NEW YORK STATE OF OPPORTUNITY. | Climate Smart Communities

PE3 Action: Fleet Inventory

4 Points

A. Why is this action important?

It is important for local governments to have complete, accurate information about the vehicles they own and operate. Such information provides a basis for making informed choices about municipal fleet management. By creating a fleet inventory and updating it on a regular basis, local governments can identify, for example, which vehicles are the least fuel-efficient and develop a plan to replace them with vehicles that serve the same function but are more efficient. The difference between 25 miles per gallon and 20 miles per gallon can amount to the prevention of 10 tons of carbon dioxide over a vehicle's lifetime, according to the US Environmental Protection Agency (EPA). In general, good fleet management improves efficiency, reduces greenhouse gas (GHG) emissions, and saves taxpayer money. A fleet inventory is the first step in realizing these benefits.

B. How to implement this action

As part of a larger GHG-reduction strategy, the Climate Smart Communities (CSC) program recommends that local governments implement these vehicle-based actions in the following order: Begin by completing an inventory (as per this action, *PE3 Action: Fleet Inventory*) and developing a fleet efficiency policy (as per *PE3 Action: Fleet Efficiency Policy*). Then conduct a rightsizing initiative (as per *PE3 Action: Fleet Rightsizing*), followed by an effort to replace traditional vehicles with advanced vehicles (as per *PE3 Action: Advanced Vehicles*).

To be eligible for points under this CSC action, the vehicle inventory must have been completed within the last two years. In addition, it must include every four-wheeled vehicle owned or operated by the local government (including leased vehicles). The inventory must include vehicles that might be deemed to be exempt from a fleet efficiency policy (*PE3 Action: Fleet Efficiency Policy*) or excluded from calculations related to rightsizing (*PE3 Action: Fleet Rightsizing*) or replacing traditional vehicles with advanced vehicles (*PE3 Action: Advanced Vehicles*).

Visit http://www.fueleconomy.gov/ for information on fuel efficiency of vehicles. This website is useful for developing fleet inventories and making informed decisions about fleet management.

At minimum, the fleet inventory must include the following 11 categories for every four-wheeled vehicle owned or operated by the local government:

- Model year
- Year purchased
- Make
- Model
- Drivetrain type (2-wheel, 4-wheel, or all-wheel drive)
- Type of fuel/power source (e.g., gasoline, diesel, compressed natural gas, electricity)
- Miles per gallon (MPG) rating
- Mileage (i.e., the odometer reading)
- Class: light-duty, medium-duty, or heavy-duty
- Gross vehicle weight rating (GVWR) over 8,500 pounds: yes or no (This is a threshold often used for determining whether a vehicle qualifies as a heavy-duty vehicle and might therefore be deemed exempt from a municipal fleet efficiency policy.)
- Vehicle function (i.e., the tasks associated with the vehicle's use)

Other recommended categories include the following:

- Department the vehicle is associated with
- Miles driven per vehicle on an annual or quarterly basis
- Fuel (or power) consumption per vehicle on an annual or quarterly basis
- Average cost of fuel (or power) per mile

In addition to creating a baseline fleet inventory, local governments must develop a set of procedures to ensure the inventory is updated periodically. This can be a simple set of instructions describing the protocols for when the inventory will be updated, how to do it, and who will do it.

Local governments, especially those with large fleets, should consider investing in a fleet management information system. Such software systems can provide a framework for maintaining a fleet inventory and tracking the type of vehicle usage, fuel usage, and fuel efficiency of each vehicle operated by the government. Fleet management consulting firms can also assist with inventories and assessing the fleet for potential management practice improvements relating to fleet, purchase and replacement policy, usage, maintenance, and fueling.

C. Time frame, project costs, and resource needs

Doing an inventory of the local government fleet can take up to a few months, depending on the size of the fleet and quality of the available information about each vehicle. The costs primarily relate to staff time.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable to any local government that owns and manages a fleet of vehicles. The department with responsibility for managing the local government's vehicle fleet, typically within the public works department, would be responsible for tracking fleet composition, vehicle miles traveled and fuel consumption.

E. How to obtain points for this action

Four points are available for applicants who develop a fleet inventory consistent with the minimum requirements described above.

F. What to submit

Submit a copy of a fleet inventory completed within the last two years prior to the date of application. The inventory must include the 11 categories of information listed above and must cover every four-wheeled vehicle owned or operated by the local government. Also provide a copy of the procedures describing when the inventory will be updated, how to do it, and who will do it.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to additional resources or best practices

- Ulster County Local Law No.3 of 2015, Establishing a Sustainable Green Fleet Policy
- Massachusetts Green Communities Fuel Efficient Vehicles Guidance

H. Recertification requirements

The recertification requirements are the same as the initial certification requirements.