

Fleet Services Unit 2015 Annual Report



**COMMUNITY DEVELOPMENT AGENCY
TRANSPORTATION DIVISION
FLEET SERVICES UNIT
MAY 5, 2015
LEGISTAR # 14-0613**

Agenda



- County Policy D-4
- Fleet Services Unit
- Annual Assigned Vehicle (AAV)
- Vehicle Inventory and User Groups
- Vehicle Utilization Analysis
- Vehicle Standard Revision

COUNTY POLICY D-4

vehicle use, standards, procurement and disposal



- General Policy
- Vehicle Use (Directives & Responsibilities)
- Vehicle Utilization
- Vehicle Standards (Exhibit-A)
- Vehicle Procurement and Disposal Criteria

Fleet Services Mission Statement



Provide the County safe and reliable vehicles
in accordance with County Policy

Including:

- Excellent customer service
- Professional and courteous attention to detail
- Responsiveness to the needs of all County vehicle users and vendors.

Fleet Services Responsibilities



- Manage and maintain all County vehicles.
- Implement vehicle standards.
- Right-size the Fleet.
- Conduct periodic vehicle log reviews.
- Develop vehicle replacement projections and budget.
- Monitor compliance with policy provisions.

Department Responsibilities



- Ensure department compliance with all provisions of the policy (D-4).
- Maintain and monitor vehicle usage logs.
- Ensure that vehicle service and safety inspections schedules are met.
- Achieve vehicle utilization objectives for assigned vehicles.
- Report monthly mileage using the on-line reporting system.
- Provide training on vehicle use and County policy to staff.
- Enforce County policy regarding Driver Directives and ensure proper care is taken of all County vehicles.

Fleet Vehicle Operations



- Fleet Pool
- Annually Assigned Vehicles (AAV)
- Vehicle Rates



Vehicle Target Miles



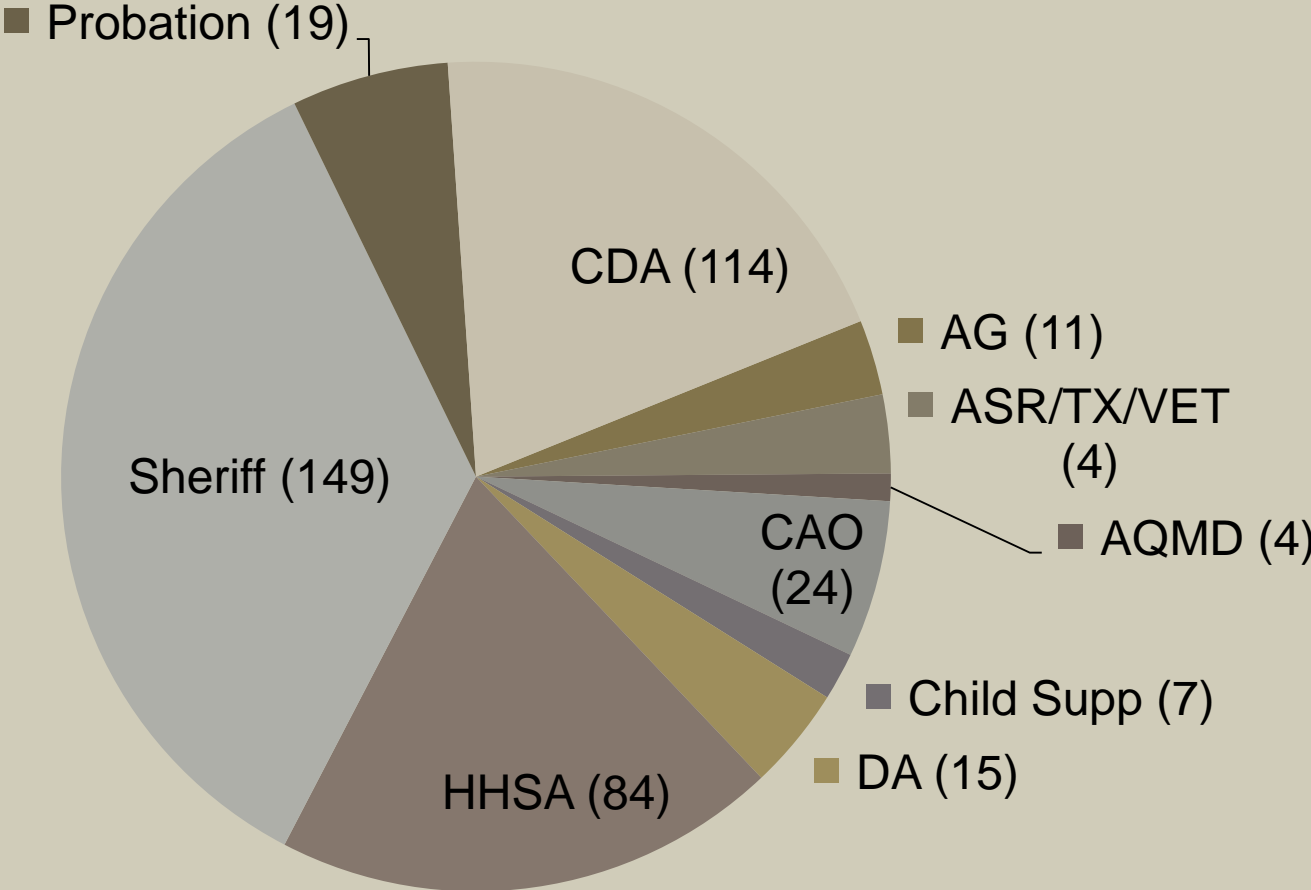
Type of Car	Target Miles
Passenger Sedans/Mini-Vans (all sizes)	120,000
Full Size Vans and 2WD Pickup Trucks	125,000
SUV/4X4/AWD Vans and Pickup Trucks	135,000
Diesel Powered 2WD Pickups and Vans	150,000
Diesel Powered 4X4 Pickups and Vans	160,000
Sheriff Marked Patrol Sedans	105,000
Sheriff Marked Patrol SUV	110,000

County Vehicle Inventory



Type	No. of Vehicles
Fleet Services Active Inventory (not including Sheriff)	282
Sheriff Department Total Assigned Fleet Vehicles	149
Total Fleet Services Vehicles	431
Department Owned Vehicles	57
Total County Owned Vehicles	488

AAV User Groups



Utilization Analysis



- Annual utilization analysis was conducted for all fleet vehicle user departments.
- Compared to the previous utilization analysis vehicle usage has improved.
- Resulting in an estimated improvement of 10%.
- Vehicle Rates: miles vs daily use creating age issue.

Vehicle Standard Revision



- Policy D-4 requires Fleet Management to periodically update the Vehicle Standard and Report to the Board of Supervisors.
- In 2014, an updated version of the Vehicle Standard was approved and is now the Exhibit-A attachment to the D-4 Policy.
- No changes requested for 2015.

Remote Fleet Pool Sites



Plug-In Hybrids



Future Plans With Status Update



- **Remote site pool locations**
 - ✦ Installed 2 remote sites at the Library.
- **Electronic reservations for vehicles**
 - ✦ In process of negotiating an agreement and budget for 2015/2016 to begin with Telematics.
- **Electronic vehicle log tracking options - Telematics and Card-Lock Use**
 - ✦ Included in system agreement, will enable much easier SHARING of vehicles anywhere.
- **“Greener” vehicle inventory**
 - ✦ Currently working with AQMD to receive grants to order Nine (9) Plug-in Hybrid cars this FY 14/15 and Seven (7) more FY 15/16.
- **Fleet Services Workshops for All Users**
 - ✦ Scheduling in Process Now.
- **Driver training course concentrating on defensive and winter driving**
 - ✦ Working with Risk Management to develop web access courses.