

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

Agency Fleet Manager's Meeting

6-10-2010

Underutilization Study

Mercury Study

- 2005 Study
- “Right Sizing” the Fleet
- Listing of Underutilized Vehicles for each Agency
- Periodic Re-examination
- State Fleet Management to conduct Study starting July 2010

Methodology for Study

- Establish a Baseline for each Agency
- Focus on those Vehicles that are Below 50% of the established baseline
- Questionnaire to be completed for vehicles falling below the 50% baseline
- Additional inquiries if necessary

Action Plan

- If agencies have not disposed of all underutilized vehicles, any new fleet addition will need to include justification explaining why those vehicles were retained.
- Agencies are required to dispose of underutilized vehicles within three months of notification from State Fleet Management

Benefits

- Right Size the Fleet
- Lower Maintenance Cost
- Lower Insurance Cost
- Lower Operational Cost
- Reduced Management Time

Recap

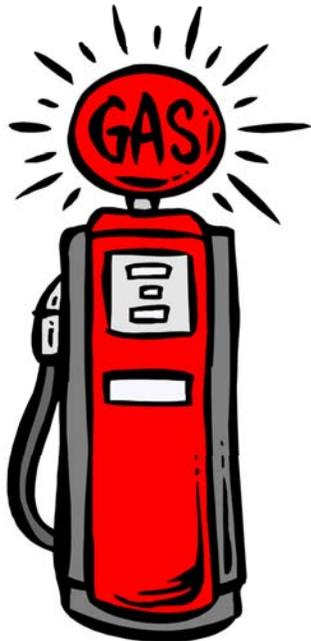
- Underutilization Study 7-2010
- Dispose of Underutilized Vehicles within Three Months
- Save \$\$\$\$
- Justification requirement for Fleet Additions when underutilized vehicles are retained.

STATE FLEET MANAGEMENT

B & C B

BUDGET AND CONTROL BOARD

FUEL CARD PROGRAM



CONTACTS

FUEL PROGRAM COORDINATOR:

DONALD WOODWARD

PHONE: 803-737-1611

FAX: 803-737-1160

EMAIL: Dwoodward@gs.sc.gov

ALTERNATE CONTACT:

ROB MALPASS

PHONE: 803-737-1515

FAX: 803-737-1160

EMAIL: Rmalpass@gs.sc.gov

WEBSITE: www.statefleet.sc.gov

NOW WHAT WAS THAT PIN?





Home -> Drivers

- Home
- Reports
- Invoices
- Drivers
 - Driver Add
 - Driver Deactivation
 - Driver Search
 - Driver Update
 - Cancel Requests
- Vehicles
- My Account
- Sign Off

Drivers

Driver Add Add New Drivers for SC. Returns a Random PIN number.

Driver Deactivation Deactivate driver IDs.

Driver Search Search for Driver | PIN

Driver Update Search for or update driver information such as driver name or driver department.

Cancel Requests Here you are able to review or cancel any of your outstanding driver requests.

You are using Internet Explorer version 8



Home -> Reports -> New Reports

- Home
- Reports
 - New Reports**
 - Old Reports
 - Site Queries
 - Latest Inventory
 - Daily Inventory
 - Monthly Inv by Tank
 - Monthly Inv by Prod
- Invoices
- Drivers
- Vehicles
- My Account
- Sign Off

Transaction Reports

- [Summary By Agency](#)
- [Summary By Sub-Agency](#)
- [Daily Summary By Location](#)
- [Summary By Vehicle](#)
- [Summary By Vehicle \(Daily\)](#)
- [Detail By Agency](#)
- [Detail By Sub-Agency](#)
- [Exceptions By Agency](#)
- [Summary By Agency and Product](#)
- [RawData For Export](#)

Attention: Users of Mansfield Oil Company website reporting:

We are transitioning our web reporting from Crystal Reports to SQL Server Reporting Services to provide faster, more reliable access to your data and deliver additional report features to enhance your viewing experience.

Some changes you will see are as follows:

1. Date criteria, as well as other optional report parameters such as Site and Vehicle, are selected from a new toolbar, located at the top of your screen.
2. Several reports now support filtering by Vehicle ID.
3. **After selecting date and Company criteria**, click the "View Report" button on the right hand side of the screen, to view your report.
4. You can elect to shrink or expand the data on the page by choosing the drop-down menu "Page Width".
5. You can perform searches within the report document by entering specific words or numbers in the blank cell next to "Find" on your report toolbar.

Start Date: 6/7/2010 End Date: 6/7/2010 [View Report](#)

Date Criteria: Post Dates - Billed Choose a Site: _ALL

Choose a Company: F16 State Fleet Management Filter By Vehicle ID:

F16384	384	SHELL 595 SPEARS CRK CHURC, ELGIN, SC	134,348	UNLEADED	6/4/2010	0021	\$0.00	20.00	\$52.00	A
Totals for : F07103							\$0.00	20.00	\$52.00	
F09300										
F16395	395	SHELL 795 JUDGE ST, HARLEYVILLE, SC	31,814	SUPER UN	6/3/2010	1537	\$0.00	11.11	\$29.44	H
Totals for : F09300							\$0.00	11.11	\$29.44	
F16001										
F16449	449	SHELL 830 ASSEMBLY STREET, COLUMBIA,	80,160	SUPER UN	6/3/2010	1938	\$0.00	8.95	\$22.90	HA
F16469	469	EXXONMOB 321 GREYSTONE BLVD,	47,675	UNLEADED	6/3/2010	2349	\$0.00	10.93	\$27.97	A2
F16480	480	BP 1000 ELMWOOD AVENUE, COLUMBIA, SC	49,881	UNL PLUS	6/3/2010	1317	\$0.00	10.65	\$27.78	H
Totals for : F16001							\$0.00	30.53	\$78.65	
F16005										
F16505	505	SHELL 200 SPRING ST, CHARLESTON, SC	55,094	SUPER UN	6/3/2010	1448	\$0.00	11.92	\$31.00	H
Totals for : F16005							\$0.00	11.92	\$31.00	
F16007										
F16566	566	EXXONMOB 1421 GERVAIS ST, COLUMBIA,	141,485	UNLEADED	6/3/2010	2012	\$0.00	7.41	\$18.51	A



Home -> Vehicles -> Vehicle Add

- Home
- Reports
- Invoices
- Drivers
- Vehicles
 - Vehicle Add**
 - Vehicle Change
 - Vehicle Delete
 - Vehicle History
 - Vehicle Reissue
 - Cancel Requests
 - Vehicle List
- My Account
- Sign Off

To submit vehicle requests in bulk, click here for instructions and samples

Step 2: Enter Vehicles for F16 State Fleet Management

Please enter in the vehicle information here and press the *Create* button.

NOTE: You do not have to use all of the rows provided, just the ones you need.

Tag	Equipment	Off Road Vehicle	Tank Capacity	Product Restriction
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	Unlimited <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	Unlimited <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	Unlimited <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	Unlimited <input type="button" value="v"/>
<input type="text"/>	<input type="text"/>	No <input type="button" value="v"/>	<input type="text"/>	Unlimited <input type="button" value="v"/>



https://reports.mansfieldoil.com/ - Windows Internet Explorer

https://reports.mansfieldoil.com/

File Edit View Favorites Tools Help

Search Video History Record Audio Convert Play Settings Record Music TV Channels

Favorites SCEIS WEX BLUEZONE FleetWave - SC

https://reports.mansfieldoil.com/



Home -> Invoices -> View Invoices

- Home
- Reports
- Invoices
 - View Invoices
- Drivers
- Vehicles
- My Account
- Sign Off

Mansfield Oil Company Invoice Search

Start Date: MAY 1 2010 Viewer: ActiveX End Date: JUN 7 2010

Sort By: Date Search: Go Show Invoices: All

[Click here for instructions on printing your new Mansfield reports](#)

Early Payment Discount (NET 10)

Period	Billed	Discounts	Rate
NOV	216	50	23.15%
DEC	214	45	21.03%
JAN	211	17	8.06%
FEB	221	63	28.51%
MAR	223	40	17.94%
APRIL	227	61	26.87%
TOTAL	1312	276	21.04%



Mansfield Oil Company
1025 Airport Parkway, S.W.
Gainesville, GA 30501
Phone: (678) 450-2074 or
Phone: (678) 450-2275

Transaction Dispute Form

Dispute Number
SC -

If you have a transaction appearing on your statement which you believe is in error, please complete and sign this form and return it to: Mansfield Oil Company, sjohnston@mansfieldoil.com. Mailing address: Mansfield Oil Company; 1025 Airport Parkway, SW, Gainesville, GA 30501. **DO NOT SEND TO LOCKBOX.**

We must receive your dispute information in writing no later than 90 days from the date of the statement on which the error or problem has occurred, otherwise the dispute will not be reviewed for issuance of credit. Disputes will be answered within 15 days of receipt.

Single Transaction: (See Cover Letter for Instructions)

1. Card /Acct.#:		6. Invoice# & Statement Date:
2. Time:	Date:	7. Mansfield Acct.#:
3. Vehicle Card #:		8. Subdivision #:
4. Total Amount Disputed: \$		9. Agency Name
5. Invoice #:		

Please select ONE of the following:

1. Incorrect Product Code (billed for Super Unleaded when Regular Unleaded is pumped)..
Please provide a copy of the receipt, which shows the correct product.
2. Incorrect gallons
Please provide a copy of receipt which shows the correct gallons.
3. Purchase on Transaction Report was not made by your agency
Please provide a copy of receipt.
4. Duplicate Transactions.
5. Transactions not showing up within two months of purchase
Please provide a copy of the receipt.
6. Request for merchant receipt copy.
Merchants typically take 30-45 days to return a receipt copy.
7. Other (Please give detailed description in Comments below)

Comments:

(Please use an additional sheet of paper if more space needed)

 Contact – Signature _____
 Date

 Print Name

 Contact Number (work) _____ (fax) _____ (email)

QUESTIONS

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

Shop Consolidation/Centralization



Shop Consolidation/Centralization WHY?

Mercury Report pointed out:

- Cost Savings
- Management Improvement
- Service Improvements

Shop Consolidation

Agencies Involved:

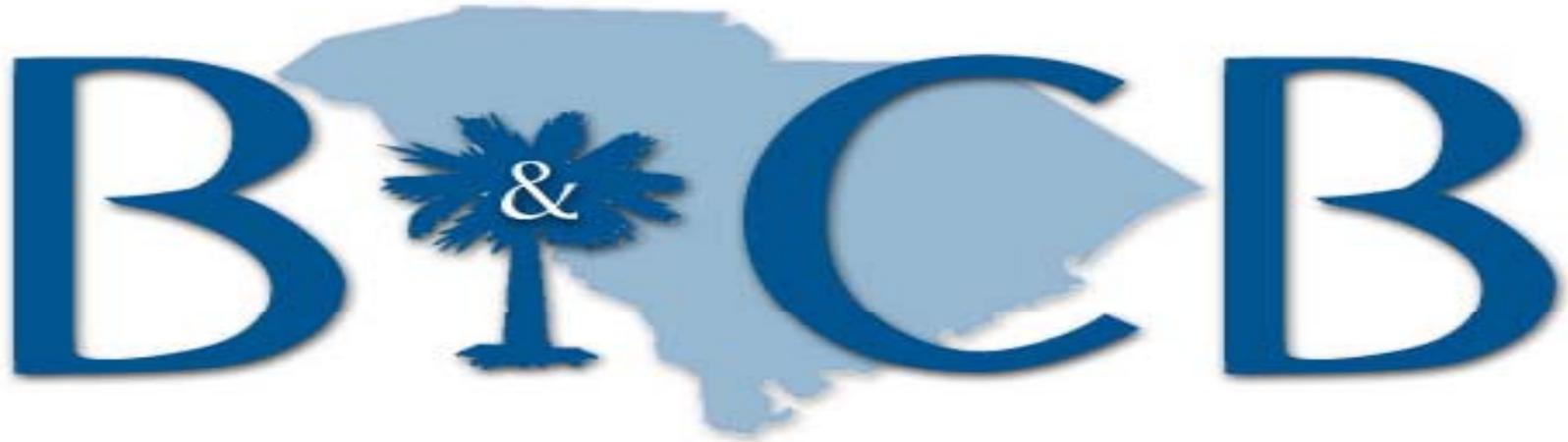
- ETV
- SLED
- Dept. of Corrections
- DHEC
- Dept. of Mental Health
- SFM
- USC

Upcoming

- Questionnaire
 - Vehicles supported
 - Personnel assigned
 - Type work performed in the facility
 - Operational Costs
- Agency visits



STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

Preventive Maintenance Schedule

Preventive Maintenance Schedule

- Reason to Change the Schedule
 - Manufacturers schedules diverse
- Reduce Life Cycle Costs
- Reduce Vehicle Down Time

Questions?



STATE FLEET MANAGEMENT



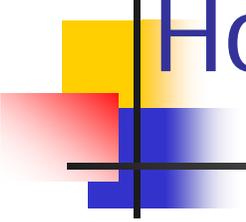
SC BUDGET AND CONTROL BOARD

Commercial Vendor Repair Program (CVRP)
Central Transportation Maintenance Facility (CTMF)

Commercial Vendor Repair Program (CVRP)

- To Provide repairs and services at the most cost effective price available to agencies' vehicles.
- To provide contracted body repair service
- To monitor and track repairs by each vendor
- A simple agreement between agencies
- Emergency Services Program (ESP)

CVRP



How it works:

- Administrative Fee is currently set at 14% of the total invoice.
- Administrative Fee is capped at \$75.00.
- Minimum Fee of \$5.50.
- Agency pays only one invoice per month.

Central Transportation Maintenance Facility (CTMF)

- Located at 516 Senate Street, Columbia
- Appointments available
- Customers can wait
- One-stop shop for repairs
- Labor Rate: \$54.50
- Mark-ups: Parts and Tires

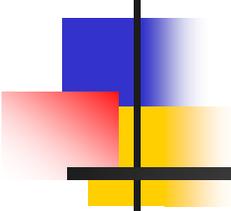
Points of Contact

Commercial Vendor Repair Program (CVRP)

James Allen

803-737-1088

Jallen@gs.sc.gov



Central Transportation Maintenance Facility (CTMF)

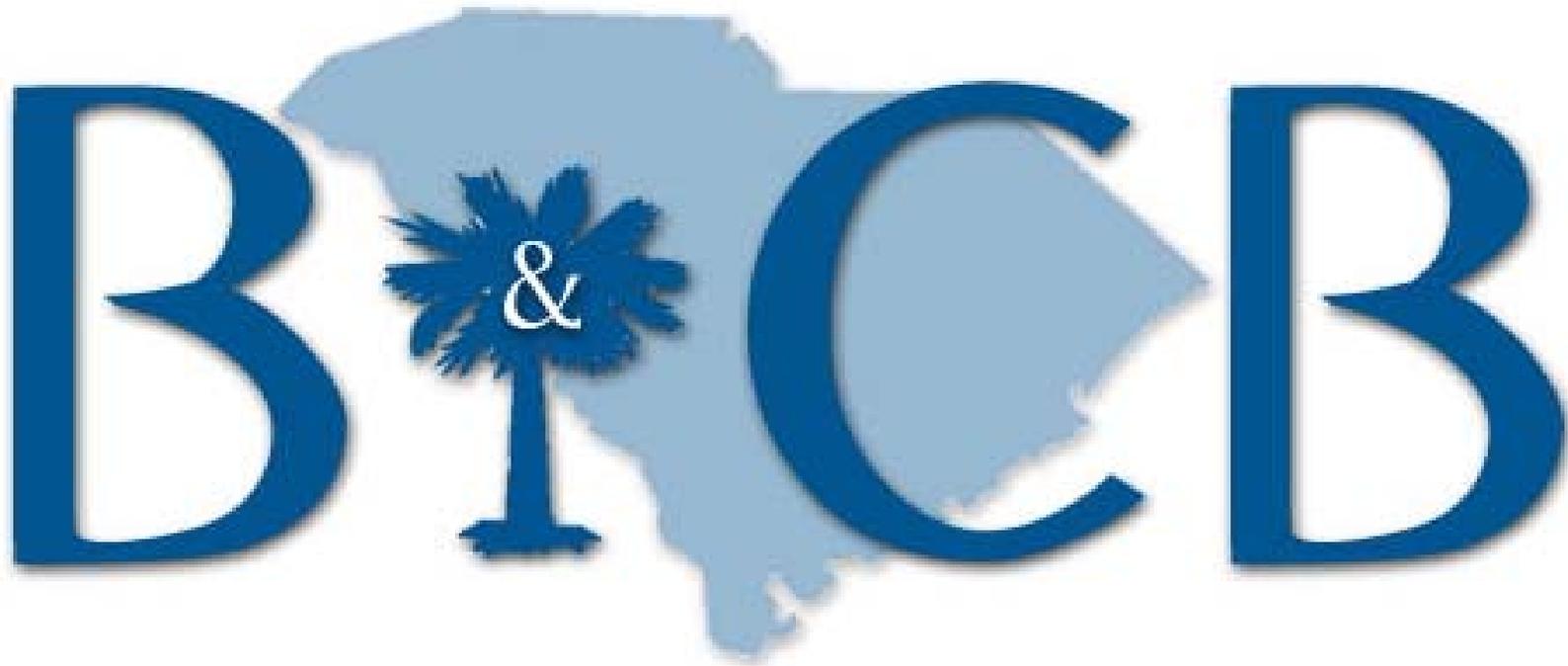
Robert Seawright

803-737-1511

Rseawright@gs.sc.gov



STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

LEASE FLEET

Long Term Vehicle Leasing

- State Fleet Management leases approximately 2,800 vehicles to government entities on an “as needed” basis
- Some agencies lease one vehicle, while others lease several hundred vehicles

Benefits of Leasing

- Eliminate high capital expenditures for vehicle purchases
- Maintenance and repairs included in lease
 - Statewide: Commercial Vendor Repair Program (CVRP)
800-277-3686
 - Columbia Area: Central Transportation Maintenance Facility
516 Senate Street • 803-737-1511

Benefits of Leasing

Budget stability

- Consolidate vehicle-related expenses on one monthly bill
 - Insurance
 - Maintenance and Repair
 - Fuel
 - Accident Recovery and Repair

Benefits of Leasing

Budget Flexibility

- Lease additional vehicles
 - Meet changing program needs
 - Adjust based on budget
- Turn in vehicles **with 30 days notice**
 - 30 Days **Written Notice** required
 - please make an appointment for turn-in
 - Vehicles must be clean
 - Agencies responsible for undue damages

Benefits of Leasing

Information management

- SFM maintains vehicle information needed by the agencies
 - Mileage figures
 - Fuel information
 - Repair history and trends
 - Assignment history

Lease Rates

- Monthly Rate
 - Fixed cost
- Mileage Rate
 - Varies according to vehicle use

Lease Rates

- Monthly Rate recovers capital cost
 - Acquisition price
 - Insurance
 - SFM administrative costs

Lease Rates

- Mileage Rate pays vehicle operational costs
 - Fuel cost
 - Maintenance and repair
 - Accident recovery and repair

Lease Rates

- Agencies are responsible for any abuse
 - Fuel cost does not include unauthorized items
 - Maintenance and repair does not cover damage due to misuse of vehicle
 - Agency is also responsible for unauthorized repairs (i.e. not arranged through SFM)

Motor Pool Locations

SFM currently operates two motor pools in Columbia and one in Charleston.

- Columbia: 803-737-1516
 - 516 Senate Street (all vehicle types)
 - 1026 Sumter Street (sedans only)
- Charleston: 843-953-6851
 - Citadel Physical Plant
171 Moultrie Street

Fleet Safety

- National Safety Council
Defensive Driving Course
- State Fleet Management
Van Driver Safety Course

Contact: Vivian Roberson 803-737-2095

vroberson@gs.sc.gov

Lease Fleet Contacts

- Jimmy Lever
Lease Fleet Manager
803-737-1505
JLever@gs.sc.gov
- Rob Malpass
Fleet Services Coordinator
803-737-1515
Rmalpass@gs.sc.gov



Questions?