

VOL. 2, ISSUE 2 | AUGUST 2024

**SUMMER
EDITION**

Fleet Management

OFM
Helpful Hints

Agency Contact
Training Recap

GFX Conference
2024

In this edition:
Employee Spotlight, Motor Pool
Reminders, OFM Updates, and more!

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Office of Fleet Management

FLEET MANAGEMENT

Hello Fleet Customers,

Welcome to this quarter's newsletter, which is focused on accountability. At the Office of Fleet Management, accountability means taking ownership of our decisions, actions, and outcomes. We prioritize transparency and honesty by involving stakeholders in policy and report reviews. Each agency within our diverse community has unique commitments aligned with its mission and objectives.

We celebrate the distinctive professional skill sets across all agencies we support. Our commitment is to act ethically, educate stakeholders on policies and expectations, and take responsibility for Fleet projects and tasks. We aim to foster a positive, collaborative environment that builds trust, enhances efficiency, and ensures accountability.

Thank you for your dedication to Kentucky and its citizens. Your contributions are valued and appreciated. From our corner of Kentucky, we applaud your efforts, and as always, we look forward to your feedback.

Krista Jackson, Staff Assistant



Employee Spotlight



The Office of Fleet Management would like to introduce you to **Doug Howland**. Doug has been with Fleet for about five years working with the Help Desk. His job duties include answering phone calls to direct customers to local garages for service and repair, dispatching tow trucks, issuing Purchase Orders, and answering driver/vendor questions as needed. His favorite thing about working in Fleet is helping people and sharing his love of cars. His dream car would be a Mercedes Benz S63AMG in Mystic Blue metallic with a tan or brown interior. Doug was born in Scotio County, Ohio, but was raised in Greenup County, Kentucky. When he gets time away from work, he enjoys any place that is peaceful and relaxing. He has a special affinity for car shows and cooking. His favorite summer food is leg of lamb and homemade ice cream. If he could tell his 18-year-old self something it would be, “Don’t second guess yourself. Just go for it, and skip the dessert bar!” We are very proud to have Doug on our team at the Office of Fleet Management!

Motor Pool Reminders

Reporting a Vehicle Issue

When reporting an issue with your Motor Pool vehicle through the kiosk, selecting one of the predefined issues from the list does not have to be a match to the issue(s) that you need to report. You will be given an opportunity to provide a brief summary after making a selection.

Entering Mileage

When returning your Motor Pool vehicle to the kiosk, it is no longer necessary to enter the mileage of the vehicle. This information is now captured by GPS!

Lost Key Tag

If the colored key tag is lost from the Key Fob or Key Ring, please allow Reservation Staff to return the key to the kiosk for you (during normal business hours) so that the missing tag can be replaced.

Fuel Cards

Fuel Cards are only for the assigned vehicle, not for any other vehicle, equipment or gas cans (e.g. if a gas vehicle has a fuel card, there should never be diesel fuel charges on that vehicle).

Return BEFORE Picking Up

If you are returning a motor pool vehicle at the same time that you are picking up a new one, please return your previously used keys first, to avoid inadvertently returning the wrong set of keys.

Returning Your Vehicle to its Assigned Spot

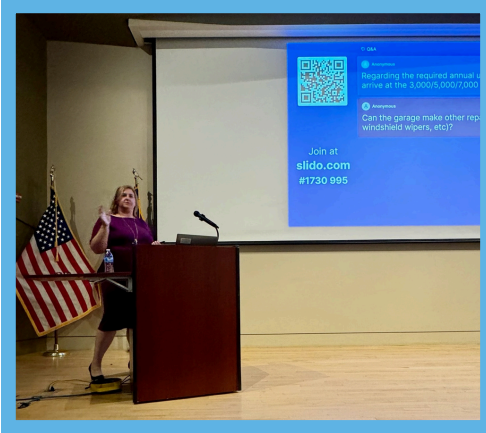
When returning a vehicle to its assigned spot at the Motor Pool, never back the vehicle in so that the license plate remains visible for the next customer!

FLEET MANAGEMENT

Agency Contact Training Update

The first Agency Contact Training is complete and by all indications, has been a huge success. Two sessions were held in May 2024 to help our agency contacts understand their responsibilities, as well as some of Fleet Management's policies and procedures. This training will soon be available on MyPurpose for anyone who was unable to attend.

THANK YOU!



RiverLink Passes

The Office of Fleet Management has recently begun ensuring all vehicles that frequently pass over toll bridges are equipped with RiverLink transponders. Your agency may have received new transponders recently. Please attach those to the proper vehicles as soon as possible. If your agency has vehicles that frequently cross over toll bridges, and you do not currently have RiverLink transponders, please contact OFM (fleet.managementsupport@ky.gov) immediately so that we can get transponders ordered for those vehicles!

The Importance of Timely Motor Pool Returns

When you check out a vehicle from our Motor Pool, it is imperative that you return the vehicle before the reservation expires. When a Motor Pool vehicle is not returned on time, it likely will cause another Motor Pool user to be turned away without a vehicle. This is unfair to our other customers and repeated occurrences will result in a temporary or permanent blocking of Motor Pool privileges.



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Top Benefits of Properly Inflated Tires

- 1) Gas Mileage:** Under-inflated tires lose gas mileage for every one PSI that they are under-inflated. When vehicle tires remain low, your car burns through fuel faster than it should.
- 2) Safety:** Properly inflated tires are a component of safety on your car. When tires are not inflated to the proper level, they risk traction issues, blowouts on the highway, and less stability.
- 3) Performance and Ride:** The performance and smooth handling that your vehicle offers depend on the tires. You want properly inflated tires to prevent additional vibrations on the road, and to optimize engine power.
- 4) Wear and Tear:** Your tires, with proper rotations, will last longer if you keep them inflated to the proper pressure. While it is important and worthwhile to invest in timely maintenance, repair and replacement of other parts, your tires are an expensive component and you do not want to have to replace them before the normal time frame.



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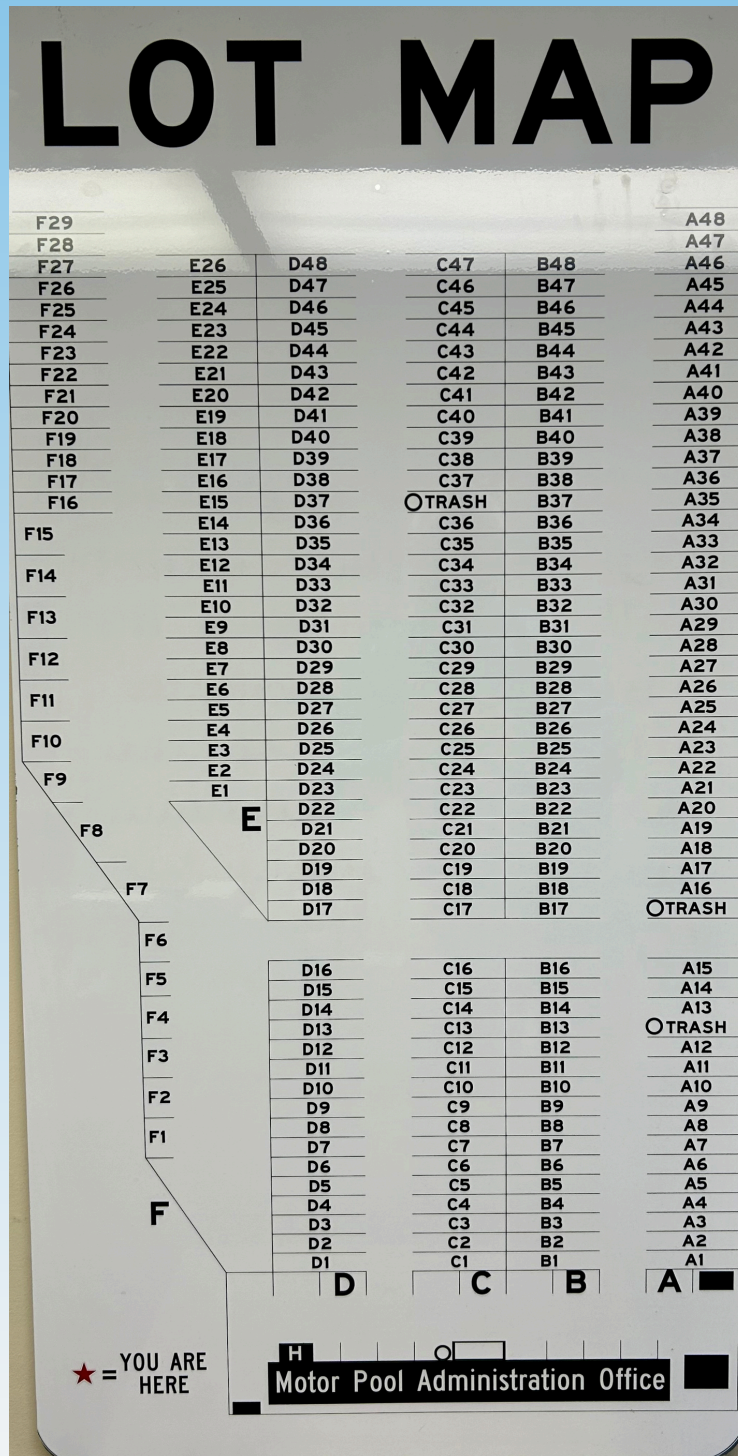
FLEET CONTACT INFORMATION

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

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New Parking Lot Numbering

Recently, the parking lot at the Motor Pool was resurfaced and OFM took the opportunity to reorganize the parking spots to make finding your vehicles easier. Each row of vehicles is labeled A-F, and parking spots are numbered from the front of the parking lot (closest to the Administration Building) to the back of the parking lot. After a short adjustment period, we are confident that you will find this to be a positive change. Please let our staff know if we can be of assistance in helping you locate your vehicle!



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GFX Conference 2024

In May 2024, the OFM sent two employees to the Annual Governmental Fleet Expo (GFX) in Louisville. It was a week full of learning and collaborating with current and prospective vendors, as well as other Fleet Administrators from across the country. The OFM remains committed to doing all we can to keep up to date on all of the new technology in order to keep Kentucky in compliance with state and federal regulations and to keep our partner agencies safe in reliable transportation!



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