



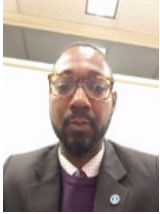
Best Practices in Federal Fleet Management

January 24, 2024

Agenda

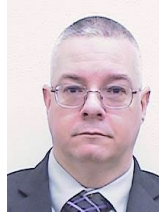
- **Panel Introduction**
- **Approach to Fleet Management**
 - People
 - Process
 - Technology
- **Open Forum**

Panel



Ron Rogers - Panelist

Supervisor, Personal Property Management Office
Department of Labor – 3500 vehicles
(Previous) Mine Safety and Health – 1400 vehicles
(Previous) Federal Railroad Administration – 400 vehicles



Todd Sharp - Panelist

GSA Fleet Advisor
Library of Congress – # 15 vehicles
(Previous) United States Coast Guard – # 400 vehicles
(Previous) Department of the Army – # 400 vehicles



Rick Cantu - Panelist

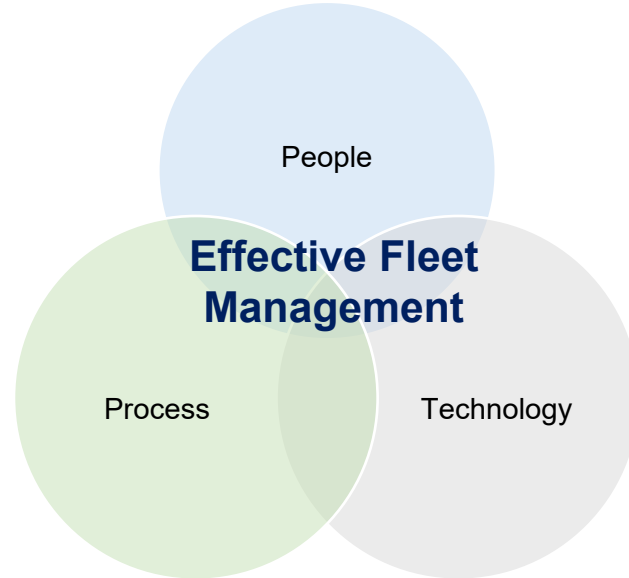
Department Fleet Manager
Department of Treasury – 3000+ vehicles



Joddy Garner – Panel Facilitator

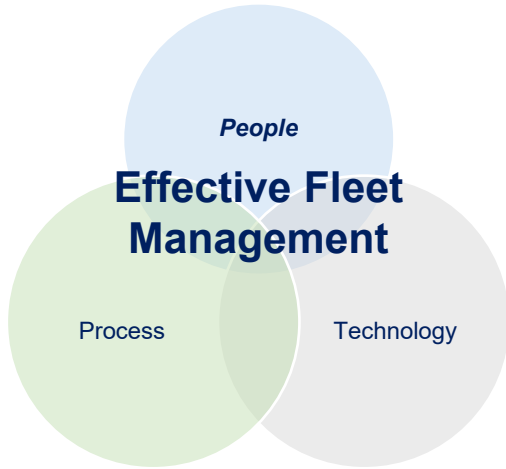
Senior Program Analyst
General Services Administration (GSA)

A Holistic Approach



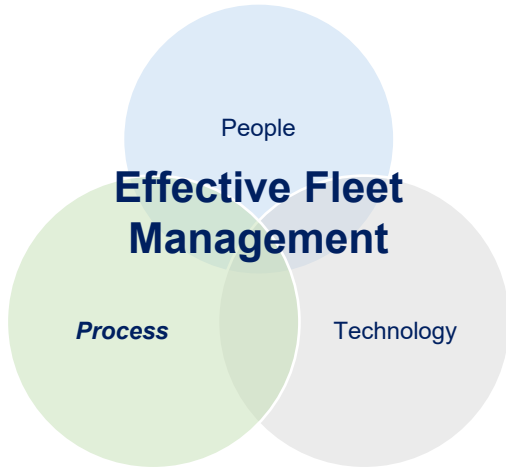
Fleet management operations are impacted if any of these components are missing.

People



- **Staffing**
 - One person or dedicated fleet team?
- **Training**
 - Knowledgeable about higher level policy and local procedures
 - Proficient with FMIS
- **Connecting with Colleagues**
 - Professional associations, LinkedIn
- **Culture of Learning**
 - GSA Federal Fleet Manager Certification Program
 - NPMA Federal Fleet Managers Certification Program

Process



A well-defined **PROCESS** will help Fleet Managers optimize their fleet's performance, reduce costs and fuel consumption, and ensure safe vehicles for your drivers.

Having effective Fleet Management procedures are directly related to your ability to organize, analyze and maintain your fleet's **DATA**.

Process

Keeping Thorough Fleet Records

When fleet managers keep detailed records, they have a better chance of spotting patterns in their fleet and the ability to point out underlying problems or issues with specific vehicles. Managing the data pertaining to your fleet's maintenance, repairs, accidents, utilization, fuel types, fuel consumption, charging capabilities, and vehicle location are critical in developing your fleet management processes and implementing policies and procedures that improve their overall fleet.

Data Resources

- GSADriveThru
- GSAFleet
- Agency's FMIS
- Daily/Monthly Trip Logs
- FAST
- Federal Fleet Report/Dashboard

Process

Fleet Management Information System (FMIS)

Having a FMIS is a fundamental component of a successfully ran Fleet Program.

Your agency's FMIS must have the capability to:

1. Support the collection and management of vehicle level data/asset level data.
2. Should be based at the department's HQ level (highly recommended), and
3. Include all motor vehicles within the agency (GSA leased, Commercially Leased, and Agency Owned).

FMIS System Requirements

- Vehicle Inventory
- Acquisition
- Disposal
- Cost
- Mileage
- Fuel Usage
- Fleet Analysis Capabilities
- Reporting Capabilities
- Ability to Communicate Externally
- Local Vehicle POC Access

Process

Robust Reporting Capabilities

Keeping good vehicle records and having an effective FMIS allows you to have extensive reporting capabilities. Fleet Managers should review and analyze their fleet's vehicle data on an ongoing basis, not just during FAST season!

- **Monthly Vehicle Reports**
 - Odometer reading, fuel purchases, recalls, addresses, maintenance, accidents, AIEs, telematics installed, etc.
- **Quarterly Reviews and Audits**
 - Utilization Rates/Underutilized Vehicles
 - Negative Mileage Reports
 - FAST Flags (MPG, acquisition dates, excessive mileage, zero/negative mileage)
- **Vehicle Recommendation Report**
- **CAM Status Report**
- **Fuel Centers/EVSE/Garage Locations**

Process

Vehicle Allocation Methodology (VAM)

Establishing a VAM for your agency is imperative. VAM is the planning process used by fleet managers to obtain their optimal fleet inventory. VAM assessments should be an everyday process and not just a every 5-year exercise! DOL has incorporated their VAM assessments and FNE approvals into a consolidated form that is used to support the retention and the adding of an additional or non-LGHG vehicle to our fleet.

VAM Considerations

- What are the mission requirements? (off road, passengers, load capacity, cargo, equipment, etc.)
- Charging and Alternative Fuel Options
- Optional vehicle feature requirements (4-wheel drive, aftermarket equipment)
- Opportunities for Vehicle Sharing
- Location Requirements
- Most Fuel-Efficient Vehicle

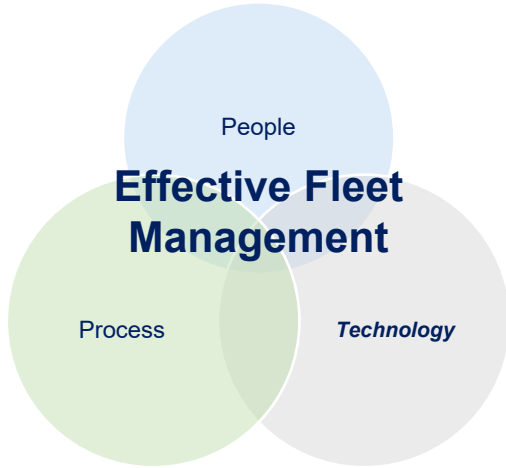
Process

Establishing Departmental Guidance and Forms

Your agency's departmental fleet guidance is your bible to Fleet Management. By establishing sound departmental guidance; you set clear expectations, roles/responsibilities, policies, authorities, and procedures. Creating Departmental Forms eliminate the unknown surrounding requirements, approvals, and reporting. Establishing Departmental guidance creates standard and metrics for accountability.

- HTW Authority and Requirements
- Departmental Forms
 - VAM/New Request/FNE
 - US Gov Plate Exemption
 - HTW Acknowledgement and Approval
 - Monthly HTW Transportation Log
 - Daily Motor Vehicle Trip Log
- Utilization, Assignment, and Acquisition
- Annual Fleet Reports

Technology



Fleet Management Technology Mandates

- **FMIS**
 - FMR 102-34.340
 - GSA FMR Bulletin B-2023-55
- **FAST Reporting**
 - FMR 102-34.335
- **Telematics**
 - EO 14057 – Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability
 - Geotab – Driving Innovation in Federal Fleet Management
- **EVSE Infrastructure**
 - EO 14037 – Strengthening American Leadership in Clean Cars and Trucks
- **Risk Management**
 - EO 13513 – Federal Leadership on Reducing Text Messaging While Driving

Audience Open Forum

Questions, best practices, ideas, suggestions...

Panel Contact Forum

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Ron Rogers – rogers.ron@dol.gov

Todd Sharp – tsharp@loc.gov