

Fleet Services

FY21 Year-End Report

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Contents

OVERVIEW	3
DEPARTMENTAL FUNCTION & SERVICES PROVIDED	3
DEPARTMENT STAFF.....	4
DEPARTMENT CHANGES IN FY21.....	5
VEHICLE ELIMINATION.....	5-6
ONGOING VEHICLE ELIMINATION	5
FLEET VEHICLE AUCTION.....	6
FLEET LEASES & RENTALS	6-7
LEASE REVENUE.....	6
RENTAL COMPARISON.....	7
FUEL OPERATIONS.....	8-9
ON-CAMPUS FUEL USAGE.....	8
ON-CAMPUS FUEL REVENUE	8
TOP FUEL CONSUMERS	9
WEX EXPENSE COMPARISON	9
TAGS & TITLING	9
AUTO DETAILING.	10
AUTOMATED KEY BOX.....	10
VEHICLE & INSURANCE EXPENSES	10
VEHICLE REPAIR EXPENSES	10
INSURANCE PREMIUMS	10
GOALS FOR FY22	10

Overview

This report provides a summary of our departmental functions as well as a recap of our budgetary and operational aspects for fiscal year 2021. A review of new processes, policies, and general operations is included. Where appropriate, we have included comparisons with fiscal year 2020 and 2021 to exhibit the ongoing recovery to pre-pandemic levels of business.

Departmental Function & Services Provided

- ❖ Daily rental fleet for intermittent departmental use (24/7 Availability)
- ❖ Long-term lease fleet for daily departmental use
- ❖ Fuel procurement (Unleaded & Diesel)
- ❖ Fuel station operations for on-campus fuel purchase
- ❖ Fuel Card Management for off-campus fuel purchase
- ❖ Assistance in new vehicle purchase
- ❖ Receiving of new vehicles
- ❖ Titling and state tag registration
- ❖ Decommissioning and auction of used University vehicles
- ❖ Auto detailing services for University-owned vehicles

Fleet Services Staff

Fleet Services was able to bring back one student worker that had been previously let go due to the pandemic. No new full-time hires were made in FY2021. Our current staff consists of 4 full-time employees

Position	Years of Service
Associate Director	9.5
Program Assistant	5.5
Program Assistant	9.5
Automotive Detailer II	14

Departmental Changes in FY21

There were no significant changes departmentally in FY21. Rather, we continue to build upon the changes encountered in FY20

The realignment of Fleet & Automotive Services departments continues to mesh effectively, allowing for continued strategic planning for true comprehensive fleet management at The University of Alabama. Reducing costs and ensuring operational efficiency continues to be at the forefront of our business models.

The success of the auction site continues to grow, and a brief overview will be given in this document. We are reaching more buyers and continue to experience excellent re-sale values on our used vehicles.

Our lease program has grown steadily over the past year. As new policies have been put in place, we are working towards putting all vehicles within Finance & Operations on lease. We are hoping to place the majority of vehicles outside F&O on lease as well.

Ongoing Vehicle Elimination

In accordance with the VAM recommendations, Fleet continues to evaluate vehicle usage and find opportunities for vehicle elimination. Working with other departments to find alternate solutions for transportation/vehicle use, Fleet eliminated an additional **72 vehicles** in FY21. See table below for a breakdown by year and estimated cost savings. The average elimination savings per vehicle is **\$37,405.26**. Savings include the avoidance of replacement, maintenance/fuel costs, and insurance costs.

Vehicle Eliminations		
Fiscal Year	Eliminated Vehicles	Estimated Savings
FY20	46	\$1,720,641.96
FY21	72	\$2,693,178.72
Total Eliminated	134	\$4,413,820.68

Fleet Vehicle Auction

Fleet’s in-house auction site, created in July 2020, continued to see success as used car resale values remained high and our buyer audience grew. The number of vehicles sold at auction more than doubled from FY20, and the auction procedures and processes became more streamlined. Listed below is a recap of the auction sales for FY21.

Fleet Auction Data					
FY	Vehicles Sold	Total Sales	Total Acquisition	LTD Maintenance	GovDeals Buyer’s Savings
20	58	\$251,295	\$1,290,572.16	\$1,022,240.16	\$31,705.63
21	128	\$756,252	\$3,338,284.90	\$2,239,479.98	\$101,769.12
Total	186	\$1,007,547	\$4,628,857.06	\$3,261,720.14	\$133,474.75

Fleet Leases & Rentals

Fleet Services has in the past provided long-term lease vehicles to departments for a monthly rate. Fleet continues this practice, and as policies have changed, the preferred method of vehicle acquisition is by leasing from Fleet Services. This will ultimately create a centralized fleet, and Fleet will lease the vehicles cycling them on a 3-4-year schedule. Below is comparison of revenue and breakdown of leases in FY20. Our total number leases are up to **103** from **53** last year. This number will grow significantly in FY22.

Lease Revenue		
FY19	FY20	FY21
\$219,666	\$224,658	\$294,515
FY20 Leases		
Lease Type	Number of leases	
Sedan	37	
SUV	17	
Full-Size Van	18	
Truck	24	
Minivan	6	
Box Truck	1	
Total	103	

Fleet Services rental operation suffered greatly due to the pandemic environment of FY20. However, FY21 brought signs of recovery and we are seeing levels of travel continuing to trend upward as FY20 came to an end. Fleet Services consolidated its fleet as a result of the pandemic and has utilized Enterprise to supplement our fleet over the past year. With vehicles on order, we should be back to our pre-pandemic fleet size some time in FY22. See the comparison below as we track our rental recovery from FY20 to FY21. Sharp declines can be seen in the first months of the pandemic, and some recovery can be noted as we compare those same months a year later. The upward trend from July-September is most notable as we head into FY22.

Rental Comparison		
Month	FY20	FY21
OCT	426	51
NOV	317	76
DEC	180	16
JAN	174	49
FEB	374	89
MAR	153	78
APR	2	87
MAY	10	81
JUN	14	78
JULY	7	113
AUG	19	127
SEP	48	221
TOTAL	1724	1066

Rental Revenue Comparison		
FY19	FY20	FY 21
\$419,227	\$202,410	\$122,018

Fuel Operations

On-Campus Fuel Usage (Gallons)				
Month	Unleaded FY20	Diesel FY20	Unleaded FY21	Diesel FY21
OCT	25,568	340	19490	259
NOV	21134	475	16665	313
DEC	16501	579	13551	1607
JAN	25977	144	15854	3421
FEB	19554	325	17266	773
MAR	16478	323	20035	1233
APR	9752	327	20062	1314
MAY	12277	314	19016	800
JUN	16398	672	20224	1210
JULY	17200	609	20310	1443
AUG	20256	539	23941	1534
SEP	18021	828	22277	1701
TOTAL	219336	5475	228,691	15608

On-Campus Fuel Revenue				
Month	Unleaded FY20	Diesel FY20	Unleaded FY21	Diesel FY21
OCT	\$54,240.67	\$825.40	\$33,491.38	\$523.99
NOV	\$44,093.68	\$1,152.36	\$26,401.30	\$633.88
DEC	\$34,919.94	\$2,184.18	\$23,426.41	\$3,247.35
JAN	\$53,644.08	\$354.51	\$29,869.86	\$6,911.63
FEB	\$39,294.33	\$791.21	\$34,309.88	\$1,561.73
MAR	\$31,035.55	\$779.61	\$46,916.69	\$2,973.22
APR	\$14,287.10	\$661.35	\$49,004.71	\$3,239.17
MAY	\$15,589.06	\$634.48	\$46,727.07	\$2,008.25
JUN	\$24,659.50	\$1,356.43	\$53,870.68	\$3,037.35
JULY	\$29,413.51	\$1,229.17	\$53,907.08	\$3,712.76
AUG	\$33,249.20	\$1,089.59	\$64,653.46	\$4,082.09
SEP	\$31,951.15	\$1,671.95	\$60,399.87	\$4,626.72
TOTAL	\$406,377.77	\$12,730.24	\$522,978.39	\$36,558.14

Top Fuel Consumers FY21	
Department:	Gallons
Police Operations	45,020
Grounds	16,674
Building Maintenance	16,474
Parking	14,673
Refrigeration & AC	12,512
Security Resources	11,401
Plumbing Maintenance	8,927
Electrical Maintenance	7,890
EHS	7,579

In addition to our on-campus fueling stations, Fleet Services also manages the off-campus fuel card program through Wright Express (WEX). To comply with the Fuel Purchase policy instituted in FY20, Fleet reached out to departments to verify that they were only using WEX when greater than 5 miles from campus. In addition, we instituted a \$2.00 per card per month administrative fee to recoup our cost and discourage multiple cards. In FY 20, there were 627 active WEX cards. That number is down to 397 active cards, with 138 of those cards belonging to Fleet rentals and leases.

WEX Expense Comparison		
FY19	FY20	FY21
\$186,234.45	\$75,192.83	\$95,405.72

Tags & Titling

Fleet Services is responsible for all tags and titles of UA vehicles. In FY21, Fleet Services assigned state license plates to 77 vehicles. A total of 5 tags were ordered new from the state, and 72 tags were re-assigned from decommissioned UA vehicles. The process of transferring tags is more efficient and the preferred method when available. There is no wait time and cost are only \$1.25 compared to \$24.25 for a new tag.

Auto Detailing

Fleet Services offers full-service auto detailing for all University-owned vehicles. The number of auto details dropped considerably with many departments not on campus and others opting to cut expenses wherever possible.

Auto Details		
FY19	FY20	FY21
107	49	98

Automated Key Box

Fiscal year 21 was the 3rd year Fleet Services employed an automated key box for 24/7 access to rental vehicles. There were 1,245 users set up for key box use at the end of FY21 compared to 1,088 in FY20.

Vehicle & Insurance Expenses

Vehicle Repair Expenses		
FY19	FY20	FY21
\$79,765.76	\$66,568.11	\$102,214.73

Insurance Premiums		
FY19	FY20	FY21
\$33,710.52	\$33,453.00	\$30,691.05

Goals for FY 21

- ❖ Develop and implement a paperless reservation and approval system using DocuSign.
- ❖ Continue to find opportunities to downsize our rental fleet by leasing vehicles to departments and avoiding new vehicle purchases.
- ❖ Continue to work on eliminating the remaining vehicles from the VAM study.
- ❖ Continue to review usage and make further recommendations on elimination while helping departments meet their transportation needs.
- ❖ Communicate with department heads on the condition and possible replacement opportunities for their vehicles.
- ❖ Grow auction site audience and reach to maximize our resale potential.