



Fleet Days FY2020
Atlanta / Albany State / Savannah Technical College

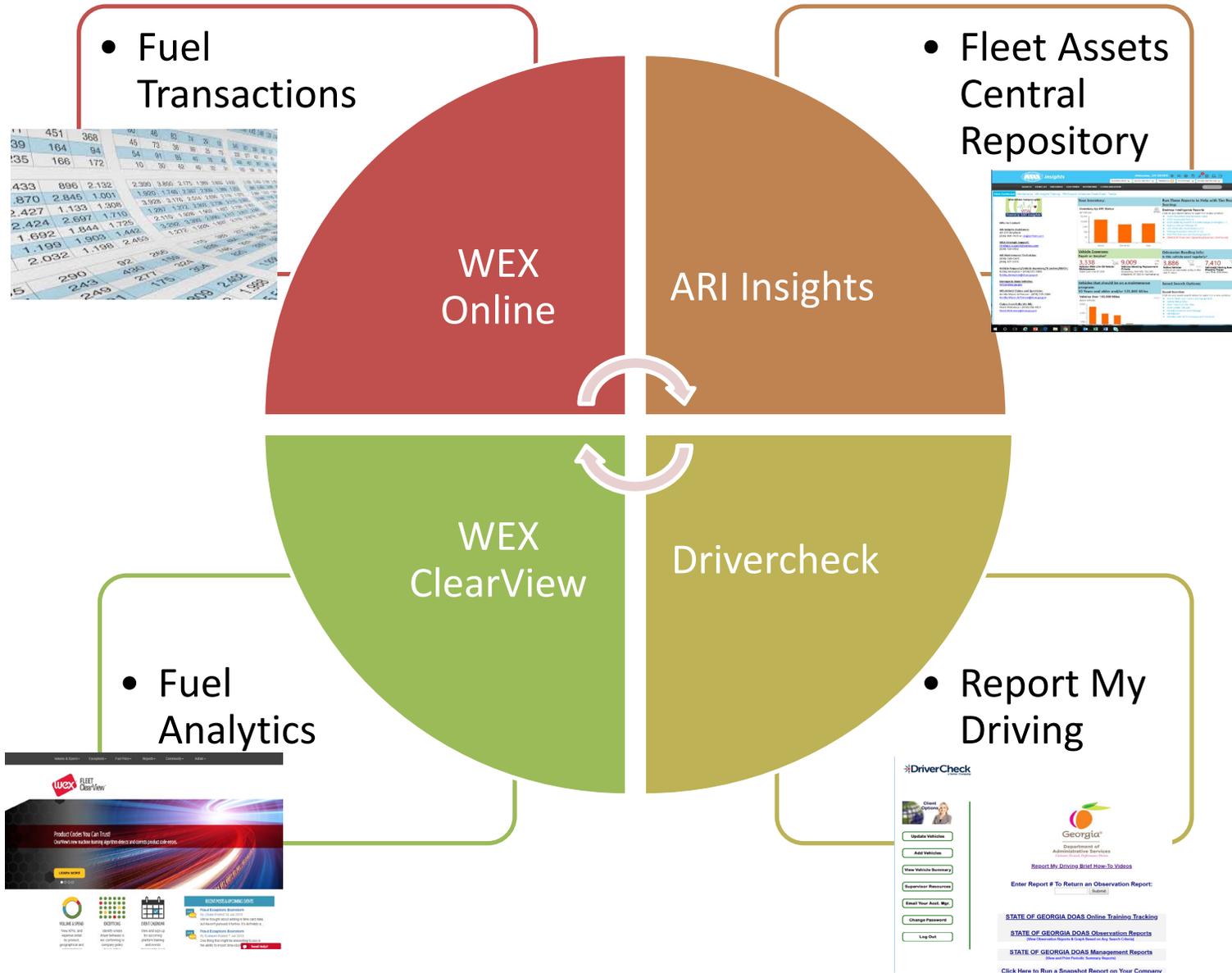
WEX Online / WEX ClearView / Report My Driving / Fleet Audits

Presented by: Jim Sever

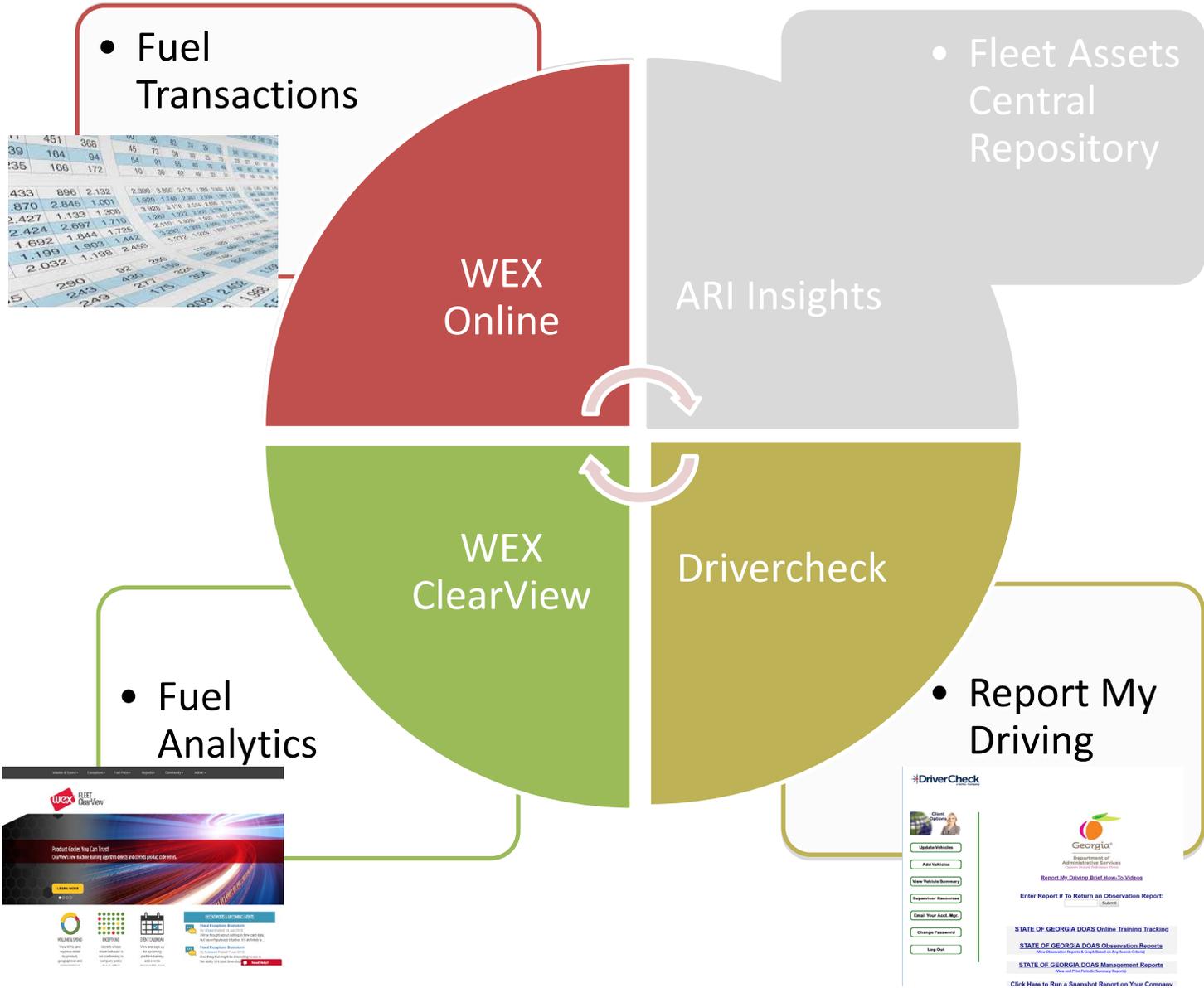
AGENDA

- **Fleet Management Tools**
- **WEX Online Overview and Transaction Process**
- **No-Fuel List**
- **Out of Service vs. Fuel Card Suspension**
- **WEX ClearView Overview**
- **Report My Driving**
- **Fleet Audit**

State of Georgia Fleet – Tools for Managing Fleet



State of Georgia Fleet – Tools for Managing Fleet



Department of Administrative Services

Improving efficiency, compliance, and workplace performance



Office of Fleet Management



WEX Online

Jim Sever

WEX Online Overview

- Web-Based Application to help manage fuel related expenses
- Administration for:
 - Driver PINs
 - Fuel Card Account
 - Authorization Profiles
 - Departments
 - Contacts
 - Reporting
- Over 8,800 Fuel and Service WEX Accepting Locations in Georgia



WEX Online Overview



Search

TEST ACCOUNT (L3)

JS

Home

Fleet Manager

Financials

Reports

Resource Tools

TEST ACCOUNT

View Account Details
Edit Account
Manage Alerts

Addresses

View Addresses
Add Address

Drivers

View Drivers
Add Driver

Contacts

View Contacts
Add Contact

Cards

View Cards
View Card Orders

Departments

View Departments
Add Department

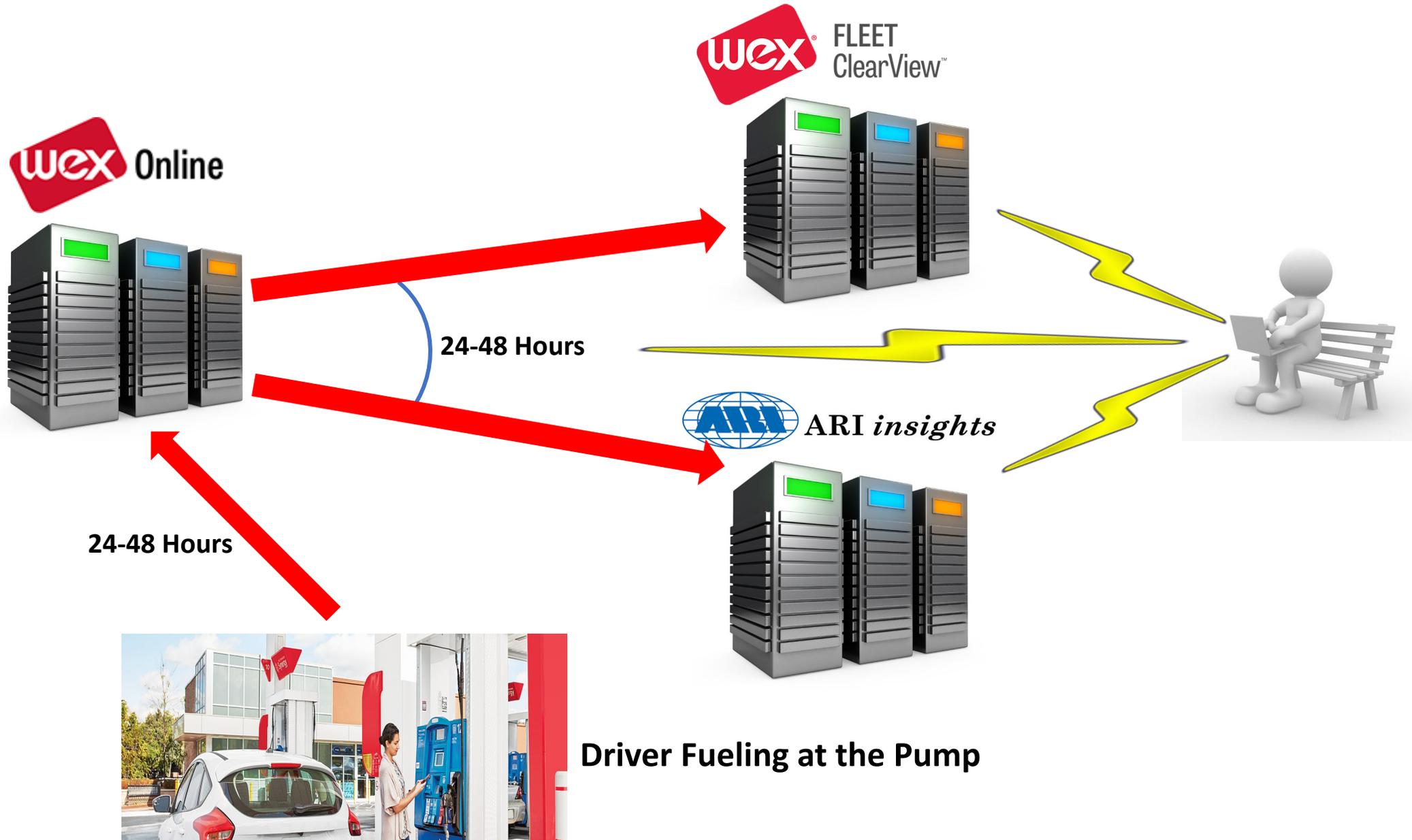
Auth Profiles

View Auth Profiles
Add Auth Profile

Invoices

View Invoices
Make Payment
View Payments
View Bank Accounts

WEX Fuel Transaction Process





No-Fuel List **(Developing the “No-Fuel” List)**

No Fuel List (Developing the "No-Fuel" List)



24-48 Hours

24-48 Hours

Draft
No-Fuel List
(Active-Vehicles)

Suspended/Terminated Fuel Cards

2019-2020

Models

Current/Updated Odometer Readings

Agency No-Fuel List



| A2 | B | C | D | E | F | G |
|-----|------------|------------------------------------|--|-------------------|-----------|------------------|
| 603 | 303-4099 | GEORGIA REAL ESTATE COMMISSION | GEORGIA REAL ESTATE COMMISSION | 201VW00K7B1314096 | CHEVROLET | IMPALA |
| 604 | 303-8745 | GEORGIA REAL ESTATE COMMISSION | GEORGIA REAL ESTATE COMMISSION | 1G1ZS0R0X7128745 | CHEVROLET | MALIBU |
| 605 | 476-F4821 | GEORGIA STUDENT FINANCE COMMISSION | GEORGIA STUDENT FINANCE COMMISSION | 1FAP0P0005108005 | FORD | FUSION |
| 606 | 427-0340 | HUMAN SERVICES, DEPARTMENT OF | REGION 3A - QUALITY LIVING SERVICES, INC | 1FDEK600P0021144 | FORD | E-450 |
| 607 | 427-0708 | HUMAN SERVICES, DEPARTMENT OF | REGION 11-DFCS | 4T1BD1FKHJ223126 | TOYOTA | CAMRY |
| 608 | 427-0708 | HUMAN SERVICES, DEPARTMENT OF | REGION 12B-DFCS GRINWETT | 4T1BD1FKHJ223294 | TOYOTA | CAMRY |
| 609 | 427-11261 | HUMAN SERVICES, DEPARTMENT OF | REGION 3A - QUALITY LIVING SERVICES, INC | 1FDXE422H3833135 | FORD | E-450 SUPER DUTY |
| 610 | WR427-1227 | HUMAN SERVICES, DEPARTMENT OF | REGION 4-GA INDUSTRIES FOR THE BLIND | 1FTDF1722W0C91227 | FORD | F-150 |
| 611 | WR427-8923 | HUMAN SERVICES, DEPARTMENT OF | DHS OSHA TWIN TOWERS (ATLANTA) | 1FM9K000000000000 | FORD | EXPLORER |
| 612 | 910-0001 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 2FAFP73V0X117559 | FORD | CROWN VICTORIA |
| 613 | 910-0003 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1FMCA1104Z046153 | FORD | AEROSTAR |
| 614 | 910-0006 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1G0CS14517024977 | CHEVROLET | S10 |
| 615 | 910-0009 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1FTYR10C0P0833063 | FORD | RANGER |
| 616 | 910-0010 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1FTFR1W000001402 | FORD | F-150 |
| 617 | 910-0015 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1G0GC24R2X048712 | CHEVROLET | C2500 |
| 618 | 910-0016 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1G0GC34R9Y020381 | CHEVROLET | C3500 |
| 619 | 910-0017 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 3B0AC1641607094 | DODGE | RAM PICKUP |
| 620 | 910-0019 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1FTNF20L1E1C38053 | FORD | F-250 |
| 621 | 910-0021 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1FTNF20L1E1C19465 | FORD | F-250 |
| 622 | 910-0022 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1G0HC000000000000 | CHEVROLET | SILVERADO |
| 623 | 910-0023 | JEKYLL ISLAND AUTHORITY | JEKYLL ISLAND AUTHORITY | 1G0HC000000000000 | CHEVROLET | SILVERADO |

No Fuel List – Tier Report Impact

| | A | B | D | E | F | G | J | K | L |
|---|----------|-------------|--------------------|-----------|---------------|------------|---------------|----------------|------------------|
| 1 | State ID | Agency Name | VIN | Make Name | VIN Mode | Model Year | Delivery Date | Last Fuel Date | Current Odometer |
| 2 | | | 3FA6P0G70HR307355 | FORD | FUSION | 2017 | 02/23/2017 | 03/25/2019 | 03/25/2019 |
| 3 | | | 1FTBF2A69EEA26905 | FORD | F-250 | 2014 | 08/30/2013 | 02/26/2019 | 02/26/2019 |
| 4 | | | 1FTYR10U58PB09865 | FORD | RANGER | 2008 | 07/25/2008 | 12/07/2018 | 02/28/2019 |
| 5 | | | 1FTZF17291KC44772 | FORD | F-150 | 2001 | 07/30/2001 | 12/27/2017 | 02/28/2019 |
| 6 | | | 2B6LB31ZX1K513802 | FORD | RAM VAN | 2003 | 01/01/2003 | 02/07/2019 | 02/07/2019 |
| 7 | | | 3C6STRVAG5FE513103 | RAM | ROMASTER 1500 | 2015 | 04/15/2016 | 02/15/2019 | 09/22/2018 |

No-Fuel since 4-1-2019 No-Fuel since 5-1-2019



(Tier Report)

Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

| Participation Ranking | |
|---|----------|
| Program and Participation Description (0 point = No; 1 point = Yes) | Score |
| APD – Are light duty (LD) vehicles enrolled in Auto Physical Damage State Wide Insurance? | 1 |
| RMD – Are agency LD vehicles enrolled in Driver Check, the State's Report My Driving program? | 1 |
| GPS Telematics – Are any agency LD vehicles equipped with GPS Telematics devices? | 0 |
| ARI TMS/GMS – Are any agency LD vehicles enrolled in maintenance program? | 1 |
| WEX – Are agency LD vehicles enrolled in fuel card program? | 1 |
| Participation Total Score | 4 |

| Performance Ranking | | |
|---|------------|-----------|
| Program and Performance Descriptions | Value | Score |
| RMD: 5 points= all drivers identified and all reports completed in 10 days from 10/1/17 to 12/31/17 4 points= 90-99% of drivers identified and reports completed in 10 days 3 points= 80-89% 2 points = 70-79% 1 point= <69% | 100% | 5 |
| Vehicle fueling: 5 points= NOT on "no-fuel" list 100% of time from 10/1/17 to 12/31/17 4 points= NOT on "no-fuel" list 90-99% of time 3 points= NOT on list 80-89% of time 2 points= NOT on list 70-79% of time 1 point= NOT on list <69% of time | 75% | 2 |
| Maintenance Performed: 5 points= 90-100% of LD vehicles reporting maintenance from 7/1/17 to 12/31/17 4 points= 80-89% w/maint. 3 points= 70-79% w/maint. 2 points= 60-69% w/maint. 1 point= 11-59% w/maint. 0 points = 0-10% | 87% | 4 |
| Performance Total Score | | 11 |

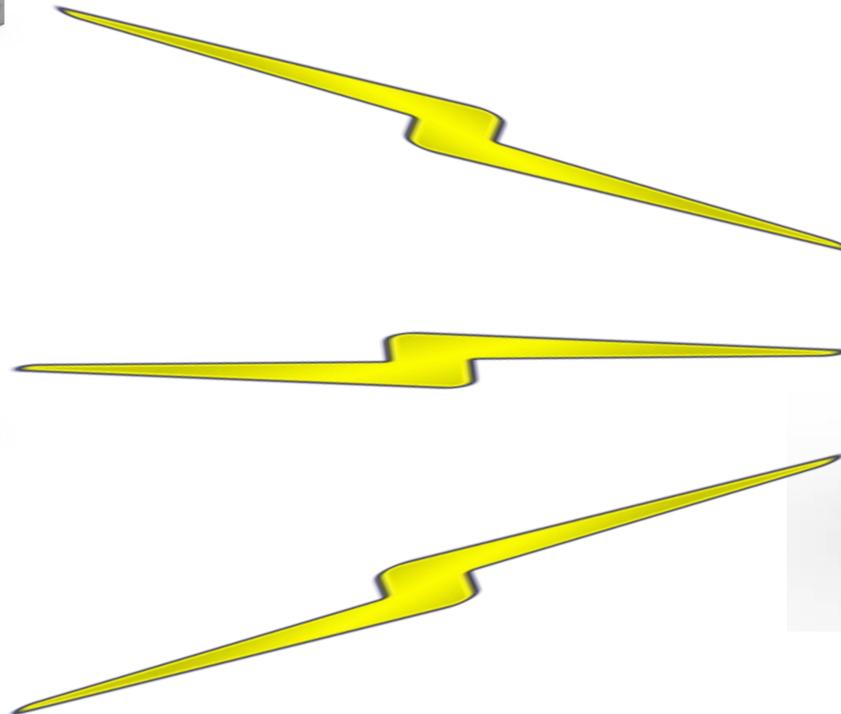
| Tier Level | State Agencies in Tier Level | % |
|------------|------------------------------|-----|
| 1 | 21 | 15% |
| 2 | 24 | 17% |
| 3 | 54 | 39% |
| 4 | 39 | 28% |

| | | |
|---------------------------------|-------------|----|
| Tier 1 = 19-20 points | Total Score | 15 |
| Tier 2 = 17-18 points | | |
| Tier 3 = 13-16 points | | |
| Tier 4 = up to 12 points | Tier Level | 3 |

| LD Vehicle Type | State LD Avg Maint \$/Mile | Agency LD Avg Maint \$/Mile | State LD Avg Maint \$/Vehicle | Agency LD Avg Maint \$/Vehicle | Peer Group LD Avg Maint \$/Vehicle |
|-----------------|----------------------------|-----------------------------|-------------------------------|--------------------------------|------------------------------------|
| Sedan | \$0.050 | \$0.032 | \$511 | \$168 | \$354 |
| SUV/Van | \$0.053 | \$0.037 | \$494 | \$242 | \$616 |
| Truck | \$0.049 | \$0.048 | \$407 | \$107 | \$520 |
| Total | \$0.051 | \$0.034 | \$476 | \$179 | \$495 |

* Incorrect odometer entries will adversely affect agency maintenance \$ per mile calculations

No Fuel List - Prevention



No Fuel List Prevention – ARI Insights



Active Vehicles that have not fueled in 30 Days



| State ID # | Agency Name | Location Name | VIN | Make Name | VIN Model | Model Year | Delivery Date | Last Fuel Date |
|------------|-------------|---------------|-------------------|--------------|--------------------|------------|---------------|----------------|
| | | | NK035K052810616 | WHITE | M49A2C | 1985 | 07/08/1993 | 07/28/2010 |
| | | | 1FVHCYCS84HM29582 | FREIGHTLINER | M2 106 MEDIUM DUTY | 2003 | 07/18/2003 | 08/15/2010 |
| | | | 1GBHC34M4BV129295 | CHEVROLET | C30 | 1981 | 05/01/1981 | 04/13/2012 |
| | | | 1HD1FHM17BB611606 | HD | FLHPI | 2011 | 09/10/2010 | 04/01/2013 |
| | | | 1FTSW20558EC52291 | FORD | F-250 | 2008 | 10/12/2007 | 04/25/2014 |
| | | | 1GBM6P1G2FV217943 | CHEVROLET | B6000 | 1985 | 06/15/2001 | 09/09/2014 |
| | | | CE538A145807 | CHEVROLET | C60 | 1968 | 08/01/1969 | 10/03/2014 |
| | | | 1HTSCPLP0PH467452 | NAVISTAR | 4700 | 1993 | 07/01/1992 | 10/30/2014 |
| | | | F37ENHJ9753 | FORD | F350 | 1980 | 06/01/1980 | 11/11/2014 |
| | | | 1GBKGP1E5DV118637 | CHEVROLET | BUS | 1983 | 04/04/1998 | 01/06/2015 |
| | | | 1HD1FHM13BB611778 | HARLEY-DAV | FLHPI | 2011 | 10/07/2011 | 05/25/2015 |
| | | | 1FMNE1BW5DDB14844 | FORD | ECONOLINE WAGON | 2013 | 07/12/2013 | 06/04/2015 |
| | | | 1GNDM19WXYB123198 | CHEVROLET | ASTRO | 2000 | 10/01/1999 | 06/25/2015 |
| | | | 1FBSS31L17DA05809 | FORD | ECONOLINE WAGON | 2007 | 12/19/2006 | 08/14/2015 |
| | | | 1HD1FHM13AB633861 | HARLEY DAV | FLHPI | 2010 | 02/23/2010 | 08/17/2015 |
| | | | 1HTSDNHR7MH329074 | NAVISTAR | 4900 | 1991 | 12/04/1990 | 09/02/2015 |

No Fuel List Prevention – WEX ClearView



Volume & Spend → Group Treemap → Card Tab

Drivers Vehicles **Cards**

Download: PDF XLS

| Card # | Last Used | By Driver | For Vehicle/Unit # | Unit # | Card Location | Inactive Days |
|---------|----------------------|-----------|-----------------------|--------|---------------|---------------|
| ***7789 | Oct/27/2017 08:39 AM | | 1999 Dodge Ram Wag | | | 538 |
| ***8532 | Jul/27/2018 09:36 AM | | 2006 Ford Econoline | | | 265 |
| ***8980 | Aug/11/2018 11:57 AM | | 2017 Toyota Camry Hyt | | | 250 |
| ***5007 | Nov/20/2018 01:08 PM | | 2004 Chevrolet Malibu | | | 149 |
| ***7793 | Dec/19/2018 02:39 PM | | 2003 Gmc Savana | | | 120 |
| ***4950 | Feb/03/2019 02:57 PM | | 1990 Dodge Ram Wag | | | 74 |
| ***7343 | Feb/20/2019 08:31 AM | | 2006 Ford Econoline | | | 57 |

No Fuel List – Prevention (No-Fuel List)

AutoSave Off No Fuel List - 4-16-2019 - Agency.xls - Compatibility Mode - Excel Sever, Jim

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Tell me what you want to do Share

Clipboard Font Alignment Number Styles Cells Editing

A1 State ID #

| | A | B | C | D | E | F | G | J | K | L |
|-----|----------|-------------|---------------|-----|-----------|------------------|------------|---------------|----------------|-------------------|
| | State ID | Agency Name | Location Name | VIN | Make Name | VIN Model | Model Year | Delivery Date | Last Fuel Date | Current Odom Date |
| 606 | | | | | FORD | E-450 | 1998 | 11/13/1997 | 02/21/2019 | 02/21/2019 |
| 607 | | | | | TOYOTA | CAMRY | 2017 | 04/07/2017 | 08/11/2018 | 02/21/2019 |
| 608 | | | | | TOYOTA | CAMRY | 2017 | 04/07/2017 | 02/26/2019 | 02/26/2019 |
| 609 | | | | | FORD | E-450 SUPER DUTY | 2003 | 11/03/2003 | 02/08/2019 | 02/08/2019 |
| 610 | | | | | FORD | F-150 | 1997 | 07/11/2007 | 01/14/2019 | 02/21/2019 |
| 611 | | | | | FORD | EXPLORER | 2016 | 01/15/2016 | 02/25/2019 | 02/25/2019 |
| 724 | | | | | | | | | | |

No-Fuel since 2-1-2019 No-Fuel since 3-1-2019

Ready Display Settings

No Fuel List – Out of Service vs. Suspending Fuel Cards



Placing Vehicles Out-Of-Service

(Only if vehicles are being Surplused)



Suspending a Fuel Card

“Temporary” – if vehicle is being placed in a shop for repair and will be down for a long period of time

Department of Administrative Services

Improving efficiency, compliance, and workplace performance



Office of Fleet Management



FLEET
ClearView™

WEX ClearView

Jim Sever

ClearView – Volume & Spend Dashboard



Provides an analysis of historical transaction information and expense. Data can be further refined using time periods, hierarchy, product, and field filters.

- **Key Performance Indicators** appear on the Summary Dashboard and detail key module metrics for the organization as a whole or for selected filters.

- **Product Breakdown** - The bar chart provides a visual depiction of spend by product type.

- **Top Driver/Vehicle Spend** - At the bottom of the page, a table highlights spend by driver and vehicle.

Volume & Spend

PERIOD
2017

HIERARCHY

PRODUCT

MERCHANT

VEHICLE

FIELDS

Add Comparison

Reset Filters

View Key Performance Indicators and trends across time periods and by product, card, driver, or geography.

| Spend | Units | PPU | Active Cards |
|---|--|---|---|
| \$35,614,480 ▲ 10.1% | 15,259,035 ▲ 0.0% | \$2.33 ▲ 10.1% | 17,528 Rate: 98.5% ▲ 19.1% |

Merchant State Selection

Spend By Month

Units By Month

| Product Type | Spend | Units | |
|-------------------|-----------|------------|--------------|
| Gasoline | 7,906,594 | 12,286,005 | \$27,906,594 |
| Diesel | 6,767,493 | 2,856,317 | \$6,767,493 |
| Automotive Produc | \$569,762 | 11,222 | \$569,762 |
| Other Fuel | \$303,736 | 86,440 | \$303,736 |
| Aviation Products | \$28,821 | 6,584 | \$28,821 |

High Spend

Drivers Vehicles

| Driver | Txn Count | Units | AVG PPU | Spend |
|--------|-----------|-----------|---------|----------|
| | 3,359 | 57,017.14 | \$4.49 | \$255,83 |
| | 1,019 | 14,734.47 | \$3.02 | \$44,503 |
| | 192 | 12,719.22 | \$2.36 | \$30,042 |
| | 85 | 11,196.75 | \$2.66 | \$29,759 |
| | 442 | 11,101.82 | \$2.47 | \$27,404 |

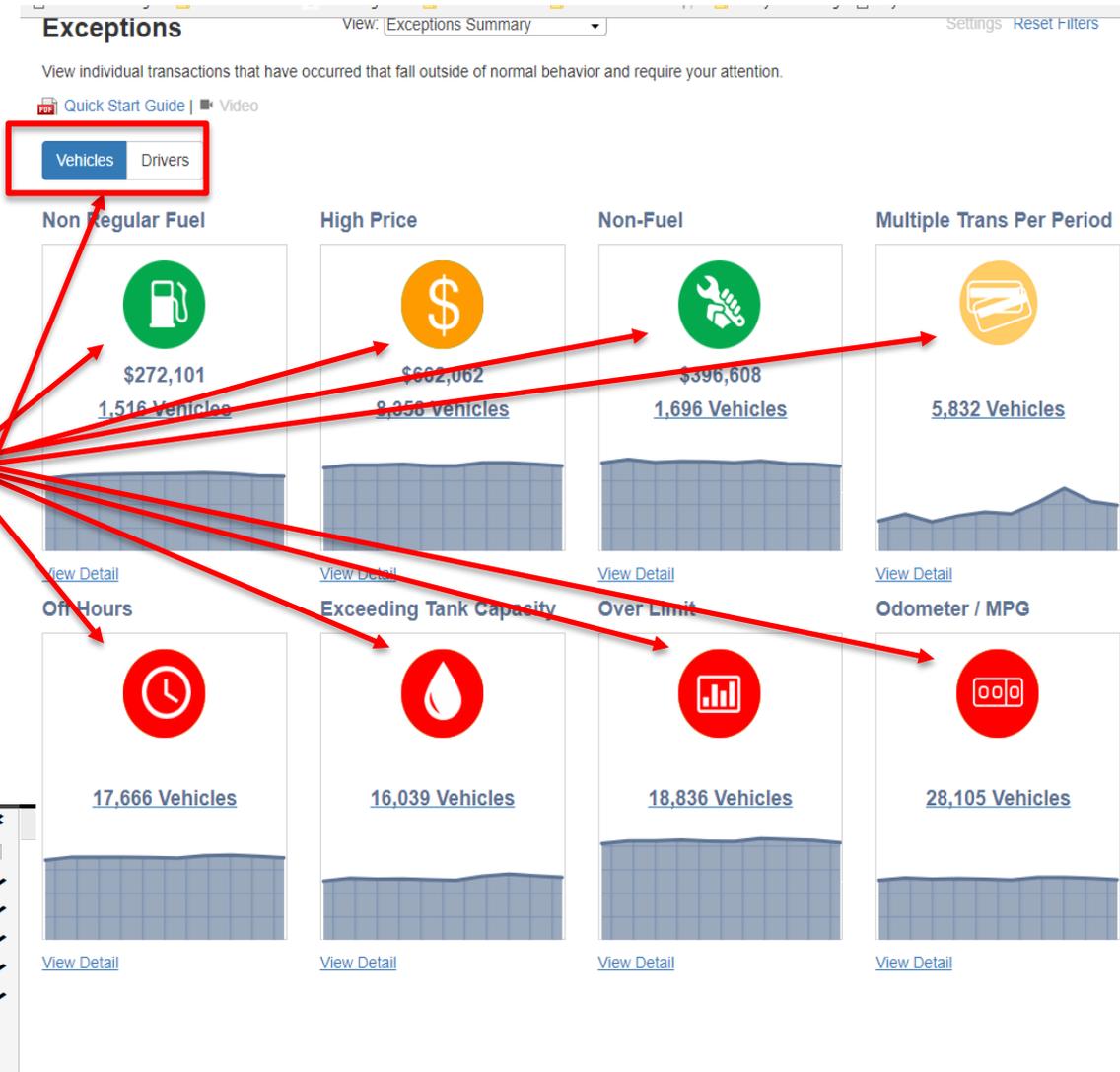
Download: PDF XLS

Exceptions



The **Exceptions** Module makes it easy to identify and analyze transactions and driver behavior that fall outside the norm.

- **Icons are color-coded** to indicate the exceptions that require the most attention.
- **Use the Drivers/Vehicles tabs** to toggle between views
- **Results** can be further refined using the time period, hierarchy, product, merchant, vehicle, and field filters



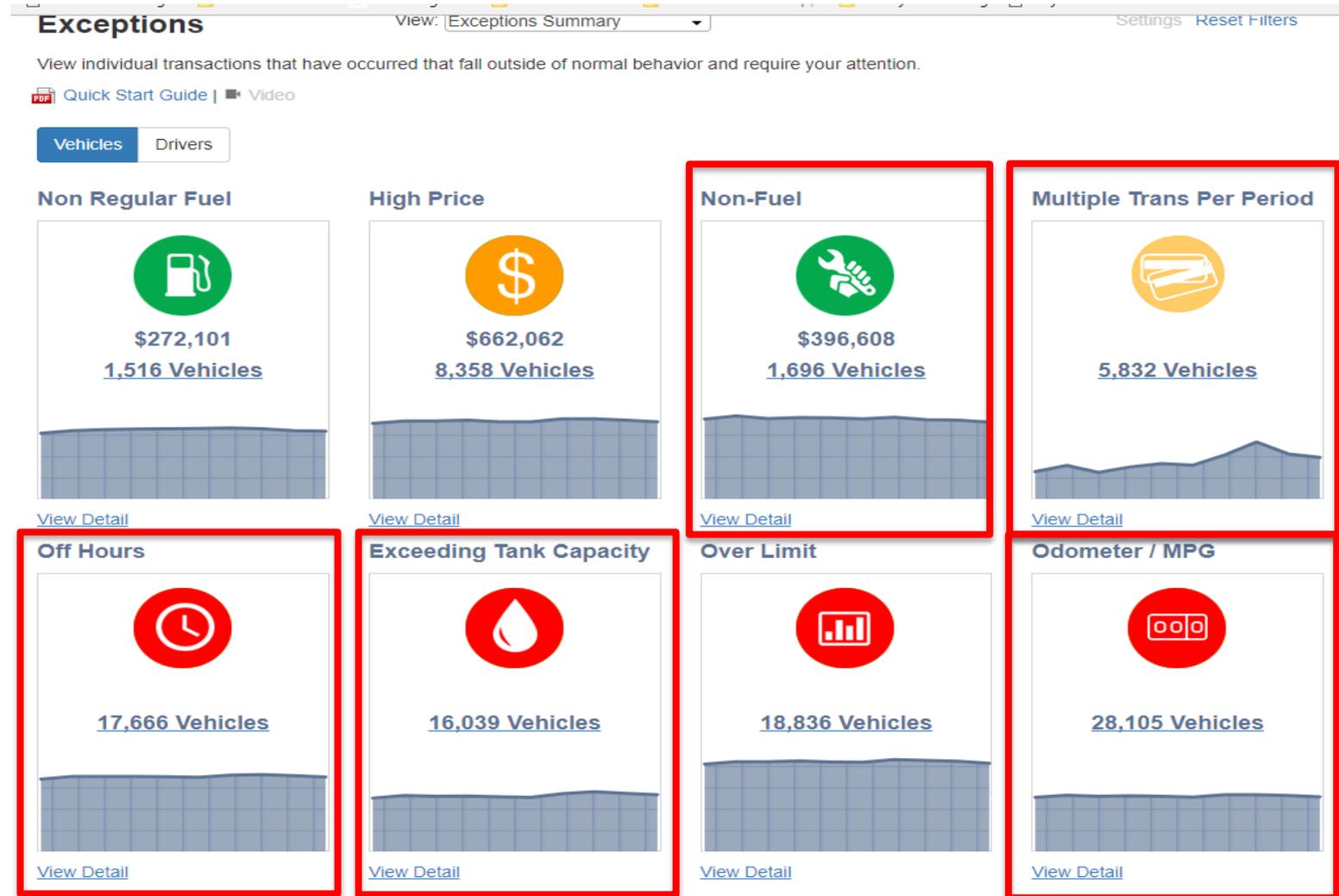
WEX ClearView - Exceptions

Looking for Fraudulent Activity



The **Exceptions** Module makes it easy to identify and analyze transactions and driver behavior that fall outside the norm.

- **Icons are color-coded** to indicate the exceptions that require the most attention.
- **Use the Drivers/Vehicles** tabs to toggle between views
- **Results** can be further refined using the time period, hierarchy, product, and field filters



Additional ClearView – Essential Paths

Monitor Fuel Program Performance

1 Go to the Volume & Spend Summary Dashboard
 Step 1: Select Period (Month/Quarter/Year) and select your user.
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).

What to do:

- Review the Spend (ET) and compare to the FT (ET). Are dollars spent significantly higher? If you think that FT is also over the program, look at the Volume & Spend. Has there been a considerable change in gallon consumption over the period? If there was, could you investigate why change in driver behavior.
- Review the Spend and Driver Detail graphs. Does activity appear to be too lean or rich? If so, look at the Driver Detail for any anomalies? If so, investigate further by going to the Driver Detail for the specific vehicle or when the amount of activity is high, and then review the High-Spend Driver Table for higher than normal spend.
- Review the top spending drivers in the High-Spend Driver Table as the factors of the page. Are there any top of the line spending drivers that could be a higher than normal of some other spend?

2 Go to the Volume & Spend Group Trendmap
 Be all about to click on the Car Tab. The table shows costs carried by members of days across a position and last mile.

What to do:

- If you see cost with a large unexplained spike, investigate further. It could be a good or bad in the FT. It could be a bad or good in the FT. It could be a bad or good in the FT. It could be a bad or good in the FT.

Identify Anomalies

1 Go to the Volume & Spend Driver Scatterplot
 Step 1: Select Period (Month/Quarter/Year).
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).
 Step 3: Click on a date to filter the scatter plot to a single date.

What to look for:

- Outliers normally appear at the top right of the scatter plot and could represent an outlier activity or an expense that is not purchasing gas.
- Click on a vehicle in the Top 10 Transactions table to see the Driver Detail.

2 Go to the Driver Detail
 Look for anomalies on the Driver Detail by reviewing Transaction Date and Time, Units (Gallons), and Mile.

What to look for:

- Are there multiple transactions in a single day?
- Are there multiple transactions being purchased in a single day?
- Are there multiple transactions in a single day?
- Are there multiple transactions in a single day?
- Are there multiple transactions in a single day?

3 Go to the Exceeding Tank Capacity Exception
 Step 1: Select Period (Month/Quarter/Year).
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).

What to do:

- Review which vehicles are at the top of the Exceeding Tank Capacity and Exceeding Tank Capacity.
- Click on the Vehicle Detail link to go to the Vehicle Detail Transaction Tab.

Achieve Savings

1 Go to the Non-Regular Fuel Exception
 Step 1: Select Period (Month/Quarter/Year) and select the Start Date and End Date to reveal the fuel results.

What to do:

- Review vehicles at the top of the list. Look at the Vehicle Detail to see the details of the non-regular fuel or premium fuel. Review the vehicle, the DM's Gallons and program name, the savings opportunity.
- Click on the Vehicle Detail link.
- Click on the Vehicle Detail Fuel Price Tab.

2 Go to the Vehicle Detail Fuel Price Tab
 Review the data and select in order to see transaction details.

What to do:

- Compare the FT and the DM's Gallons. Are there any significant purchasing fuel prices higher than the DM's Gallons? If so, look at the DM's Gallons column in the Transaction Table to see the savings opportunity. If so, look at the DM's Gallons column in the Transaction Table to see the savings opportunity. If so, look at the DM's Gallons column in the Transaction Table to see the savings opportunity.

3 Go to the High Price Exception
 Step 1: Select Period (Month/Quarter/Year) and select the Start Date and End Date to reveal the fuel results.
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).

What to do:

- Review the Fuel Price Exception table. Review the DM's Gallons and program name, the savings opportunity.
- Click on the Vehicle Detail link.
- Click on the Vehicle Detail Fuel Price Tab.

4 Go to the Vehicle Detail Fuel Price Tab
 Review the data to see transaction details.

What to do:

- Compare the FT and the DM's Gallons. Are there any significant purchasing fuel prices higher than the DM's Gallons? If so, look at the DM's Gallons column in the Transaction Table to see the savings opportunity. If so, look at the DM's Gallons column in the Transaction Table to see the savings opportunity.

Identify Fuel Program Issues

5 Go to the Multiple Trans Per Period Exception
 Step 1: Select Period (Month/Quarter/Year).
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).

What to do:

- Review vehicles appearing at the top of the list. Review the Exceeding Transaction Count and Exceeding Dollars.
- Click on the Vehicle Detail link to go to the Vehicle Detail Transaction Tab.

6 Go to the Vehicle Detail Transaction Tab
 Step 1: Click on the Transaction Date and Time column to sort transactions in chronological order and investigate the transactions that triggered the exception.

What to look for:

- Are there consecutive transactions for the same vehicle?
- Are there higher than normal gallons and dollars?
- Are there consecutive fuel types?
- Are there savings opportunities?

7 Go to the Fuel Mismatch Exception
 Step 1: Select Period (Month/Quarter/Year).
 Step 2: Select Fuel Type (Diesel/Gasoline/Electricity).

What to do:

- Review which vehicles are at the top of the Fuel Mismatch Exception table. Review the DM's Gallons and program name, the savings opportunity.
- Click on the Vehicle Detail link to go to the Vehicle Detail Transaction Tab.

8 Go to the Vehicle Detail Transaction Tab
 Step 1: Compare the units purchased to the tank capacity based on the page.

What to do:

- Review the units purchased to the tank capacity based on the page.
- Review the units purchased to the tank capacity based on the page.
- Review the units purchased to the tank capacity based on the page.

Identify Fuel Program Issues

What to do:

- Review the units purchased to the tank capacity based on the page.
- Review the units purchased to the tank capacity based on the page.
- Review the units purchased to the tank capacity based on the page.

Community



Collaboration – Collaborate with fellow ClearView users

Discussion Forums – Start a topic or respond to existing topics

Knowledgebase – You can post Questions in the Knowledgebase

Training Classes – WEX offers several classes/webinars a month



ClearView Training Options



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Additional ClearView Training

Community → Summary Dashboard

The screenshot displays the WEX ClearView Community Summary Dashboard. The navigation bar includes links for Discussion Forum, **Calendar**, Resources, Videos, **Training**, and Activity. The Training section is highlighted with a red border and contains a list of training resources and a sidebar with additional links.

WEX ClearView University - Identifying and Reducing Driver Theft (Customer Led)
WEX ClearView University - ClearView 101 - Learn the Basics
WEX ClearView University - Exception Module Enhancements
WEX ClearView University - VIN Decoding
WEX ClearView University - The Power of Analytics for Fleet
WEX ClearView University - ClearView 201 - Advanced Concepts
WEX ClearView University - Getting the Most Out of ClearView (Customer Led)
WEX ClearView University - Engagement Strategies: Driving Adoption and Usage (Customer Led)
WEX ClearView University - 2017 Product Roadmap
WEX ClearView University - ClearView Essentials Overview

NCSFA Webinar: Put Your Data to Work (featuring ClearView and State of Georgia)
ClearView: Building Better Products Using Machine Learning

LIVE ONLINE TRAINING

See the ClearView University calendar of events for details!

INSTRUCTIONAL VIDEOS

White Papers
Quick Start Guides
Magazine Articles
Communications
ClearView Product Overview
ClearView Telematics

WEX FLEET ClearView™

+ Create ▾

🔔

✉

👤 JSever ▾

Discussion Forum **Calendar** Resources Videos **Training** Activity

Search...

Home > Training

Unread Content

Mark site read

Volume 9, Road Module

3:42 PM
10/3/2018

ClearView Training Options

ClearView University ▼



Jump to ▼

Follow

0

◀ SEPTEMBER
2018

October 2018

NOVEMBER
2018 ▶

Month

Week

Day

Event Stream



Become an Exception-al Expert!

OCT
25

25 Oct 2018, 02:30 PM → **03:30 PM**

ClearView recently made some exciting enhancements to the Exceptions Module! This class is focused on all things Exceptions.

Low Hanging Fruit: Discover biggest cost savings opportunities via the recent Scatterplot adds to Non-Regular and High Price Exceptions Location, Location, Location: Easily find a driver/vehicle's location within your fleet Who's Driving?: Determine if drivers are making transactions on the wrong vehicle I need details!: Transaction level exception details at your fingertips We hope you'll be able to attend. RSVP now to receive a remind a week before the class!

...

ClearView University



Report My Driving (Impacting the Tier Report)

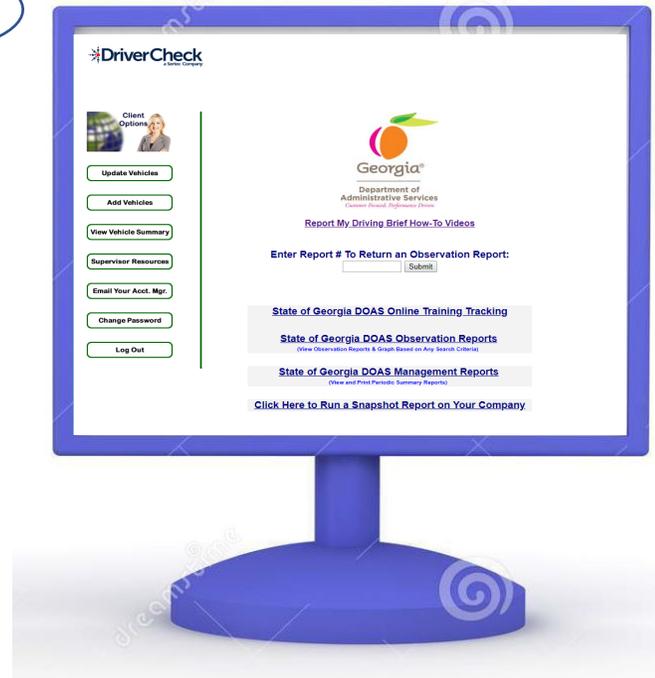
Jim Sever

Report My Driving



Report My Driving (Impacting your Tier Report) “Helpful Tip”

Close your open
Observation Reports
within 10-days



Office of Fleet Management's Quarterly Tier Report

Reporting Quarter: Q2 FY 18

Agency: YOUR AGENCY NAME

Participation Ranking

| Program and Participation Description (0 point = No; 1 point = Yes) | Score |
|---|----------|
| APD – Are light duty (LD) vehicles enrolled in Auto Physical Damage State Wide Insurance? | 1 |
| RMD – Are agency LD vehicles enrolled in Driver Check, the State's Report My Driving program? | 1 |
| GPS Telematics – Are any agency LD vehicles equipped with GPS Telematics devices? | 0 |
| ARI TMS/GMS – Are any agency LD vehicles enrolled in maintenance program? | 1 |
| WEX – Are agency LD vehicles enrolled in fuel card program? | 1 |
| Participation Total Score | 4 |

Performance Ranking

| Program and Performance Descriptions | Value | Score |
|---|-------|-----------|
| RMD: 5 points= all drivers identified and all reports completed in 10 days from 10/1/17 to 12/31/17 4 points= 90-99% of drivers identified and reports completed in 10 days 3 points= 80-89% 2 points = 70-79% 1 point= <69% | 100% | 5 |
| Vehicle fueling: 5 points= NOT on "no-fuel" list 100% of time from 10/1/17 to 12/31/17 4 points= NOT on "no-fuel" list 90-99% of time 3 points= NOT on list 80-89% of time 2 points= NOT on list 70-79% of time 1 point= NOT on list <69% of time | 75% | 2 |
| Maintenance Performed: 5 points= 90-100% of LD vehicles reporting maintenance from 7/1/17 to 12/31/17 4 points= 80-89% w/maint. 3 points= 70-79% w/maint. 2 points= 60-69% w/maint. 1 point= 11-59% w/maint. 0 points = 0-10% | 87% | 4 |
| Performance Total Score | | 11 |

| Tier Level | State Agencies in Tier Level | % |
|------------|------------------------------|-----|
| 1 | 21 | 15% |
| 2 | 24 | 17% |
| 3 | 54 | 39% |
| 4 | 39 | 28% |

| | | |
|--------------------------|-------------|----|
| Tier 1 = 19-20 points | Total Score | 15 |
| Tier 2 = 17-18 points | | |
| Tier 3 = 13-16 points | | |
| Tier 4 = up to 12 points | Tier Level | 3 |

| LD Vehicle Type | State LD Avg Maint \$/Mile | Agency LD Avg Maint \$/Mile | State LD Avg Maint \$/Vehicle | Agency LD Avg Maint \$/Vehicle | Peer Group LD Avg Maint \$/Vehicle |
|-----------------|----------------------------|-----------------------------|-------------------------------|--------------------------------|------------------------------------|
| Sedan | \$0.050 | \$0.032 | \$511 | \$168 | \$354 |
| SUV/Van | \$0.053 | \$0.037 | \$494 | \$242 | \$616 |
| Truck | \$0.049 | \$0.048 | \$407 | \$107 | \$520 |
| Total | \$0.051 | \$0.034 | \$476 | \$179 | \$495 |

* Incorrect odometer entries will adversely affect agency maintenance \$ per mile calculations

Observation Reports Notifications

2018 NOVEMBER

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |

Report My Driving



[Update Vehicles](#)

[Add Vehicles](#)

[View Vehicle Summary](#)

[Supervisor Resources](#)

[Email Your Acct. Mgr.](#)

[Change Password](#)

[Log Out](#)



Department of
Administrative Services
Customer Focused, Performance Driven

[Report My Driving Brief How-To Videos](#)

Enter Report # To Return an Observation Report:

[State of Georgia DOAS Online Training Tracking](#)

[State of Georgia DOAS Observation Reports](#)

(View Observation Reports & Graph Based on Any Search Criteria)

[State of Georgia DOAS Management Reports](#)

(View and Print Periodic Summary Reports)

[Click Here to Run a Snapshot Report on Your Company](#)

Observation Reports Not Returned



Please note: Contact your DriverCheck account manager if date range is needed for earlier than 2 years.

Pop-up blocker must be disabled to run these reports.

Dates Incidents Occurred:

Or Enter Custom Date (mm/dd/yyyy): From to

Branch:

Client & Policy#:

Location:

Report Type:

Report Status:

On-Line Training:

Vehicle Decal#: Report#:

Driver's I.D. Number: (Employee # or License #)

Driver's Last Name:

if not sure of spelling, type part of name followed by ? Example SM? will retrieve SMITH, SMOLTZ, SMUCKER...

My DriverCheck

Update Vehicles

Add Vehicles

View Vehicle Summary

Supervisor Resources

Email Your Acct. Mgr.

Change Password

Log Out

Observation Reports Not Returned

| DriverCheck | | | | | | | |
|--------------------------|---|---------------|-------------------|---------------------|--------------|-------------------|--|
| Vehicle Incident Reports | | | | | | | |
| 132 Matching Report(s) | | | | January 1, 2018 - , | | | |
| Report # | Report Type | Incident Date | Client / Location | Driver Name / ID | Decal Number | Management Action | Online Training Date / Module Driver / Score |
| 2166378 | Complaint COURTESY DRIVING SKILL | 12/18/2017 | Agency 123 | | 123KB | | |
| 2166093 | COMPLAINT IMPROPER LANE CHANGE TAILGATING | 01/05/2018 | Agency 456 | | 555LP | | |

As of this presentation 54 reports have not been returned and are over 40 days old

Report My Driving – Updating Decals



Replaced
Bumper



Update
ARI Insights &
DriverCheck



Report My Driving – Updating Decals

Updating DriverCheck.net

Options 

Update Vehicles

Add Vehicles

View Vehicle Summary

60 Matching Vehicles Page 1 of 6

| Line | Action | Decal# | Vehicle# | License Plate | State | |
|------|-------------------------------------|--------------------------|----------|---------------|---------|--------|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | 809LK | 530-400 | GV93590 | GA BU: |
| 2 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 811LK | 530-401 | GV58872 | GA BU: |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | 813LK | 530-402 | GV59144 | GA BU: |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | 814LK | 530-403 | GV93624 | GA BU: |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | 804LK | 530-406 | GV93578 | GA BU: |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | 805LK | 530-407 | GV93579 | GA BU: |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | 815LK | 530-408 | GV93537 | GA BU: |
| 8 | <input type="checkbox"/> | <input type="checkbox"/> | 816LK | 530-409 | GV93536 | GA BU: |
| 9 | <input type="checkbox"/> | <input type="checkbox"/> | 817LK | 530-410 | GV93535 | GA BU: |
| 10 | <input type="checkbox"/> | <input type="checkbox"/> | 818LK | 530-411 | GV58784 | GA BU: |

<<Previous Next>> New Search **Save Changes** Rese

Request To Delete/Request New Decal

Vehicle Deletes Take Place Immediately.

Requests For New Decals Will Be Forwarded To Your Account Executive For Processing.

Please Make Necessary Changes and Add Special Remarks/Instructions To Your Account Executive

| Change Request | Vehicles Decal |
|---|--------------------|
| Delete These Vehicles: | |
| Request New Decal For: | DECAL#: 811LK |
| Instructions/Remarks Regarding This Request: | New decal is 848KG |

Submit Reset <<Back

Report My Driving Decals

Updating ARI

The screenshot shows a web browser window with the title 'General Vehicle Detail - Google Chrome'. The address bar contains the URL: ariinsights.arifleet.com/AriAccessWeb/WebForms/Details/GeneralVehicleDetailC.aspx?key=F7B61F8329CD035C821CAC7990F4A0E65541B7D08839A2E290F86EEADAA3F2C4&displaytype=QV&isDrilldown=True&IsShowAll=True&rowid=1. The page features a navigation menu with the following tabs: Additional Addresses, Billing, Component Info, Documents, Driver Updates, Expenses, Fuel Card History, Fuel Entry, Fuel Trans, History, Inventory Mgmt, Maintenance, Memos, Odometer, Order Detail, Registration, and VehicleDowntimeView. The 'General Info' tab is currently selected. Below the navigation menu, the page displays 'General Vehicle Information' with the following details: Client: 5C95, ARI Vehicle: 2018 FORD EDGE, and State ID #: [blank]. A callout box labeled 'Inventory Mgmt' is positioned below the 'Inventory Mgmt' tab in the navigation menu, with lines connecting it to the tab and the 'General Vehicle Information' section.

General Vehicle Detail - Google Chrome

ariinsights.arifleet.com/AriAccessWeb/WebForms/Details/GeneralVehicleDetailC.aspx?key=F7B61F8329CD035C821CAC7990F4A0E65541B7D08839A2E290F86EEADAA3F2C4&displaytype=QV&isDrilldown=True&IsShowAll=True&rowid=1

Additional Addresses | Billing | Component Info | Documents | Driver Updates | Expenses | Fuel Card History | Fuel Entry | Fuel Trans

General Info | History | Inventory Mgmt | Maintenance | Memos | Odometer | Order Detail | Registration | VehicleDowntimeView

General Vehicle Information

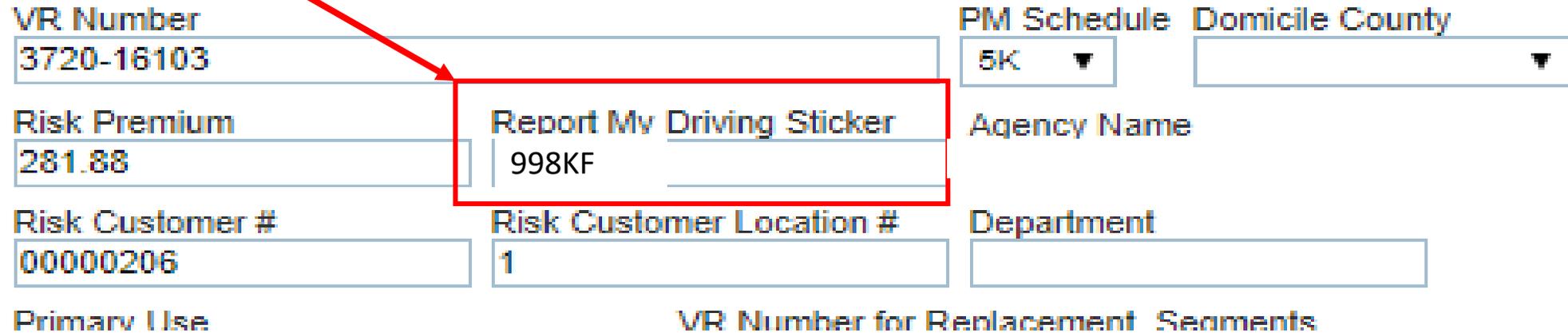
Client: 5C95 ARI Vehicle: 2018 FORD EDGE State ID #:

Inventory Mgmt

Report My Driving Decals

Updating ARI

Inventory Mgmt Tab



| | | | | | |
|-----------------|------------|----------------------------------|-------------|-----------------|------------------------------------|
| VR Number | 3720-16103 | PM Schedule | 5K ▼ | Domicile County | ▼ |
| Risk Premium | 281.88 | Report My Driving Sticker | Agency Name | | |
| | | 998KF | | | |
| Risk Customer # | 00000206 | Risk Customer Location # | 1 | Department | |
| Primary Use | | | | | VR Number for Replacement Segments |



Office of Fleet Management Program Audits

Jim Sever

OFM Audit Purpose



- Focus on evaluating whether agencies comply with state policies (Policy 10), Fuel Card Guidelines and the Fleet Manual along with applicable state regulations
- Look for any anomalies that fall outside normal operations or that may look suspicious in nature

OFM Audit Objectives

- **Maintenance Program Audit Objectives**
- **Fuel Card Program Audit Objectives**
- **Vehicle Acquisition Audit Objectives**
 - **MV1**
 - **Vehicle Utilization**
- **Report My Driving Audit Objectives**

OFM Audit Objectives

- **Maintenance Program Audit Objectives**

- Did agency have any maintenance events performed on Out of Service vehicles?
- Did agency have any single maintenance expense greater than 100% of book value for a vehicle?
- Did agency use any shops with unusually high dollar amounts of repairs for an agency?
- Did agency have any vehicles with no reported maintenance over the last 12 months?

- **Fuel Card Program Audit Objectives**

- Did agency have any active fuel cards that were being used when vehicle is Out-of-Service (OOS)?
- Did agency have any drivers fueling multiple times within a 2-hour time period for the same vehicle over the 12 months?
- Did agency have any driver's PINs that have been unused within the last 12 months?
- Did agency have any vehicles that had not been fueled within the last 6 months and 12 months?
- Did agency have any vehicles that had a purchased mismatched fuel for the same vehicle within the past 12 months?
- Did agency personnel log into ClearView over the past quarter?

- **Vehicle Acquisition Audit Objectives**

- MV1
 - Did agency have any drivers that did not show they have driven 14,000 or more non-commute, or "**Business**" miles?
 - Did agency have any drivers that are assigned vehicles based on their support using Call-outs as their designation (Drivers that are "on-call" that are assigned vehicles. Must have 12 or more call outs in a year?)

OFM Audit Objectives

Vehicle Utilization

- Did the agency have any vehicles that was 10 years or older and/or had more than 135,000 miles and was “not” on the ARI Program
- Did the agency have any vehicles that did not drive at least 14,000 miles within the past year? (Note, this is not a scorable item on the Audit Report, but for internal-use only)
- Does the agency have any Pooled vehicles located at Capitol Hill?
- Did the agency (CSB’s Only) have any drivers that were non-state employees driving a state-owned vehicle. If so, the contracting company will need to provide proof of auto liability insurance that equals state liability limits (\$1,000,000 per person and \$3,000,000 per occurrence) whenever a non-CSB employees or organizations operate a CSB vehicle since no liability coverage is provided to non-CSB employees or organizations operating CSB vehicles.

Report My Driving Audit Objectives

- Does the agency have any open Observation Reports over 40 days old?
- Does the agency have any closed Observation Reports that did not ID the driver within the past 12 months?
- Does the agency have any drivers with 2 or more Observation Reports that did not attend RMD training within the past 12 months?
- Does the agency have updated RMD Decals that match and listed in both ARI and DriverCheck?



Questions

WEX Online – Manage Transactions

🔍 Search

🏠 ST OF GA TEST ACCOUNT



Home

Fleet Manager

Financials

Reports

Resource Tools

Administration

Accounting Fields

Add Field

View Fields/Codes

Accounting Profiles

Add Profile

Manage Profiles

Transaction

Manage Transactions

Follow Up

Transactions



WEX Online – Manage Transactions

Home

Fleet Manager

Financials

Reports

Resource Tools

Administration

Manage Transactions

For information on how to optimize your filters, click to review [Search Tips](#)

Date Criteria

Closing Date

Posted Date

Transaction Date

Closing Date

08/31/2019

Query Criteria

Filter By

None

Sort By

Card Number

Filter Value

Equals

Order

Ascending Descending

Transaction Status

Select

Cancel

Back

Finish

WEX Online – Manage Transactions



1-1 of 1 Records | 25 per page ▼ Go

Export ▼

1 Items Selected

UPLOAD RECEIPT

CHANGE STATUS

REALLOCATE

| <input type="checkbox"/> | Receipt | Status | Trans ID | Post Date | Trans Date | Account Number | Card Number | Gross Cost | Net Cost | Reallocation Cost | Reallocation ID | Product Description | Driv |
|--------------------------|-------------------------------------|--------|-------------|------------|------------|----------------|-------------|------------|----------|-------------------|-----------------|---------------------|------|
| 1 | <input checked="" type="checkbox"/> | None | 11960786820 | 07/02/2019 | 06/28/2019 | 0496005657283 | ****28686 | \$44.26 | \$44.26 | \$0.00 | | Unleaded Regular | Mo |

Cancel

Back

WEX Online – Manage Transactions

Manage Transactions

Update your status, add notes, modify UDF values and reallocate Net Cost amounts as needed.

Fields marked with an asterisk (*) are required.

Selected Transaction

| Status | Trans ID | Trans Date | Card Number | Gross Cost | Net Cost | Reallocation ID | Product Description |
|--------|-------------|------------|-------------|------------|----------|-----------------|---------------------|
| None | 11960786820 | 06/28/2019 | ****28686 | \$44.26 | \$44.26 | | Unleaded Regular |

Status Management

Updates to Status and Notes will only apply to the original transaction line item and will not impact reallocated line items. These changes will not impact your billing.

Status

None
None
Reviewed
Follow Up
Approved

Enter your notes/comments here.

2000 characters remaining (2000 characters max.)

Cancel

Back

Apply

Impacts of Fraud

| State Entity | Offense | Fraudulent Amount |
|--------------|---|-------------------|
| Agency | Personal Purchases (Cigarettes) | \$ 30.00 (Approx) |
| College | State Vehicle and fuel card used for personal use | \$ 50.00 |
| Agency | Used Fuel Card for personal purchases | \$ 123.00 |
| Agency | Used Fuel Card for personal purchases (Under Investigation) | \$ 196.00 (Est) |
| Agency | Fuel Card used for personal purchases | \$4,600.00 |
| Agency | Racketeering – Paying fleet related expenses to a shell corporation with a personal bank account when services were not rendered. | \$200,000.00+ |

As a result – Employees were either Terminated, Resigned, or Terminated and Prosecuted by the State’s Attorney’s Office with assistance from the Agency, Office of Inspector General and the Office of Fleet Management

Impacts of Fraud - Penalties

O.C.G.A. §50-5-80 provides for criminal penalties for misuse of a state fuel card. Any employee who knowingly uses the card for personal purchases under \$500 is guilty of a misdemeanor. An employee who knowingly uses the card for personal purchases of \$500 or more is guilty of a felony punishable by one to 20 years in prison.