



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

8/12/2024

Acting Cabinet Secretary, John McHugh
West Virginia Department of Administration
1409 Greenbrier Street
Charleston, WV 25311

Re: FY2024 Utilization Exemption Vehicle Summary

Dear Secretary McHugh,

Attached for your review is the FY2024 Utilization Exemption Vehicle Summary that was conducted by the Fleet Management Division (FMD) for 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 2,457 submissions for FY2024:

- 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 2,038 vehicles that didn't submit an exemption request for FY2024. 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 FY2024 but did not submit an exemption request.

As of 7/1/2024 the state had 7,054 one ton and under vehicles of which 4,495 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 supports 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.

# of FY2024 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 FY2024	Total Vehicles for Review or Reassignment
ADMINISTRATION	53	1	0	6	0	1	9	32	41	16
COMMUNITY COLLEGE	91	13	0	30	6	19	69	22	91	14
ARTS, CULTURE AND HISTORY	15	0	0	4	0	2	6	6	12	2
COMMERCE	860	9	40	197	42	17	305	206	511	41
DHHR	290	50	0	25	0	0	86	61	147	34
ECONOMIC DEVELOPMENT	2	0	0	1	0	0	1	1	2	1
EDUCATION	40	0	0	0	1	0	1	13	14	5
ELECTED OFFICES	201	3	1	0	0	0	5	133	138	67
DEP	360	3	66	5	0	12	88	51	139	12
HIGHER ED	702	24	7	110	40	209	400	257	657	157
HOMELAND SECURITY	1565	35	0	198	18	29	285	509	794	22
JUDICIAL	18	0	0	0	0	0	0	10	10	3
LEGISLATIVE	10	9	0	0	0	0	9	0	9	0
MISCELLANEOUS	157	11	4	17	10	1	64	23	87	14
QUASI	177	0	0	2	0	0	8	110	118	39
REVENUE	100	11	0	38	0	4	53	8	61	4
SENIOR SERIVES	2	2	0	0	0	0	2	0	2	0
TRANSPORTATION	2389	10	0	1022	0	0	1047	594	1641	91
VETERANS	20	0	0	19	0	0	19	1	20	1
TOURISM	2	0	0	0	0	0	0	1	1	0
Grand Total	7054	181	118	1674	117	294	2457	2038	4495	523

Fleet Management Division

FY2024 Utilization Exemption Vehicle Summary Report

The Fleet Management Division received 2,457 Utilization Exemption Requests for FY24. FMD also reviewed the entire fleet to determine those vehicles that did not submit a Utilization Exemption Request form and failed to meet the 1,100 monthly miles requirement using the last 180 days average monthly mileage. This information is reviewed using the ARI Life of Vehicle (LOV) report. At the end of each Fiscal Year, FMD tracks all these vehicles and makes recommendations to the Department of Administration Cabinet Secretary and the Agency Fleet Coordinator concerning the utilization of the vehicles in their individual fleet. The following is a summary of these requests and FMD's recommendations.

There are five types of exemptions. Below is a list and explanation for each type of exemption.

PSV - Vehicles assigned to public safety officers.

SEV - Vehicles assigned to employees whose job duties require the constant use or continuous availability of specialized equipment which cannot feasibly or economically be either transferred between centralized fleet vehicles or carried in personal vehicles. Such equipment may include medical supplies; monitoring or testing apparatus or other supplies; equipment or material necessary to perform the spending unit's mission or function. In addition to submitting a request for exemption for under-utilized vehicles, spending units will document the number of occasions annually in which an under-utilized vehicle in this category was called into service during off-hours/after hours. Off-hours/after-hours means outside the driver's normal hours of duty.

ERV - Vehicles assigned to employees, on 24-hour call, who must respond to emergencies on a regular or continuing basis where the emergency response is normally to a location other than the employee's official workstation. In addition to submitting a request for exemption for under-utilized vehicles, spending units will document the number of occasions annually in which an under-utilized vehicle in this category was called into service during off-hours/after hours. Off-hours/ after-hours means outside the driver's normal hours of duty.

ETV - Vehicles assigned to employees for essential travel related to the transportation of authorized passengers on a routine basis; or for the essential administrative functions of the spending unit for which the use of a temporary assignment vehicle, daily rental vehicle, long-term lease vehicle, or personally owned vehicle using mileage reimbursement is neither feasible nor economical.

ENV - Vehicles that are free of lien and in the judgment of the spending officer are both economical and necessary for spending unit mission accomplishment. No more than twenty percent (20%) of the spending unit's vehicles may be exempted using this Exemption Reason Code.

Attached is a chart titled "# of FY2024 Utilization Exemption Requests and Additional Underutilized Vehicles by Agency Level" that lists the number of utilization exemptions received by type and department.

To review all the underutilized state vehicles, FMD added those vehicles that didn't submit a utilization exemption and didn't meet the minimum monthly mileage. FMD then went through a process of grouping and removing certain vehicles based off model year, type of vehicle, lack of data and utilization data for the last six months. For FY2024 FMD identified 523 vehicles for possible reassignment or retirement. Below is chart of those efforts:

Vehicles For Review	
Exemptions Received	2457
Additional Underutilized Vehicles - No Exemption Submitted	2038
Total Exemptions	4495
Less:	
Approved Underutilized Requests	2384
State Police	448
New Vehicles	285
Vehicles that average over 899/Mth	284
Vehicles with 100,000 Miles and Over	498
Total Vehicles for Review and or Reassignment	523
Data Action Items	
Missing Purpose	0
Unusual Purpose Category	0
Last Odometer date before 1/2024	372
Total Number of Data Action Items	372

This exercise is done at a high level without knowing the agencies' missions and how these vehicles assist with those missions. FMD will work with each agency by reviewing the findings of this report to better utilize the state fleet. FMD contacts the agencies twice a year, April and September concerning vehicles that have not fueled for 180 days.

Attached is a second chart titled "FY2024 Utilization Exemption Report Action Items" listing all the action items that need addressed. In addition to the possible reassignments and retirements, an agency must maintain records/logs concerning the after-hours usage for SEV and ERV exemptions and ENV exemptions can't exceed 20% of their total fleet.

FMD sent an email to the AFCs on 6/12/24 asking if they documented the number of occasions in which a vehicle that requested a SEV or ERV was used in that category during off hours/after hours. Attached is a third chart titled "FY2024 SEV-ERV Logs" that lists if an agency responded to FMD's email and that they maintain a vehicle log that tracked the number of occasions that a vehicle with an SEV or ERV exemption was utilized during off hours/after hours.

of FY2024 Utilization Exemption Requests and Additional Underutilized Vehicles by Agency Level

Cabinet	Agency	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 FY2024	Total Vehicles for Review or Reassignment
ADMINISTRATION		53	1	0	6	0	1	9	32	41	16
	AVIATION	1	0	0	0	0	0	0	1	1	1
	BRIM	1	0	0	1	0	0	1	0	1	0
	CPRB	1	1	0	0	0	0	1	0	1	0
	FMD	15	0	0	5	0	0	6	4	10	0
	GENERAL SERV	17	0	0	0	0	0	0	13	13	7
	IS&C	15	0	0	0	0	0	0	12	12	7
	REAL ESTATE	2	0	0	0	0	0	0	2	2	1
	SURPLUS	1	0	0	0	0	1	1	0	1	0
COMMUNITY COLLEGE		91	13	0	30	6	19	69	22	91	14
	BLUERIDGE	7	0	0	2	2	3	7	0	7	0
	BRIDGEVALLEY	9	3	0	4	1	0	8	1	9	0
	EASTERN	5	0	0	1	0	0	1	4	5	2
	MOUNTWEST	1	0	0	0	0	0	0	1	1	1
	NEW RIVER	23	4	0	13	0	0	17	6	23	3
	NORTHERN	6	0	0	4	0	1	5	1	6	0
	PIERPONT	1	0	0	1	0	0	1	0	1	0
	SOUTHERN	8	6	0	2	0	0	8	0	8	0
	WVU										
	POTOMAC	17	0	0	3	3	11	17	0	17	0
	WVUP	14	0	0	0	0	4	5	9	14	8
ARTS, CULTURE AND HISTORY		15	0	0	4	0	2	6	6	12	2
	CULT & HIST	1	0	0	0	0	0	0	1	1	0
	ED BROADCAST	13	0	0	4	0	2	6	4	10	1
	LIBRARY COMM	1	0	0	0	0	0	0	1	1	1
COMMERCE		860	9	40	197	42	17	305	206	511	41
	DEV COMM ADV	7	0	0	0	0	0	0	6	6	4
	FORESTRY	124	0	40	0	0	0	40	30	70	5
	GEO SURVEY	5	2	0	0	0	3	5	0	5	0
	LABOR	42	3	0	0	0	0	3	11	14	9
	MHST	109	0	0	0	0	0	0	38	38	3
	NR DIRECTOR	2	0	0	0	0	0	0	1	1	1
	NR LAW	138	0	0	0	15	0	15	23	38	1
	NR MAIL	2	2	0	0	0	0	2	0	2	0
	NR PARKS	247	1	0	123	27	0	151	70	221	9
	NR REALESTAT	1	1	0	0	0	0	1	0	1	0
	NR WILDLIFE	146	0	0	59	0	0	59	21	80	6
	REHAB SERV	29	0	0	15	0	14	29	0	29	0
	WORKFORCE	8	0	0	0	0	0		6	6	3
DHHR		290	50	0	25	0	0	86	61	147	34
	DH BATEMAN	6	3	0	0	0	0	3	1	4	1
	DH CENT FLT	27	4	0	0	0	0	4	3	7	0
	DH CHILD HOM	4	0	0	3	0	0	4	0	4	0
	DH CSRD RD 8	1	0	0	0	0	0	0	0	0	0

of FY2024 Utilization Exemption Requests and Additional Underutilized Vehicles by Agency Level

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	DH CSED RG 6	1	0	0	0	0	0	0	1	1	0
	DH CSED RG2	1	0	0	1	0	0	1	0	1	0
	DH ENV HLT	16	1	0	0	0	0	1	2	3	0
	DH EPIDEMIOLOG	26	3	0	1	0	0	4	20	24	19
	DH FAM SUPP	4	0	0	0	0	0	1	2	3	2
	DH HTHCR FAC	2	1	0	0	0	0	1	0	1	0
	DH HOPEMONT	2	2	0	0	0	0	2	0	2	0
	DH HUM RIGHT	1	0	0	0	0	0	1	0	1	0
	DH INV FRAUD	3	0	0	1	0	0	1	0	1	0
	DH LAB SRV	3	1	0	1	0	0	2	1	3	1
	DH LAKIN	7	5	0	2	0	0	7	0	7	0
	DH MANCHIN	3	3	0	0	0	0	3	0	3	0
	DH MED EXAM	3	2	0	0	0	0	2	1	3	1
	DH MED SRV	5	1	0	0	0	0	1	0	1	0
	DH OEMS TRAU	2	2	0	0	0	0	2	0	2	0
	DH OHFLAC	55	13	0	8	0	0	24	5	29	0
	DH OMCFH ADM	5	3	0	0	0	0	3	0	3	0
	DH REG 2	7	0	0	0	0	0	0	5	5	2
	DH REG 1	4	0	0	0	0	0	0	4	4	2
	DH REG 4	9	0	0	0	0	0	0	9	9	4
	DH SEC OFFIC	1	0	0	0	0	0	1	0	1	0
	DH SHARPE	16	2	0	3	0	0	5	0	5	0
	DH SOC SRV	4	1	0	0	0	0	2	0	2	0
	DH THREAT PR	3	0	0	0	0	0	2	1	3	1
	DH WELCH	1	1	0	0	0	0	1	0	1	0
	DH WITHROW	3	2	0	1	0	0	3	0	3	0
	DIV OF HEAL	3	0	0	3	0	0	3	0	3	0
	DH RG3 SOC S	12	0	0	0	0	0	0	0	0	0
	DH RG4 SOC S	20	0	0	0	0	0	1	2	3	0
	DH RG2 SOC S	12	0	0	0	0	0	0	1	1	1
	DH RG1 SOC S	16	0	0	0	0	0	0	2	2	0
	ICAH ADMIN	2	0	0	1	0	0	1	1	2	0
ECONOMIC DEVELOPMENT		2	0	0	1	0	0	1	1	2	1
	DEV OFFICE	2	0	0	1	0	0	1	1	2	1
EDUCATION		40	0	0	0	1	0	1	13	14	5
	DEAF BLIND	18	0	0	0	0	0	0	10	10	4
	FISCAL CONTR	20	0	0	0	1	0	1	3	4	1
	SBA	2	0	0	0	0	0	0		0	0
ELECTED OFFICES		201	3	1	0	0	0	5	133	138	67
	AGR	165	0	0	0	0	0	0	111	111	55
	ATTORNEY GEN	19	1	1	0	0	0	3	10	13	4
	AUDITORS	2	2	0	0	0	0	2		2	0
	GOVERNOR	8	0	0	0	0	0	0	7	7	4
	TREASURER	7	0	0	0	0	0	0	5	5	4
DEP		360	3	66	5	0	12	88	51	139	12
	EN AB MINE	51	0	0	1	0	0	1	6	7	0
	EN ADMIN	15	1	0	1	0	2	4	3	7	0
	EN AIR QUAL	23	1	0	0	0	0	1	4	5	0
	EN ENV ENFOR	77	0	50	0	0	0	50	14	64	5
	EN ENV REMED	12	0	0	2	0	0	2	2	4	0
	EN MINE REC	83	0	12	0	0	3	15	11	26	3
	EN OIL GAS	24	0	2	0	0	3	7	2	9	0
	EN SPEC REC	52	1	0	0	0	2	3	7	10	3
	EN WATER RES	21	0	2	1	0	2	5		5	0
	SOLID WASTE	2	0	0	0	0	0	0	2	2	1

of FY2024 Utilization Exemption Requests and Additional Underutilized Vehicles by Agency Level

Cabinet	Agency	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 FY2024	Total Vehicles for Review or Reassignment
HIGHER ED		702	24	7	110	40	209	400	257	657	157
	BLUEFIELD	33	0	0	0	0	0	0	23	23	11
	CONCORD	19	0	0	0	3	9	12	3	15	2
	FAIRMONT	23	0	0	0	0	0	0	21	21	18
	GLENVILLE	24	0	0	0	0	0	0	21	21	9
	MARSHALL	98	0	0	0	0	0	0	98	98	63
	MU AUTISM	1	0	0	0	0	0	0	1	1	0
	OST MED	14	0	0	0	0	0	0	11	11	8
	POLICY COMM	2	0	0	0	0	0	0	2	2	1
	SHEPHERD	35	0	0	0	4	13	20	15	35	9
	WEST LIBERTY	46	0	0	0	3	17	21	8	29	4
	WV STATE	35	8	0	2	4	14	29	6	35	1
	WVSU RESEARC	30	0	0	0	0	0	0	25	25	19
	WVU	302	14	4	95	22	141	280	22	302	11
	WVU TECH	40	2	3	13	4	15	38	1	39	1
HOMELAND SECURITY		1565	35	0	198	18	29	285	509	794	22
	CAB SEC	7	0	0	0	0	0	0	3	3	0
	CR ANTHONY	12	0	0	4	0	0	4	1	5	0
	CR BECKLEY	7	0	0	4	0	0	4	1	5	0
	CR CENT OFF	9	0	0	2	0	0	2	1	3	0
	CR CHAS WR	7	0	0	3	0	0	3		3	0
	CR COR INVST	9	0	0	5	0	0	5	3	8	1
	CR COR K9	27	0	0	9	0	0	9	5	14	2
	CR DENMAR	8	0	0	3	0	0	3	1	4	0
	CR HUTTONSV	25	6	0	8	0	0	14	8	22	2
	CR LAKIN	15	1	0	7	0	0	8	1	9	0
	CR MARTINS	7	1	0	3	0	0	4	1	5	1
	CR MT OLIVE	13	2	0	2	0	0	4	2	6	0
	CR NOTHERN	12	2	0	2	0	0	4	2	6	2
	CR OHIO	3	0	0	3	0	0	3		3	0
	CR PARKERSB	9	1	0	6	0	0	7		7	0
	CR PAROL SRV	46	3	0	17	0	0	20	4	24	1
	CR PRIS INDS	4	0	0	0	0	0	0	1	1	0
	CR PRUNTY	21	2	0	7	0	0	9	7	16	2
	CR SALEM	10	0	0	2	0	0	2	2	4	0
	CR SPEC SRV	11	2	0	2	0	0	4	1	5	1
	CR ST MARYS	12	0	0	3	0	0	3	3	6	0
	CR TRAIN ACA	8	1	0	3	0	0	4	1	5	0
	CR WV PEN	2	0	0	0	0	0	0	2	2	1
	EMERGE MANG	39	2	0	0	0	29	33	2	35	0
	HOMELAND SEC	2	0	0	0	0	0	0	1	1	0
	FIRE COMM	40	0	0	0	11	0	11	8	19	1
	JS CENT OFF	13	2	0	7	0	0	9	0	9	0
	JS CHICK BUC	5	2	0	2	0	0	4	0	4	0
	JS DON KUHN	5	0	0	1	0	0	1	2	3	0
	JS GEN SPARA	6	0	0	3	0	0	3	2	5	0
	JS GOIN HOME	54	2	0	40	0	0	43	2	45	1
	JS LOR YEAG	5	1	0	2	0	0	3	1	4	0
	JS ROB SHELL	5	0	0	2	0	0	2	0	2	0
	JS RUBENSTEI	6	0	0	2	0	0	2	2	4	1
	JS SAM PERDU	4	0	0	0	0	0	0	3	3	1
	JS TIGER MOR	4	0	0	2	0	0	3	1	4	0
	JS VIC DOUG	7	0	0	5	0	0	5	1	6	1
	JUST & COMM	2	1	0	0	0	0	1	0	1	0
	PROTECT SERV	17	0	0	0	7	0	7	5	12	1
	RJ CENT OFF	12	0	0	4	0	0	4	2	6	1

of FY2024 Utilization Exemption Requests and Additional Underutilized Vehicles by Agency Level

Cabinet	Agency	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 FY2024	Total Vehicles for Review or Reassignment
	RJ CTR REG	8	0	0	4	0	0	4	0	4	0
	RJ EASTERN	9	1	0	5	0	0	7	2	9	0
	RJ N CTR REG	11	0	0	2	0	0	2	1	3	0
	RJ NORTHERN	7	0	0	7	0	0	7	0	7	0
	RJ POTOMAC	6	0	0	2	0	0	2	2	4	0
	RJ S CTR REG	9	0	0	4	0	0	4	0	4	0
	RJ S WESTER	11	0	0	1	0	0	1	4	5	0
	RJ SOUTHERN	9	1	0	4	0	0	5	0	5	0
	RJ TYGART	10	2	0	3	0	0	5	2	7	0
	RJ WESTERN	10	0	0	1	0	0	1	5	6	2
	SP BCI	93	0	0	0	0	0	0	59	59	0
	SP CACU	5	0	0	0	0	0	0	4	4	0
	SP CDDP	2	0	0	0	0	0	0	1	1	0
	SP GEN REV	752	0	0	0	0	0	0	314	314	0
	SP MVI	88	0	0	0	0	0	0	28	28	0
	SP ST POLIC	24	0	0	0	0	0	0	4	4	0
	WV STATE	1	0	0	0	0	0	0	1	1	0
JUDICIAL		18	0	0	0	0	0	0	10	10	3
	SUPREME COUR	18	0	0	0	0	0	0	10	10	3
LEGISLATIVE		10	9	0	0	0	0	9	0	9	0
	CSI	10	9	0	0	0	0	9	0	9	0
MISCELLANEOUS		157	11	4	17	10	1	64	23	87	14
	ADJ GEN	43	4	0	16	0	0	35	6	41	5
	ARMORY BD	15	4	0	0	0	0	6	2	8	2
	BARBERS + CO	3	0	0	0	0	0	0	0	0	0
	COAL HERIT	1	1	0	0	0	0	1	0	1	0
	PSC	95	2	4	1	10	1	22	15	37	7
QUASI		177	0	0	2	0	0	8	110	118	39
	PARKWAYS	177	0	0	2	0	0	8	110	118	39
REVENUE		100	11	0	38	0	4	53	8	61	4
	ABCC	29	5	0	23	0	1	29	0	29	0
	INS COMM	26	1	0	10	0	0	11	5	16	2
	LOTTERY	29	5	0	5	0	0	10	0	10	0
	TAX	16	0	0	0	0	3	3	3	6	2
SENIOR SERIVES		2	2	0	0	0	0	2	0	2	0
	SR SERV	2	2	0	0	0	0	2	0	2	0
TRANSPORTATION		2389	10	0	1022	0	0	1047	594	1641	91
	DMV	44	10	0	9	0	0	19	5	24	1
	DOH	2334	0	0	1012	0	0	1027	581	1608	89
	PUBLIC TRANS	1	0	0	1	0	0	1	0	1	0
	RAILS AUTHOR	10	0	0	0	0	0	0	8	8	1
VETERANS		20	0	0	19	0	0	19	1	20	1
	VET HOME	8	0	0	7	0	0	7	1	8	1
	VET NURSING	5	0	0	5	0	0	5	0	5	0
	VET TRANS	7	0	0	7	0	0	7	0	7	0
TOURISM		2	0	0	0	0	0	0	1	1	0
	TOURISM	2	0	0	0	0	0	0	1	1	0
GRAND TOTAL		7054	181	118	1674	117	294	2457	2038	4495	523

FY2024 Utilization Exemption Report Action Items

Cabinet	Agency	Total Fleet	ENV 20%	ERV Logs	SEV Logs	Missing Odometer	Vehicles With 90,000 Miles & Over	*Vehicles With Missing Street Addresses	Total Vehicles for Review or Reassignment
AD		53	1	0	1	1	12	14	16
	AVIATION	1	0	0	0	0	0	0	1
	BRIM	1	0	0	0	0	0	0	0
	CPRB	1	1	0	0	0	0	0	0
	FMD	15	0	0	0	0	2	0	0
	GENERAL SERV	17	0	0	0	1	5	1	7
	IS&C	15	0	0	0	0	5	13	7
	REAL ESTATE	2	0	0	0	0	0	0	1
	SURPLUS	1	0	0	1	0	0	0	0
CC		91	13	0	19	2	19	9	14
	BLUERIDGE	7	0	0	3	0	0	0	0
	BRIDGEVALLEY	9	3	0	0	1	1	2	0
	EASTERN	5	0	0	0	0	1	2	2
	MOUNTWEST	1	0	0	0	0	0	0	1
	NEW RIVER	23	4	0	0	1	10	0	3
	NORTHERN	6	0	0	1	0	1	5	0
	PIERPONT	1	0	0	0	0	0	0	0
	SOUTHERN	8	6	0	0	0	1	0	0
	WVU POTOMAC	17	0	0	11	0	4	0	0
	WVUP	14	0	0	4	0	1	0	8
CH		15	0	0	2	1	5	10	2
	CULT & HIST	1	0	0	0	0	1	1	0
	ED BROADCAST	13	0	0	2	1	4	9	1
	LIBRARY COMM	1	0	0	0	0	0	0	1
CO		860	9	40	17	31	378	44	41
	DEV COMM ADV	7	0	0	0	0	0	0	4
	FORESTRY	124	0	40	0	2	65	2	5
	GEO SURVEY	5	2	0	3	0	1	0	0
	LABOR	42	3	0	0	0	16	0	9
	MHST	109	0	0	0	0	55	3	3
	NR DIRECTOR	2	0	0	0	0	0	0	1
	NR LAW	138	0	0	0	12	53	12	1
	NR MAIL	2	2	0	0	0	0	0	0
	NR PARKS	247	1	0	0	15	119	14	9
	NR REALESTAT	1	1	0	0	0	1	0	0
	NR WILDLIFE	146	0	0	0	2	61	2	6
	REHAB SERV	29	0	0	14	0	5	11	0
	WORKFORCE	8	0	0	0	0	2	0	3
DH		290	50	0	0	2	132	0	34
	DH BATEMAN	6	3	0	0	0	1	0	1
	DH CENT FLT	27	4	0	0	0	11	0	0
	DH CHILD HOM	4	0	0	0	0	1	0	0
	DH CSED RD 8	1	0	0	0	0	0	0	0
	DH CSED RG 6	1	0	0	0	0	0	0	0
	DH CSED RG2	1	0	0	0	0	0	0	0
	DH ENV HLT	16	1	0	0	0	6	0	0
	DH EPIDEMIOLOG	26	3	0	0	2	6	0	19
	DH FAM SUPP	4	0	0	0	0	0	0	2
	DH HTHCR FAC	2	1	0	0	0	1	0	0
	DH HOPEMONT	2	2	0	0	0	1	0	0
	DH HUM RIGHT	1	0	0	0	0	0	0	0
	DH INV FRAUD	3	0	0	0	0	0	0	0
	DH LAB SRV	3	1	0	0	0	0	0	1
	DH LAKIN	7	5	0	0	0	1	0	0
	DH MANCHIN	3	3	0	0	0	2	0	0
	DH MED EXAM	3	2	0	0	0	0	0	1
	DH MED SRV	5	1	0	0	0	3	0	0

FY2024 Utilization Exemption Report Action Items

Cabinet	Agency	Total Fleet	ENV 20%	ERV Logs	SEV Logs	Missing Odometer	Vehicles With 90,000 Miles & Over	*Vehicles With Missing Street Addresses	Total Vehicles for Review or Reassignment
	DH OEMS TRAU	2	2	0	0	0	1	0	0
	DH OHFLAC	55	13	0	0	0	38	0	0
	DH OMCFH ADM	5	3	0	0	0	4	0	0
	DH REG 2	7	0	0	0	0	3	0	2
	DH REG 1	4	0	0	0	0	2	0	2
	DH REG 4	9	0	0	0	0	2	0	4
	DH SEC OFFIC	1	0	0	0	0	1	0	0
	DH SHARPE	16	2	0	0	0	10	0	0
	DH SOC SRV	4	1	0	0	0	1	0	0
	DH THREAT PR	3	0	0	0	0	2	0	1
	DH WELCH	1	1	0	0	0	0	0	0
	DH WITHROW	3	2	0	0	0	0	0	0
	DIV OF HEAL	3	0	0	0	0	0	0	0
	DH RG3 SOC S	12	0	0	0	0	6	0	0
	DH RG4 SOC S	20	0	0	0	0	14	0	0
	DH RG2 SOC S	12	0	0	0	0	7	0	1
	DH RG1 SOC S	16	0	0	0	0	8	0	0
	ICAH ADMIN	2	0	0	0	0	0	0	0
EC		2	0	0	0	0	1	2	1
	DEV OFFICE	2	0	0	0	0	1	2	1
ED		40	0	0	0	0	13	9	5
	DEAF BLIND	18	0	0	0	0	10	4	4
	FISCAL CONTR	20	0	0	0	0	3	5	1
	SBA	2	0	0	0	0	0	0	0
EL		201	3	1	0	8	99	133	67
	AGR	165	0	0	0	8	83	124	55
	ATTORNEY GEN	19	1	1	0	0	11	0	4
	AUDITORS	2	2	0	0	0	0	1	0
	GOVERNOR	8	0	0	0	0	3	8	4
	TREASURER	7	0	0	0	0	2	0	4
EN		360	3	66	12	8	177	5	11
	EN AB MINE	51	0	0	0	4	32	1	0
	EN ADMIN	15	1	0	2	1	5	0	0
	EN AIR QUAL	23	1	0	0	0	10	0	0
	EN ENV ENFOR	77	0	50	0	1	31	2	5
	EN ENV REMED	12	0	0	0	0	7	0	0
	EN MINE REC	83	0	12	3	0	37	2	3
	EN OIL GAS	24	0	2	3	0	21	0	0
	EN SPEC REC	52	1	0	2	2	23	0	2
	EN WATER RES	21	0	2	2	0	10	0	0
	SOLID WASTE	2	0	0	0	0	1	0	1
HE		702	24	7	209	10	200	113	157
	BLUEFIELD	33	0	0	0	0	16	2	11
	CONCORD	19	0	0	9	0	7	0	2
	FAIRMONT	23	0	0	0	0	3	0	18
	GLENVILLE	24	0	0	0	0	13	0	9
	MARSHALL	98	0	0	0	1	39	95	63
	MU AUTISM	1	0	0	0	0	0	1	0
	OST MED	14	0	0	0	0	3	5	8
	POLICY COMM	2	0	0	0	0	2	0	1
	SHEPHERD	35	0	0	13	0	17	0	9
	WEST LIBERTY	46	0	0	17	0	29	3	4
	WV STATE	35	8	0	14	3	14	0	1
	WVSU RESEARC	30	0	0	0	0	5	7	19
	WVU	302	14	4	141	6	45	0	11
	WVU TECH	40	2	3	15	0	7	0	1

FY2024 Utilization Exemption Report Action Items

Cabinet	Agency	Total Fleet	ENV 20%	ERV Logs	SEV Logs	Missing Odometer	Vehicles With 90,000 Miles & Over	*Vehicles With Missing Street Addresses	Total Vehicles for Review or Reassignment
HS		1565	35	0	29	52	787	926	22
	CAB SEC	7	0	0	0	0	0	2	0
	CR ANTHONY	12	0	0	0	0	9	0	0
	CR BECKLEY	7	0	0	0	0	4	0	0
	CR CENT OFF	9	0	0	0	0	5	0	0
	CR CHAS WR	7	0	0	0	0	5	0	0
	CR COR INVST	9	0	0	0	0	3		1
	CR CORK K9	27	0	0	0	1	11	1	2
	CR DENMAR	8	0	0	0	0	4	0	0
	CR HUTTONSV	25	6	0	0	0	13	0	2
	CR LAKIN	15	1	0	0	0	8	0	0
	CR MARTINS	7	1	0	0	0	2	0	1
	CR MT OLIVE	13	2	0	0	0	7	0	0
	CR NOTHERN	12	2	0	0	0	4	0	2
	CR OHIO	3	0	0	0	0	2	0	0
	CR PARKERSB	9	1	0	0	0	5	0	0
	CR PAROL SRV	46	3	0	0	0	20	0	1
	CR PRIS INDS	4	0	0	0	0	2	0	0
	CR PRUNTY	21	2	0	0	2	7	0	2
	CR SALEM	10	0	0	0	0	5	0	0
	CR SPEC SRV	11	2	0	0	0	3	0	1
	CR ST MARYS	12	0	0	0	0	6	0	0
	CR TRAIN ACA	8	1	0	0	0	3	0	0
	CR WV PEN	2	0	0	0	0	1	0	1
	EMERGE MANG	39	2	0	29	2	8	2	0
	HOMELAND SEC	2	0	0	0	1	0	1	0
	FIRE COMM	40	0	0	0	0	21	0	1
	JS CENT OFF	13	2	0	0	0	9	0	0
	JS CHICK BUC	5	2	0	0	0	1	0	0
	JS DON KUHN	5	0	0	0	0	3	0	0
	JS GEN SPARA	6	0	0	0	0	4	0	0
	JS GOIN HOME	54	2	0	0	0	13	0	1
	JS LOR YEAG	5	1	0	0	0	1	0	0
	JS ROB SHELL	5	0	0	0	0	1	0	0
	JS RUBENSTEI	6	0	0	0	0	1	0	1
	JS SAM PERDU	4	0	0	0	0	2	0	1
	JS TIGER MOR	4	0	0	0	0	1	0	0
	JS VIC DOUG	7	0	0	0	0	2	0	1
	JUST & COMM	2	1	0	0	0	1	0	0
	PROTECT SERV	17	0	0	0	0	1	0	1
	RJ CENT OFF	12	0	0	0	0	7	0	1
	RJ CTR REG	8	0	0	0	0	4	0	0
	RJ EASTERN	9	1	0	0	0	8	0	0
	RJ N CTR REG	11	0	0	0	0	4	0	0
	RJ NORTHERN	7	0	0	0	0	4	0	0
	RJ POTOMAC	6	0	0	0	0	3	0	0
	RJ S CTR REG	9	0	0	0	0	4	0	0
	RJ S WESTER	11	0	0	0	1	7	0	0
	RJ SOUTHERN	9	1	0	0	0	6	0	0
	RJ TYGART	10	2	0	0	0	5	0	0
	RJ WESTERN	10	0	0	0	0	3	0	2
	SP BCI	93	0	0	0	4	45	85	0
	SP CACU	5	0	0	0	0	2	5	0
	SP CDDP	2	0	0	0	0	2	2	0
	SP GEN REV	752	0	0	0	39	449	716	0
	SP MVI	88	0	0	0	1	21	88	0
	SP ST POLIC	24	0	0	0	0	15	24	0
	WV STATE	1	0	0	0	1	0	0	0

FY2024 Utilization Exemption Report Action Items

Cabinet	Agency	Total Fleet	ENV 20%	ERV Logs	SEV Logs	Missing Odometer	Vehicles With 90,000 Miles & Over	*Vehicles With Missing Street Addresses	Total Vehicles for Review or Reassignment
JU		18	0	0	0	0	4	0	3
	SUPREME COUR	18	0	0	0	0	4	0	3
LE		10	9	0	0	0	6	0	0
	CSI	10	9	0	0	0	6	0	0
MI		157	11	4	1	3	57	26	14
	ADJ GEN	43	4	0	0	3	7	1	5
	ARMORY BD	15	4	0	0	0	11	0	2
	BARBERS + CO	3	0	0	0	0	1	0	0
	COAL HERIT	1	1	0	0	0	1	0	0
	PSC	95	2	4	1	0	37	25	7
QU		177	0	0	0	8	69	172	39
	PARKWAYS	177	0	0	0	8	69	172	39
RE		100	11	0	4	0	36	0	4
	ABCC	29	5	0	1	0	8	0	0
	INS COMM	26	1	0	0	0	13	0	2
	LOTTERY	29	5	0	0	0	9	0	0
	TAX	16	0	0	3	0	6	0	2
SR		2	2	0	0	0	0	0	0
	SR SERV	2	2	0	0	0	0	0	0
TR		2389	10	0	0	2	1438	458	92
	DMV	44	10	0	0	0	21	0	1
	DOH	2334	0	0	0	2	1411	458	89
	PUBLIC TRANS	1	0	0	0	0	0	0	0
	RAILS AUTHOR	10	0	0	0	0	6	0	2
VE		20	0	0	0	0	4	0	1
	VET HOME	8	0	0	0	0	3	0	1
	VET NURSING	5	0	0	0	0	0	0	0
	VET TRANS	7	0	0	0	0	1	0	0
TM		2	0	0	0	0	0	2	0
	TOURISM	2	0	0	0	0	0	2	0
Grand Total		7054	181	118	294	128	3437	1923	523

FY2024 SEV-ERV Logs					
Cabinet	Agency	ERV Logs	SEV Logs	FMD Email Sent to AFC	Agency Logs Maintained?
ADMINISTRATION		0	1		
AD	SURPLUS		1	6/12/2024	YES
COMMUNITY COLLEGE		0	22		
CO	BLUERIDGE		3	6/12/2024	YES
CO	NORTHERN		3	6/12/2024	YES
CO	WVU POTOMAC		11	6/12/2024	YES
CO	WVUP		5	6/12/2024	YES
ARTS, CULTURE AND HISTORY		0	2		
CH	BROADCAST		2	6/12/2024	YES
COMMERCE		40	17		
CO	FORESTRY	40		6/12/2024	YES
CO	GEO SURVEY		3	6/12/2024	YES
CO	REHAB SERV		14	6/12/2024	YES
ELECTED OFFICES		1	0		
EL	ATTORNEY GEN	1		6/12/2024	YES
DEP		68	12		
EN	EN ENV ENFOR	52		6/12/2024	YES
EN	EN MINE REC	12		6/12/2024	YES
EN	EN OIL GAS	4		6/12/2024	YES
EN	EN ADMIN		2	6/12/2024	YES
EN	EN MINE REC		3	6/12/2024	YES
EN	EN OIL GAS		3	6/12/2024	YES
EN	EN SPEC REC		2	6/12/2024	YES
EN	EM WATER RES		2	6/12/2024	YES
HIGHER ED		7	218		
HE	WVU	4		6/12/2024	YES
HE	WVU TECHJ	3		6/12/2024	YES
HE	CONCORD		9	6/12/2024	YES
HE	SHEPHERD		16	6/12/2024	YES
HE	WEST LIBERTY		19	6/12/2024	YES
HE	WV STATE		14	6/12/2024	YES
HE	WVU		144	6/12/2024	YES
HE	WVU TECHJ		16	6/12/2024	YES
HOMELAND SECURITY		0	32		
HS	EMERGE MANG		32	6/12/2024	YES
MISCELLANEOUS		6	1		
MI	PSC	6		6/12/2024	YES
MI	PSC		1	6/12/2024	YES
REVENUE		0	5		
RE	ABCC		2	6/12/2024	YES
RE	TAC		3	6/12/2024	YES
Grand Total		122	310		