



STATE VEHICLE REPORT – COST EFFICIENCY REPORT

COST EFFICIENCY REPORT: In the 2007 general session of the Legislature, House Bill 110 was passed modifying the requirements of Fleet Operations and all agencies who operate state-owned vehicles, which established a requirement for Fleet Operations to develop and coordinate the implementation of a statewide vehicle cost efficiency plan to ensure continuing progress toward statewide overall cost reduction in vehicle costs. Fleet Operations will be reaching out to your agencies very soon to collect these lists of goals and progress of past goals, so be ready to discuss this internally within your respective agencies.

The requirements state that each agency submit a plan that will address goals for vehicle cost efficiency with plans, statistics and progress made in the reduction of the costs associated with running a fleet of vehicles. If your agency is assigned one vehicle or one-thousand vehicles, the report is required to be completed by your agency every year.

STATE VEHICLE REPORT: The State Vehicle Report (SVR) is required by code to be submitted by DFO before October first of each year. The purpose of the report is to insure that state vehicles and miscellaneous equipment under the ownership or control of all state agencies are accounted for, properly categorized and properly inventoried. It is the responsibility of each fleet contact to enter into Fleet Focus accurate data about each motor vehicle that it owns, operates or otherwise controls and to keep the data up to date and accurate. For further information please go to adminrules.utah.gov and search for Utah rule R27-5-2.

Your agency's Legislative Fiscal Analyst will submit the information from the state-owned vehicle report about each agency's state-owned vehicles to the legislative appropriation subcommittee that has jurisdiction over that agency. It is imperative that you have complete and accurate data for your agency, especially if you are asking for vehicle funding or expansion.



It is of critical importance to the accuracy of the State Vehicle Report to have all of your agency's vehicle information up to date, accurate and complete in the Fleet Focus Database. So start now to check and update your fleet information so the report can be submitted by the October 1st deadline!

Utah Code 63A-9-401.5 created standard measures of fleet costs including; vehicle cost per mile, total number of vehicles, total fuel used and miles per gallon of fuel.

Utah Code 63A-9-402 requires that on or before October 1 of each year, each agency that owns or leases vehicles shall submit to Fleet Operations required information in respects to their fleet.

Admin Rule R27-5-2(4) requires that each agency will be responsible for entering and maintaining accurate data about each motor vehicle it owns.

The list of items to double check for accuracy for the state vehicle report are the following: Correct status of the vehicle (AM, AR, ST, SS, etc.), Proper and consistent Odometer readings, Correct fueling on the correct card, the correct physical location, for all vehicles that your agency purchases through other channels outside of Fleet Operations you will need to ensure that you have selected the appropriate vehicle class (GVWR) and fuel type paying attention to the alternative fuel categories and finally that you double check your vehicle count. If you have any questions, please reach out to Stacy Hicks (801) 957-7266 or stacyhicks@utah.gov