





Right-sizing your Fleet: Vehicle Allocation Methodology



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Federal Fleets

FY2007 Federal Fleet Report (www.gsa.gov/vehiclepolicy)

- **Total Inventory 642,233**
 - Increased 1.8%
- **Miles traveled 5 billion**
- **Operating costs \$3.5 billion**
- **21 large fleets (>2,000)**
- **Fleet Composition Vehicle Type**
 - Trucks 82%
 - Sedans 17%
 - Buses/Ambulances 1%
- **Fleet Composition Agencies**
 - USPS 34%
 - Civilian 36%
 - Military 30%
- **Fleet Composition Sources**
 - Agency-owned 69%
 - GSA Fleet 30%
 - Commercial lease 1%
- **Average Age 9.5 years**



Vehicle Allocation Methodology

Motor Vehicle Management Background

- Request from OMB that all agencies review their fleet operations- April 2002
- FEDFLEET recommended each agency develop a vehicle allocation methodology
- GAO Audit of Federal Fleet endorsed the recommendation in May 2004
- Military agencies use Table of Allowances



GSA Bulletin FMR B-9 Motor Vehicle Management What is the purpose of the bulletin?

- Documented Structured Vehicle Allocation Methodology for Agency Fleets published August 26, 2005
- Provide guidance on the development and maintenance of a VAM
- Ensures that agency vehicle fleets are correctly sized and are appropriate for accomplishing agency missions
- Sample VAM in bulletin from Border Patrol



GSA Bulletin FMR B-9 Motor Vehicle Management Description of a VAM

- Provides agency fleet managers with a standard way to document the criteria and optimal vehicle allocation of a vehicle fleet
- Office/facility, occupational group, or other entity within an agency
- Objective criteria such as user/vehicle ratios, per vehicle mileage, trips per vehicle, mission, terrain, climate, fleet condition, and down-time
- Information typically gathered by surveys and in-person interviews



What is a Vehicle Allocation Methodology?

- A method to establish and control fleet size and composition
- A clearly defined set of policies and procedures to assist fleet managers
- A tool for management to ensure you have the vehicles to meet your agency's mission
- Requires establishment of a baseline list of vehicles- Table of Equipment or Table of Allowances



How to Develop a VAM- Every organization is different

- Write a policy to define how vehicles will be allocated
- Establish a list of approved vehicles for every organizational unit
- Develop written policies for future adjustments to fleet size
- Develop procedures for determining what types of vehicles can be assigned



Establishing a VAM

- “Clean Sheet of Paper” Method
- “Employee per Vehicle Ratio” method
- “Existing Inventory” method:
 - Uses existing fleet as starting point
 - Requires detailed fleet utilization study
 - Right sizes fleet based on utilization
 - Determines size and composition of the fleet for each organizational unit
- For any of these methods you must define the classifications of vehicle use
 - Driver only, Transport people, carries tool and equipment, transport cargo, special purpose



Developing the VAM

- Assess alternatives
 - POV's
 - Public Transportation
 - Contract shuttle services
 - Contract transportation function
- Mission Essential
 - Take into account your policy for determining which vehicles are mission essential regardless of utilization



Fleet Size Adjustments

- Policy defines how vehicles may be added to or subtracted for an organization:
- To add vehicles-
 - requires realistic projection of usage in miles, hours, days, trips, passengers, loads, etc.
 - Requires needs analysis of vehicle type (Sedans, SUV's, vans, buses, light and medium trucks, etc.)
- To subtract vehicles-
 - Simplify process and reward good management
 - Make it easy to re-acquire a vehicle if mission changes



GSA Bulletin FMR B-9 Motor Vehicle Management How should a VAM be documented?

- Integrated into the agency's fleet management information system
- Linked to agency vehicle fleet inventory
- Can also be maintained in simple Excel file
- Available to all activities within an agency



VAM Outcomes

- A Written Policy and Procedure
- Decision Tree- who in your agency makes the decisions about vehicle types and fleet size
- Allocation matrix by organizational unit that meet's your agency's mission
- List of vehicles required by your agency-
Table of Allowances/Equipment



GSA Bulletin FMR B-9 Motor Vehicle Management Sources of development

- In-house by the agency
- Management consulting firm
 - <http://gsaelibrary.gsa.gov>
- Interagency FEDFLEET team



GSA Bulletin FMR B-9 Motor Vehicle Management

- Review and update VAM at least every five years or if agency mission changes
- Exceptions should be justified, documented, and appended in VAM
- Optimal Vehicle Allocation should not be met at the expense of expanding the use of POV's, low emission vehicles and public transportation options
- Review Home-to-Work Policy
- Review agency use of shuttles- consolidate with other local Federal or public entities



Next Steps: Why you need to be involved?

GAO Report :

"It is unacceptable for federal agencies to buy vehicles they don't need and don't use," said Senator Susan Collins (R-ME). "Financial management continues to be a weak point for the federal government. We must demand that federal agencies follow responsible fiscal practices." July 12, 2004 Press Release

Associated Press Article, July 31st

"Government loves it cars, all 642,233'em"



More information

- Schedule an Agency Meeting with GSA
- Complete annual assessments
- www.gsa.gov/vehiclepolicy
- National FEDFLEET meetings
- E-mail vehicle.policy@gsa.gov
- Connie.Aaron@gsa.gov
- 202-208-7634
- Don't forget to fill out and drop off your session evaluations