



division of  
**Fleet  
Operations**

# Cost Efficiency Report

## 2023





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**Fleet  
Operations**

**Attorney General**

**Contact: Kaitlyn Riley**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

We will encourage our staff to do meetings online when possible. We also encourage our staff to work from home on surge days leading to less vehicle use. This will decrease pollution.

**GOAL**

Decrease total miles driven annually by state vehicles

Encourage employees to carpool when necessary. Encourage use of our E-bikes. Require employees to rent Enterprise vehicles for long trips.



**Bridgerland Technical College**

**Contact: Veronica Whitman**

**ACTION TAKEN**

Increase overall miles per gallon

We encourage employees to drive the posted speed limit, limit idle time and use a vehicle that is most fitting for the transportation need. We have a couple different vehicle sizes, so there is a vehicle to fit the needs, most of the time. When buying vehicles, we look into options that can be more efficient and still serve the college's needs.

**GOAL**

Decrease cost per mile

Newer vehicles are more efficient per mileage due to new manufacturing regulations. Rotating the fleet vehicles every few years, allows us to have the best fuel mileage vehicles. We also have our maintenance department look over the vehicle after every trip to make sure it is in the best operating condition possible.



**Board of Pardons and Parole**

**Contact: Wendy Rutherford**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

The Board of Pardons and Parole agency continues to conduct video hearings (for qualifying offenders) as well as utilize the waiver process (for qualifying offenders) to reduce in-person hearings. Both of these processes has decreased the use of state vehicles required to drive to and from the jails/prison to facilitate in-person hearings. This also assisted with cutting back DOC's state vehicles needing to transport offenders to different facilities for their hearings. Overall, the Board of Pardons and Parole has been successful in decreasing the total gallons of fuel consumed by their state vehicles.

Decrease total miles driven annually by state vehicles

The Board of Pardons and Parole agency continues to conduct video hearings (for qualifying offenders) as well as utilize the waiver process (for qualifying offenders) to reduce the amount of in-person hearings. Both of these processes has decreased the use of state vehicles required to drive to and from the jails/prison to facilitate in-person hearings. Overall, the Board of Pardons and Parole has been successful in decreasing the total miles driven annually by their state vehicles.

Decrease overall pollution output by the state fleet

The Board of Pardons and Parole agency has continued to conduct video hearings (for qualifying offenders) as well as utilize the waiver process (for qualifying offenders) to reduce the amount of in-person hearings. Both of these processes has decreased the use of state vehicles required to drive to and from the jails/prison to conduct in-person hearings. Overall, the Board of Pardons and Parole has been successful in decreasing the overall pollution output by their state fleet vehicles.

**GOAL**

Right-size your vehicle type

The Board of Pardons and Parole will look into purchasing new economical size/type vehicles.

Decrease cost per mile

The Board of Pardons and Parole will conduct proper preventative maintenance (oil changes, tire rotations, etc.) to utilize the most efficient and lowest mpg.



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Decrease total miles driven annually by state vehicles

The Board of Pardons and Parole will utilize the video hearings process (for qualifying offenders) and the waiver process (for qualifying offenders) to reduce the number of in-person hearings. These processes will decrease the total miles driven annually by their state fleet vehicles.



**Davis Technical College**

**Contact: Darby Gardner**

**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.



**Department of Agriculture and Food**

**Contact: Thayne Mickelson**

**ACTION TAKEN**

Educate drivers of their accountability on implementing cost reduction measures

Agency supervisors were trained in how to use telematics and how they can utilize them to monitor safety concerns. The department has policies that identify specific telematics violations, with a focus on the safety of our employees. The Drivers Safety Committee meets monthly to review violations and report back to divisions with recommended areas of improvement.

Decrease total gallons of fuel consumed by state vehicles

Carpooling is encouraged when multiple employees are attending the same in-person meeting. Virtual meetings are held whenever possible for employees to reduce the need for employees to drive to in-person meetings. The type of vehicle is reviewed each time a vehicle is replaced to ensure the most fuel efficient vehicle is considered.

**GOAL**

Educate drivers of their accountability on implementing cost reduction measures

Provide each division with a quarterly utilization report, allowing them to closely monitor their vehicle usage and make adjustments when and where needed.

Decrease cost per mile

Keep all drivers up to date on their maintenance schedule limiting any overdue maintenance. Implement regular monitoring of fuel purchases to improve and/or maintain fuel purchases at state site vs. commercial site ration, as well as fuel octane usage.



**Department of Alcoholic Beverage  
Services**

**Contact: Nox Pilivi**

**ACTION TAKEN**

Decrease total miles driven annually by state vehicles

The department was able to hire a compliance specialist to serve St. George and its surrounding area. With this hiring, we have been able to reduce our carbon footprint and savings in fuel costs.

Decrease overall pollution output by the state fleet

DABS has added an electric vehicle to its fleet. Using an electric vehicle around the valley has reduced our overall pollution output. Staff have also continued to carpool when possible to attend appointments and meetings.

**GOAL**

Right-size your vehicle type

Due to some recent changes to our business process, we will be taking a look at our fleet vehicles and implementing the most economically appropriate size and type of vehicle for the conditions under which the vehicle will be used.

Decrease total gallons of fuel consumed by state vehicles

With DABS looking into the right size vehicles for the job, we should be able to reduce our overall fuel consumption for the department. We will continue to encourage staff to utilize (when possible) phone calls, and emails.





**Department of Commerce**

**Contact: Todd Rasmussen**

**ACTION TAKEN**

Decrease overall pollution output by the state fleet

Helped drivers to limit the time idling in the vehicle while writing reports or violations, by encouraging them to either write reports in the office during hot or cold months or turn the vehicle off when not specifically driving.

Decrease total gallons of fuel consumed by state vehicles

Used video conferencing for more investigations where appropriate when a site visit wasn't requisite.

**GOAL**

Increase overall miles per gallon

Make training available to keep aggressive driving at a minimum and work with investigators to further reduce their idle time.

Right-size your vehicle type

Add two additional hybrid vehicles instead of gas-only vehicles, to replace older non-hybrid vehicles. Additionally, replacing the older hybrid vehicles with more fuel-efficient hybrid vehicles that include additional safety features.



**Department of Corrections**

**Contact: Roxie Huntsman**

**ACTION TAKEN**

Right-size your vehicle type

Department of Corrections continues to evaluate the most economical type of vehicle during the replacement process. When expansion vehicles were approved, Corrections was able to purchase hybrid type vehicles for its fleet. Two large buses that were not being utilized, and costly to run, were turned into Fleet Operations this year. Corrections will continue to evaluate and purchase the most efficient vehicle that will adequately maintain our mission to our stakeholders.

Decrease total miles driven annually by state vehicles

Corrections staff continue to use carpooling whenever possible. Videoconferencing and Telemed are still being used to help avoid the need to travel. Corrections offers on-line training to staff, when possible, to decrease the need for staff to travel. AP&P agents use mapping software to assist in route planning for field work in the community. Prison staff coordinate the transportation runs to maximize trip efficiency between jails and prisons. Corrections, when appropriate, uses flexible schedules to limit the number of trips made weekly as well as coordinating the travel during off peak congestion times.

Decrease total gallons of fuel consumed by state vehicles

The Department of Corrections encourages the use of videoconferencing when possible. As stated before, staff continue to utilize videoconferencing, when possible, for meetings. Videoconferencing is also used for inmate hearings to decrease the use of state vehicles, when possible. Corrections continues to work with the courts to provide videoconferencing.

**GOAL**

Educate drivers of their accountability on implementing cost reduction measures

The Department of Corrections will continue requiring staff to take the defensive driving training course on a yearly basis. Staff members that drive vans and/or use trailers will also be required to take Van and Operation of Trailer training. Staff will be reminded of the expectation to drive and maintain state vehicles in an efficient manner. Encourage carpooling, videoconferencing, and combining trips to help reduce the cost of state vehicles. Continue using flexible schedules, when possible.



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Decrease cost per mile

The Department of Corrections will continue to monitor and ensure proper maintenance is completed on time. Limiting the number of overdue maintenances on vehicles by sending out the past due maintenance by date and miles to the divisions. Encourage staff to utilize the EV charging stations at various locations in Corrections. A study and survey of more charging stations has been requested. Provide necessary reports to the divisions so they can closely monitor their vehicle usage and make necessary adjustments when and where needed.



**Department of Cultural and Community Engagement**    **Contact: Marjorie Moore**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles	We used video conferencing for most of our meetings. Have our newest vehicle located at a second location so they would have one available.
Decrease cost per mile	Sent everyone the information on how to find state fuel sites. Gave everyone fleet phone number so they could get tires inflated at the closest site instead of driving all the way back to the office.

**GOAL**

Decrease total miles driven annually by state vehicles	Encourage use of virtual meetings as well as carpooling to meetings in one fleet vehicle instead of taking more than one.
Decrease overall pollution output by the state fleet	Educate drivers regarding idling guidelines and encourage them to avoid traveling during rush hour traffic.



**Department of Government Operations**    **Contact: Andrea Schneider**

**ACTION TAKEN**

Decrease overall pollution output by the state fleet	DGO has implemented its first fully electric truck this year, which is the Ford Lightning that is used every day. This will decrease overall pollution output by the state fleet as there is no emissions output from the vehicle. DGO is also looking for additional vehicles that can be replaced by electric vehicles. Our goal is to have additional EVs in the fleet by the end of the next year.
Decrease number of state vehicles	DGO has reduced the number of underutilized vehicles. We have taken the underutilized vehicles and placed them into a motor pool where the vehicles can be shared across agencies. DGO has added a Key Valet box to the Taylorsville State Office Building this year where users are able to make reservations and utilize a shared motor pool.
Decrease overall pollution output by the state fleet	DGO added a zero emissions electric vehicle (Chevy Bolt) to the Multi Agency State Office building's shared motor pool, and it is available for rent by state employees. We are monitoring utilization of the Bolt and may add additional electric vehicles to the motor pool if demand increases. DGO actively monitors excessive idle times and directly addressed extreme idle times with the respective divisions and drivers. DGO is continuing to participate in the Clear the Air Challenge, a month-long competition that encourages you to "drive less and drive smarter" to improve air quality, reduce traffic congestion and conserve energy in Utah.

**GOAL**

Decrease cost per mile	Ways to help decrease the cost per mile - We can encourage people to turn off the engine while making deliveries or waiting for someone. Don't start the vehicle to let it warm up, simply start driving. Make sure vehicles are getting the proper preventive maintenance, making sure tires have proper air pressure. Monitoring driving patterns; speeding, braking, hard acceleration all play a role in fuel consumption. Avoiding adding any extra weight to a vehicle, avoid taking longer driving routes and use motor pools closest to one's office can also help offset costs.
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Decrease number of state vehicles

We have planned to open new motor pools (Ogden, Provo, St. George). We are taking underutilized vehicles from other departments and placing them in these new motor pools. Also, by replacing underutilized vehicles with newer ones can help reduce costs, including downtime due to maintenance and repairs.

Decrease total gallons of fuel consumed by state vehicles

Educate drivers on slowing down and driving the speed limit. Combine trips if fellow coworkers are going to the same destination, purchase more EV's for local driving vs long distance road trips, whenever possible, schedule zoom meetings, work from home, use the air conditioning sparingly, plan ahead to take the quickest route, avoid detours and if possible, avoid stop and go traffic; use freeways and highways if possible.



**Department of Health and Human  
Services**

**Contact: Tyson Walker**

**ACTION TAKEN**

Decrease cost per mile	We will continue stressing the use of using 85-octane gas in the cars and making sure that proper vehicle maintenance is completed on time.
Decrease number of state vehicles	DHHS has been reviewing the vehicle utilization and we are working to turn in several vehicles and use kiosks as they open.
Decrease total gallons of fuel consumed by state vehicles	DHHS continues to promote virtual meetings, public transit use and the use of electric vehicles.

**GOAL**

Decrease number of state vehicles	DHHS is still looking at where we can cut the number of vehicles we have. Additional kiosks will be helpful in making this happen.
Decrease total gallons of fuel consumed by state vehicles	DHHS continues to promote virtual meetings, public transit use and the use of electric vehicles.
Right-size your vehicle type	While looking at our utilization, we are also looking at vehicle type and having discussions around vehicle type needs in the regions.



**Department of Insurance**

**Contact: Jeffrey Remus**

**ACTION TAKEN**

Decrease overall pollution output by the state fleet

We utilize our flexible schedule, which limits our time sitting in traffic. Our operators have been educated and understand why efficient driving is important to our goals.

Decrease total gallons of fuel consumed by state vehicles

We accomplished this by assigning our criminal cases based on geographical location. This allows our investigators to start or finish their shift closer to their residence lessening the commute.

**GOAL**

Decrease number of state vehicles

Work with Fleet to audit our fleet for efficiency.

Educate drivers of their accountability on implementing cost reduction measures

Continue to work with all of our operators educating them on our goals and how to accomplish them.





**Department of Natural Resources**

**Contact: Tyler Burningham**

**ACTION TAKEN**

Educate drivers of their accountability on implementing cost reduction measures

Decrease cost per mile

Internal audit of vehicle utilization along with Take Home and Commute authorizations. The final report is set to be sent to division leadership with several action plans attached.

Weekly reports are monitored and drivers contacted to complete scheduled maintenance time frames.

**GOAL**

Decrease number of state vehicles

With our nearly completed internal audit we will be focusing on three key areas. Utilization will be first and foremost when it comes to educating drivers. Divisions will be asked to examine their utilization data which will be provided by the internal audit group and asked to reduce a modest amount of vehicles within their respective divisions.

Decrease total gallons of fuel consumed by state vehicles

The second area of our internal audit will focus on reducing the number of authorized Take Home and Commute use drivers. The second area of the nearly completed internal audit will ask divisions to reduce their Take Home drivers by scrutinizing their job requirements and functions.

Decrease total miles driven annually by state vehicles

The third area of the internal audit will encourage more use of shared vehicle pools. We will be exploring options for short term rental pools in our regional offices that can be shared by multiple divisions who share the same regional office much like the Salt Lake headquarters.



**Department of Public Safety**

**Contact: Lt. Matt Spillman**

**ACTION TAKEN**

Decrease cost per mile	Fuel usage is monitored and fueling transaction reports are disseminated to supervisors monthly. DPS achieved on average an 80% state fuel site usage vs commercial sites in FY23, saving the State of Utah approximately \$126,000 from the reduction in fuel costs.
Decrease total miles driven annually by state vehicles	Total monthly mileage was regularly monitored and usage outside of a normal range was identified and addressed by DPS supervisors as necessary.
Educate drivers of their accountability on implementing cost reduction measures	Monthly reports regarding cost savings related to fueling sites were disseminated. PM accountability was also regularly communicated as appropriate.

**GOAL**

Decrease cost per mile	Continue to monitor fuel purchases to maintain current state vs commercial fuel usage. With the closure of several key state fuel sites in rural Utah, maintaining our current ratio will be an accomplishment.
Educate drivers of their accountability on implementing cost reduction measures	Monitor troopers who exceed normal patrol car mileage and take appropriate action. Educate them in different patrol tactics and encourage mileage saving patrol habits to curb excessive usage.
Right-size your vehicle type	Encourage and facilitate the purchase of electric vehicles for civilian divisions when availability and usage needs permit.



**Department of Transportation**

**Contact: Nicole Godfrey**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

UDOT wide has increased the number of video meetings via Zoom, Google, and YouTube. They have also requested car-pooling for in-person meetings when feasible. We have provided all UDOT employees with the option of the motor pool vehicles located at the Taylorsville State Office Building.

Decrease cost per mile

Scheduled reporting has been created that provides the users the reminder of services due by date and mileage. This now includes all class 8 vehicles. Several emails have been sent with the reminder of state fuel locations vs. commercial locations, along with the link of the locations for them to use in all areas of the state.

Decrease overall pollution output by the state fleet

UDOT has added additional electric vehicles. We are moving to a more efficient GPS telematics for the class 8 vehicles, and Incident management vehicles. The telematics is used by all departments with assigned vehicles, including State Risk. The new version allows for fuel data that will tie into the engine's performance. The Operations group can use the reporting data to spot any issues that may cause pollution issues that will be addressed.

**GOAL**

Educate drivers of their accountability on implementing cost reduction measures

Continue to have regular contact with the drivers on the usage of the assigned vehicles. Reporting will be sent on fuel costs, reported usage, and idle time. We are working closely with UDOT Risk to help with training materials for all operators.

Decrease number of state vehicles

Utilization is currently being reviewed not only for light duty vehicles but also for class 8 vehicles. Plow trucks will be moved based on usage and needs. We are also able to retire vehicles that have been overdue caused by the weather conditions.

Right-size your vehicle type

As departments have needed newer more efficient vehicles, we have moved the older vehicles into the on-site motor pool group. Those vehicles are used when necessary but not as primary vehicles for rentals. As soon as possible they will be retired to state surplus. We have made available to other agencies the larger sprinter vans in the motor pool.



**Department of Veterans and Military  
Affairs**

**Contact: Ashley Herbert**

**ACTION TAKEN**

Decrease overall pollution output by the state fleet	Encouraged drivers to avoid idle time and rush hour traffic. Consolidate errands through better planning and educate about the benefits of decreasing idle time for vehicles. Utilize smaller/more efficient vehicles whenever possible.
Educate drivers of their accountability on implementing cost reduction measures	Distributed information to encourage cost reduction measures. Preventative maintenance of state vehicles is monitored and the staff is made aware of how preventative maintenance reduces costs.
Decrease cost per mile	Provide drivers and fleet managers with preventative maintenance schedules and proper inspections upon driving fleet vehicles.

**GOAL**

Right-size your vehicle type	Evaluate the needs of VMA locations and if smaller/more fuel efficient vehicles will be sufficient at meeting the needs of the department.
Educate drivers of their accountability on implementing cost reduction measures	Create a handout for current and new fleet drivers to distribute throughout the departments various locations. This handout will educate on the benefits of being more fuel efficient and how we all can contribute.



**Department of Workforce Services**

**Contact: Vickie Cutler, Robin Herrera**

**ACTION TAKEN**

Decrease cost per mile

The department continued to monitor preventative maintenance and ensured its vehicles were in proper working order. We identified where vehicles were underutilized and were able to relocate some vehicles to other site locations where they could be better utilized.

**GOAL**

Decrease cost per mile

The department will continue to monitor for preventative maintenance. Additionally, we would like to incorporate a notice with our mileage books this year that promotes using State fuel sites.

Decrease total miles driven annually by state vehicles

The department will continue to encourage the use of telecommunication options available to reduce the total amount of miles driven. When in-person meetings need to occur we will encourage the use of carpools.

Decrease number of state vehicles

The department continues to monitor monthly utilization. When possible, vehicles are relocated to alternate sites or disposed of.



**Governor's Office**

**Contact: Mindy Grover**

**ACTION TAKEN**

Educate drivers of their accountability on implementing cost reduction measures	We advised staff who take fleet vehicles to be smart about their trips and to combine trips when appropriate. Also implemented and emphasized carpooling for fleet vehicles.
Increase overall miles per gallon	Advised employees to give themselves plenty of time to make it events and meetings so they are not speeding and increasing their MPG's.
Right-size your vehicle type	When looking at new cars, our office takes into consideration how many people travel together and what equipment is needed and purchase cars based on that information.

**GOAL**

Decrease total miles driven annually by state vehicles	The Governor's office will encourage carpool in fleet (and non-fleet) vehicles to reduce the total miles driven annual by the state.
Decrease number of state vehicles	We will look at how many vehicles our agency has and reduce the number if necessary if they are being underutilized.
Educate drivers of their accountability on implementing cost reduction measures	When drivers renew or receive their operator ID, a reminder email will be sent with information on cost reduction measures.



**Governor's Office of Economic  
Opportunity**

**Contact: Kelsie Grover**

**ACTION TAKEN**

Decrease cost per mile

We stayed up to date on all the preventative maintenance on our vehicles. We also purchased the lowest needed octane fuel that we could.

Decrease number of state vehicles

We have done an analysis on our current vehicles to ensure they are getting enough use. None of our cars were deemed underutilized this year.

Decrease total gallons of fuel consumed by state vehicles

There were many surge remote days this year that prompted us to make our meeting video conferences instead. When possible, we encouraged carpooling.

**GOAL**

Right-size your vehicle type

When scheduling cars for employees to use, I will actively ask them what kind of trip they are taking and determine the best vehicle for them to use for that trip. In the quarterly emails we send out, we will include education and encourage employees to be mindful of the size of vehicle they are taking in comparison to the needs of their trip. Consistency will hopefully help develop the habit of choosing the right size vehicle for the purposes and driving conditions of travel.

Decrease total miles driven annually by state vehicles

When I schedule multiple cars on the same day, I encourage employees going to the same destination to consider carpooling to decrease the number of cars going to that area. We also encourage people to make their meeting remote to save on mileage as well as company time.

Increase overall miles per gallon

Our Driver Safety Committee will diligently work to cut down on aggressive driving in the office by providing extra trainings and making contact with the driver when we get notifications of speeding. We also will provide more resources and fliers on ways to reduce idle times.



**Judicial Branch**

**Contact: Haley Merrill**

**ACTION TAKEN**

Decrease number of state vehicles	Courts has continued reducing fleet size for underutilized vehicles, due to underutilization.
Decrease total miles driven annually by state vehicles	Travel has reduced due to the use of web based meetings and working virtually from home. We are reducing the number of miles driven to Court locations which is also decreasing the maintenance costs on our vehicles.
Decrease total gallons of fuel consumed by state vehicles	As COVID has created new on slot use of WebEx/Zoom meetings, we will decrease our driving so we will have less fuel consumption.

**GOAL**

Decrease overall pollution output by the state fleet	More of our offices are teleworking, which is decreasing the number of people driving to work and we have encouraged use of public transportation.
Decrease total miles driven annually by state vehicles	We have continued to use WebEx/Zoom meetings which will continue decreasing our driving using less fuel, we also make sure for conferences our employees carpool when using a Fleet vehicle.
Right-size your vehicle type	By taking our larger vans from our Fleet and downsizing to appropriate passenger size vehicles. It has better served our needs with our District Offices.





**Labor Commission**

**Contact: Christina Connell**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

The Labor Commission has continued using teleworking and video conferencing to reduce the need to drive to a central location, using remote work options for most of our employees. We have encouraged all our Divisions to use a rotating schedule during the week to have one employee for each Division that can be in office for any constituents that come in.

Decrease cost per mile

The Labor Commission has kept all drivers informed of required and timely preventative maintenance needed on all vehicles, sending drivers alerts and follow up communication to insure that all maintenance is done in a timely manner and informed to Fleet. The LC has encouraged all drivers to use state fueling sites and maintain the vehicles in excellent conditions.

**GOAL**

Decrease total miles driven annually by state vehicles

Labor Commission employees will be encouraged to decrease the total miles driven annually by working from home and scheduling meetings virtually whenever possible. We will also insist that all vehicles are properly maintained throughout the year. Finally the Labor Commission will enforce that State Vehicles are not for personal use.

Educate drivers of their accountability on implementing cost reduction measures

As 90% of the Labor Commission is still working remotely we will continue educating our drivers on implementing cost reduction measures. Scheduling and maintaining a practice to plan inspection trips efficiently. We will continue to encourage and instruct our drivers into using the lowest needed fuel octane that is appropriate for the vehicle. Finally, we will encourage our drivers to drive safely and reduce aggressive driving that way increasing miles per gallon.



**Mountainland Technical College**

**Contact: Blake Hendry**

**ACTION TAKEN**

Decrease cost per mile	Implemented pre-trip inspections and proper preventative maintenance on vehicles. An outsourced vendor account was created to more effectively track past and future maintenance services.
Decrease total gallons of fuel consumed by state vehicles	A continuous schedule of virtual meetings were implemented.
Increase overall miles per gallon	Drivers were informed on the effects of quick accelerations and excessive idle times.
Educate drivers of their accountability on implementing cost reduction measures	Drivers were informed on their accountability to reduce costs by practicing smooth explorations and only running the engine when necessary.

**GOAL**

Right-size your vehicle type	With the future plan to increase our Fleet size, we plan purchase vehicles that will be most beneficial and cost effective for the necessary usage within the collage.
Decrease total miles driven annually by state vehicles	With the expansion of our College, we plan to correspond daily for planning of foreseen job requirements that will allow for carpooling.
Decrease total gallons of fuel consumed by state vehicles	1) Hold in person meetings that are at a location that is the most central. 2) Plan out the agenda to be able to minimize holding additional meetings. 3) Make sure employees have the correct recourses and training to effectively meet virtually.



**Navajo Trust Administration**

**Contact: Maury Bergman**

**ACTION TAKEN**

Decrease cost per mile

Drivers are instructed and check tires for properly inflated tires or they take to a service station to have the tire pressure checked or filled. Drivers purchased fuel from UDOT fuel sites whenever possible filling with 85 octane for our 6,000 average feet elevation.

Decrease total gallons of fuel consumed by state vehicles

More meetings were scheduled on a virtual teleconference meeting basis to save on fuel, travel, and staff costs. There were less flights scheduled for our board members to meet in person in San Juan County and more teleconference meetings scheduled.

Decrease total miles driven annually by state vehicles

Car pools were used to the maximum extent possible to save on miles driven per car to meetings with Navajo Chapters and other meetings.

Educate drivers of their accountability on implementing cost reduction measures

Staff meetings were held with all staff including vehicle drivers that included accountability and good practices with vehicle maintenance, oil changes recording, fuel purchasing, 85 octane for our elevation, proper purchasing, recording, and separation of fuel for vehicles and for construction equipment such as generators, cement mixers, skid steer, etc., and maximizing work accomplished (number of tasks completed) per travel trip.

**GOAL**

Nothing reported



**Salt Lake Community College**

**Contact: Troy Walker**

**ACTION TAKEN**

Right-size your vehicle type	We have replaced 3 older vehicles with newer fuel efficient vehicles
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Decrease number of state vehicles	We have removed one vehicle from our fleet
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**GOAL**

Right-size your vehicle type	Planning on right-sizing more of the college vehicles, and replacing them with more cost-efficient vehicles
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Decrease number of state vehicles	Planning on removing another one to two more vehicles from our fleet
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**School and Institutional Trust Lands  
Admin**

**Contact: Patrick Johnson**

**ACTION TAKEN**

Decrease cost per mile

We have designated people to help ensure that the vehicles in our fleet are getting the proper preventative maintenance in order to keep them running as long as possible.

**GOAL**

Decrease cost per mile

We will continue to monitor and perform preventative maintenance for our fleet vehicles using designated staff members to achieve this.



**Schools for the Deaf and Blind**

**Contact: Carl Empey**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

USDB encouraged employees to use Zoom as much as possible which decreased our use of fleet vehicle usage. USDB still has many occupational and physical therapists, interveners, interpreters and aides that have to go to students' schools and homes to do their required work. USDB also scheduled and have routine maintenance performed on vehicles.

Right-size your vehicle type

USDB worked with fleet users to right-size the vehicles rented to use the smaller Prius vehicles when applicable and prevented trips using Vans or SUVs.

**GOAL**

Decrease overall pollution output by the state fleet

USDB will prepare and distribute an email to all fleet users to encourage limiting their idling time and avoid rush hour traffic by scheduling student visits after and before rush hour traffic.



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**Snow College**

**Contact: Tracy Madsen**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

One of our goals this year was to get asap employees to complete the drivers training so that they are trained in driving safely while representing the college/state.

Right-size your vehicle type

Encouraging large groups to use the sprinter vans instead of taking several SUV's

**GOAL**

Decrease cost per mile

Keep all vehicles caught up on their maintenance, including proper tire pressure.

Decrease number of state vehicles

Encouraging employees to use the college vehicles when driving for college business instead of their personal vehicles.



**Southern Utah University**

**Contact: Casey Bowns**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

Faculty and staff are encouraged to attend meetings remotely. As a result, Motor Pool vehicles travelled about 80,000 fewer miles last year compared to before the pandemic.

Decrease cost per mile

We currently have our Purchasing Office looking for a pair of new vehicles from a State Contract Provider, so we can replace older vehicles.

**GOAL**

Decrease overall pollution output by the state fleet

Our Facilities Management has recently purchased two hybrid trucks and one electric vehicle.

Right-size your vehicle type

We will work with departments like Head Start to move full-size vans to the central Motor Pool fleet and replace them with smaller, more economical vehicles.





**Southwest Technical College**

**Contact: Summer Ostrom**

**ACTION TAKEN**

Decrease cost per mile

We have been proactive about staying on top of maintenance of vehicles. We also when possible encourage our employees to fill up at the state fuel site in town. As the fleet coordinator I frequently inspect the cars to ensure that everything is functioning properly.

Right-size your vehicle type

We encourage our employees when traveling to opt for the smaller more fuel efficient vehicles, rather than larger vehicles. Reminders are frequently sent reminding employees to choose the correct vehicle for their trip.

Decrease total gallons of fuel consumed by state vehicles

Our employees opt for telecommunication for meetings as frequently as possible. We also encourage our employees to carpool when traveling in order to reduce total gallon consumed.

Educate drivers of their accountability on implementing cost reduction measures

We frequently remind our employees about ways they can reduce cost when driving the cars. For example, carpooling when possible, fueling at state fuel sites, and many other things. We hold quarterly meetings where I have the opportunity to express concerns and discuss ways to save cost when it comes to vehicles and drivers.

**GOAL**

Right-size your vehicle type

We are purchasing a larger vehicle to accommodate larger groups needing to travel. With that, my goal is to be diligent in ensuring the larger cars are only taken when absolutely necessary. These cars are not as fuel efficient and therefore should only be driven when large groups (5+) are traveling, with very few exceptions. This will reduce the amount of small cars being take to accommodate larger groups.

Decrease total miles driven annually by state vehicles

My goal is to encourage employees to carpool as often as possible. For example, many employees travel between the different campuses, these visits should be coordinated so employees can travel together and reduce multiple trips to the same place.

Right-size your vehicle type

My goal is to pursue more fuel efficient vehicles, preferably electric vehicles or hybrid. I believe this will help us reduce our overall pollution output. When funding is available I would very much like to pursue electric vehicles options. We also encourage



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our employees to plan their trips accordingly to avoid traffic and excessive idle time while traveling.



**State Treasurer**

**Contact: Carissa Larsen**

**ACTION TAKEN**

Decrease overall pollution output by the state fleet

Reminders to limit idle time while using state vehicles by checking traffic conditions and best routes prior to leaving. Option for telework and combining trips for offsite meetings to help reduce amount of time driving. Updated state vehicle to hybrid car.

**GOAL**

Decrease cost per mile

Keep vehicle up to date with the maintenance schedule and routinely performing vehicle checks such as tire pressures, miles per gallon checks. Continue to reduce idle time and combine trips.



**Tax Commission**

**Contact: Manu Fameitau, Emily Westerburg**

**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.



**Tooele Technical College**

**Contact: Kent Thygerson**

**ACTION TAKEN**

Decrease cost per mile

The College implemented a centrally managed preventative maintenance program and reminded drivers to check tire pressure as part of the pre-trip inspection.

Increase overall miles per gallon

The College increased overall miles per gallon by replacing older vehicles with fuel-efficient hybrid vehicles.

**GOAL**

Educate drivers of their accountability on implementing cost reduction measures

The College will implement a training program to educate drivers on their accountability by implementing cost-reduction measures.

Decrease overall pollution output by the state fleet

The College will implement a training program that will educate drivers on how to reduce pollution by reducing idle time and avoiding rush hour traffic.



**Uintah Basin Technology College**

**Contact: Jason Johnson**

**ACTION TAKEN**

Decrease total miles driven annually by state vehicles

When scheduling vehicles, we tried to facilitate carpools. For example when there is an instructional training at the Roosevelt campus we used a van to take multiple passengers to the training for that day instead of everyone take a vehicle separately.

Decrease total miles driven annually by state vehicles

See previous response. We also use MS Teams and Zoom for small check in meetings, and other meetings that would allow for efficient use of time.

Decrease cost per mile

Within the last few years we have purchased compact vehicles for intercampus travel.

**GOAL**

Decrease total miles driven annually by state vehicles

When calendaring in administrative meetings that require travel for multiple people from one location, we also automatically reserve a vehicle(s) and send out a car pool time. We have been working on this goal last year, but believe we can take our improvements and build on them.



**University of Utah**

**Contact: David Rees**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles	Purchased 18 hybrid vehicles for the University Fleet.
Decrease total gallons of fuel consumed by state vehicles	Hybrid vans are seeing an average of 10 MPG better fuel economy than standard vans. Hybrid sedans are seeing an average of 16 MPG better fuel economy than standard sedans.
Decrease cost per mile	University continues to see cost savings from utilizing CNG busses in the campus shuttle system.
Right-size your vehicle type	University utilizes multiple factors when purchasing vehicles. 3 of the replacement vehicles purchased this year were a smaller more fuel efficient size.

**GOAL**

Decrease total gallons of fuel consumed by state vehicles	Hybrids will be purchased when possible for use. Additionally we will continue to evaluate electric options when purchasing vehicles.
Right-size your vehicle type	With each new purchase the university will look to right size the vehicle to ensure that we are receiving the best value vehicle for the operational need.
Decrease overall pollution output by the state fleet	Continue to purchase and utilize CNG in our bus fleet.



**Utah Inland Port Authority**

**Contact: Diana Gardner**

**ACTION TAKEN**

Decrease cost per mile

We used our Toyota Camry Hybrid as much as possible for trips with one staff member or a small group of staff members. I also kept it maintained with preventative maintenance.

Decrease total gallons of fuel consumed by state vehicles

Our agency used video conferencing when possible to decrease trips in our vehicle around the state. When it was required to have in-person meetings, our staff consolidated trips and carpooled in order to drive less.

Decrease total miles driven annually by state vehicles

Our agency carpooled for almost every trip taken as well as coordinated any other meetings in the area they traveled to in order to decrease the amount of miles driven.

**GOAL**

Decrease number of state vehicles

Our agency eliminated one of two state vehicles assigned at our agency. We were constantly renting a larger vehicle from Enterprise so we turned in the smaller Toyota Camry. We now have a new Ford Expedition that enables more staff members to travel when needed and eliminates two vehicles traveling to the same meetings.

Decrease total gallons of fuel consumed by state vehicles

We will continue to pursue video conferencing over driving long-distance to in-person meetings throughout the state. When travel is required we will aim to coordinate any other meeting in the area to reduce the number of required trips.

Decrease total miles driven annually by state vehicles

We will continue to coordinate trips among staff members to car pool and limit additional vehicles for trips whenever possible.





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**Utah National Guard**

**Contact: Jayson Ilada**

**ACTION TAKEN**

Decrease total miles driven annually by state vehicles

We encouraging our employees to utilize teleworking and virtual meetings. Part time will help reduce the usage of our State vehicles. Only use State vehicles if needed.

**GOAL**

Decrease total miles driven annually by state vehicles

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.



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**Utah State Auditor**

**Contact: Tauna MacPherson**

**ACTION TAKEN**

Increase overall miles per gallon

Fleet vehicles were being used more this past year due to the difficulty of obtaining Enterprise rentals. Employees were instructed to stay within posted speed limits and limit idle time when using fleet vehicles.

**GOAL**

Decrease cost per mile

Continue monthly inspections on fleet vehicles and complete required maintenance when due. Educate employees on not exceeding posted speed limits or idling in order to help lower fuel costs.



**Utah State Board of Education**

**Contact: Cammy Wilcox**

**ACTION TAKEN**

Decrease cost per mile

The Utah State Board of Education schedules regular preventive maintenance services on all Fleet vehicles. This includes checks for proper tire inflation and rotation of tires. Whenever a report is made that the tire pressure indicator is on, one of the staff takes the car in for a maintenance check.

Decrease cost per mile

The Utah State Board of Education updated its email reservation notice to include details about the correct octane fuel (85) to fill the vehicles with. This action eliminates guessing by staff on which octane to use.

**GOAL**

Decrease total miles driven annually by state vehicles

The Utah State Board of Education recently implemented a travel calendar that reflects when and where staff are traveling. This calendar will assist the agency in creating carpool schedules to reduce the miles driven by state vehicles. Staff are also encouraged to participate in electronic meetings, when reasonable. This further reduces the number of Fleet miles driven.

Decrease total gallons of fuel consumed by state vehicles

The Utah State Board of Education will continue to encourage staff to utilize teleworking and virtual meetings to help reduce state vehicle usage.



**Utah State University**

**Contact: Tammi Godfrey**

**ACTION TAKEN**

Decrease cost per mile

USU continues to require safety inspections on all vehicles 2 years old and older, on an annual basis, to ensure our vehicles are in safe operating condition while traveling on the roads. Our unleaded fuel pumps at the USU Motor Pool are 85 octane and USU has many flex fuel and hybrid vehicles in our fleet.

Right-size your vehicle type

USU Motor Pool has replaced 9 of our regular gasoline Dodge Caravans, with hybrid Toyota Sienna minivans and has purchased a few hybrid SUVs, thus helping to reduce emissions pollution here in Cache Valley. USU Motor Pool has also purchased a fully electric EV (2023 Hyundai Kona) for our rental fleet, and equipped our rental storage garage with an EV power station to charge it, and any EVs we may purchase in the future with. Many USU departments are purchasing flex fuel and hybrid vehicles more often now, replacing older vehicles that do not have hybrid or flex fuel technology.

Educate drivers of their accountability on implementing cost reduction measures

We continue to send out monthly PM, USU Safety Inspection, & Emissions Testing reminders to each department on campus, as their department vehicles come due; and we are able to perform these services in a timely manner when departments call to schedule times to bring their vehicles in to have these services performed. We always inform customers of any safety issues & repairs needing to be done & take care of such things promptly, which helps reduce the cost of further, more expensive repairs that could be needed down the road, if the more minor repairs are not performed in a timely manner.

**GOAL**

Decrease number of state vehicles

Departments that have older vehicles, not being utilized regularly, will be encouraged to surplus those vehicles, to decrease the size of USU's fleet. We will also encourage departments to surplus or replace vehicles that have serious mechanical or emissions issues, with newer, more cost efficient vehicles, as we see them come into the shop for maintenance and repairs, or sitting around campus for long periods of time, not being driven.



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Decrease overall pollution output by the state fleet

USU Motor Pool & other USU departments will continue clearing out more of our gas-only vehicles this year, and replace them with even more hybrid vehicles, whenever feasible. We will also limit our time spent idling.



**Utah Tech University**

**Contact: Dan Sartain**

**ACTION TAKEN**

Decrease number of state vehicles

UTU did not reach our goal of reducing the amount of state vehicles in our fleet. In fact, our current allotted slots are 68 and we currently have 73 vehicles. Reasons for this failure: UTU Risk Management insisted, for insurance reasons, that UTU Fleet license and register 6 motorcycles that were formerly classified as equipment for UTU Motorcycle Safety classes. These motorcycles are never used off of UTU property. UTU Risk Management stopped the use of the motorcycles until they were registered. For the full classes, booked out for months, to continue, Fleet had to license them. Additionally, UTU Road Scholars purchased a transit van without coordinating with Fleet and thereby also increased UTU's vehicle count beyond its allotted slots. We are working to still achieve the goal of fleet reduction however it will not happen before this report is due.

**GOAL**

Educate drivers of their accountability on implementing cost reduction measures

Fleet will generate university wide emails on a monthly basis instructing drivers about how to reduce the costs of operating university vehicles. Vehicle operating-cost reduction measures will also be printed and added to the rental fleet binder assigned to each rental fleet vehicle. Finally, UTU Fleet Supervisor will closely monitor GEOTAB trackers for vehicles being operated in a manner that increase vehicle operating costs. The offending drivers will be counseled.



**Utah Valley University**

**Contact: Emily Brown**

**ACTION TAKEN**

Decrease cost per mile

Completed proper preventative maintenance per Fleet Focus in a timely manner. Preventative Maintenance Due report is much more manageable as oil changes are getting done sooner than they used to be. The report is not so long with vehicles that are past due. Encouraged departments to purchase fuel from state fuel sites and to choose lowest octane.

**GOAL**

Right-size your vehicle type

Our Athletics department will be replacing their 2009 bus for a new one that is more fuel efficient, safer, and holds more individuals. This larger bus will help cut down on multiple vehicles making trips to local competitions and to the airport to drop off athletes.



**Weber State University**

**Contact: Weston Woodward**

**ACTION TAKEN**

Decrease total gallons of fuel consumed by state vehicles

We purchased four new electric vehicles for this year. All four of them replaced inefficient and dated vehicles in our fleet. Two of these vehicles are used in our Motor Pool fleet on longer trips throughout the state. These vehicles have the ability to carry more passengers and travel greater distances while consuming less fuel than they're predecessors.

Decrease cost per mile

The other two electric vehicles were added to our facilities "shared vehicles". These vehicles get used multiple times a day by many employees. These highly efficient vehicles have a direct impact on the reduction of our fuel consumption and emissions. We continue to track and monitor the general health of our vehicle and strive to always have them operating in an optimal and safe condition.

**GOAL**

Right-size your vehicle type

At the beginning of FY24 there were some department operational changes on campus and we felt this was an opportunity to evaluate the vehicles in those areas and how they're used for campus business. We asked for feedback from users/owners to better understand their needs and wants from a vehicle. As a result nearly a dozen vehicles were swapped between departments to better service their needs and improve employees work efficiency.

Decrease total gallons of fuel consumed by state vehicles

We have a strong Carbon Neutral goal for 2040 and we evaluate our action plans quarterly. We have been progressive with our purchasing of electric vehicle in the past and we will continue to do so. In the past three years we have purchased 10 new electric vehicle and we have PO's for four more this coming year. All four of these electric vehicles are replacing old inefficient vehicles that have a high cost of ownership.

Decrease cost per mile

We continue to put focus and resources on routine scheduled maintaining for all of our vehicles and we ask for the help and support from the department that are operating them. Also, many of our new electric vehicles are replacing vehicles with high cost of ownership (cost per mile).





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## **No Responses Received from the Agencies Below**

Department of Environmental Quality

Dixie Technical College

Ogden/Weber Technical College