



Allan L. McVey
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
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Kenny H. Yoakum
DIRECTOR

8/7/2020

Cabinet Secretary, Allan McVey
West Virginia Department of Administration
1409 Greenbrier Street
Charleston, WV 25311

Re: FY2020 Utilization Exemption Vehicle Summary

Dear Secretary McVey,

Attached for your review is the FY2020 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 under-utilized state vehicles with a vehicle classification of one ton and under.

There are five types of exemption justifications and FMD received 2,519 submissions for FY2020:

- 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 2,254 vehicles that didn't submit an exemption request for FY2020. 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 FY2020 but didn't submit an exemption request.

As of 7/1/2020 the state had 7,068 one ton and under vehicles of which 4,773 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 don't generate a lot of mileage.

For FY2021 report FMD has worked with ARI to add a "Purpose" field which will be populated with one of nine options to better define how a vehicle is used and to assist FMD's and the agencies' efforts to reduce the number of state owned and operated vehicles.

FMD has completed the RFP process for an online reservation system with a key lock box and kiosk that will permit agencies to share vehicles to better utilize state assets before spending additional money for mileage reimbursement or renting a vehicle for travel. The service will be available for state agencies participation on January 1, 2021.

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.

# of FY2020 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level											
	Requested Exemptions										
Cabinet	Total Fleet	ENV 20%	ERV logs	ETV	PSV	SEV logs	Total Exemption Requests	Additional Underutilized Vehicles that Didn't Submit an Exemption Request	Total # of Underutilized Vehicles for FY2020	Total Vehicles for Review or Reassignment	
ADMINISTRATION	50	1	0	10	0	8	19	21	40	24	
ARTS, CULTURE AND HISTORY	17	0	0	8	0	2	10	5	15	0	
COMMERCE	811	13	0	14	8	36	71	430	501	186	
COMMUNITY COLLEGE	100	8	0	24	4	16	52	39	91	35	
DEP	375	0	6	19	18	54	97	123	220	29	
DHHR	295	0	0	0	0	0	0	171	171	83	
DMAPS	1726	23	0	117	58	14	212	620	832	137	
EDUCATION	41	2	0	9	2	0	13	18	31	10	
ELECTED OFFICES	198	0	0	5	0	7	12	144	156	69	
HIGHER ED	764	33	75	245	40	197	590	140	730	424	
JUDICIAL	19	0	0	0	0	0	0	15	15	4	
LEGISLATIVE	8	1	0	0	0	0	1	2	3	1	
MISC	107	1	0	35	0	0	36	18	54	13	
QUASIS	170	4	0	48	1	0	53	60	113	37	
REVENUE	111	6	0	27	0	34	67	26	93	25	
SENIOR SERVICES	6	5	0	1	0	0	6	0	6	1	
TRANSPORTATION	2205	8	1	1259	0	12	1280	372	1652	415	
VETERANS	65	0	0	0	0	0	0	50	50	25	
Grand Total	7068	105	82	1821	131	380	2519	2254	4773	1518	