

# Vehicle and Equipment Replacement

FY 2014 - 2015

- How to determine which vehicles and equipment to replace.
- How to request and obtain approval to replace vehicles and equipment.
- How to improve fleet utilization.

# Replacement of Vehicles & Equipment

- For licensed vehicles, check the Fleet Utilization Scoring System (FUSS) to see if units are recommended for replacement
- The FUSS was developed by the Equipment Management Department to help set replacement priorities and ensure the most deserving City of Tulsa vehicles are replaced with the level of available funding
- The FUSS provides recommended replacement quantities for nearly 2,500 vehicles purchased from over 25 different funds
- The FUSS is located in the Document Library, EMD folder

# FUSS RESULTS

Vehicle Type	Excellent	Good	Fair	Replace	Total
Automobile	138	86	45	33	302
Marked Unit	337	123	128	81	669
Motorcycle	16	5	4	0	25
SUV	139	27	17	14	197
Van	43	33	23	16	115
Light Truck	296	80	95	64	535
Medium Truck	98	30	26	24	178
Heavy Truck	210	56	58	26	350
Fire Apparatus	21	17	16	4	58
Refuse Truck	8	3	0	3	14
<b>Totals</b>	<b>1,306</b>	<b>460</b>	<b>412</b>	<b>265</b>	<b>2,443</b>

# FUSS METHODOLOGY

- Incremental averaging is used to develop scoring in seven categories
  - 1) Age
  - 2) Life-to-date (LTD) mileage or LTD hours
  - 3) Reliability (LTD number of work orders)
  - 4) LTD maintenance and repair costs
  - 5) LTD downtime
  - 6) LTD fuel usage (gallons)
  - 7) LTD miles per gallon
- For each category, a vehicle is scored from 0 to a maximum of 5 points. The maximum total score a vehicle can obtain is 35 points.

# FUSS METHODOLOGY

- Vehicles that receive a cumulative score of 17 or under are rated in excellent shape
- Vehicles that receive a score of 18-22 are rated in good shape
- Vehicles that receive a score of 23-27 are rated in fair shape
- Vehicles that receive a score of 28-35 are rated as “Needs Immediate Consideration for Replacement”

# FUSS Scoring Example – 2008 Ford Ranger

- 1) Age = 4.16 Years
- 2) Miles = 57,860
- 3) Work Orders = 30
- 4) Repair Costs = \$5,501
- 5) Downtime = 60 Hours
- 6) Fuel Used = 5,158 Gallons
- 7) Fuel Economy = 11 MPG

Unit	Dept	Make Model	Age	Miles	LTD Work Orders	LTD M&R Costs	LTD Down Time	LTD Fuel	LTD MPG	FUSS Score
2008615	Water and Sewer	Ford Ranger	2	2	3	3	3	3	5	21

- This Unit is considered in Good Shape because it scores between 18-22 points
- The FUSS Score of 21 will increase each year as this unit accumulates more miles, uses more fuel, is in the shop more frequently for repairs, and incurs higher maintenance costs

# Replacement of Non-Vehicular Equipment

- The FUSS does not provide scoring for off-road equipment such as loaders, forklifts, trailers, etc.
- To determine if this type of equipment should be replaced, consider the following factors:
  - 1) **Condition and reliability**
  - 2) **Safety**
  - 3) **Costly repairs needed to restore unit**
  - 4) **Life-to-date maintenance costs exceed 75% of the original purchase price**

## Fleet Justification Form (FJF)

- Complete a Fleet Justification Form (FJF) for each vehicle or piece of equipment that needs to be replaced
- FJF form is also required for new vehicle and equipment requests
- On the FJF, identify why the existing unit needs to be replaced, or why a new unit is required
- Each FJF requires contact information and an approval signature from the Department Head
- The FJF is located in the Document Library, EMD folder



# Sample FJF Form

Revised April 11, 2012

## FLEET JUSTIFICATION FORM

FJF # \_\_\_\_\_

Department: \_\_\_\_\_ Which FY requested: \_\_\_\_\_ Approved Capital # \_\_\_\_\_

Replacement (Unit # being replaced \_\_\_\_\_)  Expansion

Description of Current Unit (Year, Make, Model): \_\_\_\_\_

Description of Requested Unit (Year, Make, Model): \_\_\_\_\_

Where will the new vehicle be parked? \_\_\_\_\_ Check if replacement vehicle is totaled.

1	What would be the effect on your Department if this vehicle/equipment is not approved?
2	Please explain why transportation alternatives (Motor Pool, Vehicle Sharing, etc) could not be used in lieu of purchasing a new vehicle/equipment.
3	Please explain why under-utilized or repurposed unit cannot be used in lieu of purchasing a new vehicle.
4	If this vehicle will not be used a minimum of 5,000 miles annually, please explain why.
5	Does the requested vehicle have a "unique" or "unusual" use? Please explain
6	If the vehicle being replaced does not meet or exceed the replacement FUSS score of 28, please provide justification as to why this vehicle needs to be replaced.
7	If the vehicle/unit being replaced is a different style (e.g. F150 vs F250) than the one being purchased, please provide justification for the difference.
8	What is the primary purpose for the new vehicle?
9	Will this vehicle be assigned to a specific individual?
10	Will this vehicle be used as a "Take-Home" vehicle?
11	What is the intended payload for the proposed vehicle? <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo (packages) <input type="checkbox"/> Service (tools)
12	What fuel does the current vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
13	What fuel will the proposed vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
14	Please explain why an alternative-fueled (e.g. CNG, Hybrid) vehicle could not be used for this application? Please explain

All Fleet Justification Forms must be submitted 10 days prior to the FMSC meeting.

Revised April 11, 2012

## FLEET JUSTIFICATION FORM

FJF # \_\_\_\_\_

15	Please explain why you could not reduce the size and weight of your current vehicle, by specifying a smaller, lighter vehicle, for improved MPG's, and reduced operating costs?
16	How will you ensure the requested vehicle has a fuel efficiency rating better than the vehicle being replaced, required per TRO Title 12, Chapter 1 §102.D?
17	Will this vehicle require towing capabilities? (i.e. trailer) <input type="checkbox"/> Yes <input type="checkbox"/> No
18	How many passengers do you anticipate carrying on a regular basis? <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9 or more
19	What is the vehicle's current engine size? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
20	What size engine are you requesting? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
21	What special equipment does the current vehicle have? (4x4, Utility Bed, Lift Gate, etc)? What special equipment are you requesting? Please justify the special equipment need.
22	Who will be preparing the purchase specifications for this vehicle? Please provide name, phone number and email address. Name: _____ Phone: _____ Email: _____@cityofhula.org
23	Do you have documentation to show cost savings will be recognized should this vehicle be purchased? (i.e. alternative fuel, hybrid, smaller unit, etc) Please attach all information to this form.
24	If you have any additional information that needs to be attached to this form, please check this Box.

Contact Name: \_\_\_\_\_ Department / Section: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_@cityofhula.org

Requesting Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* FOR EMD PURPOSES ONLY (Do not fill out below this line) \*\*\*\*\*

Current Vehicle FUSS Score: \_\_\_\_\_ Last 12 months Usage: \_\_\_\_\_

Original Purchase Price : \_\_\_\_\_ LTD Maintenance Costs: \_\_\_\_\_

FMSC Review Date: \_\_\_\_\_ FMSC Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

All Fleet Justification Forms must be submitted 10 days prior to the FMSC meeting.

# Fleet Management Steering Committee

- FJF's must be submitted to the Fleet Management Steering Committee (FMSC) for review and approval.
- The FMSC meets the second Wednesday of every month.
- Send completed FJF's to Sherron Wilson (FMSC Secretary), and she will ensure they are placed on the FMSC agenda.
- All Fleet Justification Forms must be submitted to Sherron Wilson 10 work days prior to the FMSC meeting.

# Fleet Management Steering Committee

- The Fleet Management Steering Committee (FMSC) will approve/deny the FJF's.
- An approved FJF signifies that a department has proper authorization to request funding in next year's budget for a replacement unit or new unit.

# Fleet Utilization

- To improve fleet utilization, and to maintain fleet best practices, we must avoid “Fleet Creep” even when the need to add a new vehicle exists.
- “Fleet Creep” is described by an industry consultant (Mercury Associates) as a scenario in which the overall size of the fleet—and the size and expense of the units within the fleet—slowly grow over time.
- According to the consultants, “Managing the size of your fleet should be one of your biggest concerns, because that’s where your biggest cost savings are going to come from.”

## Fleet Utilization

- For each vehicle in the City's fleet, the FUSS identifies how many miles the vehicle was driven in a 1-year period.
- The Equipment Management Department annually identifies light-duty vehicles driven less than 5,000 miles. This information is e-reported to Finance and all owning departments for the purpose of improving utilization.
- Vehicles with low usage are considered under-utilized.

# Fleet Utilization

- Departments with under-utilized vehicles should consider the following actions in order to improve fleet utilization and avoid “fleet creep.”
  - Rotate under-utilized vehicles with high-use vehicles within their department;
  - Rotate under-utilized vehicles with high-use vehicles OWNED by other departments;
  - Surplus under-utilized vehicles without replacement; and
  - Obtain an under-utilized vehicle from another OWNING department in lieu of buying a vehicle.