

# Fleet Plan Instructions

## Self-Managed Agencies

### Fiscal Year 2014

The following instructions are being provided to assist you in the development of your agency's fleet plan for fiscal year 2014. This year's plan will request fleet information on several topics such as fleet inventory, vehicle replacement, vehicle assignment, and mileage reimbursements that are required by the Ohio Revised and Administrative Codes. Each plan must contain the fleet information on each of the specific subject areas as outlined in the instructions. All reports are to be submitted in the electronic format specified in the instructions. All plans are to be submitted to the Office of Fleet Management (OFM) no later than August 12, 2013. Upon submission of the plan the agency will receive an acknowledgement from the Office of Fleet Management indicating the plan has been received. A status report of the plan receipt dates will be posted weekly on Fleet Management's website.

### **General Notes**

The following instructions will make reference to several reports that are to be obtained using InfoCenter. InfoCenter is the reporting tool for FleetOhio, the state's fleet information management system. The InfoCenter reports located under the Fleet Plan tab will generate the fleet data necessary for creating your fleet plan. While we have made every effort to ensure that the information contained in the FleetOhio InfoCenter reports fit on a single sheet, it will be the agency's responsibility to make sure that the reports are properly formatted and legible prior to submission. All reports and spreadsheets are to contain the information specified in the sample fleet plan reports located on the Office of Fleet Management website ([OFM website](#)) under the Agency Fleet Plans tab. All submitted reports are to include individual headers and footers with page numbers and are to be clearly labeled with the following information:

#### **Header Information**

Report Title

#### **Footer Information**

Date Submitted:

Page Number

#### **Each Report is to Include**

Contact Phone Number

E-mail Address

Submitting Agency:

Submitted By:

The completed Fleet Plan will consist of several individual reports that are to be combined in a single workbook using Microsoft Excel 97-2003, Excel 2007, or Excel 2010 plus three reports/forms submitted using an Acrobat (pdf) format. All plans that are not properly formatted or found to be incomplete will be returned to the agency for correction. Completed reports are to be emailed to the Fleet mailbox at [DASFleet@das.ohio.gov](mailto:DASFleet@das.ohio.gov) with the subject FY14 Fleet Plan <Agency Name>.

## **I. Mileage Break-Even Analysis**

Section 125.832(O)(2) states that the department must annually establish the number of business miles an employee of a state agency must drive in order to qualify for approval by the department to receive a motor vehicle for business use. The mileage break-even for fiscal year 2014 has been determined to be 8,200 miles. The mileage breakeven point is provided to assist you in evaluating mileage reimbursement plans, vehicle replacements, and vehicle assignments. A report is not required for this portion of the fleet plan.

## **II. Annual Fleet Asset Certification**

The Department of Administrative Services, Office of Fleet Management (OFM) is responsible for the preparation of the annual state fleet inventory certification for the Office of Budget and Management (OBM). All state agencies are required to certify acquisition and operational data on **all** licensed active vehicles and trailers to OFM per the following sections of the Ohio Revised Code:

1. In accordance with Ohio Revised Code 125.16, agencies are responsible for annually certifying the inventory activity of their tangible personal property with the Department of Administrative Services. State owned licensed vehicles are considered to be tangible personal property, and therefore require the annual certification.
2. In accordance with Ohio Revised Code 126.21(A) (9), the statute charges the Office of Budget and Management (OBM) with issuing the official Comprehensive Annual Financial Report (CAFR) for the state. The statute also gives OBM the authority to prescribe procedures for collecting financial information from state agencies. OBM uses Ohio's annual certified fleet financial activity from FleetOhio, thereby requiring all state agencies to provide this information using FleetOhio, unless exempted in writing by OFM.

Upon the receipt of all agencies' submissions, OFM will compile and submit the necessary reports to OBM prior to their due date.

### **Certification Process**

#### **Self-Managed Agencies**

To complete the fleet inventory certification portion of the Fleet Plan, agency fleet managers must submit the following reports to OFM. The required reports are located in the FleetOhio InfoCenter Reporting module under the Fleet Plan Reports tab.

- Certification – Active inventory (Export as Excel 97-2003 data only)
- Certification – Vehicles received (Export as Excel 97-2003 data only)
- Certification – Vehicles disposed (Export as Excel 97-2003 data only)
- Certification – VIN Audit Report (this report only shows VIN's that have the incorrect format. A blank report indicates that the VIN's are formatted correctly and no further action is required.)
- A signed Fleet Asset Certification form (see Appendix A) is required. The date on the form is to match the date of the certification reports. A blank form is available on the Fleet Management website under the forms menu selection. Note: The signed form is to be scanned and submitted with the other sections of your fleet plan.

Prior to submitting your final fleet inventory certification reports and completing the Fleet Asset Certification form, Appendix A, you are required to review the following certification steps and take the appropriate action to correct any deficiencies.

#### **Certification Steps**

1. Verify that all vehicles received during the fiscal year are entered into FleetOhio. This includes vehicles leased from commercial vendors for a period greater than 90 days.
2. Verify that all vehicles salvaged or sold during the fiscal year are reflected as such in FleetOhio. This includes vehicles disposed of through the Office of State and Federal Surplus or by other means, i.e. donations, trade-ins, insurance settlements, etc.
3. Verify that the vehicles identified on the Certification – Active Inventory report are physically inventoried and their records are accurately reflected in FleetOhio.

4. Verify that the Funding code listed for each vehicle on the report is valid in OAKS. A valid fund code will have four characters and will appear on the FIN0050 Valid Fund listing. A copy of the fund listing has been provided on the Fleet Website. Corrections or missing information is to be entered in FleetOhio in the 'Fund' field of the 'Status' tab on the Fleet Equipment screen.
5. Verify that the acquisition cost has been entered for each vehicle. This should be entered in FleetOhio in the 'Original Cost' field on the 'Acquisitions' tab of the Fleet Equipment screen.
6. Verify that all vehicle identification numbers (VIN) are complete and accurate.

### **III. Fleet Statistics by Vehicle Class**

Ohio Revised Code Section 125.832 (C) states that the director shall establish and maintain a fleet reporting system and shall require state agencies to submit to the department information relative to state motor vehicles, including motor vehicles described in division (G)(2) of section 125.831 [125.831] of the Revised Code, to be used in operating the fleet management program. State agencies shall provide to the department fleet data and other information, including but not limited to mileage and costs. The data and other information shall be submitted in formats and in a manner determined by the department.

Agencies are required to submit the Fleet Statistics by Class Report at the agency level which is located under the Fleet Plan Reports tab. This report summarizes by vehicle class, the number of units, average age, average mileage, and average operating cost per mile information for your respective fleet of vehicles. Compare the cost per mile figures generated in the report to the cost per mile figures listed in the Statewide Fleet Statistics report, Appendix B. An explanation is to be provided for any vehicle types where the agency cost per mile exceeds the 20% tolerance figure listed in the statewide report. Additional vehicle cost detail may be found in the Operational Cost by Department report located under the Cost Analysis tab. This report will enable you to isolate the operational costs associated with each vehicle by department. The Fleet Statistics report may be used to provide cost per mile figures in support of the replacement plan for FY14 outlined in the next section of the instructions. OFM will be auditing the operational data for a number of agencies throughout the fiscal year. In those instances where discrepancies or inconsistencies are found in the data presented, we will require a corrective action plan from the agency.

### **IV. Vehicle Replacement Plan**

A vehicle replacement plan will be required for FY14 that identifies the vehicles that will be replaced during the next fiscal year. Ohio Revised Code Section 125.832 (A) states that the department of administrative services is granted exclusive authority over the acquisition and management of all motor vehicles used by state agencies. The replacement plan will be used by OFM to ensure that submitted vehicle requisitions are in compliance with the various sections of the Ohio Revised Code. The FY14 vehicle replacement plan for each state agency is to include, but is not limited to, the following information:

#### **A. Replacement Report**

- **Replacement List:** A list of vehicle replacements is required for FY14. When evaluating vehicles for replacement use the replacement criteria of age, mileage, and/or condition. To assist in the preparation of your list of replacement vehicles we have included the Equipment Replacement Analysis report under the Fleet Plan Reports tab. This report will allow you to specify the age and mileage of the vehicles that you would like to review for replacement. For automobiles the recommended replacement criteria is six years and/or 90,000 miles. From this list you will be able to look at vehicles by department and review the current odometer, average annual usage, total maintenance cost, operating cost per mile, age in years, and vehicle fuel type.

- The submitted version of the replacement list is to include the following additional information for each vehicle:
  - The type of replacement vehicle or “same”
  - Estimated replacement cost (Based on Appendix C)
  - The fund code(s) that will be used to purchase the vehicle
  - When the replacement vehicle type is different from the vehicle being replaced please provide a comparison of the operating costs based upon the Fleet Statistic report generated in the previous section of the instructions.
- **Financing Requirements:** ORC section 125.832 (A) (1) states that on and after July 1, 2005, each state agency shall acquire all passenger motor vehicles under the department’s master leasing program. The completed fleet plan is to state to what extent the vehicle master lease is going to be used to acquire vehicles and the economic justification for doing so.
- **Additional Vehicles:** Additional vehicles needed to meet the operational needs of your agency are to be included on the replacement report. This report will be agency generated but must contain the same level of detail as the replacement report.
- **Additional Information:** Additional information, such as agency justification memo’s, may be provided in this section to support the replacement or addition of vehicles.

## B. Alternative Fuel Vehicle (AFV) Requirements

### Vehicle Acquisition

**Revised Code Section 125.834** (A) states that the department of administrative services shall ensure that all new motor vehicles acquired on and after July 1, 2006, by the state for use by state agencies under section 125.832 of the Revised Code are capable of using alternative fuels.

- i. The number of vehicles to be purchased during the fiscal year.
- ii. The number of vehicles to be replaced that are capable of using an alternative fuel.
- iii. Percentage of replacement vehicles capable of using an alternative fuel.
- iv. # of Replacements vehicles that are currently AFV that will be non AFV after replacement

An InfoCenter report entitled AFV Inventory Report - All Agencies.rpt has been provided under the Fleet Plan Reports tab to assist you in determining your AFV inventory. A copy of the AFV Inventory report listing only the active vehicles is to be included with the final fleet plan.

## C. Vehicle Salvage Status

Attached to the Fleet Plan announcement email you will find an Excel workbook entitled “2014 Salvage Data” that contains three spreadsheets with details on the salvage history of your fleet for the last five fiscal years. Please review the lists and provide any corrections that are necessary. Every effort should be made to reduce the items on the Active-Not Sold report by identifying the reason it is on the list. For example, if a unit is being replaced and the new vehicle has not been received add a column to add that notation. Listed below are the definitions of the forms and some suggestions on why units appear on the list.

**Active- Not Sold:** List represents active vehicles in FleetOhio that were proposed to be salvaged on a Lease/Purchase Justification form. Vehicles on the Active-Not Sold list may not be used on future requisitions.

Factors:

1. Vehicle not sent in to State Surplus when new vehicle was received.
2. If the vehicle is in the current fiscal year: The new vehicle may not have been received yet.
3. If the vehicle is on the list from previous fiscal years: An alternative vehicle was sent to State Surplus without the proper updates.

**Requisition- Sold:** List of vehicles that appear on a requisition and have subsequently been sent to State Surplus and sold. Vehicles on the Requisition - Sold list may not be used on future requisitions. This list is provided for future reference and does not require any action.

**Sold- No Requisition:** List of sold vehicles that have not been submitted on a Lease/Purchase Justification form. Vehicles on the Sold- No Requisition list may not be used on future requisitions. They may be used as salvage updates to correct items on the Active-Not Sold list if they are in the appropriate fiscal year.

Factors:

1. Vehicle was swapped with the one that appeared on the requisition and not updated.
2. Reduction in the size of your fleet by salvaging without replacement.

## ***V. Vehicle Assignment Review***

Ohio Revised Code Section 125.832 (L) states the director also shall adopt rules that prohibit, except in very limited circumstances, the exclusive assignment of state-owned, leased, or pooled motor vehicles to state employees. In August 2006, Administrative Rule 123:6-1-02, Assignment of Motor Vehicles, became effective to provide guidance regarding the assignment of vehicles. Specifically, the rule states that each state agency shall limit the size of its fleet and maximize the number of pool vehicles.

In July 2006, each agency that had submitted long term vehicle assignments to the Office of Fleet Management was notified that we had introduced an on-line vehicle assignment application to administer the submission and approval of assignment requests in lieu of using the paper Vehicle Long Term Assignment Authorization Request Form, ADM 3011. The online assignment application may be accessed from the fleet website, the quick links section of FleetOhio, or using the link [Vehicle Assignment Application](#).

The submitted plan is to include a verification of the vehicle assignment information submitted to and maintained by the Office of Fleet Management. The number of assigned vehicles in the Pool to Assignment Ratio report is to correspond to the number of vehicles listed in the Equipment Assignments Report.

To assist you in preparing this portion of your plan we have developed the following reports which are located under the Fleet Plan Reports tab:

- Equipment Assignments Report (Export as Excel 97-2003 data only)
- Pool to Assignment Ratio Report (Export as Excel 97-2003 data only)

In addition, this section of the fleet plan is to demonstrate that pool vehicles are being utilized to the greatest extent possible. Prepare a Motor Pool Utilization Summary that addresses the following items:

- Does your agency operate motor pools?
- How many pools?
- How many vehicles?
- Number of annual trips.
- Number of miles traveled.
- Average number of miles per trip.
- Do you use the web reservation module? If not, what tools are used to manage your pools?

## ***VI. Mileage Reimbursement Review***

Section 125.832 (L) of the Revised Code prohibits the reimbursement under section 126.31 of the Revised Code of state employees who use their own motor vehicles for any mileage that they incur above an amount that the department shall determine annually. The projected amount for fiscal year 2014 has been calculated to be \$3,690, which equates to 8,200 miles. The Mileage Reimbursements by Fiscal Year report located in InfoCenter under the Fleet Reports tab is to be used to project whether or not there will be any employees that receive mileage reimbursement payments in excess of the break-even point for fiscal year 2014. Please note that only a partial fiscal year 2013 data is available in the Mileage Reimbursement report at this time.

The review of this section of the fleet plan will occur several times throughout the year. The initial review will be made upon receipt to establish a baseline for the number of employees projected to receive reimbursement payments that are in excess of the established breakeven amount. To make this projection we will be using the \$.45 mileage rate. If the projections indicate that there will be employees that receive reimbursements in excess of the break-even point then the submitted agency fleet plan must demonstrate that the state agency has exhausted all reasonable transportation alternatives and that the excess mileage incurred by the agency employee is unavoidable. The completed fleet plan is to include two versions of the Mileage Reimbursement report. One report ran at the agency level and another at the employee detail level. The reports are to be submitted in .pdf format.

To run the Mileage Reimbursement reports use the following values:

### By Agency

1. Four digit fiscal year = 2013
2. Report Detail = Agency
3. Exempt Status = N
4. Agency = Your agency code

### By Employee

1. Four digit fiscal year = 2013
2. Report Detail = Employee
3. Exempt Status = N
4. Agency = Your agency code

Export each report as Acrobat (.pdf) and save as ABC FY13 Mileage Reimbursement – by Agency and ABC FY13 Mileage Reimbursement – by Employee where ABC represents your agency code.

## ***VII. Resources***

To assist you in the development of your annual fleet plan report the Office of Fleet Management has posted a sample copy of DAS' individual fleet plan reports on the fleet website to use as a reference. Also on the website is a Fleet Plan Requirements checklist that can be used as a guide to monitor the development progress. A one day training session will be provided on July 10, 2013 to assist you in the development of your individual agency fleet plan reports. Questions may be directed to the DAS Fleet mailbox at [DASFleet@das.ohio.gov](mailto:DASFleet@das.ohio.gov) with a subject line of "Fleet Plan Question" anytime during the process. All questions and responses shall be posted to the fleet website as a Frequently Asked Question under the Fleet Plan tab.

**Appendix A**

**FLEET ASSET CERTIFICATION**

Fiscal Year 2013

I certify that \_\_\_\_\_ *Agency Name* \_\_\_\_\_ has \_\_\_\_\_ *Number* \_\_\_\_\_ active vehicles and \_\_\_\_\_ *Number* \_\_\_\_\_ active licensed drivers as of \_\_\_\_\_ *Date Completed* \_\_\_\_\_ and that this is accurately reflected in the Department of Administrative Services' FleetOhio Application.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Fax Number**

**Appendix B**

**Statewide Fleet Statistics by Vehicle Type**

<b>Vehicle Type</b>	<b>Vehicle Count</b>	<b>Avg Age (Yrs)</b>	<b>Avg Meter</b>	<b>Avg CPM</b>	<b>CPM Tolerance of 20%</b>
1/2 TON PICK-UP	482	7	78,481	\$0.20	\$0.04
3/4 TON PICK-UP	335	10	83,423	\$0.22	\$0.04
COMPACT PICK-UP	137	9	86,858	\$0.17	\$0.03
COMPACT SEDANS	756	3	50,434	\$0.12	\$0.02
MID-SIZE SEDAN	1,382	5	71,393	\$0.14	\$0.03
MINI CARGO VAN	224	5	68,840	\$0.20	\$0.04
MINI PASSENGER VAN	321	6	67,909	\$0.23	\$0.05
SPORT UTILITY 4 X 4	244	6	69,873	\$0.17	\$0.03
SPORT UTILITY VEHICLE	106	4	56,161	\$0.17	\$0.03

**Appendix C – 2014 Estimated Purchase Costs**  
**Passenger Vehicle Contract**

<b>2013 Item No.</b>	<b>2013 Description</b>	<b>2014 Estimated Purchase Cost (\$)</b>
1A	Sedan - Compact - Gasoline	\$ 15,809
2B	Sedan - Midsize - Gasoline	\$ 15,755
3B	Van - Compact - 7 Pass. – Flex Fuel	\$ 21,083
4B	Van - Full Size - 8 Pass. - Flex Fuel	\$ 20,399
5B	Van - Full Size - 12 Pass. – Flex Fuel	\$ 23,154
6B	Van - Full Size - 15 Pass. – Flex Fuel	\$ 24,409

**Truck/Cargo Van Contract**

<b>2013 Item No.</b>	<b>2013 Description</b>	<b>2014 Estimated Purchase Cost (\$)</b>
1A	Sport Utility Vehicle - Subcompact - Gasoline	\$ 18,139
2A	Sport Utility Vehicle - Compact - Gasoline	\$ 18,283
3B	Sport Utility Vehicle - Midsize - Gasoline	\$ 25,122
4B	Sport Utility Vehicle - Large – Flex Fuel	\$ 26,520
5B	Cargo Van - Compact - 5,600 lbs. GVWR – Flex Fuel	\$ 19,940
6B	Cargo Van - Full Size - 7,000 lbs. GVWR - Flex Fuel	\$ 17,335
7B	Cargo Van - Full Size - 8,500 lbs. GVWR - Flex Fuel	\$ 17,845
8B	Cargo Van - Full Size - 9,400 lbs. GVWR – Flex Fuel	\$ 21,007
8C	Cargo Van - Full Size - 9,500 lbs. GVWR – Diesel	\$ 32,640
10A	Pickup - Compact - 2WD - Regular Cab - Gasoline	\$ N/A
11A	Pickup - Compact - 2WD - Extended Cab - Gasoline	\$ N/A
12A	Pickup - Compact - 4WD - Extended Cab - Gasoline	\$ N/A
13A	Pickup - Compact - 4WD - Crew Cab - Gasoline	\$ N/A
14B	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 18,360
15B	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 21,420
16B	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 20,145
17B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 22,950
18B	Pickup - Full Size - 2WD - Crew Cab - 6,400 lbs. GVWR 5.5' Bed - Flex Fuel	\$ 22,848
19B	Pickup - Full Size - 4WD - Crew Cab - 6,400 lbs. GVWR 5.5' Bed - Flex Fuel	\$ 25,500
20A	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs GVWR 8' Bed – Flex Fuel	\$ 19,921
21A	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed – Flex Fuel	\$ 21,619
22A	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed – Flex Fuel	\$ 21,644
23A	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed – Flex Fuel	\$ 23,659
24A	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed – Flex Fuel	\$ 21,619
25A	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed – Flex Fuel	\$ 22,435

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26B	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - FFV	\$ 21,407
27B	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - FFV	\$ 24,373
28B	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - FFV	\$ 24,577
29B	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - FFV	\$ 26,719
30B	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - FFV	\$ 25,801
31B	Pickup - Full Size, 4WD, Crew Cab, 10,500 lbs. GVWR, 8' Bed - FFV	\$ 27,943
32A	Cab & Chassis - Full Size - 2WD - Regular Cab - 12,500 lbs. GVWR - Gasoline	\$ 22,435
33A	Cab & Chassis - Full Size 4WD - Regular Cab - 12,500 GVWR - Gasoline	\$ 25,393
34B	Cab & Chassis - Full Size - 2WD - Extended Cab - 12,500 GVWR - FFV	\$ 24,846
35B	Cab & Chassis - Full Size - 4WD - Extended Cab - 12,500 lbs. GVWR - FFV	\$ 28,083
36A	Cab & Chassis - Full size - 2WD - Crew Cab - 12,500 lbs. GVWR - Gasoline	\$ 25,495
37A	Cab & Chassis - Full size - 4WD - Crew Cab - 12,500 lbs. GVWR - Gasoline	\$ 28,045
38A	Cab & Chassis - Full Size - 2WD - Regular Cab - 16,000 lbs. GVWR - Gasoline	\$ 29,018
39A	Cab & Chassis - Full Size - 4WD - Regular Cab - 16,000 lbs. GVWR - Gasoline	\$ 31,636
40A	Cab & Chassis - Full Size - 2WD - Regular Cab - 18,000 lbs. GVWR - Gasoline	\$ 27,743
41A	Cab & Chassis - Full Size - 4WD - Regular Cab - 18,000 lbs. GVWR - Gasoline	\$ 30,053