

Vol. 1, Issue 3 | Sept 2023

**KIOSK
UPDATE**

FLEET MANAGEMENT

ELECTRIC VEHICLE CHARGING STATIONS

New charging stations have
been installed!

*In this edition: Employee Spotlight,
Kiosk transition update,
EV charging station info and more!*

**TEAM
KENTUCKY**[®]

FINANCE AND
ADMINISTRATION CABINET
Office of Fleet Management

FLEET MANAGEMENT



Jerry Bramblett, Fleet Service Manager

Employee Spotlight

The Office of Fleet Management is pleased to introduce you to one of our newest team members, Jerry Bramblett. Jerry joined our team in June as a Fleet Service Manager after working 15 years in the private sector. He will be vital in managing shop operations, as well as assisting with the training and development of our automotive technicians. Born in Oldham County, Kentucky, Jerry's favorite fall tradition is the start of winter sports. He enjoys camping during his time away from work. Jerry's first car was a 1969 Camaro! He votes for Apple as the best "Fall Flavor" over the traditional Pumpkin Spice, and enjoys finding Reese's Cups in his Halloween bag. If Jerry could go back in time to give his young self advice, he would tell him, "Keep working hard to reach your goals".

If you have time on your next visit to the garage, please stop in to say "hello" to one our newest employees!

If you are interested in a career in Fleet Management, please review opportunities in the Personnel Cabinet website: [Kentucky Personnel Cabinet](#) or visit [MyPurpose](#).

Did You Know?

- **STATE EMPLOYEES ARE NOT PERMITTED TO TAKE STATE OWNED VEHICLES TO LUNCH OR TO RUN PERSONAL ERRANDS! PER KRS 44:045, "THE VEHICLES SHALL BE USED FOR OFFICIAL PURPOSES ONLY AND FOR NO OTHER PURPOSES."**
- **FLEET MOTOR VEHICLES ARE NOT ALLOWED TO BE PARKED AT PRIVATE RESIDENCES OVERNIGHT. MUST BE JUSTIFIED AND HAVE PRIOR WRITTEN APPROVAL FROM THE FAC SECRETARY.**
- **FLEET ASSESSMENT RATES CHANGE EACH BIENNIUM.**
- **MOTOR POOL RENTALS ARE CHARGED A MILEAGE RATE AS WELL AS A DAILY ASSESSMENT.**

CURRENT RATES AND GUIDANCE CAN BE FOUND AT THE OFFICE OF FLEET MANAGEMENT WEBSITE:

[HTTPS://FINANCE.KY.GOV/OFFICE-OF-THE-SECRETARY/OFFICE-OF-FLEET-MANAGEMENT/PAGES/DEFAULT.ASPX.](https://finance.ky.gov/office-of-the-secretary/office-of-fleet-management/pages/default.aspx)

FLEET MANAGEMENT

Update on Kiosk Reservations

Wayne Penix, Executive Staff Advisor

If you have visited the motor pool recently, you have undoubtedly noticed that we have and continue to go through major changes. While most of these changes have been positive, you may have also noticed that there have been a few “hiccups”. We want to apologize to any of our customers that have experienced any issues recently with reserving, picking up or dropping off motor pool vehicles.

Fleet has recently hosted the AssetWorks team to help us troubleshoot overlapping issues that we are experiencing onsite. Through these sessions, we have identified and fixed some of the issues and continue to improve upon others.

Please be patient as we navigate our new reservation software and remember that we are always nearby to help when problems arise. If you have any reservation issues or questions, please contact finance.motorpoolservices@ky.gov.

“Never ruin an apology with an excuse.”- Benjamin Franklin



MOTOR POOL KIOSK PROCESS

Please see the FAC Fleet website (address below) for instructions on how to reserve/cancel a vehicle and how to pick-up and return a motor pool vehicle.

Contact finance.motorpoolservices@ky.gov if you have any questions about this information.

[Office of Fleet Management - Finance and Administration Cabinet \(ky.gov\)](#)

FLEET MANAGEMENT



- 1) If returning a vehicle and picking up a new vehicle, please do the pick-up first. Returning your vehicle after you have picked up your new vehicle seems to have better results.*
- 2) Always be sure to bring your confirmation number with you when you retrieve a vehicle.*
- 3) Remember to bring in your vehicle's mileage when returning the vehicle. You will also need the confirmation number that you used when you picked up the vehicle.*
- 4) Reservations are automatically cancelled if not picked up during the pick-up window you selected. If this occurs, you will need to make a new reservation by selecting "QUICK PICKUP OR RETURN" on the kiosk main menu and follow the prompts. New reservations take up to 20 minutes to process before the keys are available.*
- 5) When returning your keys, insert only the smart tag into the kiosk. Trying to insert the vehicle's key fob may result in damage to the kiosk.*

United Auto Workers (UAW) STRIKE

As you know, the UAW has been unable to reach a compromise in labor negotiations with Detroit's Big Three; Ford, General Motors and Stellantis (AKA Chrysler). As the deadline (Friday, September 15th) passed, over 12,000 US workers went on strike. At this time, the length of the strike, locations that will be impacted and overall effect is unknown. However, if the strike does continue for an extended time period, the OFM foresees there will be an increase in vehicles and parts costs as well as an extended waiting period for ordering or delivering new vehicles. As we continue to learn more, we will try to keep you updated in future newsletters.

FLEET MANAGEMENT

Electric Vehicle Charging Stations

As part of the Office of Fleet Management's efforts to comply with state regulations, we have installed five charging stations at our motor pool location (369 Warsaw Street), as well as at the Cabinet for Health and Family Services Building.

Each charging station can charge two vehicles simultaneously. KRS 45A.625 sets forth a requirement for the Office of Fleet Management to replace at least 50% of our passenger vehicles with Alternative Fuel Vehicles.

The installation of these charging stations will allow for the OFM to purchase more electric vehicles to aid in the effort to meet this requirement.



FLEET MANAGEMENT



Preventative Maintenance

Oil Changes- Please continue to schedule oil changes regularly for your vehicle. The purpose of an oil change is to improve your engine's performance, extend its longevity, and help you achieve peak gas mileage. In the near future, the Office of Fleet Management will be able to send automated emails when preventative maintenance is due. In the meantime, please continue to monitor this internally.

Car Washes- Every vehicle owned by the Office of Fleet Management should be washed regularly. Not only do regular car washes keep our vehicles looking good, but they can also prevent rusting (especially during the winter months when the salt can quickly erode the vehicle body). Please contact the OFM Service Desk for car wash locations or other related questions!

Other Issues- Whether it be a cracked windshield, squeaky brakes, a check engine light, or worn windshield wipers, please be sure to contact our OFM Service Desk and we will be glad to get your vehicle in for a maintenance.

Security Cameras

WHILE THE OFFICE OF FLEET MANAGEMENT HAS ALWAYS PRIORITIZED SECURITY, WE ARE CURRENTLY UPGRADING OUR SECURITY CAMERA SYSTEM TO ENSURE THE PROTECTION OF OUR FLEET, AS WELL AS YOUR PERSONAL VEHICLES. HIGHER RESOLUTION CAMERAS ARE CURRENTLY BEING INSTALLED. THIS PROCESS SHOULD BE COMPLETED IN FALL 2023! WE HOPE THAT THIS INCREASE IN SECURITY MEASURES WILL GIVE YOU EVEN MORE PEACE OF MIND WHEN LEAVING YOUR VEHICLE IN OUR LOT.

FLEET MANAGEMENT

Replacing or Expanding Your Agency's Fleet

It is important to note that if you think that your agency needs a replacement vehicle or an expansion of the agency's current fleet, you will need to work through your agency's Fleet Management Contact Person. The process for purchasing vehicles has changed recently, and we need to be sure that we are streamlining this process. If you have questions about who your agency's Fleet Management Contact Person is, please send an email to our Fleet Management Support inbox.

(fleet.managementsupport@ky.gov)

*****KEEP IN MIND- Vehicles that have been permanently assigned (PAV) to an individual are NOT assumed to be take-home vehicles. Per 200 KAR 40:020, for an employee to park at their residence, they must have prior written approval from the FAC Secretary.**

Fleet Contact Information

Service	Email Inbox	Phone Number	Hours
Management (Emergency Services, General Questions/Responses)	Fleet.ManagementSupport@ky.gov	(800) 928-4649	(M-F) 7 AM - 5 PM EST
Motor Pool (Reservations, Kiosk Customers, New Customers, Non-State Passenger Requests)	Finance.MotorPoolServices@ky.gov	(502) 564-2260	(M-F) 7 AM - 5 PM EST
WEX Fuel Cards (Card Issues/Questions)	Fleet.ManagementSupport@ky.gov	(502) 564-4090	(M-F) 7 AM - 5 PM EST
Billing Questions (Vendors)	Fleet.MotorPoolBilling@ky.gov	(502) 564-2260	(M-F) 7 AM - 5 PM EST
Parts (Inventory Questions/Updates, Wrecks, Damage)	FleetVehicleAssetMgmt@ky.gov	(502) 564-4090	(M-F) 7 AM - 5 PM EST
Service (Garage Operations)	Fleet.ManagementSupport@ky.gov	(502) 564-4090	(M-F) 7 AM - 5 PM EST
Transportation Cabinet (Emergency Services - After 5 PM)	N/A	(502) 564-2080	(Everyday) After 5 PM EST



Contact Us

Frankfort Motor Pool

369 Warsaw Street
Frankfort, KY 40601
(502) 564-2260

State Service Garage

513 Barrett Street
Frankfort, KY 40601
(502) 564-4090

FRANKFORT MOTOR POOL

369 Warsaw Street
Frankfort, KY 40601

Recipient Name

Street Address

City, ST ZIP Code