

## **MVAC MINUTES - January 11, 2006**

The meeting was held January 11, 2006 at the Division of Wildlife. Art Hale started the meeting at 9:00 am.

In Attendance: Barb Crawford - DOW, Linda Sumrall - Lottery, Nathan Nygaard - DOC, Dave Monson - DOC, Bob Giovanni - Fleet Management, Michael Stadler - DOHE, Roger Friedrich - DOHS, Sonny Otero - Fleet Management, Cindy Hamby - DOR, Ronni Hunter - Gaming, Kay Nelson - DOIT, Grant Hammett - DORA, Joe Wheeler - DHSS, Karen Griggs - CSP, Patti Torres - DOLE, Kyle Shelton - CSP, Dennis Padillia - CSP, Nancy Martinez - DOHE, Markie Studwell - State Risk, Duane Whitfield - State Risk, Jim Kirby - Lottery, Barb Garcia - DOHE, Al Weitzheimer - DOMA, Beth Ann Wielder - CDOT, Shelly Thornburg - Fleet Management, Art Hale Fleet Management.

### **Round Table and Introductions**

#### **PM maintenance intervals - PM scheduling and Oil sample program / O.D. PMs**

In two weeks, SFM will release a new CARS version, that will correct the current problem of the CARS system referencing invalid PM data. Currently, if you open the PM determination screen, and click on the update button at the bottom of the screen, the system will run an update that reflects accurate PM historical information. The new release is expected in two weeks and it will resolve this issue permanently. SFM expects the next software release within two months.

We are on track for the oil sample-testing program. We will distribute 200 kits at first. Vehicles that are found to be overdue will be tested as a first priority during February / March 2006 and will expand to the rest of the fleet thereafter. The oil sample program will establish a history of evidence (per say) to see if the vehicles can be life cycled over 96 months life span. The kits and instruction will be mailed out initially to the coordinators to be placed in the car and thereafter become part of the in-service process when the vehicles are new. Cost is approximately \$10.00 per test kit and will be billed to the departments only when the vehicle has fallen within the new criteria of overdue PM status.

**New Vehicle order sheets for new vehicle orders will be mailed in the next couple of weeks. The new vehicle registration will be during the 1st week in February.**

### **Safety Matters**

SFM is investigating the privacy legalities of mandating a program that requires state drivers, that have driving violations or accidents, triggering an auto generated MVRs to SFM and/or their hiring authority. This program is intended to screen out the drivers operating state equipment that do not possess a valid drivers license, and pose a high risk to the state by operating state vehicles. SFM will pursue this further with the Department of Revenue Motor Vehicle Division and the A.G. office to see what opportunities, if any exist within the DOR system to auto generate a query of state drivers, driving state vehicles who have had traffic citations / violations / accidents, as a possible flag to SFM to address this issue and reduce risk to the state.

## **Volume Purchasing - Chris Wold, Ryder Fleet Products**

In 1984, Ryder created fleet products to lower service cost to all their company owned shops that provide maintenance to all of the 180,000 + company owned vehicles. Since then, they have expanded the Ryder Fleet Products (RFP) to fleets operating outside the Ryder system. Based on the volume of your buying potential, this is a way to provide every location with the same low price. Ryder has learned to work with specialized needs for many diverse markets and industries. Ryder carries everything you would need including safety items and parts for vehicles of all sizes. Ryder has developed an online driver-training tool. This is the only online driver training that is approved by the Federal DOT. Upon ordering any products from the RFP network, delivery is guaranteed within three days to anywhere within the state. Ryder also uses SAP so it can be easily interfaced with the SAP CDOT system. Orders can be made by phone, fax, and online via the web site. Shipping is free on orders over \$250.00. Any order received by 5:00 eastern time will be shipped the same day. Return policy is very friendly. Ryder will accept a return as long it is not over a year old, and in the same package. Ryder does provide any tools needed to help with the transition. If you would like to check us out online go to:

[www.ryderfleetproducts.com](http://www.ryderfleetproducts.com).

## **Smart Track Colorado- Justin Fields**

Smart Track is a GPS based system. It will track your vehicles 24-7, what they are doing, and where they are going. Smart Track has the ability to email or send cell phone alerts that let you know when a vehicle is going over the speed limit, or out of a set boundary range. Smart Track can set alerts for maintenance schedules. If a car is stolen or missing, Smart Track has a starter disabler that would disallow the vehicle from starting upon remote command. The disable option can be used to manage vehicles by allowing them to operate only between a certain times within defined areas. The Smart Track geo fence will alert you when the vehicle goes beyond the parameters / boundaries that you set. If the vehicle goes out of the boundary, you can disable the starter. Smart Track will also unlock car doors. The control pack is hidden under the dash. The reporting tools are current, real time and history. Current tells where the vehicle is at and what direction it is heading in real time. History gives every waypoint that the vehicle went, what street, and where it stopped. This can all be viewed from a PC monitor that displays a detailed map and an aerial photo overlay. The unit is transferable to other vehicles. Smart Track uses a combo of GPS and micro burst technology. Smart Track is available in about 90% of Northern America. Each unit is supplied with an ESN number, user name, and password. Only a person with a ESN number user name and password will be able to track the cars due to the encryption. An ESN number is 11-character alphanumeric. Price starts at \$499.00 and is reduced based on the volume of purchases. The month lease plan is based on the number of tracking request you make to track your vehicles (similar to cell phone minutes). Smart Track can be installed in house or outside vendors such as Car Toys. The installation cost runs \$75.00 to \$100.00. Website is [www.smarttrack.com](http://www.smarttrack.com).

## **Fleet Commander**

The Fleet Commander is a web based, user-friendly program that will enable anyone needing a motor pool vehicle to make the reservation at any time from any web enabled PC. We currently have a list of users interested in being part of the pilot program, but the SFM motor pool still has room for a few more. Volunteers to this pilot should be those that use the motor pool on a regular basis. After the one month pilot is complete, and fully operational, SFM will consider adding a key vault option that will allow the users to make the reservation 24-7 and also pick-up or drop-off the vehicle 24-7.

## **Ride-Along Waivers**

State Risk management wants to alert everyone that is involved with ride along programs, that the waiver is not a guarantee that the liabilities are covered in the event of a lawsuit. If the state driver is at fault there is still opportunity for liability. The waiver documents themselves look as good as reasonably possible, however they are not by any means iron clad against liability lawsuits. Risk management requested that if there are any other state departments involved with ride along program, that you send them your version of the ride along waiver for their review and feed back.

## **Use of Personal Vehicle on State Business**

State says it provides insurance for a state employees operating state vehicles. If you are in your own vehicle on state business, your personal insurance policy will be the primary policy to it's limit. This should pose concern to those using personal vehicles for state business, since their personal insurance is used up to the policy holders limits before the state insurance kicks in. This also offers the possibility that your personal insurance policy will be increased due to the business use rate being significantly higher than the personal use rate. More on these risk topics at the next MVAC.

## **Clean Cities**

Denver Metro will be holding a meeting next Wednesday. It is a free seminar on writing grants and fundraising. Announced that in three weeks is the annual choice AFV vehicles event. It is a great event to get hands on experience with the different vehicles. The Department of Energy announced that in November, oil will not fall below \$50.00 a barrel in our lifetime. Vehicle miles traveled (VMT) in the transportation industry will increase by 20% during 2006.

Meeting ended at 11:20.