

Vol. 1, Issue 4 | Jan. 2024

Happy
New
Year!

FLEET MANAGEMENT



**Happy New Year from
Fleet Management!**

**BE PREPARED FOR
WINTER WEATHER
DRIVING!**

*In this edition:
Employee Spotlight,
Kiosk Update, Tips for Winter Weather
Driving and more!*

**TEAM
KENTUCKY®**

FINANCE AND
ADMINISTRATION CABINET

Office of Fleet Management

FLEET MANAGEMENT

Employee Spotlight



Adam Finnell, Admin. Specialist III

Adam Finnell was hired in October 2023 as an Administrative Specialist III to maintain title and recall records on over 4,300 fleet vehicles. If you ask him what he loves about his job, he will smile and say “working to ensure each cabinet may get new vehicles when there is a need to replace older ones.” He has enjoyed meeting all the employees from the 13 cabinets, Governor’s Office, Surplus, and the Clerk’s office, along with all the new experiences.

Adam worked in the private sector for over 30 years in inventory management and scheduling. Born in Frankfort, KY, he enjoys getting together with his huge family over the holidays, where besides visiting, they sing karaoke, play games, and eat lots of great homemade food. He has 12 grandchildren - the oldest is seventeen and the youngest is one. His hobbies are remodeling old houses, going on hikes around creeks and rivers in the warmer weather, and taking pictures, and he also loves to sculpt snow in the winter.

EV CHARGING IS HAPPENING NOW!

Electric Vehicle charging stations have been installed at the Motor Pool and are now operational! We are looking forward to using our new stations to help keep fuel costs low and to benefit our environment!



Cory Harrod and Jeremy Slucher charging up the first EV using our new EV charging stations

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

FLEET MANAGEMENT*Introduction to the KeyValet System*

Wayne Penix, Executive Staff Advisor

Happy New Year!

The Office of Fleet Management has experienced quite an eventful year and we sincerely thank all of our partner agencies for working with us to ensure a successful transition to the new asset and reservation system. As we prepare to embark on a new year, we hope that you will continue to be patient and we look forward to strengthening our relationships in 2024! As you read through the last newsletter of 2023, you will see that, although we have had our struggles, processes are starting to take shape around here. Please know that you can always reach out if you have any questions or comments and our team will be glad to assist you!

**COMING SOON - Agency Contact Training**

The Office of Fleet Management has completed the content for an Agency Contact Training session that we hope to start administering in Spring of 2024. In this training, we will go over the responsibilities of our Agency Contacts and Agency Leadership. Also, we will share reminders for fleet vehicle maintenance, care, operation and vehicle purchasing. We will offer multiple days and times for this mandatory training. See you there!

Read this newsletter, complete the games on Page 4 and bring by our office at 369 Warsaw St before February 15 for a chance to win a great prize!

FLEET MANAGEMENT

OEM WINTER PREPAREDNESS WORDSEARCH

C E I M Y I D X V Y I O R T J
 Y H K P S C N P X X M G B H U
 K N U C P E B P D I R L Q G M
 G Y F Y R S B N A M A D O I P
 H E U K L C B X A N Y Y L L E
 T A O C B R S X K P A G O H R
 Q P O O G A G E R S Y L O S C
 D H V J C P T D V G R W V A A
 A I K B H E L G F O R H X L B
 T M W K M R O C C B L G W F L
 T I K D I A T S R I F G R Q E
 P H O N E C H A R G E R O H S
 Y Z D K Y X N Z M E D M Q L A
 Y R F N W F J E J C F O I U Z
 Y Y H Q V E Y Z F D Y K B F I

THINGS TO KEEP IN YOUR VEHICLE THIS WINTER!

- BLANKET*
- FLASHLIGHT*
- JUMPER CABLES*
- COAT*
- GLOVES*
- PHONE CHARGER*
- FIRST AID KIT*
- ICE SCRAPER*

Unscramble the names of your friends at Fleet!

HJNO DRA _____

ITAKRS CSOJNAK _____

YCRO DAORHR _____

YRJEME CRESLHU _____

YADLN LWOGSAG _____

TEEP CDONLMAD _____

SEW ETYPON _____

HYLESB LDIRGDAE _____

FLEET MANAGEMENT

ALTERNATIVE FUEL VEHICLES (IN MY WORDS)

Wayne Penix, Executive Staff Advisor

When I started working in Fleet Management just about a year ago, I was terrified, as I knew next to nothing about automobiles. Today, well, let's say...I know a little bit more. One thing that I have learned about is the differences between the alternative fuel models that we have in our fleet. I know that it can be daunting to drive alternative fuel vehicles if you are unfamiliar with them, so I thought that I would put together an overview of the types of alternative fuel vehicles that we use (in my words).

BEV (Battery Electric Vehicle) - This is a full-on electric vehicle. You either charge this baby up by plugging it in (much like your iPhone), or it goes nowhere! Depending on the charger type, it will take 1-6 hours to charge. These vehicles are great for shorter trips or overnight stays at a hotel that has EV chargers!



PHEV (Plug-In Hybrid Electric Vehicle) - This vehicle can use gasoline or it can be plugged in to help with gas mileage. If you never plug it in, it runs just like that '98 Camry you drove to prom. However, we like to get the best bang for our buck here at Fleet, so we will plug these motor pool vehicles into these charging stations that you have probably noticed on our lot.



HEV (Hybrid Electric Vehicle) - This is the most common of the alternative fuel vehicles that you notice on the road. You don't have to do anything different with these vehicles than any other gasoline vehicle. It simply uses energy from your brakes to help charge the battery for better gas mileage. The only thing you will notice is that it doesn't sound like it is running when you start it up or when you are sitting at a red light!



Flex Fuel (E-85) - You will notice nothing different with this vehicle from a gasoline powered vehicle. It simply has the ability to use an Ethanol-based fuel that is friendlier to the environment. The best way to tell that you are driving one of these vehicles, is by inspecting the gas cap. If you see a yellow cap, or a yellow ring around the hole the you stick the gas pump into, you should use what is called E-85 at the gas station. OFM is focusing on making sure that our customers use E-85 whenever possible. You can either use the WEX app to help find gas stations that offer E-85, or you can always use our pumps located on Warsaw Street in Frankfort!



FLEET MANAGEMENT

WEX Fuel App



If you drive a state vehicle, we highly recommend that you download the WEX Connect Fuel App to your mobile device. This app will help you find fueling stations across the Commonwealth and across the nation that accept the WEX card located in your vehicle. Equally important, the app can help you locate fueling stations that offer E-85 for those that drive a flex fuel vehicle!

BEFORE YOU GO: A CHECKLIST TO BE SAFER ON WINTER ROADS

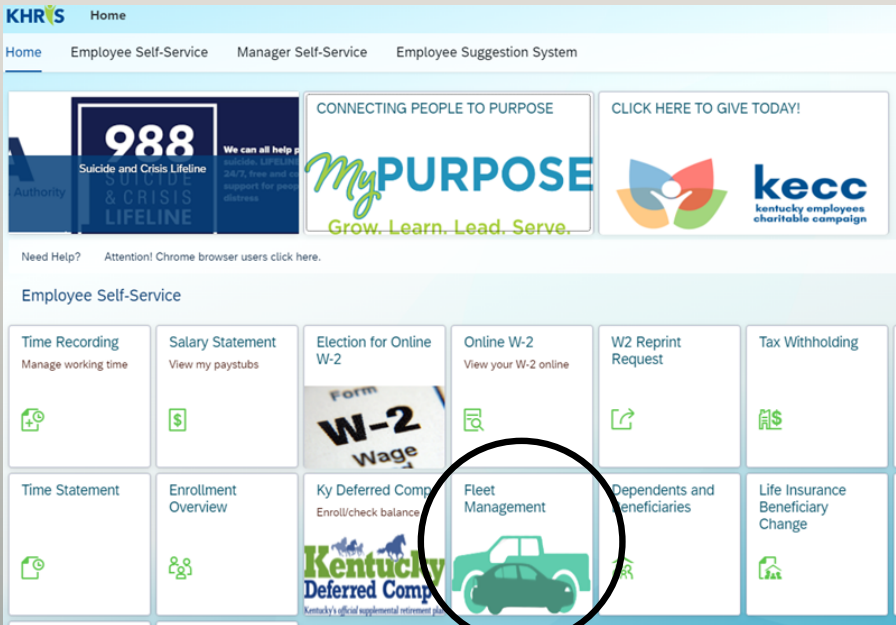
		CHECK UP MAKE SURE YOUR DEFROSTER, WIPER BLADES, LIGHTS, BATTERY & BRAKES ARE WORKING.
		TRACTION READY CARRY CHAINS. BE SURE YOUR TIRES ARE PROPERLY INFLATED & TREAD IS GOOD.
		BE INFORMED CHECK THE WEATHER, ROAD CONDITIONS & TRAVEL CAMS.
		CHARGE UP BE SURE YOUR MOBILE PHONE IS FULLY CHARGED IN CASE YOU GET STUCK.
		FLUIDS ADD CONCENTRATED WIPER FLUID & TOP OFF ANTIFREEZE.
		VISIBILITY USE WATER REPELLANT ON THE OUTSIDE OF YOUR WINDSHIELD & ANTIFOGGER ON THE INSIDE.
		HEADLIGHTS USE WATER REPELLANT ON YOUR HEADLIGHTS. CONSIDER RESTORING YOUR LENS' COVERS.
		FILL UP IN CASE YOU GET CAUGHT IN TRAFFIC OR HAVE TO CHANGE ROUTES OR TURN BACK.
		JUST IN CASE CARRY A KIT WITH ICE SCRAPER, WATER, SNACKS, HEADLAMP, HAT, GLOVES & ESSENTIALS.

FLEET MANAGEMENT

Helpful Reminders from Gene and Shelby in the Motor Pool:

- 1) Picking up the keys for a new reservation and returning the keys for an ending reservation are two separate actions. Keys for an ending reservation should never be added to the kiosk at the same time when keys for a new reservation are being picked up.
- 2) Please confirm the return date of your reservation is what's needed before saving the reservation.
- 3) Fleet Vehicles can always be returned to the Motor Pool early and another vehicle reserved, if there's an issue with the dates of your reservation, such as an upcoming holiday.
- 4) Fleet Vehicles must be returned to the Motor Pool no later than the scheduled return date of the reservation.
- 5) Motor Pool Reservation Staff cannot extend active reservations.
- 6) When returning fleet vehicles to the Motor Pool, they should be refueled every time, before parking in its assigned slot. If returning a Plug-In Hybrid or Full Electric Vehicle, the assigned parking spot will have an EV charger. These vehicles must be plugged in when returned.
- 7) The blue key pouch containing the fuel card for Motor Pool Vehicles should be returned to the glove box and left, after use.
- 8) Do not add any miscellaneous tags, rings, or etc., to the Motor Pool KIOSK Smart-tag/Key FOB for Fleet vehicles.
- 9) Please remember that all state vehicles should be locked when not in use, including when returned to the Motor Pool parking lot.

PLEASE REMEMBER THAT ALL RESERVATIONS SHOULD NOW BE MADE ONLINE!



FLEET MANAGEMENT

2023: LOOKING BACK

FEBRUARY 2023 - Fleet Management's First Newsletter Published



APRIL 2023 - Assetworks System Go-Live (Edmond Edwards, Jerry Bramblett, Dylan Glasgow, Terry Terrell, Wes Peyton)

MAY 2023 - OFM Employee Appreciation Ice Cream Social (John Ard, Cory Harrod, Carmela Drury, Adam Finnell, David Fint, Jeremy Slucher, Pete McDonald)



JUNE 2023 - Assetworks/Kiosk Grand Opening Event

OCTOBER 2023 - OFM/KECC Chili Cookoff Fundraiser (Doug Howland, Kristy Trent, David Fint, Ty Herndon, Richard Thompson, Wes Peyton, Cory Harrod, Pete McDonald, Wayne Penix, David Short, Edmond Edwards)



NOVEMBER 2023 - EV Charging Stations Installed at Motor Pool



DECEMBER 2023 - Fleet Management Holiday Celebration



FLEET MANAGEMENT

2024: LOOKING AHEAD

WINTER/SPRING 2024

- Fleet Utilization Review - for all Agency Assigned Vehicles
- Schedule Agency Contact Training (In-person training at KYTC)

SPRING 2024

- Fleet Vehicle Replacement Review (Fleet's oldest vehicles are the highest priority)
- Working with Assetworks for real-time updates in the asset system to improve the customer experience when returning vehicles

SUMMER 2024

- Make sure all agency employees update their Operator eMARS accounting template in Assetworks (if needed for updated billing)
- Agency contacts should review vehicle usage for optimum utilization

FALL 2024

- Agencies submit Permanently Assigned Vehicle Requests - Annual Report
- Agencies with Agency Specific Motor Pools (Independent Fleets) submit mandatory Annual Reports (Also add plan to increase Alternative Fuel Vehicles (at least 50% of fleet))



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