

## Report on Department Fleet/Mileage

Department: Department of Education

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Secretary: Johnny Key

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The purpose of this report is to prompt an analysis of fleet management and mileage reimbursement within each Department and assist in the formulation of a report to the Governor on how to achieve greater efficiency and cost savings in this area. **The report template includes sections for three projects for your convenience. This number is not a goal or target. You may add or delete boxes for as many projects as you submit.**

### ACTION PLAN FOR PROJECT 1:

1. Project Title

Department Fleet Pool

1.1. Brief description of project, goal, and action plan.

All department vehicles would be pooled together and managed through a department level fleet management system.

1.2. Identify any additional resources required for the implementation and success of this plan.

DESE can expand their current online fleet management program to include other division's vehicles.

1.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?

There will be no additional costs to cover this plan.

1.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.

This process will establish baseline data to help create efficiencies in travel and better project cost savings

No identifiable insurance costs as we aren't expanding our fleet

Will allow for more accurate tracking of mileage reimbursement expenditures by usage and division

Will provide better customer service to stakeholders by allowing for greater vehicle use of employees

1.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

The ADE is currently in the beginning stages of implementation

Full implementation by Summer 2020

Identify internal staff to manage the expanded program

Add all department fleet to the system

Pool cars will be centralized

All other vehicles used exclusively by blind and deaf schools would stay in their budget

Add all department employees to the system

Train all employees in utilizing the system

Progress will be tracked as each division is implemented into the online system

1.6. Identify any obstacles to the implementation and success of this plan.

School for the Blind and School for the Deaf will be limited in some participation due to their fleet including school busses.

Any vehicles purchased with grant money would be used for those explicit purposes as allowed in the original grant

1.7. How could Department of Transformation and Shared Services provide support to the Department?

We feel confident our existing online platform will meet the needs of this project; however, we would appreciate shared best practices, feedback, and support as we analyze our data.

### **ACTION PLAN FOR PROJECT 2:**

#### 2. Project Title

- 2.1. Brief description of project, goal, and action plan.
- 2.2. Identify any additional resources required for the implementation and success of this plan.
- 2.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 2.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 2.5. What is the implementation timeline and key action steps for this plan? How will you track progress?
- 2.6. Identify any obstacles to the implementation and success of this plan.
- 2.7. How could Department of Transformation and Shared Services provide support to the Department?

### **ACTION PLAN FOR PROJECT 3:**

#### 3. Project Title

- 3.1. Brief description of project, goal, and action plan.
- 3.2. Identify any additional resources required for the implementation and success of this plan.
- 3.3. Are there any anticipated costs associated with the plan? Does your current budget have sufficient funds to cover all anticipated costs?
- 3.4. How will you measure the success and results of your plan? Include forecasts of cost savings, efficiencies achieved, etc.
- 3.5. What is the implementation timeline and key action steps for this plan? How will you track progress?

3.6. Identify any obstacles to the implementation and success of this plan.

3.7. How could Department of Transformation and Shared Services provide support to the Department?

**Additional thoughts/comments:**