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# 2009 Fleet Report Card Syllabus

Curriculum developed by Fleet Operations with the intention of assisting all State Agencies adhere to the Fleet Management Rules, Policies, and Procedures set forth by the Utah State Legislature

- ◆ **Grading Dates:** July 1, 2008 – June 30, 2009
- ◆ **Grading Begins:** September 1, 2009
- ◆ **Final Analysis Distributed:** October 1, 2009

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*All report card reports can be found on our website in the Fleet Secured Reports → Exception Reports → Report Cards unless otherwise noted under the topic.*

*Below is the grading scale that is used for each topic:*

<i>Grade</i>	<i>Percent</i>	<i>GPA</i>
<i>A+</i>	<i>100%</i>	<i>4.0</i>
<i>A</i>	<i>99 - 90</i>	<i>4.0</i>
<i>B</i>	<i>89 - 80</i>	<i>3.0</i>
<i>C</i>	<i>79 - 70</i>	<i>2.0</i>
<i>D</i>	<i>69 - 60</i>	<i>1.0</i>
<i>F</i>	<i>59 - 0</i>	<i>0.0</i>

# Equipment Inventory

## Original Cost (Owned)

- ✓ All currently Active Units and any Unit entered since July 1<sup>st</sup>, 2002 (regardless of it's current status) must display the appropriate Original Cost on the Acquisition Tab (if the unit was donated then the Donated field must be marked with a "Y").

## Procurement Status Info (Owned)

- ✓ If the Equipment Unit is in a currently Active status, there should not be any information in the Retirement Date, Disposition Date, and Sale Price fields. (All of these fields are located on the Replacement and Disposition tab).
- ✓ Only Equipment assigned to the Division of Fleet Operations Motor Pools may be in an "AD" status.
- ✓ If the Equipment Unit is in a Surplused status, the following fields must be modified:
  - All Location fields on the Location tab modified to indicate the highest-level location.
  - Operator Id field on the Assignments tab must be blank.
  - All Department fields on the Assignments tab must indicate the highest-level department.
  - Account Id field on the Accounts tab must coordinate with the highest-level location.
  - MP Dispatch Location field on the Motor Pool tab must be blank.
  - Pool Vehicle Type field on the Motor Pool tab must be blank.
- ✓ If the Equipment Unit is in a "SN" (Surplus Not Sold) status, then the Retirement Date on the Replacement and Disposition tab must be filled in and the Disposition Date and the Sale Price field must be blank.
- ✓ If the Equipment Unit is in a "SS" (Surplus Sold) status, then the Retirement Date, Disposition Date and the Sale Price fields must be filled in. In addition, the Retirement Date must not be greater than the Disposition Date.

## Equipment Contacts (Owned, Capitol, Loan, Full)

- ✓ An appropriate Operator Id must be assigned to each active Equipment Unit. (Appropriate means that the Id reflects the name of an actual, contact person).
- ✓ Each Operator listed on the Assignments tab must have an email and phone number entered on their Operator→Primary Information screen.

### **Meter Class (Owned, Capital, Loan, Full)**

- ✓ Meters must be appropriately classed on the Meter Info tab. Any Meter Class Code *other than* 1000M, 30H, and NO METER must have a justification listed in the Justification for Low Use Meters on the Meter Info tab.

### **Cost Center (Loan)**

- ✓ If the word “LOAN” is used in the Cost Center field, then a Lease Id must be identified on the Ownership & Depreciation tab.

### **Replacements (Owned, Loan)**

- ✓ Replaced By – All Units Surplused on or after July 1<sup>st</sup>, 2002 must indicate the Unit that replaced it by displaying the correct Equipment Id in the Replaced By field on the Replacement and Disposition tab. If the Unit is not being replaced then the field must be populated with Equipment Id FO0000.
- ✓ Replaces – All Units inserted into FleetFocus on or after July 1<sup>st</sup>, 2002 must indicate the Unit that it replaces by displaying the correct Equipment Id in the Replaces field on the Replacement and Disposition tab. If the Unit is not replacing another Unit then the field must be populated with Equipment Id FO0000 and there must be appropriate documentation in the Expansion/Found field on the Acquisition tab.
- ✓ Refers back-and-forth – All Units must appropriately refer back-and-forth to each other. IE: If EQ1000 indicates that it is replaced by EQ2000 then EQ2000 must indicate that it replaces EQ1000.

**NOTE:** This topic does not apply to Capital Leases.

### **Licensing (Owned, Capital, Loan, Full)**

- ✓ All Units must be current on their registration.

## **Fuel Usage**

### **Miles per Gallon (Owned)**

- ✓ High and Low Miles per Gallon data must be appropriately filled in on the Fleet Equipment screen. There are certain circumstances where MPG data is impractical. For these cases only, a “1” must be entered into the High and Low fields.

# Operators

## Driver's License Information (Owned, Capital, Loan, Full)

- ✓ Every Active Operator must have valid Driver's License information documented on the Operators screen. The required data includes: Correct Driver's License Number, Issuing Government, and Expiration Date.

## Defensive Driving Training (Owned, Capital, Loan, Full)

- ✓ Every Active Operator must have the Start Date and Renewal Date entered on the License Info tab on the Operators screen.

**Report:** *FleetFocus – Defensive Driver Training.*

## Preventive Maintenance Routines

### PM's Due (Owned, Capital, Loan, Full)

- ✓ All Equipment Units must be appropriately set up on a Preventive Maintenance schedule.
- ✓ No Equipment Unit shall be past due on their Preventive Maintenance (either by miles or date, whichever is appropriate) as of 07/01/2008 for the Main Report.

### PM History (Owned, Capital, Loan, Full)

- ✓ All Equipment Units must display appropriate PM history for the previous year (07/01/07 – 07/01/08). Thus if the PM program dictates maintenance performed every 5,000 miles and the units actual utilization is 17,000 miles, then Work Order Center should reflect three PM's for the time period.

**Report:** *There is not a report for this topic. If you would like your PM History run, contact Amanda Ronan by email at aronan@utah.gov.*

**NOTE:** If your Equipment uses GasCard, Fleet Operation, and/or ARI to pay for its PM's, you may not be able to view the Work Orders in FleetFocus itself (this is due to security reasons. We apologize for the inconvenience!) The best way to look at ALL of your Work Order data is to use the report listed above or a third party report writer such as Microsoft Access or Crystal.

**ALSO NOTE:** If GasCard is used to pay for preventive maintenance on your vehicles, the information may not get appropriately translated into FleetFocus. It is your agency's responsibility to ensure that the data is documented appropriately and to fix that, which is not. *For this reason we recommend the GasCard be used for Fuel purchases only.*

## **Exception Reporting**

### **Zero Miles (Owned, Capital, Loan, Full)**

- ✓ Less than 1% of vehicles out of compliance per month. Vehicles will be considered out of compliance if they are on the Zero Miles Audit for two or more consecutive months. Vehicles which are used for Training or Instructional purposes will be excluded from the Report Card grading.

**Report:** *Fleet Secured reports → Fleet Audits → Zero Miles Audit.*

### **Meter Rejects (Owned, Capital, Loan, Full)**

- ✓ Less than 8% of the vehicles fuel transactions resulted in a meter reject.

**Report:** *Currently there is not a report for this subject. If you would like to know how you are doing contact Amanda Ronan.*