

BVM accomplishments – 2011 thru 2014

- Reduced overall passenger vehicle fleet 25.5% (2,525 vehicles)
- Shut down temporary fleet and got Enterprise Rent-A-Car on contract (estimated \$2.5 million in savings)
- Reduced POV reimbursements by \$2.3 million with creation of the Ground Travel Worksheet

BVM Accomplishments – 2011 thru 2014

- Governor's "Innovation of the Year" Award Winner – 2013
- Decrease of overall maintenance expenses in PF fleet from \$4.5 million/year to \$1.5 million/year
- Replaced over 3,200 leased vehicles that were in excess of 5 years old with brand new, safer, more fuel-efficient vehicles

BVM Accomplishments – 2011 thru 2014

- Nearly 40% of the overall passenger vehicle fleet is now made up of AFV's (75% of our purchase over past 3 years have been AFV)
- Named one of the “top 100” public fleets for our accomplishments in 2014
- Overall savings exceeded \$70 million

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2014 Winners

The 100 Best Fleets in North America™!

The 100 Best Fleets in North America for 2014 are listed below in rank order, followed by the Honorable Mentions.

The 100 Best Fleets (Rank Order)

Rank	Agency
1	City of Columbus, OH
2	City of Sacramento, CA
3	City of Fort Wayne, IN
4	Atlantic County Utilities Authority (NJ) (Press)
5	University of California, Davis
5	Volusia County (FL)
6	Dakota County MN Fleet Management
7	DeKalb County (GA)
8	York County Vehicle Maintenance (VA)
9	City of Santa Ana, CA
10	Manatee County Board of County Commissioners (FL)
11	City of Riverside, CA
12	Washington State Department of Transportation
13	Orange County Sanitation District (CA)
14	City of Chicago, IL
15	City of Tucson, AZ
16	City of Dublin, OH
17	City of Hampton, VA
18	Prince George's County (MD)
19	City of Ormond Beach, FL
20	City of Edmonton, AB
21	City of Conroe, TX
21	San Bernardino County, CA
22	Chicago Transit Authority (IL)
23	Commonwealth of Pennsylvania
24	City of Oakland, CA
25	City of Durham (NC)
26	Pharr-San Juan-Alamo ISD (TX)
27	City of Fort Worth, TX
28	Richland County, SC
29	Alameda County (CA)
30	City of Olympia, WA
31	City of Thousand Oaks, CA

What's next?

- Safety Initiative
 - Thais Boland (Claims Supr.)
 - Training
 - Reporting
 - Accident Management
- Telematics Pilot
 - Rolled out in coming months

AUTOMOTIVE LIAISON MEETING

August 13th, 2014

Customer Service Department

Bill Confair

✉ biconfair@pa.gov

✉ 717-783-2325

GM Service on 2014's

- 2014 Chevrolet or GMC will be covered by a new maintenance program that includes certain scheduled services for two years or 24,000 miles.
- For most 2014 vehicles, Chevrolet, Buick and GMC dealers will complete an oil and filter change, four-wheel tire rotation, and conduct a 27-point vehicle.

GM Service on 2014's

- Any free service on a 2014 Chevrolet or GMC still requires a work order.
- We must receive a final invoice, even though there is no charge, to document the maintenance history of the vehicle.
- An oil change is only done if the oil levels and quality is deemed acceptable by the dealer.

New Driver training

- When a new driver is assigned a vehicle, the liaison should instruct the driver on the proper procedures to follow when their car needs maintenance or repair.
- New drivers should also be instructed on what to do in the case of a breakdown on the side of the road or an accident.

After hours emergencies

- If you have a breakdown after hours and you need a tow truck, it is no longer necessary to call the after hours emergency phone.
- All emergency towing vendors are listed on the DGS website under
- Vehicle Management
 - Maintenance / Accidents
 - Towing

Emergency – Rental Cars

- Do your drivers know the proper billing codes to use for Enterprise rent a car?
- If a driver needs to rent a car in an emergency, they need to have the proper billing code. Get this information to all of your drivers.

Emergency – Flat tires

- Your drivers should check to make sure they have a spare tire that is fully inflated and a properly working jack.
- In an emergency the driver may change the tire themselves, if they choose to.
- We can have a repair facility send out a truck to change the tire.

Proper Procedures Review

- Proper CSD Procedures

- Step one: The driver should first open a work order by calling the CSD at (877) 347-9966.
- When you open a work order, this is not an authorization to begin the repair. We must receive and approve the estimate before the repair shop can begin work.

Proper Procedures Review

- Proper CSD Procedures Continued
 - The driver fills out the fax cover sheet with the unit number, work order #, the CSR's name, the vendor's name & location.
 - Please don't call to open a work order while you are driving.
 - Have the vendor use the fax cover sheet when they send us the estimate.

Proper Procedures Review

- Proper CSD Procedures Continued
- Once we have approved the estimate, the vendor can begin the repairs.
 - The driver should never authorize work to be completed on any vehicle. Only a CSR or Operations can authorize the repairs to begin.
 - Repairs should be done within 5 days of opening the work order. Do not open a work order unless you intend to have the repairs completed in a timely manner

State Garage

- Whenever possible, local repairs should be scheduled with the state garage.
- If you can not use the state garage, Please contact Randy Tomlinson's office for an exemption.

Turning in vehicles (63)

- Vehicles being turned in to be sold at auction must be driven in unless they are not safe to drive or can not be driven.
- Please be aware of storage charges when a vehicle is at a vendor. Especially wrecked vehicles that need to be towed to the auction.

Questions?

- Any Questions?

AUTOMOTIVE LIAISON MEETING

Accidents/Claims

Thais Boland

August 13th, 2014

Accidents Do Happen

- Pennsylvania reportable vehicle accidents
 - 124,149 accidents
 - 83,089 injuries
 - 1,208 fatalities
- Commonwealth vehicle accidents
 - 2,934 auto accidents
 - 960 injury and property damage claims
 - \$2,914,577.23 in personal injury and damage
 - \$3,463,703.97 in workers' compensation

Statistics: *2013 Pennsylvania Crash Facts and Statistics*
PA DGS-Risk and Insurance Management

July Data - Accidents

- July Totals:
 - \$83,861.00
 - 82 reported accidents
- Not including WFE or totaled

Causes of Accidents

What do you think are the most common causes for accidents?



WHAT CAUSES MOST ACCIDENTS?

1. Inattention
 2. Fatigue
 3. Driving under the influence
- Majority of accidents could be prevented

Accidents Reported - Examples

Cost of Repair	Notes / Fault
\$1,045.00	DID NOT RECEIVE A 541-----HOOD BENT MECHANIC CLOSED HOOD ON TOOLS
WFE	Hit back of another vehicle while merging onto highway.
\$2,379.73	We rear ended car while attempting to merge into traffic
\$737.36	Driver backing into parking spot, hit guide rail
\$2,556.47	Driver backed into trash dumpster
\$268.00	Hit another vehicle while changing lanes --TOTAL LOSS 63'D. \$2,574.88 est denied. No repairs.
\$0.00	State driver was coming out of the garage and hit parked vehicles. Estimate was \$2549.52. 63'rd
WFE	Moved into right lane and didn't see vehicle coming.
\$1,032.00	Hit a column in a parking garage
\$674.10	Driver was backing out of parking lot and scraped the front bumper
\$734.98	Backed into tree stump
\$2,371.26	Driver ran a red light while looking at his cell phone and getting a banana out of his lunch box
WFE	State driver's personal car rolled into the state vehicle while in her driveway. Dented rear door hatch.
\$1,046.45	Hit a parked vehicle in a grass field.
\$1,637.50	Driver hit curb, damaged wheel, bumper cover, rocker molding
\$1,667.44	Driver struck steel pole while backing up
\$1,765.85	State car was hit while parked in HQ parking lot.
\$604.76	Hit a concrete wall while backing up vehicle ---waiting for body estimates from new driver
\$0.00	Driver backed into another vehicle in parking lot, very minor damage, drive as is
\$0.00	Driver was backing out of driveway that curves and hit stone along driveway. Drive as is.
WFE	Driver backed into a dirt pile and cannot use the driver door.
\$2,128.61	Scraped the wall driving through a car wash
\$1,389.00	Driver slid off ice into trees
\$1,470.89	our fault, driver backed into a tree
WFE	From parked position vehicle rolled forward and struck blunt object
\$1,518.27	HIT A STUMP/RIPPED UP THE EXHAUST

Fleet Policy – Accident Reporting

- STD-541 within one business day from accident date
- At least 2 estimates within 10 business days of accident date
- If vehicle is not drivable, only 1 estimate required
- Repairs completed within 30 days from estimate date (must be approved by BVM first)

Late STD-541 - Examples

COMMONWEALTH OF PENNSYLVANIA STD-541

AUTOMOBILE ACCIDENT OR LOSS NOTICE FOR COMMONWEALTH OWNED VEHICLES

THIS NOTICE SHALL BE PREPARED BY THE OPERATOR OF THE COMMONWEALTH OWNED VEHICLE AND SUBMITTED TO THE BUREAU OF RISK AND INSURANCE MANAGEMENT, DEPARTMENT OF GENERAL SERVICES, P.O. BOX 1355, HARRISBURG, PA 17125, WITHIN 24 HOURS AFTER ACCIDENT, THEFT, OR LOSS IN ACCORDANCE WITH MANAGEMENT DIRECTIVE 615.2, PREPARATION AND SUBMISSION OF FORM STD-541.						INSURANCE CARRIER FILE NO. (INSURANCE USE ONLY)	
DATE OF ACCIDENT DEC-2012		DAY OF WEEK TUESDAY		TIME OF DAY 0700		SHIFT STARTING TIME 0700 AM PM	
COMMONWEALTH VEHICLE INFORMATION	YEAR 2013	MAKE FORD	MODEL FUSION	SERIAL NO.	EQUIPMENT NO.	REGISTRATION NO.	
IF VEHICLE IS A FLEET VEHICLE DESPATCHED FROM THE COMMONWEALTH GARAGE, COMPLETE THIS LINE →			STD-540 REQUEST NO.		DATE DISPATCHED		THIS SPACE FOR INSURANCE USE ONLY FAULT OF VEHICLE NO.
ASSIGNED TO (GIVE NAME OF DEPARTMENT, BOARD OR COMMISSION AND BUREAU)					SOCIAL SECURITY NUMBER		
VEHICLE NO. 1 (COMMONWEALTH OWNED)					VEHICLE NO. 2		
OPERATOR'S NAME				YEAR'S SERVICE	OPERATOR'S NAME		
ADDRESS (GIVE STREET & NUMBER)					ADDRESS (GIVE STREET & NUMBER)		
CITY	STATE	AGE	SEX				
BUREAU	JOB TITLE	JOB CLASS CODE		OPERATOR'S LICENSE NO. AND STATE		OPERATOR'S TELEPHONE NO.	
DEFENSIVE DRIVER'S NO.	OPERATOR'S LICENSE NO.	WORK PHONE NO.		OWNER'S NAME		OWNER'S TELEPHONE NO.	
PURPOSE FOR USING THE CAR AT THE TIME OF THE ACCIDENT BUSINESS		EMPLOYEE ACTIVITY CODE		ADDRESS (GIVE STREET NO. & NAME, CITY, STATE)			
DESCRIBE DAMAGE TO COMMONWEALTH VEHICLE OR FACILITIES REAR BUMPER DAMAGE			INSURANCE CARRIER	VEHICLE LICENSE NO & STATE	YEAR & MAKE OF VEHICLE	TYPE OF VEHICLE	
					DESCRIBE DAMAGE TO VEHICLE NO. 2		

Late 541s - Examples

COMMONWEALTH OF PENNSYLVANIA STD-541

AUTOMOBILE ACCIDENT OR LOSS NOTICE FOR COMMONWEALTH OWNED VEHICLES

MILEAGE 18,470

THIS NOTICE SHALL BE PREPARED BY THE OPERATOR OF THE COMMONWEALTH OWNED VEHICLE AND SUBMITTED TO THE BUREAU OF RISK AND INSURANCE MANAGEMENT, DEPARTMENT OF GENERAL SERVICES, P.O. BOX 1365, HARRISBURG, PA 17125, WITHIN 24 HOURS AFTER ACCIDENT, THEFT, OR LOSS IN ACCORDANCE WITH MANAGEMENT DIRECTIVE #15.2, PREPARATION AND SUBMISSION OF FORM STD-541.						INSURANCE CARRIER FILE NO. (INSURANCE USE ONLY)	
DATE OF ACCIDENT 3/11/13		DAY OF WEEK Monday		TIME OF DAY 11:30 a.m.		SHIFT STARTING TIME 8:00 AM 4:00 PM	
COMMONWEALTH VEHICLE INFORMATION	YEAR 12	MAKE Chevrolet	MODEL Malibu	SERIAL NO. 91	EQUIPMENT NO.	REGISTRATION NO. A	
IF VEHICLE IS A FLEET VEHICLE DESPATCHED FROM THE COMMONWEALTH GARAGE, COMPLETE THIS LINE ->			STD-540 REQUEST NO.	DATE DISPATCHED		THIS SPACE FOR INSURANCE USE ONLY FAULT OF VEHICLE NO.	
ASSIGNED TO (GIVE NAME OF DEPARTMENT, BOARD OR COMMISSION AND BUREAU)				SOCIAL SECURITY NUMBER			
VEHICLE NO. 1 (COMMONWEALTH OWNED)				VEHICLE NO. 2			
OPERATOR'S NAME			YEAR'S SERVICE	OPERATOR'S NAME			
ADDRESS (GIVE STREET & NUMBER)			ADDRESS (GIVE STREET & NUMBER)				
CITY	STATE PA	AGE	SEX				
BUREAU	JOB TITLE	JOB CLASS CONF		OPERATOR'S LICENSE NO. AND STATE		OPERATOR'S TELEPHONE NO.	
DEFENSIVE DRIVER'S NO.	OPERATOR'S LICENSE NO.	WORK PHONE NO.		OWNER'S NAME		OWNER'S TELEPHONE NO.	
PURPOSE FOR USING THE CAR AT THE TIME OF THE ACCIDENT		EMPLOYEE ACTIVITY CODE		ADDRESS (GIVE STREET NO. & NAME, CITY, STATE)			
DESCRIBE DAMAGE TO COMMONWEALTH VEHICLE OR FACILITIES Back Shield on Bottom of Bumper on Driver's Side Rear Bumper Knacked Loose			INSURANCE CARRIER SI-3 PA	VEHICLE LICENSE NO & STATE		YEAR & MAKE OF VEHICLE	
			POLICY NO. CPI	DESCRIBE DAMAGE TO VEHICLE NO. 2			
			ESTIMATED COST OF REPAIR \$		NAME & ADDRESS OF INSURANCE CARRIER		



Late STD-541 - Example

COMMONWEALTH OF PENNSYLVANIA STD-541

AUTOMOBILE ACCIDENT OR LOSS NOTICE FOR COMMONWEALTH OWNED VEHICLES

THIS NOTICE SHALL BE PREPARED BY THE OPERATOR OF THE COMMONWEALTH OWNED VEHICLE AND SUBMITTED TO THE BUREAU OF RISK AND INSURANCE MANAGEMENT, DEPARTMENT OF GENERAL SERVICES, P.O. BOX 1365, HARRISBURG, PA 17125, WITHIN 24 HOURS AFTER ACCIDENT, THEFT, OR LOSS IN ACCORDANCE WITH MANAGEMENT DIRECTIVE 815.2, PREPARATION AND SUBMISSION OF FORM STD-541.						INSURANCE CARRIER FILE NO. (INSURANCE USE ONLY)	
DATE OF ACCIDENT 4-17-2014		DAY OF WEEK THURSDAY		TIME OF DAY 6:45am		SHIFT STARTING TIME 8:00AM 4:30PM	
COMMONWEALTH VEHICLE INFORMATION	YEAR 2013	MAKE Dodge	MODEL Caravan	SERIAL NO.		EQUIPMENT NO.	REGISTRATION NO.
IF VEHICLE IS A FLEET VEHICLE DESPATCHED FROM THE COMMONWEALTH GARAGE, COMPLETE THIS LINE →			STD. 540 REQUEST NO.		DATE DISPATCHED		THIS SPACE FOR INSURANCE USE ONLY FAULT OF VEHICLE NO.
ASSIGNED TO (GIVE NAME OF DEPARTMENT, BOARD OR COMMISSION AND BUREAU.)					SOCIAL SECURITY NUMBER		
VEHICLE NO. 1 (COMMONWEALTH OWNED)				VEHICLE NO. 2			
OPERATOR'S NAME			YEAR'S SERVICE	OPERATOR'S NAME			
ADDRESS (GIVE STREET & NUMBER) 1				ADDRESS (GIVE STREET & NUMBER)			
CITY		STATE	AGE	SEX			
BUREAU		JOB TITLE	JOB CLASS CODE		OPERATOR'S LICENSE NO. AND STATE		OPERATOR'S TELEPHONE NO.
DEFENSIVE DRIVER'S NO.	OPERATOR'S LICENSE NO.		WORK PHONE NO. 610-821-6146		OWNER'S NAME		OWNER'S TELEPHONE NO.
PURPOSE FOR USING THE CAR AT THE TIME OF THE ACCIDENT			EMPLOYEE ACTIVITY CODE		ADDRESS (GIVE STREET NO. & NAME, CITY, STATE)		
DESCRIBE DAMAGE TO COMMONWEALTH VEHICLE OR FACILITIES DENT ON REAR DOOR HATCH			INSURANCE CARRIER	VEHICLE LICENSE NO & STATE	YEAR & MAKE OF VEHICLE	TYPE OF VEHICLE	
DESCRIBE DAMAGE TO VEHICLE NO. 2							



Driver Accountability

- STD-541 must be completed in full (many received are incomplete) – BRIM subrogation
- STD-541 typed and not hand written
- If police report exists, please make sure report # is on 541 and attach copy
- Pictures are very important!
- Driver and liaison signatures

New Procedure – Reporting Accidents

- Contact BVM at 1.877.347.9966 and push #? to report an accident
- Call will come to Claims
- Same procedure follows
- Accident # will replace Work Order #
- Glass repair – Customer Service Division
- Email: GS, BVM Claims Division
- Fax: (717) 265-7781

AUTOMOTIVE LIAISONS MEETING

M5 System Administration
August 13, 2014

Future Initiatives

- Audits
 - Confidential Plate Audit
- Warranty

M5 Training

- M5 Training

Department of General Services
pennsylvania DEPARTMENT OF GENERAL SERVICES

Home > Vehicle Management > Automotive Liaisons > M5 Administration

M5 Administration

This page is designed to provide Automotive Liaisons and other designated agency users of FleetFocus M5 with information and resources as the Bureau of Vehicle Management deploys M5 enterprise-wide. Check this site often for new and updated information. Should you have questions or require assistance, please contact the M5 Administrator.

[Agency M5 FleetFocus Instruction Manual on Commute Usage Entry](#)

Bill Ward, BVM M5 Administrator
Nyla Collins, BVM M5 Administration Team
Danielle Gibson, BVM M5 Administration Team
Email: RA-m5administrators@pa.gov

Vehicle Management
Used Vehicle Auction
Operations
Maintenance/Accidents
Administration
Ground Travel
Automotive Liaisons
M5 Administration
Automotive Liaisons Meetings
Replacement License Plates
Coding Changes
Invoice & Billing
Request Sticker
Automotive Service Application

Log In

M5 Training

- M5 Training



Agency FleetFocus M5 Instructions
COMMUTE USAGE ENTRY
Monthly Mileage Usage



March 13, 2012

M5 Training

- Alternate Ways to find a unit number
 - More ways to find the unit number than what you might think
 - List of Values Selection

M5 Training

File Edit View Favorites Tools Help

FleetFocus™

User ID: FSTEIN
Location: AULIAS - AGENCY AUTO LIAISON

Menu: Auto Liaison

- ◆ [Unit Items](#)
- ▶ [Unit Main](#)
- ◆ [Work Order Query](#)
- ◆ [Commute Usage Entry](#)
- ◆ [Commute Usage Query](#)
- ◆ [Work Order Processing](#)

Home Page (Version 2.8.0)

 **Detailed Unit Information** |  **Mileage Entry** |  **Mileage Query** |  **Work Orders Issued**

M5 Training

File Edit View Favorites Tools Help



Unit Main (Version 2.8.0)

Unit Information

Unit:

Description: Status:

Alternate Unit No.:

All

Asset/Codes

Dept/Locations

Class

Meter/Accounting

License/Notes

GPS Location

Year / Manufacturer / Make / Model

Unit Codes

Serial

M5 Training

File Edit View Favorites Tools Help

Search

Unit List (Version 2.7.0)

Advanced Search



Number:

Year:

Make:

Model:

Alternate Search Screens:

- [Unit by License](#)
- [Unit by Unit Item](#)
- [Unit by Product](#)
- [Unit by Asset Class](#)

↑ Number	Year	Make	Model
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Enter filtering information and depress the Search button.

M5 Training

File Edit View Favorites Tools Help

Unit List (Version 2.7.0)

Search

Oper Class:

Owner Department:

Owner Type:
= All ▾

Parking Loc:

PO No.:

Purchase Cost:

Replace Date:
y =

Requisition No.:

Serial No.:

Status:
= Active ▾

Tech Spec:

Title No.:

Unit Operator:

Using Department:
18-9213

Number	Year	Make	Model	Using Department
007110645	2010	FORD	ESCAPE	18-9213
007023223	2008	FORD	TAURUS	18-9213
004220049	2013	CHEVROLET	EQUINOX	18-9213
004220047	2013	CHEVROLET	EQUINOX	18-9213
004220048	2013	CHEVROLET	EQUINOX	18-9213
044111184	2013	JEEP	PATRIOT	18-9213
044111208	2014	JEEP	CHEROKEE	18-9213
006055801	2013	DODGE	CARAVAN	18-9213
006056145	2013	DODGE	CARAVAN	18-9213
006055807	2013	DODGE	CARAVAN	18-9213
004013793	2012	CHEVROLET	SONIC	18-9213
006056152	2013	DODGE	CARAVAN	18-9213
004022482	2012	CHEVROLET	IMPALA	18-9213
006055802	2013	DODGE	CARAVAN	18-9213
004023085	2013	CHEVROLET	IMPALA	18-9213
006055816	2013	DODGE	CARAVAN	18-9213
004013794	2012	CHEVROLET	SONIC	18-9213
006055795	2013	DODGE	CARAVAN	18-9213
004070058	2008	CHEVROLET	HHR	18-9213
006056215	2014	DODGE	CARAVAN	18-9213
006055757	2012	DODGE	CARAVAN	18-9213
004070070	2008	CHEVROLET	HHR	18-9213
006055800	2013	DODGE	CARAVAN	18-9213
006056087	2013	DODGE	CARAVAN	18-9213
006055805	2013	DODGE	CARAVAN	18-9213
004022484	2012	CHEVROLET	IMPALA	18-9213
007110636	2010	FORD	ESCAPE	18-9213

End of list (27 items)

M5 Training

List of Values - Unit List with License/Permit - Windows Internet Explorer

File Edit View Favorites Tools Help

Unit List with License/Permit (Version 2.5.0)

Search

Advanced Search

 

Number:

Year:

Make:

Model:

License No.:

License Date:

Alternate Search Screens:
[Unit Without License](#)
[Unit by Unit Item](#)
[Unit by Product](#)

↑ Number	Year	Make	Model	License No.	License Date
004022482	2012	CHEVROLET	IMPALA	33831PA	12/31/2099

End of list (1 items)

Commute Usage Snapshot

- Jan thru June 2014 Utilization
- Most due on August 7
- Errors during Monthly Commute Usage Entry showing on a lot of reports

Commuter Usage Snapshot

- Enter ONLY the amount of Commute Usage in the Total Commute Miles

Commuter Usage Entry (Version 2.8.0)

Commuter Usage Information

Location: VMCR01 01 CUSTOMER SERVICE REPRESENTATIVE

Commuter 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
004022447	2012 CHEVROLET MALIBU	08/07/2014	0		<input type="checkbox"/>			1337	07/31/2014	53310

Commute Usage Snapshot



7/22/2014 @ 9:12:21AM

Active Vehicles Not Meeting Thresholds
Commute Usage Report
(Grouped by Org Code and Then Sorted by Unit Number)

Targeted Values:
Business Miles: 6,000
Business Days: 100.00

██████████
██████████
2013 FORD FUSION

STATUS: Active Unit

BILLING: LEASE RATE B-16001-18000

PASSENGER UNIT

In-Service Date: 07/22/2013

ASSIGNMENT-BUSINESS & COMMU'

Operator	Month of Usage	Date Input	Input By	Commute/ Personal Mileage	Business Mileage	Business Days Used	Odometer
██████████	01/31/2014	02/07/2014	██████████	0	1,040	6	6,746
██████████	02/28/2014	03/07/2014	██████████	0	898	6	7,644
██████████	03/31/2014	04/04/2014	██████████	0	989	8	8,633
██████████	04/30/2014	05/20/2014	██████████	0	1,214	9	9,847
██████████	05/31/2014	06/09/2014	██████████	0	946	5	10,793
██████████	06/30/2014	07/08/2014	██████████	1,088	0	4	11,881
				<u>1,088</u>	<u>5,087</u>	<u>38</u>	



Commute Usage Errors

Commute Usage Error Quiz!!



What's Wrong?

DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES
	STARTING MILEAGE	ENDING MILEAGE				
01	5,005	5,108	103			103
02	5,108	5,175	67			67
05	5,175	5,218	43			43
07	5,218	5,289	71			71
08	5,289	5,312	23			23
09	5,312	5,373	61			61
13	5,373	5,402	29	PERMA		29

DATE	ODOMETER READING		BUSINESS MILES	COMMUTE MILES	PERSONAL MILES	TOTAL DAILY MILES
	STARTING MILEAGE	ENDING MILEAGE				
01	5,005	5,108	103			103
02	5,108	5,175	67			67
05	5,175	5,218	43			43
07	5,218	5,289	71			71
08	5,289	5,312	23			23
09	5,312	5,360	48			48
20	5,360	5,402	42	PERMA		42

Commute Usage Errors

- Commonwealth Fleet Procedures Manual 615.3
 - ▼ 5. All operators of Commonwealth Fleet passenger and non-passenger vehicles must document daily vehicle usage appropriately through the completion of Form STD-554, Monthly Automotive Activity Report.
 - ▼ b. Failure to timely submit the completed form or ***intentional falsification of data included on the form may*** subject the operator to forfeiture of the privilege to operate a Commonwealth Fleet vehicle and may subject the operator to discipline and/or criminal prosecution.

M5 System Administration

- William Ward

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✉ 717-346-3344

AUTOMOTIVE LIAISONS MEETING

August 13th, 2014

Operations and Maintenance

- Randy Tomlinson

✉ rtomlinson@pa.gov

✉ 717-783-3088

Operations and Maintenance

6 Month Snapshot

Updates and goals:

- Review and justifications were due back to DGS on Aug 7th
- We received over half of the justification back on time
 - Some extensions were given due to internal fleet audits and reviews – way to be proactive!
- Our goal is not necessarily reduce your fleet, but help you manage and “right size” it which may cause it to decrease, or increase in some cases. It is also to ensure we are making available the best transportation at the best cost to the Commonwealth.

Operations and Maintenance

Snapshot Continued

- The #'s:
 - 6429 active passenger units in the snapshot
 - 2263 did not hit one or both of the thresholds
- The math:
 - Base lease/compact car = \$353
 - Daily Rental/compact car = \$32

*Example: if you are only using the leased car 10 days a month you are already saving \$23 a month just by renting, that's not even including the maintenance on the leased vehicle (tires, brakes, oil, etc)

Operations and Maintenance

Snapshot Continued

- Where we are at now:
 - The fleet is much closer today to being at its “correct” size than it has ever been.
 - In right sizing the fleet we have been able to reduce it by 24% as of today, and after the next auction we will exceed 25% reduction! Exceeding one of the Governor's top initiatives.
 - With the reduction we have been able to save the Commonwealth approximately 63 million dollars!
 - A large part of this is due to the 6 month snapshot and all of your participation. Thank you!

Operations and Maintenance

Vehicles Replacements

- We are over half way through the '08 replacements!
- There are only 277 more 2008's to swap out this year, if you still have '08's in your fleet we will be reaching out to you shortly.
- Next year we only have approximately 100 2009's to swap out.

Operations and Maintenance

Enterprise Monthly Billing

- Looking at possible changes to rental coding (default coding)
- We have continued to average a 30% error rate AFTER the billing has been verified by the agencies. This is something we must work to improve...
- Incorrect coding affects the rental charges AND fuel charges (when a card is assigned at the Commonwealth Garage)

Operations and Maintenance

- Questions and Comments

Thank you!

Vehicle Administration

Vehicles Pending Pick Up

- **Pending with meter reading**

No 87 has been returned to activate the vehicle but mileage is recorded.

- **Vehicle sits in pending status for 14 days**

No 87 returned specifically on SF units.

- **Unit picked up but 87 not returned**

Various reasons but we have no 87

Joycelyn will follow up weekly in order to keep you up to date on needed 87.

- **Transferring Transponders**

When you move a transponder from one vehicle to another make sure you delete the **old plate/car** and add the **new plate/car** to the transponder.

Several of the violations we are seeing are due to the transponder not being transferred.

Mileage Units

- *We have sent you a list of the units you have with higher mileage and requested you move them within your agency.*
- Your cooperation is appreciated
- **Moving the units will extend the usable life of the vehicle and ultimately save your agencies money**
- *In turn we will be able to recover the maximum value for the vehicle at sale and hopefully keep your lease rates at the current rate.*

- **Adding Drivers:** Make sure this is completed when a new hire comes in. If they have transferred from another agency they must be deleted from the old agency.
- **Rentals:** We have separated cards by Agency. The coding received for the rental vehicle is also used for the WEX card.

verify the coding

Confidential Plates

- We will be conducting another audit of the confidential plates soon.
 - A list will be sent to verify the drivers
 - We must have an approved 95 on file
 - Confidential plates are assigned to the drivers not the vehicle

Thank you

*Without your cooperation
we would not be able to
continually improve the
accuracy of our data.*