



Agenda of the Motor Vehicle Review Committee

Tuesday, December 8, 2009
Utah State Capitol Complex
State Capitol, Room 250
Salt Lake City, Utah
9:00 AM

Approval of Minutes from June 23, 2009.....	Tab 1
Fleet Efficiencies Presentation.....	Tab 2
Update on Proposed Utilization Model.....	Tab 3
Large Passenger Vans.....	Tab 4
Fleet Financials.....	Tab 5
How often should the MVRC meet?.....	Tab 6

Motor Vehicle Review Committee



June 10, 2009

MINUTES

Motor Vehicle Review Committee Members in attendance:

Paul Mash, Substitute Chair	Division of Purchasing
Dennis Carver	Department of Natural Resources
Roxie Huntsman	Department of Corrections
Kirk Middaugh	Department of Public Safety
Steve McCarthy	Department of Transportation
Kent Beers	Division of Purchasing
David Rees	University of Utah
Robin Erickson	Utah Clean Cities

Fleet Operations and Guests in attendance:

Margaret Chambers	Division of Fleet and Surplus Services
Sam Lee	Division of Fleet and Surplus Services
Corry Hill	Division of Fleet and Surplus Services
Brian Fay	Division of Fleet and Surplus Services
Gala Dumas	Division of Fleet and Surplus Services
Jeff Done	Division of Fleet and Surplus Services
Brenda Veldevere	Division of Purchasing
David Bryan	Division of Purchasing
Adrian Ruger	Division of Purchasing

On Tuesday, June 23, 2009 the Motor Vehicle Review Committee held their regularly scheduled meeting in room 250 of the State Capitol, Salt Lake City, Utah. The meeting was called to order at 9:05 am by Substitute Chair Mash.

1. Approval of Minutes from the March 26, 2009 meeting.

Substitute Chair Mash asked if there were any corrections which needed to be made to the minutes.

MOTION: Dennis Carver moved to approve the minutes from March 26, 2009. Kirk Middaugh seconded the motion

The motion passed unanimously.

2. Vehicle Leasing Proposal

Margaret Chambers stated Paul Lauria from Mercury Associates came to the Department of Natural Resources to look into leasing vehicles from Dealerships instead of from Fleet Operations. Mercury Associates also looked into buying used vehicles instead of new vehicles.

David Rees stated at the University of Utah does use both new and used vehicles. He also stated buying the used vehicles creates a lot of administrative work. New vehicles also come with a warranty.

Steve McCarthy stated they are a Capital Lease agency and they do pay their own maintenance and they budget an average cost. He does not see how you can budget an actual cost on maintenance and fuel for the vehicles.

Dennis Carver stated that a year and half ago the DNR Committee Chairman asked DNR to look into privatizing their fleet to reduce fleet costs. Natural Resources contacted Paul Lauria to come in and answer the questions the Chairman was asking.

MOTION: Dave Rees motioned to move onto the next subject

3. Inthinc Baseline Data

Sam Lee stated Fleet Operations has started the baseline data gathering. The units have been installed in 50 vehicles. Currently they are in quiet mode. The voice activated portion of the unit will be turned on July 23, 2009. This will give Fleet Operations two and a half months of baseline data.

Sam Lee showed the different options available for reporting available through the Inthinc site for each vehicle. This will give Fleet Operations the data needed to go to the Agencies to show their drivers behavior.

Kent Beers asked if a demo vehicle could be available for the MVRC meeting. Sam Lee stated Fleet Operations would bring one so it could be test driven.

Steve McCarthy asked what the threshold would be for speeding. When the units were installed there were a few which were left with the audio correction on and they were going off when going one mile over the speed limit. Sam Lee stated for the baseline the threshold was kept at zero to get all of the data. Once Fleet turns the audio correction on it will stay the same as we are trying to gather the baseline.

Dennis Carver stated this should be a menu item instead of forcing it out on everyone. He also stated that saving should greatly outweigh the cost.

4. Rule R27-4 Language Updates

Sam Lee stated during the March meeting there were many changes made to Rule R27. There was also a motion for Fleet Operations to come up with language for the Fleet Expansion portion.

Kent Beers agreed with Dave Rees that a broad brush is better than amending specific language when initiatives change.

Dennis Carver stated the Governor's Office of Planning and Budget should add this information to their form that is filled out by the Agencies for their expansion vehicles. Margaret Chambers understands and stated it is a good idea to go through GOPB. Dennis Carver stated to talk to Phil from GOPB to get it added to the budget process.

Margaret Chambers then asked the committee if they wanted to go forward with the whole rule as it was approved during the last meeting.

Dave Rees stated the Expansion Justification should stay in the rule. The energy piece of the rule should be taken out and given to GOPB to add to their process for the budget because it is easier for them to take it off of their process, then to change a rule as the Administration or Initiative changes.

MOTION: Dave Rees motioned to remove the changes made to Rule R27-4 during the March 26, 2009 meeting. Roxie Huntsman seconded the motion.

Motion passed with Robin Erickson voting against the motion.

MOTION: Dave Rees motioned to approve R27-4 as it is written in the minutes from the March 26, 2009 MVRC meeting and remove the 2015 Energy Initiative information. Dennis Carver seconded the motion.

Motion passed with Robin Erickson voting against the motion.

5. FY2011 Rate Proposal

Gary Robertson from Fleet Operations went over the Fleet Services Rate Methodologies.

MOTION: Dennis Carver moved to have the financials for Fleet Operations for FY2007, FY2008, FY2009 and the budgeted financials for FY2010 be presented at the next MVRC meeting in September. Seconded by Dave Rees.

Motion passed unanimously.

6. Energy Intelligence Project

Margaret Chambers stated that Lieutenant Governor Gary Herbert introduced the “Think! Energy Utah” initiative.

Margaret Chambers then went over the Energy Intelligence Dashboard which will give Agencies the opportunity to look at their data compared to other Agencies in the State.

Robin Erickson asked if idling was going to be added to the dashboard. Margaret Chambers stated it would be added at a later date.

7. Supporting Mass Transit with State Vehicles

Sam Lee stated there are some state agencies are using state vehicles to transfer their employees from mass transit sites to the work sites. This item is before the committee to decide if this should be supported. Fleet Operations does not support this and does not feel it is a good use of taxpayer monies.

Steve McCarthy stated the Rampton Complex reviewed this topic and it was decided not to have a shuttle service since there are too many unknowns.

Dennis Carver recommended talking to the Agencies to see what they are doing. They might be using the tax payer money in a good way.

Dave Rees stated that is a UTA issue that could be solved with van pools and is not a State Government issue. It is not the State’s responsibility to get you to your workplace.

Robin Erickson stated a demonstration project should be done to see if it works or not. Dennis Carver stated Robin had a great idea. There may already be demonstration projects currently in process.

Kent Beers said this should be done on a pilot project just to see if the cost is worth the benefits.

MOTION: Dennis Carver motioned to adjourn. Dave Rees seconded.

Motion passed unanimously.

Meeting adjourned at 10:52 am.



Motor Vehicle Review Committee

State of Utah

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Governor

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MEMORANDUM

To: Motor Vehicle Review Committee
From: Margaret Chambers
Date: December 8, 2009
Subject: **Fleet Efficiencies Presentation from Legislative Interim Committee**

Margaret Chambers will present her presentation on Fleet Efficiencies which was presented to the Government Operations and Political Standings Interim Committee on September 16, 2009.

“Reducing State of Utah Fleet Costs”

A Response to Questions by Senator Stowell

Margaret Chambers, Division Director
Fleet Operations and Surplus Services
September 16, 2009



Presentation Outline

Cost Efficiencies

- Already Implemented
- Being Tested
- Potential **New Strategies/Legislation**



Fleet Operations &
Surplus Services

a division of the Department of Administrative Services

Cost Efficiencies Already in Place

1. Standard replacement mileage for state vehicles increased from 90,000 to 105,000 miles in FY09
\$1.8 million /year savings



2. “Rightsizing” vehicles at replacement time

- The default replacement vehicle is a compact sedan
 - Agencies must “justify up” to a larger vehicle when a compact will not be feasible
- 116 rightsize vehicles past 2 years

¾ Ton
Truck



To a
Compact
Truck



Cost Efficiencies Already in Place

3. Expansion Vehicles

- Fleet provides an underutilized vehicle report to GOPB and LFA
- DFO is working with GOPB to rightsize expansion vehicles



4. Take Home Approvals

- The supervisor **and** department director must annually sign off on all take home privileges granted to employees



Cost Efficiencies Already in Place

5. Privatization in the State Fleet

- Short Term Daily Pool Services
 - Enterprise Rent-A-Car
- Maintenance and Repair Facilities
 - Most of the work on state vehicles is completed at private vendor locations
- Coordination, Approval and Billing Services for Maintenance and Repair
 - All vehicles leased from DFO have repairs authorized by Automotive Resource International (ARI)



Cost Efficiencies Already in Place

6. Fleet Data Audits

- Zero Miles Report
- Cost Per Mile (CPM) Audit
 - Identifies vehicles with higher than the average repair cost per mile
- Miles Per Gallon (MPG) Audit
 - Identifies fuel theft or fuel card problems when the MPG is higher/lower than the average in the vehicle class
- Utilization Audits
 - Identifies vehicles not meeting the minimum mileage standard



Cost Efficiencies Already in Place

7. Capital Credit Program

- **Voluntary surrender of a vehicle**
 - Reserve the vehicle count and the capital credit for up to 5 years
 - Agency budgets are not cut by the lease and mileage amounts
 - FY09 - 13 vehicle were turned in

Cost Efficiencies Already in Place

8 Cost Savings by Agencies Last Fiscal Year

- **3 million miles reduction**
 - **Decrease of 3.6 %**
 - **\$418,000 for leased vehicles**
- **Personal Owned Vehicle Reimbursement reduced by \$575,000**

Cost Efficiencies Already in Place

9. Reducing Vehicle Liability (Risk Management)

- Verify valid driver's license (Checked weekly)
- Defensive Driver Training classes offered by Fleet staff
 - Full size van training
 - Classroom defensive driver training required after a 2nd preventable accident
- Additional restrictions are in place for full-size passenger van drivers
- New "Driver Eligibility Board"



Cost Efficiencies Already in Place



Saving Fuel

10. Promotion of Fuel Saving Practices

- DFO Developed Brochures
- Fleet Web Site
- Fleet User and Energy Team Meetings (“train the trainer” focus on fuel saving practices)

11. All meetings offered by DFO have web conferencing option

Cost Efficiencies Already in Place

12. AARA Funds through Clean Cities Grant (for use over next 2 years)

- Vehicle Purchase
 - 13 Dedicated CNG vehicle purchase
 - 30% match of CNG incremental cost \$39,000
 - 149 Hybrid vehicle purchase
 - 20% match of incremental Prius cost
 - 40% match of incremental Malibu cost
 - Up to \$296,000
 - CNG conversions
 - 30% match of conversion cost up to \$337,500

Cost Efficiencies Already in Place

12. AARA Funds through Clean Cities Grant - continued (for use over next 2 years)

- CNG Site Upgrade
 - 6 Sites
 - 30% match of upgrade cost - up to \$178,860
- New CNG Sites – *if State funds are made available*
 - 2 Sites
 - 30% match of construction cost – up to \$298,100
- Total \$1,000,410 available for the State of Utah
\$702,310 from matching funds already available

Reduction strategies being tested by DFO

1. Use of telematics to gather data about the vehicle

- Two different vendors are being evaluated
 - Networkcar (22 vehicles in a pilot program)
 - Inthinc (50 vehicles in a pilot program)
 - Traditional GPS technology + “In Cab Mentoring”
 - Reduce speed (“speed by street” technology)
 - Reduce idle time
 - Reduce aggressive driving
 - Reduce unauthorized personal use
 - Reduce accident costs



Reduction strategies being tested by DFO



For example: two “maintenance vans” are used in the same area

The van that doesn’t meet the minimum mileage for the “use category” is subject to turn in

2. New Vehicle “Utilization Model”

- Moves away from a “one size fits all” minimum mileage standard
- Each fleet vehicle is put in a “vehicle use” category
- Vehicles with similar uses are compared against each other
- “Minimum mileage” standards are set according to use in “like vehicle” categories

Reduction strategies being tested by DFO



3. Refining maintenance schedules to eliminate any unnecessary preventative maintenance costs

New Strategies/Legislation to Reduce Fleet Costs

Reduction Strategies

- Reduce agency budget
- Reduce the number of miles
- Require vehicle idle reduction
- Reduce take home vehicles
- Reduce the number of vehicles

New Strategies/Legislation to Reduce Fleet Costs

1. Reduce agency budgets for fleet expense
 - In FY09 DFO collected \$27,385,553 from agencies in the motor pool program
 - DOT and Higher Ed numbers would need to be added
 - A percentage cut from the budget would allow agencies the flexibility to reduce fleet vehicles according to a priority perspective from the agency



- 1% cut = \$273,886
- 2% cut = \$547,771
- 3% cut = \$821,567

Potential budget cut amounts based just on DFO leased vehicles

New Strategies/Legislation to Reduce Fleet Costs

2. **Require agencies to reduce total miles from a baseline measure in FY09**
 - Last year state vehicles traveled 80,341,342 miles a reduction of 3,000,000 miles
 - Top five state agencies account for 2/3 of all miles traveled

New Strategies/Legislation to Reduce Fleet Costs

3. Require a reduction in vehicle idle time to reduce fuel costs

- Education
- Require the implementation of a telematics device on all fleet vehicles
- Fleet staff is currently evaluating the costs/benefits of a statewide telematics program

Current Telematics Cost:

\$650 per unit + \$30/per month for cellular service



New Strategies/Legislation to Reduce Fleet Costs

4. Reduce the number of take home drivers for calendar year 2010

- There are currently 1,400 take home operators approved for calendar year 2009



- 83% of take home is for an “on-call” purpose



Questions?

Current Statute for Elected Officials and Cabinet Positions

67-22-1

- (2) The Legislature fixes benefits for the constitutional offices as follows:
 - (a) Governor:
 - (i) a vehicle for official and personal use;
 - (b) Lieutenant governor, attorney general, state auditor, and state treasurer:
 - (i) a vehicle for official and personal use;

67-22-2

- (6) The Legislature fixes the following additional benefits:
 - (a) for the executive director of the State Tax Commission a vehicle for official and personal use;
 - (b) for the executive director of the Department of Transportation a vehicle for official and personal use;
 - (c) for the executive director of the Department of Natural Resources a vehicle for commute and official use;
 - (d) for the Commissioner of Public Safety:
 - (ii) a public safety vehicle for official and personal use;
 - (e) for the executive director of the Department of Corrections:
 - (ii) a public safety vehicle for official and personal use;
 - (f) for the Adjutant General a vehicle for official and personal use; and
 - (g) for each member of the Board of Pardons and Parole a vehicle for commute and official use.



Motor Vehicle Review Committee

State of Utah

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MEMORANDUM

To: Motor Vehicle Review Committee
From: Sam Lee
Date: December 8, 2009
Subject: **Update on New Utilization Model – Informational Only**

BACKGROUND:

How did DFO attempt to right size the state fleet in recent years?

- We created a minimum standard of 625/month (minimum per month to reach 90,000 miles/12 years)
- We created “low use” mileage categories (summer use, winter use, campus use, etc.) to target low use vehicles not designated to operate in a low use or seasonal environment.

Was this approach effective at reducing vehicles not marked as low use and not meeting the minimum of 625 per month?

No, very few underutilized vehicles were turned in by agencies during the last three years.

During FY09, 468 vehicles **not marked** as low use didn't meet the minimum 625 mileage standard when at least 10 months were averaged together (100 vehicles averaged less than 350 miles per month)

NEW UTILIZATION MODEL:

The following questions and answers are provided to review the current status of the new fleet utilization program:

How does the new utilization model work?

All vehicles in the fleet are placed in a specific use category and will have an associated minimum mileage standard.

What are the five “High Level” use categories and the minimum mileage standard in the use category?

1. Emergency (Units Designated for Enforcing Public Safety) – 5 miles/month
2. Maintenance (Vehicle Used to Maintain Facilities) – 34 miles/month
3. People Transport (Primarily Transports People) – 45 miles/month
4. Supply Transport (Primarily Transports Items Other Than People) – 15 miles/month
5. Training (Units are used for Educational Purposes) – 14 miles/month

See the spreadsheet attached to this memo for a full list of vehicles categorized at the “high” and “mid” levels

What is the new utilization model attempting to accomplish?

- Reduce vehicle costs by removing underutilized vehicles
- Move away from just documented “low use” vehicles
- Move away from a “one size fits all” minimum mileage approach
- Compares vehicles across the full fleet according to standard “Use” categories assigned to each vehicle

What is an example that shows how the model works?

Two “General Maintenance” vans at an agency are driven in a similar campus environment. Van “A” averages 150 miles per month. Van “B” averages only 20 miles per month. In this case DFO would ask the agency to remove van “B” from its fleet as it is not meeting the minimum mileage requirement for the vehicle use class.

Will the minimum mileages ever increase?

Yes, we will adjust minimum mileages in each category once a year.

How often will we come to talk about Utilization?

We intend to visit every agency with underutilized vehicles at least quarterly. Some meetings may be held with teleconferencing technology to reach all agencies each quarter.

Do we have all state vehicles documented?

No, we started with the vehicles designated as low use or with low mileage and are working up to higher mileage vehicles.

Are there any vehicles that will be permanently excluded from this utilization audit?

Yes, some vehicles are needed regardless of the miles averaged per month and will be excluded from review each quarter.

What are the next steps with this program?

- Angie Watson on the DFO staff will be calling to set up meetings with fleet managers
 - We will send a document ahead of time to let each agency know which vehicles we propose to eliminate from the fleet
- Angie will continue to document fleet vehicles in the high and mid level use categories

What about Capital Credit for vehicles turned in?

Agencies are eligible for to redeem a vehicle credit for up to five fiscal years following the fiscal year vehicles are turned in to DFO. See the follow language that was approved in the 2008 legislative session:

It is the intent of the Legislature that agencies divesting themselves of underutilized vehicles be allowed to participate in the Division of Fleet Operations capitalization credit program reserving future capitalization costs; to replace vehicles if necessary, for up to five fiscal years following the fiscal year vehicles are divested.

Where can agencies and fleet managers learn more about this program?

A “User Instruction” manual has been published on the fleet web page at the following address:
http://fleet.utah.gov/fleet/documents/UsageModel_UserNotification_000.pdf

Fleet managers were provided a training presentation about the model during the October 2009 Forum meetings hosted by DFO and were instructed to also review the training document referenced above.



APPENDIX A

EMERGENCY-5	UNITS DESIGNATED FOR ENFORCING PUBLIC SAFETY - 5 MILES P/M
EM-24HRRESPONSE	AMBULANCES FIRE TRUCKS AND PERSONAL PROTECTION INCIDENTS
EM-HIGHWAYPATROL	HIGHWAY PATROL VEHICLES
EM-INVESTIGATIONAL	USED FOR STINGS AND OTHER INVESTIGATIONAL PURPOSES
EM-PARKING	PARKING ENFORCEMENT
EM-SECURITY	PARTOLS FACILITY TO ENFORCE SAFETY
MAINTENANCE-34	VEHICLES USED TO MAINTAIN FACILITIES - 34 MILES P/M
MA-CARPENTRY	PRIMARILY USED BY CARPENTRY STAFF FOR MAINTAINANCE
MA-CONSTRUCTION	INCLUDES ROOFING WELDING MASONRY AND OTHER SUCH PROJECTS
MA-CUSTODIAL	PRIMARILY USED BY CUSTODIAL STAFF
MA-ELECTRICAL	PRIMARILY USED BY ELECTRICIAN SERVICE WORKERS
MA-FIRE	USED BY FIRE MARSHALL TO INSPECT FIRE SAFETY RELATED EQUIP
MA-FLEET	USED TO HELP MAINTAIN THE AGENCIES FLEET
MA-GENERAL	USED FOR GENERAL OR MULTIPLE MAINTENANCE NEEDS
MA-GROUNDS	USED TO MAINTAIN GROUNDS
MA-HOUSING	USED FOR GENERAL HOUSING MAINTENANCE TYPICALLY ON CAMPUS
MA-HVAC	PRIMARILY USED FOR HEATING VENTING AND AIR CONDITIONING
MA-IT	USED TO MAINTAIN IT SYSTEMS
MA-LOCKSMITH	USED TO ASSIST WITH LOCKOUTS
MA-PAINTING	PRIMARILY USED FOR PAINTING BUILDINGS
MA-PLUMBING	PRIMARILY USED BY PLUMBING STAFF
MA-ROADS	PRIMARILY USED FOR ROAD MAINTENANCE
MA-SNOWREMOVALONLY	DEDICATED SPECIFICALLY TO WINTER SNOW REMOVAL
MA-UTILITIES	PRIMARILY USED TO MAINTAIN FACILITY UTILITIES
MA-WELDING	PRIMARILY USED BY WELDING STAFF
PEOPLETRANSPORT-45	PRIMARILY TRANSPORTS PEOPLE - 45 MILES P/M
PT-AIRPORT	DESIGNATED TO TRANSPORT TO AND FROM AIRPORT
PT-CLIENTS	PRIMARILY USED TO TRANSPORT CLIENTS STUDENTS AND/OR PATIENTS
PT-CONSTRUCTIONCREWS	TRANSPORTS CONSTRUCTION CREWS TO AND FROM WORK SITES
PT-DIGNITARIES	DESIGNATED SPECIFICALLY TO TRANSPORT DIGNITARIES
PT-EXECUTIVEUSE	DESIGNATED FOR EXECUTIVE USE
PT-FIELDRESEARCH	TRANSPORTS PEOPLE TO AND FROM RESEARCH SITES
PT-INMATES	TRANSPORTS INMATES TO AND FROM APPOINTMENTS JOBS ETC
PT-JUVENILES	TRANSPORTS JUVENILES TO AND FROM APPOINTMENTS JOBS ETC
PT-MOTORPOOL	DESIGNATED AS A MEMBER OF A MOTOR POOL TO BE CHECKED OUT
PT-PROMOTIONAL	SET ASIDE FOR USE IN SPECIAL EVENTS
PT-SHUTTLE	UNIT HAS A SPECIFIED ROUTE THAT IS REPEATED PER SCHEDULE
PT-STAFF	TRANSPORTS STAFF TO MEETINGS TRAININGS AND/OR TOWN ERRANDS
PT-STUDENTS	TRANSPORTS GROUPS OF STUDENTS TO AND FROM SPECIAL EVENTS
PT-WINTEREVENTS	TRANSPORTS PEOPLE TO WINTER EVENTS FUNCTIONS
SUPPLYTRANSPORT-15	PRIMARILY TRANSPORTS ITEMS OTHER THAN PEOPLE - 15 MILES P/M
ST-ANIMALS	TRANSPORTS LIVE ANIMALS - HORSES FISH WILDLIFE ETC
ST-ATHLETICS	PRIMARILY TRANSPORTS ATHLETIC GEAR INCLUDING BAND EQUIPMENT
ST-BOOKS	TRANSPORTS BOOKS (NOT AS A DELIVERY SERVICE)
ST-COMPUTERS	TRANSPORTS COMPUTERS AND RELATED EQUIPMENT
ST-COURIERSERVICES	DELIVERS MAIL NEWSPAPERS PACKAGES AND OTHER PRODUCTS
ST-DEBRIS	HAULS DIRT ROCK GRAVEL AND/OR GARBAGE
ST-FOOD	TRANSPORTS FOOD AND RELATED ITEMS TO INDIVIDUALS OR MASSES
ST-FUEL	CARRIES BULK FUEL SO EQUIPMENT CAN FUEL ON SITE
ST-HEAVYEQUIPMENT	TOWS AND/OR HAULS HEAVY EQUIPMENT - BOATS ATV'S GENERATORS
ST-LAUNDRY	PICKS UP AND DROPS OFF LAUNDRY THROUGHOUT FACILITY
ST-LIQUOR	TRANSPORTS LIQUOR TO SITES
ST-MEDIA	TRANSPORTS MEDIA GEAR TO GAMES AND OTHER SPECIAL EVENTS
ST-MEDICAL	TRANSPORTS MEDICAL EQUIPMENT (NOT AN AMBULANCE)
ST-MISCITEMS	TRANSPORTS A VARIETY OF ITEMS (NOT SPECIFICALLY DEDICATED)
ST-RECYCLING	TRANSPORTS ITEMS TO RECYCLING CENTER
ST-THEATER	THRANSPORTS THEATER EQUIPMENT FROM STORAGE TO PERFORMANCE
ST-VEGETATION	TRANSPORTS GREENHOUSE PLANTS HAY AND OTHER SUCH VEGETATION
ST-WATER	TRANSPORTS WATER TO APPROPRIATE SITES
TRAINING-14	UNITS ARE USED FOR EDUCATIONAL PURPOSES - 14 MILES P/M
TR-DRIVER	USED FOR ALL DRIVER TRAINING EXCEPT POLICE TRAINING
TR-EDUCATIONAL	TYPICALLY NOT DRIVEN BUT USED TO TRAIN MECHANICS EMT'S ETC.
TR-POLICE	USED TO TRAIN POLICE IN ADVERSE DRIVING CONDITIONS



APPENDIX A

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ST-MEDIA		TRANSPORTS MEDIA GEAR TO GAMES AND OTHER SPECIAL EVENTS	
ST-MEDICAL		TRANSPORTS MEDICAL EQUIPMENT (NOT AN AMBULANCE)	
ST-MISCITEMS		TRANSPORTS A VARIETY OF ITEMS (NOT SPECIFICALLY DEDICATED)	
ST-RECYCLING		TRANSPORTS ITEMS TO RECYCLING CENTER	
ST-THEATER		THRANSPORTS THEATER EQUIPMENT FROM STORAGE TO PERFORMANCE	
ST-VEGETATION		TRANSPORTS GREENHOUSE PLANTS HAY AND OTHER SUCH VEGETATION	
ST-WATER		TRANSPORTS WATER TO APPROPRIATE SITES	
TRAINING-14		UNITS ARE USED FOR EDUCATIONAL PURPOSES - 14 MILES P/M	
TR-DRIVER		USED FOR ALL DRIVER TRAINING EXCEPT POLICE TRAINING	
TR-EDUCATIONAL		TYPICALLY NOT DRIVEN BUT USED TO TRAIN MECHANICS EMT'S ETC.	
TR-POLICE		USED TO TRAIN POLICE IN ADVERSE DRIVING CONDITIONS	



Motor Vehicle Review Committee

State of Utah

Gary R. Herbert
Governor

Kimberly Hood
Executive Director
Department of Administrative Services

4120 State Office Building
Salt Lake City Utah 84114
Phone (801) 538-3014
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MEMORANDUM

To: Motor Vehicle Review Committee
From: Margaret Chambers
Date: December 8, 2009
Subject: Changes to the Full-Size Passenger Van Protocol and Inspections Sheets

BACKGROUND:

After the full-size passenger van accident that killed 8 students and a teacher from Utah State University in 2005 the Department of Administrative Services (Division of Risk Management and the Division of Fleet Operations) developed a "Full-Size Passenger Van Protocol" and various vehicle inspection forms to reduce the risk factors that contribute to van accidents. Both the Protocol and inspection forms were recently updated by Fleet and Risk Staff.

ACTION:

Provide input on the changes to the language of the Protocol and inspection forms

Department of Administrative Services
FULL-SIZE PASSENGER VAN PROTOCOL

FOR ALL DRIVERS OF PASSENGER VANS OWNED OR OPERATED BY THE STATE OF UTAH

For the purposes of this Protocol a “full-size passenger van” is defined as any passenger van capable of carrying nine (9) or more occupants or any eight (8) passenger van designated as such by the Division of Risk Management as subject to this Protocol on their web page (risk.utah.gov).

This protocol **must be signed** by the driver **before operating** any full-size passenger van in the state fleet including rentals from any private vehicle rental company.

1. Drivers of full-size passenger vans must be at least 21 years old, have a valid Utah driver’s license, and must not have more than 70 points on their Utah driver’s license record. Drivers without a Utah driver’s license are strictly prohibited from driving any full-size passenger vans owned or operated by the State of Utah.
2. Drivers are prohibited from operating full-size passenger vans if:
 - They have had a motor vehicle conviction for reckless driving or any drug or alcohol violation in a motor vehicle.
 - They are under the influence of alcohol or drugs, including any prescribed or over-the-counter drug that impairs their ability to safely operate a vehicle.
3. No full-size passenger van, owned by the State of Utah, may be driven out of the State of Utah.
4. Drivers must complete and send to the Division of Risk quarterly on January 1st, April 1st, July 1st, October 1st:
 - Full-Size Passenger Van Weekly Inspection Sheet
 - Full-Size Passenger Van Pre Trip Inspection and Log Sheet
5. Drivers of full-size passenger vans must complete the van training provided by the Division of Fleet Operations before operating any full-size passenger van. Full-size passenger van drivers are required to renew their approved training at least every two (2) years. (Contact the Division Fleet Operations at 801.965-4194 for more information).
6. Full-size passenger van drivers must have prior experience operating a full-size van before carrying passengers in the vehicle. “Prior experience” is defined as having “hands-on” experience operating a full-size van.
7. Drivers must become familiar with the location and use of the following vehicle features before operating the vehicle: windshield wipers, head lights, turn signals, hazard lights, other switches, and the operation of the cruise control.
8. Full-size passenger vans must not contain more than nine (9) occupants, including the driver.
9. All occupants must wear seat belts while the van is in operation. The van driver is responsible to make sure each passenger is seat belted at all times while the vehicle is in operation.

10. The driver of any full-size passenger van may not operate the vehicle between 11:00 p.m. and 5 a.m., except where the trip is solely to return to a home base and the return time is no later than 1:00 a.m. The only exception to this rule is when the State vehicle is used in emergency functions.
11. Total driving time for full-size passenger vans must not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.
12. Full-size vans may not be used to transport anyone under the age of 18 at any time or for any purpose. This rule expands on U.C.A. 53-8-211-.5 (1): "...a school district, or private school may not use a vehicle with seating capacity of 11 or more, including the driver, for the transportation of its students unless the vehicle meets federal school bus standards under 49 U.S.C. Sec.30101, et seq." **[What about the Court programs that requires kids younger than 18 to be transported in a full-size van to do community service?] – Item 12 is still under discussion...**
13. No driver of a full-size passenger van shall drive more than 65 miles per hour on any road or highway, irrespective of the posted speed limit.
14. No cell phone use, including hands free use of a cell phone, texting, CB, or two-way radio use, is allowed by the driver while operating the Full-size passenger van. In addition, no other distracting activity, such as eating, drinking, or other non-driving activities are allowed while operating a Full-size passenger van.
15. No baggage cargo may be carried on the roof of any full-size passenger van. Drivers should place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

I have read the above stipulations and will follow each requirements listed.

Signature: _____ Date: _____

Printed Name: _____

Department or Higher Education Institution Name: _____

Employee Identification Number (or higher education student ID Number): _____

Operator ID from Fleet Operations: _____

State of Utah
Department of Administrative Services

Full Size Passenger Van
Pre-Trip Inspection and Log
Safe Trip for Driver and Passengers

Vehicle Inspection:

- Examine tires for signs of wear and aging and obvious deflation
- Mirrors are adjusted to the driver
- Coupling devices (if present) are in working order
- Brake lights and turn signals are in working order
- Seat belts are in working order

- I will not leave the State of Utah on this trip.

Transporting Minors: Yes No

- I have completed the Passenger Check-In Manifest. (If yes to transporting minors) - **still under discussion**

Weight Distribution

- Number of passengers: _____ Reminder: Full Size Passenger Vans must not contain more than nine (9) occupants including the driver.
- I have checked passenger weight distribution and have seated passengers forward of the rear axle.
- I have stored heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.
- I have no cargo carried on the roof of this vehicle.
- The load of passengers and cargo for this trip do not exceed the gross vehicle weight for this vehicle. (The GVW should be on the driver door label or in the owner's manual)

By following these guidelines, I will lower the vehicle's center of gravity and lower the chance of a rollover crash.

Safety

- All occupants must wear seat belts at all times. I will not drive the vehicle unless each passenger is belted at all times while the vehicle is in operation.
- I have made sure that all loose items are stored properly to avoid those becoming projectiles in case of an accident.
- My vision is not impaired by objects such as coats/pillows/blankets blocking the windows.
- I am familiar with the location and use of the following: windshield wipers, head lights, turn signals, hazard lights, other switches and particularly the operation of the cruise control.
- I am not taking medicine that causes drowsiness and will impair the ability to drive and am not otherwise impaired.
- I will not exceed 65 miles per hour on any road or highway, irrespective of the posted speed limit.
- I will not use a cell phone, text, or CB or two-way radio while engaged in the operation of this vehicle.
- I understand that I shall avoid distractions such as eating, drinking or other non-driving activities while behind the wheel.

- Reminders: Because a full size passenger van is substantially longer and wider than a car, it:
 - requires more space and additional reliance on the side-view mirrors for changing lanes
 - does not respond as well to abrupt steering maneuvers
 - requires additional braking time

State of Utah
Department of Administrative Services
Full Size Passenger Van
Pre-Trip Inspection and Log
Safe Trip for Driver and Passengers

- I will not operate this vehicle between 11:00 p.m. and 5 a.m., except where the trip is solely to return to a home base and the return time is no later than 1:00 a.m.
- Driving time will not exceed 12 hours in a 24-hour period irrespective of the number of drivers for the van. All drivers are encouraged to take a break every two hours.
- I have completed the Division of Fleet Operations van training for full size passenger vans and have received, read, understood and signed the Full-size Passenger Van Protocol.

Trip Start Time, Date and Mileage: _____

Trip End Time, Date and Mileage: _____

Date: _____ Fleet Vehicle Number _____ Signature of Primary Driver: _____

Printed Name of Primary Driver: _____

Signature of Secondary Driver: _____

Printed Name of Secondary Driver: _____

**State of Utah
Department of Administrative Services**

Full Size Passenger Van Weekly Inspection Sheet

Inspection Date: _____

Fleet Vehicle Number: _____

Mileage: _____

Tires must be properly inflated to the pressure recommended by the vehicle manufacturer.
Manufacturer's Recommended Pressure: _____
(The manufacture's recommended tire pressure should be on the driver door label or in the owner's manual)

Initial tire pressure readings:

Front Right: _____ Front Left: _____ Back Right: _____ Back Left: _____

Corrected tire pressure readings:

Front Right: _____ Front Left: _____ Back Right: _____ Back Left: _____

The Wheels and Rims have been checked for damage Yes No

I have inspected the following and found them to be in working order:

The exterior lights are all in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>
The turn signals are all in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>
The brake lights are all in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>
The seat belts are in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>
The emergency horn is in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>
The windshield wipers are in working order	Yes <input type="checkbox"/> No <input type="checkbox"/>

If any "No" box is marked on this page the vehicle must be serviced through an authorized vendor before any official use of the vehicle.

By signing below I certify that I have checked every item on this worksheet and have indicated the correct response according to my through inspection of the vehicle:

Signature of Person that inspected the vehicle: _____

Printed Name of the Person that Inspected the Vehicle: _____

Department of Administrative Services
FULL-SIZE PASSENGER VAN PROTOCOL

FOR ALL DRIVERS OF PASSENGER VANS OWNED OR OPERATED BY THE STATE OF UTAH

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This protocol **must be signed** by the driver **before operating** any full-size passenger van in the state fleet including rentals from any private vehicle rental company.

1. Drivers of full-size passenger vans must be at least 21 years old, have a valid Utah driver’s license, and must not have more than 70 points on their Utah driver’s license record. Drivers without a Utah driver’s license are strictly prohibited from driving any full-size passenger vans owned or operated by the State of Utah.
2. Drivers are prohibited from operating full-size passenger vans if:
 - They have had a motor vehicle conviction for reckless driving or any drug or alcohol violation in a motor vehicle.
 - They are under the influence of alcohol or drugs, including any prescribed or over-the-counter drug that impairs their ability to safely operate a vehicle.
3. No full-size passenger van, owned by the State of Utah, may be driven out of the State of Utah.
4. Drivers must complete and send to the Division of Risk quarterly on January 1st, April 1st, July 1st, October 1st:
 - Full-Size Passenger Van Weekly Inspection Sheet
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5. Drivers of full-size passenger vans must complete the van training provided by the Division of Fleet Operations before operating any full-size passenger van. Full-size passenger van drivers are required to renew their approved training at least every two (2) years. (Contact the Division Fleet Operations at 801.965-4194 for more information).
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15. No baggage cargo may be carried on the roof of any full-size passenger van. Drivers should place heavy cargo in front of the rear wheels to better distribute the weight in the vehicle.

I have read the above stipulations and will follow each requirements listed.

Signature: _____ Date: _____

Printed Name: _____

Department or Higher Education Institution Name: _____

Employee Identification Number (or higher education student ID Number): _____

Operator ID from Fleet Operations: _____

**State of Utah
Department of Administrative Services**

Full Size Passenger Van Weekly Inspection Sheet

Inspection Date: _____

Fleet Vehicle Number: _____

Mileage: _____

Tires must be properly inflated to the pressure recommended by the vehicle manufacturer.

Manufacturer's Recommended Pressure: _____

(The manufacture's recommended tire pressure should be on the driver door label or in the owner's manual)

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Front Right: _____ Front Left: _____ Back Right: _____ Back Left: _____

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Front Right: _____ Front Left: _____ Back Right: _____ Back Left: _____

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The turn signals are all in working order Yes No

The brake lights are all in working order Yes No

The seat belts are in working order Yes No

The emergency horn is in working order Yes No

The windshield wipers are in working order Yes No

If any "No" box is marked on this page the vehicle must be serviced through an authorized vendor before any official use of the vehicle.

By signing below I certify that I have checked every item on this worksheet and have indicated the correct response according to my through inspection of the vehicle:

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Printed Name of the Person that Inspected the Vehicle: _____

State of Utah
Department of Administrative Services

Full Size Passenger Van
Pre-Trip Inspection and Log
Safe Trip for Driver and Passengers

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Transporting Minors: Yes No

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State of Utah
Department of Administrative Services
Full Size Passenger Van
Pre-Trip Inspection and Log
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- I have completed the Division of Fleet Operations van training for full size passenger vans and have received, read, understood and signed the Full-size Passenger Van Protocol.

Trip Start Time, Date and Mileage: _____

Trip End Time, Date and Mileage: _____

Date: _____ Fleet Vehicle Number _____ Signature of Primary Driver: _____

Printed Name of Primary Driver: _____

Signature of Secondary Driver: _____

Printed Name of Secondary Driver: _____



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MEMORANDUM

To: Motor Vehicle Review Committee
From: Margaret Chambers
Date: December 8, 2009
Subject: **Fleet Financials for FY06 through FY10**

See attachment for Fleet pro-forma financial summary.

Proforma Financial Statements
Motor Pool

8/26/2009

	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Estimate
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BALANCE SHEET

ASSETS					
CASH & CASH EQUIVALENTS					
ACCOUNTS RECEIVABLE	145,769	217,985	229,648	159,132	229,648
DUE FROM OTHER FUNDS	1,728,524	1,866,735	3,223,763	546,406	2,000,000
INVENTORIES					
PREPAID EXPENSES		941,372			
TOTAL CURRENT ASSETS	1,874,293	3,026,092	3,453,411	705,538	2,229,648
DEFERRED CHARGES/ PREPAID EXPENSE - LONG TERM					
TOTAL OTHER ASSETS	0	0	0	0	0
PENDING VEHICLES					
VEHICLES	66,803,959	73,683,958	88,334,183	89,787,845	97,352,675
BUILDINGS AND IMPROVEMENTS	173,480	173,480	173,480	173,480	173,480
MACHINERY AND EQUIPMENT	32,744,940	26,396,505	22,272,888	17,069,703	11,866,518
ACCUMULATED DEPRECIATION	(46,373,459)	(47,814,239)	(54,027,385)	(51,903,144)	(51,419,951)
TOTAL CAPITAL ASSETS	53,348,920	52,439,704	56,753,166	55,127,884	57,972,722
TOTAL ASSETS	55,223,213	55,465,796	60,206,577	55,833,422	60,202,370
LIABILITIES & FUND EQUITY					
VOUCHERS PAYABLE	1	357,417	1,503,920	804,898	1,000,000
ACCRUED LIABILITIES	1,450,907	257,041	(522,323)	155,094	(522,323)
DEFERRED REVENUE					
INTERFUND LOAN (Short Term Cash Deficit)	508,466	16,241,303	11,324,443	9,932,375	10,682,292
DUE TO OTHER FUNDS	73,218	53,330	253,580	13,489	253,580
POLICY CLAIMS LIABILITIES - SHORT TERM					
REVENUE BONDS - SHORT TERM					
TOTAL CURRENT LIABILITIES	2,032,592	16,909,091	12,559,620	10,905,856	11,413,549
REVENUE BONDS - LONG TERM					
CONTRACTS PAYABLE - LONG TERM					
INTERFUND LOAN FROM OTHER FUNDS					
INTERFUND LOAN FROM GENERAL FUND (Long Term Cash Deficit)	19,627,548	2,313,689	10,137,464	6,812,921	12,776,474
POLICY CLAIMS LIABILITIES - LONG-TERM					
TOTAL LONG-TERM LIABILITIES	19,627,548	2,313,689	10,137,464	6,812,921	12,776,474
TOTAL LIABILITIES	21,660,140	19,222,780	22,697,084	17,718,777	24,190,023
CONTRIBUTED CAPITAL					
RETAINED EARNINGS	30,197,232	30,549,403	31,368,846	31,692,564	31,692,564
NET ADJUSTMENTS TO FIXED ASSETS	3,365,841	5,693,613	6,140,647	5,875,675	4,319,783
				546,406	
TOTAL FUND EQUITY / NET ASSETS	33,563,073	36,243,016	37,509,493	38,114,645	36,012,347
TOTAL LIABILITIES & FUND EQUITY / NET ASSETS	55,223,213	55,465,796	60,206,577	55,833,422	60,202,370

INCOME STATEMENT

TOTAL OPERATING REVENUES (before proposed rate impacts)	24,919,860	26,031,372	29,359,279	26,945,172	27,037,800
Rate Impact					
TOTAL OPERATING REVENUES (after proposed rate impacts)	24,919,860	26,031,372	29,359,279	26,945,172	27,037,800
PERSONAL SERVICES					
TRAVEL EXPENSE	1,079,599	675,049	789,872	938,982	939,000
CURRENT EXPENSE	6,030	10,836	27,968	7,844	7,800
CURRENT EXPENSE - DATA PROCESSING	10,781,136	11,685,221	16,196,545	15,302,755	15,877,600
DEPRECIATION EXPENSE	110,150	334,645	399,611	413,264	644,100
OTHER EXPENSES	11,435,578	11,089,624	11,215,684	9,932,375	10,682,292
	467,025	460,513	464,835	435,230	442,900
TOTAL OPERATING EXPENSES	23,879,518	24,255,888	29,094,515	27,030,450	28,593,692
TOTAL OPERATING INCOME (LOSS)	1,040,342	1,775,484	264,764	(85,278)	(1,555,892)
GAIN (LOSS) ON SALE OF FIXED ASSETS	508,467	552,288	182,270	(179,694)	
INTEREST INCOME					
INTEREST EXPENSE					
FEDERAL GRANTS					
RETAINED EARNINGS REFUNDS TO FEDERAL GOVERNMENT					
MISC REVENUE (EXPENSE) (CLOSED TO CONTRIBUTED CAPIT	4,474				
OPERATING TRANSFERS IN (OUT)					
NET INCOME (LOSS)	1,553,283	2,327,772	447,034	(264,972)	(1,555,892)



Motor Vehicle Review Committee

State of Utah

Gary R. Herbert
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Kimberly Hood
Executive Director
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Phone (801) 538-3014
Fax (801) 538-1773

MEMORANDUM

To: Motor Vehicle Review Committee
From: Margaret Chambers
Date: December 8, 2009
Subject: **How often should the Motor Vehicle Review Committee meet?**

BACKGROUND:

In December of 2007 the Motor Vehicle Review Committee was reestablished and began a quarterly meeting schedule. In calendar year 2008 four meetings were held during the months of March, June, September and December. In calendar year 2009 DFO fleet staff followed a similar pattern holding meetings in March and June (the September 2009 meeting was canceled).

Topics in recent MVRC meetings included the following:

December 7, 2007

- Committee Responsibilities
- Take Home Rule Revisions
- Definition R27-1-2
- R27-3-7
- Driver Eligibility
- Accident Review Committee Change Proposal
- Energy Efficiency Progress/Direction

March 10, 2008

- Accident Review Committee Proposed Changes
- Energy Efficiency Progress/Direction
- Driver Eligibility

- Definitions in Administrative Rule (R27-1-2)
- Moving the PM Schedule to a 5,000 and 7,500 mile rotation
- GPS in State Vehicles

June 10, 2008

- DFO's Role, Customer Service and Compliance
- Trip Log
- Telematics Study
- Driver Eligibility Update

September 10, 2008

- Rate Proposal Update
- Underutilized Vehicles

- Driver Eligibility Update
- Energy Efficiency Progress

December 10, 2008

- Underutilized Vehicles
- Expansion Vehicle Justification Process
- 105,000 Replacement Mileage
- 2009 MVRC Schedule

March 26, 2009

- Vehicle Utilization
- Expansion Vehicle Rule
- Energy Update
- Telematics Update
- Vehicle Leasing Proposal

- Legislative Updates

June 23, 2009

- Vehicle Leasing Proposal
- Inthinc Pilot Baseline Data

- Administrative Rule R27-4 Language Updates
- FY2011 Rate Proposals and the Annual Rate Process
- Energy Intelligence Project

- Mass Transit with State Vehicles

September 2009

- Meeting was canceled

RECOMMENDATION:

The Motor Vehicle Review Committee reduce one meeting per year and adjust its schedule to meet three times a year according to the following calendar:

April
August
December