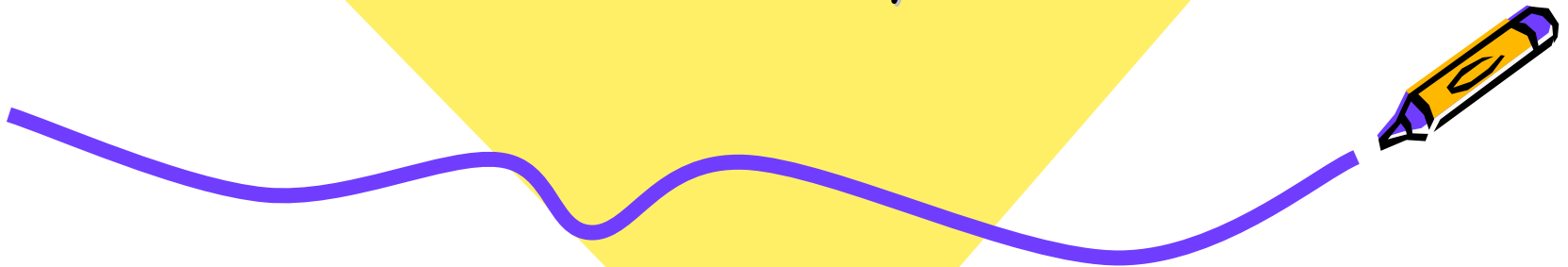




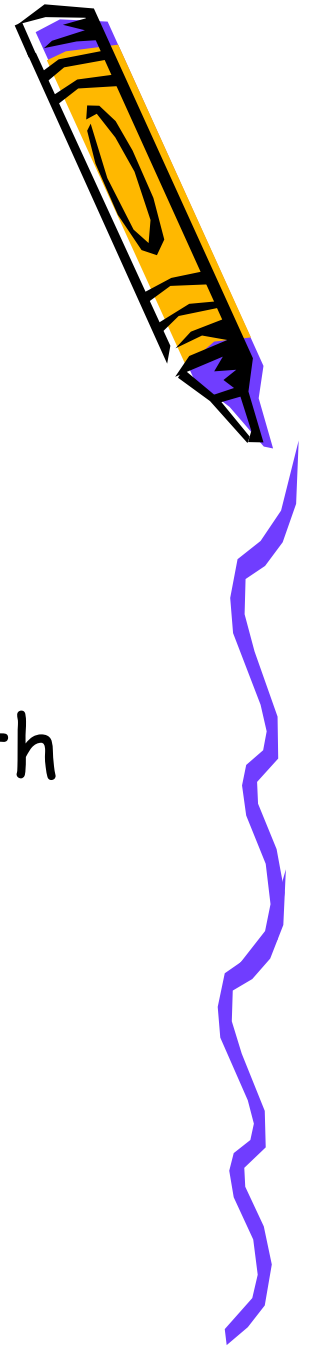
Motor Vehicle Management

Richard C. Price, CPPM



Motor Vehicle Management

Fleet management is property management because it includes acquisition, control, utilization, maintenance and disposition of both vehicles and equipment.



Motor Vehicle Management

The type and scope of functions vary from organization to organization

It could be only a purchasing clerk to a VP of Transportation.

Fleets of more than 200 usually require a full-time fleet supervision.

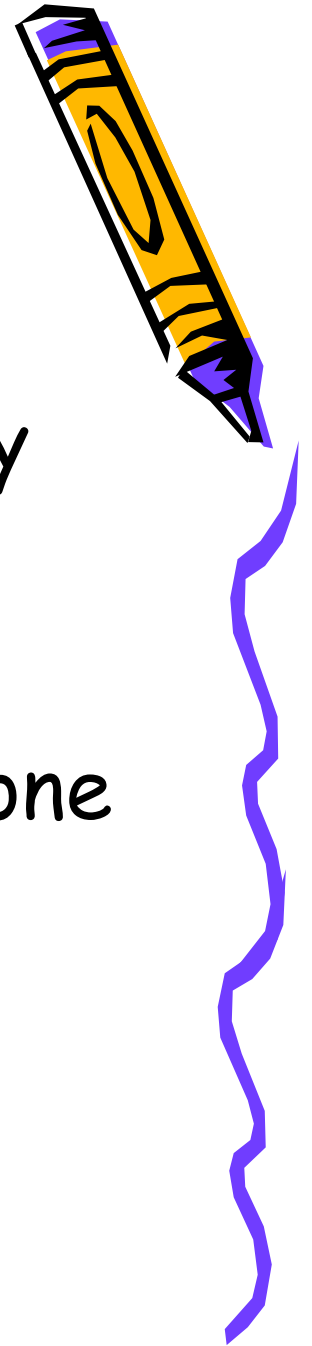
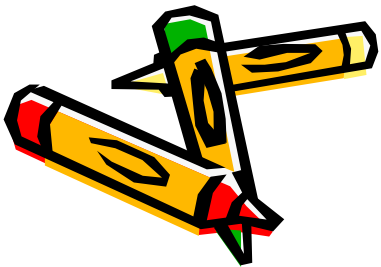
The larger the fleet, the more support and resources fleet manager requires



Motor Vehicle Management

Some areas that are addressed by the fleet manager are:

Repair shop maintenance - Is it done in-house or out-sourced?



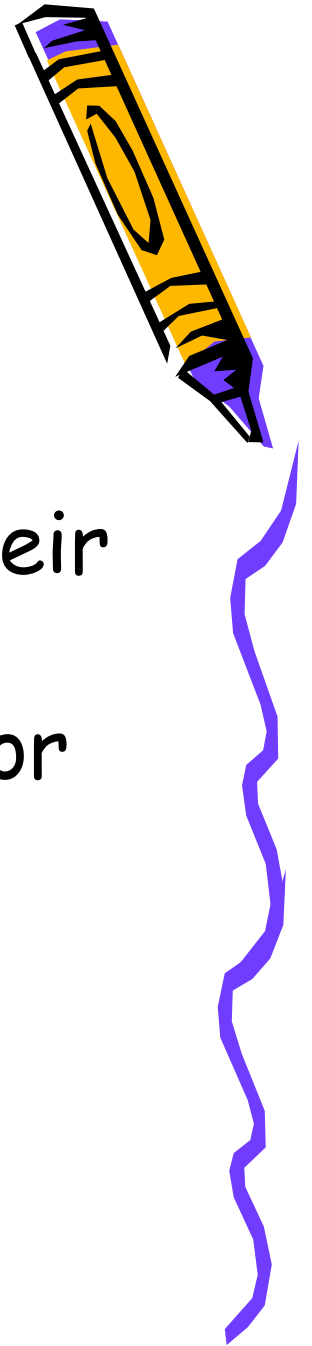
Motor Vehicle Management

Budgeting - Is there a formal budget for motor vehicle management or is it paid for by the users?



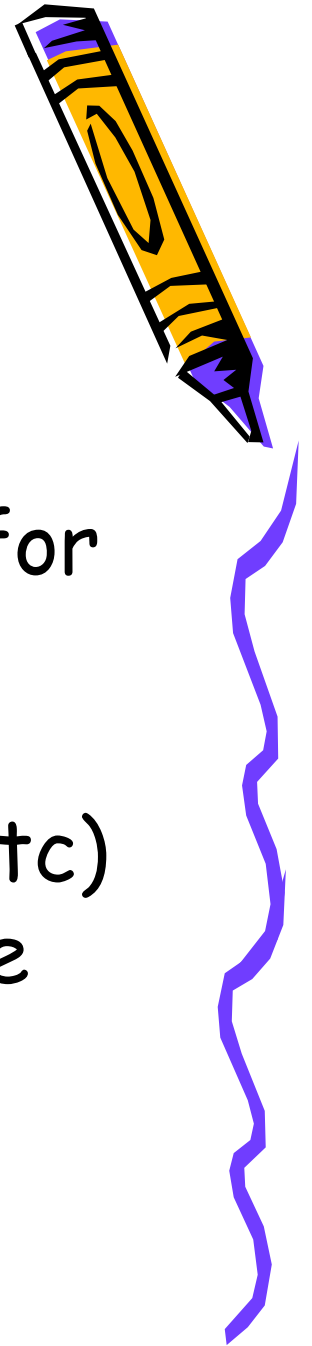
Motor Vehicle Management

Safety - many motor vehicle managers have safety as one of their top priorities because of the negative impact on the companies or agencies. Do you have a safety training program? Many contracts have an award fee for safety.



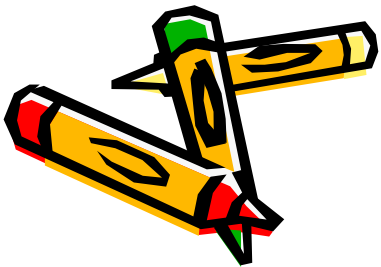
Motor Vehicle Management

Various laws - Various states and governmental regulations provide for safety and environmental requirements (i.e. speed limits, inspections, emissions, reporting etc) that fleet managers must be aware of.



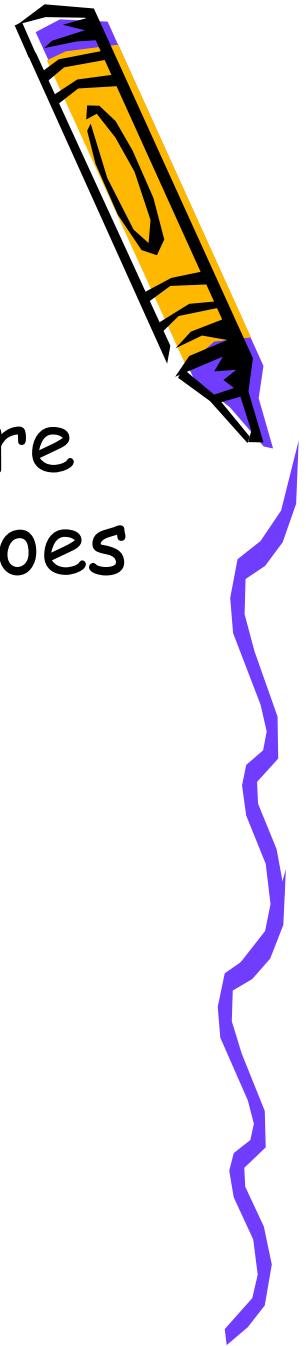
Motor Vehicle Management

Insurance - Depending on who owns the motor equipment and how it is operated could result in liabilities in companies, agencies and/or individuals.



Motor Vehicle Management

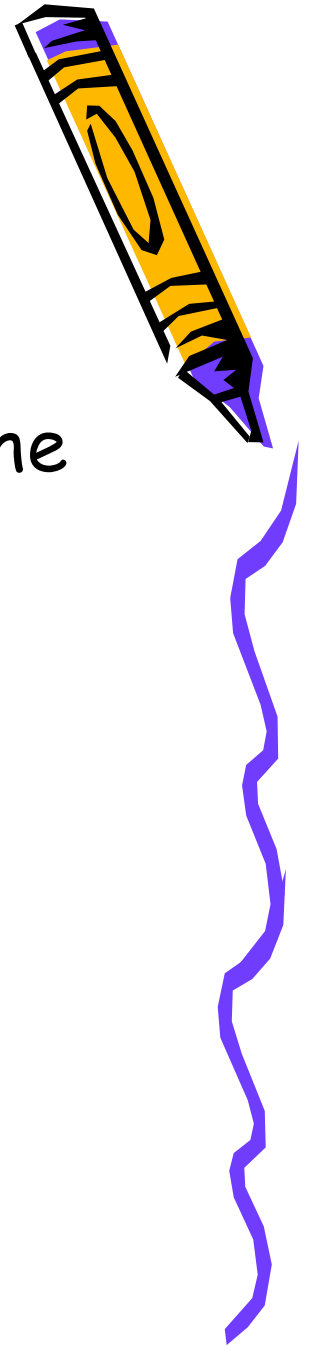
Taxes and other job functions - Are you a tax-exempt organization? Does the job include other duties as assigned? include



Motor Vehicle Management

Qualifications and Responsibilities of the
Fleet Manager:

Must be trained in basic business
competencies. Company/agency
policies/responsibilities.



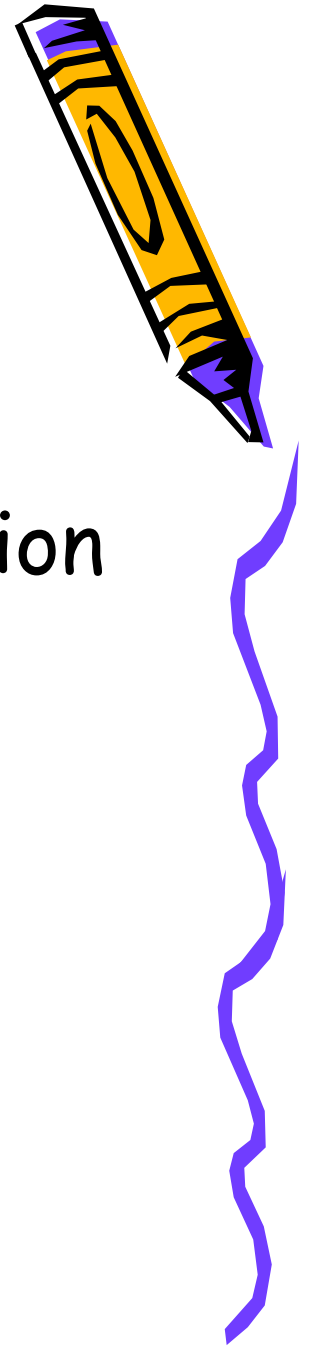
Motor Vehicle Management

Must be familiar with resources
needed in providing support - Do you
have the type and quantity of
resources needed?



Motor Vehicle Management

Must have interpersonal and communication skills - Communication skills is important in almost every type of work. Working with all parties is a win-win process.



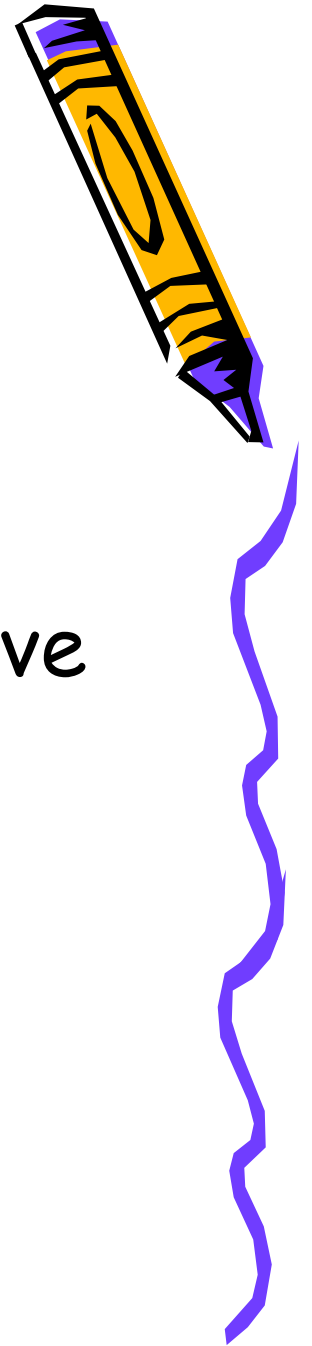
Motor Vehicle Management

Must possess mechanical skills - To effective manage something, you need to have some knowledge of the area that you are managing to be a good manager.



Motor Vehicle Management

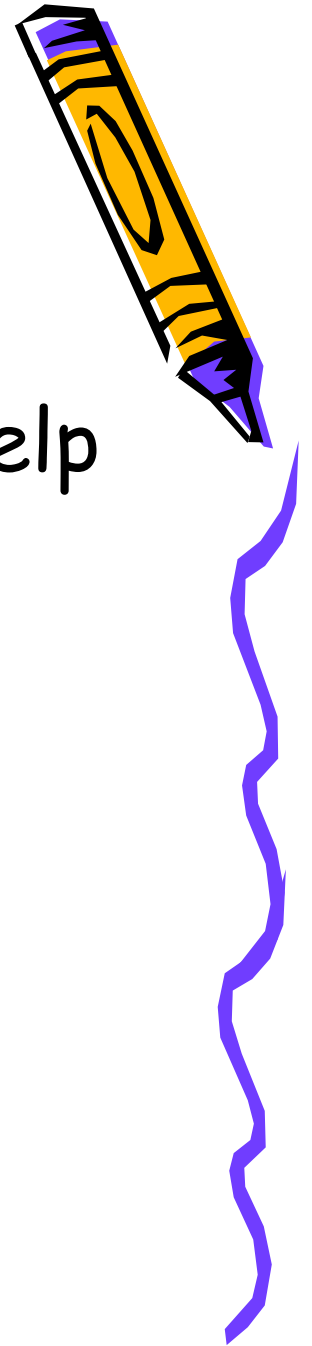
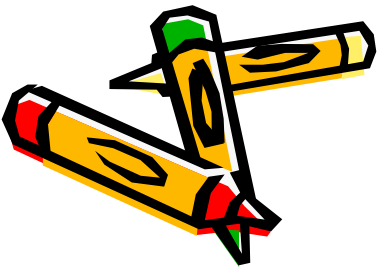
Must be a good leader - Lead by example. Don't ask someone to do something you would not do and have not done! Be proactive!



Motor Vehicle Management

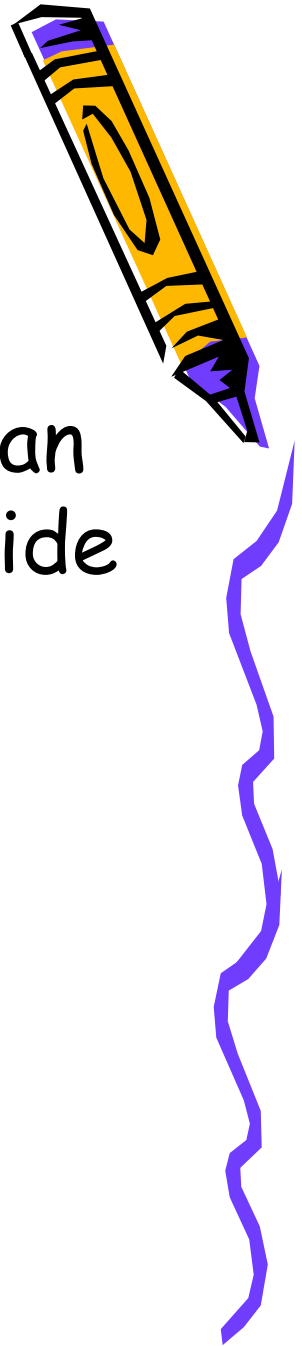
Fleet manager should enlist the help from other sources:

Support personnel can provide service data - they can provide advice and history of the vehicle.



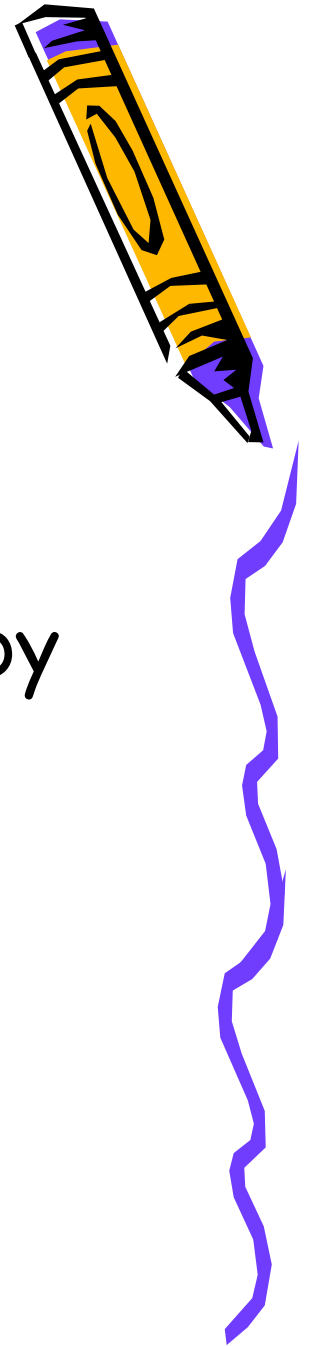
Motor Vehicle Management

Operators and other field staff can
provide usage data - they can provide
use and performance data.



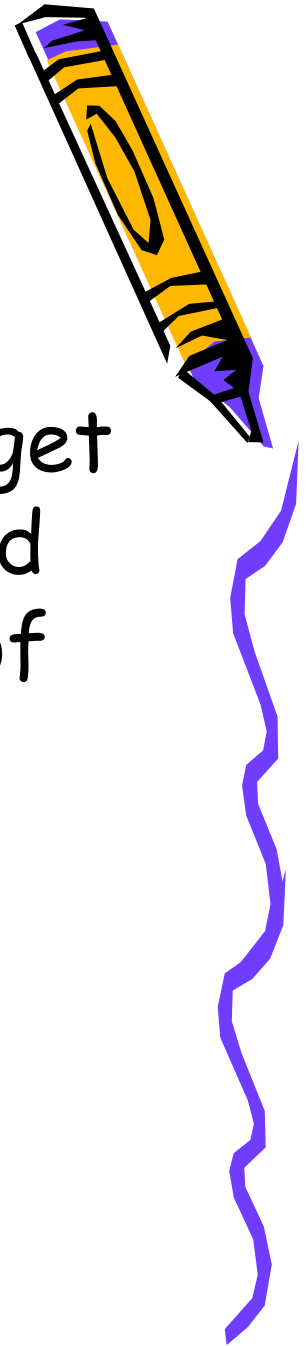
Motor Vehicle Management

Purchasing can determine best sources and prices for parts and supplies - this is usually provided by competition.



Motor Vehicle Management

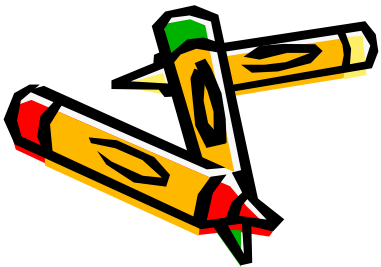
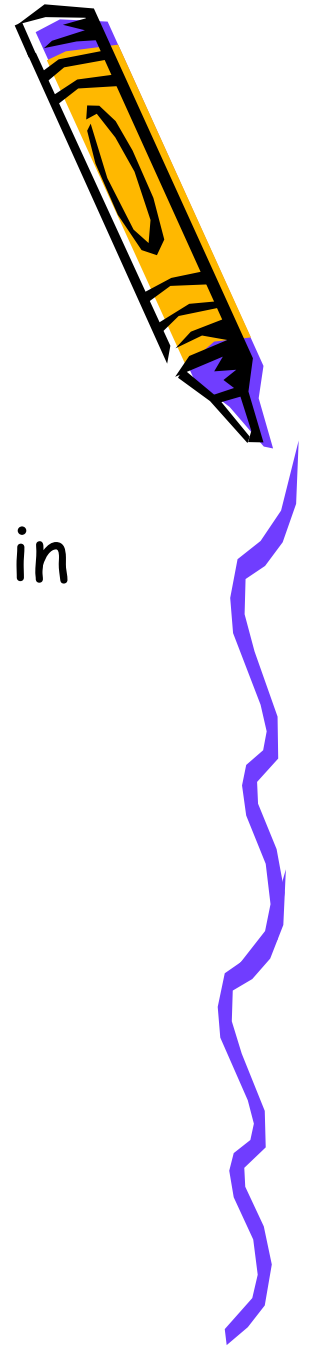
Admin. staff can assist in the budget process - they can provide cost and performance of vehicles by class of individually.



Motor Vehicle Management

Evaluating Vehicles and Equipment

Fleet managers rank five (5) factors in analyzing fleet efficiencies:



Motor Vehicle Management

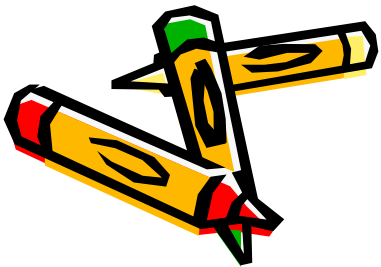
Durability - The ability of a vehicle to last and perform during its expected life.

Reliability - How well a vehicle works on a daily basis.

Operating costs - The day-to-day cost of operating a vehicle (i.e. fuel, oil, and Maint)

Initial costs - Price is important

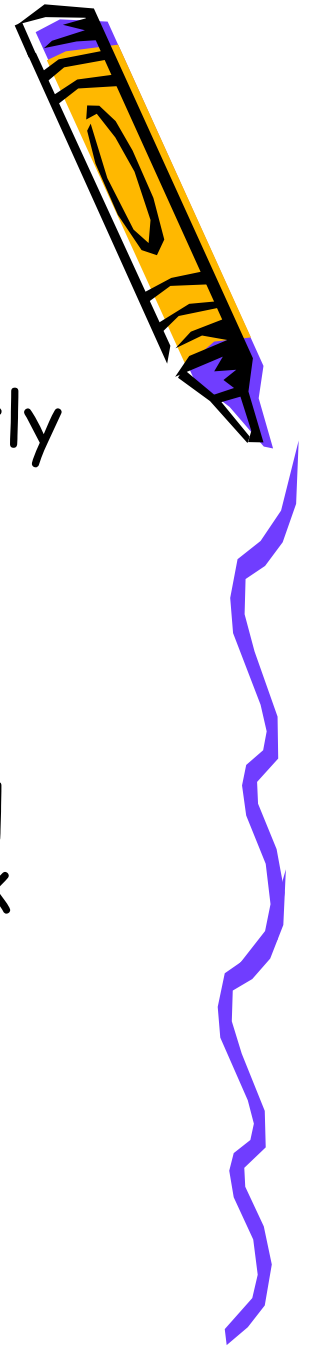
Life cycle costs - Total cost of vehicle (i.e purchase, operation and surplus value)



Motor Vehicle Management

Advancements in technology have greatly enhanced fleet management

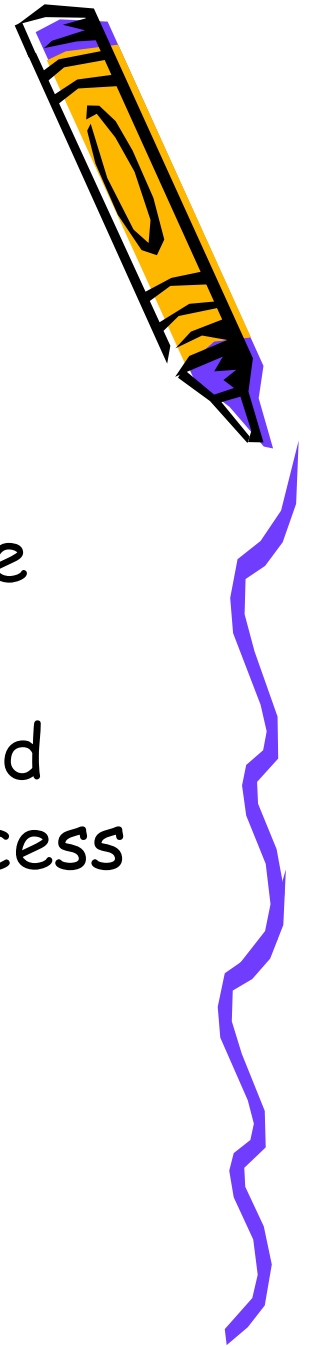
There are many computer-automated Motor Vehicle Management systems available today from just using an excel spreadsheet to a system that can track where your vehicles are and hours of operation.



Motor Vehicle Management

Purchasing

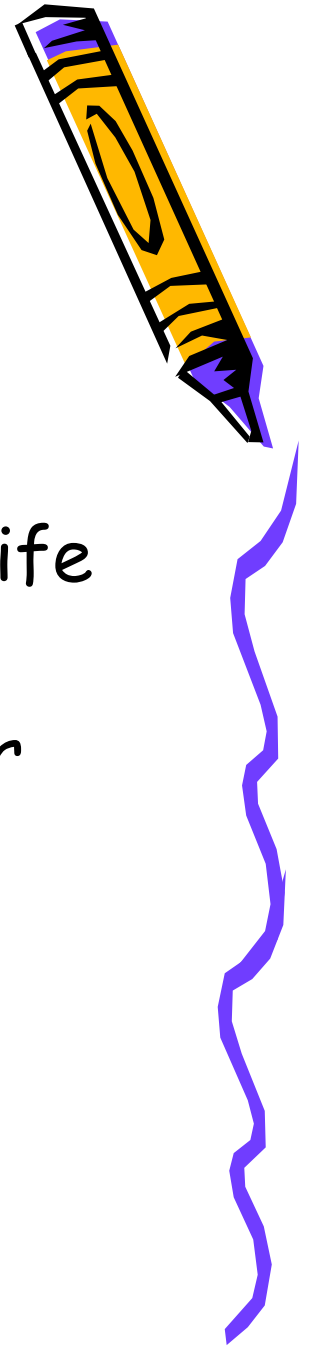
- Lowest cost of equipment may not be best indicator to buy
- Best life cycle costs should be looked at very closely in the purchasing process



Motor Vehicle Management

Maintenance and repair

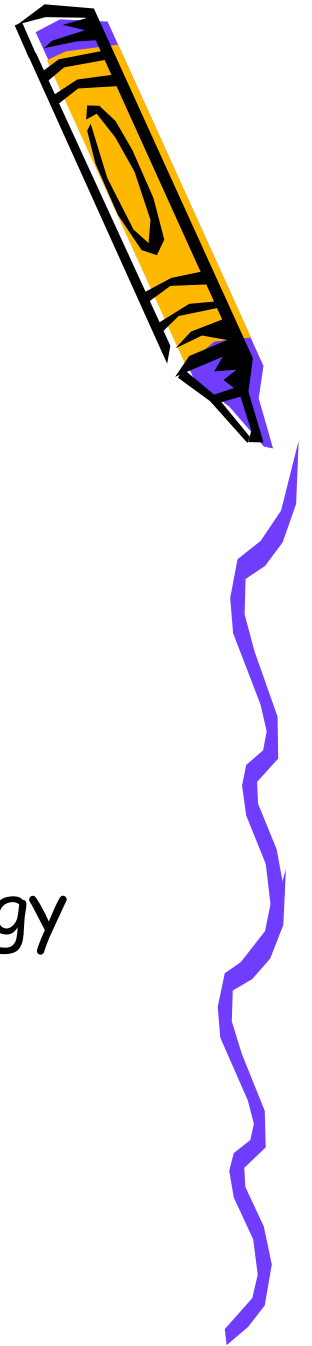
- Move within profession to increase life of assets
- Managers using warranty targets for their own organizations' work
- Use of JIT has greatly reduced operating costs for storage



Motor Vehicle Management

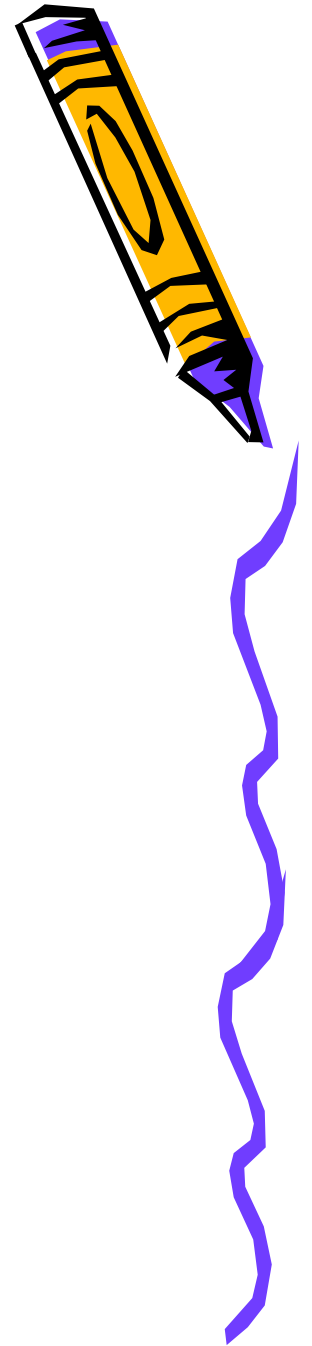
Fleet manager performs multiple tasks:

- Maintenance and repair productivity analysis
- Maintenance facility analysis
- Vehicle cost effectiveness and energy efficiency analysis
- Establishing a vehicle pool



Motor Vehicle Management

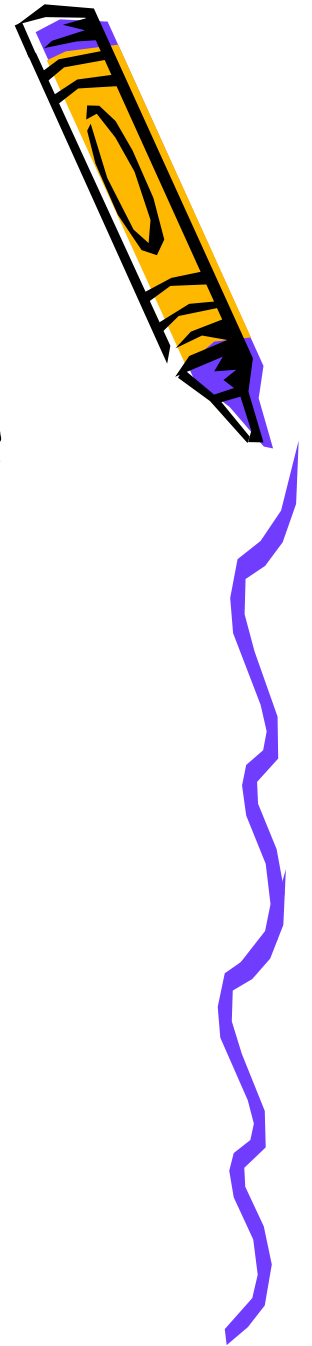
- Lease vs. buy analysis
- Ensuring best value
- Establishing and maintaining preventative maintenance programs
- Developing maintenance policy
- Developing training programs



Motor Vehicle Management

Fleet manager performs multiple tasks
(cont.):

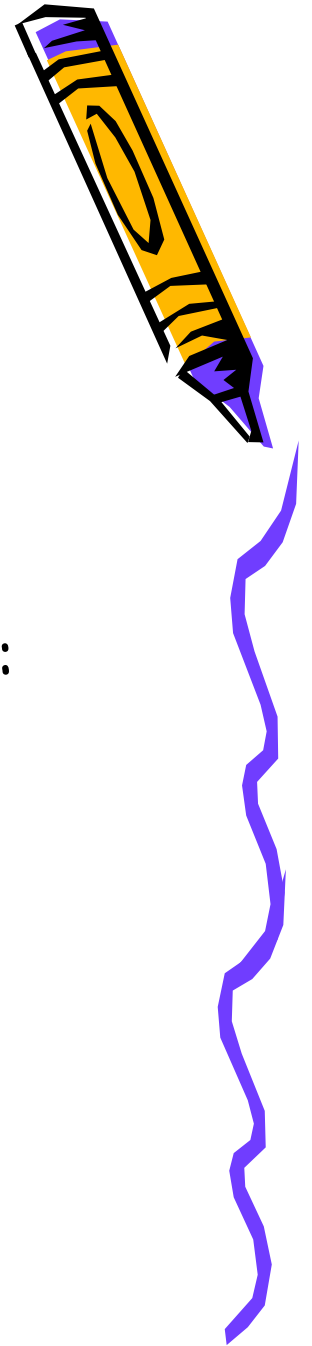
- Tracking spare parts
- Vehicle replacement
- Disposal of surplus equipment
- Cost comparison



Motor Vehicle Management

Finance and accounting

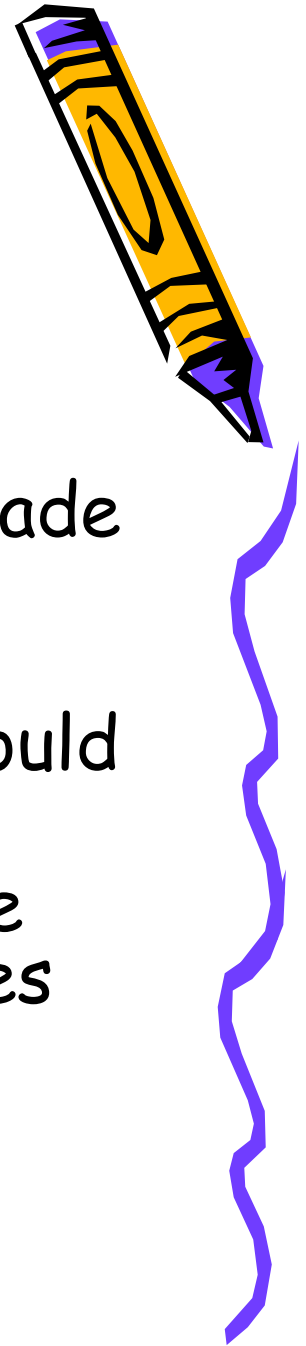
- Cost and performance reports
- Replacement reports
- Fleet manager performs multiple tasks (cont.):
 - Replacement parts inventory control
 - Production monitoring and controls
 - Fuel consumption monitoring
 - Mileage and trip reporting
 - Personal use procedures



Motor Vehicle Management

Replacement and Addition of Vehicles

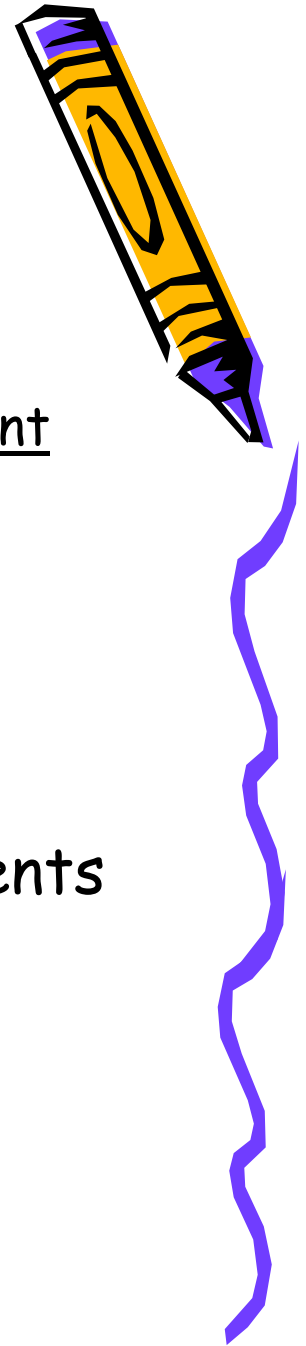
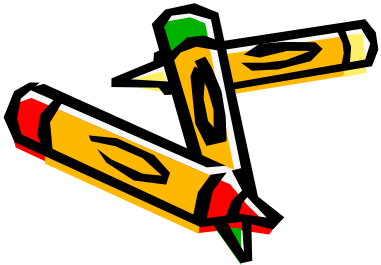
- Acquisition of new vehicles should be made only after it is determined all existing equipment is fully utilized
- Assisting in the acquisition process should be the users of the equipment
- Purchase specifications should be made known and fully understood by all parties involved



Motor Vehicle Management

Implementing a Sound Vehicle Maintenance Management System

- System can be either developed in-house or acquired through a vendor
- Should have a flexible database that can be adjusted due to changing needs
- Staff should have input to the data requirements
- System must be credible
- Must be accurate and timely



Motor Vehicle Management

Questions?

Rick Price

rprice5705@aol.com

412-735-4114

