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**Vol. 1 | February 2023**

**New  
EVs!**

# **FLEET MANAGEMENT**

*Fleet Management's  
first all-electric truck!*

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## **INTEGRATING ELECTRIC VEHICLES INTO THE COMMONWEALTH FLEET**

*In partnership with KYTC, Fleet has added the Ford Lightning - promising to help reduce fuel bills and eventually emissions!*

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# FLEET MANAGEMENT

## Welcome, Introduction

By John Ard, Executive Director

Change is seldom easy but always inevitable, and change is front and center here at Fleet. Change number one? This Newsletter! The newly formed Office of Fleet Management owes it to you, our customers, to be more informative, transparent, and helpful. In each quarterly edition we'll do our best to better explain not only our processes, but also the statutes, regulations, and policies that steer those processes. We'll highlight the tools and services we have available to help you navigate those processes and manage your use of State vehicles.

We're very excited about the many changes we're putting in place here at Fleet, all with the goals of better serving you and meeting our obligations as the primary stewards of the Commonwealth's statewide passenger motor pool. New Fleet Management Software, better sharing of Telemetric management and reporting tools (GeoTab), and an all-new web-based motor pool reservation system (KeyValet) with automated 24-7-365 automated pick-up and drop off... these are just a few of the changes we're in the process of implementing to improve our services and operations.

We're also excited about the initiative, we kicked off more than a year and half ago, to better integrate Electric Vehicles (EVs) into the Commonwealth's Fleet by adding Toyota Camry Hybrids and Ford Escape Plug-in Hybrids. In April 2022 we installed our first EV charging stations and there are more coming! Most recently, in partnership with KYTC, we even added a few Ford Lightnings to the stable. All these EV additions promise to help reduce fuel bills and eventually emissions, but more immediately they will allow us to assess the performance and suitability of these vehicles for Fleet operations.

While not always easy, change is the inescapable primary ingredient for improvement. That's why we're embracing change here at Fleet and we hope you will join us. If you take advantage of this newsletter you will learn about other outreach program initiatives that are ongoing or upcoming. Your feedback will be key to our successful evolution, so please let us know what you think!

***"If everyone is moving forward together, then success takes care of itself." – Henry Ford***



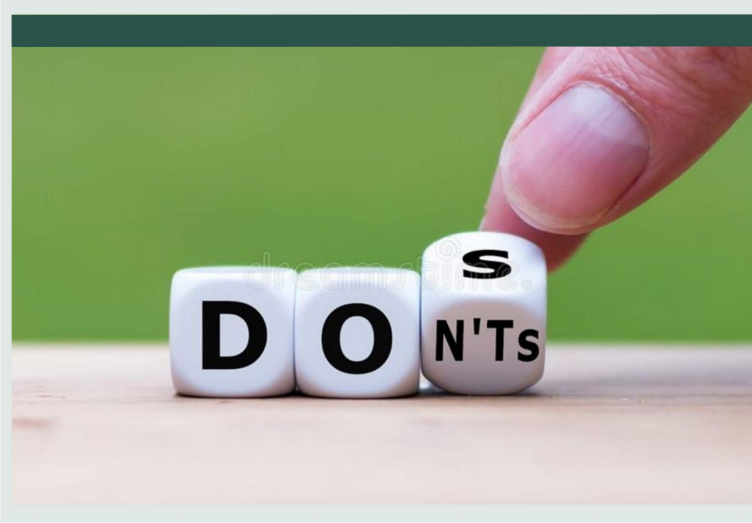
*Ford Lightning: Fleet Management's first all-electric truck*

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# FLEET MANAGEMENT

## Driver Dos and Don'ts:



- **DO NOT** leave your vehicle idling
- **DO NOT** remove anything from the vehicle or leave any personal items in the vehicle
- **DO NOT** drive your vehicle home without prior approval
- **DO NOT** leave your car unlocked
- **DO NOT** speed
- **DO NOT** use tobacco products, alcohol or illegal drugs while operating a vehicle
- **DO NOT** keep the WEX fuel PIN in the key pouch
- **DO NOT** keep motor pool vehicles longer than 2 weeks

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- **DO** enter the mileage at the fuel pump
  - **DO** wear your seatbelt
  - **DO** always keep your valid driver's license on you
  - **DO** alert Fleet of issues with the vehicle during the lease or at the point of return
  - **DO** take note of the mileage to share when returning the vehicle
  - **DO** follow the agency's & Fleet's policy guide on leasing vehicles
  - **DO** alert the motor pool to reservation changes as soon as possible
  - **DO** alert the motor pool when you've changed positions/agencies (for billing purposes)



## Assigned Agency Contacts & Supervisors READ Info Below!

- **Remind** employees not to take vehicles home, unless they are Permanently Assigned Vehicles (PAVs)
- All vendor invoices **MUST** be legibly signed/dated by the person picking them up from service
- **Ensure** the Fleet Agency Contact information is always up to date
- Fuel cards are to be used for the assigned vehicle **ONLY**
- Agency-leased vehicles should be started **AT LEAST** once a week and driven for 15 minutes
- Check with your **fiscal staff** to ensure billing templates in eMARs are still accurate
- Fleet Cabinet/Division Codes are different than eMARs coding, use the **crosswalk**
- All motor pool vehicles **MUST** be returned every **two weeks**, unless previously exempted

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## What can the Office Fleet Management do for the Environment?

Fleet continually replenishes the statewide fleet with the purchase of the most current, fuel-efficient, environmentally conscious vehicles. Fleet also attempts to hold at least 50% of the entire inventory in the vehicle classes listed below to help reduce carbon emissions:

**Hybrid Electric Vehicles (HEV)** combine a conventional internal combustion engine with an electric propulsion system.

**Plug-in Hybrid Electric Vehicles (PHEV)** combine an electric vehicle battery from an external source of electricity with an internal combustion engine for propulsion.

**Plug-in Electric Vehicles (PEV)** can be recharged from any external source of electricity, which is stored in battery packs and used to propel the vehicle.

**Flexible fuel vehicles (FFVs)** are designed to run on gasoline or gasoline-ethanol blends of up to 85% ethanol (E85).

**Start Stop System Vehicles (SSS)** automatically shut down and restart the internal combustion engine to reduce the amount of time the engine spends idling, therefore reducing fuel consumption and emissions.

# FLEET MANAGEMENT

## Idling Gets Us Nowhere

by Wes Peyton, Assistant Director

Idling is leaving a vehicle's engine running while the vehicle is not in motion. Drivers are sometimes forced to idle in traffic, but in most situations, idling is not necessary. Idling is merely a habit that drivers can break, especially when they realize how harmful it can be to health and the environment. Idling also costs vehicle owners a great deal of money.

### How does air pollution affect health?

Idling increases the amount of vehicle exhaust in our air. Exhaust contains many pollutants that are linked to asthma and other lung diseases, allergies, heart disease, increased risk of infections and cancer, and other health problems. Air pollution hurts children the most. Their lungs are sensitive and still developing, and they breathe 50 percent more than adults. Vehicle exhaust contains air pollutants that are linked to ground-level ozone or "smog", toxic air pollutants, acid rain, climate change and other environmental problems.



### How wasteful is idling?

Idling wastes fuel – and money. Vehicles get ZERO miles-per-gallon while idling. Larger vehicles tend to waste more fuel than smaller ones. Idling can also cause greater engine wear-and-tear over time, resulting in higher maintenance costs.

**MYTH:** Frequent restarting is harder on the engine and wastes more fuel than idling.

**FACTS:** Modern engines require much less fuel at startup than some people think. Idling for just 30 seconds wastes more fuel than restarting the engine. Idling is harder on the engine than restarting. Frequent restarting causes only about \$10 worth of wear-and-tear per year, whereas idling leaves fuel residues that damage engine components and cause higher maintenance costs over time. Idling uses up to ½ gallon of fuel per hour (although it varies depending on the type and size of the engine). It may not seem like much, but idling for a few minutes every day can cost you several dollars per week.

**MYTH:** Engines need to warm up by idling, especially in cold weather.

**FACT:** Modern vehicles do not need warming-up, except in temperatures below 0 degrees Fahrenheit. In fact, idling in cold weather can be harder on the engine. The best way to warm up the engine is by driving slowly for the first few minutes.

### How can I reduce idling in my daily driving?

Here are some helpful tips:

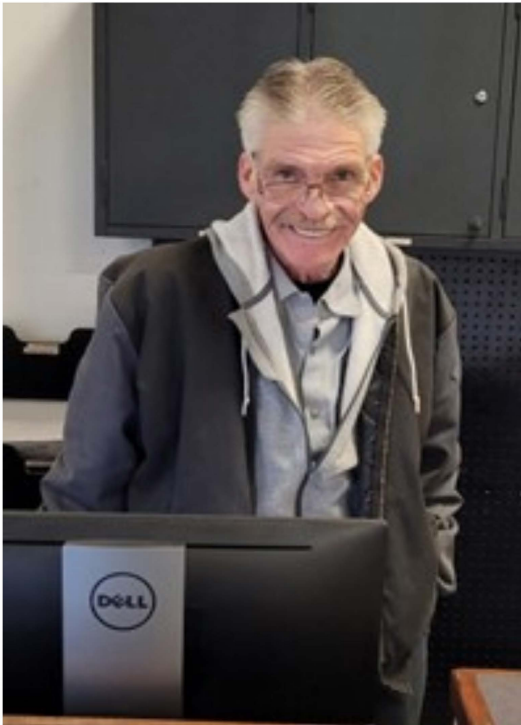
- If you expect to idle for more than 30 seconds, turn off the engine (except in traffic).
- DO NOT turn off your engine in traffic or at stoplights, as this could be dangerous or annoying to other drivers.
- Steer clear of drive through windows at fast-food restaurants, banks, and drug stores. Park and go inside instead. If you must use a drive-through, turn off your engine while at the window.
- Waiting for someone in the parking lot? Picking up the kids at school? Turn off the engine in the meantime.

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# FLEET MANAGEMENT

## Employee Spotlight



James Boyle, Service Writer

The Office of Fleet Management would like to introduce you to James Boyle (AKA JB). JB has 16 years of experience as a Service Writer for Fleet Management.

Originally from Mendota, Illinois, JB loves spending time at the lake fishing with his wife. He was previously a harmonica player with two bands for over 20 years. The first concert that JB attended was Chicago back in 1978. He cannot tell you his secret talent (as it is a secret!), but would tell his 18 year-old self to “be careful what you wish for.” JB’s New Year’s Resolution was “to never make New Year’s Resolutions.”

JB enjoys meeting new people every day in his role with Fleet Management. The Office of Fleet Management is proud to have JB on our team!

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



Our KECC Fall Fundraiser was a great success!



*Coming Soon...*

**KeyValet:**

Introduction and Training

**Fleet Guide Updates:**

Combined Agency and Driver’s Guides



FINANCE AND ADMINISTRATION CABINET  
Office of Fleet Management

### Fleet Contact Information

Service	Email Inbox	Phone Number	Hours
Help Desk (Emergency Services, General Questions)	Fleet.managementsupport@ky.gov	(800) 928-4649	(M-F) 7 AM - 5 PM EST
Motor Pool (Reservations, 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.fuelcards@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.serviceoperations@ky.gov	(502) 564-4090	(M-F) 7 AM - 5 PM EST
Transportation Cabinet (Emergency Services - After 5 PM)	N/A	(502) 564-2080	(All) After 5 PM EST