# TABLE OF CONTENTS

**FLEET OPERATIONS EXECUTIVE SUMMARY**

**GOALS AND ACTIONS SUBMITTED BY DEPARTMENT**

- **DEPARTMENT OF ADMINISTRATIVE SERVICES**
- **DEPARTMENT OF AGRICULTURE**
- **DEPARTMENT OF ALCOHOL BEVERAGE CONTROL**
- **OFFICE OF THE ATTORNEY GENERAL**
- **BOARD OF EDUCATION**
- **BOARD OF PARDONS**
- **COLLEGE OF EASTERN UTAH**
- **DIXIE COLLEGE**
- **SALT LAKE COMMUNITY COLLEGE**
- **SNOW COLLEGE**
- **SOUTHERN UTAH UNIVERSITY**
- **UNIVERSITY OF UTAH**
- **UTAH STATE UNIVERSITY**
- **UTAH VALLEY UNIVERSITY**
- **WEBER STATE UNIVERSITY**
- **DEPARTMENT OF COMMERCE**
- **DEPARTMENT OF CORRECTIONS**
- **UTAH COURTS**
- **DEPARTMENT OF ENVIRONMENTAL QUALITY**
- **GOVERNORS OFFICE**
- **DEPARTMENT OF HEALTH**
DEPARTMENT OF HERITAGE AND ARTS
DEPARTMENT OF HUMAN SERVICES
DEPARTMENT OF INSURANCE
LABOR COMMISSION
UTAH NATIONAL GUARD
DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE UTAH STATE AUDITOR
OFFICE OF THE UTAH STATE TREASURER
UTAH STATE TAX COMMISSION
DEPARTMENT OF TECHNOLOGY SERVICES
UTAH DEPARTMENT OF TRANSPORTATION
STATE OF UTAH SCHOOLS AND INSTITUTIONAL TRUST LANDS ADMINISTRATION
UCAT BRIDGERLAND ATC
UCAT DAVIS ATC
UCAT MOUNTAINLAND ATC
UCAT OGDEN/WEBER ATC
UCAT SOUTHWEST ATC
UCAT UINTA BASIN ATC
DEPARTMENT OF VETERAN AFFAIRS
DEPARTMENT OF WORKFORCE SERVICES
FLEET OPERATIONS EXECUTIVE SUMMARY

In accordance with Section 63A-9-401.5, the Division of Fleet Operations (DFO) has developed, and is coordinating the implementation of, the statewide fleet cost efficiency plan to ensure continuing progress toward statewide overall reduction of state vehicle costs.

Goals for Fleet Operations Cost Efficiency

1. Goal 1: Reduce Fleet Operation’s vehicle count

   Per 63A-9-401.5, DFO performs an exhaustive review of vehicles annually. At the close of each year, Fleet Operations assembles usage data for each agency and schedules a review with fleet managers to account for vehicle numbers, miles driven, overdue maintenance, accidents, lease savings and underutilized vehicles. Vehicles that do not meet the minimum utilization are recommended for elimination.

   When vehicles are removed from the fleet, the agency receives a capital credit for 5 years. If at any time during that 5 year period the agency determines that the vehicle is required for its mission, they may redeem the credit and a replacement is purchased and returned to service.

   a. In March of 2015 DFO, in cooperation with Human Services, Environmental Quality, Work Force Services, Technology Services, Board of Education, Heritage and Arts and the Tax Commission, implemented an Enterprise Rent-a-Car pilot located at the MASOB (Multi-Agency State Office Building) in Salt Lake City. These agencies, together, turned in approximately 65 vehicles to State Surplus Properties to help implement this pilot. In the fleet vehicles absence, we provided rental cars from Enterprise Rent-a-Car. This pilot was implemented to find ways to improve utilization numbers. Enterprise vehicles are rented on demand, thereby removing underutilized State of Utah owned vehicles from the fleet.

   b. In FY16 Fleet Operations, with the cooperation of Enterprise Rent-a-Car, was able to create three more onsite rental locations within the Salt Lake Valley and one location in Richfield. Fleet Operations will be implementing more of these programs across the state in FY17.

These four new locations are located:

- **The Capitol Hill Complex**
  - Serving: All Departments and Offices on Capitol Hill
  - Vehicles removed and/or repurposed elsewhere in the state fleet: 7

- **The Utah Department of Alcoholic Beverage Control**
  - Serving: DABC
  - Vehicles removed and/or repurposed elsewhere in the state fleet: 3

- **The Calvin Rampton Complex in West Valley**
  - Serving: UDOT, Public Safety, Health Laboratory
  - Vehicles removed and/or repurposed elsewhere in the state fleet: 10

- **The UDOT Region 4 Complex in Richfield**
  - Serving: All Departments in the Richfield vicinity
  - Vehicles removed and/or repurposed elsewhere in the state fleet: 8
Proposed locations in FY17:

- **The UDOT Region 2 Complex in Salt Lake City**
  - Serving: UDOT, Public Safety,
  - Possible vehicles removing and/or repurposing elsewhere in the state fleet: 20

- **The UDOT Region 3 Complex in Orem**
  - Serving: UDOT
  - Possible vehicles removing and/or repurposing elsewhere in the state fleet: ??

2. **Goal 2: Reduce operating costs**

   a. Result – Fleet Operations in house VSC (Vehicle Services Center), fully implemented in January of 2014, continues to see significant cost reductions in maintenance and repair authorizations of DFO fleet vehicles. These cost reductions are compared to our previously contracted, out of state, third party maintenance and repair approval vendor.

<table>
<thead>
<tr>
<th>Maintenance/Repair</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dollars Spent</td>
<td>5,064,454</td>
<td>4,558,564</td>
<td>4,176,890</td>
<td>3,887,160</td>
</tr>
</tbody>
</table>

   **Fleet Operations Maintenance and Repair**

   ![Graph showing maintenance and repair costs from FY13 to FY16](image-url)
3. **Goal 3: Increase total MPG (miles per gallon)**

a. DFO communicates an awareness of no idling and purchasing replacements with the most fuel efficient and environmentally friendly vehicles available to DFO through the State Purchasing contracts.

b. Result – DFO leased vehicles averaged 16.5 MPG in FY16, a negative increase of 0.4 MPG compared to FY15. The DFO fleet traveled 1,735,768 miles less in FY16 as compared to FY15. The Enterprise Rent-a-Car Ondemand Programs are a main contributor of the decrease in total mileage.

c. The vehicles in the state fleet that are not under the management of the Division of Fleet Operations, i.e. Higher Education and agency “Owned” vehicles averaged 7.2 MPG in FY16 a negative increase of 1.7 MPG over FY15. These vehicles combined traveled 1,104,144 more miles when compared to FY15.

d. The State Fleet as a whole saw a negative increase of 0.5 MPG, from 14.3 in FY15, to 13.8 in FY16. That increase was spread among 79,755,324 miles. Year over year the whole fleet decreased their travel by 631,624 miles.

<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miles</td>
<td>80,148,641</td>
<td>80,006,984</td>
<td>81,483,310</td>
<td>80,402,859</td>
<td>79,755,324</td>
</tr>
<tr>
<td>Gallons</td>
<td>5,938,276</td>
<td>5,867,979</td>
<td>5,780,915</td>
<td>5,629,301</td>
<td>5,763,807</td>
</tr>
<tr>
<td>MPG</td>
<td>13.5</td>
<td>13.6</td>
<td>14.1</td>
<td>14.3</td>
<td>13.8</td>
</tr>
</tbody>
</table>

**Cost Reduction Measures**

1. DFO is a committed partner in Governor Herbert's Idle Reduction Campaign.

2. DFO insures all vehicles complete timely and thorough preventive maintenance. Through the Division's efforts to negotiate local parts and labor rates, the fleet is seeing significant reductions in maintenance and repair costs over the previous maintenance management vendor.

**Educate Drivers on Accountability & Cost Reduction Measures**

Each quarter, Fleet Operations holds a forum meeting to discuss important and timely fleet matters. DFO solicits customer feedback and works diligently to balance the needs of its valued customers with matters of compliance. In addition, periodic emails are sent out informing customers of, among other things, new tools that are available, either online or through the VSC. Fleet's online reports, found at the fleet secured reports page, contain critical data that will assist fleet contacts in the management of their agency's vehicles.

Other tools are available to help in travel decision-making. The **Short-term Vehicle Cost Comparison**, and the **Drive vs. Fly Cost Comparison**, are just two of the tools available to help
AS REQUIRED BY 63A-9-401.5, DFO PROVIDES ASSISTANCE TO AGENCIES IN THE DEVELOPMENT AND IMPLEMENTATION OF THEIR OWN COST EFFICIENCY PLAN. DATA AND USAGE STATISTICS, ALONG WITH INFORMATION ON BEST PRACTICES, IS GIVEN TO AGENCY FLEET MANAGERS TO HELP THEM ACHIEVE THEIR MAXIMUM EFFICIENCY. AGENCY SUBMISSIONS AND STANDARD MEASURES OF COST ARE AS FOLLOWS.
DEPARTMENT OF ADMINISTRATIVE SERVICES
ERIC R. GARDNER

Actions Taken

RIGHT-SIZE YOUR VEHICLE TYPE
WE HAVE BEEN ACTIVELY SEARCHING FOR WAYS TO REDUCE THE SIZE OF OUR REPLACEMENT VEHICLES. WHERE APPROPRIATE, WE ALWAYS REPLACE WITH THE SMALLEST VEHICLE OPTION AVAILABLE.

Goals for FY17

DECREASE NUMBER OF STATE VEHICLES
DAS WILL BE WORKING WITH OUR AGENCIES THIS YEAR TO SURPLUS UNDERUTILIZED VEHICLES ON CAPITAL HILL. IMPLEMENTING THE ENTERPRISE RENT-A-CAR ON-DEMAND PROGRAMS HAS BEEN A GREAT TOOL WHEN DISPOSING OF UNDERUTILIZED VEHICLES IN FY16.

DECREASE COST PER MILE
ALL REPLACEMENT VEHICLES WILL BE CAREFULLY LOOKED AT TO MAKE SURE WE PURCHASE THE MOST EFFICIENT AND RELIABLE VEHICLE THAT WILL SUIT OUR NEEDS. DAS WILL BE IMPLEMENTING A GPS/TELEMATICS PROGRAM ACROSS THE DAS FLEET TO CHANGE NEGATIVE DRIVER BEHAVIOR WHICH WILL LEAD TO A POSITIVE INCREASE IN MPG.
Actions Taken

RIGHT-SIZE YOUR VEHICLE TYPE
WE HAVE IDENTIFIED THE VEHICLES THAT NEED TO BE RIGHT SIZED. WE HAVE ORDERED THE PROPER VEHICLES AND ARE WAITING FOR THE MANUFACTURERS TO DELIVER THEM.

Goals for FY17

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET
WE HAVE AUTHORIZED UTA PASSES FOR ALL THE DEPARTMENT EMPLOYEES ON THE WASATCH FRONT. WE ARE ENCOURAGING EMPLOYEES TO UTILIZE FRONT RUNNER AND TRAX IF THOSE OPTIONS ARE AVAILABLE.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
ENCOURAGE EMPLOYEES TO UTILIZE MILEAGE-EFFICIENT VEHICLES WHENEVER POSSIBLE. THUS THE USE OF HYBRID SEDANS IS ENCOURAGED AS OPPOSED TO SUV AND TRUCKS.

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
WE ARE ENCOURAGING EMPLOYEES TO CARPOOL WHEN MULTIPLE EMPLOYEES ATTEND THE SAME ACTIVITY.
Actions Taken
DECREASE NUMBER OF STATE VEHICLES

DABC HAS TEMPORARILY REDUCED ITS FLEET BY TWO VEHICLES. THE DEPARTMENT IS WORKING WITH FLEET OPERATIONS TO EVALUATE UNDERUTILIZATION AND REMOVE THOSE VEHICLES AS NEEDED. THE DEPARTMENT HAS ALSO SURPLUSSED A BOX TRUCK THAT WAS OLD AND UNDERUTILIZED.

Goals for FY17

INCREASE OVERALL MILES PER GALLON

DABC WILL CONTINUE TO USE HYBRID VEHICLES AND NEWER VEHICLES TO INCREASE ITS OVERALL MILES PER GALLON.
### Actions Taken

<table>
<thead>
<tr>
<th><strong>DECREASE COSTS PER MILE</strong></th>
<th>MONITORING ALL VEHICLES TO MAKE SURE THEY STAY ON THEIR PREVENTATIVE MAINTENANCE PLANS FOR OPTIMAL PERFORMANCE.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES</strong></th>
<th>THE EMPLOYEES ARE CARPOOLING WHEN POSSIBLE.</th>
</tr>
</thead>
</table>

### Goals for FY17

<table>
<thead>
<tr>
<th><strong>INCREASE OVERALL MILES PER GALLON</strong></th>
<th>WE WILL CONTINUE TO REPLACE SOME OF THE OLDER MODEL GAS VEHICLES WITH TOYOTA CAMRY HYBRIDS AND CNG VEHICLES WHICH WILL INCREASE OVERALL MILEAGE.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET</strong></th>
<th>CONTINUE TO SUPPORT THE GOVERNOR’S INITIATIVE TO REDUCE EMISSIONS WITH A NO IDLING POLICY.</th>
</tr>
</thead>
</table>
Actions Taken

DECREASE COST PER MILE
THE STATE BOARD OF EDUCATION RUNS A SHUTTLE DURING THE LEGISLATIVE SEASON FOR EMPLOYEES AT THE STATE BOARD WHO ARE REQUIRED TO BE AT THE CAPITOL DURING MEETINGS. ONE VAN IS ASSIGNED TO TRANSPORT UP TO SEVEN PASSENGERS AT A TIME BETWEEN MEETINGS.

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
THE UTAH STATE BOARD OF EDUCATION HAS CONTINUED TO INVEST IN TECHNOLOGY THAT ALLOWS MEETING PARTICIPANTS TO JOIN REMOTELY.

DECREASE COST PER MILE
THE UTAH STATE BOARD OF EDUCATION ALLOWS EMPLOYEES TO TAKE PERSONAL VEHICLES WHEN A STATE VEHICLE AND/OR RENTAL VEHICLE IS UNAVAILABLE. THE AGENCY HAS AN INTERNAL POLICY TO ONLY REIMBURSE AT THE LOWER MILEAGE REIMBURSEMENT RATE FOR PRIVATE VEHICLE REIMBURSEMENT.

Goals for FY17

RIGHT-SIZE YOUR VEHICLE TYPE
THE UTAH STATE BOARD OF EDUCATION HAS A FLEET OF SIX HONDA CIVIC HYBRIDS. FOUR OF THOSE VEHICLES ARE UP FOR REPLACEMENT THIS CYCLE. THREE OF THE VEHICLES WILL BE REPLACED WITH A CAR SIMILAR IN TYPE TO CONTINUE RECEIVING TOP GAS MILEAGE NUMBERS.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
THE UTAH STATE BOARD OF EDUCATION WILL CONTINUE TO USE A SHUTTLE TO TRANSPORT EMPLOYEES TO AND FROM THE CAPITOL DURING THE LEGISLATIVE SESSION. ONE VAN CAN TRANSPORT UP TO SEVEN PASSENGERS AT A TIME, DECREASING THE NUMBER OF STATE AND/OR PERSONAL VEHICLE REIMBURSEMENT.
Actions for FY17

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
IMPLEMENTED VIDEO HEARINGS FOR QUALIFYING OFFENDERS HOUSED AT COUNTY JAILS, THEREBY REDUCING TRAVEL TO CONDUCT THE HEARINGS.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
IMPLEMENTED VIDEO HEARINGS FOR QUALIFYING OFFENDERS HOUSED AT COUNTY JAILS, THEREBY REDUCING TRAVEL TO CONDUCT THE HEARINGS.

Goals for FY17

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
IMPLEMENT VIDEO HEARINGS FOR QUALIFYING OFFENDERS HOUSED AT COUNTY JAILS, THEREBY REDUCING TRAVEL TO CONDUCT THE HEARINGS.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
CONTINUE TO IMPLEMENT VIDEO HEARINGS FOR QUALIFYING OFFENDERS HOUSED AT COUNTY JAILS, THEREBY REDUCING TRAVEL TO CONDUCT THE HEARINGS.
**Goals for FY17**

<table>
<thead>
<tr>
<th>Goal</th>
<th>USU Fleet Services is Committed To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease Cost Per Mile</td>
<td>Encourage the USU departments and staff to maintain fleet on time and have preventative maintenance is done on time.</td>
</tr>
<tr>
<td>Increase Overall Miles Per Gallon</td>
<td>Encourage the replacement of some motor pool rental fleet with hybrids or vehicle that average over 30 MPG over the next fiscal year. Encourage USU department to use best fit vehicles using alternative fuels when applicable.</td>
</tr>
</tbody>
</table>
Goals for FY17

DECREASE COST PER MILE
KEEP ON TOP OF THE SERVICE AND THE MAINT. CONTINUE TO REMIND USERS ABOUT IDLE TIME.

DECREASE NUMBER OF STATE VEHICLES
WE HAVE ALREADY DOWN SIZED AND CONTINUE TO MONITOR VEHS WITH LOW USE.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
CAUTION DRIVERS ON SPEED CONTROL AND IDLE TIME

INCREASE OVERALL MILES PER GALLON
DRIVING THE SPEED LIMITS KEEPING THE VEHS. IN GOOD RUNNING ORDER AND SERVICED ON THE SCHEDULED MAINT.

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
HAVE EVERYONE DUBBLING UP AS MUCH AS POSSIBLE IN VEHS.

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET
KEEPING THE VEH. IN GOOD RUNNING ORDER AND MAKING SURE THE SMOG CONTROL SYSTEM IS IN GOOD WORKING ORDER

DECREASE NUMBER OF STATE VEHICLES
WE HAVE SUPLUSED SOME VEH. THAT WE HAD NO MORE USE FOR OR WAS NOT IN RUNNING ORDER

DECREASE NUMBER OF STATE VEHICLES
WE HAVE DECREASED THE NUMBER OF VEHS. OVER THE LAST COUPLE OF YEARS.
<table>
<thead>
<tr>
<th>Goals for FY17</th>
<th>SLCC WILL KEEP UP WITH THE GOVERNORS GOAL OF 50% OF OUR NEW VEHICLE PURCHASES WILL BE ALTERNATE FUEL VEHICLE, CNG, BIO-DIESEL, HYBRID, AND ELECTRIC. 42% OF SLCC'S CURRENT ACTIVE VEHICLE ARE ALTERNATE FUEL.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET</strong></td>
<td><strong>DECREASE COST PER MILE BY PURCHASING MORE EFFICIENT VEHICLES. REDUCING AGGRESSIVE DRIVING THROUGH TRAINING PROGRAMS</strong></td>
</tr>
<tr>
<td><strong>DECREASE COST PER MILE</strong></td>
<td><strong>SLCC WILL RIGHT SIZE OUR VEHICLE TYPE BY LOOKING AT SLCC NEEDS, AS TO THE TYPE OF VEHICLE CURRENTLY BEING USED BY THE DEPARTMENT AND EVALUATING CURRENT USAGE.</strong></td>
</tr>
<tr>
<td><strong>RIGHT-SIZE YOUR VEHICLE TYPE</strong></td>
<td><strong>DECREASE GALLONS OF FUEL CONSUMED BY SLCC VEHICLE BY COMPLETING PM S AND PREVENTIVE REPAIRS TO KEEP THE VEHICLE IN PROPER OPERATION. ALSO WILL REDUCE IDLE TIME DURING WINTER MONTHS THROUGH TRAINING OUR EMPLOYEES.</strong></td>
</tr>
<tr>
<td><strong>DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES</strong></td>
<td></td>
</tr>
</tbody>
</table>


Actions taken

DECREASE COST PER MILE

THE MOTORPOOL RESPONSIBILITIES WERE MOVED TO THE CAMPUS SERVICES FROM THE PURCHASING DEPARTMENT. BY DOING SO THIS HAS ALLOWED ACCESS TO THE FACILITIES FOR FUELING AND CLEANING. THE VEHICLES ARE DRIVEN LESS MILES BECAUSE OF THIS CHANGE.

DECREASE NUMBER OF STATE VEHICLES

BY USING ONE VEHICLE SEVERAL TIMES THROUGHOUT THE DAY MORE GROUPS WERE ABLE TO USE THE SPRINTER VANS THIS LAST YEAR.

Goals for FY17

RIGHT-SIZE YOUR VEHICLE TYPE

WHEN RESERVING, I WILL ASK MORE QUESTIONS TO MAKE SURE TO GIVE THEM THE CORRECT VEHICLE. IE. CAR FOR 1-4 TRAVELERS, NOT SUV

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES

ENCOURAGING CAR POOLING WHEN GOING TO SAME LOCATIONS.
### Actions Taken

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease number of state vehicles</td>
<td>Removed one vehicle from the rental fleet and several from campus departments.</td>
</tr>
<tr>
<td>Right-size your vehicle type</td>
<td>Added 4 larger capacity vans to the rental fleet so that departments will not need to take as many vehicles to transport passengers.</td>
</tr>
</tbody>
</table>

### Goals for FY17

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-size your vehicle type</td>
<td>Add four additional 15-passenger vans to the rental fleet in order to decrease the number of vehicles departments need.</td>
</tr>
</tbody>
</table>
Goals for FY17

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right-size your vehicle type</td>
<td>Downsize every new purchase possible</td>
</tr>
<tr>
<td>Increase overall miles per gallon</td>
<td>Purchase hybrid vehicles where possible</td>
</tr>
<tr>
<td>Decrease overall pollution output by the state fleet</td>
<td>Purchase flex fuel where possible</td>
</tr>
<tr>
<td>Decrease number of state vehicles</td>
<td>Reduce university fleet by 5 vehicles</td>
</tr>
</tbody>
</table>
### Actions taken

| Increased Overall Miles Per Gallon | Replaced Regular Sedans with Electric Vehicles. Encouraged Departments Not to Let Their Vehicles Idle. |

### Goals for FY17

| Decrease Number of State Vehicles | Surplus Vehicles with Low Usage. |
### Actions Taken

| INCREASE OVERALL MILES PER GALLON | REPLACED REGULAR SEDANS WITH ELECTRIC VEHICLES. ENCOURAGED DEPARTMENTS NOT TO LET THEIR VEHICLES IDLE. |

### Goals for FY17

| DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES | REPLACE FULL-SIZE VANS WITH MORE FUEL EFFICIENT MINIVANS AND REPLACE REGULAR SEDANS WITH HYBRIDS. CONTINUE TO REPLACE FULL-SIZE TRUCKS WITH MID-SIZE TRUCKS WHENEVER POSSIBLE. |
Actions Taken

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET

WSU has 6 CNG buses that run the on-campus shuttle bus program, WSU has two electric cars and will purchase two more in the next fiscal year.

Goals for FY17

RIGHT-SIZE YOUR VEHICLE TYPE

WSU has real deficiency for the total vehicle count. WSU currently has 157 vehicles with a student population of 25,954. Utah State has 742 with a student population of 27,662 and SUU has 137 vehicles with a student count of 137. WSU does not have enough
Goals for FY17

| DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET | COMMERCE INTENDS TO REDUCE POLLUTION BY REPLACING THREE VEHICLES TWO OF WHICH ARE GASOLINE ONLY CURRENTLY WITH CAMRY HYBRID VEHICLES, IN ITS REQUEST TO FLEET OPERATIONS. |
Actions Taken

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES

DEPARTMENT OF CORRECTIONS, UCI DIVISION, HAS HIRED A FULL-TIME STAFF MEMBER TO FACILITATE ALL SCHEDULED/UNSCHEDULED VEHICLE MAINTENANCE NEEDS, THEREFORE KEEPING VEHICLES ECONOMICALLY AND MECHANICALLY SOUND.

RIGHT-SIZE YOUR VEHICLE TYPE

DURING THE 2016 LEGISLATURE SESSION, DIO WAS GIVEN FUNDING TO PURCHASE A COUPLE OF BUSES FOR OUR TRANSPORTATION NEEDS. THIS WILL HELP ELIMINATE THE NEED OF MANY SMALLER Sized TRANSPORTS BETWEEN GUNNISON AND THE DRAPER PRISON.

DECREASE OVERALL POLLUTION

AP&P OFFICES STATEWIDE USE VIDYO EQUIPMENT TO ATTEND PAROLE VIOLATION HEARINGS CONDUCTED BY THE BOARD OF PARDONS AND PAROLE. AP&P HAS ATTENDED APPROXIMATELY 1,612 PAROLE VIOLATION HEARINGS STATEWIDE VIA VIDEO. DEPENDING ON THE VARIOUS DISTANCES TRAVELED

DECREASE NUMBER OF STATE VEHICLES

THE DEPARTMENT OF CORRECTIONS, FACILITIES BUREAU, SURPLUSED A MACK TRUCK THAT WAS NOT BEING UTILIZED EFFICIENTLY. A DIFFERENT EQUIPMENT WILL BE PURCHASED THAT WILL NOT REQUIRE AS MUCH FUEL TO OPERATE.

Goals for FY17

DECREASE OVERALL POLLUTION OUTPUT BY

AP&P WILL CONTINUE TO UTILIZE THE VIDYO EQUIPMENT. ATTENDING THESE HEARINGS VIA VIDEO ALLOWS AP&P STAFF TO AVOID COMMUTING TO THE UTAH STATE PRISON, REDUCING HOURS SPENT COMMUTING AND THE GALLONS OF GAS CONSUMED. AP&P STAFF IS STATEWIDE.
### Actions Taken

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decrease total miles driven annually by state vehicles</td>
<td>Court employees continue to car pool whenever possible.</td>
</tr>
<tr>
<td>Increase overall miles per gallon</td>
<td>We have increased our miles per gallon continually each year. Statistics show 21.7 MPG in 2007 and 26.1 in 2014. We adhere to a strict maintenance schedule to improve MPG.</td>
</tr>
<tr>
<td>Increase overall miles per gallon</td>
<td>We have exchanged some of the older model gas vehicles for hybrids, which has increased the gas mileage.</td>
</tr>
<tr>
<td>Decrease overall pollution output by the state fleet</td>
<td>We continue to exchange our older model gas vehicles with hybrids. Our drivers have reduced engine idle time. Many staff members utilize UTA instead of driving to and from work.</td>
</tr>
<tr>
<td>Decrease number of state vehicles</td>
<td>Since 2007 we have decreased our fleet by 7%, having 158 vehicles in 2007 to 147 in 2015.</td>
</tr>
</tbody>
</table>

### Goals for FY17

<table>
<thead>
<tr>
<th>Action Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase overall miles per gallon</td>
<td>For 2017 we will continue to exchange older model gas vehicles for hybrids, which will continue to increase the gas mileage.</td>
</tr>
<tr>
<td>Decrease overall pollution output by the state fleet</td>
<td>We will continue to exchange our older model gas vehicles with hybrids, and encourage our drivers to not let the engines idle. We will also complete the PM’s on time.</td>
</tr>
<tr>
<td>Increment Overall Miles Per Gallon</td>
<td>We will continue to work on increasing our miles per gallon as we will adhere to a strict PM schedule, and using our hybrid and natural gas vehicles more efficiently.</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Decrease Total Gallons of Fuel Consumed by State Vehicles</td>
<td>Court employees will continue to car pool to meetings and other activities whenever possible. We will encourage more employees to take advantage of riding UTA and leaving personal vehicles at home.</td>
</tr>
</tbody>
</table>
**Actions Taken**

**RIGHT-SIZE YOUR VEHICLE TYPE**
We have continually encouraged employees to reserve and use the right size of vehicle for the task, discouraging using larger, more expensive vehicles than needed.

**DECREASE NUMBER OF STATE VEHICLES**
DEQ has steadily decreased our fleet numbers since beginning with Enterprise in March of 2015.

**DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET**
We encourage all employees to use our electric vehicles when applicable. We try to follow the UCAIR campaign to reduce idling. Our employees use TRAX and other UTA services quite regularly, thanks to the Department provided UTA passes.

**Goals for FY17**

**RIGHT-SIZE YOUR VEHICLE TYPE**
Continual encouragement of employees to use the right size vehicle when renting from Enterprise.

**DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET**
Encourage the use of electric vehicles where applicable, and now the use of EBikes when possible.

**DECREASE NUMBER OF STATE VEHICLES**
The Department of Environmental Quality has been steadily decreasing the number of fleet vehicles and we believe by reviewing our usage monthly since March of 2015 when we started using Enterprise, that before calendar year end, we should be able to turn
### Actions Taken

**Decrease Cost per Mile**  
Reimburse employees at the lower reimbursement rate to encourage usage of vehicles assigned to our agency. Offer and encourage the option of renting a car when traveling over 100 miles/day.

**Decrease Overall Pollution Output by the State Fleet**  
Encourage employees to decrease idling when traveling.

**Increase Overall Miles per Gallon**  
Work with Receptionist to ensure adherence to a regular maintenance schedule, allowing vehicle to operate at peak performance levels. Coordinate travel more efficiently to use state vehicles (and carpooling) for long distance trips/meetings.

### Goals for FY17

**Decrease Total Gallons of Fuel Consumed by State Vehicles**  
Provide training/education and safe driving tips to improve fuel usage of state vehicles. Ensure regular maintenance is scheduled and performed on our fleet vehicles, including tire inflation to recommended psi.

**Decrease Total Miles Driven Annually by State Vehicles**  
Encouraged individuals to carpool to similar meetings/locations whenever possible, using fleet vehicles. Increase awareness of public transit options, including public bikes that are available.
### Actions Taken

| DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET | EACH YEAR WE LOOK AT ALTERNATIVE FUEL, HYBRID OR MORE FUEL-EFFICIENT VEHICLES ACROSS OUR DEPARTMENT. WE MOVED A COUPLE OF THE CNG VEHICLES FROM OUR DAILY POOL RENTAL AT THE CANNON BUILDING TO OUTREACH AREAS (DIVISION USE) TO INCREASE USAGE. |

### Goals for FY17

| DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET | WE HAVE PURCHASED 2 E-BIKES AND ARE COORDINATING WITH OUR INTERNAL BUREAU OF HEALTH PROMOTION TO PROMOTE E-BIKE USAGE IN THE CANNON HEALTH BUILDING. WE HOPE THIS OPTION WILL REDUCE THE NUMBER OF SHORT TRIPS TAKE BY STATE VEHICLES (AS WELL AS INCREASE THE HEALTH OF OUR EMPLOYEES). |
Actions Taken

DECREASE NUMBER OF STATE VEHICLES AT STATE LIBRARY WERE TURNED IN FOR ENTERPRISE VEHICLES
## Goals for FY17

<table>
<thead>
<tr>
<th>Goal Description</th>
<th>Action Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase overall miles per gallon</td>
<td>Replacing our fleet vehicles with hybrids or clean air certified vehicles. Encouraging staff to use vehicles with higher MPG rating for long distance trips.</td>
</tr>
<tr>
<td>Decrease total gallons of fuel consumed by state vehicles</td>
<td>Carpooling to meetings, use of TRAX/Frontrunner, use of Ebikes, and replacement of fleet vehicles with hybrids/more fuel efficient vehicles.</td>
</tr>
<tr>
<td>Decrease overall pollution output by the state fleet</td>
<td>Encourage staff to use TRAX/Frontrunner options when conducting routine business, use of Ebikes to attend meetings near the MASOB rather than a vehicle, remind staff against idling vehicles for cool/warm air.</td>
</tr>
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## Actions Taken

<table>
<thead>
<tr>
<th>Action</th>
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<tbody>
<tr>
<td>INCREASE OVERALL MILES PER GALLON</td>
<td>CONTINUE WITH THE INSURANCE DEPARTMENT AWARDS PROGRAM TO PROMOTE IMPROVED FUEL ECONOMY. THE EMPLOYEE WHO HAS THE GREATEST IMPROVEMENT IN FUEL ECONOMY ANNUALLY IS ACKNOWLEDGED BY THE DEPARTMENT.</td>
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## Goals for FY17

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<tr>
<td>INCREASE OVERALL MILES PER GALLON</td>
<td>MONITOR VEHICLE MAINTENANCE AT RECOMMENDED INTERVALS TO ACHIEVE AND IMPROVE RUNNING EFFICIENCY.</td>
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<tr>
<td>DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES</td>
<td>CONTINUE TO EVALUATE WORK LOAD ASSIGNMENTS SO CASES ARE ASSIGNED TO INVESTIGATORS IN THE AREA WHERE THEY LIVE TO ALLOW THEM TO START WORK WITHOUT COMING INTO THE OFFICE FIRST.</td>
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**Actions taken**

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<tbody>
<tr>
<td><strong>DECREASE COST PER MILE</strong></td>
<td>LC UTILIZES ELEVEN HYBRID VEHICLES TO MAXIMIZE EFFICIENCY IN LOWERING COST PER MILE AND LOWERING VEHICLE POLLUTION EMISSIONS.</td>
</tr>
<tr>
<td><strong>DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET</strong></td>
<td>LC UTILIZES THREE CHG VEHICLES TO MAXIMIZE EFFICIENCY IN LOWERING COST PER MILE AND LOWERING VEHICLE POLLUTION EMISSIONS.</td>
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**Goals for FY17**

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<tbody>
<tr>
<td><strong>RIGHT-SIZE YOUR VEHICLE TYPE</strong></td>
<td>LC IS REQUESTING REPLACEMENT VEHICLE CLASS TYPE CHANGE FROM TRUCK TO COMPACT SUV FOR MORE EFFICIENCY IN SAFE-GUARDING EQUIPMENT, BETTER UTILIZATION OF INTERIOR SPACE, AND EXPECTED BETTER MPG TO REDUCE COSTS.</td>
</tr>
<tr>
<td><strong>DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET</strong></td>
<td>CONTINUE TO REMIND AND EDUCATE STATE VEHICLE OPERATORS OF GOVERNOR HERBERT’S 2012 EXECUTIVE ORDER: AUTOMOTIVE IDLING REDUCTION EDUCATE EMPLOYEES TO LIMIT IDLING</td>
</tr>
</tbody>
</table>
Actions taken

INCREASE OVERALL MILES PER GALLON

WE HAVE REQUESTED OTHER DEPARTMENTS IN THE NATIONAL GUARD USE UNDER-UTILIZED VEHICLES WHEN AVAILABLE.

Goals for FY17

INCREASE OVERALL MILES PER GALLON

TO USE UNDER-UTILIZED VEHICLES MORE OFTEN
Goals for FY17

RIGHT-SIZE YOUR VEHICLE TYPE
WORKING WITH INDIVIDUAL OPERATORS TO MEET THEIR EXACT VEHICLE NEEDS. THIS SHOULD RESULT IN OPERATORS ACQUIRING A RIGHT-SIZED VEHICLE.

DECREASE NUMBER OF STATE VEHICLES
WE WILL BE TURNING IN AS MANY VEHICLES AS POSSIBLE AND HOLDING OVER A VERY LIMITED NUMBER OF VEHICLES FOR OUR SEASONAL NEEDS. THIS SHOULD RESULT IN AN OVERALL VEHICLE REDUCTION FROM LAST YEARS COUNTS.
Actions Taken

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES MONITORED AND ADDRESSED 2 YEAR LEASE VEHICLES TO REDUCED UNNECESSARY MILEAGE.

INCREASE OVERALL MILES PER GALLON DPS/UHP TRANSITIONED APPROX. 65 VEHICLES TO A SMALLER V6 ECO BOOST ENGINE. THIS WILL REDUCE FUEL CONSUMPTION AND BOOST MILES PER GALLON. THE REMAINING FLEET IS STILL UTILIZING VEHICLES THAT ALLOW THE ENGINE TO SHUT DOWN CYLINDERS WHEN NOT NEEDED.

Goals for FY17

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES DPS/UHP WILL CONTINUE ITS EFFORTS TO REDUCED FUEL THROUGH PURCHASING VEHICLES WITH V6 ECO BOOST AND OR MDS SYSTEMS.

DECREASE NUMBER OF STATE VEHICLES DPS IS GOING TO UTILIZE THE ENTERPRISE PROGRAM AT THE RAMPTON COMPLEX. LOW USE VEHICLES WILL BE REMOVED FROM THE FLEET.

DECREASE COST PER MILE PREVENTATIVE MAINTENANCE WILL BE MONITORED AND ADDRESSED BY SUPERVISORY STAFF.
No submissions for FY17
Goals for FY17

DECREASE COST PER MILE

PURCHASE 65% OF GAS FROM STATE MANAGED SITES RATHER THAN COMMERCIAL SITES.
Goals for FY17

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
THE TAX COMMISSION WILL CONTINUE TO ENCOURAGE TELECONFERENCING WHENEVER POSSIBLE TO MINIMIZE TOTAL MILES DRIVEN, POLLUTION, AND GALLONS CONSUMED.

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
WILL ACCEPT HYBRID VEHICLES DURING REPLACEMENT PERIOD TO DECREASE OVERALL GALLONS CONSUMED BY TAX COMMISSION VEHICLES.

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET
BY ACCEPTING HYBRID VEHICLES DURING REPLACEMENT PERIOD THIS SHOULD DECREASE THE TAX COMMISSIONS OVERALL POLLUTION OUTPUT.
## Actions Taken

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<tr>
<td><strong>RIGHT-SIZE YOUR VEHICLE TYPE</strong></td>
<td>THROUGH EVALUATION OF EXISTING VEHICLE ASSIGNMENTS, AREA AND UNIT NEEDS, WE WERE ABLE TO RIGHT SIZE VEHICLES BY MOVING OR REASSIGNING SEVERAL FLEET VEHICLES, TO MAXIMIZE UTILIZATION AND/OR EFFICIENCY IN SERVICE AND DELIVERY.</td>
</tr>
<tr>
<td><strong>DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES</strong></td>
<td>DTS HAS COMMITTED TO DECREASING FUEL CONSUMPTION BY EXPLORING AND UTILIZING ALTERNATIVE FUEL VEHICLES SUCH AS CNG/ELECTRIC OPTIONS WHERE FEASIBLE.</td>
</tr>
<tr>
<td><strong>DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET</strong></td>
<td>DTS CONTINUES TO SUPPORT THE GOVERNOR’S INITIATIVE TO REDUCE EMISSIONS WITH A NO IDLING POLICY.</td>
</tr>
<tr>
<td><strong>DECREASE NUMBER OF STATE VEHICLES</strong></td>
<td>DTS HAS DECREASED ITS NUMBER OF FLEET VEHICLES FROM 24 TO 21. THIS WAS ACCOMPLISHED IN CONJUNCTION WITH OUR EFFORTS TO RIGHT SIZE OUR VEHICLES. BY EVALUATING THE NEED AND USE OF FLEET VEHICLES IN CERTAIN AREAS OF THE STATE, WE WERE ABLE TO DECREASE OUR</td>
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## Goals for FY17

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<tr>
<td><strong>RIGHT-SIZE YOUR VEHICLE TYPE</strong></td>
<td>AS OUR FLEET VEHICLES ARE REVIEWED FOR REPLACEMENT, DTS WILL THOROUGHLY EVALUATE THE NEED AND JUSTIFICATION OF EACH VEHICLE, WITH THE INTENTION OF REDUCING THE SIZE AND TYPE OF VEHICLES ALLOCATED IN ALL AREAS OF THE STATE.</td>
</tr>
<tr>
<td><strong>DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES</strong></td>
<td>BY ADJUSTING OUR SHIPPING/RECEIVING PROCEDURES, DTS WILL STRIVE TO REDUCE THE NEED FOR GROUND TRANSPORTATION. NOT ONLY WILL THIS ALLOW US TO DECREASE MILES DRIVEN, IT MAY ALSO SHOW OPPORTUNITIES FOR DTS TO CONTINUE TO RIGHT SIZE VEHICLES.</td>
</tr>
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</table>
Actions Taken

DECREASE NUMBER OF STATE VEHICLES
UDOT HAS TAKEN THE INITIATIVE TO GIVE UP UNUSED POOL VEHICLES AND LET ENTERPRISE RENT A CAR ON SITE FOR ON DEMAND RENTAL USE.

RIGHT-SIZE YOUR VEHICLE TYPE
WITH NEW FISCAL YEAR REQUESTS, WE WERE ABLE TO RIGHT SIZE VEHICLES BY MOVING OR REASSIGNING FLEET VEHICLES

GOALS FOR FY17

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
WE HOPE TO DO THIS THROUGH MORE TELECONFERENCE CALLS AND LESS IN PERSON MEETINGS.

DECREASE NUMBER OF STATE VEHICLES
BY USING ENTERPRISE RENTAL WE HOPE TO DECREASE OUR FLEET BY TURNING IN LOW USE POOL VEHICLES.
## Actions taken

| Right-size your vehicle type | The Trust Lands Administration staff works hard to obtain the right size and type of vehicle for which will be needed to perform their duties. |

## Goals for FY17

| Decrease overall pollution output by the state fleet | The Trust Lands Administration staff have been reducing engine idle time and riding together whenever possible to decrease pollution. We will continue these practices in an effort to reduce more pollution. |
No submissions for FY17.
Actions Taken

RIGHT-SIZE YOUR VEHICLE TYPE

UPDATED FLEET BY PURCHASING NEW VEHICLES.
PURCHASED THE FOLLOWING VEHICLES:
DATC#51 2015 TOYOTA AVALON (SEDAN)
DATC#52 2016 TOYOTA TUNDRA SR5 (TRUCK)
DATC#53 2016 TOYOTA TUNDRA SR5 (TRUCK)
DATC#54 2016 TOYOTA HIGHLANDER XLE (SUV)

Goals for FY17

RIGHT-SIZE YOUR VEHICLE TYPE
DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET

TO UPDATE FLEET VEHICLES FOR APPROPRIATE USE FOR OUR CAMPUS.
UPDATE VEHICLE USE POLICY TO MEET MINIMUM REQUIREMENTS FOR MILEAGE USAGE OF STATE VEHICLES.

RIGHT-SIZE YOUR VEHICLE TYPE

TO UPDATE FLEET VEHICLES FOR APPROPRIATE USE FOR OUR CAMPUS.
UPDATE VEHICLE USE POLICY TO MEET MINIMUM REQUIREMENTS FOR MILEAGE USAGE OF STATE VEHICLES.
Actions Taken

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET
CONTINUED TO ENFORCE THE NO IDLE INITIATIVE THROUGH 2015-2016 FISCAL YEAR

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
REPLACED 89 CHEV PUMP TRUCK WITH 2016 DIESEL CHEV SILVERADO

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
EFFICIENT TRIP PLANNING MINIMIZED MILES DRIVEN BETWEEN CAMPUSES

Goals for FY17

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES
EFFICIENT TRIP PLANNING TO MINIMIZE MILES DRIVEN BY FLEET

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
EFFICIENT TRIP PLANNING TO MINIMIZE MILES DRIVEN BY FLEET

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET
CONTINUE TO ENFORCE THE NO IDLE INITIATIVE FOR ALL FLEET VEHICLES
No submissions for FY17
Actions taken

Goals for FY17

DECREASE TOTAL GALLONS OF FUEL CONSUMED BY STATE VEHICLES
WE PURCHASED ECO-FRIENDLY, LOW MILES PER GALLON VEHICLES.
Goals for FY17

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES

WILL CARPOOL WHEN POSSIBLE.

Actions Taken

DECREASE TOTAL MILES DRIVEN ANNUALLY BY STATE VEHICLES

WE HAVE WORKED TO CARPOOL BUT HAVE KEPT THE EMPLOYEES AT THE CAMPUS THAT THEY WERE ASSIGNED TO.
Actions Taken

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET

AN INFORMATION SHEET REGARDING THE EFFECTS OF IDLING ON POLLUTION OUTPUT BY VEHICLES AND THE POSITIVE BENEFITS OF REDUCING IDLING TIME FOR STATE VEHICLES WAS GIVEN TO DRIVERS ASSIGNED TO OUR AGENCY.

INCREASE OVERALL MILES PER GALLON

AN INFORMATION SHEET STRESSING FACTS REGARDING THE IMPROVEMENT OF GAS MILEAGE IN VEHICLES THAT REDUCE IDLING TIME.

Goals for FY17

DECREASE OVERALL POLLUTION OUTPUT BY THE STATE FLEET

CONTINUED TRAINING TO REDUCE IDLING TIME IN ORDER TO REDUCE OUTPUT OF POLLUTION FROM AGENCY VEHICLES.
No submissions for FY17