# U.S. Department of Education
# Fleet Management Implementation Plan
# 2012 - 2015



# Office of Management
# June 2012

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# Executive Summary

The Office of Management, Management Services (OM/MS) serves as the Fleet Manager for the Department's Nationwide Fleet Management Program. The Department's fleet management program includes the following Principal Offices: the Office of Management (OM), the Office of Inspector General (OIG) and the Office for Civil Right (OCR).

The Office of Management provides policy guidance for use of vehicles through the Department's Administrative Communications Directive in accordance with the Federal Property Management Regulations (FPMR), 41 CFR Subpart 102-34, Executive Order 13513, and the DC Distracted Driving Safety Act of 2004.

The Fleet Management program is intended to transport Senior Executives to business meetings throughout the Washington Metropolitan Area and supports the Office of Inspector General and the Office for Civil Right business requirements.

The OM/MS/Transportation Services Division is responsible for implementing the regulations pertaining to the use of official motor vehicles leased by the General Services Administration (GSA) and commercial vendors via the Department's Motor Pool Operations.  The Motor Pool Operation's dispatcher is responsible for scheduling passenger service and establishing priorities for the use of vehicles assigned to the motor pool.  Administration officials (Department dignitaries or their designees) and employees using official motor vehicles are responsible for ensuring that their use of such vehicles is for official government business only and not for personal business or pleasure trips.

The Office of Management's Fleet is also used as response vehicles by the Department's Security Services Division to ensure coordination with other Federal agencies, including Federal Protective Service of GSA and other law enforcement agencies.

 The Office of the Inspector General utilizes the Department's Fleet for investigation and apprehension of criminals, undercover investigations, and surveillance.

The Office for Civil Rights utilizes the Department's Fleet for the purpose of conducting site visits and performing duties in response to Education civil right complaints.

## Inventory

The Department's Vehicle Inventory consists of 102 vehicles as follows (see Attachment A, ED's Vehicle Inventory Profile):

71 Sedan (subcompact, compact, midsize)

26 Other Passenger (medium, light SUV, Van)
  3 Trucks (light 4x2 and 4x4)
  2 Other (Ambulance and Bus)

The Department's Vehicle Inventory consists of 77 vehicles that use alternate fuel as follows:

65 (Ethanol/Unleaded Gasoline)
12 (Gasoline/Hybrid Electric)

The Department's has identified 89 vehicles as mission essential vehicles (see Attachment B, ED's Mission Critical Vehicles)

The Department has identified 84 vehicles as exempt in our Optimum Fleet Attainment Plan. These vehicles are identified as exempt because they are law enforcement vehicles which are used by the Department's investigators within the Office of Inspector General.

# Objectives

- Increase use of Alternate Fuel
- Categorize the Department's Fleet accurately via GSA Drive-thru System
- Establish a Departmental hierarchy for annual FAST reporting
- Achieve ED's optimal fleet inventory

# Objective 1:  Increase Use of Alternate Fuel

**1.1 Establish Regular Fuel Days**

The Department will continue to review the GSA Drive-thru system at http://www.afdc.energy.gov/afdc/locator/stations/ to obtain alternate fuel locations within a ten (10) mile radius on a monthly basis since new locations are added periodically. In addition, the Department will continue to schedule regular alternate fuel days as time permits to increase the Department's use of alternate fuel nationwide.

# Objective 2:  Categorize ED's Law Enforcement Vehicles via GSA Drive-thru System

**2.1 Identify ED's Law Enforcement Vehicles Accurately**

The Department's FY 11 Vehicle Inventory indicates a total of five (5) Law Enforcement (LE) vehicles. The Department has categorized eighty-four (84) vehicles as law enforcement. These vehicles have been categorized as such because they are operated by sworn law enforcement personnel for the express purpose of the investigation and

apprehension of criminals. All vehicles are fully equipped with emergency law enforcement equipment (i.e. lights and sirens) and are registered with either confidential or undercover state plates. The GSA Drive-thru System does not show these vehicles as law enforcement because the Department does not order law enforcement vehicles from GSA due to the associated expensive costs and limited vehicle options. The Department purchases security packages for these vehicles through a separate vendor. For some of our vehicles, the Department does work with GSA to coordinate the registration of LE state plates.

## Objective 3: Establish an ED hierarchy for annual FAST Reporting

### 3.1 Establish User Account and Training for OIG and OCR

Establish a partnership with Idaho National Laboratory (INL) to establish user accounts and training for OIG and OCR designated fleet management users to ensure efficient management of ED's fleet.

## Objective 4: Achieve the Department's optimal fleet inventory

### 4.1 Disposal

The Office of Management (OM) has monitored the mileage of the 10-passenger Bus and based on low mileage over the last several years, the OM plans to dispose of the Bus during FY 2012. In addition, OM will reduce its fleet by one additional Sedan/Station Wagon Midsize which will reach its expiration date during FY 2013 and based on a thorough fleet analysis.

The Office of Inspector General does not foresee any significant reductions to their fleet between now and 2015.

The Office for Civil Rights does not foresee any significant reductions to their fleet between now and 2015.

### 4.2 Replacement of two (2) GSA Fleet Conventional Fuel Vehicles with AFV

The Department will work with GSA to replace two (2) Conventional Fuel Vehicles with Alternate Fuel Vehicles during FY 2014. The two (2) Conventional Fuel Vehicles were leased in 2007. GSA's replacement policy accepts replacements that meet the following retention cycle:

- Minimum lease of 7 years or 60,000 mileage or
- 8 years with any mileage

Based on the average annual mileage use for the last five (5) years, the Department will not meet the mileage requirement prior to 2013 so the Department will have to wait until 2014 to replace the vehicles.

# Strategies

The strategies the Department will exercise to accomplish the objectives in this plan will include, but are not limited to the following:

- Budget for objectives to be completed within the planned completion dates if applicable;

- Establish quarterly internal reporting in preparation for the annual FAST reporting based on the implementation of ED's FAST hierarchy reporting;

- Collaborate with all appropriate stakeholders to review, approve, and execute annual FAST reporting;

- Evaluate completed objectives to measure the Department's success; and

- Revise the Fleet Management Implementation Plan to include changes required to further optimize the Department's Fleet.

## Project Schedule

| Year | Objectives/Plans | Target Completion Date |
|------|------------------|------------------------|
| 2012 | Identify alternate fuel locations within 10 mile radius of the Department | 03/2012 |
|      | Establish regular alternate fuel schedule to increase use of alternate fuel by 2% | 04/2012 |
|      | Establish partnership with GSA to review and categorize the Department's law enforcement vehicles in the GSA Drive-thru system | 04/2012 |
|      | Update GSA Drive-thru system to reflect accurate category of law enforcement vehicles | 06/2012 |
|      | Establish hierarchy to allow other Principal Offices to report via FAST | 09/2012 |
| 2013 | Dispose of one (1) Bus due to low mileage | 01/2013 |
|      | Increase use of alternate fuel | Ongoing |
|      | Monitor mileage of vehicle use to determine additional disposals | Ongoing |
| 2014 | Dispose of the two (2) GSA Conventional Gas Vehicles | 12/2014 |
|      | Acquire (2) Alternate Fuel Vehicles for light duty portion of the fleet | 12/2014 |
|      | Increase use of alternate fuel | Ongoing |
|      | Monitor mileage of vehicle use to determine additional disposals | Ongoing |
| 2015 | Achieve the Department's optimal fleet inventory | 12/2014 |

## Action Plans

The Department developed action plans, which summarize objectives, improvement opportunities, and action steps for each of the plan components identified above. The action plans are shown on the succeeding pages.

**Objective #1: Increase Use of Alternate Fuel**

| 2012 Fleet Management Implementation Plan – Department of Education (ED) | |
|---|---|
| Indicate the Fleet Management Plan Objective (complete one of these forms for each of the five objectives): <br><br> Identify alternate fuel locations to increase alternate fuel use | Date: <br><br> 03/2012 |
| Describe the gaps in services based on a needs assessment <br> Several of the alternate fuel locations within close proximity of the Department of Education (with 10 mile radius) on the GSA Drive-thru website are privately owned and the Department's Motor Pool staff cannot gain access to privately owned facilities. | |
| Describe existing and potential barriers to and opportunities for improvement (e.g. existing processes, systems, partnerships) <br> **Barrier:** Of the 7 locations within the 10 mile radius, only 3 are within our daily chauffeuring destinations. <br> **Improvement Opportunity:** Increase Motor Pool Operations staff awareness and knowledge of alternate fuel locations through scheduling site visits and posting monthly updates of locations on the Transportation Services computer shared drive. | |
| Describe changes the agency can make to improve on gaps in services <br> Frequently visit gas stations to become familiar with the fuel availability and locations adjacent or within close proximity of destination scheduled runs. | |
| Define Success upon Completion of the Action Steps Below (i.e., what constitutes improvement or achievement of the desired outcome?): <br> Alternate fuel consumption increase annually | |
| **Action Steps** | |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Identify alternate fuel locations within 10 mile radius of the Department with public access | Develop list of alternate fuel locations | 02/2012 to 03/2012 | OM/MS/TSD | N/A |
| Develop location template and post on the Department's shared drive for access by Transportation Services Representatives | Post alternate fuel locations on the OM/MS/Transportation Services shared drive for access by each Transportation Services Representative | 02/2012 to 03/2012 | OM/MS/TSD | N/A |
| Conduct site visits to | Conduct site visit, | 02/2012 | OM/MS/TSD | N/A |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| determine exact location and process for using the facility | develop access process, -- and post information on OM/MS/Transportation Services shared drive | to 03/2012 | | |

**Objective #2: Establish partnership with GSA to review and categorize ED's law enforcement vehicles in the GSA Drive-thru system**

| 2012 Fleet Management Implementation Plan – Department of Education (ED) | |
|---|---|
| Indicate the Fleet Management Plan Objective Element (complete one of these forms for each of the five elements):<br>Categorize the Department's Law Enforcement Vehicles | Date:<br><br>06/2012 |
| Describe the gaps in services based on a needs assessment<br>The Department and GSA have not discussed the identification of the Department's law enforcement vehicles. | |
| Describe existing and potential barriers to and opportunities for improvement (e.g. existing processes, systems, partnerships)<br>**Barrier:** GSA may not allow an update to the GSA Drive-thru system since the standard police packages are installed by a different vendor after the lease has been initiated between the Department and GSA. | |
| Describe changes the agency can make to improve on gaps in services<br>Obtain law enforcement vehicles directly from GSA at a reasonable rate based on volume discount pricing | |
| Define Success upon Completion of the Action Steps Below (i.e., what constitutes improvement or achievement of the desired outcome?):<br>The Department's annual FAST reporting will represent accurate accountability for law enforcement vehicles directly from the GSA Drive-thru system | |
| **Action Steps** | |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Coordinate with the Department Principal Offices the justification of law enforcement vehicles and listing of law enforcement vehicles | Consolidated Departmental listing of law enforcement vehicles to include justification | 03/2012 To 04/2012 | OM/OCR/OIG | NA |
| Provide justification for approval to GSA of the criteria used by the Department to categorize law enforcement vehicles in the Department's | Obtain approval of law enforcement categorization from GSA | 04/2012 To 05/2012 | OM/MS/TSD | NA |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Vehicle Inventory | | | | |
| Provide list of law enforcement vehicles to GSA for update in GSA Drive-thru system | GSA Drive-thru system updated to accurately reflect the Department's Vehicle Fleet Inventory | 05/2012 to 06/20/12 | GSA | NA |

**Objective #3: Establish a Departmental hierarchy for annual FAST reporting**

| 2012 Fleet Management Implementation Plan – Department of Education (ED) | |
|---|---|
| Indicate the Fleet Management Implementation Plan Program Element (complete one of these forms for each of the five elements): Establish a Departmental hierarchy in FAST. | Date: 09/2012 |
| Describe the gaps in services based on a needs assessment Inefficient annual reporting by Departmental Principal Offices since there is no central accountability. | |
| Describe existing and potential barriers to and opportunities for improvement (e.g. existing processes, systems, partnerships) **Improvement Opportunity:** Increased awareness and accountability by Department Principal Offices with Fleet inventory responsibility. | |
| Describe changes the agency can make to improve on gaps in services The establishment of individual Principal Office's accountability of reporting fleet management data to the Fleet Manager on a more consistent regular basis to ensure the Department's Fleet Manager is aware of acquisitions and disposals. | |
| Define Success upon Completion of the Action Steps Below (i.e., what constitutes improvement or achievement of the desired outcome?): Departmental Principal Offices will have same level of accountability for annual FAST Reporting and the Department's Fleet Manager will have advance knowledge of the Department's Fleet prior to approval of the Department's annual submission. | |
| **Action Steps** | |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Work with INL to determine the most efficient hierarchy structure for the Department to gain efficiencies | DRAFT hierarchy developed | 06/2012 To 07/2012 | OM/MS/TSD and INL | NA |
| Department's hierarchy submitted to INL for update | Establishment of the Department's hierarchy via FAST | 07/2012 To 08/2012 | OM/MS/TSD and INL | NA |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Obtain Departmental Principal Offices (OCR and OIG) FAST Users for submission to INL for account creation and training | User Names and passwords assigned and employees trained | 08/2012 To 09/2012 | OM/MS/TSD and INL | NA |

**Objective #4: Achieve the Department's Optimal Fleet Inventory**

| 2012 Fleet Management Implementation Plan – Department of Education (ED) | |
|---|---|
| Indicate the Worksite Wellness Program Element (complete one of these forms for each of the five elements):<br>Strategies | Date:<br><br>12/2014 |
| Describe the gaps in services based on a needs assessment<br>The Department has identified vehicles that have been returned to GSA, however they are still reporting as Department Vehicle Inventory via the GSA Drive-thru system.  The agency needs to collaborate more effectively on acquisitions and disposals of vehicles. | |
| Describe existing and potential barriers to and opportunities for improvement (e.g. existing processes, systems, partnerships)<br>**Barriers:**  Potential lack of funding resources due to budget constraints which may affect the replacement of conventional gas vehicles with alternate fuel vehicles.<br>**Improvement Opportunity:**  Improved Fleet Management | |
| Describe changes the agency can make to improve on gaps in services<br>• Continue to work together to ensure Fleet Manager has accurate data for reporting<br>• Continue to monitor mileage of vehicles to identify potential reductions<br>• Acquire AFV leases | |
| Define Success upon Completion of the Action Steps Below (i.e., what constitutes improvement or achievement of the desired outcome):<br>• Accurate baseline inventory, reduction in fleet, and increase alternate fuel consumption | |

| Action Steps | | | | |
|---|---|---|---|---|

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Work with GSA to accurately reflect the Department's current vehicle  inventory | Accurate Vehicle Fleet Inventory | 03/2012 to 06/2012 | OM/MS/TSD and GSA | NA |
| Reduce the Department's Fleet by one(1) ten (10) passenger  bus based on low mileage over the last 3 years | Reduced Vehicle Fleet Inventory | 04/2012 to 06/2012 | OM/MS/TSD | NA |

| Actions to be Taken | Key Deliverables/Output | Start Date/ End Date | Responsible Party (Parties) | Budget, Resources, and Approvals Needed |
|---|---|---|---|---|
| Replace two (2) Gas Conventional Gas Vehicles with two (2) Alternate Fuel Vehicles | Decrease of Conventional Gas Vehicles and Increase of Alternate Fuel Vehicles | 5/2014 to 12/2014 | OM/MS/TSD and GSA | Yes |
| Monitor mileage of the Department's vehicle inventory to determine additional disposals. | Reduced Vehicle Fleet Inventory | Ongoing | OM/MS/TSD | NA |
| Increase use of alternate fuel consumption | Increased alternate fuel consumption during annual FAST reporting | Ongoing | OM/MS/TSD | NA |