

Fleet Management: Reporting Best Practices

Cohort 6

Queens of Compliance

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2016

Background



- ORC
 - \$125.832
- DAS
 - Office of Fleet Management
- FleetOhio
- Voyager credit cards

Background cont.

Self-Managed

- Monitors cost per mile and motor pool usage
- Have a vehicle replacement plan
- Update DAS with operational changes
- Agencies must submit fleet plans

DAS-Managed

- Purchasing, operations, and disposition of vehicles
- Focus on monitoring and maintaining vehicle inventory
- Monitor agency Voyager card use

Introduction

- Variety of agency fleet reporting processes
- Reliance on manual reporting
- Opportunity to enhance and streamline the agency fleet reporting process



Research Strategies

- DAS
- Interviews
- Survey
- Other states' processes

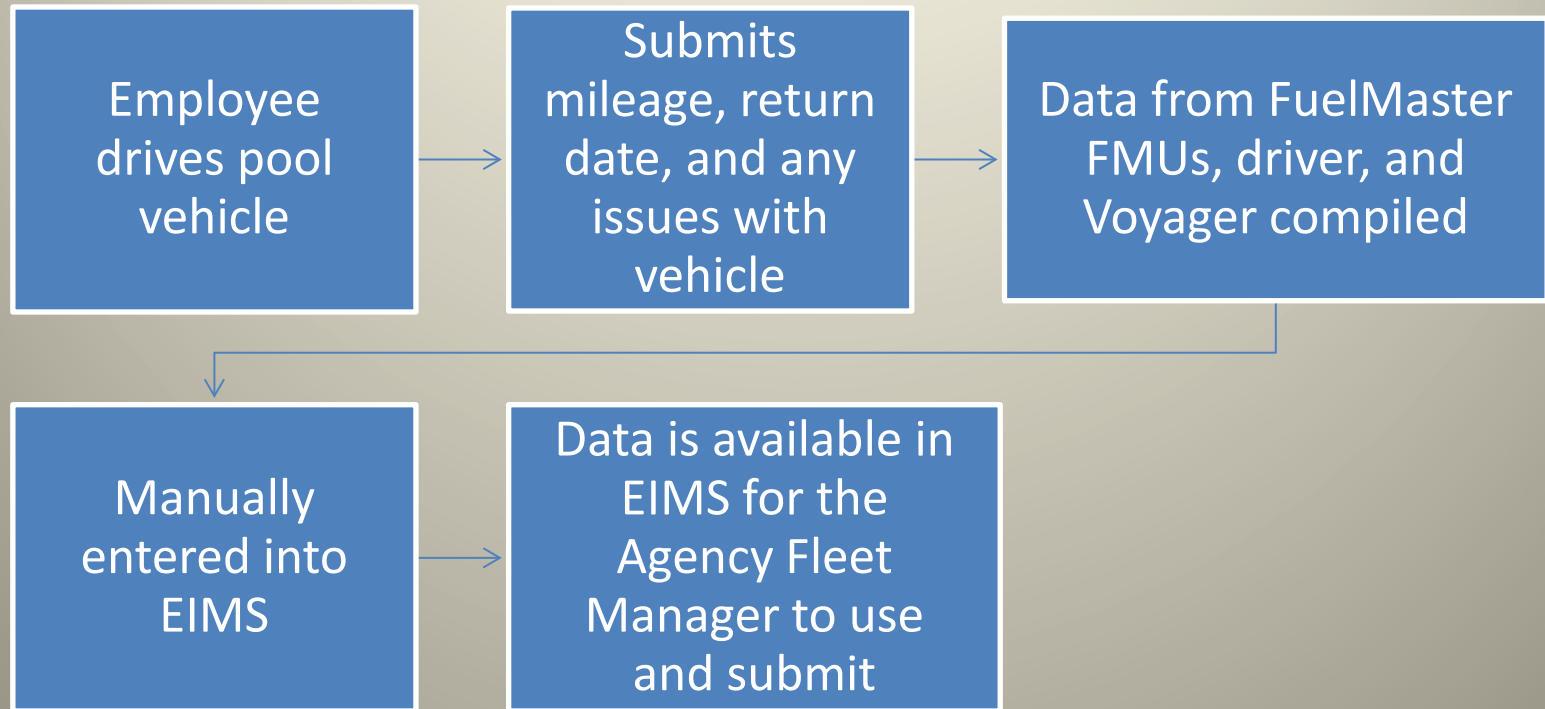


Fleet Reporting: Ohio Department of Transportation (ODOT)

- Self-managed
- 12 districts and over 12,000 vehicles and equipment
- EIMS
- Voyager
- Central Tanking Stations
 - FuelMaster Fuel Management Units (FMUs)



Fleet Reporting: Ohio Department of Transportation (ODOT) cont.



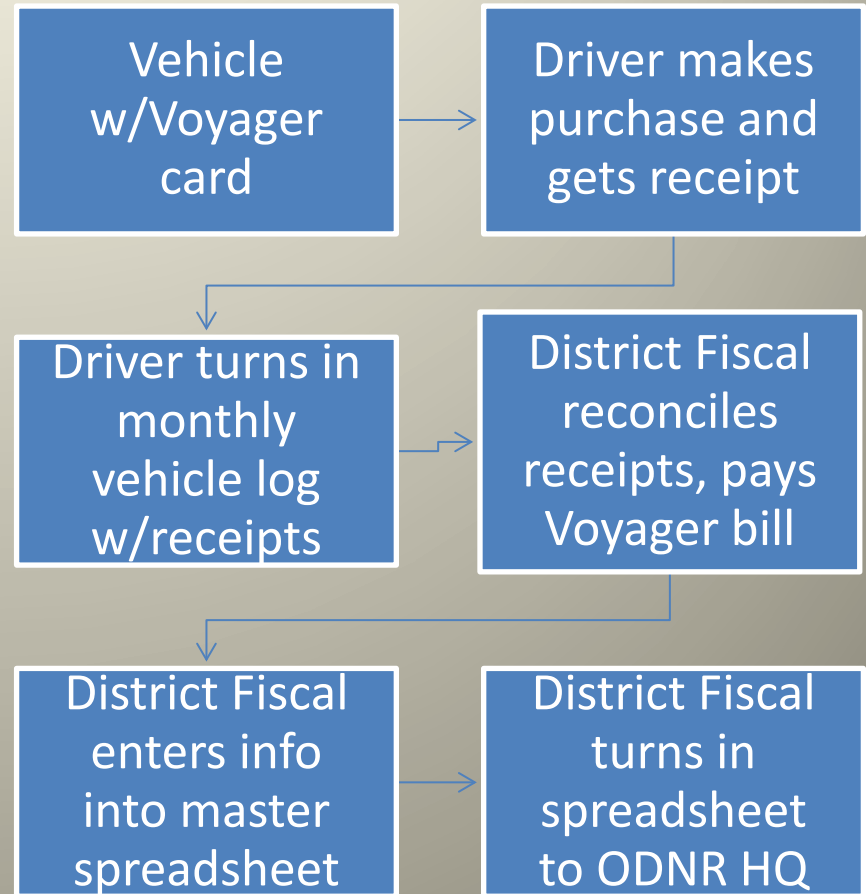
Fleet Reporting: Ohio Department of Natural Resources (ODNR)

ODNR Vehicle types



Fleet Reporting: Ohio Department of Natural Resources (ODNR) cont.

- Self-Managed
- ODNR Fleet – 12 different Divisions
- Manages approximately 2,000 vehicles
- Satisfied with reporting process
- Would like a “best practices portal” and “job aids” on DAS website



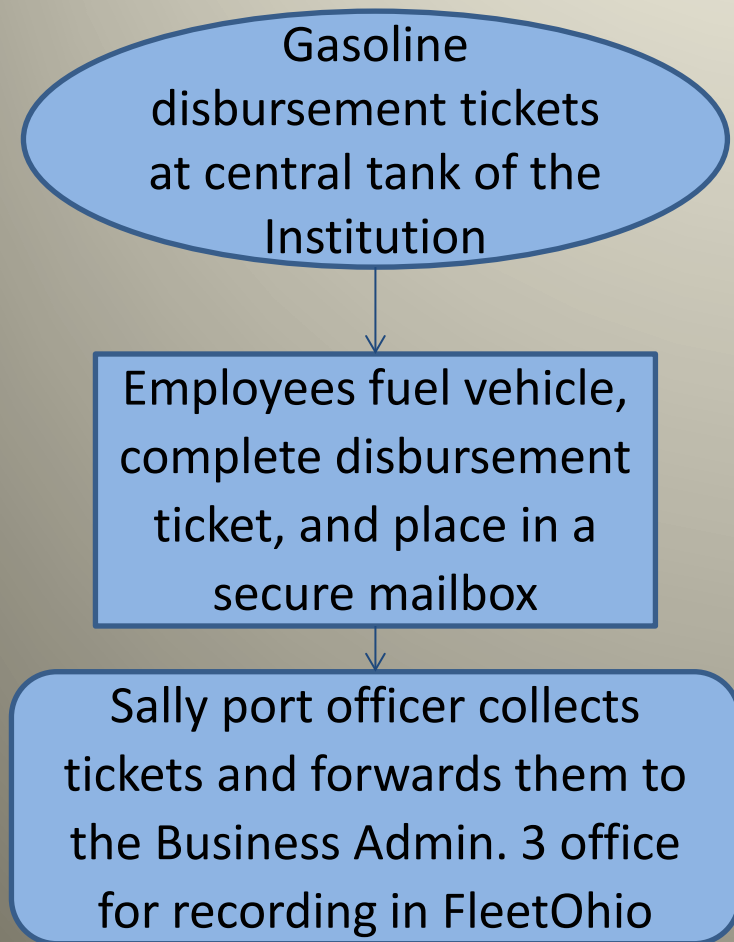
Fleet Reporting: Ohio Department of Rehabilitation and Corrections (ODRC)



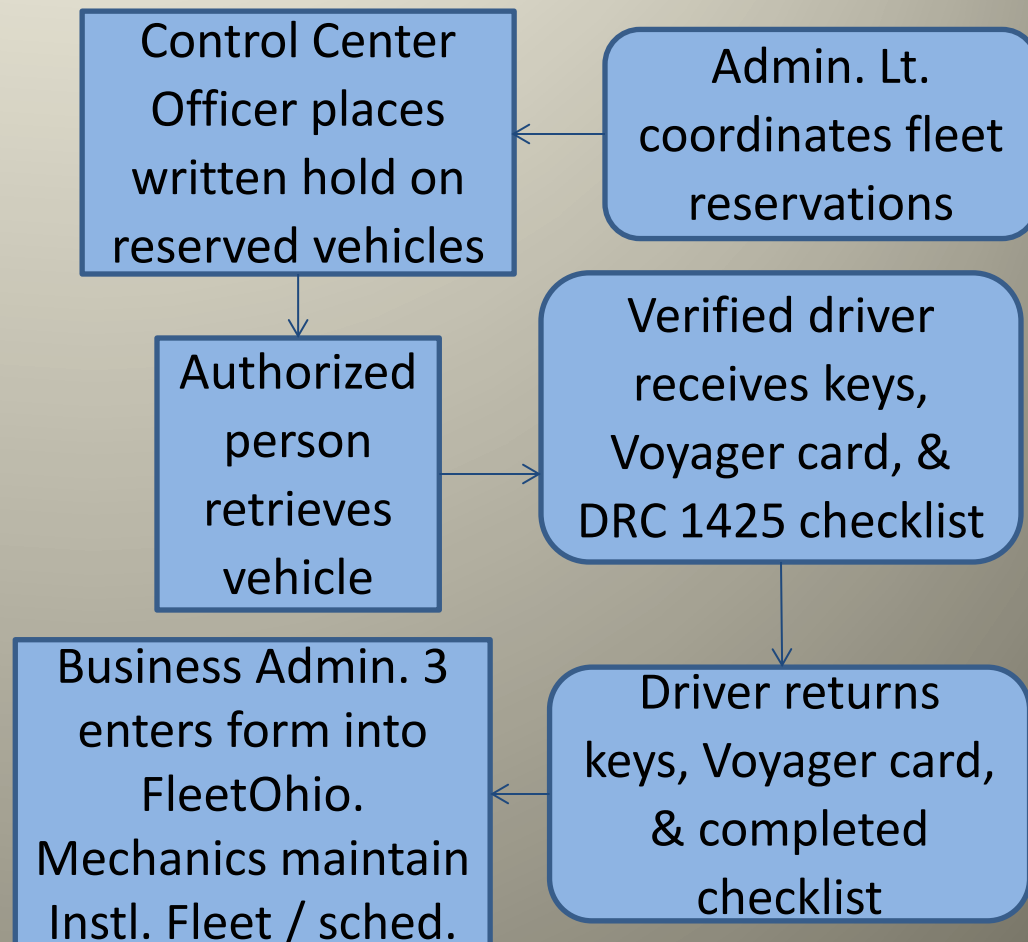
- Self-managed agency
- The Division of Business Administration (DBA)
- Required to submit data to DAS
- Automated fueling technology desired

Fleet Reporting: Ohio Department of Rehabilitation and Corrections (ODRC) cont.

ODRC PROCESS FLOW CHART- Institution Central Tank



ODRC PROCESS FLOW CHART- Fleet

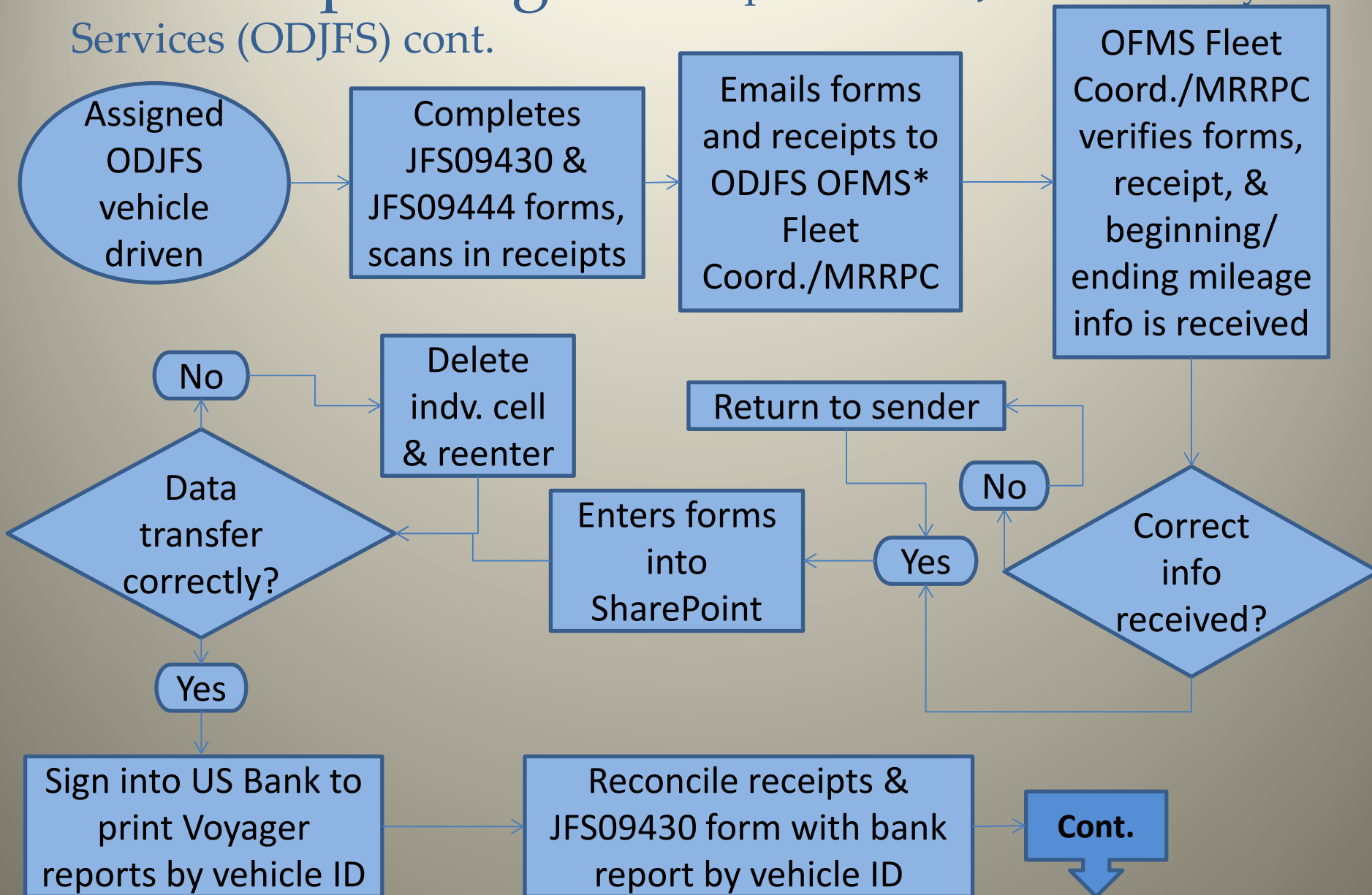


Fleet Reporting: Ohio Department of Job and Family Services (ODJFS)

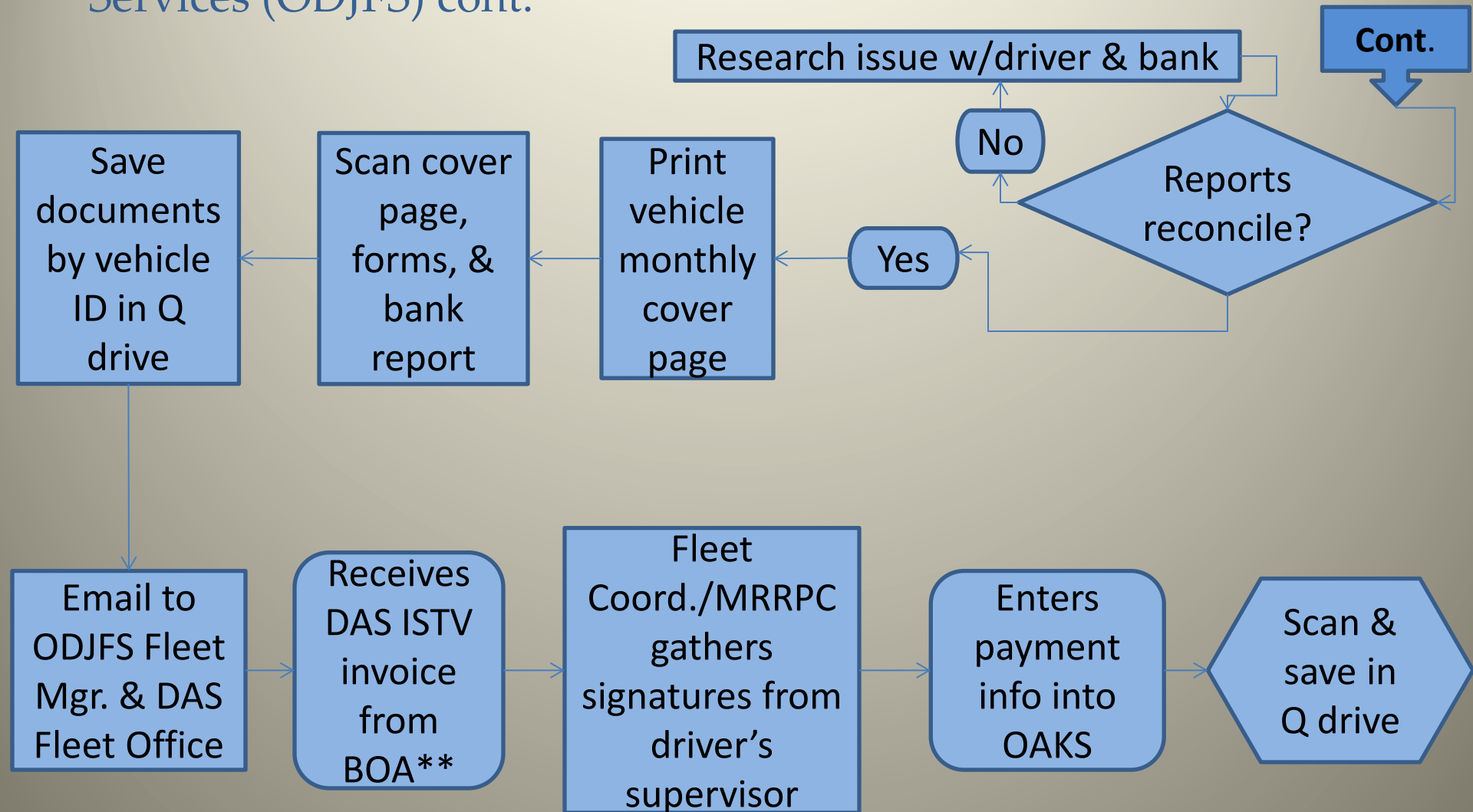
- DAS fleet managed agency, with an agency fleet manager and coordinators
- Internal travel log documents reason for travel
- Maintenance log documents fuel and maintenance expenditures
- FleetOhio
- FleetCommander



Fleet Reporting: Ohio Department of Job and Family Services (ODJFS) cont.



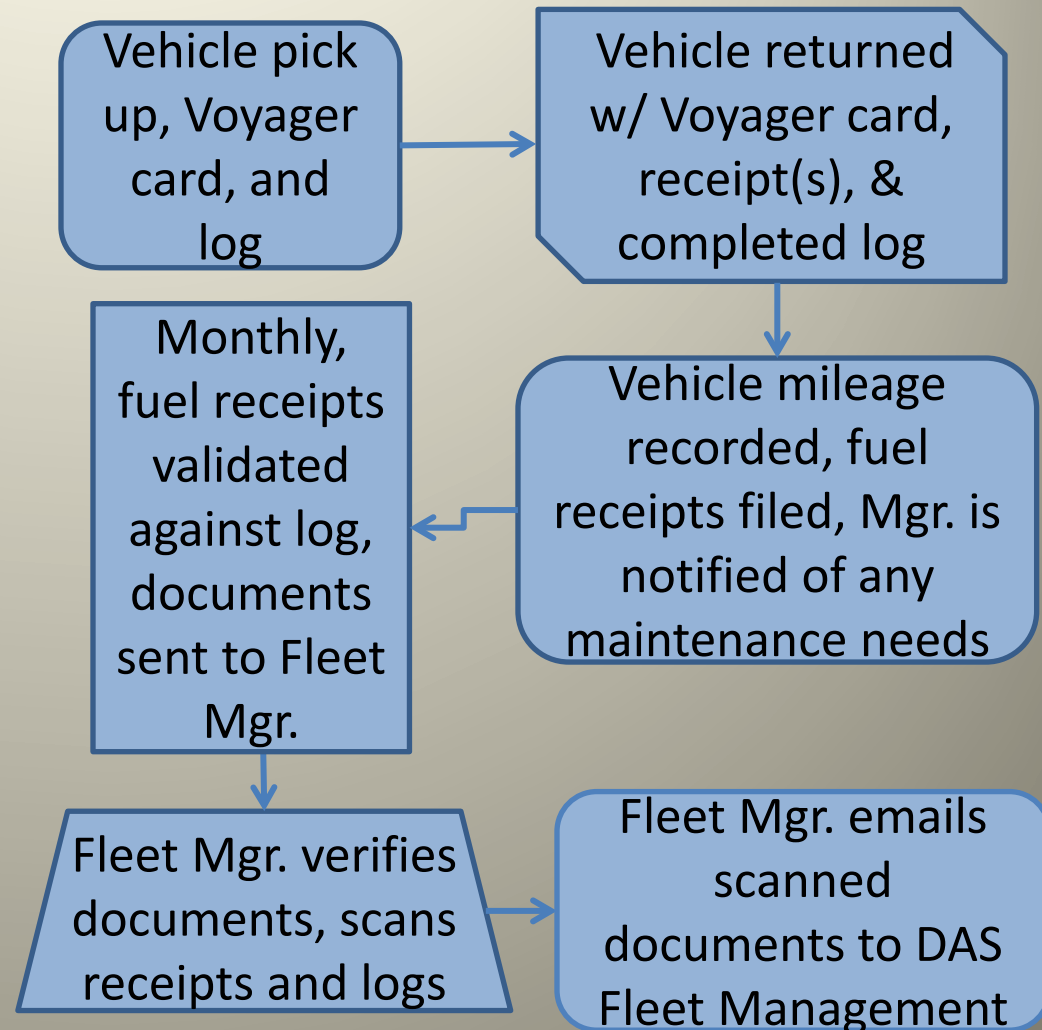
Fleet Reporting: Ohio Department of Job and Family Services (ODJFS) cont.



*OFMS = Office of Fiscal Monitoring, ** BOA = Bureau of Accounting within OFMS

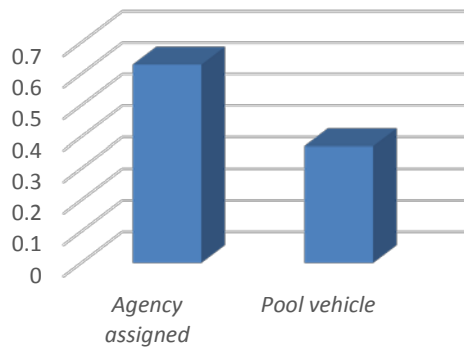
Fleet Reporting: Office of the Ohio Public Defender (OPD)

- Managed through DAS
- Hand written logs, and manual data entry
- Approximately 2,004 vehicle trips are logged annually

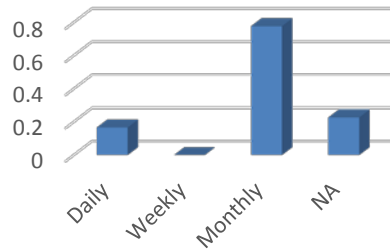


Fleet Management Survey

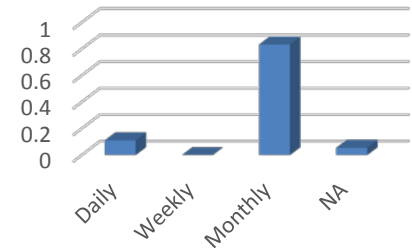
Vehicle Type



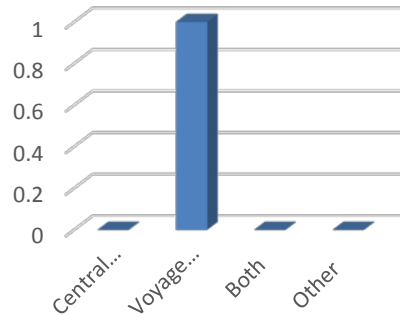
How often is mileage required to be reported?



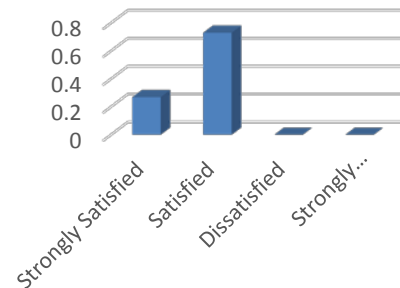
How often is gas usage required to be reported?



Refueling



Rate agency's fleet reporting process



State of Utah – Fleet Management Program

- 2006 initiative
- Division of Fleet Operations (FO)
- Legislation
 - ASSETWORKS
 - FLEETFOCUS
- UDOT

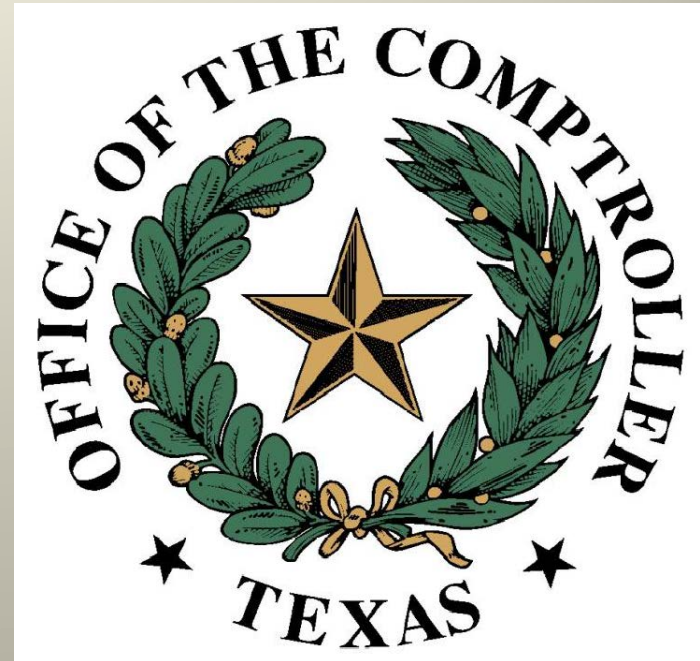
MISSION:

Emphasizing customer service, we provide safe, efficient , dependable, and cost-effective services.



State of Texas – Fleet Management System (TxFS)

- 28,000 vehicles distributed amongst 98 agencies
- Captures, maintains, and reports vehicle data
- Agencies determine their method of data reporting



State of Texas – Fleet Management System (TxFS) cont.



- Fifth largest agency
- Reports data manually
- Full automation is cost prohibitive



- One of the largest agencies
- GPS in over 12,000 vehicles
- Agency fleet management software programs: Fleet Navigator, NetworkFleet and FuelFocus

Findings

- ODOT has been able to successfully manage their fleet program by using a fleet management software program and fuel management system instead of FleetOhio. DAS and ODOT communicated well so that this exception could be made. ODOT worked within its budget to be able to acquire a more state-of-the-art fuel management system that they will see a financial savings on over the years.
- ODNR would like FleetOhio to be utilized more. They would also like a more user friendly Fleet Portal where questions can be addressed. There are specific ways in which ODNR is different from other state agencies and exceptions to the DAS policies are needed.
- ODRC is another agency with a fairly large fleet. They would like to become more up-to-date with technology and would like to work better with DAS to come up with some solutions.

Findings cont.



- ODJFS has a lengthy vehicle tracking process in place that involves having a Mileage Reimbursement Reduction Program Coordinator (MRRPC) at each office that is assigned a vehicle. If there was an elimination of the manual processes, there could be a significant amount of time freed up for the MRRPC.
- Texas and Utah seem to have effective relationships between their fleet management offices and state agency fleet managers. There appears to be ongoing communication between the offices about trends in fleet management, and training opportunities for incoming and established fleet managers.

Recommendations

The Office of Fleet Management

The Office of Fleet Management provides state agencies with comprehensive motor vehicle management services, including vehicle purchases, leasing, motor pool rental, fuel/maintenance procurement cards, compliance reporting and vehicle assignment authorizations.

Breaking News

11/2/2015 - The Fleet Management web site has a new look. We have re-organized all our information in an effort to make it more easily accessible by you, our customers. Take some time to look the site over and don't hesitate to give us feedback on the new look.

11/16/2015 - The 2016 vehicle contracts were posted to the Office of Procurement Services website on November 13th. A contract notification will be sent to each agency fleet manager/coordinator on Wednesday, November 18th outlining the contract highlights and order due dates. You can access all the contracts by clicking on the Vehicle Contracts link below and following the links on that page.

Fleet Management Services



General Contact

Office of Fleet Management
William Simon, Administrator
4200 Surface Road
Columbus, Ohio 43225
Phone: 614-466-8807
Toll Free: 800-656-1521
Fax: 614-752-5553

[Driving directions](#)

Quick Links

[National Association of Fleet Administrators](#)
[Motor Pool Reservation Portal](#)
[FleetOhio Fleet Management System](#)
[Voyager Fleet Card](#)
[Vehicle Assignment Application](#)

Services

[Certified Fleet Manager](#)
[Agency Fleet Plans](#)
[Master Lease Agreement](#)
[Fleet Card](#)
[FleetOhio](#)
[Mileage Reimbursement](#)
[Motor Pool Reservation Portal](#)
[Managed Agencies](#)

Policies

[Self Insured Vehicle Liability Program](#)
[Employee's Use of Employer Provided Vehicles](#)

Recommendations cont.



Recommendations cont.



BEST PRACTICES PORTAL

Welcome to the DAS Office of Fleet Management's Best Practices Portal. This resource is available to all state agencies participating in the fleet management program. Please share your ideas and your agency's successful practices with each other and comment on the positives or negatives of a posted best practice. You can discuss a challenge with your peers and subject matter experts. This is the platform to ask DAS fleet management questions that are important to you. The Office of Fleet Management wants to make sure that the correct people are being notified of important fleet updates. Please [click here](#) to make sure your agency contact information is updated.

SHARE A BEST
PRACTICE HERE

JOB AIDS

DISCUSS AN ISSUE
HERE

CLICK HERE FOR FLEET MANAGEMENT UPDATES





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