
- Any non-recall work must be done by an authorized vendor on the state contract.
- Follow normal procedures as you would with any maintenance or repairs to a state vehicle.

# Questions?

- Any Questions?

# AUTOMOTIVE LIAISONS MEETING

M5 System Administration  
April, 2016

# M5 Upgrade Update

- M5 Upgrade v2.8E to v15.3
- AssetWorks Hosting in Wayne, PA
- Training
  - Group/Train the Trainer
  - Web Based
  - On-Site Group Settings
  - Will be scheduled as we get closer to cut-over date

# Recalls

- Procedures:
  - Receive a Recall Notice in the mail
  - Review the information to see if it is actionable
  - Run a report from M5 with all of the vehicles the recall affects and submit list of vehicles to manufacturer to confirm vehicles on our list are affected

# Recalls

- Procedures (Continued)
  - The list is imported directly into M5 from the manufacturer
  - Emails are generated and sent to you by ORG Number
  - CSR will see work requests if operator didn't receive information regarding a recall

# Commuter Usage Notes

- Even if a unit has not been driven during a reporting period and is assigned to your agency, it still requires commuter usage entry.
- If receiving a “re-lease” or short-term lease, validate that the month being entered is the current month and not a previous month.
  - Let us know with the STD-554

# Commute Usage Notes

- If you know there was an error at the fuel pump when submitting an error, please let us know.
- Forward this information to your remote M5 Commute Usage Reporters.



TOTAL DAYS BUSINESS USE:	7	TOTAL MILES:	674	<del>0</del>	<del>0</del>	674	COMMENTS:	TOTAL FUEL GALLONS/COST:	24.8	33.23
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Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Prev. Final Meter Reading
	2012 CHEVROLET MALIBU	03/31/2016	7	39946	<input type="checkbox"/>	0		514	02/29/2016	39292



3/27	45908	46208	300	m	300	SEIN / ACADEMY / SEIN	MEYER	15	0
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Commute Usage Entry (New record number 1)

Unit No	Year/Make/Model	Last Day of Reporting Month	Business Days Used	Final Meter Reading for Reporting Month	Meter Override	Total Commute Miles + Total Personal Miles	Operator at end of Reporting Month	Total Business Miles	Previous Reporting Date	Previous Final Meter Reading	Previous Total Commute + Total Personal Miles
████████	2013 FORD FUSION	03/31/2016	7	460208	<input checked="" type="checkbox"/>	0	████████	1620	02/29/2016	45126	0
			0		<input type="checkbox"/>						



# Questions?

William Ward  
717-346-3344  
wilward@pa.gov

# AUTOMOTIVE LIAISONS MEETING

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# Operations, Maintenance, Admin

- Randy Tomlinson

✉ [rtomlinson@pa.gov](mailto:rtomlinson@pa.gov)

✉ 717-787-6282

## BVM Operations & Shop updates

- Mechanics are now on staff at 7:30
  - \*our front desk was always open at 7:30, but techs were not available until 8:00
- New POC for vehicle pick-ups
  - \*Mike Cave will now be the main POC for vehicle pick-ups and returns – 717.705.9301

## BVM Operations & Shop updates cont.

- GSVM 87 forms

- \*We do not physically start the assignment process until we have a completed 87 form

- \*Normally only takes 5 business to have cars ready for pick up once the 87 form is received

- \*Car is physically ready for pick up once the Operations Office (Mike) sends the email stating your 5 day pick up window has started

## BVM Operations & Maintenance cont.

- After hours gate entrance

- \*Our fuel card reader is once again malfunctioning. We have parts on order and hope to have it back up soon

- \*In the meantime, follow the instructions posted at the gate entrance to utilize the call box allowing Capitol Police to give you remote access.

## EZPass

- EZPass information

- \* No fee for having one, only charged when used

- \* Only one plate per EZPass unless it's a rental account

- \* Do not put personal vehicles on Commonwealth account

- \* Contact BVM to open, close and manage your accounts.

## EZPass cont

\* If you have a rental account you still open and close the account though BVM, but you can manage it internally.

\* Contact EZPass when account is closed to verify return of transponder directly with them

\* EZPass' cannot be transferred from one class code to another.

\* If you are hauling a trailer, that requires a special combination EZPass.

\* **BVM/EZPass POC – Connie Mullen, 787-3419**

# Operations, Maintenance, Admin

**Questions?**

Operations, Maintenance, Admin

**Welcome Enterprise!**