

Vehicle and Equipment Replacement

FY 2019 - 2020

- How to determine which vehicles and equipment to replace.
- How to request and obtain approval to replace vehicles and equipment.
- How to improve fleet utilization.

Replacement of Vehicles & Equipment

- For licensed vehicles, check the Automotive Life End Replacement Tool (ALERT) to see if units are recommended for replacement
- The ALERT was developed by the Equipment Management Department to help set replacement priorities and ensure the most deserving City of Tulsa vehicles are replaced with the level of available funding
- The ALERT provides recommended replacement quantities for 2,645 vehicles purchased from over 25 different funds
- The ALERT is located at www.cityoftulsa.org/EMD

ALERT RESULTS

Vehicle Type	Excellent	Good	Fair	Replace	Total
Automobile	78	28	82	110	298
Marked Unit	356	111	97	259	823
Motorcycle	7	3	5	7	22
SUV	71	40	63	47	221
Van	26	2	29	39	96
Light Truck	177	64	104	219	564
Medium Truck	70	11	33	75	189
Heavy Truck	101	55	67	148	371
Fire Truck	10	1	1	49	61
Totals	896	315	481	953	2,645

ALERT METHODOLOGY

Vehicles are scored in six categories

- Age Category – vehicles are scored 0-7 points
- Miles/Hours Category – vehicles are scored 0-7 points
- Depreciation Category – vehicles are scored 0-7 points
- Repair Costs Category – vehicles are scored 0-6 points
- Condition Category – vehicles are scored 0-5 points
- Use Category – vehicles are scored 1-3 points
- The total maximum points a vehicle can receive is 35

ALERT METHODOLOGY

- Vehicles that receive a cumulative score of 17 or under are rated in excellent shape
- Vehicles that receive a score of 18-22 are rated in good shape
- Vehicles that receive a score of 23-27 are rated in fair shape
- Vehicles that receive a score of 28-35 are rated as “Needs Immediate Consideration for Replacement”

ALERT Scoring Example – 2015 Ford F250

- 1) Age = 4.9 Years
- 2) Miles = 65,610
- 3) 100% Depr. = Yr. 6.5
- 4) Repair Costs = \$8,520
- 5) Condition = Better than Avg.
- 6) Use = Light/Medium Truck

Unit	Dept	Make Model	Age	Miles	Depreciation	LTD M&R Costs	Condition	Use	ALERT Score
2015510	Streets	Ford F250	4	4	4	1	2	2	17

- This Unit is considered in Excellent Shape because it scores between 0-17 points
- The ALERT Score of 21 will increase each year as this unit accumulates more miles, is in the shop more frequently for repairs, and incurs higher maintenance costs

Replacement of Non-Vehicular Equipment

- The ALERT does not provide scoring for off-road equipment such as loaders, forklifts, trailers, etc.
- To determine if this type of equipment should be replaced, consider the following factors:
 - 1) **Condition and reliability**
 - 2) **Safety**
 - 3) **Costly repairs needed to restore unit**
 - 4) **Life-to-date maintenance costs exceed 75% of the original purchase price**

Fleet Justification Form (FJF)

- Complete a Fleet Justification Form (FJF) for each vehicle or piece of equipment that needs to be replaced
- FJF form is also required for new vehicle and equipment requests
- On the FJF, identify why the existing unit needs to be replaced, or why a new unit is required
- Each FJF requires contact information and an approval signature from the Department Head
- The FJF is located in the Document Library, EMD folder

Sample FJF Form

Revised April 11, 2012

FLEET JUSTIFICATION FORM

FJF # _____

Department: _____ Which FY requested: _____ Approved Capital # _____

Replacement (Unit # being replaced _____) Expansion

Description of Current Unit (Year, Make, Model): _____

Description of Requested Unit (Year, Make, Model): _____

Where will the new vehicle be parked? _____ Check if replacement vehicle is totaled.

1	What would be the effect on your Department if this vehicle/equipment is not approved?
2	Please explain why transportation alternatives (Motor Pool, Vehicle Sharing, etc) could not be used in lieu of purchasing a new vehicle/equipment.
3	Please explain why under-utilized or repurposed unit cannot be used in lieu of purchasing a new vehicle.
4	If this vehicle will not be used a minimum of 5,000 miles annually, please explain why.
5	Does the requested vehicle have a "unique" or "unusual" use? Please explain
6	If the vehicle being replaced does not meet or exceed the replacement FUSS score of 28, please provide justification as to why this vehicle needs to be replaced.
7	If the vehicle/unit being replaced is a different style (e.g. F150 vs F250) than the one being purchased, please provide justification for the difference.
8	What is the primary purpose for the new vehicle?
9	Will this vehicle be assigned to a specific individual?
10	Will this vehicle be used as a "Take-Home" vehicle?
11	What is the intended payload for the proposed vehicle? <input type="checkbox"/> Passengers <input type="checkbox"/> Cargo (packages) <input type="checkbox"/> Service (tools)
12	What fuel does the current vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
13	What fuel will the proposed vehicle use? <input type="checkbox"/> CNG <input type="checkbox"/> Diesel <input type="checkbox"/> Gasoline <input type="checkbox"/> Other
14	Please explain why an alternative-fueled (e.g. CNG, Hybrid) vehicle could not be used for this application? Please explain

All Fleet Justification Forms must be submitted 10 days prior to the FMSC meeting.

Revised April 11, 2012

FLEET JUSTIFICATION FORM

FJF # _____

15	Please explain why you could not reduce the size and weight of your current vehicle, by specifying a smaller, lighter vehicle, for improved MPG's, and reduced operating costs?
16	How will you ensure the requested vehicle has a fuel efficiency rating better than the vehicle being replaced, required per TRO Title 12, Chapter 1 §102.D?
17	Will this vehicle require towing capabilities? (i.e. trailer) <input type="checkbox"/> Yes <input type="checkbox"/> No
18	How many passengers do you anticipate carrying on a regular basis? <input type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9 or more
19	What is the vehicle's current engine size? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
20	What size engine are you requesting? <input type="checkbox"/> 4 cyl. <input type="checkbox"/> 6 cyl. <input type="checkbox"/> 8 cyl. <input type="checkbox"/> Other
21	What special equipment does the current vehicle have? (4x4, Utility Bed, Lift Gate, etc)? What special equipment are you requesting? Please justify the special equipment need.
22	Who will be preparing the purchase specifications for this vehicle? Please provide name, phone number and email address. Name: _____ Phone: _____ Email: _____@cityofhula.org
23	Do you have documentation to show cost savings will be recognized should this vehicle be purchased? (i.e. alternative fuel, hybrid, smaller unit, etc) Please attach all information to this form.
24	If you have any additional information that needs to be attached to this form, please check this Box.

Contact Name: _____ Department / Section: _____

Contact Phone: _____ Contact Email: _____@cityofhula.org

Requesting Department Head Approval: _____ Date: _____

***** FOR EMD PURPOSES ONLY (Do not fill out below this line) *****

Current Vehicle FUSS Score: _____ Last 12 months Usage: _____

Original Purchase Price : _____ LTD Maintenance Costs: _____

FMSC Review Date: _____ FMSC Chair Approval: _____ Date: _____

All Fleet Justification Forms must be submitted 10 days prior to the FMSC meeting.

Fleet Management Steering Committee

- FJF's must be submitted to the Fleet Management Steering Committee (FMSC) for review and approval.
- The FMSC meets the second Wednesday of every month.
- Send completed FJF's to John Reel (FMSC Administrator), and he will ensure they are placed on the FMSC agenda.
- All Fleet Justification Forms must be submitted to John Reel 10 work days prior to the FMSC meeting.

Fleet Management Steering Committee

- The Fleet Management Steering Committee (FMSC) will approve/deny the FJF's.
- An approved FJF signifies that a department has proper authorization to request funding in next year's budget for a replacement unit or new unit.

Fleet Utilization

- To improve fleet utilization, and to maintain fleet best practices, we must avoid “Fleet Creep” even when the need to add a new vehicle exists.
- “Fleet Creep” is described by an industry consultant (Mercury Associates) as a scenario in which the overall size of the fleet—and the size and expense of the units within the fleet—slowly grow over time.
- According to the consultants, “Managing the size of your fleet should be one of your biggest concerns, because that’s where your biggest cost savings are going to come from.”

Fleet Utilization

- EMD will send each department their fleet utilization statistics on a quarterly basis.
- The EMD annually identifies light-duty vehicles driven less than 2,500 miles. Departments are required to appear before the FMSC and justify retaining under-utilized vehicles.

Fleet Utilization

- Departments with under-utilized vehicles should consider the following actions in order to improve fleet utilization and avoid “fleet creep.”
 - Rotate under-utilized vehicles with high-use vehicles within their department;
 - Rotate under-utilized vehicles with high-use vehicles OWNED by other departments;
 - Surplus under-utilized vehicles without replacement; and
 - Obtain an under-utilized vehicle from another OWNING department in lieu of buying a vehicle.