

# Fleet Management Division Benefits/Programs

## September 2024

### Vehicle Ordering and Financing

- Leasing vehicles through FMD can be a cost-effective option to provide vehicles to your Agency by:
  - Total yearly outlay of money is less if financed over 48 months than if Agency cash is used.
  - Low interest rates (currently between 1-2%) make this a very affordable option.
  - Leasing a vehicle from FMD provides the benefits of our experienced office staff to help in all your vehicle's needs:
    - Titling the vehicle, license, and registration
      - Renewals
    - Telematics
    - Maintenance Program
    - Fueling Cards
      - All services can be assigned prior to Agency receipt making the vehicle "driver ready".
  - Simplify Agency vehicle ordering process by utilizing statewide contract.
  - FMD handles all wvOASIS documents associated with fixed assets:
    - FA, FD, FAIT, and FM
  - Totaled vehicle accidents:
    - FMD provides the title and coordinates monetary recovery.

### Holman Maintenance

- FMD has negotiated a contract with Holman Insights to perform the following for each participating State vehicle:
  - 24x7x365 access to a team of ASE-certified car and truck technicians who scrutinize repair requests and negotiate with vendors for best prices.
  - A simple prompt at the beginning of each call makes sure calls are routed to technicians experienced with your type of vehicles.
  - Access to an open vendor network comprised of 90,000 shops, including national accounts that offer up to 20% off retail prices.
  - Controlled authorizations that eliminate unnecessary and repeated repairs performed by different garage.
  - Preventative maintenance schedules that are customized to the types of vehicles in your fleet.
  - Ability to see exactly where your maintenance dollars are applied.
  - One monthly invoice, available online, for all vehicle maintenance issues.

### Holman Fueling

- FMD has negotiated a contract with Holman Insights to perform the following for each participating State vehicle:
  - The Fuel card program itself provides Universal acceptance at commercial fuel stations, secure Driver ID and Odometer capture, Level 3 data in your reporting (to support reduced fraud/abuse through exception reporting) and invoicing net of applicable fuel taxes. Note many other fleets card solutions cannot provide this level of data capture

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and tax exemption so there are direct taxpayer savings when the State uses a centralized fuel program such as the Holman product.

- Closed loop– proprietary network
- 99.8% Level III data capture
- Product Type Controls
- Exceptions and Alerts
- Reduced fraud, waste, abuse
- Better asset management
- Fuel Tax Exemption
- Easily set limits with custom authorization profiles
- Limit purchasing at the transaction level and/or by timeframe.
  - For product category, set timeframe limits for dollars, number of transactions.
  - In aggregate, set timeframe limits for total spend, number of transactions, or number of gallons.
- Change product controls and/or limits online, real time.
  - Enhanced Controls: total ticket, total non-fuel per transaction, total non-fuel per timeframe
  - Fuel Pump Shut-off by Dollar Amount.
  - Per Fuel Transaction
  - Per Time Period
    - You select your parameters.
- Exceptions revolve around card, vehicle, or driver (as applicable)
  - When a threshold is exceeded, details are populated on a report which is available for download.
- Reporting is retrieved on Holman Insights.
  - Standard Reports
  - Fuel and Mileage reports
  - Alerts for transactions that exceed your parameters.
- Invoicing
  - Cycle closes last business day of the month.
  - Invoices are emailed to you.
  - Payment due in 30 days
  - Holman 24/7 call center #:1-800-227-2273.
- No Driver Stranded Policy

### Holman/Geotab Telematics

- The role of telematics in fleet management is growing, but the landscape can be complex. In order for fleets to live up to the aspirations of big data and achieve best-in-class performance, telematics must be a central aspect of any comprehensive fleet management program. FMD has contracted with Holman to supply the agencies with Geotab telematics devices.
- The ability to track vehicle and driver activity in real time will increase visibility into your fleet operations and drive better decision making.
- Extract meaningful intelligence from your vehicles and use it to uncover efficiency gaps and problem areas like downtime, utilization, and driver risk.

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- Seamless integration with driver training modules and vehicle diagnostics ensures optimal return on your telematics investment. You will be free to apply the unique combination of technology and expertise in a manner that is optimally suited to your fleet and the mission of your Agency.
- For fleets requiring more frequent pings, in-cab monitoring, or hours of service compliance—Holman’s Geotab offering continues to provide complete management of devices giving your fleet the flexibility to remain connected.
- Features:
  - Location tracking
  - Speed tracking (threshold and posted)
  - Idle time tracking
  - In-cab alerts
  - Create, edit, and import Geofence zones.
  - Accident data
  - E-mail alert notifications and reports
  - Odometer and engine hours
    - Versatile rules to fit an agency’s needs.
  - Basic Driver Behavior- Speeding and Idling
  - And other features

### Holman Driver Training and Safety

- Prevention is paramount to keeping your drivers safe and costs under control.
  - “Vehicle crashes account for 80 percent of employee fatalities and most severe employee injuries”- (Occupational Safety & Health Administration).
  - You want to keep your drivers - and your organization - safe. We can help. We have the team, technology, and training resources to help you reduce accident rates by improving driving behavior.
- Build a culture of safety.
  - You can build a culture of safety among your company drivers by approaching collisions preemptively. You can identify opportunities to improve, measuring the impact of corrective action and assigning corrective training.
- Policy comprehension assessment
  - FMD recommends a minimum of Driver Skills Assessments
  - The completion with score of 100% of assigned modules
  - Following initial assessment:
    - One module every six months. One in March and one in September
    - Agencies can elect to assign more modules if needed or warranted.
- Holman’s Driver Skills Assessment program is a state-of-the-art, online risk analysis tool that simulates real-world driving situations. Driver Skills Assessment is the perfect tool for a personalized onboarding program for new hires. It can also be used to establish a driving skills baseline for existing drivers.
  - More than 60 modules and courses available ([Driver Training Catalog](#))

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- Focus on the key principles of Proactive Driving (scanning, cushion of safety, communication, and speed management)
- Interactive and engaging modules
- Stop and resume modules at the driver's convenience.
- Due dates and reminder emails
- Comprehension tests at the end of every module
  
- Digital certificate of completion upon successful completion of the modules
- Compliance reporting for client management
- Targeted training
- You have the power to identify high-risk drivers using Holman's advanced filtering and reporting criteria. Infractions are automatically identified and aligned to online training modules specific to the infraction. Our extensive driver training catalog simulates real-world driving situations in a variety of vehicle types.

### Pool Car Sharing

- In May 2021, FMD introduced Agile's FleetCommander Kiosk System. The FleetCommander system is a platform that allows the state to share vehicles through a website reducing the number of pool vehicles and removing human interaction when accessing and retrieving a vehicle's keys. A single centralized motor pool approach brings additional savings and efficiencies to the state's fleet.
- The online reservation system also reduces administrative burdens, eliminates manual vehicle logs, and provides the reporting capabilities to maximize efficiencies and correctly size the number and type of pool vehicles.
- There are several ways an Agency can utilize the system
  - Reservation system with Kiosk and lock box
  - Reservation system and disperse/retrieve keys manually
  - For those agencies with pool vehicles in Charleston, reassign or sell pool vehicles to FMD and begin utilizing the Capitol Complex Motor Pool

### [WV MOTORPOOL ONLINE RESERVATION](https://fleet.wv.gov/Rental/Pages/default.aspx)

<https://fleet.wv.gov/Rental/Pages/default.aspx>

### Motor Vehicle Record (MVR)

- With Holman's Motor Vehicle Record (MVR) assessments, you can verify each driver's licensure and driving history upon hire and use follow-up MVR checks to identify high-risk drivers within your fleet. Violation points are normalized across states in Holman's systems, providing a simplified and efficient view for multi-state fleets. With prompt access to results in Holman's online portal, advanced alerts, and rich reporting—as well as seamless integration with telematics data—you will be able to improve driver safety, reduce exposure, and favorably impact insurance premiums.
  
- Annual Motor Vehicle Record (MVR) checks leave potential driver infractions or convictions undetected for most of the year, exposing your Agency to considerable risk. With the



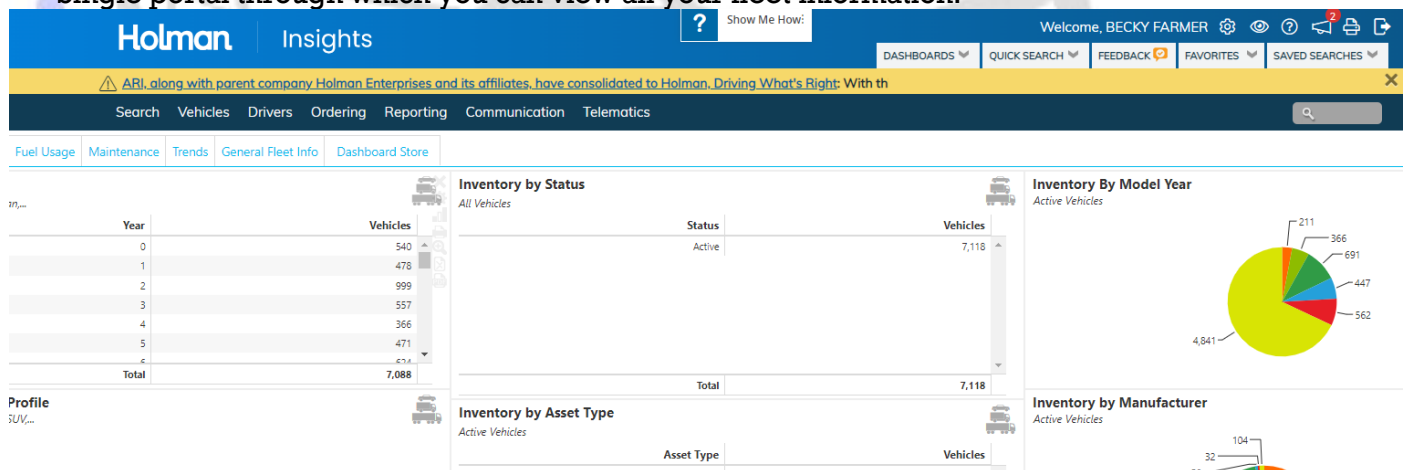
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Continuous MVR Monitoring, you will reduce your reliance on driver self-reporting and eliminate visibility gaps that occur in-between annual MVR checks. With monitoring available in 47 states for fleet and car allowance drivers, real-time alerts, and the ability to automatically assign targeted online safety training modules, you will be able to quickly spot high-risk driving behavior and mitigate its adverse impact on your Agency.

### Holman *insights* Fleet Management Dashboard

- **Dashboard:** Keeps vehicle's attributes, purpose, driver information, along with fueling and maintenance expenses in one central repository. The Dashboard is where crucial information is kept and maintained, including type of vehicle, VIN number, client and vehicle number, license plate, daily and year-to-date Fueling and Maintenance cost, and Driver Scorecard, if applicable.
- **Value:** Through the Dashboard, each Agency can combine all fleet related cost, driver information, and vehicle utilization data to get a true picture of your overall vehicle total operating cost. From there, agencies can implement strategic initiatives for things like cost containment. The Dashboard's alert and reporting capabilities provides the Agency the real data to support and target actions that result in true cost savings and maximize the efficient operation of State vehicles.
- **Notifications:** The dashboard provides alerts and widgets that pertains to PM service, vehicle inspections, fueling alerts, and more. The Dashboard aggregates all alerts and status updates—as well as populates notifications on the devices' home screen—giving the Agency access to everything they need to know when they need to know it.
- **Web-based platform** so you can access your information anytime, anywhere.
- **Single portal** through which you can view all your fleet information.



- **Customizable dashboard** puts the information that is most important to you at your fingertips.
- **Information is updated in real time.**

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- Key performance indicators, alerts, and exception reports clearly notify you when something needs your attention.
- Provides you with executive-level summaries of your entire fleet as well as the ability to drill down into information about each vehicle.
- Allows you to see a comprehensive maintenance history on each vehicle, recalls, past-due preventative maintenance, etc.
- Allows you to easily view vehicles that are due for preventative maintenance.
- Gives you visibility into your total operating costs as well as costs per vehicle and per incident.
- Reporting tools that can assist with:
  - Vehicle replacement optimization
  - Industry/vehicle type/competitor fleet cost benchmarking
  - Asset management, including life cycle costs.

### Fees

- Maintenance and Fueling - \$12 per vehicle, per month
  - One monthly fee of \$6.00 per service, per vehicle for the FMD services listed above.
- Telematics \$17 per vehicle, per month
  - Currently, as an introductory offer, FMD will order and pay for the Telematics hardware (\$153.45 value/ vehicle)
  - Agencies will pay for and coordinate the installation.
    - FMD installation charge is \$30.00/vehicle.
    - One-time \$100 Fee charged for any installation outside of a 50-mile radius of the state Capitol building located in Charleston, WV
  - Holman invoices the Spending Unit for the monthly service of \$16 per vehicle, per month
  - FMD will charge an administrative fee of \$1 per vehicle, per month.
  - Telematics FOB's(driver identification) - FMD will provide up to 40 FOB's at no cost to the agency at the time of initial installation. Additional FOB's, thereafter, will be paid for by the agency. (\$3.00/FOB)
- Titles / Registration / Licensing are handled by FMD for all leased vehicles.
- Driver Safety Program
  - Initial Driver Assessments - \$13 per driver
  - Modular - \$5 per event + FMD administrative fee of \$1.00
- Motor Pool Reservation System
  - Pricing varies based on number of vehicles and level of participation
  - \$175.00 annual cost per vehicle.
  - Configuration and Training \$2100.00/ site
- MVR - Motor Vehicle Records offer continuous monitoring or whenever activity is found or annually. Continuous monitoring shrinks the gap in visibility to potential risk exposure and reduces reliance on drivers self-reporting incidents.
  - Pricing for continuous monitoring
    - \$3.00/ vehicle/month
    - Plus- state fee of \$12.50 and a third-party fee of \$2.00/pass through per event

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- Per Occasion
  - \$6.00, per event
  - Plus, state fee of \$12.50 and third-party fee of \$2.00 pass through, per event

