

Cost Efficiency Report

2020



ACTION TAKEN

Increase overall miles per gallon

By using the telematics program to alert drivers to excessive idling and speeding, we anticipate that we will continue to see an increase in overall vehicle MPG. DAS will continue to address egregious speeding events through our DAS driver safety committee and take corrective actions to educate vehicle operators who break the rules of speeding and excessive idling. Reducing speeding and idling events will effectively decrease fuel consumed by state vehicles.

Educate drivers of their accountability on implementing cost reduction measures

By utilizing the vehicle telematics data, we will educate our drivers on how to reduce the costs associated by reducing idle times, minimizing the inherent risks involved with operating motor vehicles, and extreme speeding events. From that data, we can correct negative driving behaviors that impact the cost associated with operating state-owned cars.

Decrease overall pollution output by the state fleet

The overall goal will be to effectively reduce pollution through the use of the vehicle telematics device. DAS will actively monitor excessive idle times and directly address extreme idle times with the respective divisions and drivers. DAS will use the vehicle telematics device feedback (beeping) to alert the driver when the vehicle has exceeded a predetermined amount of idle time thereby reducing pollution that comes from excessive idling

GOAL

Increase overall miles per gallon

We plan to continue with the goal of increasing the overall miles per gallon. We will do this by using the telematics program to alert drivers to excessive idling and speeding, we anticipate that we will continue to see an increase in overall vehicle MPG. DAS will continue to address egregious speeding events through our DAS driver safety committee and take corrective actions to educate vehicle operators who break the rules of speeding and excessive idling. Reducing speeding and idling events will effectively decrease fuel consumed by state vehicles.

Educate drivers of their accountability on implementing cost reduction measures

We plan to continue with this goal. By utilizing the vehicle telematics data, we will educate our drivers on how to reduce the costs associated by reducing idle times, minimizing the inherent risks involved with operating motor vehicles, and extreme speeding events. From that data, we can correct negative driving behaviors that impact the cost associated with operating state-owned cars.

Decrease overall pollution output by the state fleet

We plan to continue with the goal to decrease overall pollution output by state fleet. The overall goal will be to effectively reduce pollution through the use of the vehicle telematics device. DAS will actively monitor excessive idle times and directly address extreme idle times with the respective divisions and drivers. DAS will use the vehicle telematics device feedback (beeping) to alert the driver when the vehicle has exceeded a predetermined amount of idle time thereby reducing pollution that comes from excessive idling. The Taylorsville State Office has brought an electric vehicle into their motorpool to not only test the cost effectiveness but also reduce carbon emissions by have zero emissions vehicle. DAS is looking into Motorpool options verses vehicles assigned to divisions in an effort to minimize the fleet size and allow for teleworking.

Decrease total miles driven annually by state vehicles

The overall goal will be to decrease the total miles driven annually by state vehicles. Covid-19 has brought a new dynamic to the workplace and more employees are teleworking and meetings, trainings, and conferences are being conducted on-line. We plan to right size the fleets by looking at the current trends as well as telematics to get an overall picture on how vehicles are used.

ACTION TAKEN

Increase overall miles per gallon	DABC is using telematics devices in the vehicles to ensure vehicles are working correctly assuring increase in overall miles per gallon.
Right-size your vehicle type	We have leased two new vehicles for the upcoming year. First vehicle is a Hybrid which will help our department save at the pump and cut down on air pollution. Second vehicle is seven passenger van which help DABC move employees and product more efficiently.

GOAL

Decrease cost per mile	Fleet manager will continue to maintain fleet vehicles to assure proper working condition by using preventive maintenance
Educate drivers of their accountability on implementing cost reduction measures	Fleet manager will attend staff meetings to educate drivers on implementing cost reduction measures along with reminders through the year.

ACTION TAKEN

Decrease total gallons of fuel consumed by state vehicles

Added two e-bikes to fleet

GOAL

Decrease cost per mile

Educating our staff that only 85 octane fuel is needed on our Fleet vehicles.

ACTION TAKEN

Decrease cost per mile

The Utah State Board of Education installed telematics units and activated reminder beeps when staff exceeded the posted speed limit for longer than 60 seconds. Using a slower, consistent speed increases a vehicles miles per gallon and decreases the cost per mile.

GOAL

Decrease total gallons of fuel consumed by state vehicles

The Utah State Board of Education (USB E) has transitioned to telework for most of its staff. Acknowledging telework is now an option for the agency, the USB E will continue to use virtual meeting options for the current time. After restrictions for COVID lift, the agency will observe usage and potentially return fleet vehicles based on utilization standards.

ACTION TAKEN

Decrease total gallons of fuel consumed by state vehicles	Continued to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.
Decrease total miles driven annually by state vehicles	Continued to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.
Decrease overall pollution output by the state fleet	Continued to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.

GOAL

Decrease total gallons of fuel consumed by state vehicles	Continue to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.
Decrease total miles driven annually by state vehicles	Continue to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.
Decrease overall pollution output by the state fleet	Continue to implement video hearings for qualifying offenders housed at county jails and state prison facilities, thereby reducing travel to conduct the hearings in person.

ACTION TAKEN

Nothing reported for 2019

GOAL

Decrease number of state vehicles

Courts has already began reducing fleet size for underutilized vehicles (mainly cargo vans). We will continue reviewing other vehicles for potential reduction.

Decrease total gallons of fuel consumed by state vehicles

With the new onslot use of Webex/Zoom meetings, we will decrease our driving so we will have less fuel consumption.

Decrease total miles driven annually by state vehicles

Due to the restriction of travel, and the use of web based meetings, we are reducing the number of miles driven to court locations. This is also decreasing the maintenance costs on our vehicles.

ACTION TAKEN

Decrease cost per mile

Employees were notified by email when their vehicles were due for regular preventative maintenance. Division directors were also notified so that they could follow-up with employees to ensure regular maintenance was performed.

Decrease number of state vehicles

The department was unable to meet this goal due to the turnover of the Fleet Manager position.

GOAL

Right-size your vehicle type

The department will evaluate driving trends of employees and vehicles to determine cost effective strategies, saving gas and mileage. The department will evaluate how vehicles are used for the type of work performed. Steps will be taken to pair appropriate vehicles for the type of work that needs to be done, employees will carpool when possible and preplanning of work to avoid unnecessary trips.

ACTION TAKEN

Decrease overall pollution output by the state fleet	Replaced 4% of Agency Fleet with Hybrid Vehicles and continued to decrease pollution accordingly.
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GOAL

Decrease total miles driven annually by state vehicles	Improve safety to investigators by reducing in person contact and increase telework contact in investigations where appropriate.
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Decrease cost per mile	Cost per mile at Commerce has a multiplier of PAID parking. Commerce has a goal to eliminate paid parking for the agency, by reducing the number of employee parking spots needed, and expects to save \$960 per applicable vehicle per year.
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ACTION TAKEN

Right-size your vehicle type

The Department continues to assess vehicles during the replacement process to ensure the right size is being purchased. The Department continues to monitor the usage of vehicles and has moved ten vehicles from one division to another division for better utilization.

Decrease total gallons of fuel consumed by state vehicles

Staff were encouraged to carpool whenever possible to attend meetings, conferences or training. Video conferencing continues to be utilized. The Department continues to use telematics to monitor and address issues with staff driving behaviors. Due to COVID-19, employees that could remotely work from home have been doing so, thus saving miles driven.

Increase overall miles per gallon

The Department of Corrections continues to use telematics and monitors the speeding of employees

GOAL

Increase overall miles per gallon

The Department of Corrections will continue to reduce the idle time through the use of telematics. Continue to monitor the telematics data to ensure the vehicle is working correctly and correcting staff members driving behaviors. The Department encourages staff to limit idling when feasible and can do so safely.

Right-size your vehicle type

The Department of Corrections continues to evaluate the fleet and decide to downgrade vehicles or move vehicles for better utilization.

Decrease total gallons of fuel consumed by state vehicles

The Department of Corrections continues to encourage staff to carpool when employees are attending training and meetings at the same location. Staff are also encourage to use video conferencing when feasible. The Department is also utilizing flexible schedules so staff are traveling during off peak congestion times. The prison is coordinating inmate movement to limit the amount of moves necessary between facilities. When feasible, the prison is utilizing video conferencing for inmate hearings. The Department will continue to evaluate positions within the department for possible telecommuting.

ACTION TAKEN

Increase overall miles per gallon	The department encouraged carpooling when feasible and have informed our drivers that the kiosk rental vehicles are equipped with telematics to encourage drivers to follow speed limits, thus conserving fuel
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Decrease overall pollution output by the state fleet	We Installed 10 EV chargers between the MASOB building and the TSC building.
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Right-size your vehicle type	Exchange older vehicles for newer cars that are better on MPG to get the same job done.
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GOAL

Decrease cost per mile	The Department is looking at getting more electrical cars that are better for the environment
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Decrease overall pollution output by the state fleet	Campaigning for more EVs for the Department and in the Fleet Operations vehicles available via the Kiosk.
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ACTION TAKEN

Decrease overall pollution output by the state fleet	Because of our current procurement cycle, we were unable to purchase the EV vehicles we had originally intended to. We did install EV charges at our building which can provide charging for public and other state agencies.
Right-size your vehicle type	We replaced a truck with a sedan as our truck was not being utilized.

GOAL

Decrease number of state vehicles	Over the next year, we plan to reduce the number of state vehicles we have as we will be consolidating administrative buildings into the Cannon Building, and only keeping the number of vehicles we need. We may reduce the number of vehicles by 1/4-1/3.
Decrease overall pollution output by the state fleet	We had EV Chargers installed to support electric vehicles. We plan to start replacing fleet vehicles with electric vehicles in the next exchange cycle.

ACTION TAKEN

Decrease overall pollution output by the state fleet	At division directors meetings we asked them to request to add an agenda item to their division staff meetings to "Turn vehicles off instead of idling". All divisions did this. All employees agreed that this was a good idea.
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Decrease total miles driven annually by state vehicles	We encouraged all employees at the Rio Grande to take Green Bikes to any downtown meetings whenever the weather permitted. We installed a Green Bike station at the Rio Grande at the end of last year. Just when the weather was changing for the better COVID and the earthquake hit and all employees at the Rio Grande have been working from home. This did decrease the miles driven more than the Green Bike Station.
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GOAL

Decrease total gallons of fuel consumed by state vehicles	Increase use of video conferencing so that vehicles are available for necessary trips. Also encourage use of our Hybrid vehicles when they are available.
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Decrease overall pollution output by the state fleet	Encourage employees to use hybrid vehicle when possible. Ask employees not to idle their vehicles for extended periods.
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ACTION TAKEN

Decrease overall pollution output by the state fleet	We have promoted using Front Runner and Trax when able to for meetings and worker commuting, as well as utilized the GPS telematics units for cutting out idle time and driving habits that consume more fuel, creating more emissions.
Decrease total gallons of fuel consumed by state vehicles	Monitoring the GPS units daily and reviewing the reports to curb engine abuse, speeding, and idling.
Educate drivers of their accountability on implementing cost reduction measures	Our Driver Safety Committee meets monthly to discuss driver notifications that we have received. We have issued and will continue to issue suspensions to drivers for violations of Major and Minor thresholds
Decrease cost per mile	Monitoring the GPS units daily and reviewing the reports to curb engine abuse, speeding, and idling.
Increase overall miles per gallon	Monitoring the GPS units daily and reviewing the reports to curb engine abuse, speeding, and idling.

GOAL

Decrease total gallons of fuel consumed by state vehicles	Continue monitoring the GPS units daily and reviewing the reports to curb engine abuse, speeding, and idling. DHS is also promoting telework and meeting attendance through the use of Google Hangouts
Decrease overall pollution output by the state fleet	Monitoring idle times of fleet vehicles through GPS Telematics devices.
Educate drivers of their accountability on implementing cost reduction measures	Our Driver Safety Committee meets monthly to discuss driver notifications that we have received. We have issued and will continue to issue suspensions to drivers for violations of Major and Minor thresholds.

ACTION TAKEN

Did not submit goal last year

GOAL

Natural Resources is looking to potentially reduce the Fleet/Motor Pool staff by 25%. Several scenarios are currently being discussed. One is the implementation of a key kiosk. Up front costs and installation could be a factor in the wake of current budget issues. However, ongoing savings by reducing one FTE would quickly recoup the costs. Another course of action would to simply maintain current operations as is and absorb the current duties into the remaining staff. Hours of office operation would potentially have to be adjusted to accommodate for coverage. While this goal does not fit directly into any of the above drop down categories, eliminating one FTE position has tremendous costs savings potential to the State of Utah's tax payers as a whole.

Decrease number of state vehicles

Natural Resources Motor Pool has re-assigned vehicles from its short term daily check out fleet to other areas/divisions that were in need of vehicles. With the uncertainty of in office restrictions caused by the recent Covid-19 pandemic, Natural Resources will continue to monitor the needs and usage of current vehicle levels and adjust accordingly.

ACTION TAKEN

Decrease cost per mile	Monitored fuel purchases at commercial & State sites and reported data back to Section lieutenants and UHP Admin. Worked with local State fuel site administrators to ensure troopers had access to the appropriate sites 24/7. Progressed from about 65% commercial/35% State fuel site purchases to about 32% commercial/68% State fuel site purchases. Quickly responded to instances where troopers were not maintaining vehicles and worked with local administration to take corrective action, when appropriate.
Decrease total miles driven annually by state vehicles	Monitored total mileage driven by troopers and identified outliers on potential excessive use. Counseled with Section lieutenants on troopers who were registering miles outside of patrol norm and averages. Reduced number of troopers and instances of outlier mileage.
Educate drivers of their accountability on implementing cost reduction measures	Disseminated information regarding fuel costs, fleet costs, vehicle maintenance to all troopers to increase their understanding of how fleet costs affect the overall DPS & UHP budgets.

GOAL

Decrease cost per mile	Continue to monitor fuel purchases to improve State site vs. commercial site ratio. When DFO app is available, implement usage throughout DPS to increase State site purchases and more expeditious maintenance.
Decrease total miles driven annually by state vehicles	Continue to monitor troopers who exceed normal patrol car mileage and take appropriate action.
Educate drivers of their accountability on implementing cost reduction measures	Continue to disseminate information regarding fuel & fleet costs to all troopers. Integrate DFO app into daily use department-wide.

ACTION TAKEN

Decrease cost per mile

We have responded immediately to preventative maintenance reminders provided by Marcie as well as any open recalls. I have educated our drivers on the Utah DFO app and the resources available to them in the app for finding State Fuel locations and other resources in the app. When we did the fuel card swap I informed the drivers of the importance of using the lowest octane fuel and how it is unnecessary to use the higher octane fuel.

Increase overall miles per gallon

We implemented our new Safety and Loss Prevention of State Vehicles policy and informed our drivers of the new policy that went into effect. Through this work we saw a slight improvement in fuel efficiency, please see attached report to show improvement.

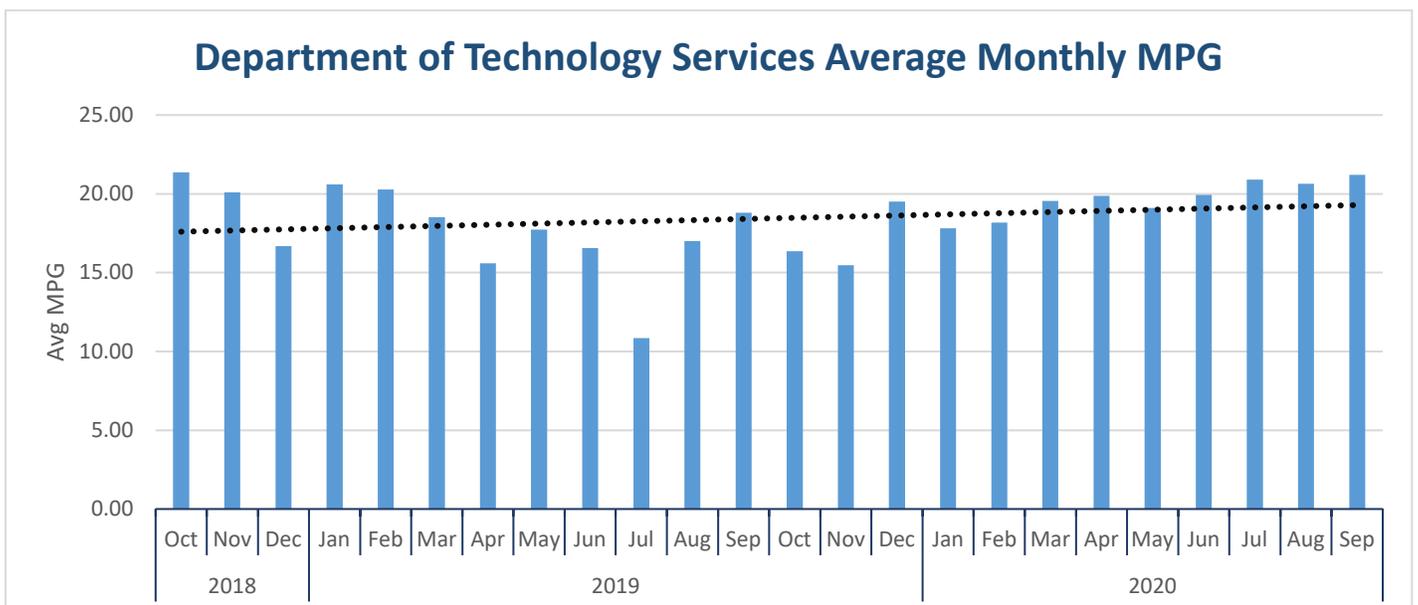
GOAL

Decrease overall pollution output by the state fleet

Will continue to fully utilize Geotab by turning on beep notification to inform drivers of poor driving behaviors and to send notifications to drivers who have too much idle time.

Right-size your vehicle type

Will work with Fleet to right size our current fleet by possibly turning in a vehicle, if feasible, or right sizing a vehicle exchange. If we do have an upcoming vehicle exchange we will work with fleet to determine the cost savings of taking a capitol credit for another year or downsizing the vehicle to better suit our needs.



ACTION TAKEN

Decrease number of state vehicles	We have followed through on telematics for vehicles that are in an AR status. We have met with each regions equipment manager to discuss options for vehicles other than full time lease vehicles.
Decrease total gallons of fuel consumed by state vehicles	DOT has repeatedly reminded all employees through email and on-line meeting to use video conferencing. Less travel is in place and meetings are handled through other means that in person.

GOAL

Decrease number of state vehicles	DOT has created a monthly report to all regions on utilization by individual vehicle. Each month the receiving agency is to review and comment on an action plan for the underutilized. Equipment Operations will contact each region with recommendations on options to reduce their vehicle count.
Decrease total miles driven annually by state vehicles	DOT has opened the central motor pool to all agencies around the Taylorsville campus. Along with goal # 1 the option for reducing the regions underutilized vehicles will be to add to the central motor pool with a few vehicles for use by the complex and surrounding agencies. Also, the continued reminder of video conferencing.
Educate drivers of their accountability on implementing cost reduction measures	DOT is working with the UofU on a framework for life cycle and performance assessment. Part of the performance assessment will be the recommendation of additional equipment installed with telematics.

ACTION TAKEN

Educate drivers of their accountability on implementing cost reduction measures	Held Staff training regarding the responsibility of all Staff to adhere to cost reduction measures that are in place.
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Decrease total gallons of fuel consumed by state vehicles	Instituted more online practices (meetings, outreach work, training, etc...) that reduced the frequency of vehicle usage, resulting in consumption of fewer total gallons of fuel.
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Decrease total miles driven annually by state vehicles	Instituted more online practices (meetings, outreach work, training, etc...) that reduced the frequency of vehicle usage, resulting in less total miles driven.
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GOAL

Increase overall miles per gallon	Our agency intends to increase overall miles per gallon vehicle performance by providing additional training to all drivers that promotes behaviors that reduce aggressive driving.
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Decrease overall pollution output by the state fleet	Our agency intends to decrease overall pollution output by reinforcing idle time reduction training and promoting travel schedules to avoid rush hour traffic whenever possible.
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Decrease cost per mile	Our agency intends to decrease cost per mile performance by training drivers to check tire pressure prior to vehicle use. A tire gauge will be provided in each vehicle to facilitate this practice.
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ACTION TAKEN

Right-size your vehicle type

Distributed fleet vehicles to best meet the department needs. We continued to evaluate when an economical vehicle with high miles per gallon can be used and when a 4-wheel drive vehicle was needed to accommodate necessary travel through a mountain pass.

GOAL

Decrease total gallons of fuel consumed by state vehicles

As a department we will encourage staff to utilize teleconferencing as a primary means by which to conduct meetings rather than travel to meetings via fleet vehicle usage. By reducing the travel used to hold meetings fuel reductions will be realized.

Right-size your vehicle type

Thorough evaluation of existing vehicle assignments. We plan to order the most economical size and type of vehicle while still considering the vehicle purpose and driving conditions.

ACTION TAKEN

Right-size your vehicle type

We did begin looking into the cost and availability of Transit vans during FY20. Due to Covid-19 and budget restraints it was determined to not purchase any new vehicles at this time. When travel resumes at a more normal pace we will revisit purchasing additional Transit vans.

Decrease total miles driven annually by state vehicles

Due to Covid-19 sports, conferences and class travel has not taken place. Without vehicle rentals we are not able to replace vehicles at this time. As restrictions lessen we will again address purchasing larger vehicles.

GOAL

Right-size your vehicle type

As travel resumes after Covid-19 restrictions are lifted we will again attempt to replace minivans with Transit vans. A majority of groups need to transport 9 to 12 people and we would be able to send just one vehicle rather than several.

Decrease total miles driven annually by state vehicles

Goal is to replace smaller less used minivans with larger Transit vans. Only sending out one larger vehicle rather than two smaller will decrease miles driven, less fuel purchased and less chances of vehicle incidents.

ACTION TAKEN

No reported goals

GOAL

Decrease cost per mile

The Governor's Office aims to continue to practice fiscal responsibility in our efforts to decrease the cost per mile driven. The way in which we will implement this is to make sure Governor's Office vehicles are using the lowest octane fuel for the correct elevation and whenever possible, purchase fuel from State-owned fuel sites whenever possible, and continue to be on top of maintenance.

Decrease overall pollution output by the state fleet

The Governor's Office plans to decrease overall pollution output by informing employees the importance of limiting idle time. Employees will be informed to shut the car off when not in use, and to do their best to not idle the vehicles for extended periods of time.

Right-size your vehicle type

The Governor's Office currently only utilizes vehicles assigned to our office as compensation vehicles, and thus have right-sized our fleet. We will continue to practice this by utilizing rental vehicles for transportation, rather than adding additional fleet vehicles to our office.

ACTION TAKEN

Decrease total miles driven annually by state vehicles

We provided access to an electric bike, green bike passes, and reimbursement for scooters to encourage employees to take alternative transportation when going to meetings around Salt Lake City. As a result, we drove 23,155 miles less in FY20 than in FY19. Our total mileage for FY19 was 91,576 and our total mileage for FY20 was 68,421.

Decrease total gallons of fuel consumed by state vehicles

We encouraged employees to carpool when traveling. As a result, our total gallons of gasoline consumed in FY20 was 2,763.09 less than in FY19. Our total gallons of gasoline used in FY19 was 5,582.249 and our total gallons of gasoline used in FY20 was 2,819.159.

GOAL

Educate drivers of their accountability on implementing cost reduction measures

We will provide training to all staff in our agency about Fleet policy and being conscious of cost impacts to the agency related to Fleet travel.

Decrease total miles driven annually by state vehicles

Due to COVID 19 we expect total miles traveled due to reduction of group gatherings around the state to be further reduced.

ACTION TAKEN

Did not submit last year

GOAL

Decrease total gallons of fuel consumed by state vehicles

Utilize video conferencing; carpool when possible.

Decrease overall pollution output by the state fleet

Utilize hybrid vehicle rather than traditional combustion engine vehicle

ACTION TAKEN

No reported goals

GOAL

Decrease cost per mile

We will continue to maintain the level of preventative maintenance we have in the past. We will also continue to insure we use the lowest octane fuel for our altitude.

Decrease overall pollution output by the state fleet

We will make every effort to decrease the idle times of our vehicles.

ACTION TAKEN

Educate drivers of their accountability on implementing cost reduction measures

Driver training was implemented to make investigators aware of their actions and how it could impact the environment. Utilizing the new fuel app to make sure we are getting the best price for fuel as well as the closest station.

Decrease overall pollution output by the state fleet

We continue to modernize our fleet. Our newer cars allow for shutdown during stops at traffic lights and in traffic. This allows for cleaner operation of the vehicles.

GOAL

Decrease total gallons of fuel consumed by state vehicles

Continue strategic case assignment, to help with fewer miles driven. Allow investigators to travel together to lessen the amount of vehicles used during an investigation.

Decrease total miles driven annually by state vehicles

This works in conjunction with our other goals, and by reaching those goals this will help to decrease total miles driven by our investigators. Again assigning cases within geographic areas of different investigators and co investigators of the same area to lessen cars on the road.

ACTION TAKEN

Decrease overall pollution output by the state fleet	LC managers educate and remind state vehicle operators of Governor Herbert's 2012 executive: automotive idling reduction. LC drivers limit the amount of time completing paperwork and computer data entry in the vehicle to reduce idling time.
Decrease total miles driven annually by state vehicles	LC drivers plan inspection trips efficiently to make good use of time and minimize miles driven. LC has utilized teleworking and increased the number of inspectors approved for Take Home Use to minimize the need to drive to a central office location.
Decrease cost per mile	LC utilizes fourteen hybrid vehicles to maximize efficiency in lowering cost per mile and lowering vehicle pollution emissions.

GOAL

Decrease total miles driven annually by state vehicles	Drivers will continue to plan inspection trips efficiently to make good use of time and minimize miles driven. LC will continue utilized teleworking and increased the number of inspectors approved for Take Home Use to minimize the need to drive to a central office location. LC will continue to increase use of video conferences to reduce need to drive to central meeting location.
Decrease overall pollution output by the state fleet	Continue to remind and educate state vehicle operators of Governor Herbert's 2012 executive order: automotive idling reduction. LC utilizes fourteen hybrid vehicles to maximize efficiency in lowering cost per mile and lowering vehicle pollution emissions.
Decrease cost per mile	Drivers will endeavor to provide proper preventative maintenance including properly inflated tires. Drivers will be educated on locations and cost advantages of purchasing from state fuel sites. Drivers will be encouraged to use the lowest needed fuel octane appropriate for the vehicle and environmental conditions as recommended by Fleet Operations.

ACTION TAKEN

Decrease total gallons of fuel consumed by state vehicles

We purchased and replaced some our fleet vehicles with hybrids or clean air certified vehicles. For long distance assignments, we encouraged our employees to use vehicles that fuel efficient.

GOAL

Decrease total miles driven annually by state vehicles

During this covid-19 pandemic we encourage our employees to utilize teleworking and virtual meetings at this time in which will help reduce the usage our state vehicles. Only use state vehicles if needed. For the vehicles that are operated daily, state employee should carpool as much as possible while wearing a face mask and reservation schedules should be utilized to see if there are other employees going to the same place or vicinity at specific dates and/or specific times.

ACTION TAKEN

No goal selected in last year's report.

GOAL

Decrease cost per mile

Have employees check their tires every two weeks during the submission of timesheets.

Decrease cost per mile

Use state fuel sites for fueling as much as possible.

Decrease total gallons of fuel consumed by state vehicles

To reduce the amount of in person meetings and replace them with virtual meetings

Educate drivers of their accountability on implementing cost reduction measures

Inform and educate drivers of the importance of limiting miles driven, proper maintenance of vehicles and passive driving habits

ACTION TAKEN

Decrease total gallons of fuel consumed by state vehicles	Replace vehicle with hybrid vehicles or alternative fuel vehicles. We have replaced 5 vehicles with hybrid vehicle.
Decrease overall pollution output by the state fleet	We are working with our drivers and the managers of the drivers to reduce their idling time.
Increase overall miles per gallon	Replace vehicle with a higher MPG rating, we have replaced 5 vehicles with Hybrid vehicles, and we are working with each driver to decrease their idling time, and giving incentives for drivers that have had the less amount of idling time
Decrease cost per mile	Still waiting for the EV stations to be install, along with the solar canopy to be installed at the AAB EV charging stations.
Decrease number of state vehicles	We have not removed any of the vehicles because of COVID-19, our Business office VP want to redo an analysis of each of the vehicles and their use. We are still looking at removing four (4) vehicles if not more after the analysis has been reviewed by our Business office VP. We are still looking at removing two more vehicles from our fleet before the end of the year.
Decrease cost per mile	We have purchased two hybrid vehicles for our campus security officers, they should be online by the end of September, and we are also replacing one 12 passenger van with a diesel van. We are just waiting for this van to be manufactured and delivered.
Right-size your vehicle type	We are rerunning our vehicle analyst report for our Business office VP and also waiting for an analyst report form Enterprise Fleet services, as soon as we have these reports we will be making changes to our fleet.

GOAL

Decrease cost per mile	Keep the vehicles maintained and educate drivers on good driving habits, and run driving reports to review with the drivers to help encourage good driving habits.
Decrease total gallons of fuel consumed by state vehicles	With COVID-19 out total number of miles driving has decreased so far this year. We are also educating our drivers on idling times and doing more preventive maintenance inspections.

Right-size your vehicle type

We are looking at removing more vehicles from our fleet that are being underutilized and re-assign vehicles to other areas to increase their use and retiring other vehicles that are old, high mileage and under utilities.

ACTION TAKEN

Decrease cost per mile

Tire maintenance and air is checked before every trip. I've encouraged drivers to fuel at the state fuel sites to obtain the lowest cost possible. We also encourage them to fuel at 3/4 tank.

Decrease total gallons of fuel consumed by state vehicles

Due to COVID more meetings are being done virtually and less travel is occurring.

GOAL

Decrease number of state vehicles

Evaluate what type of vehicles are used the most and restructure fleet accordingly.

ACTION TAKEN

Decrease number of state vehicles	Some of the campus vehicles that are under-utilized have been transferred to other departments or sold through surplus and not replaced.
Right-size your vehicle type	The University has purchased several Kubota utility carts rather than full-size pick-up trucks.

GOAL

Decrease total miles driven annually by state vehicles	With no fall athletic completions taking place and most conferences cancelled, people will be travelling less and accruing fewer miles on the vehicles.
Decrease total gallons of fuel consumed by state vehicles	Since the majority of meetings and conferences have been cancelled, teleconferencing and telecommuting will be more common this year. As a result, less fuel will be expended this upcoming year.

ACTION TAKEN

No reported goals

GOAL

Increase overall miles per gallon

Educate employees to use caution when driving - to not exceed the speed limit and limit idle time.

ACTION TAKEN

Increase overall miles per gallon	Ensured travel & acceleration at lower speeds to reduce fuel consumption.
Decrease total miles driven annually by state vehicles	Took public transit to the office when possible, subject to the meeting schedule.

GOAL

Increase overall miles per gallon	Ensure travel and acceleration at lower speeds to reduce fuel consumption.
Decrease total miles driven annually by state vehicles	Attempt to take public transit to the office when possible, dependent upon meeting schedule.

ACTION TAKEN

Our Department just absorbed the UCAT vehicles and this is our first year completing this.

GOAL

Decrease number of state vehicles

We will be analyzing the appropriate number of vehicles in comparison to the number of employees in the office and the use volume.

Educate drivers of their accountability on implementing cost reduction measures

Try to educate employees that may be going to the same campus to combine visits to reduce multiple trips.

ACTION TAKEN

Decrease overall pollution output by the state fleet By accepting hybrid vehicles during the replacement period, this should decrease the Tax Commissions' total pollution.

GOAL

Decrease overall pollution output by the state fleet By accepting hybrid vehicles during the replacement period, this should decrease the Tax Commissions' total pollution.

ACTION TAKEN

Decrease cost per mile

We completed the preventative maintenance in a timely manner to reduce cost.

GOAL

Increase overall miles per gallon

We will continue to reduce our idle time.

ACTION TAKEN

Decrease overall pollution output by the state fleet	Expanded telematics program to help track idle time. Providing reporting to department heads to show idling time.
Decrease overall pollution output by the state fleet	Purchased 6 CNG busses and 11 Hybrid vehicles
Decrease cost per mile	Using semi synthetic oil we have been able to extend oil change intervals
Right-size your vehicle type	Replaced 3 full size trucks with smaller vehicles
Decrease number of state vehicles	Reallocated 2 vehicles using telematics data to increase utilization. Surplused 2 class 8 trucks for a single truck with a hook body.

GOAL

Decrease overall pollution output by the state fleet	Purchase Hybrid and other Alternative fuel vehicles where practical
Increase overall miles per gallon	Continue to expand telematics program to provide better utilization, idle time, and other fleet data to decrease fuel use
Increase overall miles per gallon	Make MPG a deciding factor in vehicle procurement

ACTION TAKEN

Right-size your vehicle type	Utilizing the telematics program we were able to monitor the usage of our vehicles to determine the right size of vehicle needed while evaluating and updating the correct usage information in Fleet Focus.
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Educate drivers of their accountability on implementing cost reduction measures	Through the use of the telematics process we were able to educate our drivers on how to reduce costs by completing preventive maintenance and reducing excessive speeding and idling.
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GOAL

Decrease cost per mile	Utilizing EKOS reporting, USDB will monitor all fuel purchases to ensure that the appropriate grade of fuel is being purchased for every state vehicle in our fleet as well as encouraging employees to telework when possible to reduce overall costs.
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Decrease overall pollution output by the state fleet	Applying the telematics data, we will actively monitor excessive speeding and idling in state vehicles while taking the appropriate action needed to correct negative driving behaviors to reduce the overall pollution that comes from our state vehicles.
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ACTION TAKEN

Decrease number of state vehicles	All departments are encourage to surplus vehicles that are 10 years old or older. All departments that have under-utilized vehicles are encouraged to surplus and sell these vehicles and possibly rent a vehicle when needed from Motor Pool.
Decrease cost per mile	All departments with vehicles are set up on a monthly preventative maintenance schedule and are notified to schedule services on vehicles with the Motor Pool service department. Tire pressure is checked regularly and lowest octane fuel is encouraged by all drivers.
Right-size your vehicle type	We encourage all USU departments to purchase high MPG vehicles and hybrid models that are right size for their needs.

GOAL

Decrease total miles driven annually by state vehicles	With the travel restrictions this past 2020 year there have been less vehicles on the road and we encourage work from home when it is feasible.
Decrease overall pollution output by the state fleet	Less travel means less pollution and USU has encouraged employees to work from home when needed. Carpooling and telecommuting are encouraged by all departments to limit the emissions of vehicles. USU in Logan requires all vehicles parking on campus to pass the county emission requirements before purchasing a parking permit.
Decrease total gallons of fuel consumed by state vehicles	Telecommuting and video conferencing is encouraged by all USU departments to help reduce miles driven. Car pooling and using alternative transportation like the Aggie Shuttle or Cache Valley Transit buses is encouraged for commuters here at USU on the Logan Campus and where available across the state.

ACTION TAKEN

Right-size your vehicle type

Bridgerland has purchased fuel efficient vehicles to accommodate the travel of our faculty and staff.

GOAL

Decrease total miles driven annually by state vehicles

Bridgerland is implementing multiple ways to do video conferencing to reduce travel. (Zoom, Microsoft Teams, Cisco Meetings, etc.)

ACTION TAKEN

Decrease cost per mile

Davis Technical College, through education, provided training to help reduce vehicle operating costs by reducing vehicle engine idle time, driving fewer miles, use carpool, avoid rush hour, and conduct proper maintenance.

Right-size your vehicle type

Davis Technical College purchased new efficient vehicles to meet the needs of our faculty and staff.

GOAL

Decrease cost per mile

Davis Technical College, through education, will continue providing training to help reduce vehicle operating costs by reducing engine idle, driving fewer miles, use carpool, avoid rush hour, conduct proper maintenance, and encourage employees to utilize our electric vehicle.

Right-size your vehicle type

Davis Technical College purchases new efficient vehicles to meet the needs of our faculty and staff.

ACTION TAKEN

Decrease total miles driven annually by state vehicles

There are three vehicles on campus that are for general use. These include a The other vehicles on campus are used for instruction by one of the following programs: Commercial Driver's License, Diesel Technician, Auto Technician, and Collision Repair.

GOAL

Decrease total miles driven annually by state vehicles

We will start by creating a baseline in the year 2020. On January 1, 2020 we will record the mileage on each of our fleet vehicles. The miles driven for the year will serve as a baseline for our school to compare total miles driven for the subsequent year. We will work on combining trips, carpooling, etc. in order to decrease the total miles driven annually.

Decrease total miles driven annually by state vehicles

Record mileage driven of each vehicle for 2020 upon return to school in January 2021. Record this number as a baseline. Prorate this amount for the months that campus was closed due to COVID-19. Track total miles for vehicles for 2021. Consider cancelled trainings, events and student field trips.

ACTION TAKEN

Increase overall miles per gallon	Implemented the following: Avoiding prolonged idling, Perform pretrip inspections to check Oil Level and Tire Pressure, perform regular Oil changes, slow starts on the gas pedal
Decrease total miles driven annually by state vehicles	Carpooled when possible, as well as planned out schedules to decrease number of trips taken.

GOAL

Decrease cost per mile	Prep trip inspections will be performed on a regular basis. Pretrip consist of checking oil levels and tire pressure. Also make sure preventative maintenance oil and lubes are performed on a regular basis.
Decrease overall pollution output by the state fleet	Schedule travel that avoids rush hour traffic. Prevent prolonged idling.
Decrease total gallons of fuel consumed by state vehicles	All facility meetings have gone virtual by using video conferencing. MTECH meet weekly to discuss work orders and preventative maintenance.
Decrease total miles driven annually by state vehicles	Carpooled when possible, as well as planned out schedules to decrease number of trips taken.
Increase overall miles per gallon	Reduce prolonged idling and reduce aggressive starts and stops.
Right-size your vehicle type	We are currently adding vehicles to fleet for custodial purposes. It will sized correctly to be functional for the line of work and economical for traveling purposes. MTECH is set to purchase 2 new vehicles to support its new facilities. They will primarily be used for custodial services. We will select vehicles that are fuel efficient and sized to support the custodial daily duties.
Educate drivers of their accountability on implementing cost reduction measures	MTECH is set to purchase 2 new vehicles to support its new facilities. They will primarily be used for custodial services. We will select vehicles that are fuel efficient and sized to support the custodial daily duties.

ACTION TAKEN

Decrease overall pollution output by the state fleet

We have implemented signage in all fleet vehicles stating "Idle-Free Vehicle" and are currently tracking awareness of idle free in vehicle log books. Due to COVID-19 our fleet vehicles are not currently being use much which saves on mileage and air quality.

Decrease total gallons of fuel consumed by state vehicles

Implemented fleet vehicle log book with gas usage and reconciling fuel receipts, we have created a better way of tracking and holding drivers accountable. Overall fuel saving huge due to COVID-19 and fleet vehicles not being used.

GOAL

Right-size your vehicle type

Communicate with all departments and programs the importance of using the correct size vehicle when just running out to pick up supplies vs using what's closest to you at the time.

Educate drivers of their accountability on implementing cost reduction measures

My focus for the upcoming year on this goal will be to educate and hold accountable our Drivers Education instructors. Implement fuel efficiency and idle free while training students to drive it will help instill into our upcoming generation.

ACTION TAKEN

Decrease number of state vehicles We have removed 1 older, higher mileage vehicle from our fleet and returned 1 state leased vehicle back to the state.

Right-size your vehicle type We are constantly evaluating our existing fleet to see what vehicles are underutilized, overutilized and checking to whether or not the appropriate vehicle is being chosen for the trip. We are still working on replacing our underutilized vehicles within the fleet to continue our goal of right-sizing our vehicles by reducing the size of the vehicle, more fuel efficient, and proper staff placement to eliminate additional vehicles within the fleet.

Decrease cost per mile Encouraged staff to use hybrid vehicles on trips. We regularly have our vehicles serviced to stay on top of preventative maintenance. We also encourage to drive a slower consistent speed so that will decrease the cost per mile.

Decrease total gallons of fuel consumed by state vehicles We encourage video conferencing and phone conferencing instead of traveling to meetings. We also urge staff to carpool as much as possible.

Increase overall miles per gallon We have devised and implemented a Fleet Policy for our College that informs employees that they must abide by traffic laws and be mindful of vehicle cost efficiencies which include watching their idle times. We also ensure that all of our Driver Operators are current with their Defensive Drivers Certifications which goes over aggressive driving and obeying all laws.

Educate drivers of their accountability on implementing cost reduction measures In our Fleet Policy the employees are reminded that they are held accountable for implementing cost reduction measures when utilizing any of the college fleet vehicles.

GOAL

Decrease number of state vehicles We continue to watch what fleet vehicles are being underutilized and will take measurements to decrease inventory if necessary.

Right-size your vehicle type We will also remind employees to right size the vehicle for their trip purposes and to use the smaller compact hybrid cars as much as possible. If we expand our fleet we will ensure that we are purchasing the most economically appropriate size and that the type of vehicle for the purposes and driving conditions for which the vehicle will be used is cost efficient.

Decrease total gallons of fuel consumed by state vehicles

Due to COVID 19, it has really pushed our College to video and phone conference for all meetings. We will continue to move forward in our future goals to use video and phone conferencing as the first option instead of traveling to meetings.

Educate drivers of their accountability on implementing cost reduction measures

Our Driver Safety Committee meets to discuss driver notifications that we have received. We have issued and will continue to issue warnings and suspensions to drivers for violations of Major and Minor thresholds.

ACTION TAKEN

Decrease total miles driven annually by state vehicles	Due to COVID closure, the miles driven has decreased for fiscal year 2020.
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Decrease overall pollution output by the state fleet	Trips have been modified to avoid rush hour traffic. No idle training has been conducted for all drivers.
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Educate drivers of their accountability on implementing cost reduction measures	Drivers were educated on their responsibility for implementing cost reduction measures.
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GOAL

Decrease cost per mile	We will decrease cost per mile by properly maintaining the State Fleet vehicles and purchasing fuel from state fuel sites.
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Decrease total miles driven annually by state vehicles	Our plan to reduce total miles driven includes increased video conferencing capabilities to reduce the need to travel for meetings.
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ACTION TAKEN

Increase overall miles per gallon	Periodically ran reports to ensure that all employees are current on the defensive driver training course to reduce aggressive driving and increase overall miles per gallon.
Decrease total miles driven annually by state vehicles	Implemented Microsoft Teams throughout the college and increased usage for virtual meetings to decrease the need to drive between the two campuses.
Educate drivers of their accountability on implementing cost reduction measures	As new employees were hired, onboarding included training on reducing costs of travel between campuses and were encouraged to utilize Microsoft Teams to have virtual meetings.

GOAL

Decrease total gallons of fuel consumed by state vehicles	Continue to utilize Microsoft Teams to have virtual meetings rather than requiring employees to travel between two campuses.
Decrease total miles driven annually by state vehicles	College employees will carpool when possible.

ACTION TAKEN

Right-size your vehicle type

The Motor Pool department at Utah Valley University has sold 2 of 4, V8 Chevrolet Suburbans. One Suburban was replaced with a V6 Ford Transit which seats up to 12 and is more economical. The second Suburban has not been replaced at this point due to decreased demand. Eventually the other 2 Suburbans will be sold and possibly replaced with Ford Transits.

Decrease number of state vehicles

A total of five high mileage, underutilized SUVs and sedans have been sold and have not yet been replaced. Replacements will be considered once demand increases and budgets recover.

GOAL

Decrease overall pollution output by the state fleet

Sell 1 of our 2 diesel buses in our Fleet. The buses are only used occasionally and sit for long periods of time. We have only one qualified driver that can operate the buses, thus there is no need for two buses. The buses are costly to repair/maintain and not economical.

Right-size your vehicle type

When reservations for our Motor Pool vehicles are initially made, departments will be asked number of people and purpose of the vehicle(s). Our department will then assign an appropriate vehicle for their needs. A sedan is suitable for many of our reservations.

ACTION TAKEN

Increase overall miles per gallon

Last year, Weber State University replaced two 2009 Ford Focus sedans with two 2019 Chevrolet Volts. The Volts are more efficient and are operated mostly on battery power.

Decrease cost per mile

Last year, Weber State University updated our oil change interval. We are now using on a 12 month or 5,000 mile interval. This falls more in line with industry standards and lowers our cost per mile by not changing the oil as frequently.

GOAL

Decrease number of state vehicles

This year, we are planning on selling three vehicles that are being underutilized.