 

STATE OF WEST VIRGINIA

**DEPARTMENT OF ADMINISTRATION**

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**FLEET MANAGEMENT DIVISION**

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CHARLESTON, WEST VIRGINIA 25305-0121

8/2/2023

Cabinet Secretary, Mark Scott

West Virginia Department of Administration

1409 Greenbrier Street

Charleston, WV 25311

Re: **FY2023 Utilization Exemption Vehicle Summary**

Dear Secretary Scott,

Attached for your review is the FY2023 Utilization Exemption Vehicle Summary that was conducted by the Fleet Management Division (FMD) of all one ton and under vehicles that did not travel the required 1,100 monthly miles. Legislative Rule 148-3-9 Minimum Utilization requires FMD to make recommendations to the Cabinet Secretary of Administration each fiscal year on possible fleet reductions and/or reassignment of underutilized state vehicles with a vehicle classification of one ton and under.

There are five types of exemption justifications and FMD received 2,446 submissions for FY2023:

 PSV – Public safety officers

 SEV – Job duties require continuous availability of specialized equipment/Agency logs occurrence

 ERV – 24-hour call/Agency logs occurrence

 ETV – Essential travel to transportation of authorized passengers on a routine basis

 ENV – Free of lien, not more than 20% of fleet

FMD reviewed an additional 1,624 vehicles that didn’t submit an exemption request for FY2023. Below is a chart that breaks down the number of and type of exemption requested by cabinet level along with a column adding additional vehicles that were underutilized during FY2023 but did not submit an exemption request.

As of 7/1/2023 the state had 6,950 one ton and under vehicles of which 4,070 are considered underutilized. Please keep in mind the state has a lot of campus settings, from Higher Education and Community Colleges to State Parks and the Capitol Complex, which require the operation of vehicles that do not generate a lot of mileage.

FMD has added a “Purpose” field in ARI which is populated with one of nine options to better define how a vehicle is used. The field assists the agencies, FMD, Auditor’s Office and Legislative Auditor on the purpose and how a state vehicle is being utilized and support efforts to maximize efficiencies and reduce the number of state vehicles.

FMD has implemented an online reservation system with a key lock box and kiosk at the Capitol Complex. The online vehicle reservation system provides a platform for agencies to share vehicles thus reducing the number of individual pool vehicles and increasing the utilization of current assets. The program makes available to agencies in and around the Charleston, previously underutilized state vehicles for use before spending additional money for mileage reimbursement or renting a vehicle for travel. FMD will continue to promote the new service to the agencies in an effort to maximize efficiencies and reduce the number of state vehicles.

Per your approval, FMD will continue to advise the agencies of the number of underutilized vehicles and work to reduce the number of vehicles in the state’s fleet.

