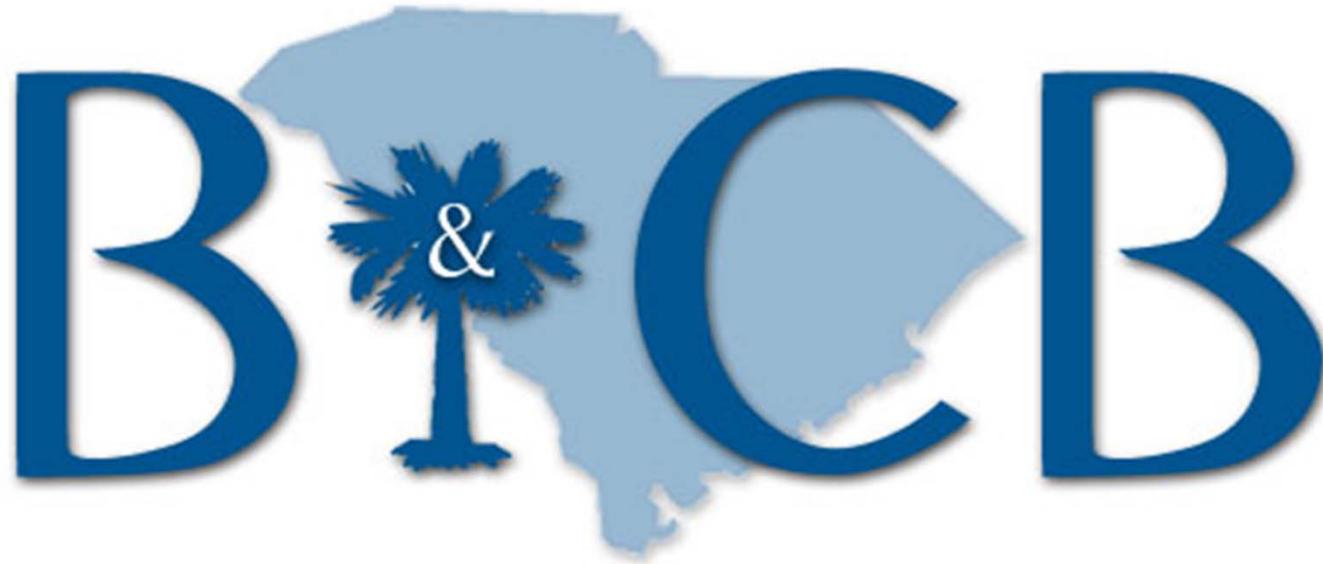


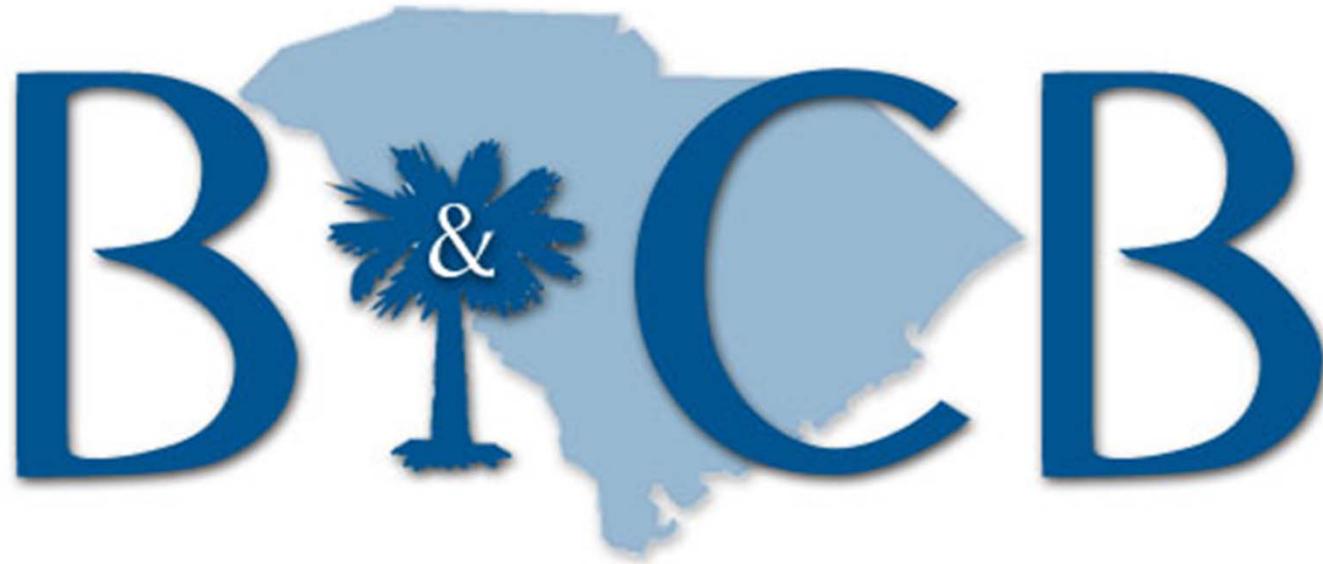
STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**STATE AGENCY FLEET  
MANAGERS MEETING**

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**EQUIPMENT MANAGEMENT  
SYSTEM (FLEETWAVE)**



## Fleet Management Software

*from Chevin Fleet Solutions*

- **Free Service Provided by SFM**
- **Web Based**
- **SFM thoroughly Testing since September 15, 2010**
- **Agency Implementation Ready to Begin**



## Fleet Management Software

*from Chevin Fleet Solutions*

- **Captures Permanent Assignment/Management Review Info**
- **Status of any Owned/Leased Vehicle**
- **Captures Capital/Fuel Costs**
- **Captures Maintenance Costs for CVRP Participants**



## Fleet Management Software

*from Chevin Fleet Solutions*

- **Manage Maintenance for CVRP/Lease Fleet Participants**
- **View Vendor Invoices for CVRP Participants**
- **Customizable Reporting**

## CONTACTS

### **FLEETWAVE PROGRAM COORDINATOR:**

JONATHAN EASON

PHONE: 803-737-1239

EMAIL: [Jeason@gs.sc.gov](mailto:Jeason@gs.sc.gov)

### **ALTERNATE CONTACT:**

ROB MALPASS

PHONE: 803-737-1504

EMAIL: [Rmalpass@gs.sc.gov](mailto:Rmalpass@gs.sc.gov)

WEBSITE: [www.statefleet.sc.gov](http://www.statefleet.sc.gov)

[www.fleetwave.sc.gov](http://www.fleetwave.sc.gov)



STATE FLEET MANAGEMENT  
OFFICE

FLEETWAVE

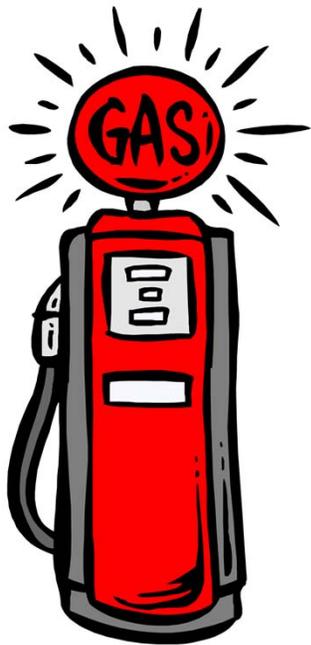
**QUESTIONS**

STATE FLEET MANAGEMENT



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](mailto:Dwoodward@gs.sc.gov)

### **ALTERNATE CONTACT:**

ROB MALPASS

PHONE: 803-737-1602

FAX: 803-737-1160

EMAIL: [Rmalpass@gs.sc.gov](mailto:Rmalpass@gs.sc.gov)

WEBSITE: [www.statefleet.sc.gov](http://www.statefleet.sc.gov)

# NOW WHAT WAS THAT PIN?





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.



Home

Reports

Transaction Reports

Crystal 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

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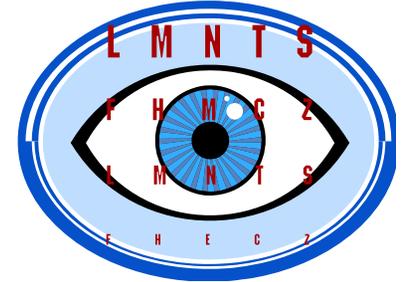
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6. Exporting of data to alternate formats such as Excel or PDF continues to be supported. Select your format of choice and click the "Export" button, also on your report toolbar.
7. [Click here for instructions on printing your new Mansfield reports](#)

If you encounter problems or have questions regarding the change, please call 800-255-6699 contact:

- ( Extension 2074 ) Scarlett Skinner
- ( Extension 2275 ) Linda Franklin
- ( Extension 2071 ) Sandra Johnston

Thank you.

## What to Look For



- Daily – Run the Exception Report
  - Look for multiple transactions and amounts by Tag number, non-fuel items
- Weekly- Run Exception Report in Weekly Increments
  - Look for trends in fuel grade purchased, # of transactions and dollar amounts



## FUEL CARD CONTRACT

# QUESTIONS

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**COST SAVING TIPS**

## Thinking About Buying a New Vehicle?

- Vehicle Selection is the Most Important Fuel Economy Decision You'll Make
- The Difference Between 20 MPG and 30 MPG Amounts to \$990 Per Year (15,000 miles of driving annually and a fuel cost of \$3.96)
- That's \$4,950 in Fuel Cost Savings in Just Five Years
- Choose a More Efficient Vehicle
- [www.fueleconomy.gov](http://www.fueleconomy.gov)

## Choosing Engine Size

- Today's Smaller Engines Produce More HP and Torque

### 2012 Ford F-150

Engine Type	3.7L V6	3.5L V6 EcoBoost™	5.0L V8
Displacement (cu. in.)	225 CID	213 CID	302 CID
Horsepower (SAE net@rpm)	302 @ 6500	365 @ 5000	360 @ 5500
Torque (lb.-ft. @rpm)	278 @ 4000	420 @ 2500	380 @ 4250
Recommended fuel	Unleaded regular	Unleaded regular	Unleaded regular
Fuel Economy	17 City/23 HWY	16 City/22 HWY	15 City/21 HWY

## Drive Sensibly

- Aggressive driving (speeding, rapid acceleration and braking) wastes gas.
- Can lower your gas mileage by 33 percent at highway speeds and by 5 percent around town. Sensible driving is safer for you and others, so you may save more than gas money.



<b>Fuel Economy Benefit:</b>	<b>5–33%</b>
<b>Equivalent Gasoline Savings:</b>	<b>\$0.20–\$1.31/gallon</b>

## Remove Excess Weight

- Avoid Keeping Unnecessary Items in Vehicles
- An Extra 100 Pounds in your Vehicle Can Reduce your MPG by up to 2 Percent.
- Excess Weight Affects Smaller Vehicles More Than Larger Vehicles



<b>Fuel Economy Benefit:</b>	<b>1–2%/100 lbs</b>
<b>Equivalent Gasoline Savings:</b>	<b>\$0.04–\$0.08/gallon</b>

➤ **Avoid Excessive Idling**

- Idling Gets 0 MPG
- Vehicles with Larger Engines Waste More Fuel at Idle than Cars with Smaller Engines

➤ **Use Cruise Control**

- Using cruise control on the highway helps you maintain a constant speed and, in most cases, will save gas.

➤ **Use Overdrive Gears**

- When you use overdrive gearing, your car's engine speed goes down. This saves gas and reduces engine wear.



## Keep Your Engine Properly Tuned

- Repairing a car that is out of tune can improve its gas mileage by an average of 4 percent.
- Repairing a serious maintenance problem such as a faulty oxygen sensor, can improve your mileage by *as much as 40 percent*.



<b>Fuel Economy Benefit:</b>	<b>4%</b>
<b>Equivalent Gasoline Savings:</b>	<b>\$0.16/gallon</b>

## Keep Tires Properly Inflated

- Proper Tire Inflation can improve your fuel mileage by up to 3.3 percent
- Under-inflated tires can lower fuel mileage by 0.3 percent for every 1 psi drop in pressure of all four tires
- Properly Inflated Tires are Safer and Last Longer
- Proper Tire Pressure Placard is usually found on a sticker in the driver's side door jamb

TIRE SIZE	TIRE INFLATION PRESSURE <small>kPa (psi)</small>	
	FRONT	REAR
P255/70R16 109S	(A) 180 (26)	180 (26)
	(B) 180 (26)	180 (26)

(A) : TO 5 PASSENGERS  
(B) : (A) TO MAX. LOAD OR TRAILER TOWING

PART NO. : MR491176 E

## Planning and Combining Trips

- Combining trips saves time and money.
- Several short trips taken from a cold start can use twice as much fuel as a longer multipurpose trip covering the same distance when the engine is warm.
- Trip planning ensures that traveling is done when the engine is warmed-up and efficient, and it can reduce the distance you travel.



Note: Cost savings are based on an assumed fuel price of \$3.96/gallon

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**UTILIZATION STUDY**

## Background

- “Right Sizing” the Fleet
- Periodic Re-examination
- Two phases are complete
- Third Phase – SFM compiling data

# Benefits

- Lower Maintenance Cost
- Lower Insurance Cost
- Reduced Management Time
- Fleet Additions approved pending disposal of Underutilized Vehicles

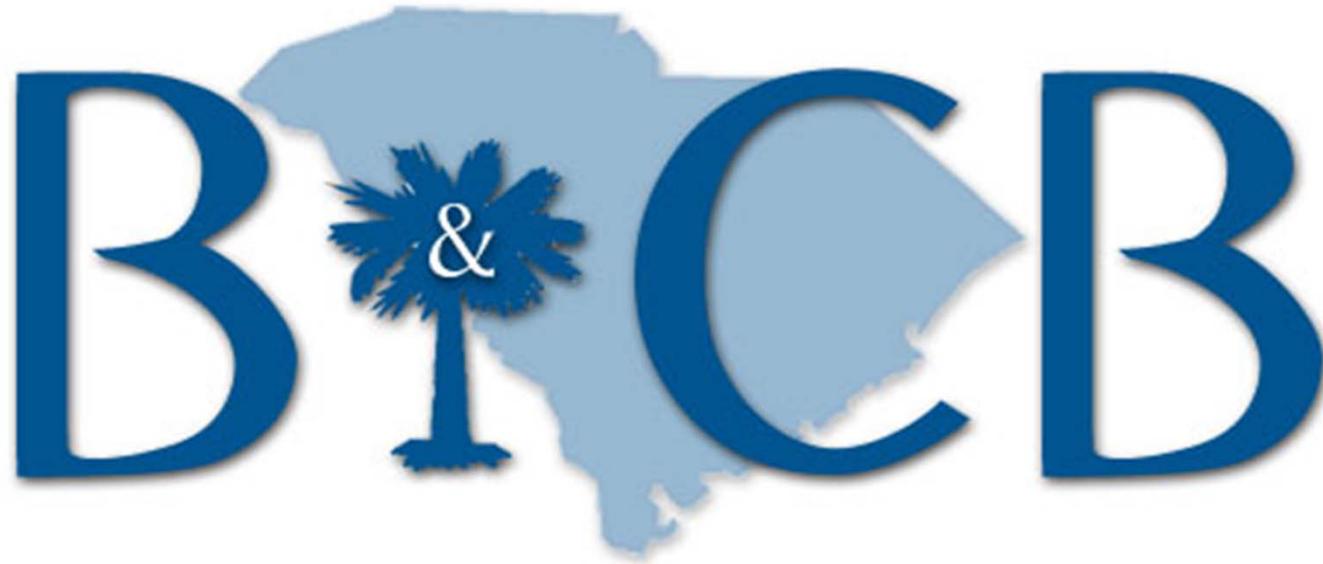
## Potential Cost Savings from the disposal of 321 Units from the fleet

Cost Factor		Potential Reduction/Savings
Salvage Value	\$2000.00	\$642,000.00
Insurance Cost	\$320.00	\$102,720.00
Operating Cost	\$0.22/mile	\$296,462.03
Depreciation	\$0.10/mile	\$134,755.47
	<b>Total</b>	<b>\$1,175,937.50</b>

# Summary

- Agencies should monitor the utilization of their fleets. (Examine days used and miles traveled)
- Dispose of vehicles quickly. (Prevents additional costs from occurring such as insurance and depreciation)
- Fleet Additions reviewed relative to disposal of underutilized vehicles.

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**ELECTRIC VEHICLES**

# Why Use Electric Vehicles?

- Better Fit
- Cost Efficient (Lower Capital Cost, Lower Maintenance Cost, & Lower Fuel Cost)
- Better for the Environment (Decreased Dependence on Foreign Oil, Improved Air Quality, Less Noise Pollution)

# Types of Electric Vehicles

- Conventional Hybrid – No Plug
- Plug-in Hybrid
- Total Electric
- Electric Motor Drive with Combustion Engine Generator

# Conventional Hybrid



# Conventional Hybrid Attributes

- No plug
- Uses Regenerative Braking to charge battery
- Operates solely on Electric battery at low speeds
- Uses both battery and combustion engine depending upon acceleration demand

# Plug-In Hybrid



# Plug-In Hybrid Attributes

- Operates on electrical power for longer durations
- Plug-in allows for batteries to be utilized more than combustion engine
- Currently only available with aftermarket conversion.

# Total Electric (Low Speed)



# Low Speed Electric Attributes

- Street Legal - May only be used on secondary roads
- Maximum speed 25 MPH
- Limited load capacity
- Easily maneuverable
- Great for campus environments
- Limited range (30-40 miles)
- Lower capital cost

# Star - Smile



# Star – B48-2D



# Star – B48-K6



# Star – B48-C4



# Total Electric – Nissan Leaf



# Total Electric Attributes

- No combustion engine
- Recharge 8-12 hours using 110 volt power
- Strong acceleration
- Limited range (80-100 miles)

# Operational Cost Benefit Example

Avg. Miles – 14,400

- Focus - \$14,113    Fuel - \$4.00/gallon
- Annual cost - \$4,279.98
  
- Leaf - \$28,500    Fuel - \$1.75/charge
- Annual Cost \$4,269.09

# Electric Motor Drive with Combustion Generator – Chevy Volt



# Chevy Volt Attributes

- Operates with only Battery power for 1<sup>st</sup> 35-40 miles
- Uses small combustion engine generator to power battery for continued operation
- Uses regenerative braking
- Recharge 8-12 hours using 110 volt power
- Total range before refueling 300-350 miles
- High price due to battery size and demand

## State of SC Plan for Electric Vehicles

- Solicited New Low Speed Electric Vehicle State-wide Term Contract with MMO
- Not Golf Cart – Different contract
- Effective 5-27-2011
- Four Types of Units
- Customizable to fit application
- Monitor new products and associated cost

STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

Preventive Maintenance

# What is Preventive Maintenance?

- Schedule of planned maintenance
- Designed to preserve and enhance equipment
- Includes equipment checks, replacements of parts, oil changes and lubrication

# Why Have a PM Program?

Most important reason – reduced costs through

- Increased Employee Production time
- Increased Life expectancy of assets
- Reduced overtime costs for techs
- Routine repairs circumvent large-scale repairs
- ID of equipment with excessive maintenance costs
- Improved safety

# How Agencies can make the PM Program Successful

- Emphasize the importance of PM services
- Show how it reduces vehicle downtime
- Point out how it reduces maintenance costs

# Updating the State's PM Schedule

- Manufacturer's changes
- Costs

## 2 Ways to get Maintenance Done

- 1- Commercial Vendor Repair Program (CVRP)
  - Call toll free number (1-800-277-3686)
  - Repair trends are noticed early
  - Negotiations with manufacturers mean savings to agencies
  - POC: James Allen (803-737-1088)

## 2- Central Transportation Maintenance Facility (CTMF)

- Located at 516 Senate Street
- Can make appointments to get repairs done
- POC: Robert Seawright (803-737-1511)



STATE FLEET MANAGEMENT



SC BUDGET AND CONTROL BOARD

**LEASE FLEET**

# Long Term Vehicle Leasing

- State Fleet Management leases approximately 2,700 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 excessive wear and tear

# 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 Card (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)

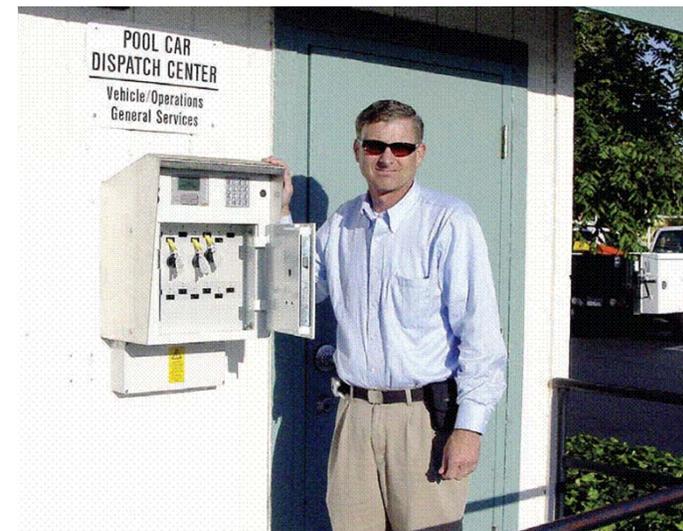
# Motor Pool Locations

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

## POSSIBLE NEW LOCATIONS

- Boston Avenue
- USC Columbia Campus
- Bull Street Corridor



# How They Will Work

- Reservation Made With SFM
- Driver Will Use Reservation Number to Access Vehicle Key and Fuel Card From Key Locker
- After Trip is Completed Driver Returns to Pick Up Location and Uses Reservation Number to Return Key and Fuel Card to Key Locker

# Short Term Vehicle Options

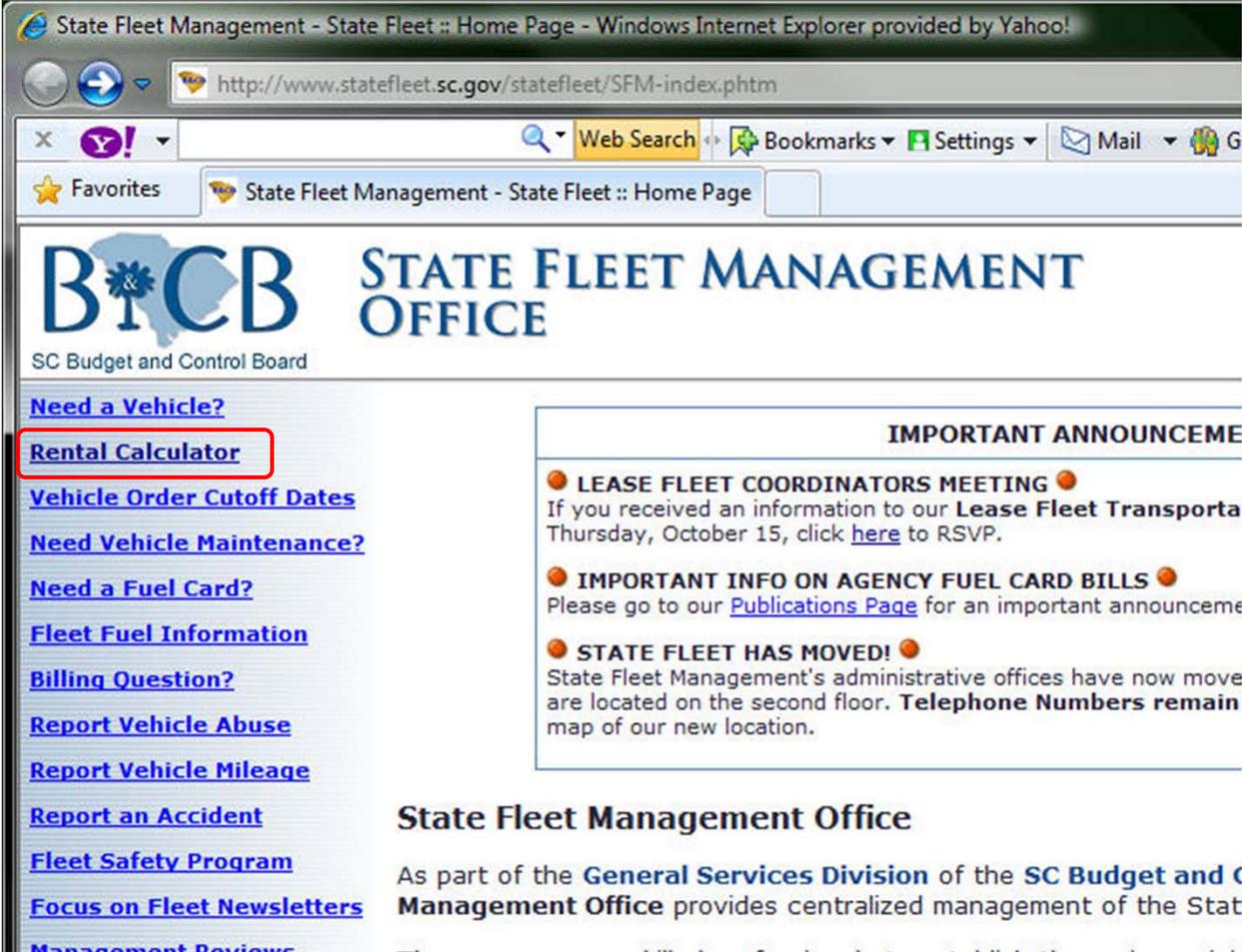
- Motor Pool
- Resource Sharing
- POV
- Short Term Vehicle Rental Contract

# Motor Pool

- How do I know which means of transportation is best?
  - Motor Pool
  - POV
  - Short Term Vehicle Rental Contract
  - Resource Sharing

# SFM Rental Calculator

<http://www.statefleet.sc.gov/statefleet/SFM-calc-rates.phtm>



The screenshot shows a Windows Internet Explorer browser window displaying the State Fleet Management Office website. The address bar shows the URL <http://www.statefleet.sc.gov/statefleet/SFM-index.phtm>. The website header includes the BICB logo and the text "STATE FLEET MANAGEMENT OFFICE" and "SC Budget and Control Board". A left-hand navigation menu lists several links, with "Rental Calculator" highlighted by a red rectangular box. Other links include "Need a Vehicle?", "Vehicle Order Cutoff Dates", "Need Vehicle Maintenance?", "Need a Fuel Card?", "Fleet Fuel Information", "Billing Question?", "Report Vehicle Abuse", "Report Vehicle Mileage", "Report an Accident", "Fleet Safety Program", and "Focus on Fleet Newsletters". On the right side of the page, there is an "IMPORTANT ANNOUNCEMENT" section with three items: "LEASE FLEET COORDINATORS MEETING", "IMPORTANT INFO ON AGENCY FUEL CARD BILLS", and "STATE FLEET HAS MOVED!". Below this section, the text reads "State Fleet Management Office" and "As part of the General Services Division of the SC Budget and Management Office provides centralized management of the Stat".



# SFM Rental Calculator

## State Fleet Rental Cost Calculator

Estimated costs of renting a "Compact Sedan" for 1 days and 110 miles.

### State Fleet Management Pricing

1 Day(s) at 14.00  
110 Miles at 0.15  
Total Price: **\$30.50** ●

### Enterprise Pricing

1 Day(s) at 36.50  
Estimated Fuel Cost: 9.90  
Total Price: **\$46.40**

### Personal Vehicle Costs

SFM Vehicle Available **\$33.55**  
SFM Vehicle Not Available **\$37.95**

These prices are calculated from current State Fleet motor pool rates, from the State's contract with Enterprise, and from the official rates of reimbursement for use of a personal vehicle.

To make a vehicle request from State Fleet, follow the link below. To view details of the contract and pricing for Enterprise, click the Enterprise link below.

- ◆ [State Fleet Vehicle Reservation](#)
- ◆ [Enterprise Contract Pricing](#) 

● Recommended Rental

[Calculate Another Rental](#)

# Lease Fleet Contacts

- Jimmy Lever  
Lease Fleet Manager  
803-737-1505  
[JLever@gs.sc.gov](mailto:JLever@gs.sc.gov)
- Ben Hutto  
Fleet Services Coordinator  
803-737-1515  
[bhutto@gs.sc.gov](mailto:bhutto@gs.sc.gov)



**Questions?**