



STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**FLEET MANAGEMENT DIVISION**  
2101 WASHINGTON STREET, EAST  
P.O. BOX 50121  
CHARLESTON, WEST VIRGINIA 25305-0121

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.

<b># of FY2024 Utilization Exemptions Request and Additional Underutilized Vehicles by Cabinet Level</b>										
<b>Requested Exemptions</b>										
<b>Cabinet</b>	<b>Total Fleet</b>	<b>ENV 20%</b>	<b>ERV logs</b>	<b>ETV</b>	<b>PSV</b>	<b>SEV logs</b>	<b>Total Exemption Requests</b>	<b>Additional Underutilized Vehicles that Didn't Submit an Exemption Request</b>	<b>Total # of Underutilized Vehicles for FY2023</b>	<b>Total Vehicles for Review or Reassignment</b>
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
<b>Grand Total</b>	<b>7054</b>	<b>181</b>	<b>118</b>	<b>1674</b>	<b>117</b>	<b>294</b>	<b>2457</b>	<b>2038</b>	<b>4495</b>	<b>523</b>