

Bureau of Vehicle Management

August 24th 2016

High and Low Mileage Units

- Suggested swaps will be sent out on a regular basis.
- Make every attempt to execute the changes.
- Necessary to protect the value of the vehicles
- Most exchanges will be for like vehicles at similar rates.

Wider Range of Vehicle Choices

- BVM Is now offering Small SUV's.
- F-150 and Silverado Trucks.
- A selection of used vehicles. This option is for specific needs and applications.
- Reassignment vehicles. At times these vehicles will be at a lower rate.

2017 Vehicle Contracts

- Should be posted on E-Market place early September.
- Option Pricing will be from the Manufacturer not KBB. This will be more accurate. *(we had a problem last year)*

*Brian Reinoehl and Alfonzo Robinson
Are here from Procurement to discuss*

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.
- **QUESTIONS.**

AUTOMOTIVE LIAISONS MEETING

M5 Administration
August 24, 2016

Departures

- Bill Ward
 - Left BVM on July 29, 2016
 - Still with DGS
 - Project Manager of M5 Upgrade/Implementation

M5 Upgrade

- Live on July 25, 2016
- Challenges with the Upgrade
 - Users Logging In
 - Commute Usage Entries
 - Currently Suspended until Further Notice
 - Check the M5 Homepage and DGS/Auto Liaison Web Site for updates/notifications
 - New Passenger Lists will be provided once entry resumes

M5 Upgrade

- Reports
 - Information pulled is for the day before the report is requested
- Reporting Issues
 - GS, M5 Administrators Resource Account
- Assure information regarding M5 is disseminated to all agency users
- Notify the M5 Administration Division if current users no longer need access to M5

M5 Normal Errors

- Commute Usage Entry
 - Submit to the GS, M5 Administrators Resource Account - RA-m5administrators@pa.gov
 - Include a screenshot of the error message, as well as, a screenshot of the Commute Usage Entry frame, along with the STD-554 form
 - Errors received may NOT be the fault of the User

M5 Normal Errors

- Commute Usage Entry (cont)
 - Agencies may want to consider having 1 Agency Contact to submit errors
 - Contemplating a Standardized Form to Report Commute Usage Entry Errors

Commute Usage Tips

- Tips for entering Commute Usage:
 - On the STD-554 - Validate the Current Beginning Meter is the same as the Previous Month's Ending Meter
 - Ensure the STD-554 is complete (Daily Totals, Ending Totals, Signatures)
 - Select 'Save' after each Commute Usage Entry

Commuter Usage Tips

- Tips for entering Commuter Usage:
 - Remind Operators when filling vehicle with gas, enter the actual current meter
 - If after everything is OK, submit screen shot of error AND STD-554 to M5 Administrators e-Mail Box:
 - RA-m5administrators@pa.gov
 - Contact Danielle Gibson (717-346-3821) with questions

Questions/Feedback??

Nyla Collins
717-705-8583
ncollins@pa.gov

AUTOMOTIVE LIAISON MEETING

Claims Division

August 24th, 2016

Vendor Updates

- July 1st was the deadline but vendors still renewing, please check the vendor list first before getting estimates
- New unique vendor:
 - Dent Dude – Paintless Repairs
 - Please contact DGS – Claims before using this vendor

Reminders/Updates...

- Copy BRIM (RA-bvm541@pa.gov) when sending us the 541, photos and police report.
- BVM Claims only sending “not at fault” RARs to BRIM per request
- Effectively immediately, 541s will no longer be accepted unless typed and physically signed by the driver

Fiscal Year – Claims Totals

- July 1, 2015 – June 30, 2016
 - # Accidents: 1109
 - \$1.2 million in repairs
 - 35 total losses
 - \$258,000 in subrogation (projected)
 - \$830/avg per accident
 - \$16,400 less than last fiscal year for total repair cost

Questions?

- Thais Boland

- ▼ thaboland@pa.gov

- ▼ Ra-gsbvmclaimsdiv@pa.gov

- ▼ 717-787-7857 direct line

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

AUTOMOTIVE LIAISON MEETING

August 24th, 2016

Customer Service Department

Bill Confair

✉ biconfair@pa.gov

☎ 717-783-2325

Our New Customer Service Reps

Please help me welcome our newest
Clerk 2 Typist for CSD support

Jarah Panza

Internal CSD Changes

To increase our efficiency in the office

- All estimates and invoices are now attached to the work orders in M5.
- Our Clerk 2 now handles all incoming faxes and distributes them electronically to the appropriate CSR or Supervisor.
- CSR's are now on the phone 88% of the time they are in the office (up from 62% in the past).

Snow Tires

- Start thinking about which vehicles in your fleet will be authorized to purchase snow tires. Please start making arrangements to get them soon.
- Send me an email with a list of the units that are authorized to receive snow tires.
- All requests for snow tires require automotive liaison approval.

Questions?

- Any Questions?

AUTOMOTIVE LIAISONS MEETING

August 24th, 2016

Operations, Maintenance, Admin

Randy Tomlinson

✉ rtomlinson@pa.gov

✉ 717-787-6282

Blue Plate Change

- Official Use blue plates will soon be changing to this:



Blue Plate Change Cont.

- This is a cost savings effort initiated by PennDOT
- We will not be swapping out plates, but removing the old ones through attrition
- Each agency will have the opportunity to place their own logo on their plates if desired.

* there will be a one time design fee associated with that option

Fiscal Year Coding

- Please make sure your fiscal year coding is correct (2015/2016)
- This goes for not only vehicle and credit card coding, but also rental car coding

Underutilization Review

- The release is being delayed due to M5 issues. We will conduct the entire review as soon as we can
- We may reach out to you in the meantime to conduct individual reviews as needed

Telematics update

- We are almost complete with vendor scoring
- We are hoping to have pilot programs in place within the next month or so.

SECA/DGS Car Show

- 3rd annual car show is fast approaching
- There are still some spaces available!



Operations, Maintenance, Admin

Thank you!