



# New Usage Model

Implemented: October 2009

## *User Instructions*



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## INTRODUCTION

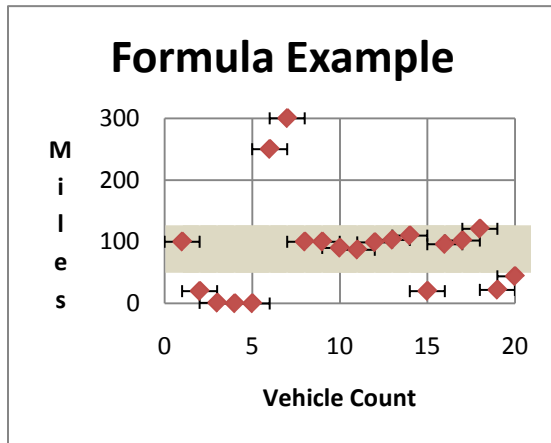
In the past, if a vehicle averaged less than 625 miles per month over a six month period it was categorized as a “Low Use” vehicle. While this was an effective start in identifying under-utilized vehicles, many conflicts arose such as: vehicles used heavily, but only during a particular season; units that are absolutely needed, yet hoped are rarely used (such as ambulances); units that are used daily, yet only cover a 5 mile radius; and many other situations that convinced DFO to explore a more thorough and comprehensive module.

As a result, we are introducing our new panoptic<sup>1</sup> Usage Module. Within this module, each vehicle, regardless of its usage, is categorized based on *how the vehicle is actually utilized*. In this manner, similarly used vehicles are compared to each other. The five High Level Usage Categories are:

- Emergency** – designated for enforcing public safety (5 miles per month minimum)
- Maintenance** – vehicles used to maintain facilities (34 miles per month minimum)
- People Transport** – primarily transports people (45 miles per month minimum)
- Supply Transport** – primarily transports items other than people (15 miles per month minimum)
- Training** – units are used for educational purposes (14 miles per month minimum)

\*for a complete list of all the mid-level usage categories, refer to Appendix A.

Within each category, usage patterns were analyzed over a twelve month period (as opposed to the historical six month period) and a formula was created to establish a minimum use standard.



Standard Deviation set highlighted in Gray  
Average of set = 77  
10% of average = 7

Thus, the minimum usage for the Example is 7 miles per month

It is the Division of Fleet Operations’ intention to accurately identify long-term usage habits of every state vehicle and to compare “apples to apples” when considering consolidation. The minimum usage standards are set extremely low in an effort to simply identify the units most in need of attention.

The following pages further describe how the data needs to be entered into the FleetFocus software. If you have any questions, concerns, and/or suggestions please contact your technical support representative.

<sup>1</sup> Panoptic: Considering all parts or elements; all inclusive.



## THE FIELDS

To find the fields that pertain to the usage model, go to the “Usage Info” tab on the Fleet Equipment screen in FleetFocus. You will recognize some of the fields. Most, however, will be new. Below are definitions and instructions for all the fields pertaining to the new usage model.

**Usage Explanation:** *A detailed description of how the vehicle is used.* This is NOT a summary field. Be as descriptive as possible and always include the date and your name. Following are two examples of field data:

Incorrect Explanation

Used for maintenance needs.

Correct Explanation

10/05/09 – Angie: The plumbing crew uses this vehicle on an as-needed basis. It has been specially modified to carry all the plumbing equipment needed when an emergency occurs. In addition, it is used for normal maintenance and repair.

**High Level Usage:** *Choose one of the categories from the drop-down that summarizes the vehicles usage.*

**Mid Level Usage:** *This further describes how the vehicle is used.* These choices are prefixed with an abbreviation that is tied to the High Level Code. For example, all of the Emergency choices are prefixed with EM. Please ensure that you are choosing the correct Mid Level Category with the correct High Level Category.

<u>High Level Category with Mid Level Prefix</u>
Emergency = EM
Exempt = EX
Maintenance = MA
People Transport = PT
Supply Transport = ST
Training = TR

**Snow Removal:** *A check in this box indicates the unit is used for snow removal during winter months.*

**Reserve Vehicle:** *A check in this box indicates the unit is used as a back-up when nothing else is available.* Be sure to provide an explanation and categorize this unit based on how it is used when actually being utilized.



**Temporarily Unassigned:** *A check in this box indicates the unit is temporarily unassigned. An appropriate explanation of how the unit is used when being utilized is still required. In addition, be sure to indicate why the unit is temporarily unassigned, the date it was unassigned, and when it will be put back into service (this explanation goes in the Usage Explanation field).*

**Specially Modified:** *A check in this box indicates the unit has been specially modified to accommodate its designated use. If the unit has an hour meter, this box should be checked.*

**Modification Description:** *The data in this field will describe how the vehicle has been modified. The more descriptive this explanation is the better. If the unit has an hour meter, write "Hour Meter" in this field.*

**Status:** *A view only field describing whether the unit is in the consolidation process or not.*

Status	Description
NA:	Usage is not in question at this time
Candidate:	Use falls below minimum and is a candidate for consolidation
Proposed:	Unit/Usage analyzed and proposed for consolidation
Pending:	Consolidation pending
Consolidated:	Consolidation of unit complete
Canceled-Temp:	Consolidation canceled now - may propose in future
Canceled-Perm:	Consolidation process permanently canceled
Entrant:	Vehicle is being manually entered into consolidation process

**Status Date:** *A view only field indicating the date the unit was put in the above status.*



## APPENDIX A

<b>EMERGENCY-5</b>	<b>UNITS DESIGNATED FOR ENFORCING PUBLIC SAFETY - 5 MILES P/M</b>
EM-24HRRESPONSE	AMBULANCES FIRE TRUCKS AND PERSONAL PROTECTION INCIDENTS
EM-HIGHWAYPATROL	HIGHWAY PATROL VEHICLES
EM-INVESTIGATIONAL	USED FOR STINGS AND OTHER INVESTIGATIONAL PURPOSES
EM-PARKING	PARKING ENFORCEMENT
EM-SECURITY	PARTOLS FACILITY TO ENFORCE SAFETY
<b>MAINTENANCE-34</b>	<b>VEHICLES USED TO MAINTAIN FACILITIES - 34 MILES P/M</b>
MA-CARPENTRY	PRIMARILY USED BY CARPENTRY STAFF FOR MAINTAINANCE
MA-CONSTRUCTION	INCLUDES ROOFING WELDING MASONRY AND OTHER SUCH PROJECTS
MA-CUSTODIAL	PRIMARILY USED BY CUSTODIAL STAFF
MA-ELECTRICAL	PRIMARILY USED BY ELECTRICIAN SERVICE WORKERS
MA-FIRE	USED BY FIRE MARSHALL TO INSPECT FIRE SAFETY RELATED EQUIP
MA-FLEET	USED TO HELP MAINTAIN THE AGENCIES FLEET
MA-GENERAL	USED FOR GENERAL OR MULTIPLE MAINTENANCE NEEDS
MA-GROUNDS	USED TO MAINTAIN GROUNDS
MA-HOUSING	USED FOR GENERAL HOUSING MAINTENANCE TYPICALLY ON CAMPUS
MA-HVAC	PRIMARILY USED FOR HEATING VENTING AND AIR CONDITIONING
MA-IT	USED TO MAINTAIN IT SYSTEMS
MA-LOCKSMITH	USED TO ASSIST WITH LOCKOUTS
MA-PAINTING	PRIMARILY USED FOR PAINTING BUILDINGS
MA-PLUMBING	PRIMARILY USED BY PLUMBING STAFF
MA-ROADS	PRIMARILY USED FOR ROAD MAINTENANCE
MA-SNOWREMOVALONLY	DEDICATED SPECIFICALLY TO WINTER SNOW REMOVAL
MA-UTILITIES	PRIMARILY USED TO MAINTAIN FACILITY UTILITIES
MA-WELDING	PRIMARILY USED BY WELDING STAFF
<b>PEOPLETRANSPORT-45</b>	<b>PRIMARILY TRANSPORTS PEOPLE - 45 MILES P/M</b>
PT-AIRPORT	DESIGNATED TO TRANSPORT TO AND FROM AIRPORT
PT-CLIENTS	PRIMARILY USED TO TRANSPORT CLIENTS STUDENTS AND/OR PATIENTS
PT-CONSTRUCTIONCREWS	TRANSPORTS CONSTRUCTION CREWS TO AND FROM WORK SITES
PT-DIGNITARIES	DESIGNATED SPECIFICALLY TO TRANSPORT DIGNITARIES
PT-EXECUTIVEUSE	DESIGNATED FOR EXECUTIVE USE
PT-FIELDRESEARCH	TRANSPORTS PEOPLE TO AND FROM RESEARCH SITES
PT-INMATES	TRANSPORTS INMATES TO AND FROM APPOINTMENTS JOBS ETC
PT-JUVENILES	TRANSPORTS JUVENILES TO AND FROM APPOINTMENTS JOBS ETC
PT-MOTORPOOL	DESIGNATED AS A MEMBER OF A MOTOR POOL TO BE CHECKED OUT
PT-PROMOTIONAL	SET ASIDE FOR USE IN SPECIAL EVENTS
PT-SHUTTLE	UNIT HAS A SPECIFIED ROUTE THAT IS REPEATED PER SCHEDULE
PT-STAFF	TRANSPORTS STAFF TO MEETINGS TRAININGS AND/OR TOWN ERRANDS
PT-STUDENTS	TRANSPORTS GROUPS OF STUDENTS TO AND FROM SPECIAL EVENTS
PT-WINTEREVENTS	TRANSPORTS PEOPLE TO WINTER EVENTS FUNCTIONS
<b>SUPPLYTRANSPORT-15</b>	<b>PRIMARILY TRANSPORTS ITEMS OTHER THAN PEOPLE - 15 MILES P/M</b>
ST-ANIMALS	TRANSPORTS LIVE ANIMALS - HORSES FISH WILDLIFE ETC
ST-ATHLETICS	PRIMARILY TRANSPORTS ATHLETIC GEAR INCLUDING BAND EQUIPMENT
ST-BOOKS	TRANSPORTS BOOKS (NOT AS A DELIVERY SERVICE)
ST-COMPUTERS	TRANSPORTS COMPUTERS AND RELATED EQUIPMENT
ST-COURIERSERVICES	DELIVERS MAIL NEWSPAPERS PACKAGES AND OTHER PRODUCTS
ST-DEBRIS	HAULS DIRT ROCK GRAVEL AND/OR GARBAGE
ST-FOOD	TRANSPORTS FOOD AND RELATED ITEMS TO INDIVIDUALS OR MASSES
ST-FUEL	CARRIES BULK FUEL SO EQUIPMENT CAN FUEL ON SITE
ST-HEAVYEQUIPMENT	TOWS AND/OR HAULS HEAVY EQUIPMENT - BOATS ATV'S GENERATORS
ST-LAUNDRY	PICKS UP AND DROPS OFF LAUNDRY THROUGHOUT FACILITY
ST-LIQUOR	TRANSPORTS LIQUOR TO SITES
ST-MEDIA	TRANSPORTS MEDIA GEAR TO GAMES AND OTHER SPECIAL EVENTS
ST-MEDICAL	TRANSPORTS MEDICAL EQUIPMENT (NOT AN AMBULANCE)
ST-MISCITEMS	TRANSPORTS A VARIETY OF ITEMS (NOT SPECIFICALLY DEDICATED)
ST-RECYCLING	TRANSPORTS ITEMS TO RECYCLING CENTER
ST-THEATER	THRANSPORTS THEATER EQUIPMENT FROM STORAGE TO PERFORMANCE
ST-VEGETATION	TRANSPORTS GREENHOUSE PLANTS HAY AND OTHER SUCH VEGETATION
ST-WATER	TRANSPORTS WATER TO APPROPRIATE SITES
<b>TRAINING-14</b>	<b>UNITS ARE USED FOR EDUCATIONAL PURPOSES - 14 MILES P/M</b>
TR-DRIVER	USED FOR ALL DRIVER TRAINING EXCEPT POLICE TRAINING
TR-EDUCATIONAL	TYPICALLY NOT DRIVEN BUT USED TO TRAIN MECHANICS EMT'S ETC.
TR-POLICE	USED TO TRAIN POLICE IN ADVERSE DRIVING CONDITIONS