STATUS REPORT

https://attheu.utah.edu/facultystaff/utahs-air-march-2020-pandemic/
STATUS REPORT

FY19
- Leased: 1,100
- Purchased: 3,700

FY20
- Leased: 1,048
- Purchased: 3,748
Changes

We have been anticipating changes in Motor Pool size and locations brought about by facility needs

- Teleworking expansion
- Agency relocations
- Impact from COVID-19
Going Forward

- Things have changed and we are prepared to change as well
- Agencies are informing us of potential budget cuts and Fleet size impact
- Anticipating an overall reduction in the State Fleet and will work to ensure the right vehicles are sold/kept.
- Eric Gardner, Fleet Consultant, will work with Agencies to adjust and right size their fleets
- Plans for future developments with things such as electric vehicles may see a delay
TAKE HOME & COMMUTE USE

Off Season Approvals
Example situations:

New employee
Employee changing positions
Job position change
Process

1. Have new candidate take training
2. Notify DFO that the candidate has completed training
3. Review returned spreadsheet for accuracy, submit to Executive Director for approval
4. Submit spreadsheet and approval to DFO
5. Contact Finance at payroll@Utah.gov for any approvals that are outside of the default with hours a day, five days - standard work week schedule
OFF SEASON APPROVALS
Ashley Tracy
atracy@Utah.gov
(801) 957.7274

OFF SEASON APPROVALS
TRAINING AND QUALITY CONTROL

Stacy Hicks
A FLEET MANAGER’S ROLE IN DATA INTEGRITY

Good data in means good data out!
Renumbering

- Angela Timothy angelatimothy@utah.gov
- Update all information
- Remove and/or Add Motorpool Locations
Operate ID Screen

- Inactivate
  - Inactivate former employees
- EIN
  - If volunteer or intern, need to be labeled as such in EIN field.
    - Indicate an until date in job title. If date has passed, we will deactivate operator ID only for State Agencies.
    - Update EIN if moved to permanent position
### Personal Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>STACY HICKS</td>
</tr>
<tr>
<td>Nickname</td>
<td></td>
</tr>
<tr>
<td>Physical Address</td>
<td>4315 S 2700 W FL 3</td>
</tr>
<tr>
<td>City</td>
<td>TAYLORSVILLE</td>
</tr>
<tr>
<td>State</td>
<td>UT</td>
</tr>
<tr>
<td>Zip</td>
<td>84129</td>
</tr>
<tr>
<td>Employee Identifier</td>
<td>VOLUNTEER</td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
</tbody>
</table>

### Employment Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td>VOLUNTEER UNTIL 7/1/2024</td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
</tr>
<tr>
<td>Department ID</td>
<td>ASFO</td>
</tr>
<tr>
<td>Account ID</td>
<td>FOMAS00KV</td>
</tr>
<tr>
<td>Company ID</td>
<td></td>
</tr>
<tr>
<td>Station location ID</td>
<td></td>
</tr>
<tr>
<td>Work phone</td>
<td>801-957-7266</td>
</tr>
<tr>
<td>Email address</td>
<td><a href="mailto:stacyhicks@utah.gov">stacyhicks@utah.gov</a></td>
</tr>
<tr>
<td>Employment date</td>
<td></td>
</tr>
<tr>
<td>Termination date</td>
<td></td>
</tr>
</tbody>
</table>
Utah driver’s license

Once a new Utah resident has set up residency they are required to get a Utah Driver’s License right away.

If employee is living out of state, please check box “Resides out of state”

Invalid driver’s license

Marcie Valenzuela
mvalenzu@utah.gov

Driver’s License are run every weekend

We do not have access to see a driver’s license status during the week.
-changing vehicle assignments

-update physical location when applicable

-physical location is where the vehicle is generally parked (State Facility). For take home and commute use vehicles, the employee address should NOT be used. The physical location should then indicate the state facility the operator reports to.
FLEET EQUIPMENT SCREEN

- Update department/access rights when applicable (these need to match)
  - Access rights refers to lockdown of database viewing in the system
- Update ELCID when applicable
- Update county
- Update the vehicle’s usage when applicable
- Update assigned driver
  - If vehicle is used in a motorpool, update assigned driver with fleet manager or supervisor
Usage Info Tab

- High Level usage must match Mid Level usage. For example: if High Level is PeopleTransport, Mid Level needs to start with PT
- Update usage explanation and add date of updated
- If the vehicle’s use has change, the usage needs to be updated.
- Any new vehicle must have the usage completed before a new vehicle can be issued. Anne Stehno will be sending out a memo with further instructions
Preventative Maintenance (PM)
  - Marcie Valenzuela mvalenzu@utah.gov
Owned vehicles
  - Need to enter and surplus your vehicles
  - Order Fuel Cards for new owned vehicles
Change of Employment

- We need to be informed of any changes to employment for FleetFocus users.
- FleetFocus users are inactivated if they have not signed on for 180 days.
- Reports sent out for review annually or bi-annually.
  - Vehicle information is accurate, this includes physical location, vehicle usage, ELCID, vehicle assignment.
    - This data is important for reports that DFO is responsible to submit to Federal and State agencies.
- Verify Fleet contacts and users will be done annually.
For additional training on any of these topics, please contact me:

Stacy Hicks
stacyhicks@utah.gov
801-957-7266
UPDATE
EKOS Billing

Amanda Ronan
VEHICLE USE CLASSIFICATION

- Heavy Duty On-Road
- Heavy Duty Off-Road
- Motorcycle
- Police Pursuit
- Bus
- Light Duty On-Road
- Light Duty Off-Road
- Begin Charging a Mileage Rate for AR Vehicles
VEHICLE REPAIR PROCESS

- Preventative Maintenance
  - Options
- Ready for Surplus
  - Any maintenance that needs to be done should be done prior to turning in the car.

- Repairs
  - Windshield
  - Tires
VEHICLE SURPLUS

- All vehicles being turned in must be done by appointment only
  - Anne Schedules appointment date and time and you must be on time or you may lose your appointment time.

- Resale (Auction of vehicles)
  - Reasonably priced
  - Schedule an appointment
Vehicle Wash Alternatives

- Discontinued July 1, 2018
- Fuel cards
- Monthly Passes

At the discretion of each Department, Division or Agency
TELEMATICS UTILIZATION

17 Departments

Geotab

1,548 Vehicles
MOBILITY OPTIONS
And Development
### Current Options
- E-Bike
- Mileage Reimbursement
- Enterprise Vehicles
- Fleet Provided Vehicles
- Lyft Contract

### Developing
- Lyft Concierge Services
- Key Kiosk
- UTA
- On Demand Motor Pool

### Researching
- Motor Pool Adjustments
FLEET MOBILE APP

Can be found on Google Play and iTunes under “Utah DFO”
Design Updates

Planned updates may be postponed due to budget changes

- Maintenance Vendor Rating System
  - Price, customer experience, rework, billing
- Trip Cost Estimator
- Mobility Options
MOBILE APP

In case of breakdown, call 1-855-368-8824

Fuel
- Unleaded
- E85 (Flex Fuel)
- Diesel
- Natural Gas

Unleaded
- DNR MOTOR POOL
- MAVERIK STORE #327
- BLUE STAR 1, INC.

Service / Repair

Transportation

Settings
FUEL CARD UPDATE
We are one week away from the conclusion of the Fuelman contract. Please ensure you have your new WEX cards and they are functioning with the new PIN.

New gas card provided by EKOS/WEX offers a larger selection to retail gas stations reducing fuel reimbursements.

EKOS dashboard will provide real time data on fuel purchases with an interactive map to show price comparison to help reduce fuel cost.
fuelrequests@utah.gov
AIR QUALITY
AIR QUALITY

COMPARISON OF NO2 ALONG THE WASATCH FRONT FROM LATE MARCH IN 2019 VS. 2020. SATELLITE NO2 OBSERVATIONS ARE FROM THE TROPOMI INSTRUMENT ON THE SENTINAL-5 SATELLITE. RED COLORS INDICATE HIGHER CONCENTRATIONS OF NO2.

DESCRIPTION: USING DATA FROM DAQ’S AIR MONITORING STATION, RESEARCHERS FROM THE UNIVERSITY OF UTAH ANALYZED THE IMPACTS OF STAY-AT-HOME ORDERS ON AIR POLLUTION.

SOURCE: HTTPS://DEQ.UTAH.GOV/COMMUNICATION/NEWS/IMPACTS-ON-AIR-QUALITY-DURING-COVID-19?FBCLID=IWAR14ODZSAI80YQX1DEUNWWWX2YWUVH1T6TXQ6NQ5S0VKBGFYETODPF8Q0SO
CLEAN AIR ALLOCATIONS

- One Time Allocation of $4,000,000 (SB3)
  - Replace vehicles older than 2007 without utilizing funding
    - 20 Overly polluting snowplows from UDOT before the first snowfall
One Time Allocation of $2,000,000 (SB2)

- Electric Vehicle Chargers
  - Installation of chargers in strategic locations completed
  - Looking to close off gap areas for continuous coverage
  - Increase charging in remote areas
QUESTIONS?