

STATE OF MISSOURI

2002

FLEET MANAGEMENT ANNUAL REPORT



Prepared By

State of Missouri

Office of Administration

Division of General Services

Fleet Management Program

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A. EXECUTIVE SUMMARY

In July 2002, Governor Bob Holden signed legislation creating a Fleet Management Program within the Office of Administration to improve fleet management practices within the State of Missouri. Section 37.450 RSMo. requires the State Fleet Manager to produce an annual report outlining the status of the state vehicle fleet and detailing recommendations for increased efficiencies in the management of the fleet. This first annual Fleet Management Report includes a report of progress made in 2002, the current state of the vehicle fleet and the goals for 2003. A history of prior fleet management initiatives is included for reference purposes as Appendix A.

The state's fleet management program is housed in the Office of Administration, Division of General Services. The program serves as a resource for state agencies, coordinates statewide fleet management activities, monitors agency compliance with the State Vehicle Policy, supports the state Fleet Information System and reports annually the status of the state vehicle fleet to the Governor and the General Assembly.

The State of Missouri operates its vehicle fleet in a fashion, requiring each agency to independently manage its vehicles in accordance with state statutes and the State Vehicle Policy. The Office of Administration develops policy with the assistance of the Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, which meets as needed to provide input into fleet management policy development.

In 2002, the Fleet Management Program accomplished a number of critical first steps necessary to build a solid foundation for future fleet management efforts. A statewide Fleet Information System is currently under development that will provide a means of tracking vehicle assignment, utilization and financial data essential for future fleet improvements. Agency compliance with the newly issued State Vehicle Policy was evaluated in 2002. Most agencies have reported they are in compliance with the policy and the majority of agencies that are not compliant in specific areas have indicated their intent to make appropriate changes to become fully compliant.

In 2003, the Fleet Management Program will strive to reduce the size of the state's passenger fleet by 10%, implement the Fleet Information System, and explore various fleet efficiency options.

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B. 2002 MILESTONES & ACCOMPLISHMENTS

1. State Vehicle Policy Issued

The Commissioner of Administration issued the State Vehicle Policy (Appendix B) in January 2002. Issuance of this policy satisfied a number of recommendations made by the State Auditor and the House Interim Committee on State Fleet of Motor Vehicles and Airplanes. It also met the Commissioner of Administration's responsibility under Section 37.450 RSMo to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

2. Fleet Management Legislation Signed Into Law

Governor Bob Holden signed HB 1270 and 2032 (Appendix F) on July 11, 2002 creating a Fleet Management Program within the Office of Administration.

3. State Fleet Manager Appointed

The State Fleet Manager was appointed on August 1, 2002.

4. Fleet Management Advisory Committee Formed

The Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, began its work on August 8, 2002. See Section C for more information.

5. Efforts Begin to Determine Agency Compliance with the State Vehicle Policy

In August 2002, the Office of Administration, Division of General Services issued a questionnaire to state agencies to determine compliance with the State Vehicle Policy. See Section E for further information.

6. State Fleet Management Website Developed

The State Fleet Management website was developed in August 2002 and is available at <http://www.oa.state.mo.us/gs/fm/index.htm>. The website serves as a resource for agency fleet managers and provides information on statewide fleet initiatives.

B. 2002 MILESTONES & ACCOMPLISHMENTS *(continued)*

7. Fleet Information System Requirements Finalized

In October 2002, the Office of Administration, with the assistance of FleetMAC, finalized system requirements for the Fleet Information System required under Section 37.450 RSMo.

8. Commissioner White Calls on State Agencies to Review Fleet Assignments and Reduce Fleets Accordingly

On November 14, 2002, Jackie White, Commissioner of Administration, communicated the results of the State Vehicle Policy Questionnaire to department directors. These results indicated each agency's level of compliance with the State Vehicle Policy (Section E) based on self-reported information and data.

Additionally, the Commissioner called on state agencies to review their fleet assignments and determine if they are justified. She also conveyed her goal to reduce the number of assigned vehicles, on-call vehicles and overall size of the state fleet.

9. Fleet Information System Development Begins

The Office of Administration, Division of Information Systems began system development in December 2002.

10. Agencies Submit Fleet Data to the State Fleet Manager

Agencies submitted the following vehicle counts in December 2002:

- Active licensed vehicles and trailers
- Vehicles by assignment category
- Vehicles by commuting category
- Vehicles by utilization category
- Pool vehicles with associated utilization data
- Planned acquisitions and dispositions for FY 03

This data was utilized to further determine agency compliance with the State Vehicle Policy and evaluate potential areas for fleet reductions. Specific agency data is available in Section E (State Fleet Overview) as well as Section G (Agency Fleet Profiles).

C. FLEET MANAGEMENT ADVISORY COMMITTEE

The Fleet Management Advisory Committee (FleetMAC) is a committee of representatives from all state agencies that is utilized to provide input into various aspects of fleet management such as implementing the vehicle information system and development of new state vehicle policies as deemed appropriate. A listing of FleetMAC members is available in Appendix E.

To date, FleetMAC members have assisted in the following efforts:

- Development of Fleet Information System requirements, data elements, table values and reporting requirements
- Reporting their respective agencies' compliance with the State Vehicle Policy
- Reporting basic vehicle data as requested by the State Fleet Manager
- Reporting past accomplishments and future goals for their respective agency fleets

FleetMAC members will play an essential role in meeting the 2003 Fleet Management Program goals outlined below. A complete list of goals for 2003 is located in Section F.

- Reduce the state fleet by 10%
- Implement the statewide Fleet Information System
- Review and comment on proposed State Vehicle Policy revisions
- Provide input on various fleet financing options
- Provide input on potential resource sharing efforts

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D. FLEET INFORMATION SYSTEM

Section 37.450 RSMo. requires the Office of Administration to implement a fleet tracking system. To meet that requirement, the Office of Administration, Division of Information Systems is internally developing a mainframe, web-based fleet information system. The Office of Administration anticipates this system will be fully functional in July 2003.

System Benefits

- Uniform reporting method of state vehicle data from all state agencies
- Statewide fleet analysis including the ability to monitor agency compliance with the State Vehicle Policy
- Accurate and consistent count of the number of state vehicles
- Reconciliation of vehicle data with the Department of Revenue
- Data transfer of maintenance and repair information from the OA/Vehicle Maintenance system, reducing data entry for state agencies
- Data transfer of statutorily required annual alternative fuel reports to the Department of Natural Resources – Energy Center, reducing preparation time and duplicative efforts for all state agencies

System Requirements

1. The Fleet Information System will capture the following data elements¹:
 - a. Basic Vehicle Information
 - Vehicle Identification, License, Title and Inventory Numbers
 - Year, Make, and Model
 - Vehicle Category (passenger car, truck, van)
 - Vehicle Sub Category (compact, mid-size, full-size)
 - b. Assignment Information
 - SAM II Agency Number and Name
 - SAM II Organization Number and Name
 - Vehicle Location
 - Assignment Information (pool, work unit or employee name)
 - Vehicle Purpose (i.e.: client or staff transport, special purpose vehicle)
 - c. Fuel Configuration Type (to facilitate annual reporting to the Department of Natural Resources)
 - d. Acquisition and Disposition Information
 - e. Usage (miles driven)

¹ This is a partial listing of data elements. A complete list of data elements is available on the State Fleet Management website.

D. FLEET INFORMATION SYSTEM (*continued*)

- f. Fuel Consumption Information (fuel type, cost, etc.)
 - g. Maintenance and Repair Cost Information. Minimally, agencies will have to provide cost information, but they will have the option of entering maintenance and repair descriptions at varying levels of detail, depending on their needs.
2. Capture historical information for each vehicle. Data will be available for the entire life of the vehicle regardless of the agency to which it is assigned.
 3. Ability to accept automated data transfers from agencies with existing fleet management systems. Agencies with large vehicle fleets, such as MoDOT and Conservation, have existing fleet systems that provide more functionality than required for the new state fleet system.
 4. Provide reporting capabilities for various standard monthly, quarterly and annual reports. The Fleet Information System will utilize existing MOBIUS report distribution software. Ad-hoc reporting will also be available.
 5. Vehicle data for FY 03 will be converted into the new system.
 6. The system will contain a variety of tables established and maintained by the State Fleet Manager. These tables will provide valid values for data elements, ensuring consistency in reporting.

E. STATE FLEET OVERVIEW

State Vehicle Policy Compliance

Immediately after legislation establishing the Fleet Management Program was signed, the Office of Administration issued a State Vehicle Policy Questionnaire to determine agency compliance with the State Vehicle Policy.

With the exception of the state colleges and universities, agencies have expressed strong intention to comply with the policy. Some agencies have adopted the State Vehicle Policy while others are in the process of establishing their own more restrictive vehicle policies.

The following are areas in which agencies are non compliant with the State Vehicle Policy:

1. The policy requires an average annual minimum utilization of 15,000 miles for pool vehicles. Listed below are the state agencies that reported underutilization of pool vehicles. See Section E for further information.
 - Department of Agriculture
 - Department of Economic Development
 - Department of Labor
 - Department of Mental Health
 - Office of Administration
 - Department of Public Safety
 - Missouri Lottery
 - Department of Insurance
 - Department of Health & Senior Services
2. The Department of Conservation does not plan to track individual trip information as required by the Vehicle Records section of the policy.
3. The Department of Mental Health, Bellefontaine Habilitation Center, has not inspected all state owned vehicles in accordance with Section 307.350 RSMo.

E. STATE FLEET OVERVIEW

Number of Licensed Vehicles Per Agency

In December 2002, the state had approximately 11,194 licensed motor vehicles.² The largest owners of state vehicles are the Departments of Transportation, Public Safety and Conservation. When combined, these three agencies own and operate about 65% of the state's licensed motor vehicles.

The following table details the number of reported vehicles by agency as of December 2002.

Agency	Number of Vehicles
Agriculture	283
Attorney General	9
Conservation	1,239
Corrections	895
Economic Development	127
Elementary & Secondary Education	162
Health & Senior Services	97
Higher Education	10
Insurance	6
Labor & Industrial Relations	36
Lottery	77
Mental Health	849
Natural Resources	758
Office of Administration	132
OSCA	29
Public Safety	1,521
Revenue	57
Secretary of State	13
Social Services	386
State Tax Commission	23
State Treasurer	3
Transportation	4,482
TOTAL	11,194

² This data does not include approximately 2,233 vehicles from the state colleges and universities and 2,527 trailers.

E. STATE FLEET OVERVIEW

Fleet Reassignments And Reductions

The implementation of the State Vehicle Policy, and the financial difficulties of the State prompted state agencies to review their fleet assignments to determine if they are justified and efficient. A number of state agencies have indicated that the current budget has delayed vehicle replacements. Instead, some agencies appear to be reassigning underutilized vehicles to meet essential needs. Additionally, a few agencies reported that they have been able to use existing resources to meet new vehicle needs.

Number of Licensed Vehicles Reduced by 2.3% in 2002

A comparison of data between 2001 and 2002 indicates a total fleet reduction of 264 or 2.3% of the number of licensed vehicles (not including MoDOT reductions).³ The following agencies significantly reduced the size of their fleet in 2002:

- The Department of Public Safety, Division of Water Patrol reduced its fleet by 29 vehicles, or 22%.
- The Department of Conservation reduced its fleet by 189 vehicles or 13%.

MoDOT Fleet Reduction

In 2002, MoDOT completed a fleet reduction of 459 units, or 7%. (The reduction of these units was not included in the 2.3% reduction figure detailed above.) Sales of these units totaled \$1,519,011. The 459 units had a replacement value of \$19,550,282. MoDOT's entire fleet consists of over 7,000 licensed and non-licensed units including passenger vehicles, utility trucks, aerial units, dump trucks, sweepers, trailers and various types of off-road construction equipment.

³ This is based on self-reported information and an assumption that agencies submitted data in the same fashion each year.

2001 vehicle counts are based on data submitted by state agencies to the House Interim Committee on State Fleet of Motor Vehicles and Airplanes in December of 2001.

2002 vehicle counts are based on data submitted by state agencies to the State Fleet Management Program in December 2002.

E. STATE FLEET OVERVIEW

Vehicle Utilization

Industry Standard

The utilization (miles driven) of a vehicle fleet is a good measure of its efficiency. Low miles may indicate that a fleet has too many vehicles. Based on research of other states and fleet management best practices, the Council on Efficient Operations Vehicle Management Team determined that the optimum utilization of a passenger vehicle is 15,000 miles annually. Once the state obtains its operating cost data through the Fleet Information System, the optimal annual utilization threshold may be adjusted accordingly.

State Vehicle Policy Requirements

The State Vehicle Policy requires an average of 15,000 miles for vehicles assigned to pools (Section II.E.3) and to individuals (Section II.E.1.a). The policy does not address instances where it is appropriate to travel less than 15,000 miles a year.

FY 02 State Vehicle Utilization Data

The following table displays FY 02 statewide utilization of licensed vehicles (by annual miles driven).

Annual Miles Driven	Percentage of Licensed Vehicles
Less than 5,000	15.9%
5,001-10,000	16.6%
10,001 – 15,000	20.1%
15,001 – 20,000	18.8%
Over 20,000	28.7%

Analysis

The State Auditor's Report 2001-94 estimated that approximately 11%⁴ of all passenger vehicles were driven less than 5,000 miles per year. However, data submitted by state agencies in December 2002 indicates that actually 15.9% of all licensed vehicles were driven less than 5,000 miles per year. (This represents all vehicles, including specialty use vehicles.) While 53.6% of vehicles are driven less than 15,000 miles per year, 28.7% of state vehicles are driven over 20,000 miles per year, indicating opportunities to reassign vehicles to better balance fleet utilization.

⁴ 11% represents 828 out of 7,400 passenger vehicles. Based on State Auditor's Report 2001-94, page 18. Excludes data from the state colleges and universities.

E. STATE FLEET OVERVIEW

Vehicle Utilization (continued)

It is important to note that utilization of state vehicles will vary depending on the location and purpose of the vehicle. Agencies such as the Office of Administration, Department of Mental Health and the Department of Corrections have a large number of facility support vehicles and appear to experience a higher percentage of low utilization vehicles. Many of these vehicles are driven locally or only on state grounds.

The following table represents utilization percentages by agency for vehicles driven less than 5,000 and 15,000 annual miles respectively. This information is also contained in individual agency fleet profiles located in Section G. (Some agencies submitted additional information explaining low utilization.)

State Agency	< 5,000 Miles	< 15,000 Miles
Agriculture	11%	43%
Conservation	9%	57%
Corrections	37%	69%
Economic Development	18%	57%
Elementary & Secondary Ed	35%	68%
Health & Senior Services	30%	78%
Higher Education	10%	60%
Insurance	17%	83%
Labor & Industrial Relations	19%	50%
Lottery	4%	35%
Mental Health	39%	79%
Natural Resources	21%	67%
Office of Administration	41%	68%
OSCA	7%	45%
Public Safety	19%	56%
Revenue	0%	58%
Secretary of State	0%	31%
Social Services	18%	62%
State Tax Commission	13%	43%
Transportation	2%	33%
STATE AVERAGE	16%	53%

E. STATE FLEET OVERVIEW

Vehicle Utilization (continued)

Recommendations for Improvement

Most state agencies have indicated their intent to review, analyze and reduce the number of underutilized vehicles. The Commissioner of Administration has established a 10% fleet reduction target by June 30, 2003 as described in Section F. The elimination of underutilized vehicles is a large portion of the reduction target.

Many other state fleet management programs have established lower minimum annual mileage thresholds for certain types of specialty use vehicles. The State Fleet Manager will make recommendations to amend the State Vehicle Policy indicating vehicle types permitted to drive less than 15,000 annual miles.

E. STATE FLEET OVERVIEW

Pool Vehicles

State Vehicle Policy Requirements

As defined by the State Vehicle Policy, pool vehicles are general use vehicles available for temporary assignment to multiple individuals. The policy requires a minimum annual average usage of 15,000 miles for all pool vehicles.

FY 02 State Pool Vehicle Utilization Data

The following table represents reported average pool utilization per agency for FY 02. It is important to note that this data includes six months of vehicle utilization prior to the issuance of the State Vehicle Policy in January 2002.

Agency	Number of Pool Vehicles	FY 02 Pool Miles Driven	Average Miles Driven
Agriculture	25	361,744	14,470
Conservation	18	288,291	16,016
Corrections	174	2,631,061	15,121
Economic Development	58	787,088	13,570
Elementary & Secondary Ed	40	678,330	16,958
Health & Senior Services	14	196,134	14,010
Higher Education	9	139,263	15,474
Insurance ⁵	4	39,489	9,872
Labor & Industrial Relations	20	281,224	14,061
Lottery	8	107,445	13,431
Mental Health ⁶	539	5,482,451	10,172
Natural Resources	75	1,379,215	18,390
Office of Administration	33	474,722	14,386
OSCA	26	429,132	16,505
Public Safety	83	906,304	10,919
Revenue	20	300,652	15,033
Secretary of State	13	210,997	16,231
Social Services	33	508,299	15,403
State Tax Commission	3	47,338	15,779
Transportation	144	2,344,621	16,282
TOTAL	1,339	17,593,800	13,140

⁵ The Department of Insurance has since reduced the size of their fleet. FY 03 pool utilization is projected to be above the minimum requirement.

⁶ The Department of Mental Health appears to have over reported the number of pool vehicles, as it is unlikely that 539 of 849, or 63%, of their vehicles are in a pool. Proper classification of vehicles should improve this statistic.

E. STATE FLEET OVERVIEW

Pool Vehicles (continued)

Recommendations for Improvement

Most agencies plan to reduce the number of pool vehicles to meet the State Vehicle Policy minimum utilization requirements. The Fleet Management Program will continue to monitor compliance with this portion of the policy. Also, implementation of the Fleet Information System will provide more accurate tracking and classification of pool vehicles.

E. STATE FLEET OVERVIEW

Commuting Vehicles

Currently, the State Vehicle Policy (Section E.2) allows commuting for the following reasons:

- a. Employee works out of their home
- b. Employee is subject to 24-hour call and operates a specialty use vehicle
- c. Employee is subject to 24-hour call and is called out an average of four or more times per month
- d. Agency head can authorize commuting if there is a compelling benefit to the state and must document as such in writing

A current breakdown of the number of reported commuting vehicles per agency is detailed below and sorted by the above policy provisions (E.2.a-d).

Commuting Data

Agency	Works Out of Home E.2.a	On Call & Specialty Use E.2.b	On Call E.2.c	Approval by Agency Head E.2.d	Total	% Of Fleet
Conservation				65	65	5.2%
Corrections				10	10	1.1%
Economic Development	6				6	4.7%
Elem & Sec Education			1		1	.6%
Health & Senior Services	1			2	3	3%
Lottery	46				46	59.7%
Mental Health			1		1	.1%
Natural Resources		47	1		48	6.3%
Public Safety	19	1		5	25	1.6%
Revenue	11				11	19.3%
Secretary of State				1	1	7.7%
Social Services			9	2	11	2.8%
State Tax Commission	19				19	82.6%
Transportation		30	121	11	162	3.6%
TOTAL	102	78	133	96	409	3.7%

E. STATE FLEET OVERVIEW

Commuting Vehicles (continued)

Recent Commuting Reductions

State agencies have reduced the number of vehicles in a commuting status by 15% (480 to 409) since the inception of the State Vehicle Policy. Most notably:

- The Department of Corrections reduced the number of commuting vehicles from 43 to 10.
- The Department of Health and Senior Services reduced the number of commuting vehicles from 7 to 3.
- The Office of Administration eliminated commuting in 32 vehicles.
- The Department of Higher Education eliminated its one commuting vehicle.
- The Department of Insurance eliminated its one commuting vehicle.

Additional notable commuting reductions not included in the above 15% reduction statistic are:

- The Missouri State Highway Patrol eliminated commuting in all vehicles.⁷
- Prior to the implementation of the State Vehicle Policy, the Department of Transportation changed its policy in 2001 to limit the number of vehicles taken home, resulting in 350 fewer vehicles in "take home" status.

Recommendations for Improvement

In January 2003, the Office of Administration issued a letter directing agencies that state vehicles should no longer be used for commuting purposes if there is a personal benefit, as defined by IRS regulations. Also, the Office of Administration will issue a revision to the State Vehicle Policy in 2003 to further define commuting to provide for consistent reporting as well as remove E.2.C (the on-call provision) from the policy. See Section F for more information.

⁷ Clearly marked police and fire vehicles and unmarked law enforcement vehicles when used for authorized purposes by a full time law enforcement officer are exempt from IRS fringe benefit reporting for the use of state vehicles, therefore; they are not reported as commuting vehicles.

E. STATE FLEET OVERVIEW

FY 03 Planned Vehicle Acquisitions and Dispositions

The following table represents planned vehicle acquisitions and dispositions for FY 03 as reported by state agencies in December 2002. The combined totals for the Missouri State Highway Patrol and the Departments of Conservation and Transportation account for 89% of vehicle acquisitions and 86% of vehicle dispositions.

As displayed below, planned reductions will decrease the overall size of the state fleet by at least 61 vehicles. This information was provided prior to the Office of Administration announcing the 10% fleet reduction target outlined in Section F. Agencies will be given credit for these reductions toward their 10% goal.

Agency	Acquisitions	Dispositions	Net (Decrease) Increase
Agriculture	0	0	0
Conservation	150	158	(8)
Corrections	50	24	26 ⁸
Economic Development	8	9	(1)
Elementary & Secondary Ed	0	0	0
Health & Senior Services	1	3	(2)
Higher Education	3	0	3
Insurance	0	2	(2)
Labor & Industrial Relations	0	3	(3)
Lottery	18	24	(6)
Mental Health	10	62	(52)
Natural Resources	12	10	2
Office of Administration	0	5	(5)
OSCA	2	2	0
Public Safety	400	405	(5) ⁹
Revenue	0	3	(3)
Secretary of State	0	0	0
Social Services	18	23	(5)
State Tax Commission	0	0	0
Transportation	500	500	0
TOTAL	1,172	1,233	(61)

⁸ Corrections fleet expansion represents budgeted vehicles purchased for the new Bonne Terre prison.

⁹ Department of Public Safety data includes 400 replacement units for the Missouri State Highway Patrol.

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F. 2003 FLEET MANAGEMENT PROGRAM GOALS

The Office of Administration, with input from the Fleet Management Advisory Committee, will begin exploration of several options in 2003 to further improve the efficiency of the state fleet. With the implementation of the Fleet Information System in July 2003, one full year of vehicle cost and utilization data will be available to drive future fleet management initiatives.

Below is a list and subsequent discussion of fleet management goals for 2003:

Goals

1. Reduce the number of passenger vehicles by 10%
2. Implement a new vehicle pre-approval process
3. Revise the State Vehicle Policy to further reduce the number of commuting vehicles
4. Implement the statewide Fleet Information System
5. Analyze potential for savings through contracted vehicle maintenance services
6. Analyze the costs/benefits of various fleet financing options
7. Analyze feasibility of sharing resources between state agencies
8. Revise the State Vehicle Policy to indicate vehicle types permitted to have less than 15,000 miles annual usage
9. As required in Section 37.350 RSMo., the Office of Administration will establish guidelines for determining the most cost-effective and reasonable modes of travel for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal car use

1. Reduce the number of passenger vehicles by 10%

The Commissioner of Administration has directed agencies to reduce passenger vehicle fleets by 10% by June 30, 2003. This 10% fleet reduction target should result in nearly 620 fewer state vehicles.¹⁰ Vehicles used to ensure the safety of Missouri citizens, such as the Missouri State Highway Patrol, will be excluded from reduction efforts.

Preliminary data submitted by state agencies indicates a significant number of underutilized state vehicles when evaluated against standards established in the State Vehicle Policy. Specifically, agencies will be asked to reduce the number of pool vehicles and non-essential vehicles driven less than 15,000 miles annually until their fleet utilization meets the standards contained in the State Vehicle Policy.

¹⁰ Fleet reduction target is based on 6,200 passenger vehicles (automobiles, pick-up trucks, sport utility vehicles, and passenger vans) identified in last years State Auditor's Report 2001-94 (page 18), which is the most recent count of passenger vehicles in the State. Excludes vehicles from the state colleges and universities and approximately 1,200 law enforcement vehicles in the Department of Public Safety.

F. 2003 FLEET MANAGEMENT PROGRAM GOALS *(continued)*

2. *Implement a new vehicle pre-approval process*

A new vehicle pre-approval process will be implemented this year to prevent fleet expansion and to ensure agencies are utilizing existing vehicles consistent with the State Vehicle Policy. Agencies that have demonstrated compliance with the State Vehicle Policy guidelines will be permitted to replace vehicles. Agencies that have not met policy guidelines will be asked to reassign existing vehicles to increase the overall utilization of their fleet.

3. *Revise the State Vehicle Policy to reduce the number of vehicles used in a commuting capacity*

In January 2003, the Office of Administration issued a letter directing agencies that state vehicles should no longer be used for commuting purposes if there is a personal benefit, as defined by IRS regulations. The Office of Administration will also issue a revision to the State Vehicle Policy eliminating the on-call commuting provision for non-specialty use vehicles (Section II.E.2.c). The Office of Administration will recommend reimbursing employees for mileage rather than providing a take home vehicle to respond to after hour calls. The commuting policy will be further revised to exclude vehicle use or assignment when such use would be deemed a personal benefit as defined under IRS guidelines.

4. *Implement the statewide Fleet Information System*

In July 2003, the statewide Fleet Information System will be implemented. The system will provide uniform reporting of vehicle data from all state agencies. Implementation of this system is critical to achieving other fleet management goals, because reliable data is essential in order to analyze the viability of many fleet efficiency improvement options.

5. *Analyze potential for savings through contracted vehicle maintenance services*

The OA Vehicle Maintenance facility offers approximately 40% savings in maintenance costs for state vehicles located in the Jefferson City area. The Departments of Conservation and Transportation have similar maintenance facilities throughout the state while other agencies operating vehicles outside Jefferson City must utilize commercial maintenance facilities to repair their vehicles. Contracts could be established for certain routine services like oil/filter changes using a national chain. Where there is a sufficient cluster of state vehicles, as in the major metropolitan areas, contracts could be established for comprehensive and/or specialized repair services.

F. 2003 FLEET MANAGEMENT GOALS *(continued)*

6. *Analyze various fleet financing options*

With the current budget situation, many state agencies have and will continue to defer vehicle replacement. Our projections, based on agency self-reported data from 2001, indicate 34% of vehicles have over 100,000 total miles while 59% have over 60,000 total miles.¹¹ To address the aging vehicle fleet, the following fleet financing options will be explored:

- Mileage reimbursement vs. leased vehicles
- Debt-finance purchase of state vehicles
- Leasing vehicles

7. *Analyze feasibility of sharing resources between state agencies*

Fleet efficiencies might be gained by agencies pooling resources to maximize utilization of state vehicles. Many state agencies operate a central pool in the state capital. Consolidation of pool vehicles by location (city) may be warranted if there are underutilized pool vehicles in a particular location.

Once data is available from the Fleet Information System, a thorough analysis will be performed to analyze the cost vs. benefits of any centralized fleet management recommendation.

8. *Revise the State Vehicle Policy to indicate vehicle types permitted to have less than 15,000 miles annual usage*

Over 52% of licensed state vehicles are utilized less than 15,000 miles annually. The State Vehicle Policy will be revised to permit instances where this is appropriate. Other state fleet management programs have varying levels of allowable utilization for specialty use vehicles. The State Fleet Manager will conduct research and provide recommended policy changes to FleetMAC members for their review and comment prior to adoption.

9. *As required in Section 37.350 RSMo., the Office of Administration will establish guidelines for determining the most cost-effective and reasonable modes of travel for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal car use.*

¹¹ Based on data submitted to the House Interim Committee on State Fleet of Motor Vehicles and Airplanes in December 2001.

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G. AGENCY FLEET PROFILES

Since the State of Missouri operates in a decentralized fashion, agencies were asked to submit information that presents an overview of their fleet. Some agencies also submitted additional comments to explain their data.

All sixteen state agencies as well as the Office of State Courts Administrator and the Secretary of State's office submitted information to include in the fleet profiles. Agency fleet profiles contain the following information:

- Fleet Purpose and Function
- 2002 Accomplishments
- 2003 Goals
- Compliance with the State Vehicle Policy
- Number of Active Vehicles
- Number of Vehicles in a Commuting Status
- FY 02 Average Miles per Pool Vehicle
- FY 03 Planned Acquisitions and Dispositions
- FY 02 Vehicle Utilization by Annual Miles Driven

G. FLEET PROFILE

Department of Agriculture

Fleet Purpose

- Weights and Measures Division: Fuel and scale inspections, etc.
- Grain Inspection and Warehousing Division: Grain inspections and audits, etc.
- Plant Industry Division: Nursery inspection, gypsy moth and boll weevil control, etc.
- Market Information and Outreach Division: Market reporting and scholarship awards, etc.
- Animal Health Division: Meat inspection, food safety, brucellosis inspections
- Agriculture Business Development Division: Travel relating to program grants and loans, etc.

2002 Accomplishments
<ul style="list-style-type: none"> • Instituted rigorous preventive maintenance policy • Reassigned underutilized pool vehicles to make more efficient use of the fleet

2003 Goals
<ul style="list-style-type: none"> • To meet fleet replacement needs by continuing to reassign underutilized pool vehicles

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

Vehicle Data

Number of Active Vehicles	283
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	14,470
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	0

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	23	11%
5,001 – 10,000	28	14%
10,001 – 15,000	37	18%
15,001 – 20,000	38	19%
Over 20,000	79	39%

G. FLEET PROFILE

Department of Conservation

Fleet Purpose

- The Department of Conservation (MDC) provides highway, construction, farm, marine and other equipment, which are necessary for its operations and intended for official use
- MDC vehicles and equipment are tools for staff to deliver programs and services that positively affect Missouri's forest, fish, and wildlife resources

2002 Accomplishments
<ul style="list-style-type: none"> • Converted a diesel fuel tank at our Central Office to use B20 Bio Diesel • Updated vehicle policies to strengthen reporting of vehicle commute usage • Implemented inspection process for all trailers not currently required by law

2003 Goals
<ul style="list-style-type: none"> • Expand Bio Diesel usage to two additional facilities • Complete installation of an E85 fuel tank at our Central Office • Complete implementation of an intranet based Fleet Management program

State Vehicle Policy Compliance

The Department of Conservation does not track vehicle trip information as required by the State Vehicle Policy.

Vehicle Data

Number of Active Vehicles	1,239
Number of Commuting Vehicles	65
FY 02 Average Miles Per Pool Vehicle	16,016
FY 03 Planned Acquisitions	150
FY 03 Planned Dispositions	158

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	95	9%
5,001 – 10,000	202	19%
10,001 – 15,000	315	29%
15,001 – 20,000	244	23%
Over 20,000	221	21%

G. FLEET PROFILE

Department of Corrections

Fleet Purpose

- Inmate transportation
- Institutional security (perimeter patrol/emergency response)
- Operate pool vehicles used by employees of the Department of Corrections
- Special use vehicles for delivery of commodities (food, etc.) and materials (Missouri Vocational Enterprise products, road aggregate material, etc.)
- Institutional support and maintenance of buildings

2002 Accomplishments

- Reduced number of assigned and commuting vehicles
- Redistributed underutilized vehicles to Probation and Parole field offices
- Centralized the Department of Corrections Central Office pool vehicles which resulted in a reduction of the Central Office pool fleet
- Continued redistribution of vehicles to ensure continued operation and efficient utilization of fleet

2003 Goals

- Further reduce commuting vehicles
- Further reduce underutilized vehicles
- Continue to redistribute and possibly reduce fleet to stay compliant with State Vehicle Policy

State Vehicle Policy Compliance

The Department of Corrections is in compliance with the State Vehicle Policy.

G. FLEET PROFILE

Department of Corrections (continued)

*Vehicle Data*¹²

Number of Active Vehicles	895
Number of Commuting Vehicles	10
FY 02 Average Miles Per Pool Vehicle	15,121
FY 03 Planned Acquisitions	50
FY 03 Planned Dispositions	24

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	330	37%
5,001 – 10,000	131	15%
10,001 – 15,000	154	17%
15,001 – 20,000	109	12%
Over 20,000	171	19%

¹² *Provided by the Department of Corrections*

FY03 Planned Acquisitions: 26 of the FY 03 acquisitions are for the Eastern Reception and Diagnostic Correctional Center scheduled to open in FY 03. The additional 24 acquisitions are projected to replace wrecked and/or non-repairable vehicles. Most of the projected vehicles to be replaced are used for institutional security and inmate transportation. Any other fleet replacement requests will be reviewed for utilization in accordance with the State Vehicle Policy.

All Department of Corrections fleet information reported includes 96 vehicles purchased and operated by the Missouri Vocational Enterprises (MVE). MVE's fleet represents 11% of DOC's total fleet. MVE is supported through a Working Capital Revolving fund, which does not include any General Revenue funding.

The 37% of vehicles with less than 5,000 miles and 15% with less than 10,000 miles are largely due to special assignment vehicles located at the institutions. These vehicles are utilized for tasks on the institutional grounds such as maintenance, laundry, hauling and perimeter security patrol.

G. FLEET PROFILE

Department of Economic Development

Fleet Purpose

The Department of Economic Development (DED) fleet is composed of vehicles used to accomplish the varied statutory functions imposed on the centralized and decentralized divisions of DED as well as the Public Service Commission. The vehicles are used to perform the following functions:

- Pick up and delivery of supplies, inventory, and mail
- Support and maintenance of remote site and local buildings
- Commuting vehicle assigned to person working from home (PSC)
- Operate a carpool used by employees of the DED

2002 Accomplishments
<ul style="list-style-type: none">• Adopted the State Vehicle Policy or stricter measures• Reviewed vehicle use for compliance with State Vehicle Policy• Developed/enhanced method to track usage and cost associated with vehicles• Developed plan to eliminate underutilized vehicles through attrition

2003 Goals
<ul style="list-style-type: none">• Manage all assigned, commuting, and fleet vehicles effectively and efficiently• Achieve reduced costs through the use of alternate methods of transportation• Provide policy and procedural guidance with regard to vehicle use

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

G. FLEET PROFILE

Department of Economic Development (continued)

Vehicle Data

Number of Active Vehicles	127
Number of Commuting Vehicles	6
FY 02 Average Miles Per Pool Vehicle	13,570
FY 03 Planned Acquisitions	8
FY 03 Planned Dispositions	9

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	22	18%
5,001 – 10,000	19	16%
10,001 – 15,000	27	23%
15,001 – 20,000	26	22%
Over 20,000	25	21%

G. FLEET PROFILE

Department of Elementary & Secondary Education

Fleet Purpose

- Support and maintain state-owned buildings
- Operate a carpool used by employees
- Support administrative functions (mailroom, printshop, telecommunications, laundry)
- Investigations and license revocations
- Transport students and staff
- Transport staff to provide technical assistance to school districts

2002 Accomplishments
<ul style="list-style-type: none">• Purchased alternative fuel vehicles in compliance with the State Vehicle Policy and state statute• Increased utilization of carpool vehicles

2003 Goals
<ul style="list-style-type: none">• Continue to increase utilization of carpool vehicles

State Vehicle Policy Compliance

The Department of Elementary and Secondary Education is in compliance with the State Vehicle Policy.

G. FLEET PROFILE

Department of Elementary & Secondary Education (continued)

*Vehicle Data*¹³

Number of Active Vehicles	162
Number of Commuting Vehicles	1
FY 02 Average Miles Per Pool Vehicle	16,958
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	0

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	56	35%
5,001 – 10,000	37	23%
10,001 – 15,000	17	10%
15,001 – 20,000	31	19%
Over 20,000	20	12%

¹³ *Provided by the Department of Elementary & Secondary Education*

Vehicle Utilization

Out of the 56 vehicles driven less than 5,000 miles during FY 02, 50 vehicles are individually owned and maintained by the Commission for the Deaf, Missouri School for the Blind, Missouri School for the Deaf, and State Schools for the Severely Handicapped. Sixty percent (or 30 out of 50) of those vehicles are specifically assigned to the State Schools for the Severely Handicapped and include four new buses that were put into service this school term, four maintenance vans for unfilled positions, and 22 back-up buses which are run few miles each year and are maintained to support state routes (all of which are in different cities).

G. FLEET PROFILE

Department of Health & Senior Services

Fleet Purpose

- To allow the Department of Health & Senior Services (DHSS) to carry out its mandated duties related to the inspection of nursing homes
- To assist in the delivery of resources to field offices
- To allow the performance of all other required missions of the department

2002 Accomplishments
<ul style="list-style-type: none">• Integration of Senior Services vehicles and vehicle operations into the department as a result of the transfer from the Department of Social Service, Division of Aging• Development of a draft policy on vehicle usage and maintenance documentation in line with the State Vehicle Policy• Reduced the number of pool vehicles

2003 Goals
<ul style="list-style-type: none">• Implementation of the vehicle tracking documents• Further reduction in the number of underutilized vehicles and use of vehicles for commuting purposes• Continued integration of Senior Services vehicles into the overall plan for vehicle use within DHSS

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

G. FLEET PROFILE
Department of Health & Senior Services

Vehicle Data¹⁴

Number of Active Vehicles	97
Number of Commuting Vehicles	3
FY 02 Average Miles Per Pool Vehicle	14,010
FY 03 Planned Acquisitions	1
FY 03 Planned Dispositions	3

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	11	30%
5,001 – 10,000	7	19%
10,001 – 15,000	11	30%
15,001 – 20,000	5	14%
Over 20,000	3	8%

¹⁴ The Department of Health and Senior Services accepted transfer of 55 vehicles on June 30, 2002 from the Department of Social Services, Division of Aging.

G. FLEET PROFILE

Department of Higher Education

Fleet Purpose

- Perform job functions in out-state Missouri
- Transport staff and board members to various meetings throughout the state
- Staff visits to public and private campuses
- Daily inter-city mail and delivery route

2002 Accomplishments
<ul style="list-style-type: none"> • The Commissioner is no longer assigned a vehicle • Development of a detailed tracking system to monitor fleet expenses and usage • Revised personnel policy to include State Vehicle Policy changes

2003 Goals
<ul style="list-style-type: none"> • Reduce fleet up to 10% based on required usage of 15,000 miles per year • Review vehicle data to make cost effective changes

State Vehicle Policy Compliance

The Department of Higher Education is in compliance with the State Vehicle Policy but has not yet communicated the policy to the state colleges and universities.

Vehicle Data

Number of Active Vehicles	10
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	15,474
FY 03 Planned Acquisitions	3
FY 03 Planned Dispositions	0

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	1	10%
5,001 – 10,000	0	0%
10,001 – 15,000	5	50%
15,001 – 20,000	4	40%
Over 20,000	0	0%

G. FLEET PROFILE

Department of Insurance

Fleet Purpose

- Operate a carpool to be used by department employees for regulatory functions
- Provide a vehicle to be utilized for mailroom functions

2002 Accomplishments
<ul style="list-style-type: none"> • Eliminated commuting in all vehicles • Reduced fleet by two vehicles

2003 Goals
<ul style="list-style-type: none"> • Continue to monitor vehicle usage to determine optimum fleet size

State Vehicle Policy Compliance

The Department of Insurance is in compliance with the State Vehicle Policy. Fleet reductions increased their average miles per pool vehicle from 9,872 in FY 02 to a projected average of 16,000 per vehicle in FY 03.

Vehicle Data

Number of Active Vehicles	6
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	9,872
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	2

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	1	17%
5,001 – 10,000	2	33%
10,001 – 15,000	2	33%
15,001 – 20,000	0	0%
Over 20,000	1	17%

G. FLEET PROFILE

Department of Labor & Industrial Relations

Fleet Purpose

- Perform tax audits
- Perform mine safety inspections
- Support and maintain state owned buildings
- Maintain information systems statewide
- Adjudication
- Fraud and non-compliance investigations

2002 Accomplishments
<ul style="list-style-type: none"> • Reduced the number of underutilized vehicles • Increased the use of alternative fuel • Established a travel policy to encourage employees to use carpool vehicles whenever possible • Implemented maintenance schedules to better maintain fleet vehicles

2003 Goals
<ul style="list-style-type: none"> • Reduce the number of pool vehicles to meet State Vehicle Policy guidelines • Maintain, issue and track all fleet vehicles • Replace fleet vehicles to ensure all employees have access to a safe and reliable vehicle • Maintain ideal fleet composition

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

Vehicle Data

Number of Active Vehicles	36
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	14,061
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	3

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	7	19%
5,001 – 10,000	4	11%
10,001 – 15,000	7	19%
15,001 – 20,000	9	25%
Over 20,000	9	25%

G. FLEET PROFILE

Missouri State Lottery

Fleet Purpose

- Promote the Missouri Lottery by traveling to meet with retailers and sponsoring promotional events
- Sales routes
- Maintenance and delivery of Lottery materials
- Support regional offices located in Kansas City, St. Louis, Springfield and Jefferson City

2002 Accomplishments
<ul style="list-style-type: none"> • Eliminated commuting and assigned vehicles that were not in compliance with the State Vehicle Policy • Reduced the size of the vehicle fleet • Modified replacement policy to surplus vehicles at 70,000 miles instead of 60,000 miles

2003 Goals
<ul style="list-style-type: none"> • Further reduce the number of pool vehicles to become compliant with the State Vehicle Policy • Eliminate underutilized vehicle • Continue to review overall vehicle usage • Explore opportunities to increase resell value on surplus vehicles • Continue to review safety in vehicle usage

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

Vehicle Data

Number of Active Vehicles	77
Number of Commuting Vehicles	46
FY 02 Average Miles Per Pool Vehicle	13,431
FY 03 Planned Acquisitions	18
FY 03 Planned Dispositions	24

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	3	4%
5,001 – 10,000	9	12%
10,001 – 15,000	15	19%
15,001 – 20,000	13	17%
Over 20,000	37	48%

G. FLEET PROFILE

Department of Mental Health

Fleet Purpose

- Transport clients and consumers
- Maintenance of grounds and buildings at Department of Mental Health (DMH) facilities
- Support department programs and activities
- Provide transportation for DMH employees to conduct state business

2002 Accomplishments
<ul style="list-style-type: none">• Eliminated commuting in all DMH vehicles, with the exception of 1 vehicle• Reassigned vehicles to improve fleet efficiency• Increased the use of Ethanol 85 (E-85) fuel in DMH-Central Office alternative fuel vehicles and advised DMH facilities to use E-85 fuel in their alternative fuel vehicles when feasible• Became compliant with federal fleet requirements under the EPAct program

2003 Goals
<ul style="list-style-type: none">• Become compliant with the State Vehicle Policy regarding pool vehicles averaging at least 15,000 miles per year• Explore opportunities to share resources between DMH facilities• Further increase the use of E-85 fuel in alternative fuel vehicles owned by DMH• Reduce underutilized vehicles where feasible

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually. Also, the Bellefontaine Habilitation Center has not inspected and licensed all state owned vehicles in accordance with Section 307.350 RSMo and the State Vehicle Policy.

G. FLEET PROFILE
Department of Mental Health (continued)

Vehicle Data¹⁵

Number of Active Vehicles	849
Number of Commuting Vehicles	1
FY 02 Average Miles Per Pool Vehicle	10,172
FY 03 Planned Acquisitions	10
FY 03 Planned Dispositions	62

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	330	39%
5,001 – 10,000	206	24%
10,001 – 15,000	131	15%
15,001 – 20,000	88	10%
Over 20,000	94	11%

¹⁵ *Provided by the Department of Mental Health*

The majority of vehicles driven less than 10,000 miles annually are “support vehicles” operating mostly on DMH facilities grounds or in their service area. These vehicles are used to transport clients and consumers, transport personnel and equipment for maintenance of DMH facilities grounds and buildings, and provide other transportation needs to support services at DMH facilities. These vehicles have lower miles driven annually due to their primary use and are essential in supporting DMH services.

G. FLEET PROFILE

Department of Natural Resources

Fleet Purpose

- To support the planning, monitoring, research, public assistance, sampling, and when necessary investigation and enforcement associated with landfills, hazardous waste, public drinking water, water quality, air quality, soil conservation and other environmental activities
- To provide a pool of vehicles in Jefferson City for use by department staff that travel statewide to administer department programs and interact with the public regarding environmental regulation, enforcement, abatement, and planning
- To provide for an Emergency Environmental Response capability that includes responding to hazardous material spills and supporting methamphetamine abatement and lab cleanup efforts
- To support the operation, maintenance, administration, construction, and security of over 80 state parks and historic sites
- To support providing assistance, education, and guidance in the use and protection of Missouri's geologic and land resources, including interpreting the State's geological and hydrological setting; interpreting the character and availability of its water, energy, and mineral resources; insuring the safety of dams; and determining land boundaries

2002 Accomplishments
<ul style="list-style-type: none">• Reassigned three vehicles and used existing resources to avoid a fleet expansion of seven vehicles associated with a change in Soil Conservation operations• Met other expansions that required vehicles with existing fleet resources• Reduced capital expenditures by deferring vehicle replacement

2003 Goals
<ul style="list-style-type: none">• Publish a revised department vehicle policy that incorporates and reinforces the State Vehicle Policy• Initiate a review of vehicles with low annual mileage to revalidate they are essential to performing the department mission• Implement vehicle rotation actions to better balance mileage accumulation over the life of the vehicle within the same vehicle type• Work closely with the State Fleet Manager to develop and implement a functional state fleet tracking system• Reduce capital expenditures by deferring most vehicle replacement until the budget situation improves

G. FLEET PROFILE

Department of Natural Resources (continued)

State Vehicle Policy Compliance

The Department of Natural Resources is in compliance with the State Vehicle Policy.

*Vehicle Data*¹⁶

Number of Active Vehicles	758
Number of Commuting Vehicles	48
FY 02 Average Miles Per Pool Vehicle	18,390
FY 03 Planned Acquisitions	12
FY 03 Planned Dispositions	10

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	157	21%
5,001 – 10,000	184	24%
10,001 – 15,000	166	22%
15,001 – 20,000	131	17%
Over 20,000	118	16%

¹⁶ *Provided by the Department of Natural Resources:*

Planned Acquisitions and Dispositions

The FY 03 budget contained 2 expansion pickups; one for the new Confluence State Park and one to support staff increases at Johnson Shut-Ins State Park. Plans are to replace approximately 10 vehicles, at least 3 of which were totaled in accidents, with the remaining 7 acquired to replace special purpose vehicles.

Vehicle Utilization

58% of the DNR fleet is used primarily within state park boundaries for operations and maintenance of Missouri State Parks and Historic Sites. Operating vehicles principally within the confines of the parks and sites is a significant factor in the low utilization experienced by a large segment of the fleet.

G. FLEET PROFILE

Office of Administration

Fleet Purpose

- Support and maintain state owned buildings
- Inspect construction of new buildings
- Operate a carpool used by employees of the Office of Administration and Elected Officials.

2002 Accomplishments
<ul style="list-style-type: none"> • Eliminated commuting in all OA vehicles • Reduced the number of underutilized vehicles • Met DNR requirements for alternative fuel vehicle acquisitions and alternative fuel purchases

2003 Goals
<ul style="list-style-type: none"> • Reduce the number of pool vehicles to become compliant with the State Vehicle Policy • Further reduce the number of underutilized vehicles • Explore opportunities to share resources between OA divisions

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

*Vehicle Data*¹⁷

Number of Active Vehicles	132
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	14,386
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	5

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	48	36%
5,001 – 10,000	18	14%
10,001 – 15,000	13	10%
15,001 – 20,000	15	11%
Over 20,000	23	17%

¹⁷ *Vehicle Utilization*

The majority of vehicles driven less than 5,000 miles annually are operated by the Division of Facilities Management in their support and maintenance of state owned buildings in the Jefferson City area, which is a significant factor in the low utilization.

G. FLEET PROFILE

Office of the State Courts Administrator

Fleet Purpose

- To support the operations of state courts
- To support statewide court automation
- To support judicial and clerk training programs

2002 Accomplishments
<ul style="list-style-type: none"> • Surplus of 3 high-mileage vehicles, reducing the number of pool vehicles with over 100,000 total miles • Assigned other high-mileage vehicles to staff that require frequent transportation when performing their duties; i.e., mail, deliveries, computer support staff, etc. • Rewrote and approved the OSCA vehicle policy to reflect the State Vehicle Policy

2003 Goals
<ul style="list-style-type: none"> • Continue to meet or exceed procedures for assignment, usage and replacement of state vehicles • Continue to reduce the number of pool vehicles with over 100,000 total miles in order to reduce maintenance and usage costs • Participate in the Fleet Information System to track and monitor vehicle costs and usage

State Vehicle Policy Compliance

The Office of the State Courts Administrator is in compliance with the State Vehicle Policy.

Vehicle Data

Number of Active Vehicles	29
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	16,505
FY 03 Planned Acquisitions	2
FY 03 Planned Dispositions	2

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	2	7%
5,001 – 10,000	6	21%
10,001 – 15,000	5	17%
15,001 – 20,000	9	31%
Over 20,000	7	24%

G. FLEET PROFILE

Department of Public Safety

Fleet Purpose

- Director's Office
 - Operate a carpool to be used by employees for mandatory monitoring of state and federal grants
 - Attending conferences and meetings
- State Emergency Management Agency (SEMA)
 - Respond to emergency situations
 - Training for city and county Emergency Management Directors
 - Preparedness and planning for city and county Emergency Management Directors
- Liquor Control
 - Enforcement and licensing of liquor establishments
- Missouri Veteran's Commission (MVC)
 - Provide transportation for residents
 - Support and maintain residents and veteran's homes
 - Operate a carpool for employees
- Missouri State Highway Patrol (MSHP)
 - Enforcement of traffic laws
 - Enforcement of commercial motor vehicle laws
 - Performance of criminal investigations
 - General assistance to the citizens of Missouri
- Missouri Capitol Police (MCP):
 - Police patrol
 - Response to calls for police service
 - Traffic enforcement and parking enforcement
 - Security escorts
- Division of Highway Safety (DHS)
 - Operates a carpool used by employees.
- Missouri Water Patrol (MWP)
 - Deliver law enforcement personnel with appropriate technical equipment to all areas of the state to achieve mission as defined by RSMO. Chapter 306
 - Emergency response such as floods, earthquakes, Homeland Security details and other similar missions
 - Operate a small pool of additional specialized vehicles that support the MSWP mission such as, dive response vehicles, Blood Alcohol content testing vans, evidence vehicles and radio telecommunications vehicles
- Division of Fire Safety (DFS)
 - Emergency response to fires and or explosions
 - Inspections of daycare and group homes
 - Maintain carpool for employees

G. FLEET PROFILE

Department of Public Safety (continued)

2002 Accomplishments
<ul style="list-style-type: none">• Director's Office: Revised department vehicle policy compliant with the State Vehicle Policy• Director's Office: Reduced maintenance and repair cost by exclusively using the OA Vehicle Maintenance Facility in lieu of an outside vendor when feasible• Director's Office: Established mechanisms to track vehicle operating costs and utilization• SEMA enhanced maintenance practices• Liquor Control reassigned underutilized vehicles• MVC reduced the number of underutilized vehicles, reassigned vehicles to maximize utilization, repaired and maintained vehicles to achieve maximum life of the vehicles and eliminated commuting in all vehicles• MSHP eliminated commuting in all vehicles, eliminated two pool vehicles and reassigned several vehicles to maximize utilization• Capitol Police reduced the number of vehicles and formulated a vehicle policy• DHS transferred a vehicle that had been assigned to the Division Director to the carpool• MWP reduced its fleet size from 137 to 108• DFS reviewed and transferred vehicles to the pool and disposed of low usage vehicles

2003 Goals
<ul style="list-style-type: none">• Director's Office: Utilize new state Fleet Information System to remove more costly vehicles from the fleet and reduce the fleet to have the number of vehicles commensurate with personnel needs• SEMA: Increase use of public transportation when traveling out of state• Liquor Control will continue to monitor and evaluate the use of underutilized vehicles and explore ways to replace the aging fleet• MVC will further reduce the number of underutilized vehicles, purchase vehicles with alternative fuels where possible, reduce the number of pool vehicles to become compliant with the State Vehicle Policy and share vehicles with other MVC facilities to maximize vehicle use• MSHP will implement usage of the Fleet One fuel card (MoDOT contract) for fuel purchases. This should result in fuel purchase cost savings and better accountability. MSHP will also continue to evaluate compliance with the State Vehicle Policy and reassign or eliminate vehicles that become non-compliant• MCP plans to further reduce the number of vehicles• DHS will reduce the number of underutilized vehicles• MWP will implement database changes for vehicles and vessels to provide greater insight in maintaining and utilizing the fleet and continue to find areas to reduce the costs associated with vehicle usage• DFS will reduce the number of pool vehicles not compliant with the State Vehicle Policy

G. FLEET PROFILE
Department of Public Safety (continued)

State Vehicle Policy Compliance

Pool vehicles did not meet the average minimum requirement of 15,000 miles annually.

Vehicle Data¹⁸

Number of Active Vehicles	1,521
Number of Commuting Vehicles	25
FY 02 Average Miles Per Pool Vehicle	10,919
FY 03 Planned Acquisitions	400
FY 03 Planned Dispositions	405

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	389	19%
5,001 – 10,000	393	20%
10,001 – 15,000	347	17%
15,001 – 20,000	349	17%
Over 20,000	534	27%

¹⁸ 1,179 or 78% of the Department of Public Safety fleet are vehicles operated by the Missouri State Highway Patrol.

G. FLEET PROFILE

Department of Revenue¹⁹

Fleet Purpose

- Transportation of agency staff while conducting state business
- Operate a carpool used by agency staff
- Function specific vehicles used for transporting license plates, mail, etc.

2002 Accomplishments
<ul style="list-style-type: none"> • Reduced fleet size by two vehicles

2003 Goals
<ul style="list-style-type: none"> • Further reduce the number of underutilized vehicles • Continue to reduce fleet size

State Vehicle Policy Compliance

The Department of Revenue is in compliance with the State Vehicle Policy.

Vehicle Data

Number of Active Vehicles	57
Number of Commuting Vehicles	11
FY 02 Average Miles Per Pool Vehicle	15,033
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	3

FY 02 Vehicle Utilization (Miles Driven)	Number of Vehicles	%
Less Than 5,000	0	0%
5,001 – 10,000	15	26%
10,001 – 15,000	18	32%
15,001 – 20,000	12	21%
Over 20,000	12	21%

¹⁹ The Missouri Lottery and the State Tax Commission are reported separately.

G. FLEET PROFILE

Secretary of State

Fleet Purpose

- Operate a carpool used by employees of the office in the routine duties of their positions, which includes, but is not limited to securities investigations, delivery of library grant checks, and presenting and attending seminars throughout the State of Missouri
- Delivery and retrieval of records
- Mail pickup and delivery

2002 Accomplishments
<ul style="list-style-type: none"> • None submitted

2003 Goals
<ul style="list-style-type: none"> • Purchase of new vehicles will follow DNR guidelines for alternative fuel vehicles

State Vehicle Policy Compliance

The Secretary of State's Office is in compliance with the State Vehicle Policy.

Vehicle Data

Number of Active Vehicles	13
Number of Commuting Vehicles	0
FY 02 Average Miles Per Pool Vehicle	16,231
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	0

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	0	0%
5,001 – 10,000	2	15%
10,001 – 15,000	2	15%
15,001 – 20,000	5	38%
Over 20,000	4	31%

G. FLEET PROFILE

Department of Social Services

Fleet Purpose

- Direct services to the public (rehabilitation services for the blind)
- Support and maintain direct services to youth and families (youth homes, case management and aftercare services, child abuse/neglect investigations/interventions)
- Investigations of child fatalities, Medicaid and IM (welfare) fraud
- Support and maintain leased county offices and youth homes and bid/evaluation process for leased office space
- Operate a carpool used by employees of the Department of Social Services (DSS)

2002 Accomplishments
<ul style="list-style-type: none">• Reduced assigned vehicles and commuting in DSS vehicles• Improved monthly reporting of vehicle maintenance and repair costs• 100% Compliance with Gateways Clean Air Act emissions testing for DSS vehicles and reporting.• Reduced the number of underutilized vehicles• Redefined vehicle policy to meet the State Vehicle Policy

2003 Goals
<ul style="list-style-type: none">• Further reduce the number of underutilized vehicles• Find a way to surplus vehicles with high mileage with no funds to replace them• Further educate and encourage alternative fuel purchases and usage (Ethanol) in FFV vehicles• Stricter enforcement of vehicle maintenance schedules• Replace 15 passenger vans with safer mini buses at youth facilities

State Vehicle Policy Compliance

The Department of Social Services is in compliance with the State Vehicle Policy.

G. FLEET PROFILE
Department of Social Services (continued)

Vehicle Data²⁰

Number of Active Vehicles	386
Number of Commuting Vehicles	11
FY 02 Average Miles Per Pool Vehicle	15,403
FY 03 Planned Acquisitions	18
FY 03 Planned Dispositions	23

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	79	18%
5,001 – 10,000	103	23%
10,001 – 15,000	93	21%
15,001 – 20,000	87	20%
Over 20,000	79	18%

²⁰ *Provided by the Department of Social Services*

Vehicle Utilization

The Division of Youth Services operates 77%, or 299 of the 386 vehicles owned by the Department of Social Services. These vehicles are used primarily on state grounds or for local travel, which is a factor in the low utilization experienced by a large segment of the fleet.

G. FLEET PROFILE

State Tax Commission

Fleet Purpose

- Delivery and transport Vehicles
- Pool vehicles
- Travel to counties to perform appraisals for ratio studies
- Travel to assist county assessors

2002 Accomplishments
<ul style="list-style-type: none"> • Reduced the number of underutilized vehicles

2003 Goals
<ul style="list-style-type: none"> • Replace one pool vehicle for better dependability

State Vehicle Policy Compliance

The State Tax Commission is in compliance with the State Vehicle Policy.

Vehicle Data

Number of Active Vehicles	23
Number of Commuting Vehicles	19
FY 02 Average Miles Per Pool Vehicle	15,779
FY 03 Planned Acquisitions	0
FY 03 Planned Dispositions	0

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	3	13%
5,001 – 10,000	4	17%
10,001 – 15,000	3	13%
15,001 – 20,000	4	17%
Over 20,000	9	39%

G. FLEET PROFILE

Department of Transportation

Fleet Purpose

- Comprised of passenger vehicles, utility trucks, aerial units, dump trucks, sweepers and various types of off-road construction equipment to construct and maintain the state's highway system

2002 Accomplishments
<ul style="list-style-type: none">• Reduced fleet by 459 units²¹• Reduced, by 382, the number of take-home vehicles• Completed inspection and acceptance of 475 dump trucks to replace existing aging trucks<ul style="list-style-type: none">○ Took advantage of a municipal lease to significantly increase the number of trucks acquired, saving \$1.9 million in reduced maintenance○ Received 2002 Governor's Award for Quality and Productivity for program initiated to dispose of the surplus units• Implemented new program for disposing of surplus equipment using private sector equipment auction services and increasing average return on investment• Implemented use of biodiesel fuel in St. Louis area to improve air quality and engine performance in diesel fleet; used approximately 450,000 gallons in 2002

2003 Goals
<ul style="list-style-type: none">• Complete lifecycle cost analysis on remaining equipment classes to better gauge optimum replacement cycles• Increase percentage of eligible fleet compliant with EPAAct to 90%• Increase use of alternative fuels particularly biodiesel and E-85; partner with industry associations to make these fuels more available on a statewide basis• Increase the number of alternative fuel vehicles in the passenger fleet and among pickups and utility trucks

²¹ In 2002, MoDOT completed a fleet reduction of 459 units. MoDOT's entire fleet consists of over 7,000 units including passenger vehicles, utility trucks, aerial units, dump trucks, sweepers, trailers and various types of off-road construction equipment. Sales of these units totaled \$1,519,011. The 459 units had a replacement value of \$19,550,282.

G. FLEET PROFILE

Department of Transportation (continued)

State Vehicle Policy Compliance

The Department of Transportation is in compliance with the State Vehicle Policy.

*Vehicle Data*²²

Number of Active Vehicles	4,482
Number of Commuting Vehicles	162
FY 02 Average Miles Per Pool Vehicle	16,282
FY 03 Planned Acquisitions	500
FY 03 Planned Dispositions	500

<u>FY 02 Vehicle Utilization (Miles Driven)</u>	<u>Number of Vehicles</u>	<u>%</u>
Less Than 5,000	74	2%
5,001 – 10,000	333	10%
10,001 – 15,000	693	21%
15,001 – 20,000	752	22%
Over 20,000	1,496	45%

²² *Provided by MoDOT*

Number of Active Vehicles

Includes licensed passenger cars, pickups, utility trucks, vans, and dump trucks. Does not include unlicensed vehicles or equipment.

Commuting Vehicles

Under current MoDOT policy, an annual review of all "take home" vehicles is required. The need for each "take home" vehicle must be justified and the request must be approved by the District Engineer and reported to General Headquarters. MoDOT changed its policy in 2001 to limit the number of vehicles taken home, resulting in 350 fewer vehicles in "take home" status. Those that are taken home are primarily for those people whose work requires a 24-hour emergency response. Emergency response can include, but is not limited to, accident repair/cleanup, signal and lighting repair, signing repair, general road maintenance and safety response.

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APPENDIX A

Fleet Management History

The following is a brief chronological summary of relevant fleet management initiatives dating back to 1997.

July 11, 2002

Governor Bob Holden signed House Bills 1270 and 2032 creating the State Fleet Management Program. Section 37.450 RSMo created a state fleet manager position within the Office of Administration, which is responsible for coordinating statewide fleet management initiatives and instituting a vehicle tracking system. (The statute is included as Appendix F.)

February 5, 2002

The House Interim Committee on State Fleet of Motor Vehicles and Airplanes issued a report (<http://www.house.state.mo.us/bills01/intcom01/fleet.htm>) recommending the establishment of a statewide fleet management program under the Office of Administration to encompass the following:

1. A standard vehicle tracking system
2. A central revolving fund within the Office of Administration to retain funds for the purpose of purchasing vehicles
3. A comprehensive maintenance program
4. A policy to ensure state vehicles are used solely for state business
5. Annual safety inspections of all vehicles
6. Compliance of all state purchasing policies
7. Annual reporting of the state fleet
8. Standardize the decision process for selecting vehicle travel methods
9. Establish a standardized policy on transporting personnel

January 2002

The Office of Administration issued the State Vehicle Policy (SP-4), Appendix B, ensuring vehicles under the control of the State of Missouri are acquired, assigned, utilized, replaced and maintained in the most efficient and effective manner to conduct state business.

October – December 2001

In response to the State Auditor's report, the Office of Administration convened an interagency State Fleet Management Task Force to develop and recommend a state vehicle policy governing the acquisition, assignment, maintenance and use of state vehicles.

APPENDIX A

Fleet Management History (continued)

September 25, 2001

State Auditor, Claire McCaskill, issued an audit of State Fleet Management Report Number 2001-94 (<http://www.auditor.state.mo.us/press/2001-94.pdf>) recommending the Office of Administration set statewide policy for fleet management to include the following requirements:

1. Minimum mileage use requirements
2. Vehicle replacement policies, including replacement thresholds by vehicle type
3. Vehicle purchasing and budgeting procedures
4. Preventive maintenance, including maintenance schedules
5. Allowable and unallowable uses and the records required to account for such use
6. Justification for assigning vehicles to individuals
7. Justification for commuting

1997 – 1998

Under the direction of the Lt. Governor's Office, the Council on Efficient Operations (CEO), Vehicle Maintenance and Management Team made the following recommendations:

1. Develop and implement a collaborative plan for purchasing, replacing and re-marketing state vehicles
2. Implement a standard vehicle tracking policy and method
3. Implement a standard vehicle assignment and use policy
4. Develop and implement a comprehensive maintenance program for all state vehicles
5. Implement a fuel program, utilizing an electric fuel card to be used by all state vehicle fleets
6. Standardize the decision process when selecting vehicle travel methods (personal, state, or rental)

The CEO team published the following documents (<http://www.ltgov.state.mo.us/ceo/projects/vehicle/vehicle.html>):

- *Vehicle Management & Maintenance, Opportunities to Improve the State of Missouri's Vehicle Fleet Efficiency. August 20, 1997.*
- *Vehicle Management in State Government, An Analysis of Practices and Methods. January 1998.*

APPENDIX B



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicles	AUTHORIZED BY:
POLICY: SP-4	PAGE: 1 of 10
ISSUED: January 2002	REVISED:

I. GENERAL STATEMENT

The purpose of the State Vehicle Policy is to ensure vehicles under the control of the state of Missouri are acquired, assigned, utilized, replaced and maintained in the most efficient and effective manner to conduct state business.

State vehicles shall be used for official business only, in accordance with Section 301.260 RSMo. The State Vehicle Policy shall further govern the usage of state vehicles. Agencies may adopt additional policies provided they do not conflict with the provisions of this policy.

This policy applies to all state agencies or other unit of the executive branch of state government.

Definitions

“State vehicle” means any licensed motor vehicle owned, rented, borrowed, or leased by the State of Missouri and used primarily to transport people or property over roads, highways or state property. Rental vehicles are considered state vehicles when rented by a duly authorized employee and while used for official state business.

“Official state business” or “state business” means any activity conducted in conformance to these rules and directed and controlled by a state agency to advance the lawful policies and purposes of the agency.

“Operator” means any authorized state employee, elected official, appointee or other individual as provided by law, who is in control of a state vehicle and who possesses a valid drivers license for the type of vehicle operated.

“Authorized passenger(s)” means state employees or other individuals involved in the conduct of state business.

“Agency” means a state department, office, board, bureau, commission or other unit of the executive branch of state government.

“Specialty use vehicle” means state vehicles especially equipped for a specific function or purpose.

APPENDIX B (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

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II. GUIDELINES AND PROCEDURES

A. Vehicle Records

1. All state vehicles owned by the state must be properly titled and licensed with the Missouri Department of Revenue.
2. To the extent possible, all direct costs of owning and operating state vehicles must be fully documented, including original purchase price, sale price, fuel, maintenance, and other expenses.
3. Vehicle usage logs must be maintained for each state vehicle and include the following information: name of driver, date(s) used, beginning and ending odometer readings, destination and purpose of use.
4. Appropriate managerial review of vehicle cost and use information should be conducted on a regular basis.

B. Vehicle Acquisition

1. All state vehicles shall be purchased in accordance with Chapter 34, RSMo or other controlling statutes.
2. Agencies shall comply with Section 414.410 RSMo establishing requirements for the acquisition of alternative fuel vehicles.
3. Agencies shall acquire vehicles consistent with budgetary intent.

APPENDIX B (continued)



**STATE OF MISSOURI
ADMINISTRATIVE POLICY**

POLICY TITLE: State Vehicles	AUTHORIZED BY:
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C. Vehicle Replacement

1. Agencies should evaluate the cost per mile to operate its vehicles taking into consideration acquisition costs, average surplus value and operating costs such as fuel, maintenance and other administrative charges. Agencies should strive to replace vehicles at the point where the vehicle's total operating cost per mile is at its lowest. Absent this analysis, the **minimum** replacement criteria for state vehicles are outlined below. Any request to replace vehicles is subject to budgetary review. Specialty use vehicles are exempt from these replacement criteria.

Vehicle Description	Minimum Replacement Criteria	
	<i>Years or Miles</i>	
Sub-Compact	4	60,000
Compact	4	60,000
Mid Size	4	60,000
Full Size	4	60,000
Mini Van	4	60,000
Passenger Van	7	84,000
Cargo Van	7	84,000
Carryalls	7	84,000
Sport Utility	7	84,000
Pickup < 4,500 GVW	7	84,000
Light Trucks 4,500 - 12,499 GVW	10	100,000
Medium Trucks 12,500 - 23,999 GVW	10	100,000
Heavy Trucks	10	100,000

APPENDIX B (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

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D. Vehicle Maintenance

1. At a minimum, agencies should follow the manufacturer's recommended maintenance schedule for each vehicle.
2. Each agency must have a vehicle preventative maintenance policy listing the required maintenance activities for each class of vehicle the agency owns. Agencies may elect to follow the preventative maintenance schedules contained in Appendix A.
3. All maintenance and repairs performed on state vehicles must be documented and retained for the life of the vehicle.
4. The Office of Administration Vehicle Maintenance facility or other authorized state maintenance facility shall coordinate all repairs and maintenance on state vehicles owned by the state and primarily stationed in the Jefferson City area. Subject to agency policy, emergency repairs to these vehicles may be performed by another repair facility when the breakdown occurs outside the Jefferson City area. The OA Vehicle Maintenance Facility may issue waivers for specific vehicles, vehicle types and/or for certain repairs.

E. Vehicle Assignment

1. Permanently assigned vehicles are dedicated to a single job function or individual based on travel needs for a semi-permanent time period. State vehicles shall not be permanently assigned unless they are assigned to:
 - a. An individual traveling more than 15,000 miles per year in the conduct of state business; or
 - b. Job functions/employees requiring specialty use vehicles; or
 - c. Job functions requiring frequent transportation in the performance of specific duties (e.g. mail, delivery, facility support vehicles, etc.); or
 - d. A person specifically identified by a department director or agency head. The department director or agency head must determine there is a compelling benefit to the state and document in writing that they support and approve of the assignment.

APPENDIX B (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicles	AUTHORIZED BY:
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2. Permanently assigned vehicles shall not be used for commuting purposes, unless the:
 - a. Vehicle is assigned to an employee who works from his/her home; or
 - b. Employee needs to operate a specialty use vehicle to perform official duties and is subject to 24-hour call; or
 - c. Employee is subject to 24-hour call and responds to after hour calls an average of four or more times per month; or
 - d. Department director or agency head determines there is a compelling benefit to the state and documents in writing that they support and approve the assignment.
3. Pool vehicles are general use vehicles available for temporary assignment to multiple individuals.
 - a. Pool vehicles should average at least 15,000 miles per year.
 - b. Pool vehicles should be used when available and where more cost effective than other options.

F. Vehicle Usage

1. State vehicles shall be operated only for the performance of state business in accordance with Section 301.260 RSMo.
2. The operator of a state vehicle must be a state employee, elected official, appointee or other individual as provided by law, who possesses a valid drivers license for the type of vehicle operated. Contractors conducting state business may operate state vehicles provided they adequately indemnify the State of Missouri.
3. Only authorized passengers are permitted to ride in state vehicles. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of business.

APPENDIX B (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

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4. State vehicles are highly visible to the public and their use is scrutinized. Thus, poor driving manners and inappropriate use reflect on all state employees. Operators must exercise the highest degree of prudence and courtesy. The following are responsibilities of the operator while driving state vehicles or private vehicles on state business:

- a. All occupants shall use safety restraints where equipped.
- b. Established speed limits and all other traffic regulations must be followed. Parking and moving violation citations are the personal responsibility of the individual operating the vehicle at the time of the violation.
- c. Consumption of alcohol or use of illegal drugs is prohibited. Further, operators must not drive while under the influence of alcohol, illegal drugs or any other substance that impairs their ability to drive. Transportation of alcohol in state vehicles is prohibited except when necessary in the conduct of state business.
- d. Use of tobacco products is prohibited in state vehicles.

State vehicles shall be used for state business only. Some examples of unauthorized use are:

- e. Travel to entertainment facilities.
- f. Sightseeing or trips for personal pleasure unless the trip is part of the official agenda for a business conference.
- g. Transporting family members, dependents or friends to school, daycare, medical appointments, social events or other personal activities.
- h. Conducting other personal business.

However, it is permissible to use a state vehicle for travel to meals or to attend to other necessities of the operator or authorized passenger when away from their official domicile on state business.

5. Agencies shall investigate complaints for alleged improper operation or use of a state vehicle. The operator may be subject to disciplinary action if the complaint is verified.

APPENDIX B (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

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6. Liability to other persons (bodily injury and property damage) due to employee negligence in the operation of a state vehicle will be covered by the state, provided the employee was operating the vehicle while conducting state business. The operator assumes full responsibility for bodily injury and damages to the vehicle and/or third party damages if an accident occurs during any unauthorized use of a state vehicle.
7. Personal property in state vehicles is not insured for loss or damage by the state. Coverage for these items may be provided by the employee's personal insurance.
8. Agencies should investigate accidents involving state vehicles in an effort to avoid reoccurrence. Employees found to have operated a vehicle in a careless manner or in violation of state law or departmental policy or procedures may be subject to disciplinary action.
9. State vehicles should not be used for out-of-state travel, unless specifically authorized by the agency.
10. Animals are not allowed in state vehicles unless they are transported in the conduct of state business or are required by a passenger's disability.

G. Safety

1. Vehicle operations:
 - a. Operators of state vehicles or private vehicles on state business must adhere to applicable traffic laws and should operate the vehicle in a safe and attentive manner. The operator should avoid activity that may hinder safe operations such as inappropriate use of a cell phone; eating or reading while driving; and any other activity that may hinder the driver's attentiveness.
 - b. Vehicle operators should follow the *Cellular Phone Usage Guidelines* contained in Appendix B.
2. Motor vehicle safety inspections:

At a minimum, all state vehicles owned by the state shall receive inspections in accordance with Section 307.350 RSMo and Section 643.315 RSMo.

APPENDIX C



STATE OF MISSOURI ADMINISTRATIVE POLICY

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Preventative Maintenance Schedule

Day to Day:

1. Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition and air pressures.
2. Check all under hood fluid levels at least every other fuel fill up.

Service Level I (5,000 miles or 3,000 miles for heavy-use vehicles):

1. The engine oil is to be drained from the crankcase and replaced with new quality energy conserving motor oil.
2. The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations.
3. The air filter is to be cleaned or replaced.
4. The upper/lower ball joints and steering linkage is to be lubricated and inspected.
5. The tires are to be checked for proper air pressure and rotated according to the pattern set forth in the vehicle owner's manual.
6. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or McPherson struts, exhaust system, windshield wipers.
7. A check of all fluid levels, including but not limited to radiator, power steering, brake, transmission and windshield washer. Levels are to be topped off where necessary.
8. All running and turning lights will be checked and corrected if needed.

Service Level II (25,000 miles or 18,000 miles for heavy-use vehicles):

1. All items contained in Service Level I.
2. A "wheels off" inspection of all four brakes and components.
3. Rear wheel bearings are to be cleaned, inspected and repacked with a quality energy conserving grease.
4. Replace the air filter, fuel filter, PCV valve and spark plugs. The parts used are to meet or exceed the manufacturer's recommendations.
5. Change transmission fluid and filter.

APPENDIX D



STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: State Vehicles	AUTHORIZED BY:
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Safe Driving Practices

Cellular Telephone Usage Guidelines While Driving

Cellular telephone use is quickly expanding for employers during business travel. While the availability of cellular phones on the roadway has benefited in emergency calls, reporting congestion, etc., driver inattention and distraction has been implicated in some traffic accidents. Studies suggest that drivers who use car phones increase the risk of an accident. To improve the safety of employees, passengers and the public, driving guidelines have been developed for the use of cellular phones in vehicles.

- Always practice safe driving by buckling up, keeping your hands on the wheel and your eyes on the road.
- Be familiar with your cell phone features such as speed-dial and redial.
- Position your phone where it is easy to see and reach.
- Hands-free microphones are suggested while driving.
- Alert the person that you are speaking with that you are operating a vehicle.
- Use the manual dialing option only when stopped at a stoplight or pull off of the roadway.
- Ask the passenger to make the call for you.
- Use the speed-dialing feature for frequently called numbers.
- Allow your voice mail to pick up your calls when it is unsafe to answer the car phone.
- Do not use the cellular phone in distracting traffic conditions.
- Cease the use of cellular phone conversations during hazardous situations such as bad weather conditions or congested traffic.
- Never take notes while driving, pull off the road if you must write.
- Do not engage in stressful or emotional conversation while driving.
- Keep conversations brief and limited to business discussion.
- End the call without warning if the traffic situation warrants it.
- Stay in the slow lane while talking and do not pass other vehicles. Keep your driving maneuvers simple.
- If you see an emergency situation, pull to the side of the road to make the call to request assistance.

APPENDIX D (continued)



STATE OF MISSOURI ADMINISTRATIVE POLICY

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Remember: safe driving is your first priority. Always assess the traffic conditions. Use the cellular phone when it is safe and convenient.

For more information on the safety of wireless communications in vehicles, visit the National Highway Traffic Safety Administration's website at www.nhtsa.dot.gov/people/injury/research/wireless/c6.htm.

APPENDIX E

Fleet Management Advisory Committee Members

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APPENDIX E

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APPENDIX F

Fleet Management Statutes

Governor Bob Holden signed HB 1270 and 2032 on July 11, 2002. The legislation was effective immediately.

Section 37.450 RSMo.

37.450. 1. As used in this section, the following terms shall mean:

- (1) "Commissioner", the commissioner of administration;
- (2) "Fleet manager", the state vehicle fleet manager created pursuant to subsection 2 of this section;
- (3) "State vehicle fleet", all vehicles used by the state or titled to the state for the purpose of conducting state business; and
- (4) "Vehicle", as defined in section 301.010, RSMo.

2. There is hereby created within the office of administration the position of state vehicle fleet manager. The fleet manager shall be appointed by the commissioner of administration pursuant to the provisions of chapter 36, RSMo.

3. The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration. The fleet manager shall have the authority to suspend any agency's use of its credits established pursuant to section 37.452 if the agency does not comply with the requirements of this section or section 307.402, RSMo, until he or she is satisfied that such compliance is achieved.

4. The fleet manager shall submit an annual report to the speaker of the house of representatives, the president pro tempore of the senate and the governor before January thirty-first of each year. The fleet manager's report shall consist of the status of the state vehicle fleet and any recommendations for improvements and changes necessary for more efficient management of the fleet.

5. The office of administration shall establish guidelines for determining the most cost-effective and reasonable mode of travel under the circumstances for single trips from the following options: passenger rail, vehicle rental, fleet checkout and reimbursement for personal car use.

6. The commissioner shall issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

APPENDIX F

Fleet Management Statutes (continued)

7. Each agency shall pay a state vehicle fleet fee, as determined by the office of administration, for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least one thousand vehicles shall receive a credit against the state vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.
8. State agencies shall be responsible for ensuring that state vehicles are used only for state business and not for private purposes.

Section 37.452 RSMo.

37.452. Provisions of section 37.090 notwithstanding, all proceeds generated by the sale of a surplus vehicle, except proceeds generated from the department of transportation, the department of conservation, the Missouri state highway patrol and all state colleges and universities may be deposited in the state treasury to the credit of the office of administration revolving administrative trust fund and credited to the state agency owning the vehicle at the time of sale. Upon appropriation, moneys credited to agencies from the sale of surplus state fleet vehicles shall be used solely for the purchase of vehicles for the respective agency.