

# State Fleet Management Program

## Annual Report

### Fiscal Year 2010

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## **Executive Summary**

Ohio Revised Code Section 125.832 grants the Department of Administrative Services (DAS) exclusive authority over the acquisition and management of a significant portion of the motor vehicles used by state agencies. The DAS Office of Fleet Management (OFM) is committed to service excellence by providing state agencies with the necessary tools to manage their fleets and to provide appropriate, quality motor vehicles to allow them to meet their unique mission objectives.

The Office of Fleet Management coordinates all aspects of the fleet program which performs the following functions:

- Direct and approve all funds that are expended for the purchase, lease, repair, maintenance, registration, insuring, and other costs related to the possession and operation of motor vehicles for the use of state agencies.
- Approves the purchase or lease of each motor vehicle used by state agencies
- Develops vehicle policy and monitors agency compliance with the state vehicle policies
- Administers the State Fleet Information System
- Administers the DAS Lease Program
- Serves as a resource for state agencies
- Administers the Master Lease Financial Agreement
- Administers the Delegated Authority Program
- Administers the fleet fuel and maintenance credit card
- Reports the status of the state vehicle fleet annually to the Governor, the Speaker of the House of Representatives and the President of the Senate

The Office of Fleet Management strives each year to enhance the service it provides to state agencies, allowing them to efficiently carry out their individual missions while complying with state and federal laws, administrative rules and Governor's executive orders.

The major accomplishments of the Fleet Management Program for 2010 are as follows:

- Fleet Rates Reduced for 2010
- Reduced the Mileage Reimbursement payments made to state employees
- Met all Alternative Fuel Use goals
- Expanded the number of state fleet information system users
- Awarded the Master Motor Vehicle Financing Agreement to a new provider
- Continued Expansion of the DAS Lease Program
- Initiated the Delegated Authority Program
- Addition of four Certified Fleet Managers

Fleet Management Program goals for 2011 are detailed beginning on page 9.

## **Agency Fleet Managers and Coordinators**

Agency fleet coordinators serve as a single point of contact between the Office of Fleet Management and their respective agency on all fleet related issues.

Agency Fleet Coordinators are listed below:

Alcohol & Drug Addiction Services	Mike Price
Aging	Randall Wright
Agriculture	Tom Johnston
Bureau of Workers Compensation	Sharon Csonka
Civil Rights	Ron Morrison
Commerce	John York
Cosmetology Board	Marsha Tyo
Administrative Services	Jason Bartholow
Development	Scott Myers
Public Safety	Dennis Zwyer
Mental Health	Madge Scott-Cameron
Developmental Disabilities	Jeff Smith
Natural Resources	Myron Debrosse
Health	Josh Wiethe
Department of Transportation	Mark Gnatowski
Rehabilitation & Correction	Bo Adair
Youth Services	Keith Garnett
Education	Taunya Crumbley
Environmental Protection Agency	Mike Mcdaniel
Employment Relations Board	Barbara Kelly
Ethics Commission	Katrina Edley
Expositions	Chris Thomas
Inspector General	Janet Jackson
Insurance	Ray Lacey
Job & Family Services	Dave Smith
Library	Diane Fink
Lottery	Steve Kmiotek
Budget & Management	Teresa Brooks
Consumers Counsel	Justine Wasmus
Industrial Commission	Ty Rogers
School for the Blind	Gerard (Rocky) Jolly
School for the Deaf	Joyce Cain-Mcgraw
Ohio Turnpike Commission	Stuart May
Veterans' Services	Charlie Hall
Public Utilities Commission	Gina Burke
Rehabilitation Services Commission	Jerry Batesole
Southern Ohio Agricultural & Community Dev	Soundra L. Weaver
Taxation	Sandy Weimer

## **2010 Accomplishments**

### **Fleet Rates Reduced for 2010**

OFM reduced its fleet rates in 2010, saving the agencies \$60,000 in services fees. Based upon the increased efficiencies, vendor rebates and surplus vehicle sales it was possible to reduce the fleet rates to our customers by 7% to 10% in 2010. The cost of the state fleet management program is allocated among the agencies that use the program, by the number of vehicles and/or credit cards they use.

	<u>FY09</u>	<u>FY10</u>	<u>Percent Change</u>
Fleet Fuel Cards	\$4.30	\$4.00	-7.0%
Statewide Fleet Services	\$28.00	\$26.00	-7.1%
FleetOhio	\$28.00	\$26.00	-7.1%
Vehicle Lease & Management	\$39.00	\$35.00	-10.3%

## Reduction of Mileage Reimbursements Payments

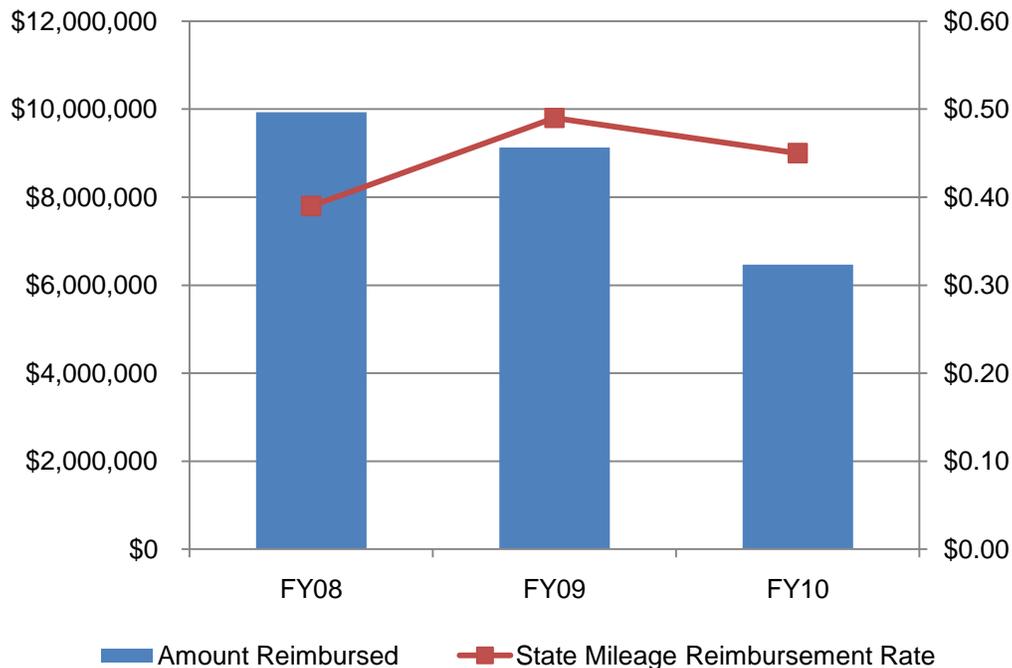
Mileage reimbursements are paid to state employees who use their personal motor vehicles to perform state business. OFM works with agencies annually to identify opportunities where agencies can reduce mileage reimbursement payments. Over the past three years OFM helped agencies identify drivers, reduce miles driven and saved the state \$3,462,822 in reimbursements. A mileage break-even point is established annually that determines when it is more fiscally prudent to provide a state vehicle rather than reimburse an employee for mileage driven in a personal vehicle.

FY10 mileage reimbursement payments to state employees were reduced by \$2,658,131. State agencies reduced the number of miles reimbursed in FY10 through increased use of state vehicles. Even with the addition of state vehicles, fuel and maintenance, the state netted savings of \$1,843,131.

The following chart illustrates the number of business miles reimbursed for employee use of personal vehicles compared to the state mileage reimbursement rate for that fiscal year.

Figure 1-1

**Mileage Reimbursement Payment Data**



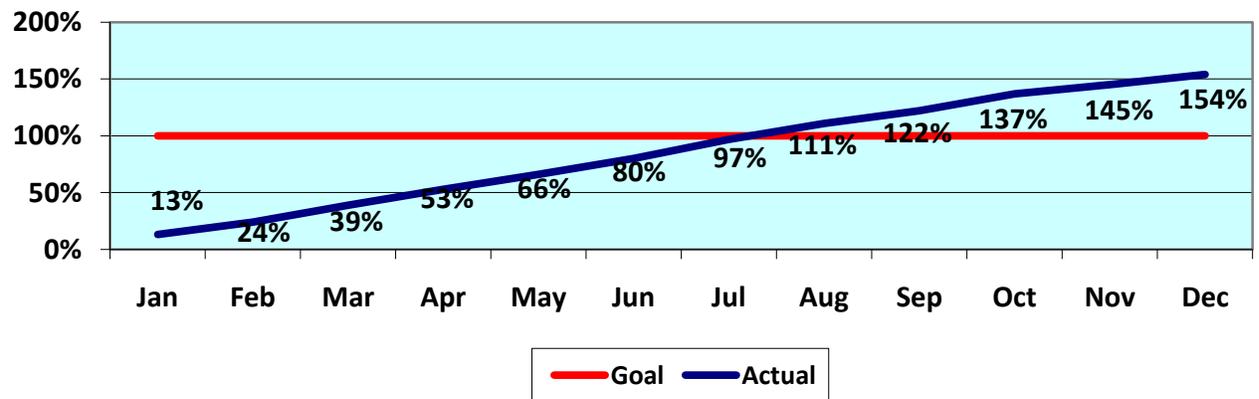
## Alternative Fuel Use Goals Achieved

### Ethanol (E85)

By statute, alternative fuel usage goals are reported on the calendar year. The calendar year 2010 usage requirement for E85 increased by 5,000 gallons bringing the state's total annual goal to up 80,000 gallons. For CY10 the state has exceeded its annual goal of 80,000 gallons by 154% (Figure 2-1) consuming a total of 123,142 gallons of E85. A key tool in reaching our alternative fuel goals is the continued use of the monthly alternative fuel scorecard that tracks the fuel use for each agency throughout the year. The scorecard provides a level of accountability and transparency for state agencies.

Figure 2-1

2010 Ethanol (E85) Usage  
Actual vs Goal

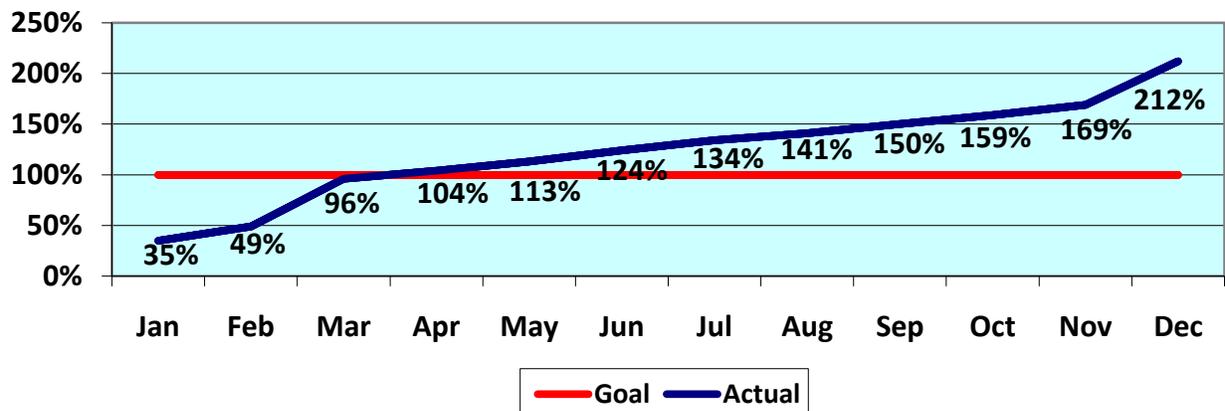


### Biodiesel (B20)

The calendar year 2010 usage requirement for biodiesel increased by 100,000 gallons bringing the state's CY10 annual goal up to 1.4 million gallons. CY10 biodiesel usage totaled 2,962,434 gallons which represents 212% of the state's annual goal (Figure 2-2) of 1.4 million gallons.

Figure 2-2

2010 Biodiesel (B20) Usage  
Actual vs Goal



## **Expanded Number of State Fleet Information Management System Users**

During FY10 the decision was made to transition Public Safety from their mainframe fleet system to FleetOhio to reduce the number of computer applications maintained by the state, avoid the cost of a new system, and reduce the cost associated with processing approximately 200,000 retail fuel transactions. The transition to FleetOhio was completed in the 4th quarter of 2010. As part of the implementation plan 300 Public Safety employees were trained on how to use FleetOhio. OFM performed the initial "train the trainer" session over a three day period in March of FY10 where 75 Public Safety employees were in attendance. To facilitate future training, a customized user manual was produced for field use by the DPS trainers.

FleetOhio is a comprehensive fleet information management system used to track all vehicle related data for the state fleet. The system provides state agencies and OFM with the ability to track fleet inventory data, analyze operating costs, and monitor and schedule vehicle maintenance. Use of FleetOhio is required per the Ohio Revised Code section 125.832(C) and the Ohio Administrative Code 123:6-1-04. FleetOhio incorporates a web-based reporting tool to provide agencies with easy access to fleet information via reports that are regularly upgraded to meet changing client needs.

## **Master Motor Vehicle Financing Agreement Awarded to New Provider**

On January 12, 2009, we received notification from First Southwest Leasing Company that they would be unable to renew the lease contract on June 30, 2009 due to the unprecedented and persistent credit crisis. OFM worked with State Procurement to replace the Master Motor Vehicle Financing Agreement prior to beginning the vehicle acquisitions for fiscal year 2010. In January 2010 a replacement financing agreement was established using a Participating Addendum with the state of Missouri. The financing agreement was awarded to Central Bank. There are approximately 360 vehicles currently being leased under the initial and renewed financing agreements.

Ohio Revised Code Section 125.832 requires each state agency to acquire all passenger motor vehicles using the DAS master lease program when it is determined to be in the best interest of the state. OFM has administered the state Master Motor Vehicle Financing Agreement with First Southwest Leasing Company since 2007. The financing agreement was developed and put in place to give state agencies a low cost alternative to the outright purchase of vehicles when considering replacement.

The financing agreement allows the agencies to take advantage of the state's buying power to obtain low, tax exempt financing. Master lease financing is not considered debt and is subject to annual appropriation. Vehicles financed remain the property of the state at the end of the lease term.

Benefits of the Master Motor Vehicle Financing Agreement include:

- Low, tax exempt rates
- Vehicles can be paid off over time as an operating cost as they are used
- Vehicles are the property of the state at the end of the lease.
- Residual proceeds are to the state's benefit
- Not considered debt
- Flexible terms 3 - 6 years

## **DAS Lease Program Continues to Expand**

OFM manages the DAS Lease Program that gives state agencies a cost effective alternative to vehicle ownership. In FY10 this program has grown from 220 to 350 vehicles as agencies look for ways to cut their transportation costs. The largest single contributor to this growth has been the reduction of cost associated with mileage reimbursement payments. Agencies are using the DAS Lease Program as a way to convert high business mile employees to state vehicles to gain an immediate cost savings.

### ***Lease Program Success Story***

Beginning in FY09, OFM worked with the Ohio Department of Job and Family Services (JFS) to implement strategies to reduce mileage reimbursement payments. Among these strategies was the addition of state vehicles to the JFS fleet for employees who received the greatest mileage reimbursement payments. In FY10 JFS assigned 40 vehicles to individuals who had historically received mileage reimbursements for more than 15,000 miles annually. In FY10 JFS reduced mileage reimbursement payments by \$761,000. Since FY08 JFS has reduced mileage reimbursement payments by over \$1.5 million.

	FY08	FY09	FY10
Mileage Reimbursement Cost Without Reduction Strategies	\$2,400,000	\$2,400,000	\$2,400,000
Mileage Reimbursement Reduction (\$)	\$0	\$470,000	\$1,200,000
Fleet Cost	\$0	\$0	\$162,000
Net Savings (\$)	\$0	\$470,000	\$1,038,000

## **Initiated Delegated Authority Program**

In FY10 OFM evaluated the management of all fleets having fewer than 100 vehicles with regard to the requirements for Delegated Authority. Upon the completion of these evaluations, OFM met with representatives of each of these agencies to review the findings of our evaluation. A total of 25 agency fleets were evaluated, of which, it was mutually agreed that 20 state agencies did not meet the requirements for delegated fleet management authority. These agency fleets will be managed by an OFM fleet manager in conjunction with a fleet liaison from each managed agency. Should an agency currently managed by OFM seek to be granted delegated fleet management authority, OFM will ensure that the agency is aware of the requirements that must be met in order to receive such a delegation of authority. Additionally, OFM will create a work plan for the agency and grant a partial delegation of fleet management authority while the agency works to meet the requirements for delegated authority.

## **Four Fleet Managers Certified**

Four agency fleet managers completed the Certified Automotive Fleet Manager (CAFM) certification program administered by the National Association of Fleet Administrators. The CAFM program is being used by OFM to satisfy the certified fleet manager requirement which is necessary for an agency to receive delegated authority. The self-directed, three year program consists of eight modules covering a variety of topics including Business and Financial Management to Asset and Risk Management. At each exam sitting participants are afforded the opportunity to take as few as one or as many as all eight exams. In FY10 OFM proctored four quarterly testing opportunities for the thirteen agency fleet managers who were enrolled in the CAFM program.

## **2011 Program Goals**

In 2011, the State Fleet Management Program will explore the following options to further improve the efficiency of the state fleet.

1. Upgrade State Fleet Information System to latest version.
2. Renew Fleet Card contract prior to expiration.
3. Evaluate current fleet rates to include managed agencies.
4. Continue to identify cost reduction opportunities within the agencies through proper management of the state fleet.
5. Finalize and implement delegated authority and fleet consolidation statewide.
6. Continue to host quarterly testing sessions for agencies pursuing fleet manager certification.

# State Fleet Data

## State Fleet Inventory

Some motor vehicles fall under DAS management authority as specified in ORC Section 125.831. Vehicle types included are as follows: automobiles, sport utility vehicles, and all types of vans and pick-up trucks that do not exceed 12,000 pounds gross vehicle weight (GVW). Vehicles outside of DAS authority include law enforcement, elected officials and vehicles over 12,000 pound GVW.

The state inventory of vehicles increased by 261 in 2010 (Figure 3-1) as agencies continue to add vehicles to reduce payments to employees for mileage reimbursement and meet the operational needs of their respective organizations. Ninety-seven percent of the vehicles added were compact sedans that fall under DAS authority. While the composition of the fleet by type is relatively consistent (Figure 3-2, 3-3) there continues to be a transition towards the compact sedans (Figures 3-4, 3-5) that demonstrates the agencies commitment to reduce fuel usage and lower operating costs in FY10.

Figure 3-1

### State Fleet Inventory

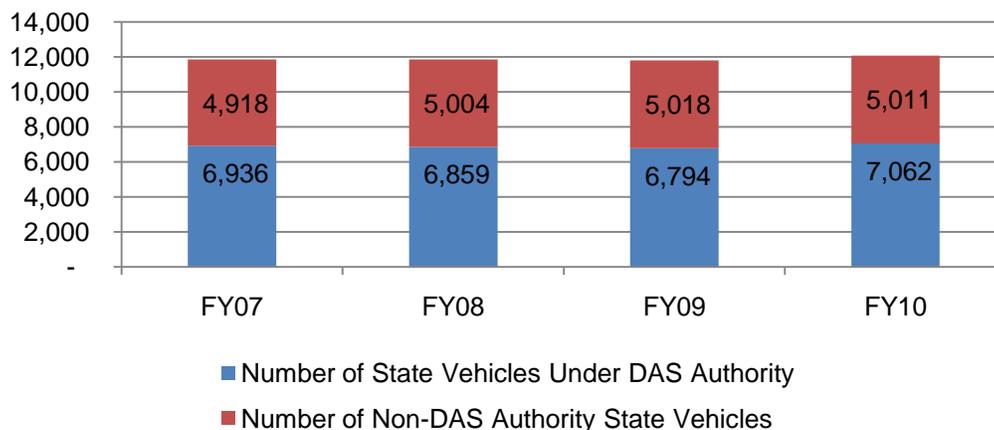


Figure 3-2

### FY09 Inventory by Type 11,812 Vehicles

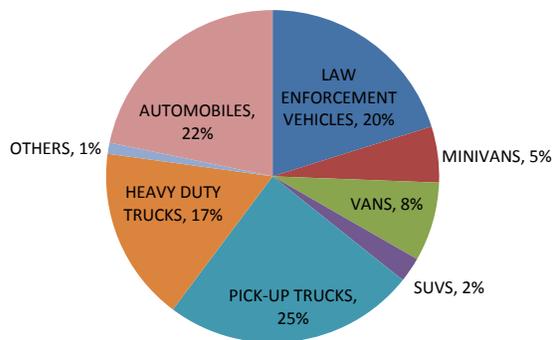
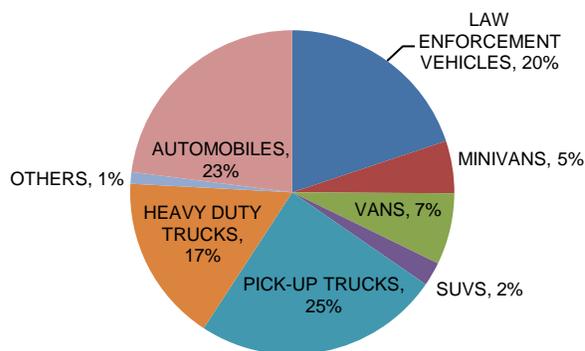
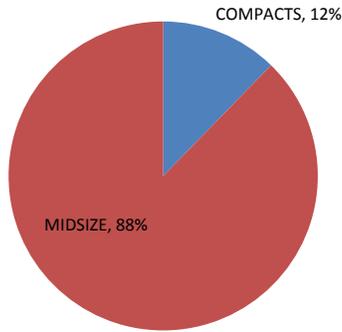


Figure 3-3

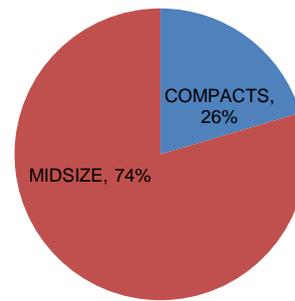
### FY10 Inventory by Type 12,073 Vehicles



**Figure 3-4 FY09 Automobile Inventory by Type**  
2,569 Automobiles



**Figure 3-5 FY10 Automobile Inventory by Type**  
2,775 Automobiles

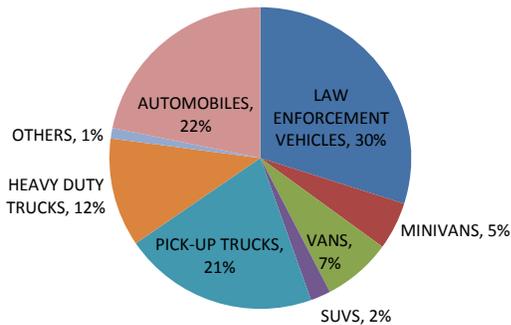


**Vehicle Utilization**

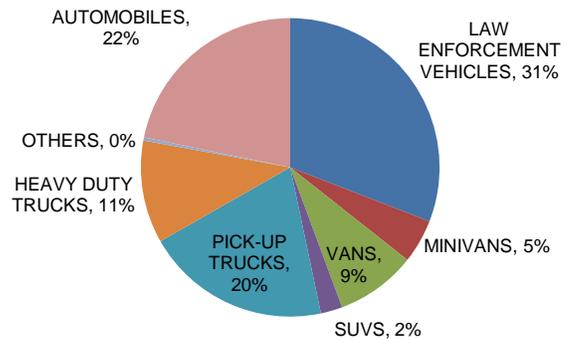
The miles traveled in state vehicles decreased by 16,550,198 miles (Figures 4-1, 4-2) in 2010. Utilization of the compact sedans increased in 2010 by 2,113,467 miles. Expanded use of the compact sedan yields an approximate savings of \$.03/mile in operating expense for fuel and maintenance as compared to the mid-size sedan, yielding an additional operating savings of \$63,404.

In addition to the number of miles reduced in state vehicles there was a simultaneous decrease of 4,217,226 reimbursement mileage bringing the total number of miles reduced to 20,767,424.

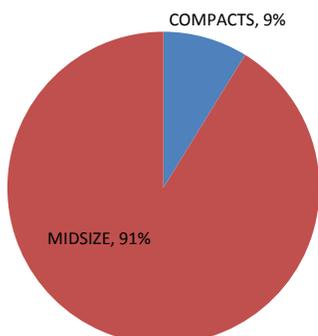
**Figure 4-1 FY09 Mileage by Vehicle Type**  
178,049,879 Total Miles



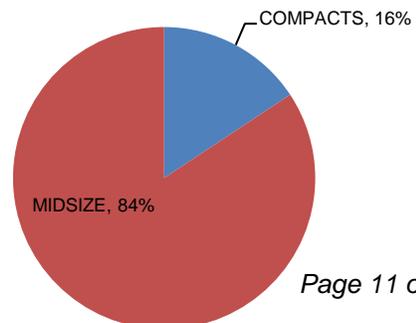
**Figure 4-2 FY10 Mileage by Vehicle Type**  
161,499,681 Total Miles



**Figure 4-3 FY09 Auto Mileage by Type**  
38,818,893 Automotive Miles



**Figure 4-4 FY10 Auto Mileage by Type**  
35,160,904 Automotive Miles



## Vehicle Acquisition

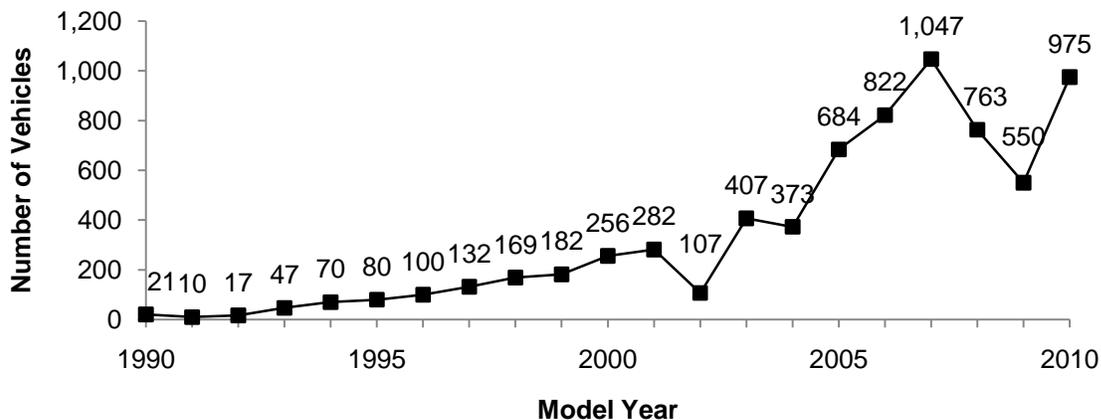
During fiscal year 2010 OFM reviewed and approved 336 requisitions for the purchase of 1,311 vehicles having a total acquisition cost of \$26,686,463. This figure is up by 673 units or \$12,946,757 as compared to fiscal year 2009. In 2010 OFM continued to recommend the Ford Focus compact sedan as the default passenger vehicle and purchased 432 compact sedans in lieu of the mid-size sedan. In acquisition cost alone this has saved the state agencies approximately \$1,226,880 when compared to the mid-size sedan.

	FY2008	FY2009	FY2010
Acquisition - Purchase	\$23,657,555	\$13,591,059	\$26,686,463
Vehicle Acquisition - State Surplus	\$57,549	\$191,421	\$42,774
<b>Total</b>	<b>\$23,715,104</b>	<b>\$13,782,480</b>	<b>\$26,729,237</b>

The number of vehicles purchased by model year for vehicles maintained in the State Fleet Information System is illustrated below. This excludes the Department of Transportation.

Figure 5-1

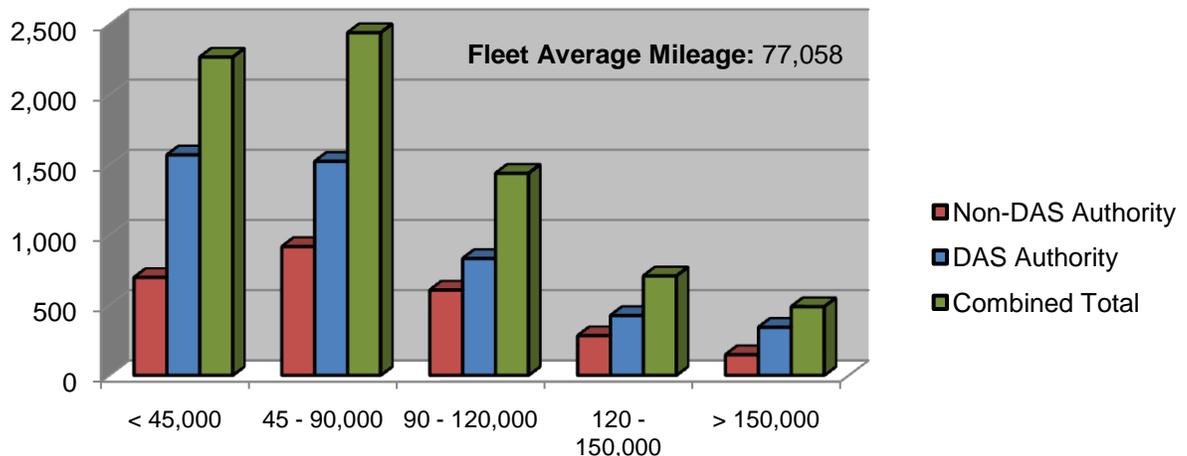
### Vehicles by Model Year



Note: There are 33 vehicles with a model year prior to 1990

Figure 5-2

### Vehicles by Odometer Reading



Estimated Odometer June 30, 2010

## Fuel

The Ohio Revised Code and executive orders require that each state agency do its part to reduce the state's dependence on foreign oil and its emission of greenhouse gasses. Administrative Rule 123:6-1-10 defines an agency's requirement regarding the use of alternative fuels in the state's fleet of motor vehicles. To further reduce our dependence in FY10, the state continued to purchase fuel efficient subcompacts to replace the aging mid-size fleet and continued to promote the use of alternative fuels.

<b>Fuel Purchases</b>			
	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
Vehicle Fuel	<b>\$36,216,249</b>	<b>\$30,946,657</b>	<b>\$28,582,367</b>
Equipment Fuel	<b>\$9,334,835</b>	<b>\$7,498,496</b>	<b>\$3,871,757</b>
Total Fuel Purchases	<b>\$43,551,084</b>	<b>\$38,445,153</b>	<b>\$32,454,124</b>

<b>Alternative Fuel Purchases Vehicles Only</b>			
	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
Ethanol (E85)	<b>\$336,645</b>	<b>\$390,050</b>	<b>\$310,178</b>
Biodiesel	<b>\$4,368,828</b>	<b>\$4,622,078</b>	<b>\$6,648,319</b>
Totals	<b>\$4,705,473</b>	<b>\$5,012,128</b>	<b>\$6,958,497</b>

While there was a decrease in fuel use overall, state agencies were able to increase their use of alternative fuels. E85 ethanol and B20 biodiesel use increased to 1,717,506 gallons and accounted for 14% of the total volume of fuel used in the state.

<b>Average Price Per Gallon All Vehicle Fuels</b>			
	<b>FY2008</b>	<b>FY2009</b>	<b>FY2010</b>
Total Spend	<b>\$36,216,249</b>	<b>\$30,946,657</b>	<b>\$28,582,367</b>
Total Gallons	<b>12,790,025</b>	<b>12,321,853</b>	<b>11,631,553</b>
Average Price	<b>\$2.83</b>	<b>\$2.51</b>	<b>\$2.46</b>

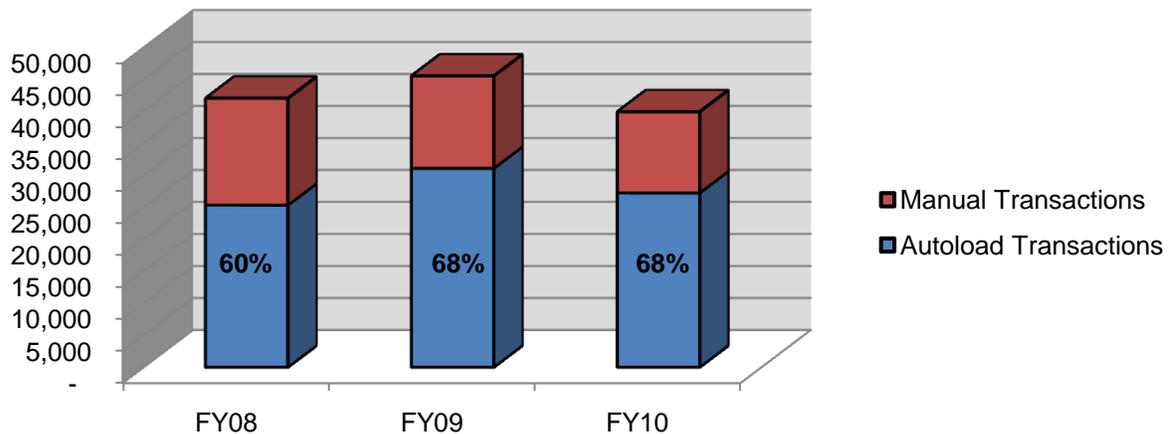
## Vehicle Maintenance

	FY2008	FY2009	FY2010
Public Safety	\$ 4,046,637	\$ 4,291,071	\$ 4,054,783
Dept of Transportation	\$ 11,571,485	\$ 12,216,163	\$ 13,331,729
Other Agencies	\$ 1,252,570	\$ 804,675	\$ 924,065
<b>Total Maintenance</b>	<b>\$ 20,917,329</b>	<b>\$ 21,602,998</b>	<b>\$ 22,365,360</b>

	FY08	FY09	FY10
Autoload Transactions	25,342	31,090	27,248
Total Transactions	42,031	45,520	39,923
Percent Autoload Transactions	60%	68%	68%
Autoload Spend	\$ 1,257,028	\$1,516,647	\$1,661,589
Total Spend	\$2,787,618	\$3,340,959	\$5,048,131

Figure 6-1

### FleetOhio Uploaded Maintenance by Transaction

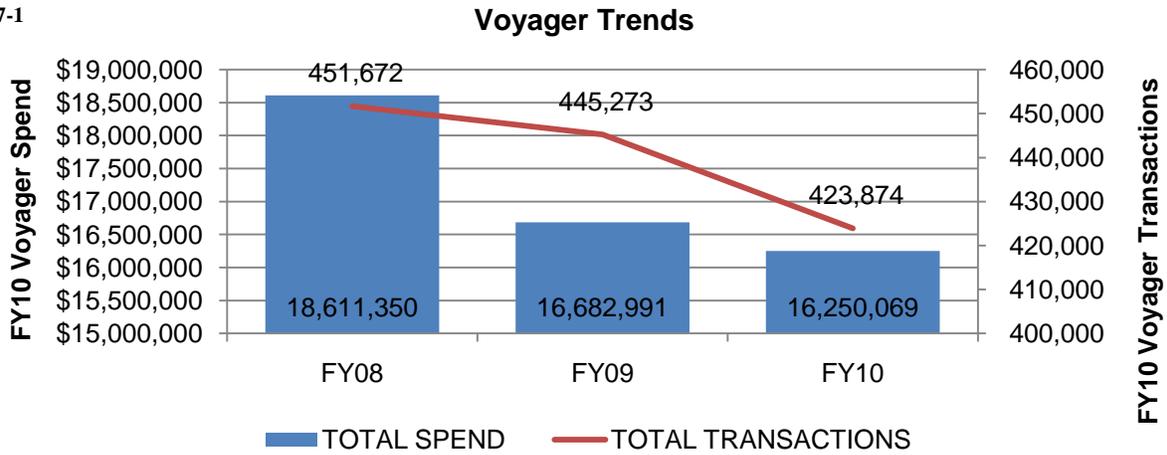


## Voyager Fleet Card

DAS Fleet Management administers a contract with US Bank/Voyager Fleet Systems Inc. to provide fleet credit cards to all state agencies. The program is also made available to colleges, universities and political subdivisions. Fleet credit cards allow drivers to purchase fuel and maintenance using a single method of payment. Usage information gathered each month is uploaded into the state's fleet management system and provides detailed cost and utilization data on each vehicle. Exception reports highlight any unauthorized or improper use of the card.

State agencies currently use the Voyager card to pay for both fuel and maintenance expenses. In FY10, 45 agencies used 10,021 Voyager cards to pay for vehicle related expenses. The state spent approximately \$16,250,000 on fuel and maintenance and processed almost 424,000 transactions on the Voyager card. The average transaction was approximately \$38.00 and the average card was used to purchase \$1,600 in fuel and maintenance.

Figure 7-1



The current contract with US Bank/Voyager Fleet Systems Inc. provides rebates based upon purchasing volume and timely payment. These rebates offset the administrative costs of managing the program and help to stabilize annual fleet rates. Both the volume portion and the timeliness portion of the rebate decreased by 3% in FY10 resulting in an overall decrease in the rebate amount of 3%. The decrease in the volume discount is attributable to an overall reduction in travel, and the decrease in the timeliness rebate can be traced back to the beginning of the fiscal year when a number of payments were not paid within the 10 day rebate window.

**Voyager Rebate Data**

	FY08	FY09	FY10
Spend	\$169,538	\$113,889	\$110,325
Timeliness	\$23,934	\$22,778	\$22,065
Total	\$193,472	\$136,667	\$132,390

## **Additional Services**

### **Delegated Fleet Management Authority**

Consistent with ORC 125.832(G) the Department of Administrative Services has established a Delegated Fleet Management Authority program. The program is two-fold; granting Delegated Authority to those agencies meeting the requirements and consisting of a Managed Agency Fleet Program for those agencies not wishing to manage their own fleet.

Agencies seeking Delegated Fleet Management Authority must demonstrate, to the satisfaction of OFM that the agency meets the nine criteria established for participation in this self management program. Agencies are evaluated annually with regard to these criteria and if deficiencies are identified a work plan is established. In FY10, OFM determined that seventeen state agencies either meet or are working toward meeting the requirements for delegated fleet management authority. These agencies either have a certified fleet manager, or their fleet manager is working toward certification. In addition, OFM has observed that these agencies submit required reports in a timely and accurate manner, operate FleetOhio in an effective manner, and properly manage the fleet fuel card program for their agency.

### **Managed Agency Fleet**

Agencies in the Managed Agency Fleet Program have chosen this program as a more cost effective alternative to managing a small agency fleet in-house. The requirements for Delegated Authority are labor intensive so agencies with small fleets often do not have the resources to ensure that all facets of fleet management are properly conducted. These agency fleets will be managed by an OFM fleet manager in conjunction with a fleet liaison from each managed agency. Should an agency currently managed by OFM seek to be granted delegated fleet management authority, OFM will ensure that the agency is aware of the requirements that must be met in order to receive such a delegation of authority. Additionally, OFM will create a work plan for the agency and grant a partial delegation of fleet management authority while the agency works to meet the requirements for delegated authority.

### **Rhodes State Office Tower Motor Pool**

The Rhodes State Office Tower (SOT) motor pool is located on the B-3 level of the Rhodes Tower in Columbus and provides pool vehicles to all state agencies as authorized by Section 125.83 of the Ohio Revised Code. The fleet count and vehicle utilization remained stable for FY 10. Utilization percentages are based on the number of rental days the vehicles are in use compared to the total number of rental days the vehicles are available.

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b># Change</b>	<b>% Change</b>
Utilization	74%	72%	68%	- 88	- 2%
Miles Driven	550,579	545,219	534,358	- 10,861	- 2%
Number of Vehicles	20	20	21	1	5%

## Alternative Fueled Vehicles (AFVs)

State fleets are required to purchase alternative fuel vehicles under the federal Energy Policy Act (EPAAct). The current requirement is that 75 percent of the light-duty, non-emergency vehicle purchases must be vehicles capable of operating on alternative fuels. The state of Ohio has achieved compliance with the requirements of the EPAAct in every year since its inception in 1997.

The state added 318 AFVs to its fleet in FY10, which represents a 6% increase over the FY09 AFV count. A total of 43% of the state fleet is now capable of using alternative fuels such as ethanol and biodiesel.

Alternative Fueled Vehicles	FY08	FY09	FY10	# Change	% Change
Vehicles Capable of Alternative Fueling	4,519	4,923	5,241	318	6%
Vehicles Total	11,863	11,812	12,073	261	2%
Vehicles Capable of Alternative Fueling as a Percentage of the State Fleet	38%	42%	43%		

## Self-Insured Vehicle Liability Program

Pursuant to ORC Sections 9.823 and 9.83, the DAS Office of Risk Management (ORM) administers the state's self-insured vehicle liability program. The program covers more than 16,000 state-owned vehicles including self-propelled off-road equipment and watercraft. The program settles bodily injury and property damage claims and provides subrogation (damage recovery) services to state agency customers when their vehicle sustain damage caused by a negligent third party. The base rate for passenger vehicles for FY 2010 was \$90 per vehicle, which saved our customers \$345,197.

FY 2009 & 2010 Vehicle Liability Year End Results			
Claims Data	FY08	FY09	Change from FY08 to FY09
Number of Claims Processed	1,620	1,468	- 152
Total Claim Payments	\$1,048,586	\$847,922	-\$200,663
Subrogation Recovery	\$516,518	\$524,754	-\$8,237

*\* Data provided by the Office of Risk Management*

## University Certification

Ohio Revised Code Section 125.832(P) requires that state institutions of higher education annually report to DAS by September 15<sup>th</sup> on their use of a fleet management information system, use of fleet credit cards and purchasing of bulk fuel for motor vehicles. DAS is to compare the information received from the universities to the services it offers to other state agencies and certify whether or not a savings opportunity exists. To aid the universities, OFM developed a Fleet Data Request and forwarded it to the 14 state institutions of higher education to facilitate the collection of data to be used in the comparative analysis.