
Vol. 1, Issue 2 | June 2023



FLEET MANAGEMENT



THE KEYVALET AUTOMATED MOTOR POOL:

A self-service kiosk that will
be available to you 24 hours
a day, 7 days a week!

*In this edition: Employee Spotlight,
New Reservation Procedures,
Transition to EVs, and more!*

TEAM
KENTUCKY®

FINANCE AND
ADMINISTRATION CABINET
Office of Fleet Management

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Employee Spotlight



Gene Hammonds, Admin. Specialist III

The Office of Fleet Management would like to introduce you to **Gene Hammonds**. Gene has 34 years of experience with state government, including 5 with Fleet Management, and currently serves as an Administrative Specialist III. Gene manages the “How’s My Driving? Program,” manages reservations for Motor Pool vehicles, and is the agency's HR liaison. Originally from Detroit, MI, Gene enjoys PC repair and likes to visit California to see the differences between the Bluegrass and the coast. If he could tell one thing to his 18-year-old self, he would advise him to “stop waiting for the right time.” The most recent concert he attended was AC/DC. The thing Gene loves most about his job is utilizing the Asset Management Application. His first vehicle was a 1976 Plymouth Volare. We are proud to have Gene as part of our team here in Fleet Management!

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



Fleet Team celebrates Employee Recognition Week by enjoying an Ice Cream Social



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

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Introduction to the KeyValet System

Wayne Penix, Executive Staff Advisor

Greetings! The Office of Fleet Management is undergoing some exciting new Asset System changes that we would like to share with you. You will notice in the coming weeks that the process involved with obtaining a vehicle from the motor pool has changed drastically. We are here to help! We are confident that, while there will be some hiccups along the way, in the end, the Motor Pool Reservation process will be much more convenient, and easier to navigate. Please read on to get a better idea of what to expect in the near future!

**"Innovation is the ability to see change as an opportunity — not a threat."
Steve Jobs**

The **KeyValet Automated Motor Pool** is a self-service kiosk that will be available to you **24 hours a day, 7 days a week!** You will find the first of these kiosks located in our Motor Pool lobby. There will be a card reader on the outside doors that will grant you access to the kiosk 24/7. During normal business hours, someone will still be available to assist you in the event that you need additional instructions.

After gaining access to the physical kiosk, you will simply log-in to the system using your **KHRIS ID** and continue making your reservation and/or securing your vehicle's keys. When returning the vehicle, you will follow the same process: just log into the kiosk, and leave the keys in the lock box!

Please be patient with us during this transition. Although the KeyValet system will eventually lead to a process that is virtually contact free, the Office of Fleet Management will always be around (during business hours) to assist when you have questions! Please see our contact list at the end of this newsletter.

Renting a vehicle from the Motor Pool will no longer require supervisor approval. Please see your agency contact for agency approval requirements.

Billing Changes

Please make note that with the change to a new reservation system, there is also a significant billing change in AssetWorks. Instead of using Fleet-generated Cabinet/Division codes, we will now use the standard eMars accounting templates/department numbers to bill customer agencies. Please see your agency contact or fiscal area to inquire about an appropriate accounting template and department number to use on your operator account in AssetWorks.

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Motor Pool Vehicle Available Sizes & Options

Compact Sedan

Examples: Ford Focus, Toyota Corolla, Chevy Cruze



Full-Size SUV

Examples: Ford Explorer, Chevy Tahoe, Jeep Cherokee



Mid-Size Sedan

Examples: Ford Fusion, Toyota Camry, Chevy Malibu



7-Passenger Van

Examples: Dodge Caravan, Chrysler Pacifica



Full-Size Sedan

Examples: Ford Taurus, Chevy Impala, Chrysler 300



12-Passenger Van



Hybrid Sedan

Examples: Ford Fusion Hybrid, Toyota Camry Hybrid, Hyundai Sonata Hybrid



Compact Cargo Van



1/2-Ton Cargo Van



Compact SUV

Examples: Ford Escape, Jeep Compass, Nissan Rogue



3/4-Ton Cargo Van



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Common Questions from *New Motor Pool Customers:*

Where is the Motor Pool located?

369 Warsaw Street, Frankfort, KY

Where do I park my car?

After you retrieve the keys for your motor pool vehicle, you will leave your car in the assigned, numbered spot vacated by the rental.

How do I rent a vehicle from the Motor Pool?

Reservations are made by accessing the Fleet Management link using your **KHRIS ID**.

You will need the following information:

- Class of vehicle needed
- Destination
- Date and Time that vehicle is needed
- Return Date
- Driver's License number
- eMars Accounting Template and Department #

What are my billing codes and where do I find them?

Please make note that with the change to a new reservation system, there is also a significant billing change in AssetWorks. Instead of using Fleet-generated Cabinet/Division codes we will now use eMARS Accounting Templates/Department Numbers to bill customer agencies. Please see your Agency Contact or Fiscal area to inquire about an appropriate Accounting Template and Department Number to use on your Operator Account in AssetWorks.

I am trying to put gas in the vehicle, but it keeps asking for the Driver ID. What is that?

Enter your PIN that can be obtained when picking up your vehicle. We ask that you do not keep this PIN in the vehicle's key pouch. You will also need the current odometer reading for your vehicle.

Do I need to keep the fuel receipts?

Due to GPS telematic capabilities, the Office of Fleet Management does not require that you turn in your fuel receipts. You will, however, need to check with your management to see if your agency requires the retention of fuel receipts.

Common Questions from *Existing Motor Pool Customers:*

Does this vehicle have Bluetooth?

While the Office of Fleet Management will do what we can to accommodate requests such as Bluetooth availability, it is our goal to provide safe and reliable transportation. We do not keep track of optional features in our reservation system. This option may or may not be available for your trip.

Does this vehicle have cruise control?

While the Office of Fleet Management will do what we can to accommodate requests such as cruise control, it is our goal to provide safe and reliable transportation. We do not keep track of optional features in our reservation system. This option may or may not be available for your trip.

I am not going to be in the office. Can I keep the vehicle longer?

Because someone may hold a reservation for your return vehicle, you must do everything in your power to return the vehicle to the Motor Pool at the end of your reservation or have a coworker return the vehicle.

I am busy at work. Can I return the vehicle later?

Because someone may hold a reservation for your return vehicle, you must do everything in your power to return the vehicle to the Motor Pool at the end of your reservation or have a coworker return the vehicle.

I didn't know that the vehicle was supposed to be returned today. Can I keep it longer?

Please make sure to put a reminder for your vehicle's return on your calendar. Because someone may hold a reservation for your return vehicle, you must do everything in your power to return the vehicle to the Motor Pool before the due date.

The weather in my area may get bad. Do I have to return the vehicle?

In the event that the Governor has declared a State of Emergency, we understand that there could be delays in returning Motor Pool Vehicles. Please call the Motor Pool to discuss your return.

Can other people drive the vehicle that I picked up?

Yes. All drivers must be an employee or "authorized agent" of the Commonwealth, possess a valid driver's license, and be at least eighteen (18) years of age.

The vehicle looks like it has been hit. Do I need to call someone?

Please call the Help Desk at (800) 928-4649.

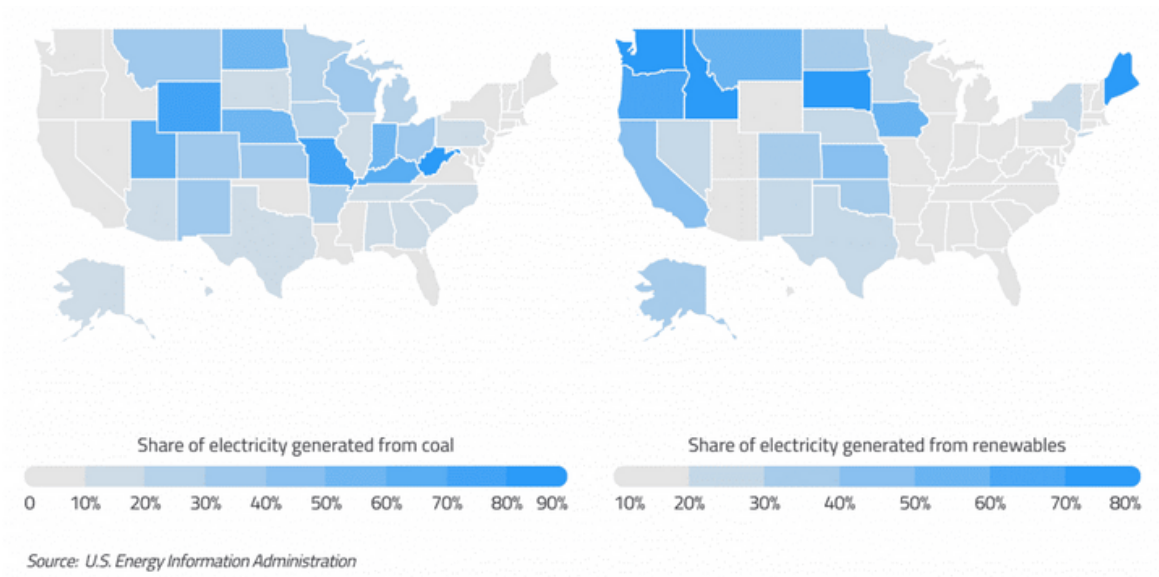
The vehicle that I am driving is not running properly. Should I call someone?

Please call the Help Desk at (800) 928-4649.



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WHY THE TRANSITION TO EVs?

Jeremy Slucher, Administrative Specialist III

To help reduce carbon emissions in the environment, 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 OFM began this transition to alternative fuels in 1996 and we have recently ramped up the effort to meet the requirements of this statute. We are also working to add EV charging stations to several locations around Franklin County, and across the commonwealth. This transition is especially exciting as Kentucky becomes the EV battery capital of the United States, after historic investments from Ford and Blue Oval SK in Glendale, AESC in Bowling Green, Toyota in Georgetown and INFAC North America in Campbellsville!

Types of Alternative Fuels:

- **Biodiesel:** Biodiesel is a renewable fuel that can be manufactured from vegetable oils, animal fats, or recycled cooking grease for use in diesel vehicles.
- **Electricity:** Electricity can be used to power electric vehicles, which are increasingly available.
- **Ethanol:** Ethanol is a widely used renewable fuel made from corn and other plant materials. It is blended with gasoline for use in vehicles.
- **Hydrogen:** Hydrogen is a potentially emissions-free alternative fuel that can be produced from domestic resources for use in fuel cell vehicles.
- **Natural Gas:** Natural gas is a domestically abundant fuel that can have significant cost advantages over gasoline and diesel fuels.
- **Propane:** Propane is a readily available gaseous fuel that has been widely used in vehicles throughout the world for decades.
- **Renewable Diesel:** Renewable diesel is a biomass-derived transportation fuel suitable for use in diesel engines.

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Agency Contact Responsibilities



In order for the Office of Fleet Management to operate efficiently, we need the help of our Agency Contacts. This helps us to ensure that vehicles are maintained properly and helps us keep costs as low as possible! Ultimately, as documented in 200 KAR 40:020, the agency head is accountable for ensuring the agency's employees are operating state vehicles for official use only and in accordance with applicable laws and regulations.

Please see the list below of Agency Contact Responsibilities:

Monitor GeoTab features

- Speeding
- Seat belt usage
- Excessive idling
- Heavy breaking
- Fast acceleration
- Geofencing
- Unauthorized use
- Communicate the following to Fleet Management:
 - Unit reporting issues (e.g. device not reporting)
 - Billing issues
 - Agency Contact Turnover



Reconcile Billing Information

- Review monthly billing and address any issues in a timely manner

Usage

- Vehicle mileage is appropriate (5,000 miles – 2023, 7,000 miles – 2024)
- Report inappropriate usage to designated agency leadership channels
- Downsize Agency Assigned (AA) Fleet if it's not financially advantageous to continue

Management of the Fleet

- Ensure vehicles are being maintained according to suggested maintenance schedule
- Shift Fleet around according to usage to maximize annual utilization, per vehicle
- Clean Fleet inside/out at regular intervals, contact the help desk for car wash locations

Please contact Fleet.Managementsupport@ky.gov if you have billing or general Agency Contact questions. We are here to support your agency in managing their Agency Assigned (AA) vehicles.