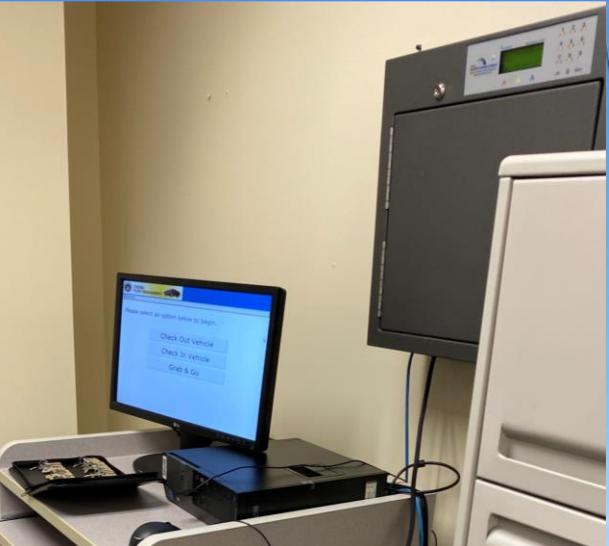


# Motor Pool for Utility Fleets



[info@AgileFleet.com](mailto:info@AgileFleet.com)

[www.agilefleet.com](http://www.agilefleet.com)

(571) 498-7555

# INTRODUCTION



**Ron Katz**  
Senior Director of  
National  
Accounts, Agile  
Fleet



**Micheal Farley**  
Senior Fleet  
Administrator,  
Basin Electric  
Power Cooperative  
(BEPC)

- What were the challenges faced by BEPC?
- What were the efficiencies and savings generated with technology?
- Real-world success story - BEPC
- How you can write your own utility fleet success story

# BEPC: Overview of Operations



## Basin Electric Power Cooperative



- On-site Plant Vehicles and Equipment
- Motor Pools for administrative travel
- DOT Fleet for maintaining over 2,500 miles of high-voltage transmission line

- Consumer-owned by our 131-member cooperative systems.
- Serve nine states with coal, gas, wind, and solar power generation and transmission.
- Over 1200 fleet units from lawnmowers to earth moving equipment.
- 23 fleet locations



Original motor pool system was not offering clarity, consistency, or efficiencies.



- Manual management of a preexisting motor pool.
- Excessive time spent managing reservations, handing out keys, and dealing with vehicle returns.
- Few metrics were kept on vehicle usage or mileage.
- Vehicle purchases and replacements were made based on age and by choice of supervisors and buyers, not based on data.
- There was no reporting on utilization.
- No long-term planning because data did not exist to support it.
- Mileage was collected inconsistently from either a trip-sheets or expense sheets turned in at the end of the month.
- Excessive use of assigned or Personal Use vehicles exclusive to one employee.

## Basin Electric Power Cooperative wanted to...



- A real-time look into what is going on with the fleet
- Tools to empower a “proactive” culture versus a “reactive” one
- Unburden fleet staff and reduce costs by automating manual processes.
- Collect usage metrics needed to right-size the fleet based on utilization data and reports.
- Curb inefficient employee behavior such as not returning keys, keeping vehicles overnight, etc.
- **Reduce personal use.**

## Basin Electric Power Cooperative accomplishments...



- Web-based system provides an easy and efficient way for users to make online reservations.
- Installation of a secure key management system affords users round-the-clock access to vehicles when and where needed.
- The automated system records important information offering clear visibility of fleet status, including knowing which vehicles are available, who takes them, and when they are expected back.
- Automatically assigns vehicles to reservations based on highest/lowest mileage, last in, last out, and more.
- Data collected includes usage information about the vehicle, the user, and the department requesting the vehicle.
- Communicating and enforcing policy as drivers interacted with the system is painless and intuitive through the online welcome page, the reservation path, and confirmation emails.

## Basin Electric Power Cooperative savings...



- **BEPC has reduced the motor pools 25-30%. Agile Fleet estimates that annual carrying costs for vehicles ranges between \$3,000-\$6,000 per vehicle annually.**
- **Eliminating vehicles reduced BEPC's vehicle acquisition costs by approximately \$100,000 and continues to generate ongoing annual savings of \$20,000+.**
- **Assigned or Personal Use vehicles went from 63 to 16.**

- What does utilization mean to you and your fleet?
- Pandemic effect on fleet operations
- Benefits of automated motor pools
- Using technology to streamline fleet operations

## What's the role of fleet in your business?

Provide the equipment needed to effectively and efficiently complete your mission

- Effectively completing the mission requires that the “right” fleet assets are available and accessible
- Efficiently completing the mission means making fleet assets available in a cost-effective manner... often with a focus on:
  - Easy access to equipment when they are needed
  - The type and quantity of equipment

Access to basic metrics to highlight the “efficiency” and “effectiveness” of your fleet can be difficult:

- Insufficient data to understand basic fleet demographics and use
- Lack of fleet technology to easily understand utilization
- Lack of formal policies for acquisition, use, and disposal of vehicles and equipment
- Failure to adjust the size and composition of the fleet as organizational needs change
- A desire to keep old vehicles “in reserve” rather than dispose of them
- A tendency to manage the fleet size based on historical budgets

# UTILIZATION



*Can you describe your fleet, and fleet use,  
in discrete numbers?*

# UTILIZATION

“We really need  
more vehicles to  
do our job”

Department  
Head

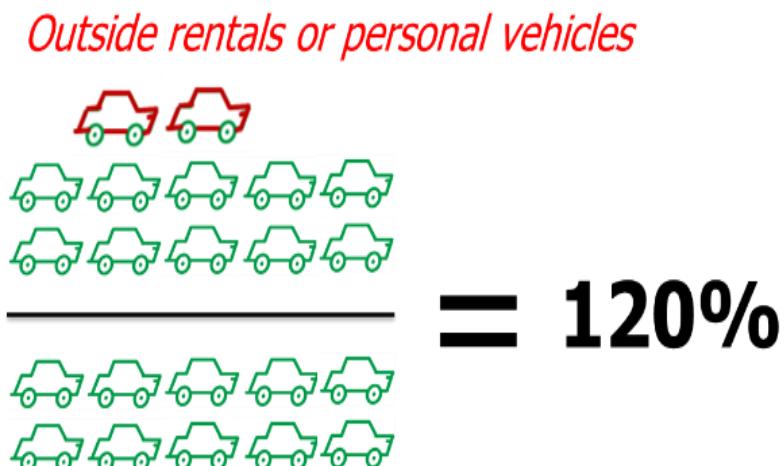
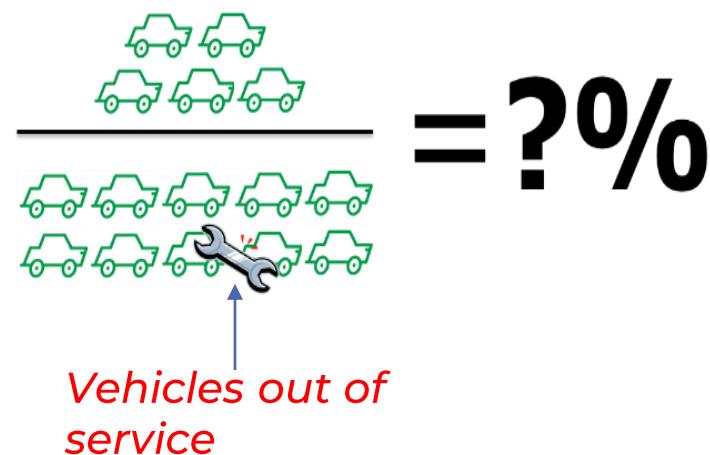
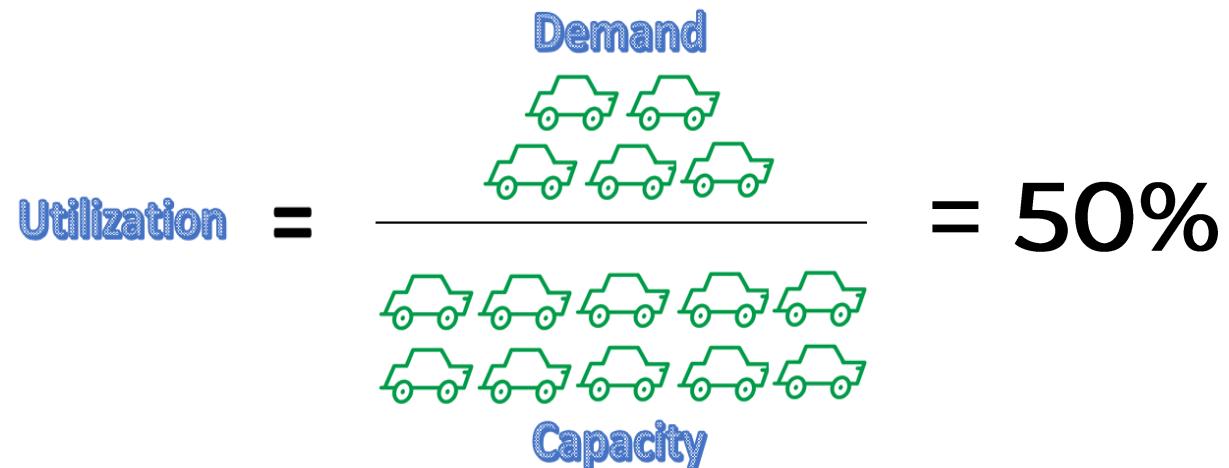


“My gut tells  
me we have  
too many  
vehicles”

Fleet  
Manager

*Without discrete metrics,  
decisions can be difficult to justify*

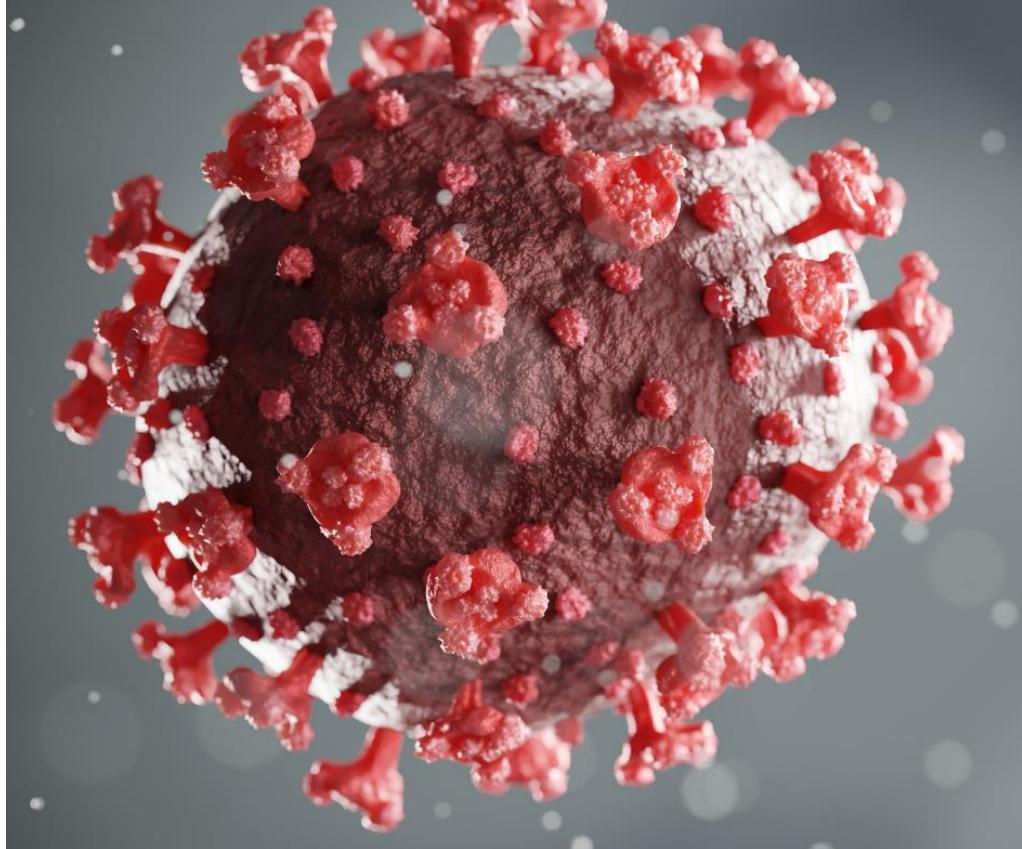
# UTILIZATION DEFINED



Metric  
— =  
Goal or  
Benchmark

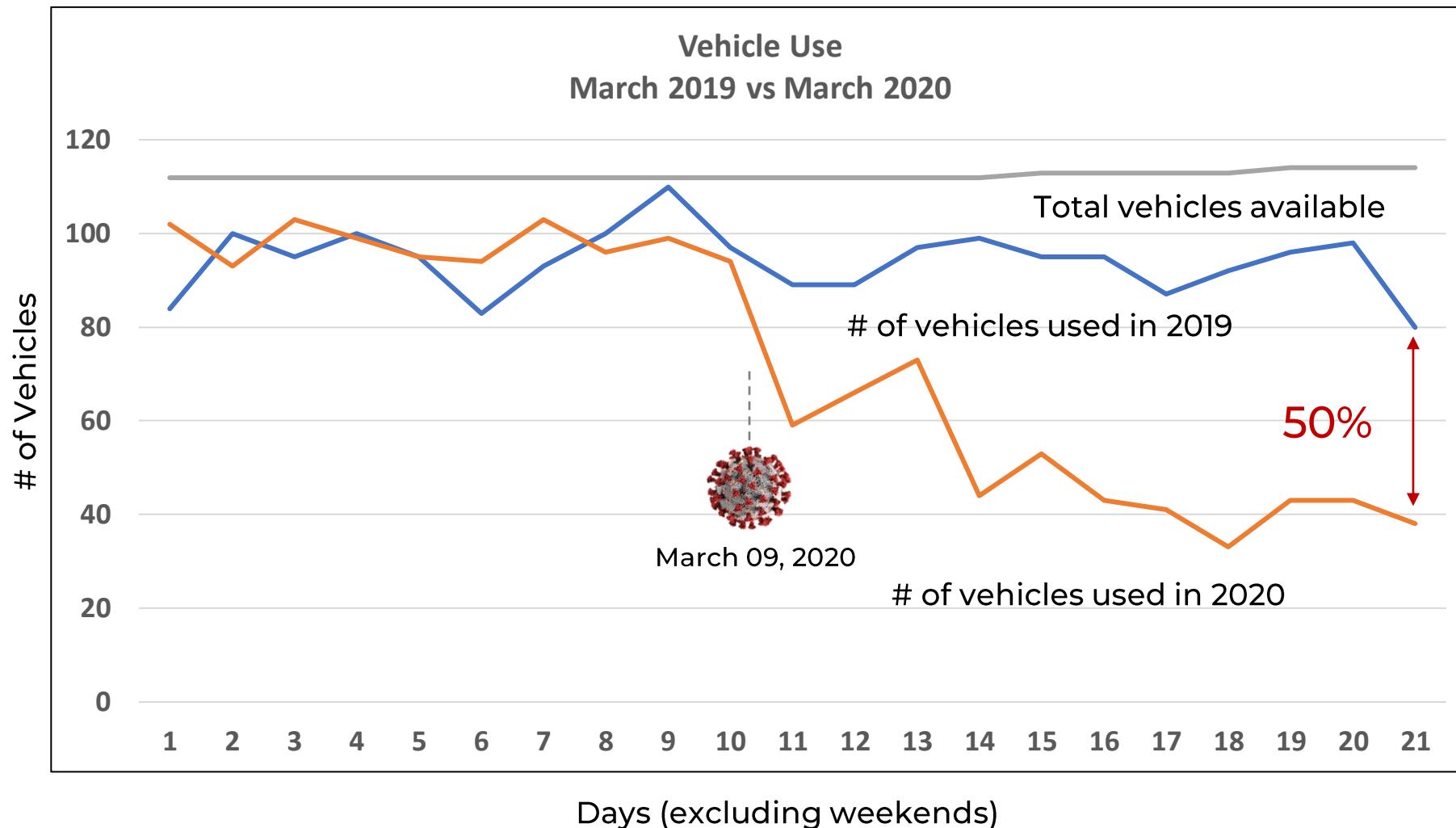
Common example in fleet:

$$\frac{\text{Distance Traveled per month}}{\text{Mandated miles per month}} = \frac{950}{800} = 119\%$$



*How has the  
Pandemic  
Impacted Fleet?*

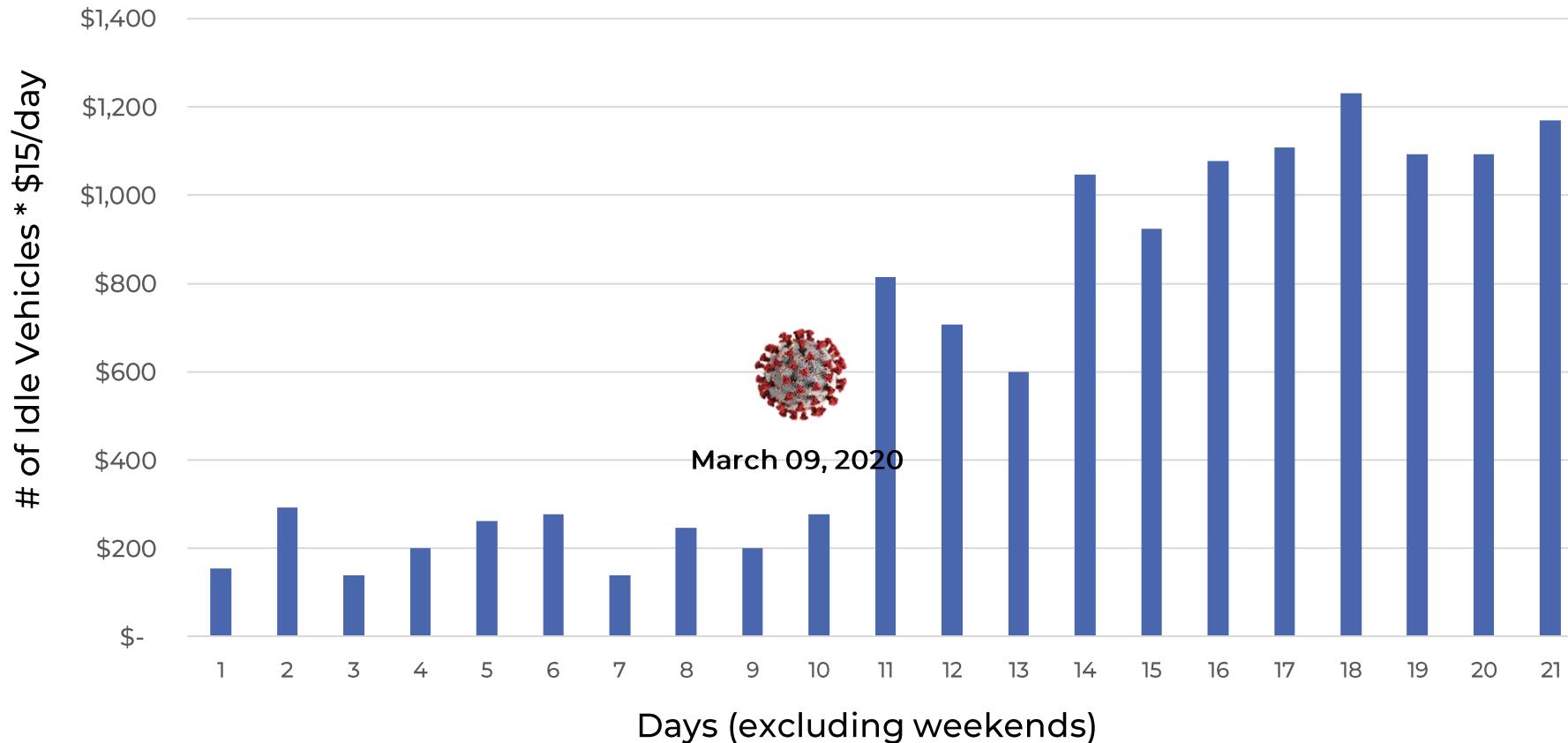
# PANDEMIC EFFECT ON FLEET



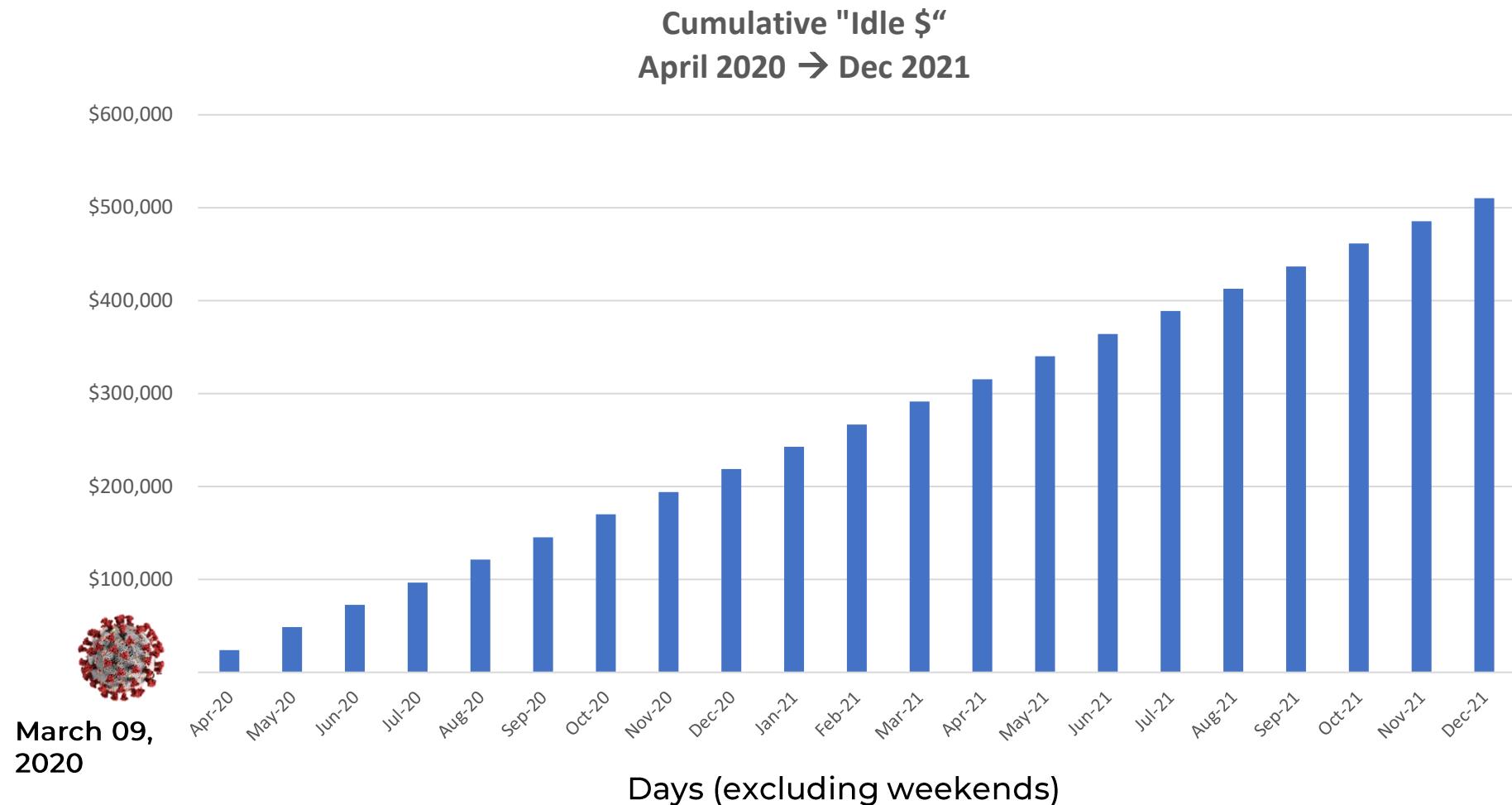
# PANDEMIC EFFECT ON FLEET



Excess Cost Per Day @ \$15/Day/Vehicle  
March 2020



# PANDEMIC EFFECT ON FLEET

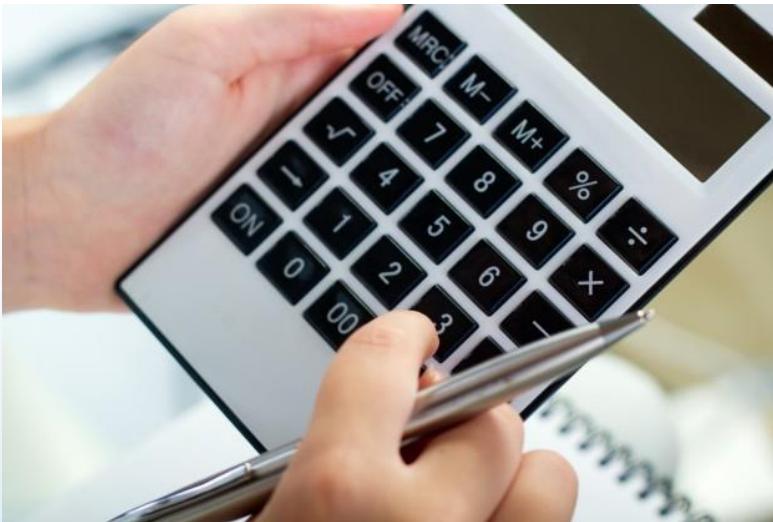


# CALCULATE YOUR COSTS



- *Take a moment to calculate the cost of idle vehicles on our website with our Live Fleet Waste Calculator*
- *You may be surprised at the numbers!*

[www.AgileFleet.com](http://www.AgileFleet.com)



*Wondering how much idle vehicles are costing your organization since COVID-19 started?*

**Calculate it now with our exclusive Fleet Waste Calculator**

The global pandemic has left thousands of vehicles sitting idle in parking lots, and costs continue to mount. Financial officers, business analysts, and fleet managers haven't started making substantive adjustments to their operations. Why? We hear:

- "We don't know when the pandemic will end."
- "different our vehicle needs will be after the pandemic."
- "already established and it's hard to change."
- "leases."
- "don't want."
- "eventually need vehicles, so we

The best way to understand what's happening to your fleet and make fleet changes is to start by learning what's happening to the cost of idle vehicles. To get a big-picture estimate of the cost of idle vehicles, follow this formula:

$$\begin{aligned} &\# \text{ of Idle Vehicles} \\ &\times \text{ daily carrying cost of a vehicle} \\ &\times \# \text{ of days until anticipated return-to-normal} \\ &= \text{Total cost of idle vehicles} \end{aligned}$$

How much are idle vehicles costing you? Enter your numbers in our calculator and find out. The cost may alarm you. *A fleet of only 100 vehicles with an ongoing utilization rate of 5% would have a total pandemic impact of \$630,907 if we don't return to normal until November of 2021.*

The good news is we can help you with a near term, mid-term, and long-term plan to transition to post-pandemic reality. By right-sizing and right-typing your fleet you can get your fleet costs on track while achieving your mission.

Want some help with your recovery plan?

Fleet Waste Calculator: How Much are Idle Vehicles Costing Your Organization?

How many vehicles in your fleet?  
200

What % of vehicles are being utilized during COVID-19?  
Enter a whole number between 1-100.  
15 %

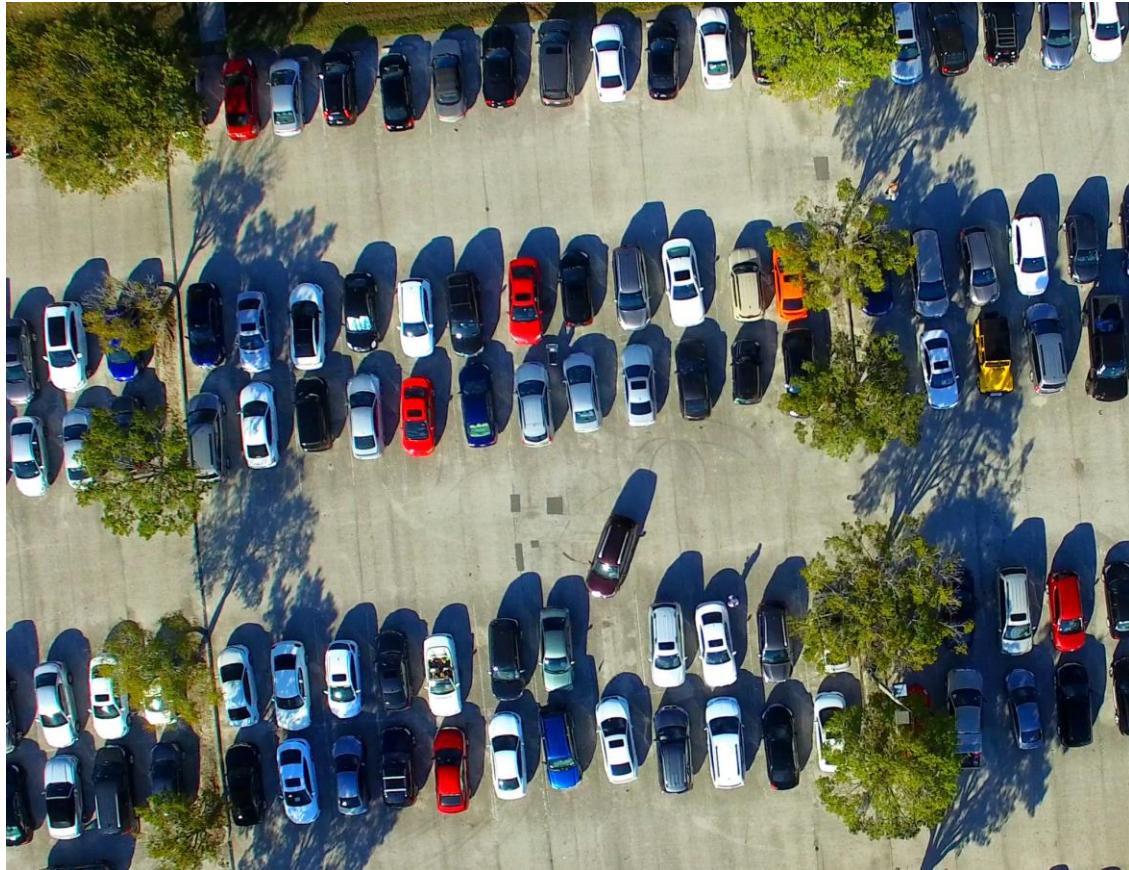
Average annual cost of one idle vehicle (includes maintenance, depreciation, insurance, parking, etc.)  
4,500  
3,000 4,000 5,000 6,000 7,000 8,000 9,000 10,000

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# AUTOMATED MOTOR POOL



*How Does  
Equipment Sharing  
Help?*

[info@AgileFleet.com](mailto:info@AgileFleet.com)

[www.agilefleet.com](http://www.agilefleet.com)

(571) 498-7555

- Right-size and right-type the fleet and reduce costs (\$3,500-\$6,000/vehicle/year)
- Eliminate departmental assigned vehicles
- Use vehicles more efficiently
- Unburden fleet staff
- Manage the custody of keys
- Communicate and enforce fleet policies
- Improve customer service
- Easily and accurately collect metrics!

## Overview

1

### Schedule / Coordinate Use



2

### Dispatch



3

### Reporting and Billing

- Configuration changes by site and usage type
- Driver-specific and vehicle-specific configurations
- Auto-import of driver-specific info on reservation form, e.g. acct info
- Customizable emails
- Buffers in between reservations
- Set max length of reservation
- Set hours of operation and holidays
- Enforce cancellation times
- Rules validation, driver's license

- Multiple types of dispatching, e.g.,
  - Staffed, Unstaffed via kiosk
  - Unstaffed via kiosk & key box
- No modification to vehicles
- Grab-n-Go last minute requests
- Secured keys
- Printed travel sheets
- Capturing "scheduled" versus actual dispatch times
- Late pickup and return Emails
- Auto-release extra time after early returns
- Seamless integration

- Utilization!
- Automated billing
- Dashboards to show current status, including "to-do" list, late pickups, and late returns
- Feedback reports to help improve service
- On-line status and reports for drivers
- Reports exportable to html or Excel formats
- FEEDBACK!

# MAKE A RESERVATION



FLEETCOMMANDER®

NATIONAL WATER AND POWER

Deborah Smith | Log Out

Home :: Administration :: Help :: About

Vehicle Reservation

**Request Information**  
Fleet staff can put additional help text or instructions here.

Usage Type:

Daily Rental  
 Long term lease

Select Site:

Chantilly  
Chambersburg  
Germantown

Cancel Request | Next (Continue Request)

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Privacy | Feedback

A red arrow points from the 'Daily Rental' radio button to the 'Select Site' dropdown menu, highlighting the selection process.

The 'Next (Continue Request)' button is also highlighted with a red box.

# MAKE A RESERVATION



**AF FLEETCOMMANDER®**

NATIONAL WATER AND POWER

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Home :: Administration :: Help :: About

**VEHICLE USE**

- MAKE RESERVATION
- MY SCHEDULE
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS
- ACCIDENTS/INCIDENTS

**INFORMATION**

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

**Vehicle Reservation - Start Request**

**Request Information**

Fleet staff can configure this Help text, for example:

**All Drivers:** Please help us keep costs down by picking up and returning vehicles on time. Your delays cost us money. If you will be late, call us in advance!

**Requestor Information**

User ID / name: dsmith / Deborah Smith  
E-mail address: dsmith@agilefleet.com  
Driver's user ID: dsmith (Deborah Smith) change

**Schedule Information**

Pick-up date / time: 06/05/2017 08:00 AM

Return date / time: 06/05/2017 09:30 AM

**Selection Information**

Usage Type: Daily Rental  
Site: Chantilly  
Type: Midsize Sedan   
Options:  GPS - Portable  Roof Rack - Hard Shell  Child Safety Seat

**View vehicle availability**

**Additional Information**

Destination: Staples Office Supplies  
Estimated Total Miles: 10  
Account information: 17-0543  
Comments (for example, the description of any special vehicle requirements)  
press Shift+Enter to begin a new line

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# RECEIVE A CONFIRMATION



The screenshot shows a software interface for fleet management. At the top, there are tabs for Vehicle Use, FleetShare, Kiosk, Maintenance, Incidents, Shop Mgr, and Technician. Below the tabs, there are two lists: 'Vehicles Departing (22)' and 'Vehicles Returning (21)'. A central search bar displays 'Friday, April 2, 2021' and a 'QwikFind' dropdown. A large red banner in the center says 'Reservation Approved'. Below the banner, a message states: 'Your recently placed reservation has been approved by Transportation Services. Please review the below details to ensure accuracy.' The details listed are: Driver (Katz, Ron), Requestor (Katz, Ron), Pick Up Date (11/05/2020 06:00 AM), Return Date (11/05/2020 05:00 PM), Vehicle Class (Small SUV - 5 Pass), and Assigned Vehicle (821815 (2015, GMC, Terrain, White)). At the bottom left, there are statistics: Vehicles in Use (0), Vehicles in Maintenance (0), and Users Pending (3). A system status icon is at the bottom right.

Vehicles Departing (22)

Attwat... 01:00 PM

Adams 01:00 PM

Vehicles Returning (21)

Goode 09:00 AM

Robert 01:00 PM

Gearhart 02:00 PM

Maranan 03:00 PM

Kerry 03:00 PM

**Reservation Approved**

Your recently placed reservation has been approved by Transportation Services. Please review the below details to ensure accuracy.

**Driver**  
Katz, Ron

**Requestor**  
Katz, Ron

**Pick Up Date**  
11/05/2020 06:00 AM

**Return Date**  
11/05/2020 05:00 PM

**Vehicle Class**  
Small SUV - 5 Pass

**Assigned Vehicle**  
821815 (2015, GMC, Terrain, White)

Vehicles in Use: 0

Vehicles in Maintenance: 0

Users Pending: 3

System 100%

*The reservation process is highly configurable to meet the needs of your internal customers*

### Configure the process as required:

- Settings can change:
  - Site-by-site, by Usage Type, driver-by-driver, vehicle-by-vehicle
- Screens are customizable, including:
  - Information that appears on forms
  - Fields that are mandatory or not required
  - The type of data that is collected for each field (e.g. Yes/No, date fields, text, #s)
  - Rules that are enforced (e.g., expired drivers license, account validation)
- Data can be pre-populated
- Drivers can view & choose vehicles
- Assignment of vehicles can be automated

# MOTOR POOL DASHBOARD



Vehicle Use   FleetShare   Kiosk   Maintenance   Incidents   Shop Mgr   Technician

### Vehicles Departing (22)

Attwat...	01:00 PM
Adams	01:00 PM
Washin...	04:00 PM
Smith	05:00 PM
Rowland	05:30 PM

### Vehicles Returning (21)

Goode	09:00 AM
Robert	01:00 PM
Gearhart	02:00 PM
Maranan	03:00 PM
Larry	03:00 PM
Lincoln	04:00 PM
Fitzpa...	05:00 PM
Roeder	06:00 PM
Rowland	06:00 PM
Polk	06:00 PM
Smith	08:00 PM
Mills	08:00 PM
Groff	08:00 PM
Eaton	08:00 PM
Attwat...	09:00 PM
Adams	09:00 PM
Smith	09:00 PM

### Motor Pool Activity

Pending Requests:	4
Change Requests:	0
Cancelled Requests:	1
Late for Pick-up:	0
Late for Return:	1
In Insp Vehicles:	3
Prep Vehicles:	0
Vehicles in Use:	20
Vehicles in Maintenance:	0
Users Pending:	3

### Fleet Statistics

Vehicles in Fleet: 45   Total Users: 33   Requests Today: 23   Requests Last Year: 62   Max Requests Per Day: 23   Avg Requests Per Day: 8

### Current Vehicle Availability

As of 4/21/2021 8:36:32 AM

Type	Avail
Compact Car:	1/3
Sedan:	3/3
7-Psgr Van:	1/1

### Fleet Capacity/Demand

The chart displays four data series: Departing (red bars), Returning (blue bars), Utilization (yellow line with triangles), and Capacity (light blue line with diamonds). The Y-axis ranges from 0 to 30, and the X-axis shows time from 12am to 11pm. Capacity remains constant at approximately 28. Utilization fluctuates between 0 and 30, peaking around 10am and 9pm. Departing and returning vehicles show a similar pattern, with peaks at 8am, 9am, and 10pm.

### Customer Satisfaction

A semi-circular gauge chart with three segments: Staff (green), Vehicles (orange), and System (yellow-green). The segments represent 0%, 25%, 50%, 75%, and 100%.

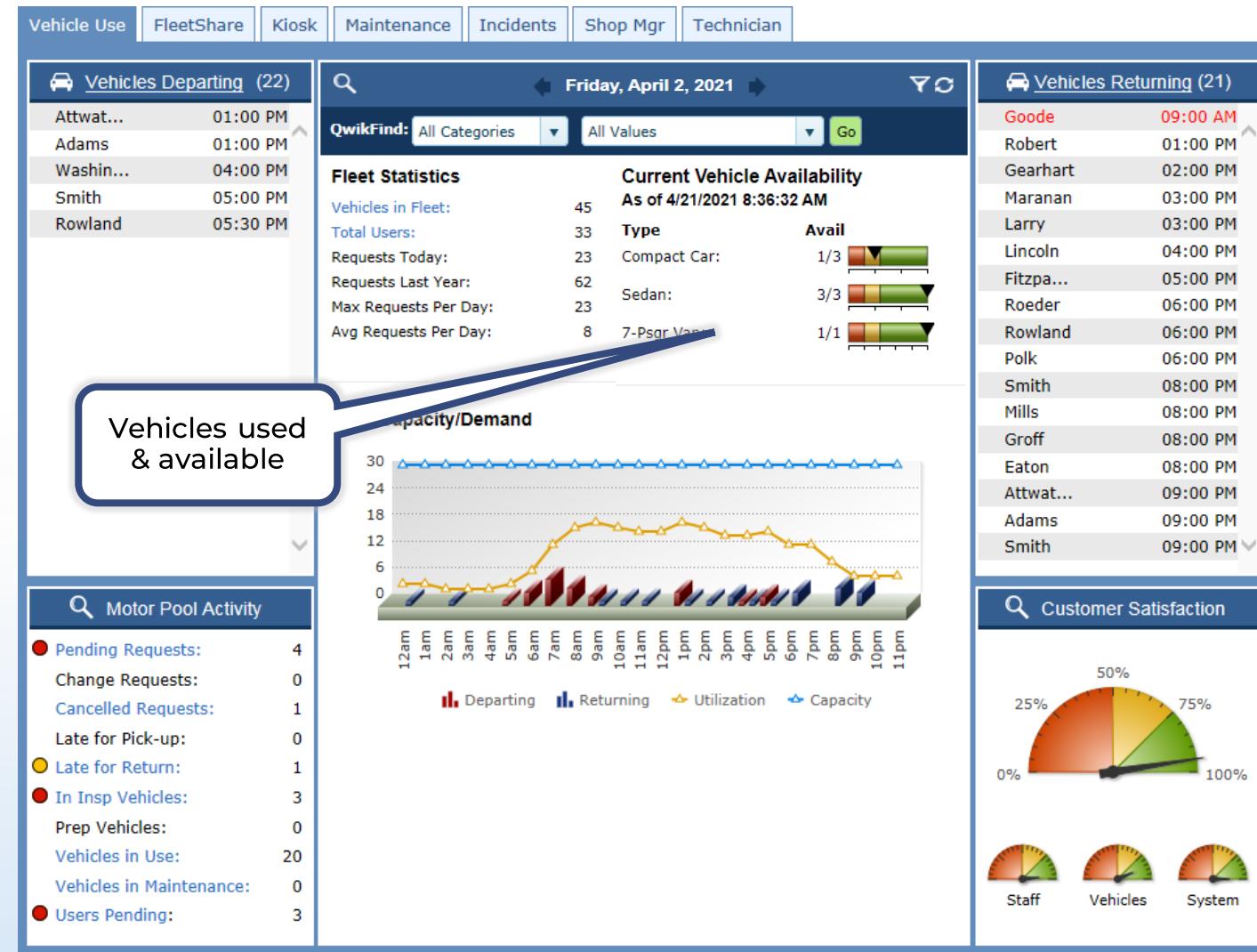
# MOTOR POOL DASHBOARD



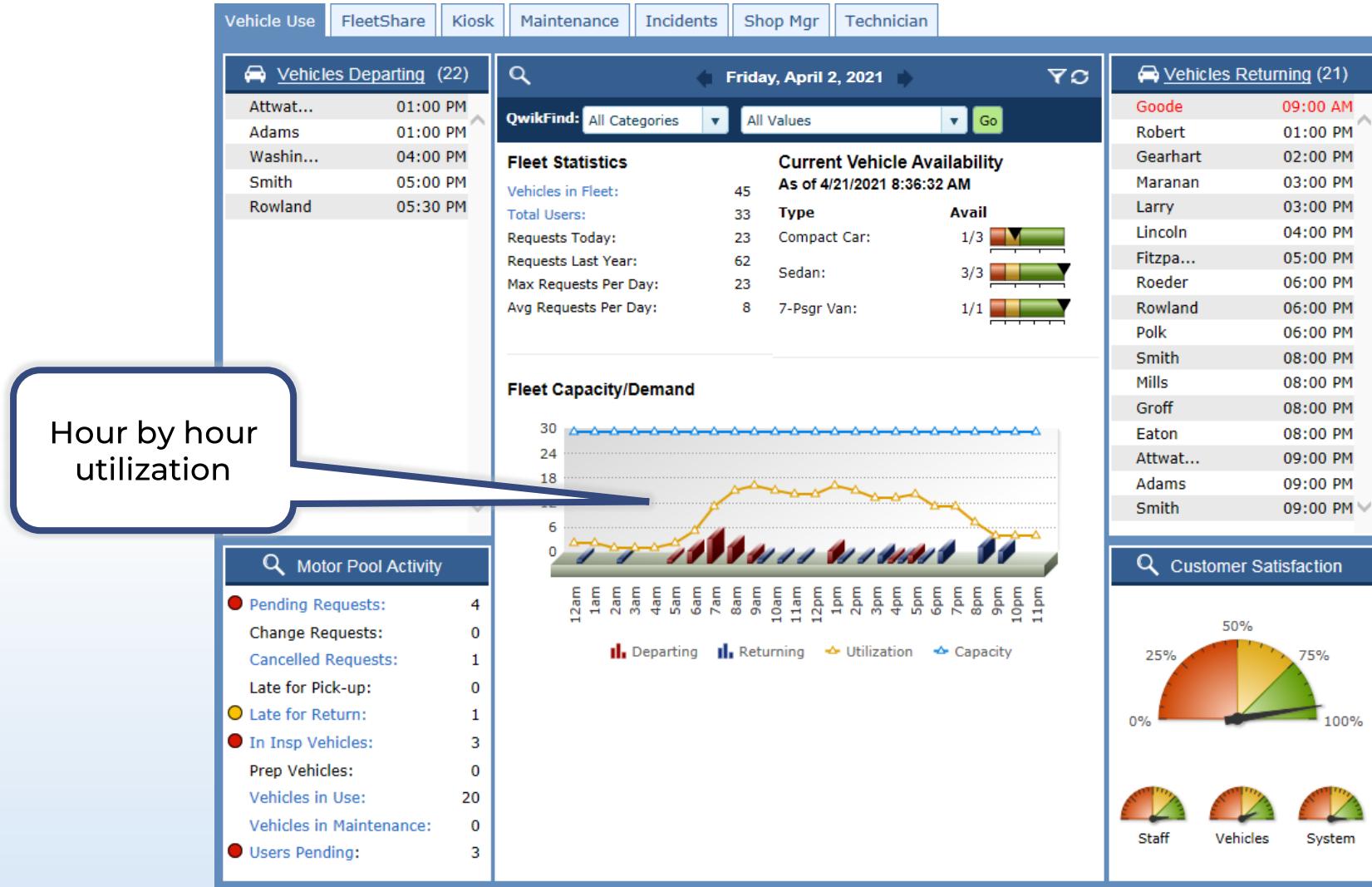
Vehicles  
Departing

Vehicles  
Returning

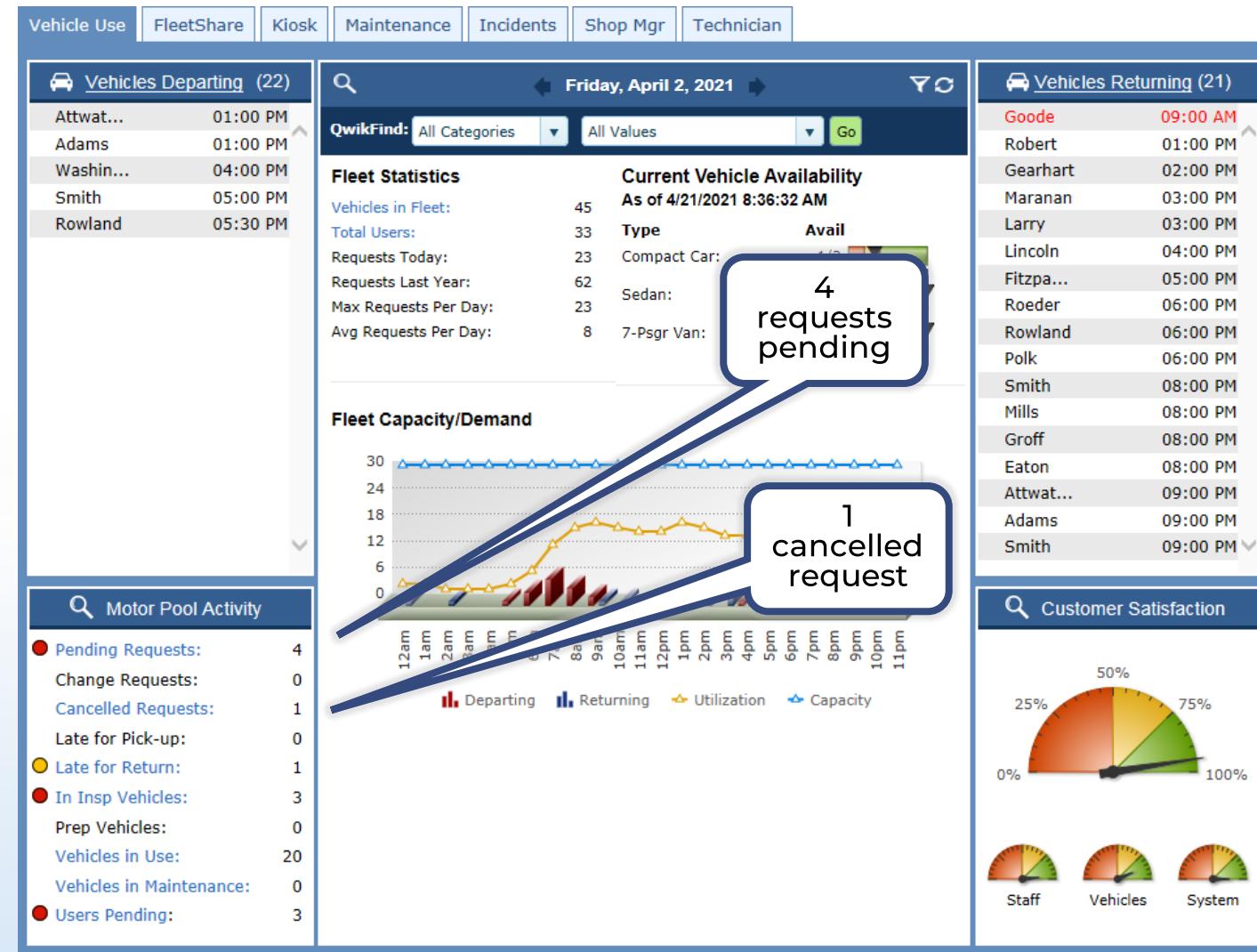
# MOTOR POOL DASHBOARD



# MOTOR POOL DASHBOARD



# MOTOR POOL DASHBOARD



4 requests pending

1 cancelled request

# MOTOR POOL DASHBOARD



Vehicle Use   FleetShare   Kiosk   Maintenance   Incidents   Shop Mgr   Technician

**Vehicles Departing (22)**

Attwat...	01:00 PM
Adams	01:00 PM
Washin...	04:00 PM
Smith	05:00 PM
Rowland	05:30 PM

**Motor Pool Activity**

Pending Requests:	4
Change Requests:	0
Cancelled Requests:	1
Late for Pick-up:	0
Late for Return:	1
In Insp Vehicles:	3
Prep Vehicles:	0
Vehicles in Use:	20
Vehicles in Maintenance:	0
Users Pending:	3

**Friday, April 2, 2021**

**QwikFind:** All Categories ▾ All Values ▾ Go

**Fleet Statistics**

Vehicles in Fleet:	45
Total Users:	33
Requests Today:	23
Requests Last Year:	62
Max Requests Per Day:	23
Avg Requests Per Day:	8

**Current Vehicle Availability**  
As of 4/21/2021 8:36:32 AM

Type	Avail
Compact Car:	1/3
Sedan:	3/3
7-Psgr Van:	1/1

**Fleet Capacity/Demand**

Departing   Returning   Utilization   Capacity

Excellent customer satisfaction ratings

**Vehicles Returning (21)**

Goode	09:00 AM
Robert	01:00 PM
Gearhart	02:00 PM
Maranan	03:00 PM
Larry	03:00 PM
Lincoln	04:00 PM
Fitzpa...	05:00 PM
Roeder	06:00 PM
Rowland	06:00 PM
Polk	06:00 PM
Smith	08:00 PM
Mills	08:00 PM
Groff	08:00 PM
Eaton	08:00 PM
Attwat...	09:00 PM
Adams	09:00 PM
Smith	09:00 PM

**Customer Satisfaction**

0% 25% 50% 75% 100%

Staff   Vehicles   System



# *Key Management and Self-Service Kiosk*

# KEY MANAGEMENT



*The standard dispatching dashboard is a great help in staffed locations!*



*Automated, self-service kiosks secure keys and provide 24 x 7 unattended access*



## Key Boxes:

- Range in size from 8 – 96 keys;  
Additional boxes can be daisy-chained
- All keys locked in place
- Tamper alarms
- Tamper-proof key rings
- Optional securing of fuel cards
- Optional, outdoor enclosure



Outdoor enclosure with AC and heater

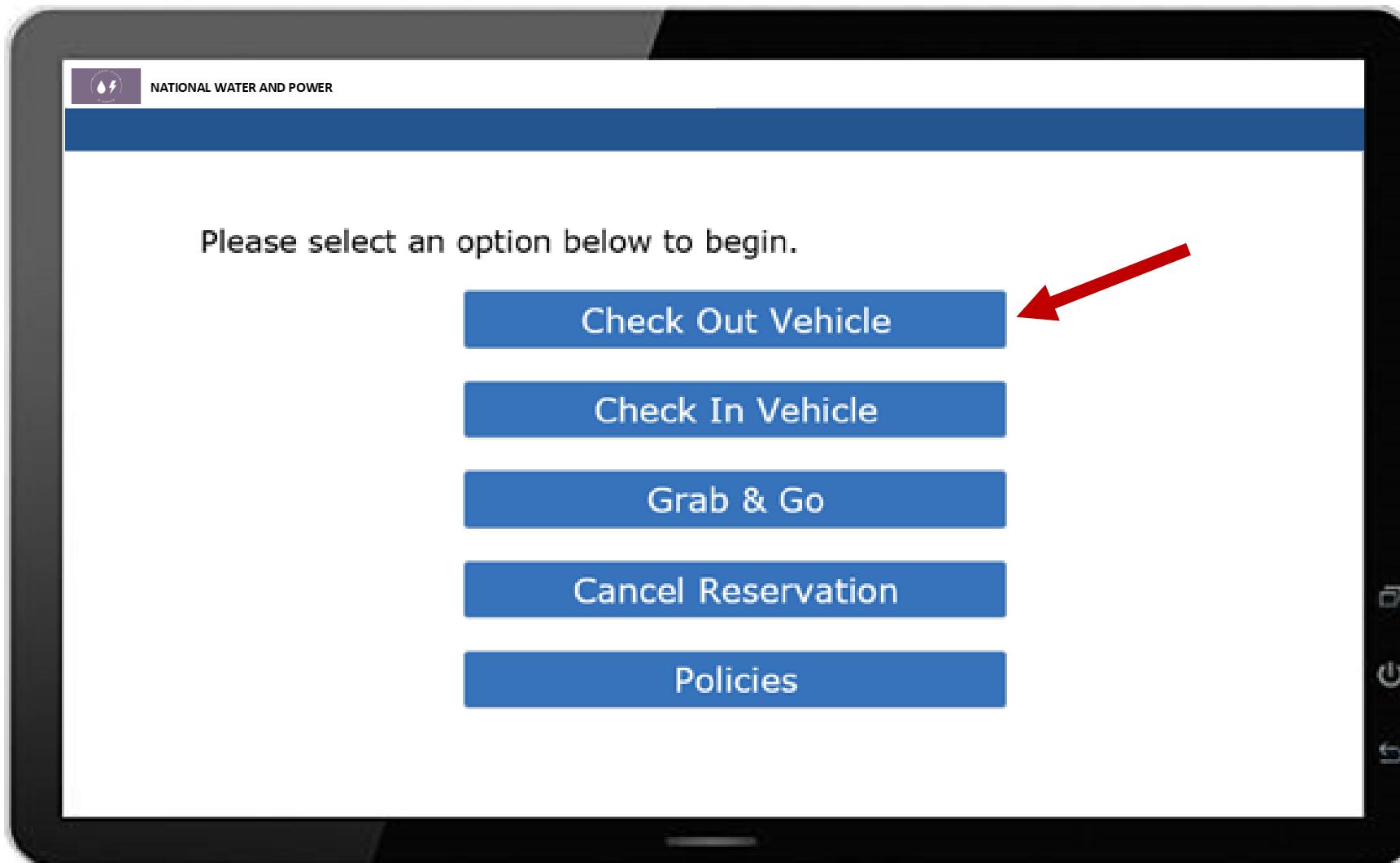


Standard, secure key box

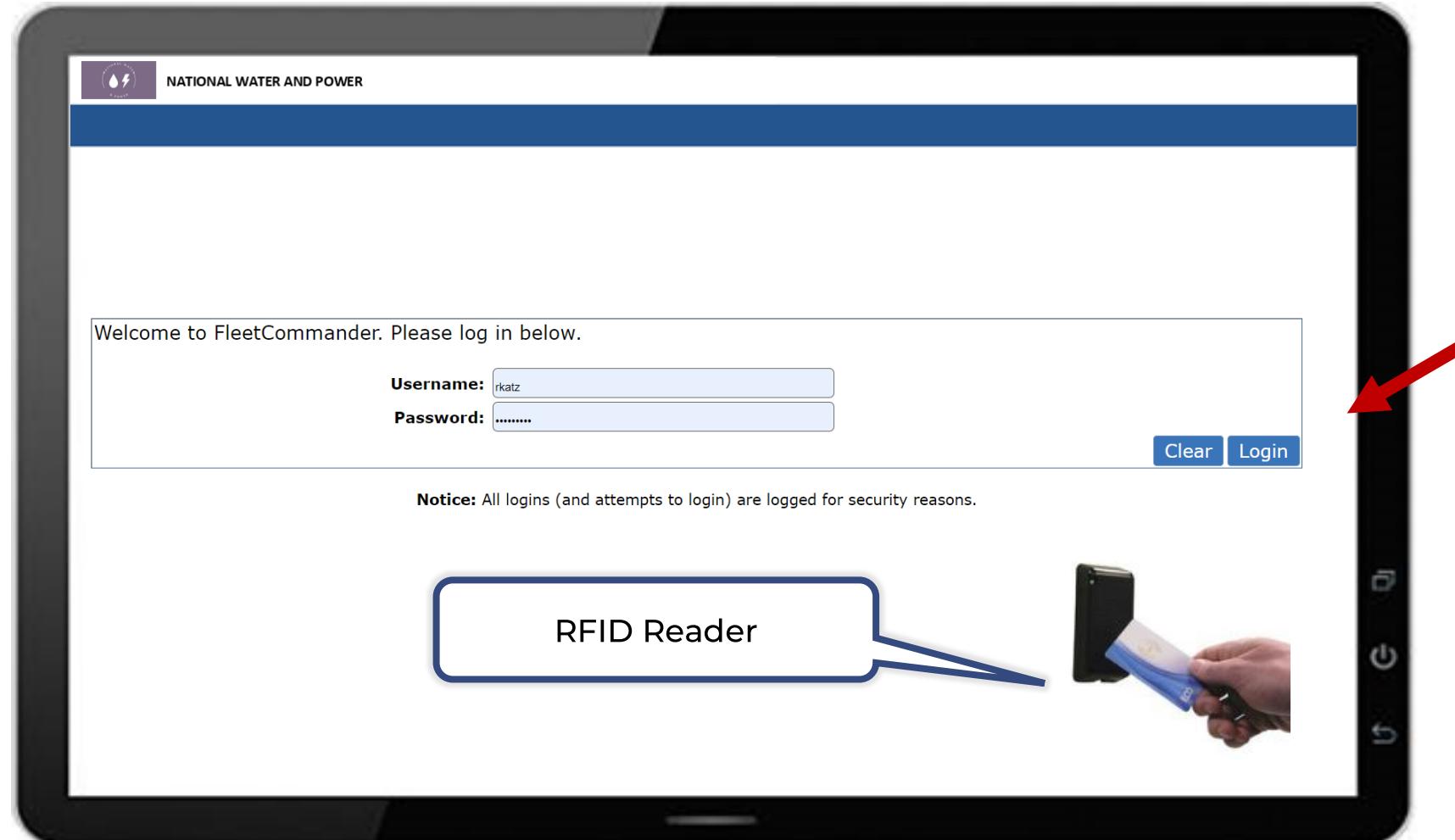


Mail-slot key box  
Secures keys & fuel cards

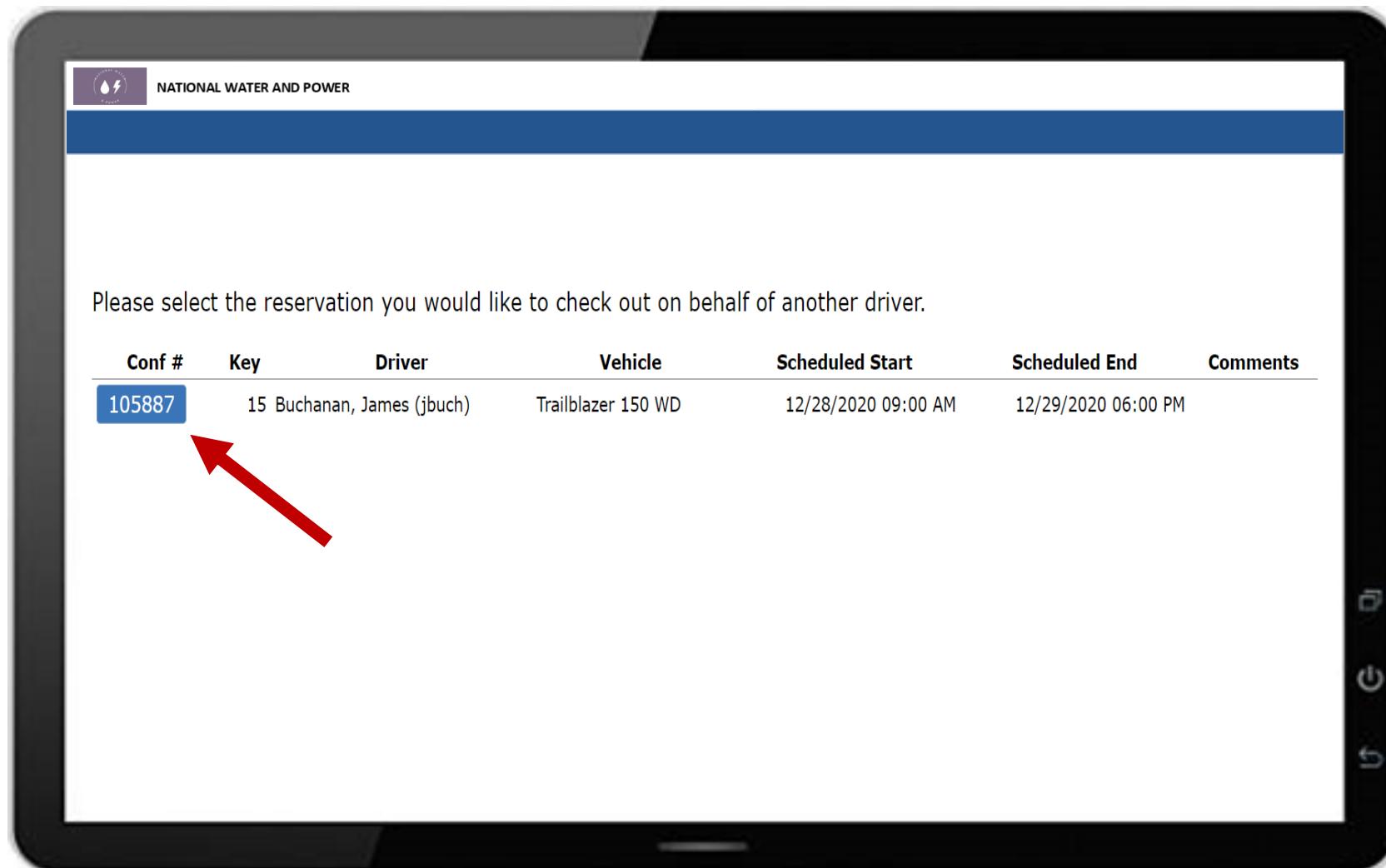
# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



NATIONAL WATER AND POWER

Verify the information below, then click the "Check Out" button to start your trip.

**Reservation Information**

Confirmation Number: 105887      Driver: Rogovoy, Phelps (progovoy)

Schedule: 12/28/2020 08:40 AM - 12/29/2020 06:00 PM

Current Time: 12/28/2020 08:46 AM

**Vehicle Information**

Vehicle Name:	Trailblazer 150 WD	Mileage:	366
Parking Space:	G7	1KR3340	
Description:	2020, Red, Chevy, Trailblazer	License Number	
Options:	4x4	Fuel Out	
Vehicle Condition:	(blank)		

**Additional Information**

Account Number: 4897-KL988-10558

Department: Administration

Destination: Bennington

Purpose of Trip: Offsite Meeting

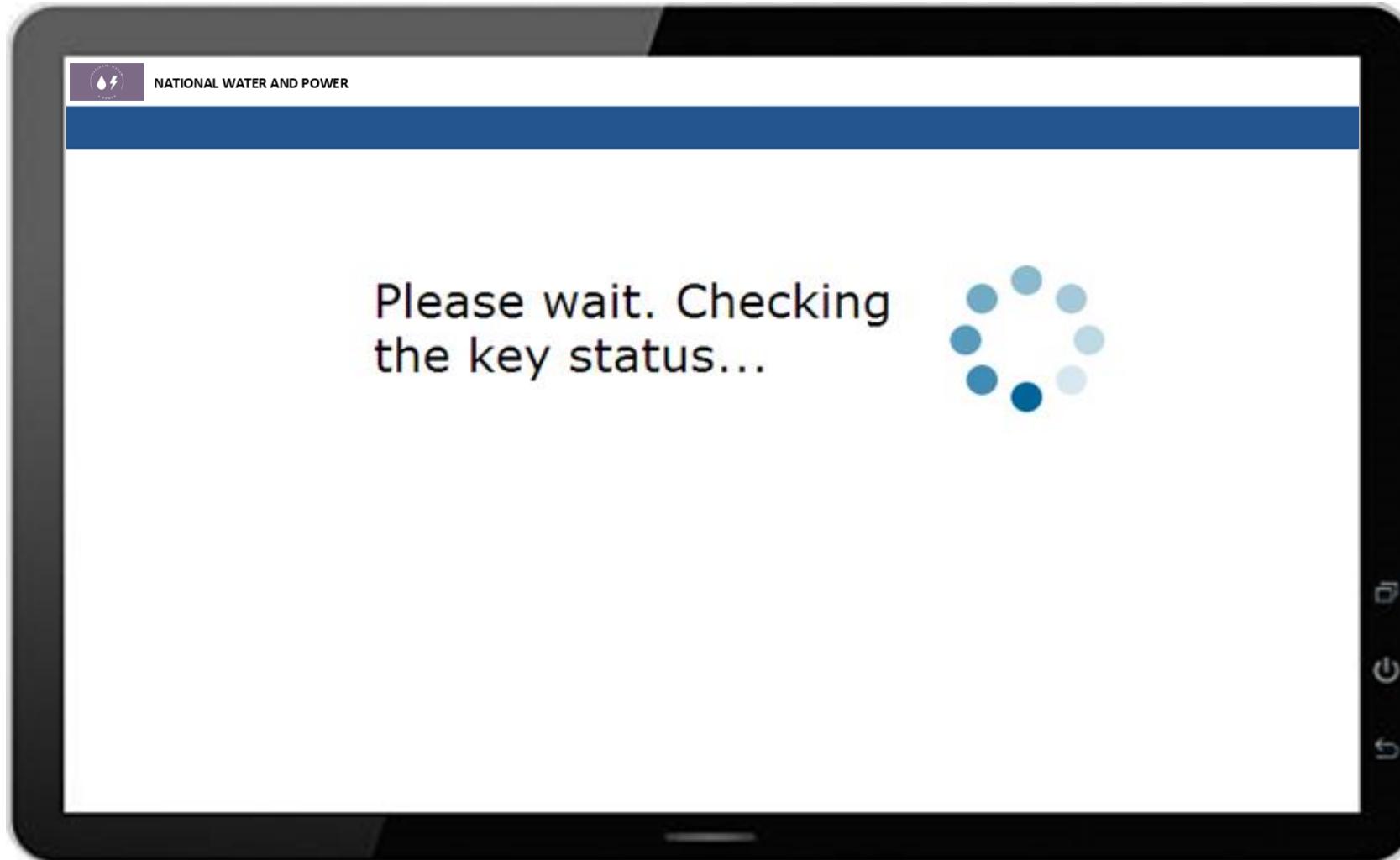
Overnight use?: Yes

Est. Total Mileage:

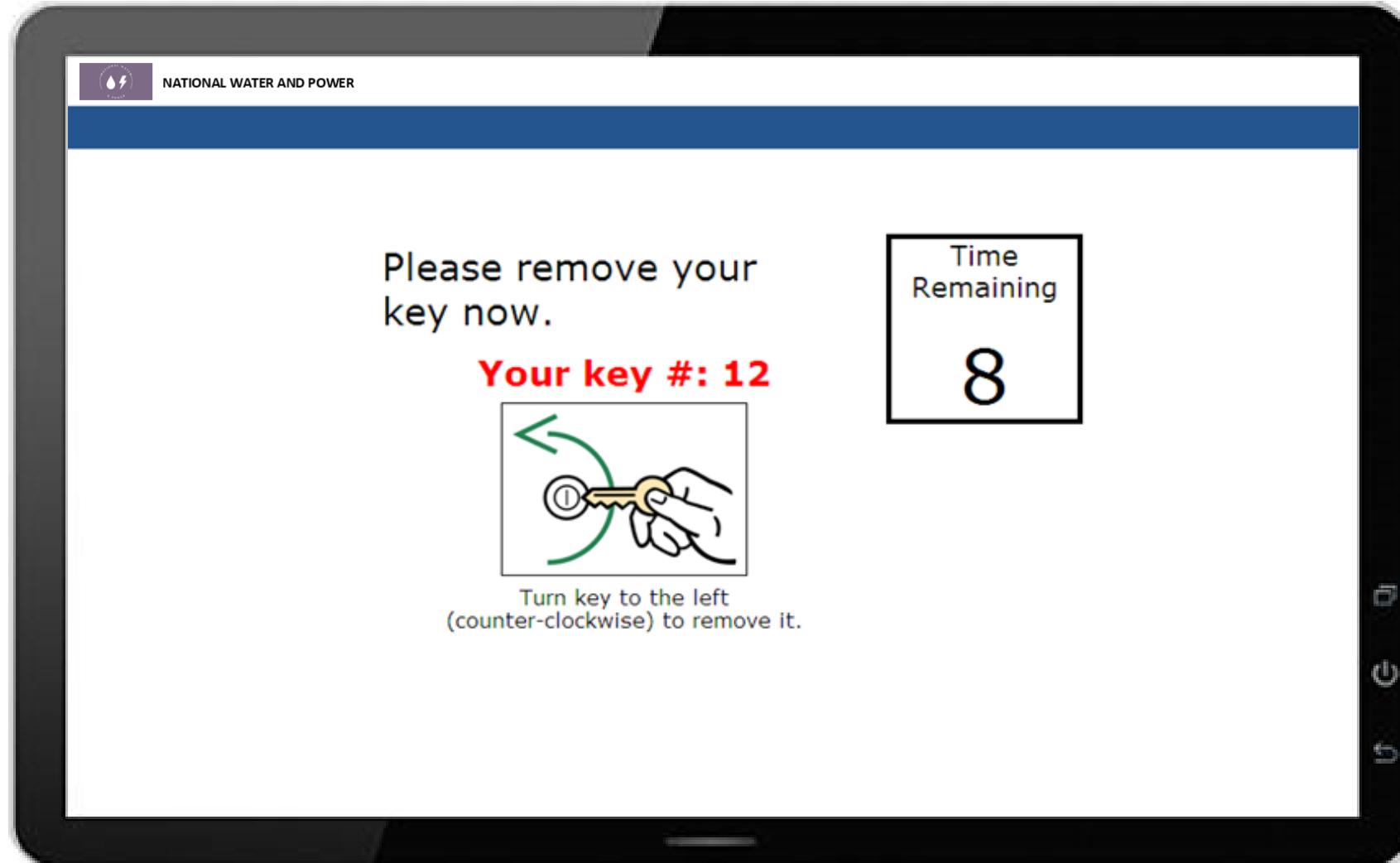
[Home](#) [Cancel This Reservation](#) [Print Travel Sheet](#) [Check Out](#)



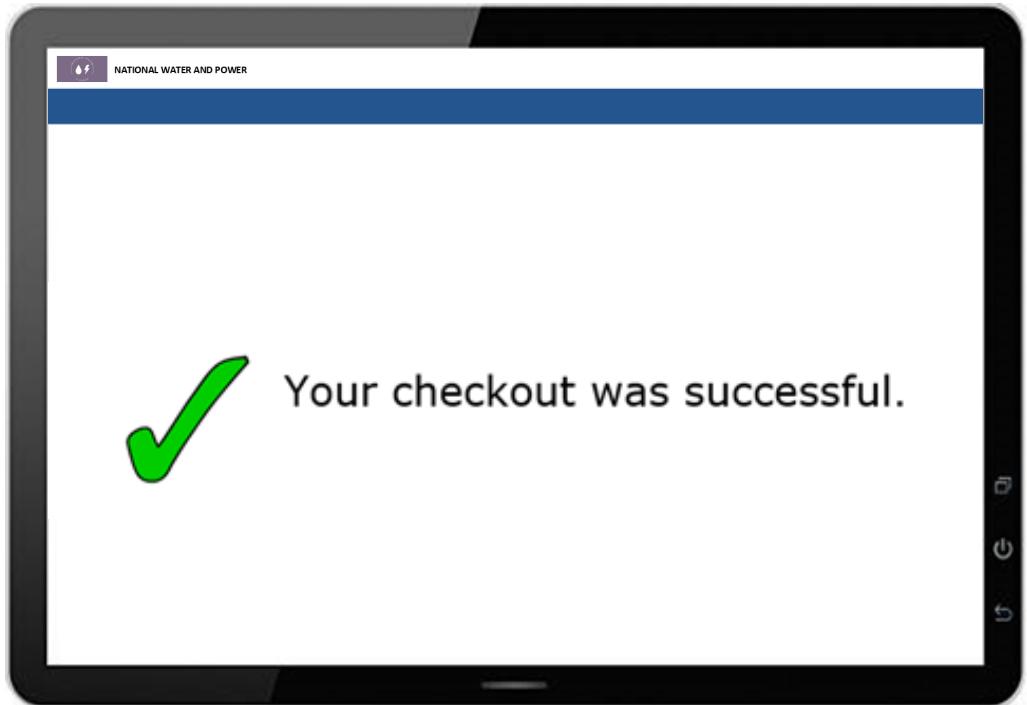
# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



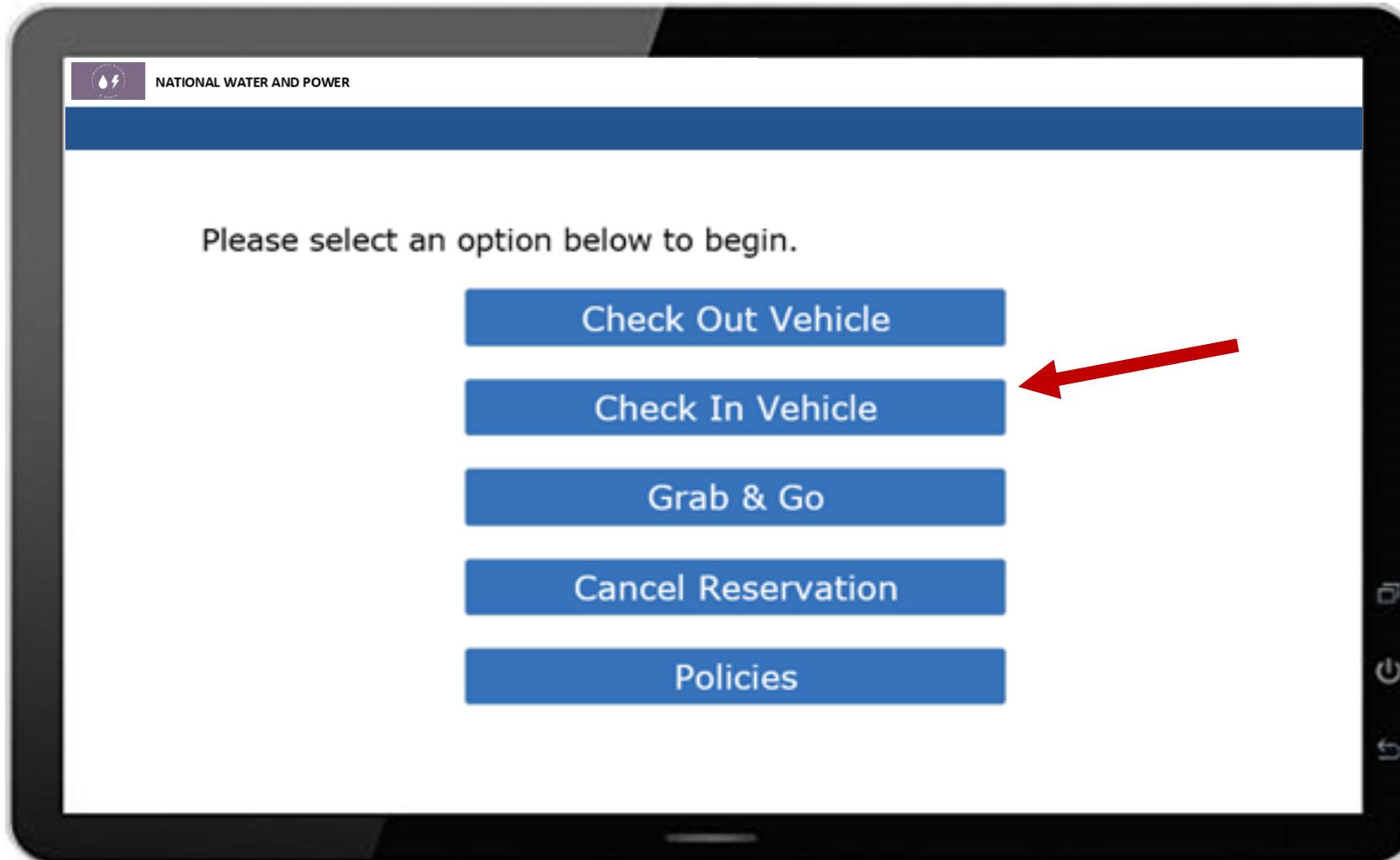
Check-out  
is easy!



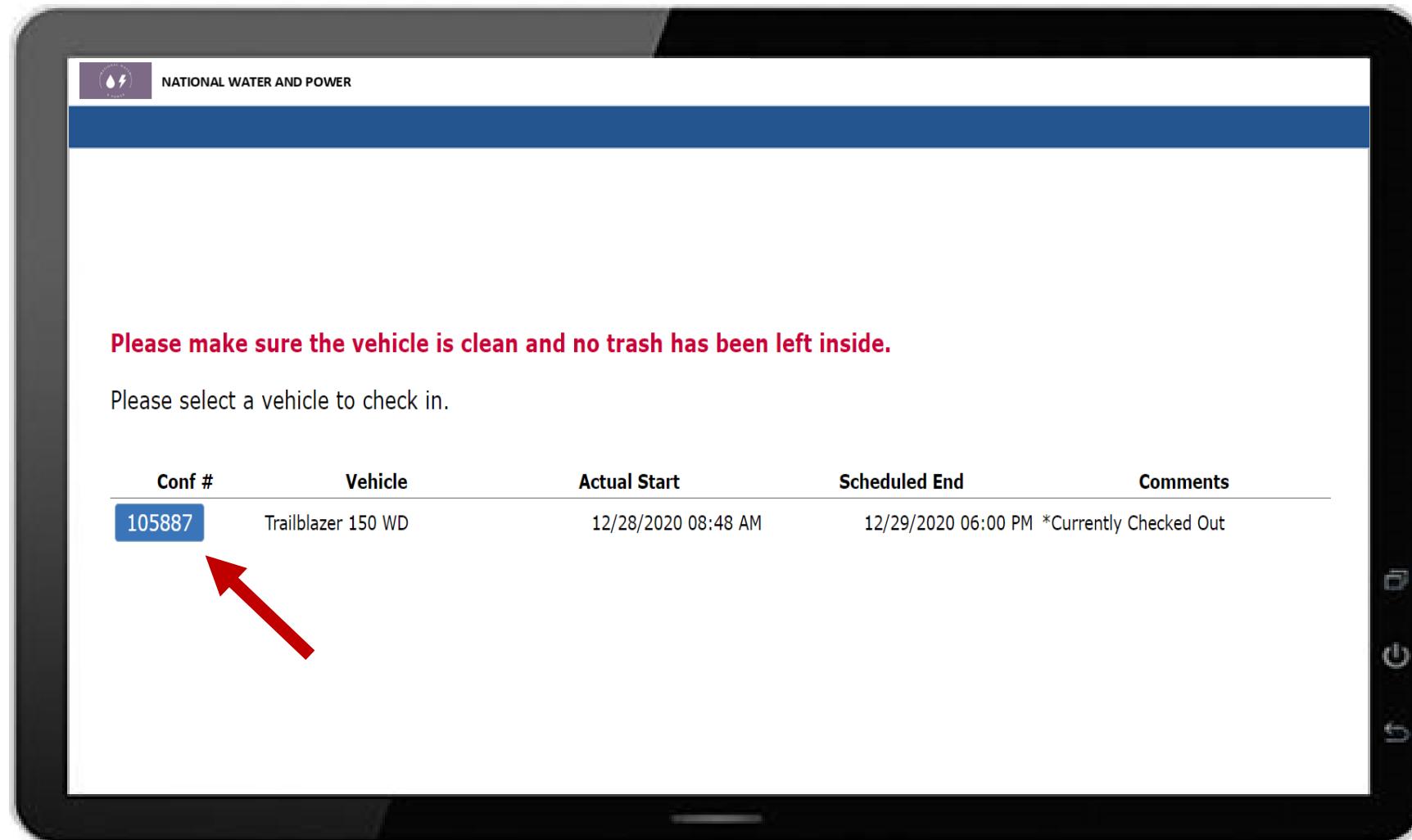
Take the  
key and go!



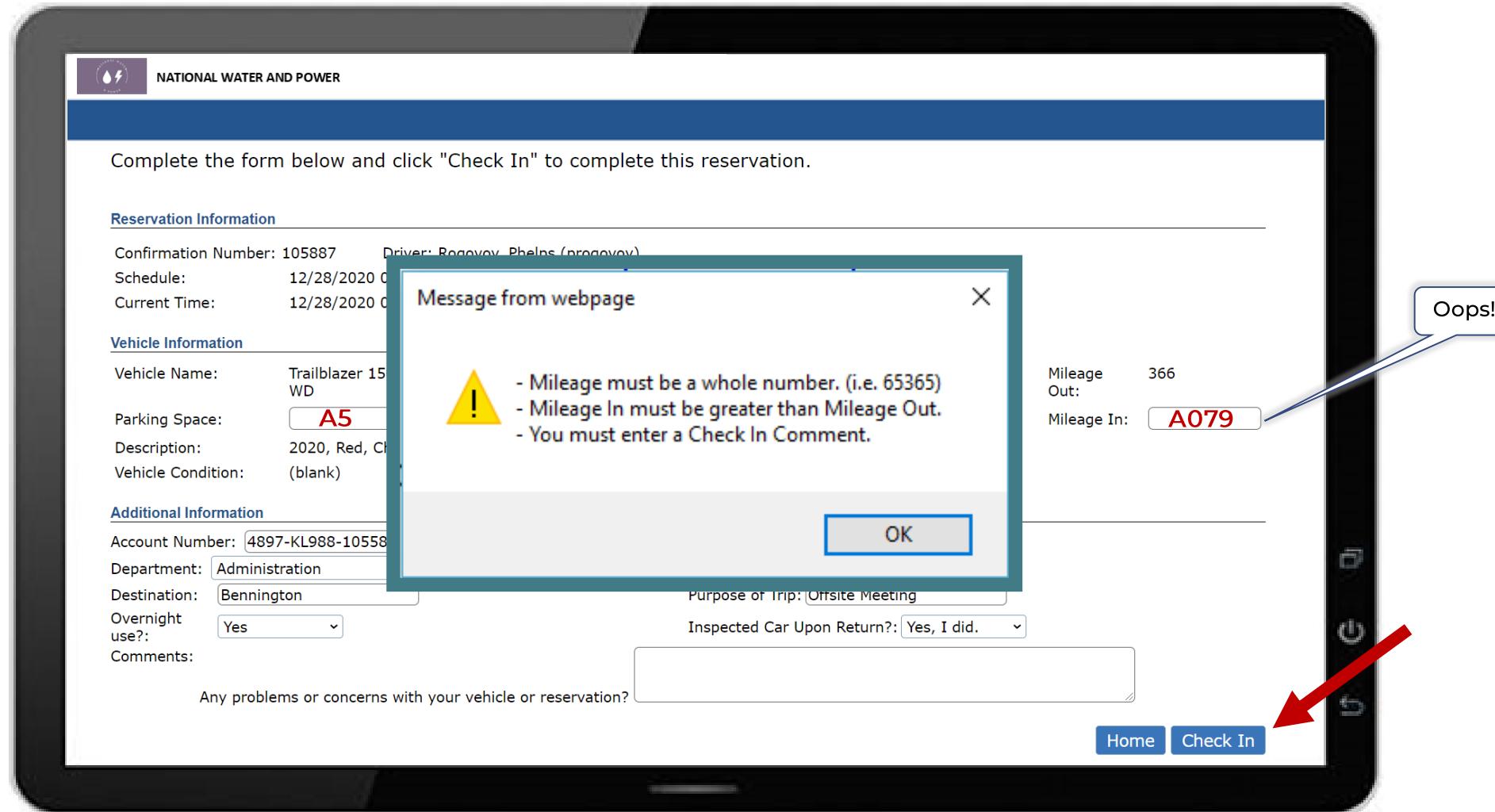
# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



# SELF-SERVICE KIOSK



NATIONAL WATER AND POWER

Complete the form below and click "Check In" to complete this reservation.

**Reservation Information**

Confirmation Number: 105887      Driver: Rogovoy, Phelps (progovoy)  
Schedule: 12/28/2020 08:48 AM - 12/29/2020 06:00 PM  
Current Time: 12/28/2020 08:51 AM

**Vehicle Information**

Vehicle Name:	Trailblazer 150 WD	License Number	1KR3340
Parking Space:	A5	Fuel In:	E   <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F
Description:	2020, Red, Chevy, Trailblazer	Mileage Out:	366
Vehicle Condition:	(blank)	Mileage In:	6589

**Additional Information**

Account Number: 4897-KL988-10558  
Department: Administration  
Destination: Bennington  
Overnight use?: Yes  
Comments:  
Any problems or concerns with your vehicle or reservation?

Car steers to the right. Need alignment.

Home Check In

# SELF-SERVICE KIOSK



NATIONAL WATER AND POWER

Complete the form below and click "Check In" to complete this reservation.

**Reservation Information**

Confirmation Number: 105887      Driver: Rogovoy, Phelps (progovoy)  
Schedule: 12/28/2020 08:48 AM - 12/29/2020 06:00 PM  
Current Time: 12/28/2020 08:51 AM

**Vehicle Information**

Vehicle Name:	Trailblazer 150 WD	<b>1KR3340</b>	<b>LICENSE NUMBER</b>
Parking Space:	A5	Fuel In: E   <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input type="radio"/> - <input checked="" type="radio"/> F	Mileage Out: 366
Description:	2020, Red, Chevy, Trailblazer	Mileage In: 6589	
Vehicle Condition:	(blank)		

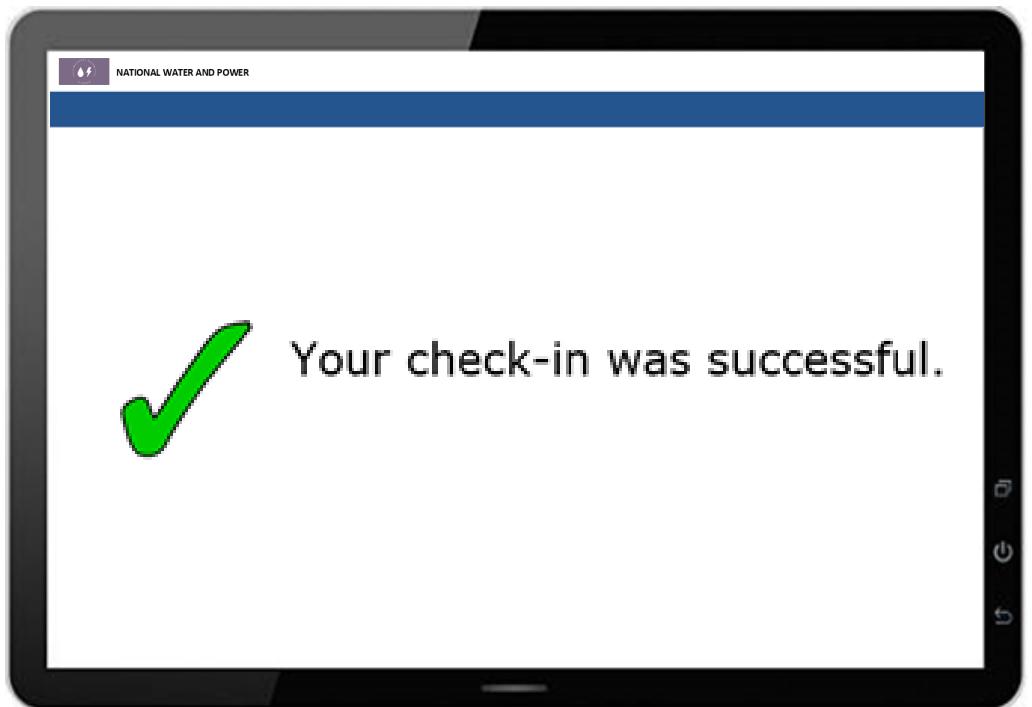
**Additional Information**

Account Number: 4897-KL988-10558  
Department: Administration  
Destination: Bennington  
Overnight use?: Yes  
Comments:  
Any problems or concerns with your vehicle?

With GPS integration data automatically flows to the reservation system

Home Check In

# SELF-SERVICE KIOSK



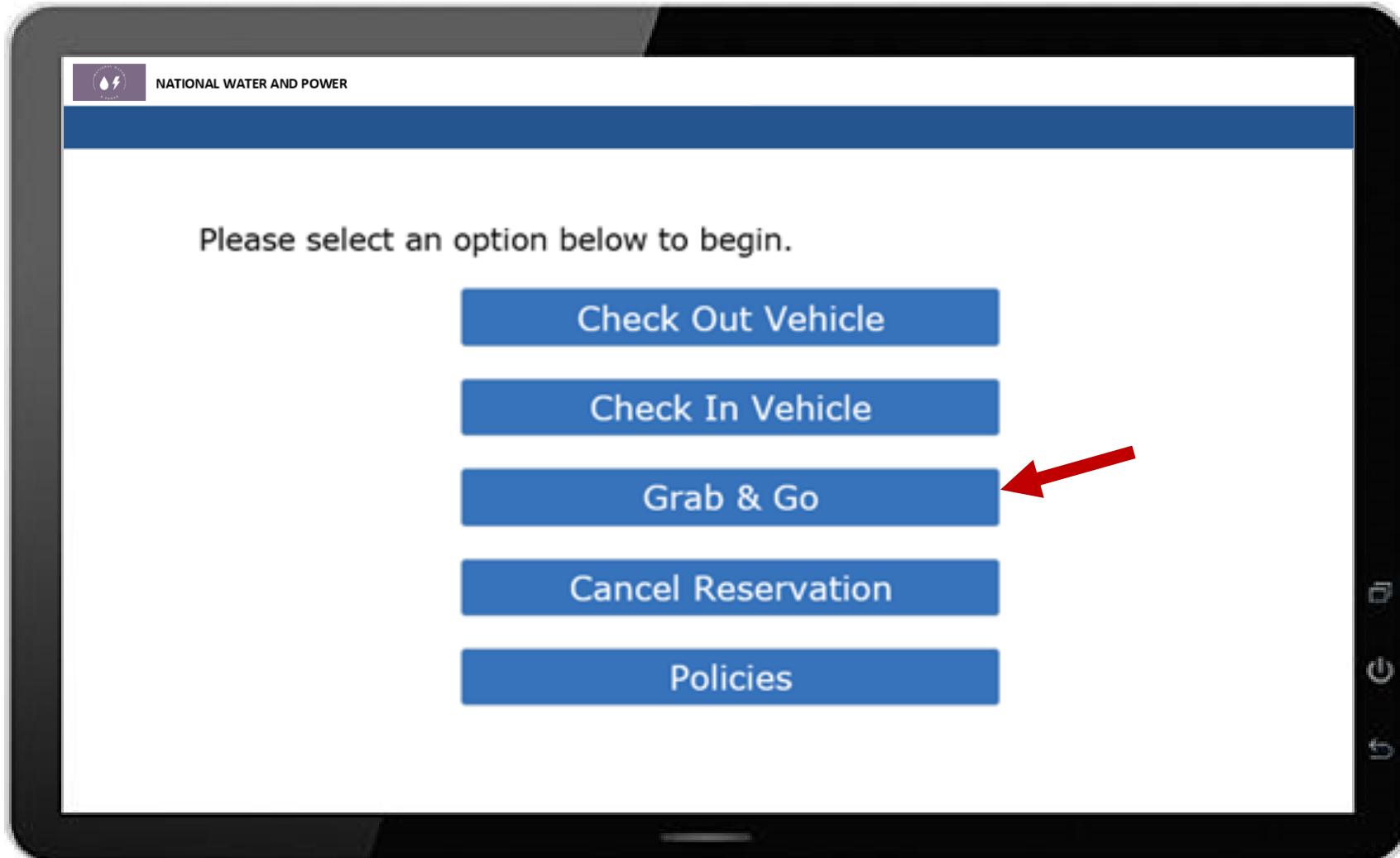
Check-in is  
easy!

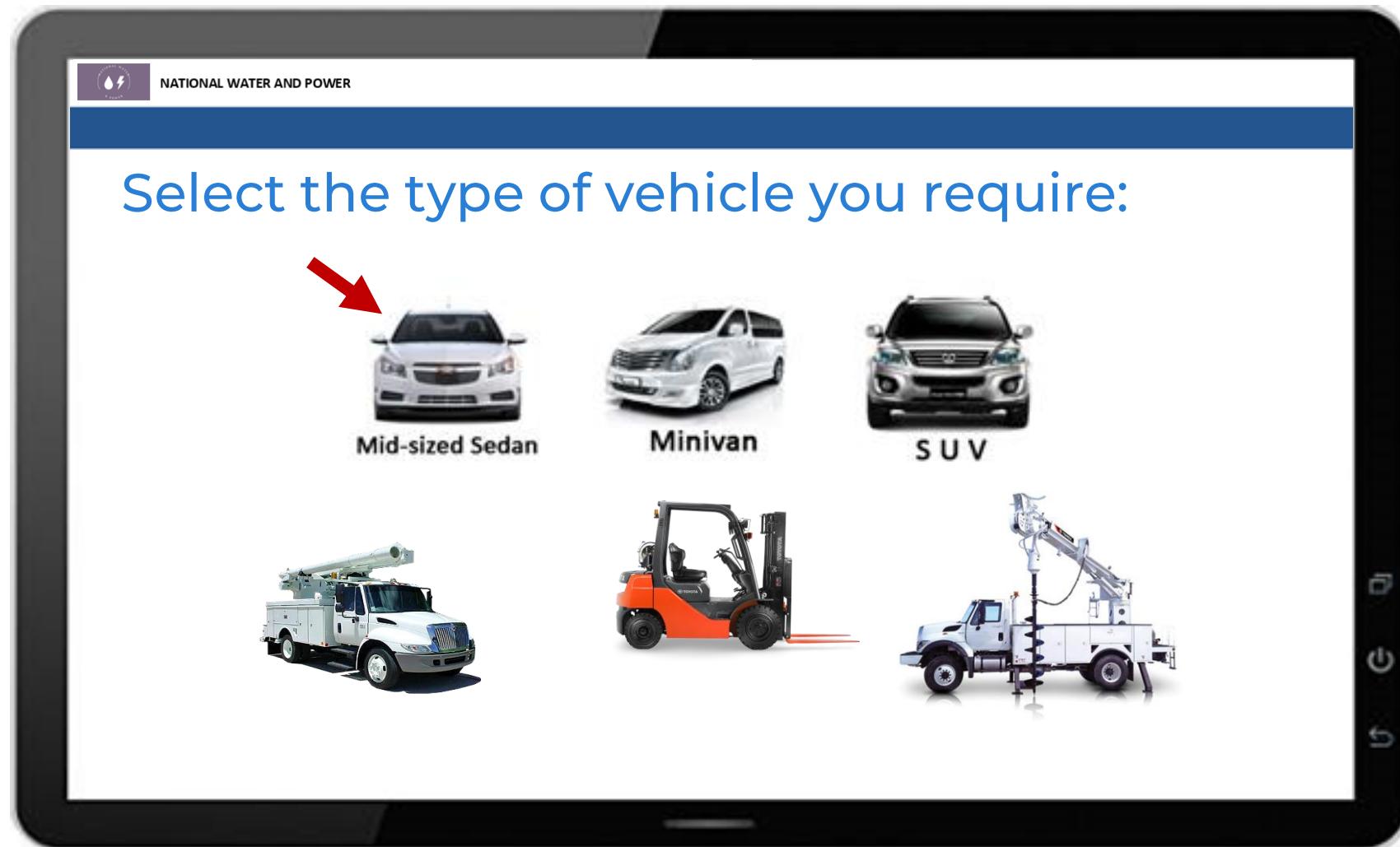


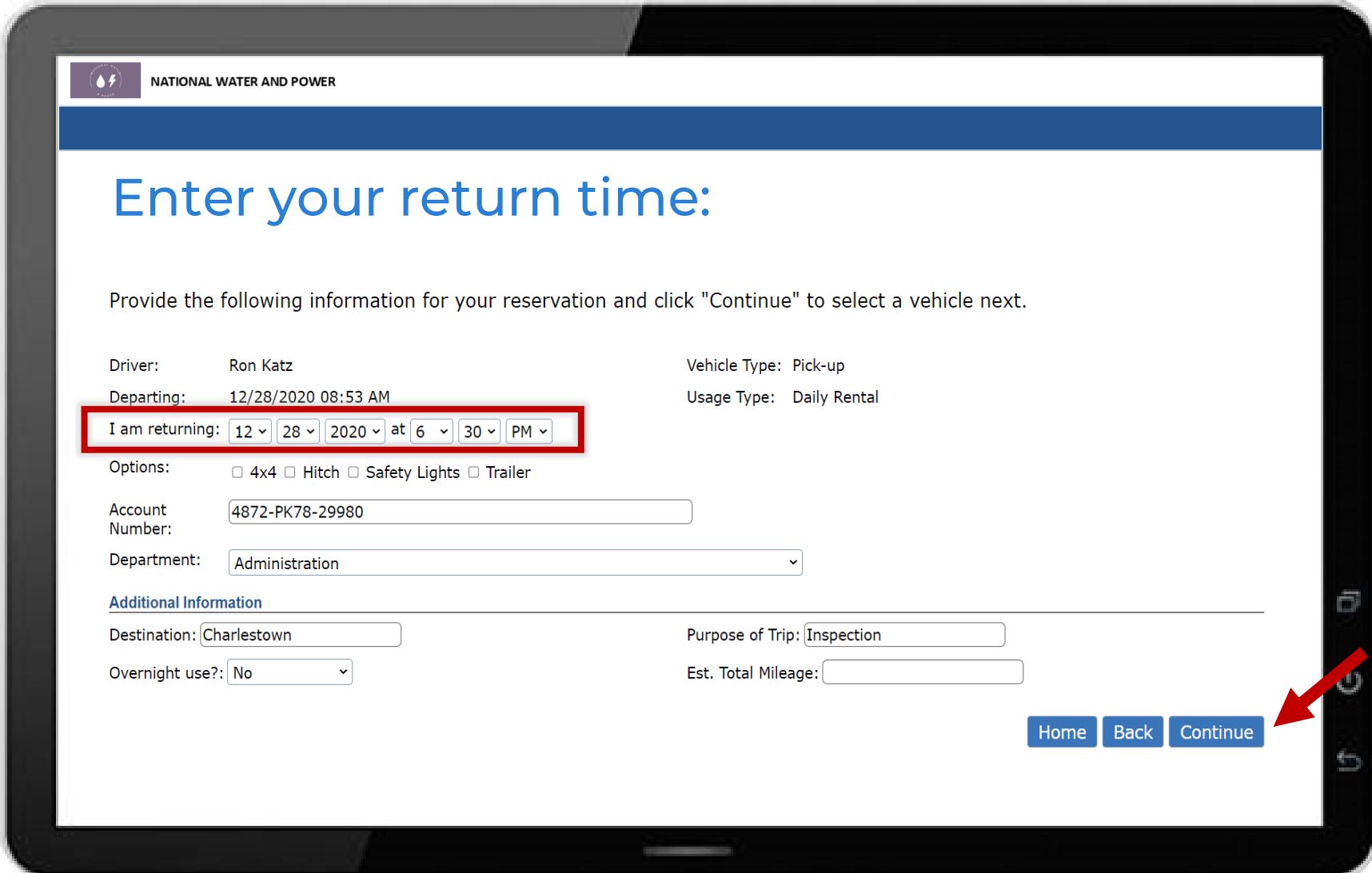
Replace the  
key and go!



# SELF-SERVICE KIOSK







NATIONAL WATER AND POWER

## Enter your return time:

Provide the following information for your reservation and click "Continue" to select a vehicle next.

Driver: Ron Katz  
Departing: 12/28/2020 08:53 AM

I am returning:    at

Vehicle Type: Pick-up  
Usage Type: Daily Rental

Options:  4x4  Hitch  Safety Lights  Trailer

Account Number: 4872-PK78-29980

Department: Administration

Additional Information

Destination: Charlestown  
Overnight use?: No

Purpose of Trip: Inspection  
Est. Total Mileage:

Home Back Continue

# SELF-SERVICE KIOSK



NATIONAL WATER AND POWER

Verify the information below, then click the "Check Out" button to start your trip.

**Reservation Information**

Confirmation Number: 105888      Driver: Katz, Ron (rkatz)

Schedule: 12/28/2020 08:53 AM - 12/28/2020 06:30 PM

Current Time: 12/28/2020 08:56 AM

**Vehicle Information**

Vehicle Name:	F150IW	Mileage:	15715
Parking Space:	(blank)	XKX712	
Description:	2017, White, Ford, E-350		
Options:	(blank)		
Vehicle Condition:	(blank)		

**Additional Information**

Account Number: 4872-PK78-29980

Department: Administration

Destination: Charlestown

Purpose of Trip: Inspection

Overnight use?: No

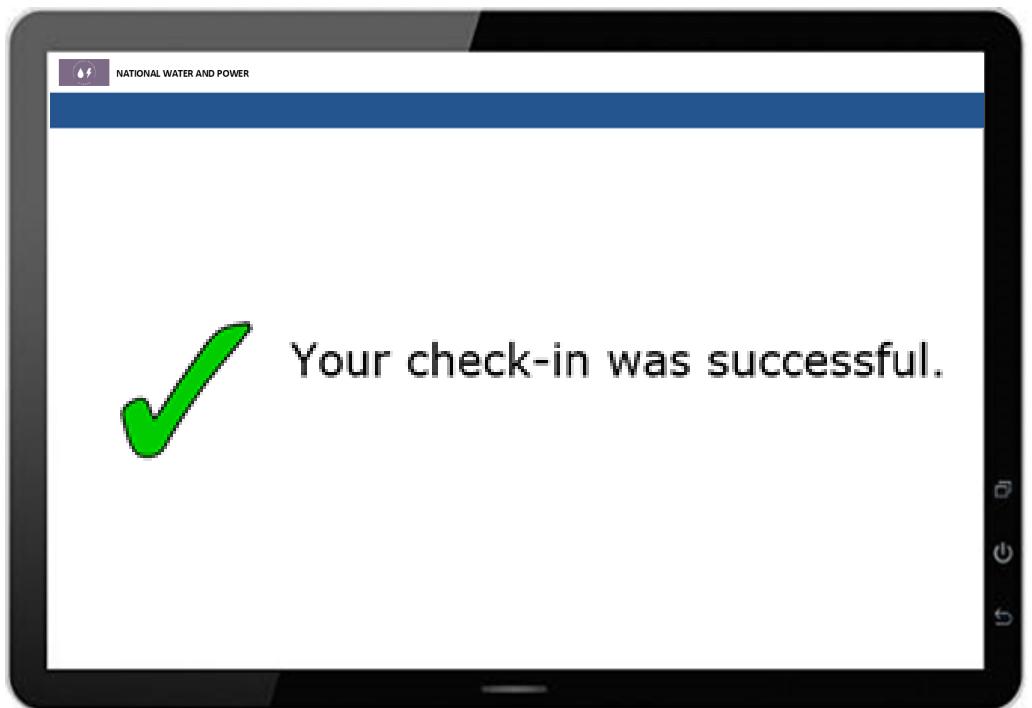
Est. Total Mileage: \_\_\_\_\_

**Buttons**

Home Cancel This Reservation Print Travel Sheet Check Out



# SELF-SERVICE KIOSK

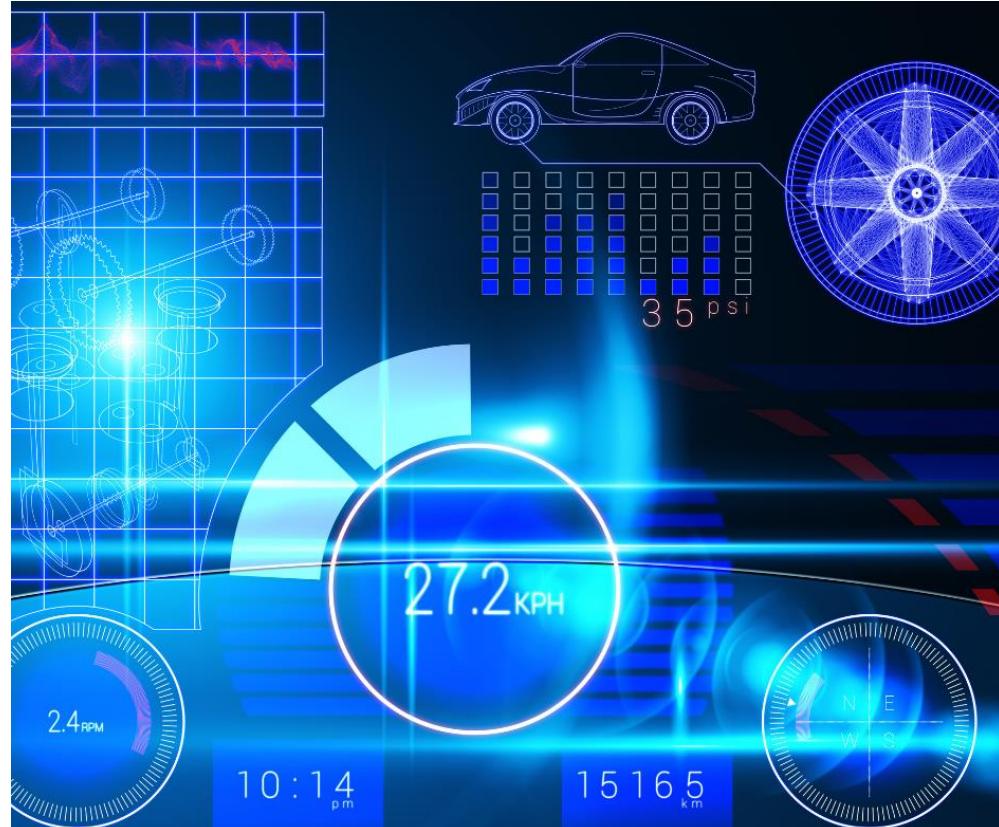


Check-in is  
easy!



Optionally, control  
keys via a key box





## *Using Technology to Streamline Process*

# Mileage / Trip Reporting Tool

- Flexible online form to collect mileage and usage details
- Reporting on specific trips or summary of trips
- Supports assigned vehicles, field assignments as well as daily rental needs
- Integrated email tool allows fleet staff to centrally administer driver notifications for past due submissions
- Customizable form supports client specific needs

## Online Mileage Collection

**Mileage Reporting**

By submitting your mileage you acknowledge that you have read and understand Company's Corporate document regarding commuting and imputed income. Regulations consider an employee's use of a company vehicle to commute to and from work to be a taxable fringe benefit.

User ID / name: **progovoy / Phelps Rogovoy**  
E-mail address: **progovoy@agilefleet.com**

**Add a new trip**

Type	Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
<input checked="" type="radio"/> Business <input type="radio"/> Personal	2345678 checvy Van	03/08/2017 12:00 AM	06/06/2017 08:53 AM	12000	

**Description:**

**Past Records:** [Show All](#) [My Mileage Report](#)

Type	Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage
You have not entered any records.					

## Online Mileage Collection

**Mileage Reporting**

By submitting your mileage you acknowledge that you have read and understand Agency's policy regarding commuting and imputed income. Regulations consider an employee's use of a company vehicle to commute to and from work to be a taxable fringe benefit.

**Work to Home commuting must be reported.**

Username / Name: **progovoy / Phelps Rogovoy**  
Email Address: **progovoy@agilefleet.com**

**Add a new trip**

Vehicle	Start Date/Time	End Date/Time	Starting Mileage	Ending Mileage	Total
063 Chevrolet Malibu	05/01/2017 12:00 AM	05/31/2017 12:00 AM	1021	1178	157

Was this vehicle taken home during this period (Y/N):

If taken home, who was the driver of the vehicle?

Remarks/Comments:

**Past Records:**

Vehicle	Start Date	End Date	Starting Mileage	Ending Mileage	Total Mileage
You have not entered any records.					

## Online Mileage Collection

Entering Mileage on Behalf of: <b>jthomas/ Jennifer Thomas</b> <b>jthomas@agilefleet.com</b>		Mileage entry by: <b>progovoy</b> <b>Phelps Rogovoy</b>							
<b>Reservation Information</b> Pick-up: <b>5/10/2017 3:00:00 PM</b> Return: <b>5/11/2017 7:30:00 PM</b> Duration: <b>1 day 4 hours 30 minutes</b>				Usage Type: <b>Daily Rental</b> Confirmation Number: <b>115753</b> Status: <b>Completed</b> Mileage In: <b>254</b>					
For the Period of: May <input type="button" value="▼"/> 2017 <input type="button" value="▼"/> Refresh									
				Cancel Print Blank Form Generate and Print Form Save					
Mileage Details				Gas	Oil				
Date	Start Miles	End Miles	Total Miles	Official	Commute	Personal	Gallons	Quarts	Cost
05/01/2017	1125	1201	76	40	30	6	(n/a)	(n/a)	(n/a)
	Description: (n/a)								
05/02/2017	1201	1305	104	80	20	4	15	(n/a)	\$35.70
	Description: (n/a)								
05/03/2017	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)	(n/a)
	Description: (n/a)								

## Online Mileage Collection

**Request Mileage**

Mileage request will be made according to:  By Reservation  By Owner User  By Responsible User  
Examine Mileage Values from: Vehicle Profile Last Mileage  Source: All Sources

Starting Period <input type="text" value="05/06/2017"/> <input type="button" value="▼"/>	Usage Types <input checked="" type="checkbox"/> All Usage Types <input type="checkbox"/> Daily Rental <input type="checkbox"/> Outside Rental <input type="checkbox"/> Coach reservation
Ending Period <input type="text" value="06/06/2017"/> <input type="button" value="▼"/>	
Last Mileage Updated More Than <input type="text" value="30"/> Days Ago	
Access Privileges	Assignee
Sites: <input checked="" type="checkbox"/> All Sites FLDOT District 4 50 UDC FDOT - D1_Bartow_ 51 UDC 20161212-Muscogee 15 UDC	Responsible User: <input type="button" value="All Users"/> <input type="button" value="▼"/>
Asset Type: <input type="button" value="All Asset Types"/> <input type="button" value="▼"/>	Owner User: <input type="button" value="All Users"/> <input type="button" value="▼"/>
Max. Occupants: <input type="button" value="All Occupants"/> <input type="button" value="▼"/>	
Status <input type="checkbox"/> Deleted	Access Groups <input checked="" type="checkbox"/> Standard <input checked="" type="checkbox"/> Heavy' Lift Cert. <input checked="" type="checkbox"/> Bus <input checked="" type="checkbox"/> Chauffeur <input checked="" type="checkbox"/> 15-Pass Van Trained <input checked="" type="checkbox"/> Defensive Driver <input checked="" type="checkbox"/> Disaster Response <input checked="" type="checkbox"/> 5-ton+ and below <input checked="" type="checkbox"/> 10-ton and below <input checked="" type="checkbox"/> Abuser Group <input checked="" type="checkbox"/> My Personal AG <input checked="" type="checkbox"/> V4-10Test <input checked="" type="checkbox"/> Test Plan Vehicle <input checked="" type="checkbox"/> Mid size sedans <input checked="" type="checkbox"/> Executive <input checked="" type="checkbox"/> Muscle Cars <input checked="" type="checkbox"/> Courtesy group <input checked="" type="checkbox"/> V4-10aTest <input checked="" type="checkbox"/> No Groups Assigned
Description Year <input type="button" value="All Years"/> <input type="button" value="▼"/> Color <input type="button" value="All Colors"/> <input type="button" value="▼"/> Make <input type="button" value="All Makes"/> <input type="button" value="▼"/> Model <input type="button" value="All Models"/> <input type="button" value="▼"/>	
Custom Text For Email Message [Optional] Please remember to add your fuel usage for the quarterly update.	Sort Order <input type="radio"/> Asset Name <input type="radio"/> User Name
	<input type="button" value="Clear Filter"/> <input type="button" value="Generate List of Vehicles"/>



Fleet staff can send reminder emails to drivers that have not reported mileage

## Online Mileage Collection

From: mmade@agilefleet.com  
To: progovoy@agilefleet.com  
Cc:  
Subject: Mileage Reporting Request

You are the person of record for the vehicle described below.

Please take a moment to record information about the vehicle within the next five days.

Time Period: 5/6/2017 to 6/6/2017  
Assigned User Name: Phelps Rogovoy  
Vehicle Name: KW4556  
Vehicle Description: 2016 Gray Ford Explorer  
License #: 8M50298  
VIN #: 1FM5K8D86GGC67705  
Last Recorded Mileage: 12137  
Last Recorded Mileage Date: 4/28/2017

To update the mileage for the above vehicle, please click on this link.  
[https://matt.agilefleet.com/\\_myvehicles.asp?aid=41&s=5%2F6%2F2017&e=6%2F6%2F2017](https://matt.agilefleet.com/_myvehicles.asp?aid=41&s=5%2F6%2F2017&e=6%2F6%2F2017) or use the "My Vehicles" link on the motor pool reservation web site.  
If you feel that you received this message in error, or if you need to speak with motor pool staff, please contact us at: 800-555-1212

Thank you.



# SUMMARY



# Summary

- Utilization data helps ensure the right quantity and class of vehicles available at the right place, at the right time
- The pandemic impacted all fleet operations, now is the time to take proactive steps to optimize your fleet, reduce vehicles, use vehicles efficiently
- Automated vehicle sharing improves customer service while reducing costs
- Systematized reporting streamlines process and makes you more efficient
- You're not alone - seek help from your peers

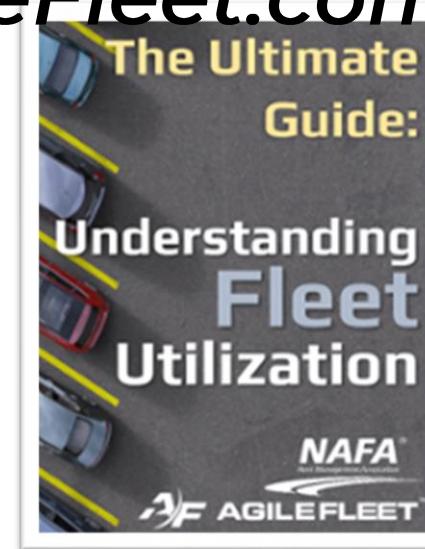
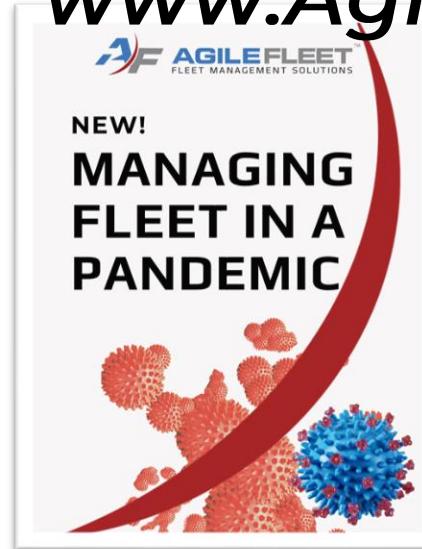
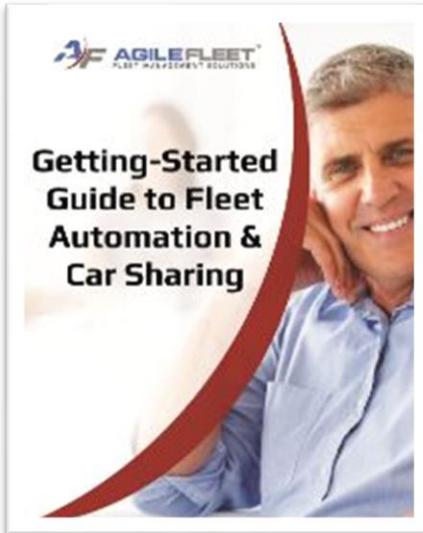
**THANK YOU TO OUR PANELIST**



**Micheal Farley**  
Senior Fleet Administrator,  
Basin Electric Power  
Cooperative (BEPC)

## *Questions and Resources:*

**[www.AgileFleet.com](http://www.AgileFleet.com)**



*...plus, lots  
more*

**LET US HELP**



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