

# Fleet Plan Instructions

Fiscal Year 2010

The following instructions are being provided to assist you in the development of your agency's fleet plan for fiscal year 2010. This year's plan will request fleet information on several topics such as fleet inventory, vehicle replacement, vehicle assignment, and mileage reimbursements that is required by the Ohio Revised and Administrative Codes. Each plan is to contain the fleet information on each of the specific subject areas as outlined in the instructions. All reports are to be submitted in the electronic format specified in the instructions. All plans are to be submitted to the Office of Fleet Management not later than July 31, 2009. Upon submission of the plan the agency will be sent an acknowledgement from the Office of Fleet Management indicating the plan has been received. A status report of the plan receipt dates will be posted weekly on Fleet Management's website located at <http://www.das.ohio.gov/gsd/Fleet/agencyPlanSchedule.htm>.

## **General Notes**

The following instructions will make reference to several reports that are to be obtained using the FleetOhio reporting tool, InfoCenter. The reports available in InfoCenter will generate the fleet data necessary for creating your fleet plan. While we made every effort to ensure that the information contained in the FleetOhio InfoCenter reports fits on a single sheet, it will be the agency's responsibility to make sure that the reports are properly formatted and legible prior to submission. All reports and spreadsheets are to contain the information specified in the sample fleet plan reports which may be found on the Office of Fleet Management website at <http://www.das.ohio.gov/gsd/Fleet/Fltmail.htm> under the Agency Fleet Plans tab. All submitted reports are to include headers and footers with page numbers and are to be clearly labeled with the following information:

### **Header Information**

Report Title

### **Footer Information**

Date Submitted:

Page Number

### **Each Report is to Include**

Contact Phone Number

E-mail Address

Submitting Agency:

Submitted By:

The completed Fleet Plan will consist of several reports that are to be submitted to the Office of Fleet Management in the electronic format specified. All plans that are not properly formatted or found to be incomplete will be returned to the agency for correction. Electronic reports are to be emailed to Luz Allende, Fleet Analyst at [luz.allende@das.state.oh.us](mailto:luz.allende@das.state.oh.us) or William Simon, Senior Fleet Analyst, at [william.simon@das.state.oh.us](mailto:william.simon@das.state.oh.us).

## **I. Mileage Break-Even Analysis**

Section 125.832(O)(2) states that the department must annually establish the number of business miles an employee of a state agency must drive in order to qualify for approval by the department to receive a motor vehicle for business use. In April 2009 OBM was directed to decrease the mileage reimbursement rate to \$.45 per mile as required by Executive Order 2009-07S, Implementing Additional Spending Control Strategies. The new rate will be effective May 1, 2009 for exempt employees and October 1, 2009 for all bargaining unit employees. The mileage break-even for fiscal year 2009 at the \$.45 per mile rate has been established at 7,395 miles per the analysis in Appendix A. The mileage breakeven point is provided to assist you in evaluating mileage reimbursement plans, vehicle replacements, and vehicle assignments. A report is not required for this portion of the fleet plan.

## **II. Annual Fleet Asset Certification**

The Department of Administrative Services, Office of Fleet Management (OFM) is responsible for the preparation of an annual fleet inventory certification for the Office of Budget and Management. All state agencies are required to certify acquisition and operational data on **all** licensed active vehicles to OFM. The following explains the authority/structure given to the certification process and most importantly its purpose:

1. In accordance with Ohio Revised Code 125.16, agencies are responsible for annually certifying the inventory activity of their tangible personal property with the Department of Administrative Services. State licensed vehicles are considered to be tangible personal property, and therefore require the annual certification.
2. In accordance with Ohio Revised Code 126.21(A) (9), the statute charges the Office of Budget and Management (OBM) with issuing the official Comprehensive Annual Financial Report (CAFR) for the state. The statute also gives OBM the authority to prescribe procedures for collecting financial information from state agencies. OBM uses Ohio's annual certified fleet financial activity from FleetOhio, thereby requiring all state agencies to provide this information using FleetOhio, unless exempted in writing by OFM.

Upon the receipt of all agencies' submissions, OFM will compile and submit the necessary reports to OBM prior to their due date.

### **Certification Process**

#### **Non - DAS Managed Agencies**

To complete the fleet inventory certification portion of the Fleet Plan, agency fleet managers must submit the following reports to OFM. The required reports are located in the FleetOhio InfoCenter Reporting module under the Fleet Plan Reports tab. It is important to remember to set the end date of the reports to the date that the report is actually ran and not the fiscal year end date.

- The following reports in electronic spreadsheet format.
  - a. Certification – Active inventory (Export as Excel 97-2000 data only)
  - b. Certification – Vehicles received (Export as Excel 97-2000 data only)
  - c. Certification – Vehicles disposed (Export as Excel 97-2000 data only)
  - d. Certification – VIN Audit Report (this report only shows VIN's that have the incorrect format. A blank report indicates that the VIN's are formatted correctly and no further action is required.)
- A signed Fleet Asset Certification form (see Appendix B). The date on the form is to match the date of the certification reports. The form is also available on the Fleet Management website under the forms tab. Note: It is suggested that you scan the signed form and submit it with the other sections of your fleet plan report.

Prior to submitting your final fleet inventory certification reports and completing the Fleet Asset Certification form, Appendix B, you are required to review the following certification steps and take the appropriate action to correct any deficiencies.

#### **Certification Steps**

1. Verify that all vehicles received during the fiscal year are entered into FleetOhio. This includes vehicles leased from commercial vendors for a period greater than 90 days.
2. Verify that all vehicles salvaged or sold during the fiscal year are reflected as such in FleetOhio. This includes vehicles disposed of through the Office of State and Federal Surplus or by other means, i.e. donations, trade-ins, insurance settlements, etc.

3. Verify that the Funding source codes have been entered for each vehicle. This code should be entered in FleetOhio in the 'Fund' field of the 'Status' tab on the Fleet Equipment screen.
4. Verify that the acquisition cost has been entered for each vehicle. This should be entered in FleetOhio in the 'Original Cost' field on the 'Acquisitions' tab of the Fleet Equipment screen.
5. Verify that all vehicle identification numbers (VIN) are complete and accurate.

## **DAS Managed Agencies**

Agencies managed by DAS will receive electronic copies of their respective certification reports as outlined above by July 2, 2009. The reports will contain information on your agencies fleet as it is recorded in the states fleet management information system. It will be the responsibility of the agency to perform the certification steps outlined above. Upon completion of the certification steps the reports are to be returned to OFM in the original electronic format. All corrections needed are to be noted in red on the files returned. The completed inventory reports will be required by the July 31, 2009 due date.

## **III. Fleet Statistics by Vehicle Class**

Ohio Revised Code Section 125.832 (C) states that the director shall establish and maintain a fleet reporting system and shall require state agencies to submit to the department information relative to state motor vehicles, including motor vehicles described in division (G)(2) of section 125.831 [125.831] of the Revised Code, to be used in operating the fleet management program. State agencies shall provide to the department fleet data and other information, including but not limited to mileage and costs. The data and other information shall be submitted in formats and in a manner determined by the department.

For the FY10 fleet plan, we will require agencies to run and submit as part of their fleet plan the Fleet Statistics by Class Report, located under the Fleet Plan Reports tab. This report summarizes by department, by vehicle class, the number of units, the average age, average mileage, and average operating cost per mile information. This information is based on the data maintained in FleetOhio and may be used to develop your vehicle replacement plan for FY10. OFM will be auditing the operational data for a number of agencies throughout the fiscal year. In those instances where discrepancies or inconsistencies are found in the data presented, we will require a corrective action plan from the agency.

## **IV. Vehicle Replacement Plan**

Ohio Revised Code Section 125.832 (A) states that the department of administrative services is granted exclusive authority over the acquisition and management of all motor vehicles used by state agencies. The replacement plan will be used by OFM to ensure that submitted vehicle requisitions are in compliance with the various sections of the Ohio Revised Code, the Governor's Executive Orders 2007-02S Ohio Energy Policy and State Utilization and 2009-07S, Implementing Additional Spending Control Strategies. The FY10 vehicle replacement plan for each state agency is to include, but is not limited to, the following information:

### **Replacement Reports**

- **Preliminary Replacement Report:** A list of vehicle replacements based on your agency's age, mileage, and/or condition replacement criteria. To assist you in preparing your initial list of replacement vehicles, based on age and mileage, we have included the Equipment Replacement Analysis report under the Fleet Plan Reports tab. This report will allow you to specify the age and mileage of the vehicles that you would like to review for replacement. For automobiles the recommended replacement criteria is six years and/or 90,000 miles. From this list you will be able to look at vehicles by department and review the current odometer, average annual usage, total maintenance cost, the operating cost per mile, the age in years, and the vehicle fuel type. **Note:** It is not necessary to provide this report with your submitted fleet plan.
- **Additional Vehicle Report:** A list of additional units needed to meet the operational needs of your agency. This report will be agency generated but must contain the same level of detail as the replacement report.

- **Final Replacement Report:** A final replacement list that includes a summary of the units outlined in the previous two reports. Additional information that is to be included in the final report is as follows:
  - Estimated replacement cost (Based on Appendix C)
  - When the replacement vehicle type is different from the vehicle being replaced please provide a comparison of the operating costs based upon the Fleet Statistic report generated in the previous section of the instructions.
  - Financing Requirements: ORC section 125.832 (A) (1) states that on and after July 1, 2005, each state agency shall acquire all passenger motor vehicles under the department's master leasing program. The completed fleet plan is to state to what extent the vehicle master lease is going to be used to acquire vehicles and the economic justification for doing so.

**Note:** Additional information may be provided in the final replacement report to support the replacement of vehicles.

## AFV Requirements

### Vehicle Acquisition

**Revised Code Section 125.834** (A) states that the department of administrative services shall ensure that all new motor vehicles acquired on and after July 1, 2006, by the state for use by state agencies under section 125.832 of the Revised Code are capable of using alternative fuels.

- i. The number of vehicles to be purchased during the fiscal year.
- ii. The number of vehicles to be replaced that are capable of using an alternative fuel.
- iii. Percentage of replacement vehicles that are capable of using an alternative fuel.
- iv. # of Replacements vehicles that are currently AFV that will be non AFV after replacement

An InfoCenter report entitled AFV Inventory Report - All Agencies.rpt has been provided under the Fleet Plan Reports tab to assist you in determining your AFV inventory.

### Fleet Average Fuel Economy

**Revised Code Section 123.011** (F)(1) states that the office of energy services shall require all state agencies, departments, divisions, bureaus, offices, units, commissions, boards, authorities, quasi-governmental entities, institutions, and state institutions of higher education to implement procedures ensuring that all their passenger automobiles acquired in each fiscal year, except for those passenger automobiles acquired for use in law enforcement or emergency rescue work, achieve a fleet average fuel economy of not less than the fleet average fuel economy for that fiscal year as shall be prescribed by the office by rule. The office shall promulgate the rule prior to the beginning of the fiscal year in accordance with the average fuel economy standards established pursuant to federal law for passenger automobiles manufactured during the model year that begins during the fiscal year.

(2) Each state agency, department, division, bureau, office, unit, commission, board, authority, quasi-governmental entity, institution, and state institution of higher education shall determine its fleet average fuel economy by dividing:

(a) The total number of passenger vehicles acquired during the fiscal year, except for those passenger vehicles acquired for use in law enforcement or emergency rescue work, by

(b) A sum of terms, each of which is a fraction created by dividing:

(i) The number of passenger vehicles of a given make, model, and year, except for passenger vehicles acquired for use in law enforcement or emergency rescue work, acquired during the fiscal year, by

(ii) The fuel economy measured by the administrator of the United States environmental protection agency, for the given make, model, and year of vehicle, that constitutes an average fuel economy for combined city and highway driving.

The submitted plan for FY10 is to include a completed calculation worksheet (Appendix D) that establishes the Fleet Average Fuel Economy for the vehicles that will be acquired during the fiscal year. A calculation worksheet may be found under the Fleet Plan tab at the following website; <http://www.das.ohio.gov/gsd/Fleet/Fltmail.htm>

### **Reduce Dependence on Foreign Oil**

**Executive Order 2007-02S**– Each state agency is directed to take action immediately to reduce our dependence on foreign oil by requiring motor vehicle fleets operated by state government to acquire alternative fuel vehicles, including hybrid electric vehicles. Each state Agency will develop a set of numerical goals, with a timeline for acquiring these vehicles. These plans were to be submitted when the Executive Order was enacted

### **Vehicle Disposal Status Report**

The vehicle disposal status report is to be used to compare the number of vehicles identified as salvage to the number of vehicles actually sold during the previous fiscal year. A report of the vehicles that have been sold through State Surplus is available in the Equipment Salvages by Department report located under the Fleet Plan Reports tab in InfoCenter. The agency is required to review last years replacement plan and identify any discrepancies between the vehicles that were proposed as salvage vehicles and those actually sold. Also the agency is to state the number of vehicles that are currently on order that have not been received. This may be accomplished by supplying a copy of your FY09 Replacement Plan and adding an additional column called "Status" to track your results. The status codes are to designate if the new unit is "On Order", "Received/Sale Pending", "Received/Sold" where Sale Pending and Sold represent the status of the old unit listed on the Replacement Plan.

## **V. Vehicle Assignment Review**

Ohio Revised Code Section 125.832 (L) states the director also shall adopt rules that prohibit, except in very limited circumstances, the exclusive assignment of state-owned, leased, or pooled motor vehicles to state employees. In August 2006, Administrative Rule 123:6-1-02, Assignment of Motor Vehicles, became effective to provide guidance regarding the assignment of vehicles. Specifically, the rule states that each state agency shall limit the size of its fleet and maximize the number of pool vehicles. This section of the fleet plan is to examine the ratio of pool vehicles to assigned vehicles and demonstrate that pool vehicles are being utilized to the greatest extent possible. If your ratio of DAS Authority pool vehicles to DAS Authority assigned vehicles is less than one then you must provide additional information explaining why pool vehicles cannot be fully utilized.

In July 2006, each agency that had submitted long term vehicle assignments to the Office of Fleet Management was notified that we had introduced an on-line vehicle assignment application to administer the submission and approval of assignment requests in lieu of using the paper Vehicle Long Term Assignment Authorization Request Form, ADM 3011. Therefore, the submitted plan is to include a verification of the vehicle assignment information submitted to and maintained by the Office of Fleet Management. The number of assigned vehicles in the Pool to Assignment Ratio report is to correspond to the number of vehicles listed in the Equipment Assignments Report.

To assist you in preparing this portion of your plan we have developed the following reports which are located under Fleet Plan Reports tab.:

- Equipment Assignments Report (Export as Excel 97-2000 data only)
- Pool to Assignment Ratio Report (Export as Excel 97-2000 data only)

## **VI. Mileage Reimbursement Review**

Section 125.832 (L) of the Revised Code prohibits the reimbursement under section 126.31 of the Revised Code of state employees who use their own motor vehicles for any mileage that they incur above an amount that the department shall determine annually. The projected amount for fiscal year 2009 has been calculated to be \$3,328, which equates to 7,395 miles, per the break-even analysis in Appendix A. We have developed the Mileage Reimbursements by Fiscal Year that is located in InfoCenter under the Fleet Reports tab.. The report is to be used to project whether or not there will be any employees that receive mileage reimbursement payments in excess of the break-even point for fiscal year 2009. Please remember that when using the Mileage Reimbursement provided

that the data for fiscal year 2009 is only the first three quarters of activity and it will be necessary to project the annual amount for 2009. For all previous years there is four quarters worth of data contained in the report.

The review of this section of the fleet plan will occur several times throughout the year. The initial review will be made upon receipt to establish a baseline for the number of employees projected to receive reimbursement payments that are in excess of the established breakeven amount. To make this projection we will be using the \$.45 mileage rate. If the projections indicate that there will be employees that receive reimbursements in excess of the break-even point then the submitted agency fleet plan must demonstrate that the state agency has exhausted all reasonable transportation alternatives and that the excess mileage incurred by the agency employee is unavoidable. The completed fleet plan is to include a finished copy of the Mileage Reimbursement report with all projections.

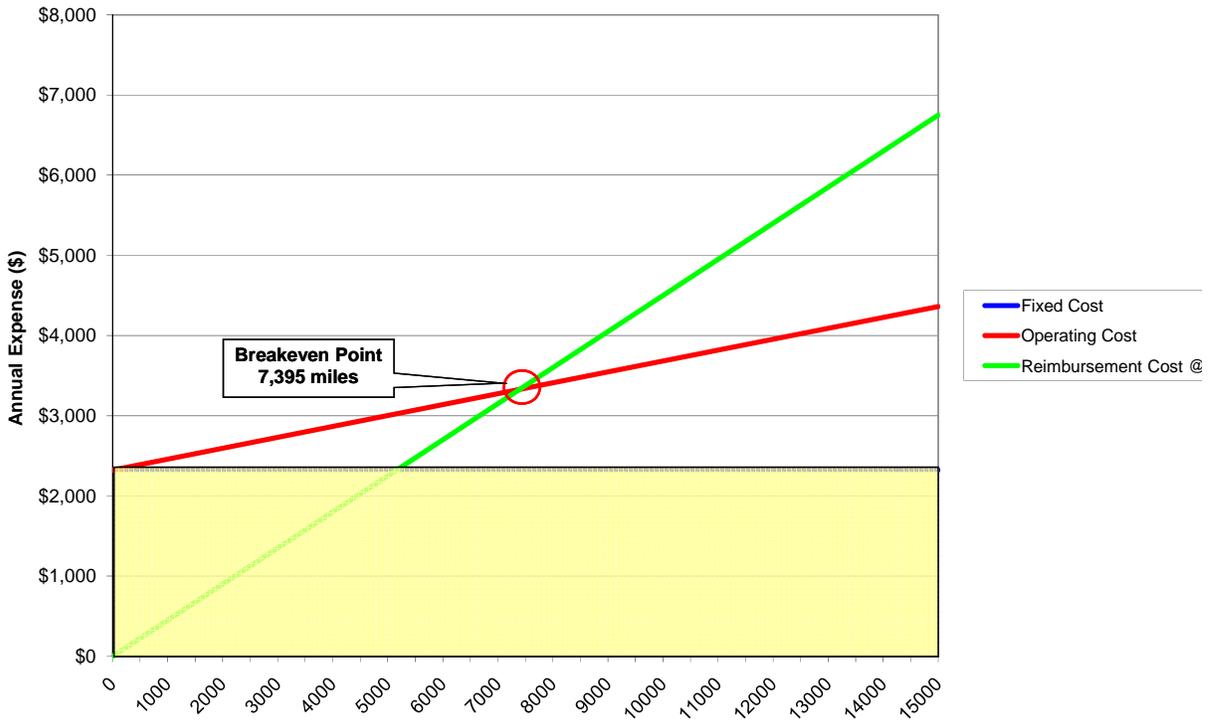
## **VII. Assistance**

To assist you in the development of your fleet plan the office of Fleet Management has posted a sample copy of DAS' individual fleet plan reports on the fleet website and offering a one day training session on July 7<sup>th</sup>. The training session will be held from 9:30 to 11:00am in the Willow Conference Room at 4200 Surface Road starting at 9:30am and will end at 11:00 am. To register for the class please contact Lena Carter, [lena.carter@das.state.oh.us](mailto:lena.carter@das.state.oh.us) at 614.466.6607 prior to June 30,2009. All inquiries may be directed to Luz Allende, [luz.allende@das.state.oh.us](mailto:luz.allende@das.state.oh.us) or William Simon, [william.simon@das.state.oh.us](mailto:william.simon@das.state.oh.us) at anytime during the process. All questions and responses shall be posted to the fleet website as a Frequently Asked Question under the Fleet Plan tab.

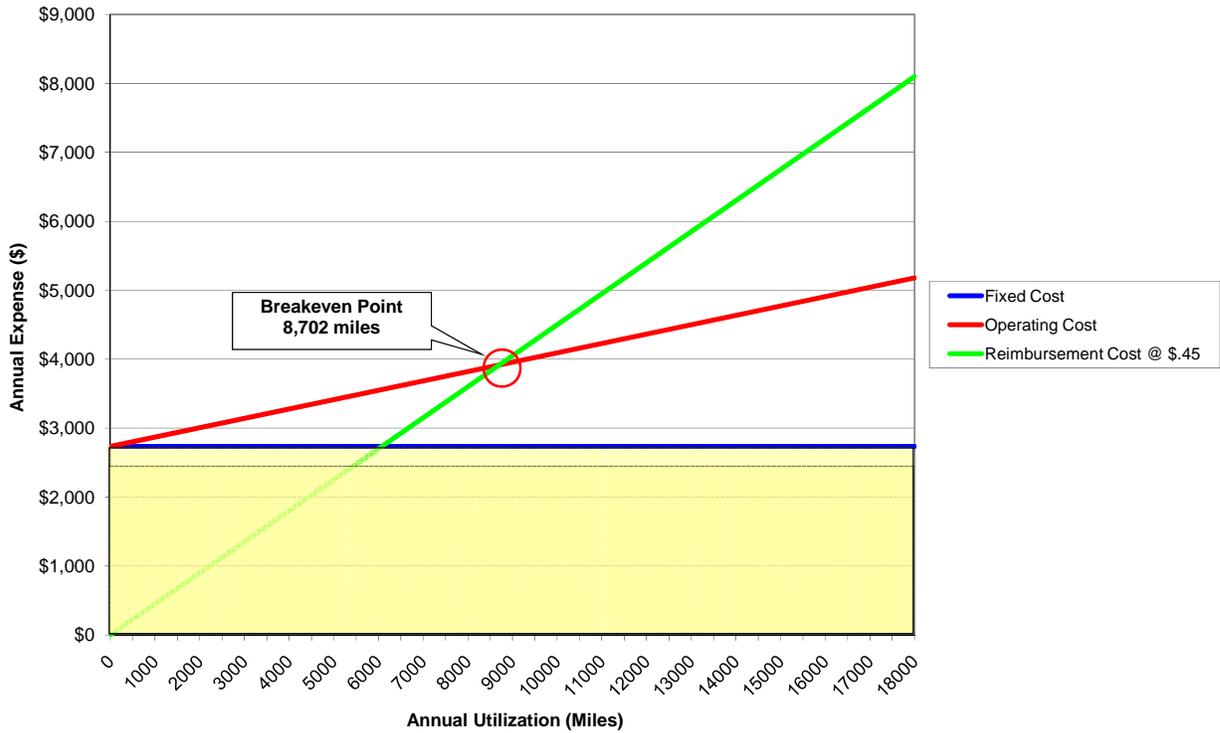
## Appendix A – Break-even Analysis@ \$.45/Mile

	<u>Mid-Size Sedan (@ 6yr/15,000)</u>	<u>Mid-Size Sedan (@ 5yr/18,000)</u>	<u>Mid-Size Sedan (@ 4yr/22,500)</u>	<u>Mid-Size Sedan (@ 3yr/30,000)</u>
<b>Fixed Cost:</b>				
Original Base Acq. Price	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Original Options Acq. Price				
Total Original Acq. Price	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Projected Resale	\$2,720.00	\$2,880.00	\$3,040.00	\$3,200.00
Resale Percentage	17%	18%	19%	20%
Depreciable Amount	\$13,280.00	\$13,120.00	\$12,960.00	\$12,800.00
Annual Depreciation / years	\$2,213.33	\$2,624.00	\$3,240.00	\$4,266.67
Annual Insurance Cost	\$110.00	\$110.00	\$110.00	\$110.00
Total Fixed Cost	\$2,323.33	\$2,734.00	\$3,350.00	\$4,376.67
Monthly Depreciation / mos.	\$184.44	\$218.67	\$270.00	\$355.56
<b>Annual Operating Cost Calculation (City):</b>				
Fuel	\$1,642.86	\$1,971.43	\$2,464.29	\$3,285.71
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.150	\$0.150	\$0.150	\$0.150
Projected Operating Cost per Month	\$186.90	\$224.29	\$280.36	\$373.81
<b>Annual Operating Cost Calculation (HWY):</b>				
Fuel	\$1,232.14	\$1,478.57	\$1,848.21	\$2,464.29
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.122	\$0.122	\$0.122	\$0.122
Projected Operating Cost per Month	\$152.68	\$183.21	\$229.02	\$305.36
<b>Annual Operating Cost Calculation (Combined):</b>				
Fuel	\$1,437.50	\$1,725.00	\$2,156.25	\$2,875.00
Oil Changes	\$150.00	\$180.00	\$225.00	\$300.00
Other Maintenance	\$450	\$540	\$675	\$900
Tax/Title/Registration	\$0	\$0	\$0	\$0
Projected Operating CPM	\$0.136	\$0.136	\$0.136	\$0.136
Projected Operating Cost per Month	\$169.79	\$203.75	\$254.69	\$339.58
<b>Assumptions</b>				
Annual Mileage	15,000	18,000	22,500	30,000
Fuel (Cost/Gallon)	\$2.30	\$2.30	\$2.30	\$2.30
Oil Change Cost (\$)	\$40.00	\$40.00	\$40.00	\$40.00
Oil Change Interval (Miles)	4,000	4,000	4,000	4,000
Estimated Maintenance \$/Mile	\$0.03	\$0.03	\$0.03	\$0.03
EPA Mileage (City)	21	21	21	21
EPA Mileage (Highway)	28	28	28	28
EPA Mileage (Combined)	24	24	24	24
<b>Mileage Reimbursement Rate</b>	\$0.45	\$0.45	\$0.45	\$0.45
<b>Breakeven Point (Miles)</b>	7,395	8,702	10,663	13,931

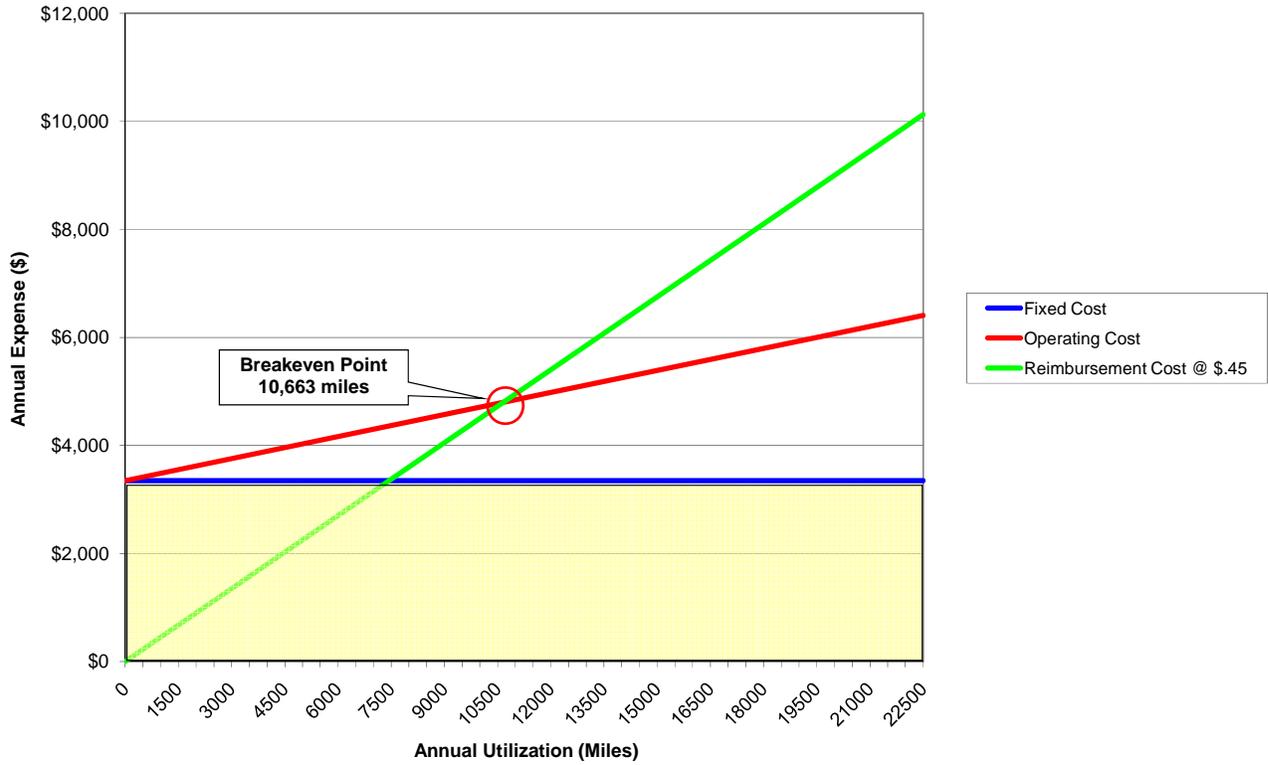
**FY10 Mileage Breakeven Analysis @ \$.45  
6 Years/15,000 Miles**



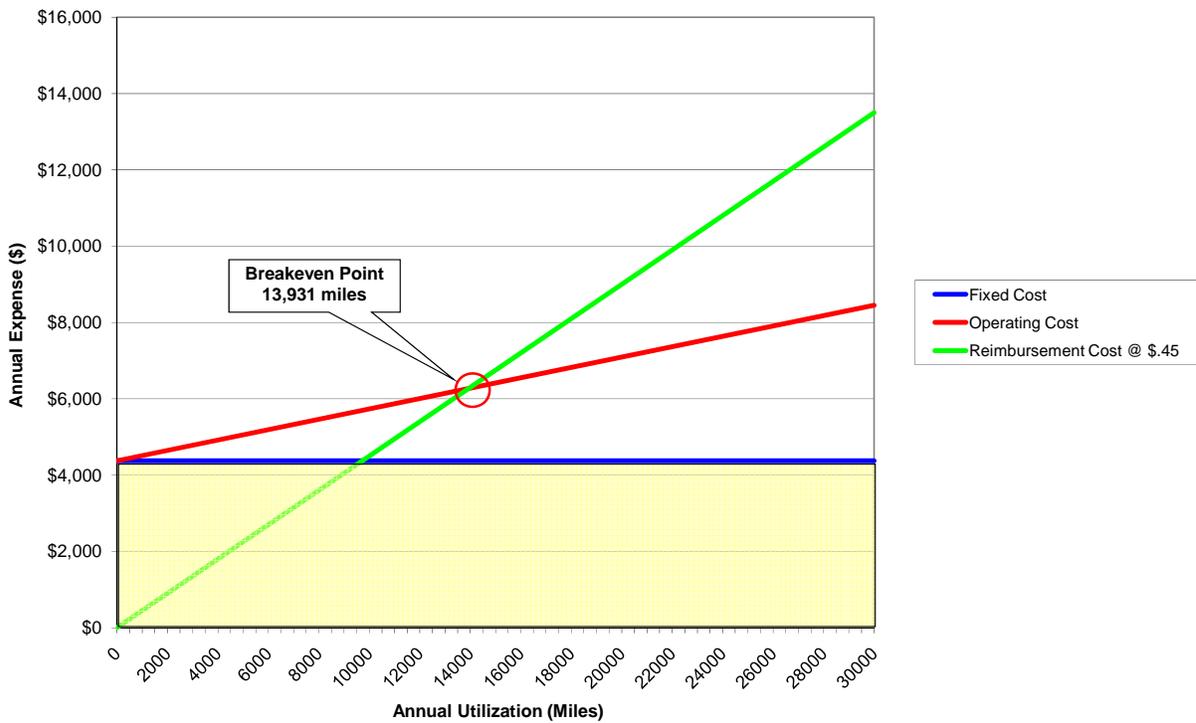
**FY10 Mileage Breakeven Analysis @ \$.45  
5 Years/18,000 Miles**



**FY10 Mileage Breakeven Analysis - \$.45**  
**4 Year/22,500 Miles**



**FY10 Mileage Breakeven Analysis @\$.45**  
**3 Years/30,000 Miles**



**Appendix B**

**VEHICLE INVENTORY CERTIFICATION**

Fiscal Year 2009

I certify that \_\_\_\_\_ has \_\_\_\_\_  
Agency Number

active vehicles as of *Date Completed*, and that this is accurately reflected in the Department of Administrative Services' FleetOhio Application.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

## Appendix C Passenger Vehicle Contract

2010 Item No.	2010 Description	Estimated Purchase Cost (\$)
1A	Sedan - Compact - Gasoline	\$ 12,177
1B	Sedan - Compact - Hybrid	\$ 23,344
2A	Sedan - Midsize - Gasoline	\$ 15,950
2B	Sedan - Midsize - Flex Fuel	\$ 15,950
2C	Sedan - Midsize - Hybrid	\$ 21,024
3A	Van - Compact - 7 Pass. - Gasoline	\$ 18,877
3B	Van - Compact - 7 Pass. - Flex Fuel	\$ 18,369
4A	Van - Full Size - 8 Pass. - Gasoline	\$ 17,803
4B	Van - Full Size - 8 Pass. - Flex Fuel	\$ 18,752
5A	Van - Full Size - 12 Pass. - Gasoline	\$ 20,196
6A	Van - Full Size - 15 Pass. - Gasoline	\$ 21,207

## Truck/Cargo Van Contract

2010 Item No.	2010 Description	Estimated Purchase Cost (\$)
1A	Sport Utility Vehicle - Subcompact - Gasoline	\$ 16,642
1B	Sport Utility Vehicle - Subcompact - Hybrid	\$ 25,272
2A	Sport Utility Vehicle - Compact - Gasoline	\$ 20,439
2B	Sport Utility Vehicle - Compact - Flex Fuel	\$ 23,647
2C	Sport Utility Vehicle - Compact - Diesel	\$ 29,990
3A	Sport Utility Vehicle - Midsize - Gasoline	\$ 22,526
3B	Sport Utility Vehicle - Midsize - Flex Fuel	\$ 22,526
4A	Sport Utility Vehicle - Large - Gasoline	\$ 30,521
5A	Cargo Van - Compact - 5,000 lbs. GVWR - Gasoline	\$ 15,808
5B	Cargo Van - Compact - 5,000 lbs. GVWR - Flex Fuel	\$ 15,808
6A	Cargo Van - Full Size - 7,000 lbs. GVWR - Gasoline	\$ 15,085
6B	Cargo Van - Full Size - 7,000 lbs. GVWR - Flex Fuel	\$ 15,081
7A	Cargo Van - Full Size - 8,500 lbs. GVWR - Gasoline	\$ 15,833
7B	Cargo Van - Full Size - 8,500 lbs. GVWR - Flex Fuel	\$ 15,944
7C	Cargo Van - Full Size - 8,500 lbs. GVWR - Diesel	\$ 22,077
8A	Cargo Van - Full Size - 9,400 lbs. GVWR - Gasoline	\$ 17,594
8C	Cargo Van - Full Size - 9,400 lbs. GVWR - Diesel	\$ 23,059
10A	Pickup - Compact - 2WD - Regular Cab - Gasoline	\$ 11,457
11A	Pickup - Compact - 2WD - Extended Cab - Gasoline	\$ 13,813
11B	Pickup - Compact - 2WD - Extended Cab - Flex Fuel	\$ 16,595
12A	Pickup - Compact - 4WD - Extended Cab - Gasoline	\$ 16,808
12B	Pickup - Compact - 4WD - Extended Cab - Flex Fuel	\$ 19,283
13A	Pickup - Compact - 4WD - Crew Cab - Gasoline	\$ 19,081
13B	Pickup - Compact - 4WD - Crew Cab - Flex Fuel	\$ 20,255

14A	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Gasoline	\$ 13,147
14B	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 14,470
15A	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Gasoline	\$ 16,972
15B	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	\$ 17,706
16A	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Gasoline	\$ 17,741
16B	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 17,963
17A	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Gasoline	\$ 20,365
17B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	\$ 20,094
18A	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 6' Bed - Gasoline	\$ 18,859
18B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 6' Bed - Flex Fuel	\$ 19,302
19A	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs GVWR 8' Bed - Gasoline	\$ 16,126
19B	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Diesel	\$ 21,758
20A	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 18,776
20B	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Diesel	\$ 24,081
21A	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed - Gasoline	\$ 18,283
21B	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed - Diesel	\$ 23,798
22A	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 20,949
22B	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed - Diesel	\$ 26,548
23A	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 19,310
23B	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Diesel	\$ 25,414
24A	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	\$ 21,957
24B	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Diesel	\$ 27,943
25A	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 17,163
25B	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Diesel	\$ 22,533
26A	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 21,053
26B	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Diesel	\$ 25,677
27A	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 20,549
27B	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Diesel	\$ 25,431
28A	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 22,971
28B	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Diesel	\$ 28,046
29A	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	\$ 20,985
29B	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - Diesel	\$ 26,067
30A	Cab & Chassis - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR - Gasoline	\$ 17,818
30B	Cab & Chassis - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR - Diesel	\$ 21,178
31A	Cab & Chassis - Full Size 4WD - Regular Cab - 10,500 GVWR - Gasoline	\$ 19,449
31B	Cab & Chassis - Full Size 4WD - Regular Cab - 10,500 GVWR - Diesel	\$ 24,968
32A	Cab & Chassis - Full Size - 2WD - Extended Cab - 10,500 GVWR - Gasoline	\$ 19,803
32B	Cab & Chassis - Full Size - 2WD - Extended Cab - 10,500 GVWR - Diesel	\$ 23,428
33A	Cab & Chassis - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR - Gasoline	\$ 22,158
33B	Cab & Chassis - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR - Diesel	\$ 25,994
34A	Cab & Chassis - Full size - 2WD - Crew Cab - 10,500 lbs. GVWR - Gasoline	\$ 19,963
34B	Cab & Chassis - Full size - 2WD - Crew Cab - 10,500 lbs. GVWR - Diesel	\$ 25,577

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10A	Pickup - Compact - 2WD - Regular Cab - Gasoline	11,288.00
11A	Pickup - Compact - 2WD - Extended Cab - Gasoline	13,609.00
11B	Pickup - Compact - 2WD - Extended Cab - Flex Fuel	16,350.00
12A	Pickup - Compact - 4WD - Extended Cab - Gasoline	16,560.00
12B	Pickup - Compact - 4WD - Extended Cab - Flex Fuel	18,998.00
13A	Pickup - Compact - 4WD - Crew Cab - Gasoline	18,798.78
13B	Pickup - Compact - 4WD - Crew Cab - Flex Fuel	19,956.00
14A	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Gasoline	12,953.00
14B	Pickup - Full Size - 2WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	14,256.00
15A	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Gasoline	16,721.00
15B	Pickup - Full Size - 4WD - Regular Cab - 6,400 lbs. 8' Bed - Flex Fuel	17,444.00
16A	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Gasoline	17,479.00
16B	Pickup - Full Size - 2WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	17,698.00
17A	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Gasoline	20,064.00
17B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 8' Bed - Flex Fuel	19,797.00
18A	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 6' Bed - Gasoline	18,580.00
18B	Pickup - Full Size - 4WD - Extended Cab - 6,400 lbs. GVWR 6' Bed - Flex Fuel	19,017.00
19A	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs GVWR 8' Bed - Gasoline	15,888.00
19B	Pickup - Full Size - 2WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Diesel	21,436.00
20A	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	18,499.00
20B	Pickup - Full Size - 4WD - Regular Cab - 8,500 lbs. GVWR 8' Bed - Diesel	23,725.00
21A	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed - Gasoline	18,012.32
21B	Pickup - Full Size - 2WD - Extended Cab - 8,500 lbs GVWR 8' Bed - Diesel	23,446.52
22A	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	20,639.14
22B	Pickup - Full Size - 4WD - Extended Cab - 8,500 lbs. GVWR 8' Bed - Diesel	26,156.00
23A	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	19,025.00
23B	Pickup - Full Size - 2WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Diesel	25,038.14
24A	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Gasoline	21,633.00
24B	Pickup - Full Size - 4WD - Crew Cab - 8,500 lbs. GVWR 8' Bed - Diesel	27,530.00
25A	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	16,909.00
25B	Pickup - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Diesel	22,200.00
26A	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	20,742.00
26B	Pickup - Full Size - 4WD - Regular Cab - 10,500 lbs. GVWR 8' Bed - Diesel	25,297.32
27A	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	20,245.00
27B	Pickup - Full Size - 2WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Diesel	25,054.74
28A	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	22,632.00
28B	Pickup - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR 8' Bed - Diesel	27,632.00
29A	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - Gasoline	20,675.00
29B	Pickup - Full Size - 2WD - Crew Cab - 10,500 lbs. GVWR 8' Bed - Diesel	25,682.00

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30A	Cab & Chassis - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR - Gasoline	17,555.00
30B	Cab & Chassis - Full Size - 2WD - Regular Cab - 10,500 lbs. GVWR - Diesel	20,865.00
31A	Cab & Chassis - Full Size 4WD - Regular Cab - 10,500 GVWR - Gasoline	19,162.00
31B	Cab & Chassis - Full Size 4WD - Regular Cab - 10,500 GVWR - Diesel	24,599.00
32A	Cab & Chassis - Full Size - 2WD - Extended Cab - 10,500 GVWR - Gasoline	19,510.00
32B	Cab & Chassis - Full Size - 2WD - Extended Cab - 10,500 GVWR - Diesel	23,082.00
33A	Cab & Chassis - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR - Gasoline	21,831.00
33B	Cab & Chassis - Full Size - 4WD - Extended Cab - 10,500 lbs. GVWR - Diesel	25,610.00
34A	Cab & Chassis - Full size - 2WD - Crew Cab - 10,500 lbs.GVWR - Gasoline	19,668.00
34B	Cab & Chassis - Full size - 2WD - Crew Cab - 10,500 lbs.GVWR - Diesel	25,199.00

**Appendix D**

**Fleet Average Fuel Economy (FAFE)**

Year	Make	Model	Engine Size, Gasoline, Flex Fuel	Number of Vehicles	EPA Mileage Rating Combined	# of Vehicles divided by EPA combined
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
<b>Total Vehicles Acquired</b>					<b>Sum of Vehicle/EPA Rating Ratio</b>	

**Fleet Average Fuel Economy** 0

**Instructions**

1. Applies to passenger vehicles acquired during the fiscal year. Group by Year, Make, and Model. For each group enter the number of vehicles.
2. Does not apply passenger vehicles acquired for use in law enforcement or emergency rescue work.
3. Enter the Combined EPA Mileage Rating for the group of vehicles identified. The Combined EPA Mileage Ratings are to be obtained from <http://www.fueleconomy.gov/feg/calculatorSelectYear.jsp>
4. The Combined EPA Mileage Rating used is to be for the engine/fuel type for the given vehicle group.
5. Insert additional rows as needed.

**Note:**

The electronic version of the form may be downloaded from the Fleet Management website, <http://www.das.ohio.gov/gsd/Fleet/Fltmail.htm>