

Vol. 2, Issue 1 | April 2024

Spring
is here!

FLEET MANAGEMENT

**Agency Contact
Training Update**

SAFE DRIVING 101

*In this edition:
Employee Spotlight,
Safe Driving Tips, Fleet Shifting
Explained, Reminders, and more!*

TEAM
KENTUCKY[®]

FINANCE AND
ADMINISTRATION CABINET
Office of Fleet Management

FLEET MANAGEMENT

Introduction by Krista Jackson, MPA, Staff Assistant

Hello Fleet Newsletter Readers!

Thank you for reading this quarter's Fleet newsletter, where we strive to provide pertinent information to designated Agency Contacts to share with their agencies and drivers. During this quarter's newsletter, we are going to focus on Driver Safety. The Office of Fleet Management monitors seat belt usage and speeding for motor pool vehicles and we try to remind drivers and agencies of the critical choice to drive safely. Agency Contacts should have GeoTab access to their agency-assigned vehicles to be able to assist with monitoring safety telematics such as seat belt usage and speeding. Another safety concern we want to remind agencies and drivers about is distracted driving, including texting, reviewing emails, or any activity on a communication device.

The Office of Fleet Management owns and maintains around 4,000 vehicles and it is imperative that we all do our part to reduce serious injuries, deaths, and negative perception by the public of how the Commonwealth's assets are utilized. In that spirit, we are very excited to do our part and announce Agency Contact training coming up in May that will provide education and information on passenger motor vehicles. We look forward to seeing you soon and appreciate your understanding and support assisting Fleet in creating strong internal controls and best practices on behalf of the Commonwealth.

Training Development

by Becca Fervis

Hello, I'm Becca, the new Training Development Specialist at Fleet. I am so excited to be a part of the team! This year, I would love to receive feedback on the training that is currently available and what you would like to see available in the future. By working together, we can implement training that is effective and beneficial for everyone. Outside of work, I enjoy hiking and puzzles and I have a cute dog! I am always available for questions and feedback. I look forward to meeting all of you!

FLEET MANAGEMENT

Employee Spotlight



Becca Jarvis, Training Development Specialist

The Office of Fleet Management would like to introduce you to Becca Jervis. Becca started in the Office of Fleet Management in early 2024 after about nine years in State Government. Becca is a Training Development Specialist and will be initially focused on providing training for our Agency Contacts. Originally from Eastern Kentucky, Becca enjoys hiking, kayaking, baking, and crocheting. Becca loves visiting new places, but her favorite place so far is Yellowstone National Park. She taught herself how to drive a standard shift in the driveway with her very first vehicle (a 1990 Nissan pickup with no tailgate). If she could tell one thing to her 18-year-old self, she would advise, “Don’t put so much pressure on yourself! Everything works out.” Becca typically spends her Derby Day eating all of the delicious foods! Her first concert was Charlie Daniels on her 13th birthday (she and Charlie share a birthday!). We are proud to have Becca as a team member here in Fleet Management!



Agency Contact Training is complete and we have scheduled the dates for our in-person training for Agency Contacts as well as their management. Please mark your calendars and plan to join us on either:

May 15 (10:00-12:00)

or

May 29 (1:00-3:00)

More information will be coming your way soon!

FLEET MANAGEMENT

Speeding Shocking Facts

- Approximately one-third of all fatal crashes include speeding as a factor.
- The average cost for speeding tickets is \$115 - \$135.
- 41 million speeding tickets are given out in the US annually.
- Most crashes happen along minor roads instead of major highways/interstates.



Remember!

- Buckle-Up: Click-it or Ticket
- Slow down
- Know where you're going or program your destination before starting your trip
- Pull over to text
- Don't be a distraction if you are a passenger
- Use your "Do Not Disturb" or "Driving Focus" feature in your travels
- Never drive intoxicated



FLEET MANAGEMENT

FLEET UTILIZATION/SHIFTING (IN MY WORDS)

Wayne Penix, Executive Staff Advisor

In response to findings in audits by the Cabinet’s Office of Policy and Audit (OPA) and the Legislative Oversight Committee (LOIC), the Office of Fleet Management has started evaluating utilization for Agency Assigned (AA) vehicles. Annual accumulated mileage under 7,000 miles is a reasonable indicator that a vehicle is being underutilized and waste is occurring.

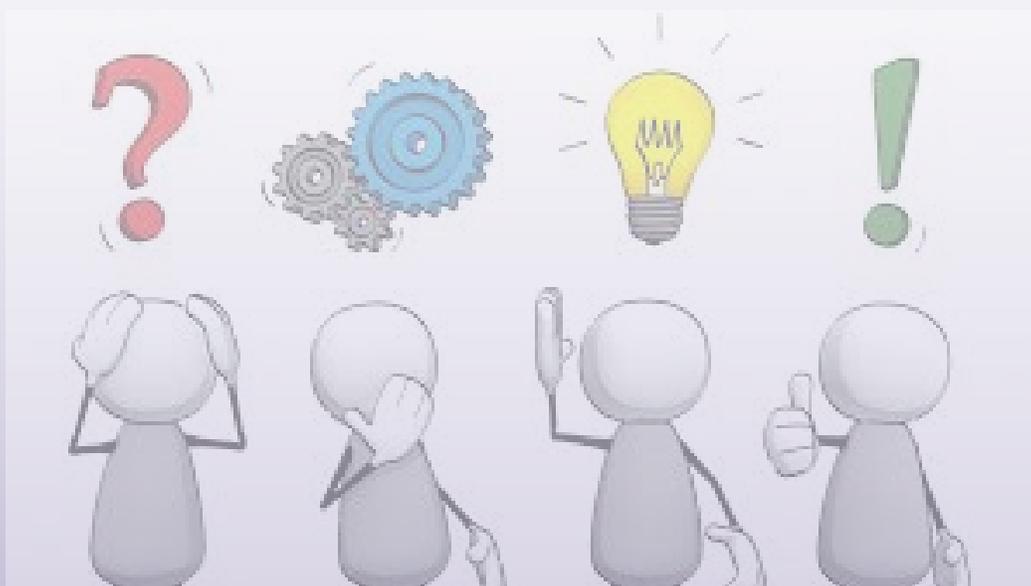
In many cases of underutilization, the problem could be solved with “Fleet Shifting.” Consider the following simple example of how “Fleet Shifting” can help to avoid underutilization:

Through 6 months of 2024:

<u>Vehicle A</u>	<u>Vehicle B</u>	<u>Vehicle C</u>	<u>Vehicle D</u>
2023 Ford Fusion 6,400 miles	2021 Ford F150 5,600 miles	2012 Toyota Camry 2,200 miles	2010 Chevy Silverado 1500 3,000 miles

In this example, it is easy to see that Vehicles A and C need to be swapped and Vehicles B and D need to be swapped as well. If usage remains consistent, this shift in the fleet will ensure that all four vehicles reach the 7,000-mile threshold that has been established. Keep in mind that this is a simple example, and we know that it is not usually this straightforward.

The importance of shifting your fleets like this cannot be overstated. In order for older vehicles to make their way to our replacement lists, the vehicles must have high mileage as well. Currently, we are using both age and mileage to determine which vehicles in our fleet need to be replaced.



FLEET MANAGEMENT



Safe Driving Tips

by Wes Peyton, Assistant Director

Driving requires your full attention!

1. Avoid distractions, such as adjusting the radio or any other devices, eating or drinking, and talking on the phone.
2. Don't text and drive!
3. Always be situationally and environmentally aware, and always be prepared to take quick action if needed.
4. Keep your cool in traffic, and be patient and courteous to other drivers.
5. Do not take other driver's actions personally.
6. Reduce driving stress by pre-planning your trip, and allowing plenty of travel time.
7. Follow speed limit regulations. Do not speed.

Important Notes From the Motor Pool

- 1) **Returning a vehicle to the Motor Pool at a later date than reserved is unacceptable under any circumstance. Doing so will result in additional fees and/or suspension of the use of Motor Pool Services!**
- 2) **Please be sure, when using the Motor Pool, to park your personal vehicle in the spot vacated by your Motor Pool vehicle (spot number located on key tag). When returning the Motor Pool vehicle, return it to its original spot.**

FLEET CONTACT INFORMATION

Service	Email Inbox	Phone	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

FLEET MANAGEMENT

Reminders from the Help Desk

Vehicle Recalls: If you receive notice of a recall on your agency's vehicle, it is imperative that you follow up immediately. Do not wait for the next scheduled maintenance, or for something to go wrong before getting the needed repairs!

Taking your vehicle for repairs: Please contact our Help Desk prior to taking your vehicle to a repair shop. We need to set up the repair in our system before the vehicle is taken to the shop. Also, please make sure that the repair shop knows that they need to contact our Help Desk prior to making any repairs. A P.O. needs to be created and assigned PRIOR to the repair work beginning.

Accidents: In the unfortunate event that you are involved in an accident while driving a state vehicle, you need to file a KASP incident report within 24 hours! Please make sure that all drivers in your agency are aware of this!

Specialty Equipment: If you are planning on turning in a vehicle to the OFM, please be sure to remove all specialty equipment prior to bringing it to the service garage. If the vehicle is unexpectedly "downed" due to an accident or other unforeseen circumstances, you must remove the equipment within 30 days of its arrival at the service garage.

Riverlink Tolls: If your agency has a vehicle that frequently passes over toll bridges, please contact the OFM to arrange the order of a RiverLink transponder for the vehicle. Rates are much lower for vehicles with a transponder installed!

IMPORTANT NOTE: Per the Department of Education Pupil Transportation Director, the OFM is not authorized to reserve 12-passenger vans for KDE or school districts. Students cannot be transported to/from school or school-related activities in these vehicles.

BEFORE YOU GO!

- Forms FM6, FM10, and FM11 have been updated. These updated forms are available on our website.
- If your agency intends to expand your fleet in FY24, your request will need to be approved as soon as possible!. Alternative fuel vehicles should be considered by the agency before expanding the fleet.