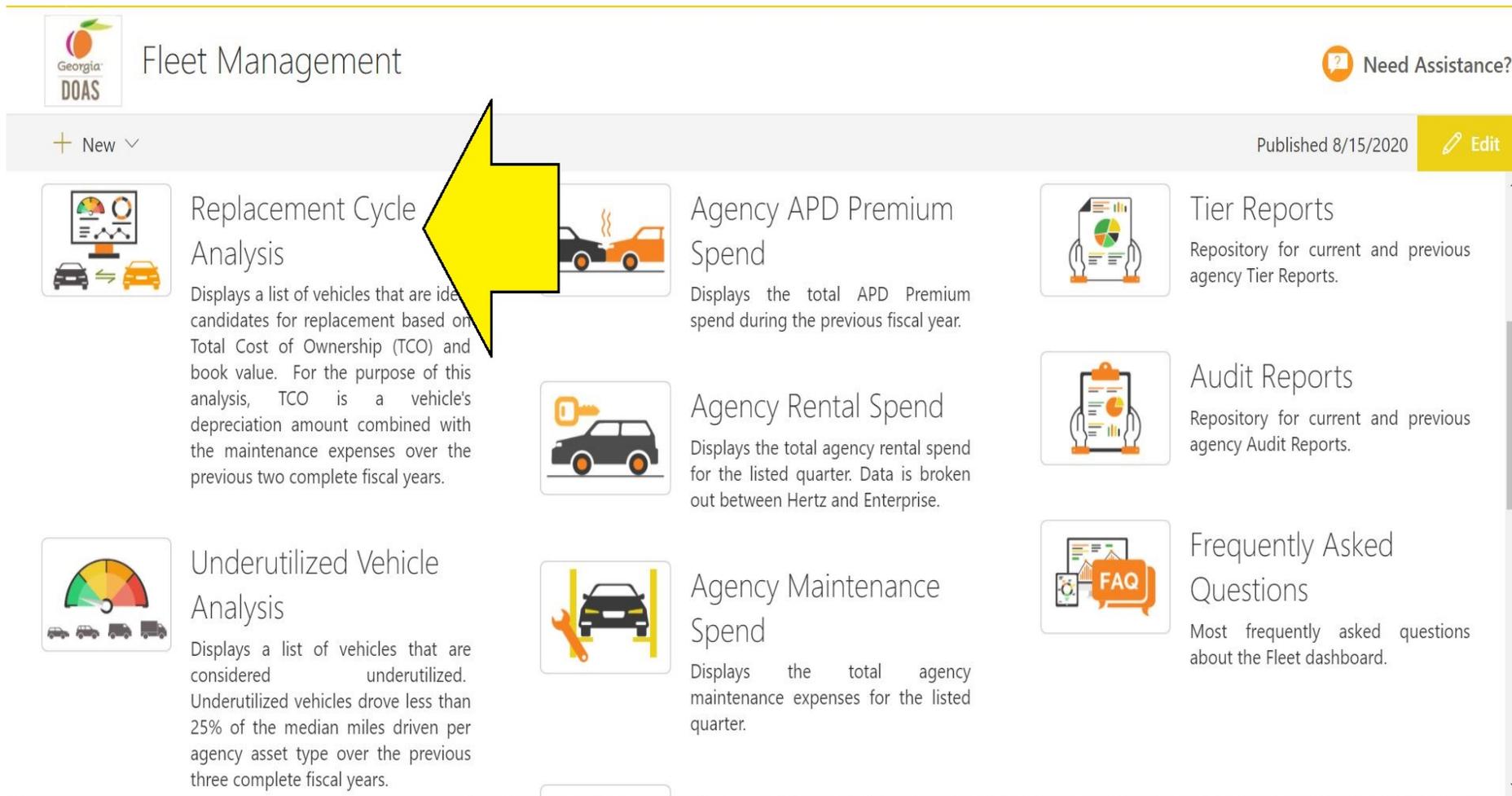


Training Aid/Instructions for Replacement & Underutilized Vehicles

Fleet Managers will review the [Replacement Cycle Analysis](#) and [Underutilized Vehicle Analysis](#) **BEFORE** submitting a Vehicle Request. If you need to replace a vehicle that was totaled in a crash, you can skip ahead to page 11 of this guide. All others will begin by clicking on the [Replacement Cycle Analysis](#) in the Fleet TCO Dashboard.



The screenshot shows the Georgia DOAS Fleet Management dashboard. At the top left is the Georgia DOAS logo. The main header is 'Fleet Management'. On the right, there is a 'Need Assistance?' button with a question mark icon and an 'Edit' button with a pencil icon. Below the header is a navigation bar with a '+ New' dropdown and a 'Published 8/15/2020' indicator. The dashboard features a grid of tiles, each with an icon, a title, and a brief description. A large yellow arrow points to the 'Replacement Cycle Analysis' tile.

Replacement Cycle Analysis
Displays a list of vehicles that are ideal candidates for replacement based on Total Cost of Ownership (TCO) and book value. For the purpose of this analysis, TCO is a vehicle's depreciation amount combined with the maintenance expenses over the previous two complete fiscal years.

Agency APD Premium Spend
Displays the total APD Premium spend during the previous fiscal year.

Agency Rental Spend
Displays the total agency rental spend for the listed quarter. Data is broken out between Hertz and Enterprise.

Agency Maintenance Spend
Displays the total agency maintenance expenses for the listed quarter.

Tier Reports
Repository for current and previous agency Tier Reports.

Audit Reports
Repository for current and previous agency Audit Reports.

Frequently Asked Questions
Most frequently asked questions about the Fleet dashboard.

Underutilized Vehicle Analysis
Displays a list of vehicles that are considered underutilized. Underutilized vehicles drove less than 25% of the median miles driven per agency asset type over the previous three complete fiscal years.

You can gain a little more viewing room if you collapse the black menu options by clicking on the small white arrows.

Georgia DOAS Fleet Management - State Entity Fleet Dashboard

Need Assistance?

Home > Replacement Cycle Analysis

Select Agency: Agency XYZ

Replacement Cycle Analysis

- Vehicle Count
- Across Ages
- Across Odometers

Underutilized Vehicle Analysis

- Agency Vehicle Count Un...
- Percentage of Vehicles Ov...
- Agency Target Miles By Ve...

Agency Rental Spend

- Hertz Rental Spend
- Enterprise Rental Spend

Agency Fuel Spend

Agency Maintenance Spend

Agency Acquisition Spend

Agency APD Premium Spend

Agency Active Vehicle Count

Across Ages | Across Odometers

Displays the number of agency vehicles sorted by asset type where the TCO exceeds book value.

To view the vehicles where the TCO exceeds book value, click the yellow boxes below.

Select Asset Type: All Selected

Asset Type	Yes
Bus	27
Car	268
SUV	43
Truck HD	35
Truck LD	236
Truck MD	11
Van	572

Yes

Asset Type	Yes
Bus	27
Car	268
SUV	43
Truck HD	35
Truck LD	236
Truck MD	11
Van	572

The Replacement Cycle Analysis looks at your vehicles' total cost of ownership in relation to their book values. For this analysis, Total Cost of Ownership (TCO) = lifetime depreciation amount PLUS maintenance expenses over the two previous complete fiscal years. A vehicle is an ideal candidate for replacement when its TCO is greater than its book value. The screenshot below shows us how many vehicles per asset type at State Entity XYZ have a TCO that exceeds book value. These vehicles are among the first this agency should replace as their expenses are more than they are worth. All data associated with the analysis can be downloaded by clicking on the yellow box with the download symbol.

Dashboard Home > Replacement Cycle Analysis ⓘ

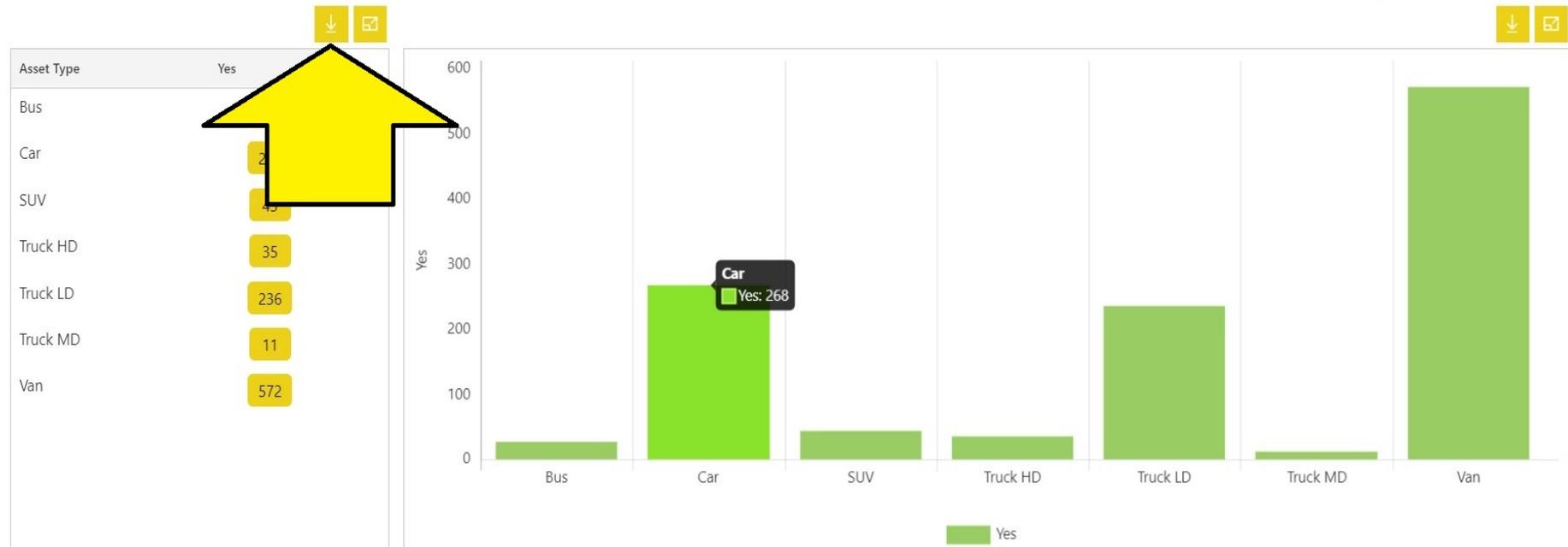
Select Agency

Vehicle Count [Across Ages](#) [Across Odometers](#)

Displays the number of agency vehicles sorted by asset type where the TCO exceeds book value.

📌 To view the vehicles where the TCO exceeds book value, click the yellow boxes below.

Select Asset Type



The screen shot below is displaying the view all Asset Types that State Entity XYZ operates. You can click on the drop-down selector and place check marks by specific vehicle types if needed. For example, if right now you are only interested in viewing cars operated by your state entity, you would remove all the check marks leaving one next to Car.

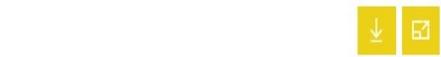
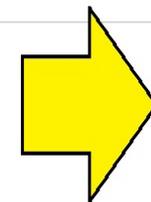
Dashboard Home > Replacement Cycle Analysis ⓘ

Select Agency Agency XYZ

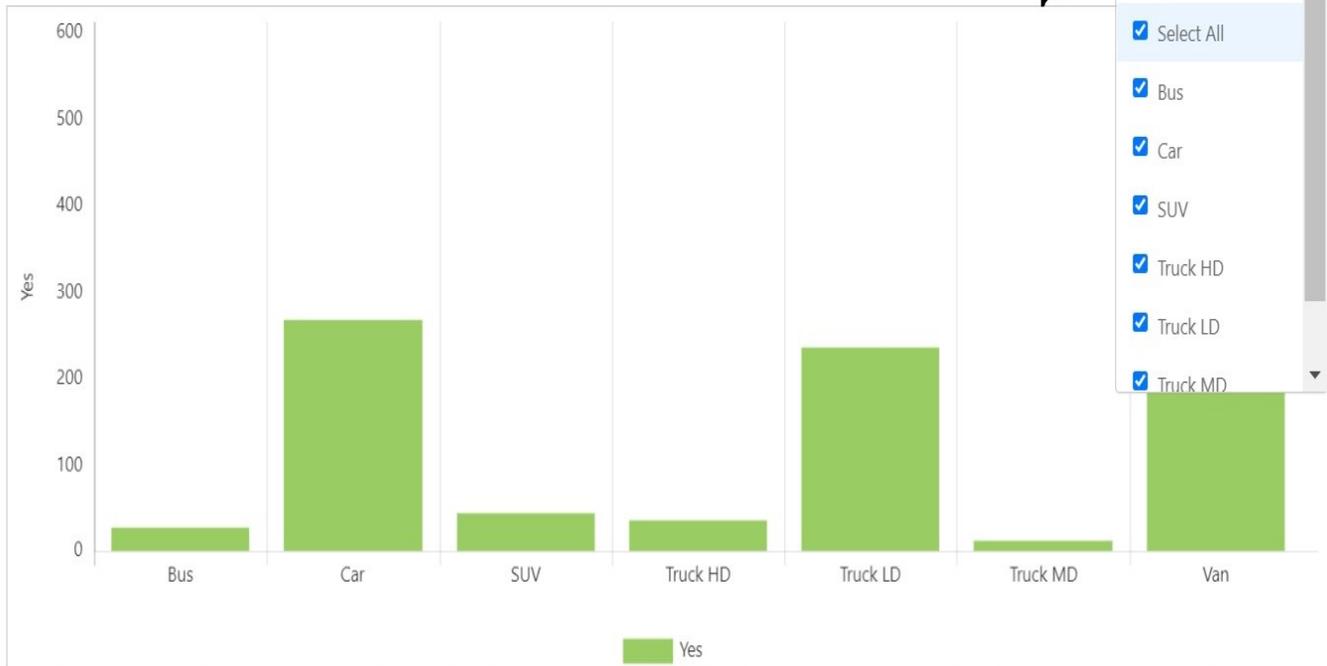
Vehicle Count Across Ages Across Odometers

Displays the number of agency vehicles sorted by asset type where the TCO exceeds book value.

ⓘ To view the vehicles where the TCO exceeds book value, click the yellow boxes below.



Asset Type	Yes
Bus	27
Car	268
SUV	43
Truck HD	35
Truck LD	236
Truck MD	11
Van	572



Select Asset Type

All Selected

Search

- Select All
- Bus
- Car
- SUV
- Truck HD
- Truck LD
- Truck MD

Now you can easily see that State Entity XYZ has 268 cars with a TCO that exceeds the current book value. A list of these 268 cars will pop up if we click on the number 268 inside the yellow box.

Dashboard Home > Replacement Cycle Analysis

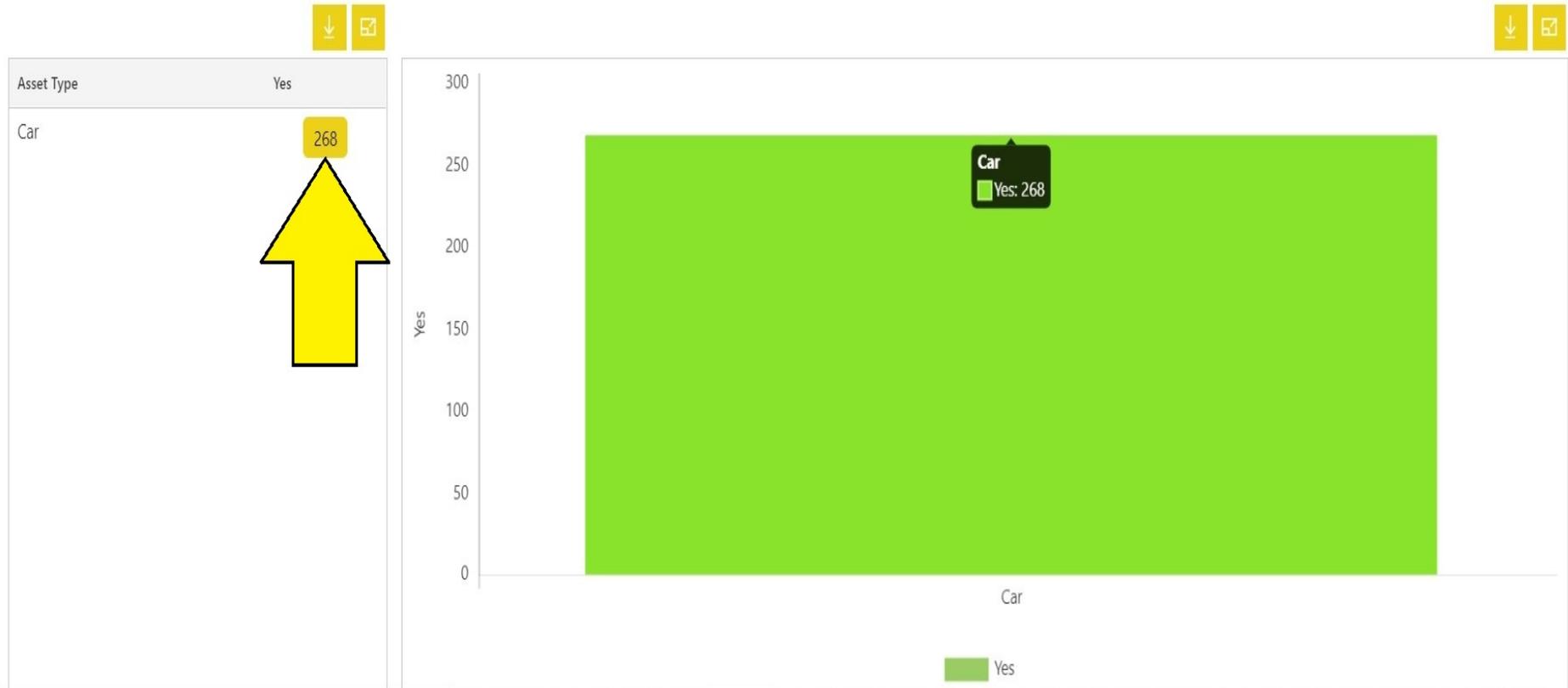
Select Agency Agency XYZ

Vehicle Count Across Ages Across Odometers

Displays the number of agency vehicles sorted by asset type where the TCO exceeds book value.

Select Asset Type Car

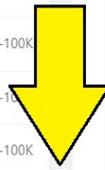
To view the vehicles where the TCO exceeds book value, click the yellow boxes below.



You will have to scroll down the page (yellow arrow) to view information for all your cars. When you have scrolled down to the bottom of the list, you will be able to scroll over to the right to view additional data columns. You can click on the small download symbol (green arrow) to receive the information in CSV format which can be saved as Excel on your computer. This might be an easier way for you to view and sort the information. You will find each vehicle's depreciation amount, maintenance expenses over the last two complete fiscal years, and book values.

Vehicle Count Data

State ID #	Agency Type	Location Name	Asset Type	Age	Age(Capped At 20 Yr)	VIN Year	VIN Make	VIN Model	VIN	Current Odometer	Odometer
098	State Agency	HQ	Car	9	9	2012	Chevrolet	Impala	WF5E34C131...	81796	80-90K
117	State Agency	HQ	Car	9	9	2012	Chevrolet	Impala	WF5E38C131...	88455	80-90K
131	State Agency	Atlanta	Car	14	14	2007	Chevrolet	Malibu	ZS58N77F30...	80622	80-90K
059	State Agency	Atlanta	Car	14	14	2007	Chevrolet	Malibu	ZS58N47F21...	84549	80-90K
616	State Agency	Augusta	Car	7	7	2014	Chevrolet	Impala Limited	WA5E38E117...	96390	90-100K
626	State Agency	Augusta	Car	7	7	2014	Chevrolet	Impala Limited	WA5E35E117...	93502	90-100K
607	State Agency	Augusta	Car	7	7	2014	Chevrolet	Impala Limited	WA5E33E117...	96470	90-100K
586	State Agency	Dalton	Car	7	7	2014	Chevrolet	Impala Limited	WA5E32E117...	90402	90-100K
625	State Agency	Columbus	Car	7	7	2014	Chevrolet	Impala Limited	WA5E39E117...	99622	90-100K
611	State Agency	Albany	Car	7	7	2014	Chevrolet	Impala Limited	WA5E38E117...	97450	90-100K
119	State Agency	Albany	Car	9	9	2012	Chevrolet	Impala	IWF5E33C132...	97341	90-100K
125	State Agency	Valdosta	Car	9	9	2012	Chevrolet	Impala	IWF5E32C132...	90250	90-100K
097	State Agency	Savannah	Car	9	9	2012	Chevrolet	Impala	WF5E37C131...	99357	90-100K



Close

Clicking on the Across Ages tab will let us see an age distribution of State Entity XYZ's vehicles where the TCO exceeds book value. You can click on any of the numbers in a yellow box (for example: Age 5 = 66) to view all the vehicles in that age category where TCO is greater than book value. Age 5 is when this agency's average TCO is greater than book value.

Dashboard Home > Replacement Cycle Analysis

Select Agency: Agency XYZ

Vehicle Count **Across Ages** Across Odometers

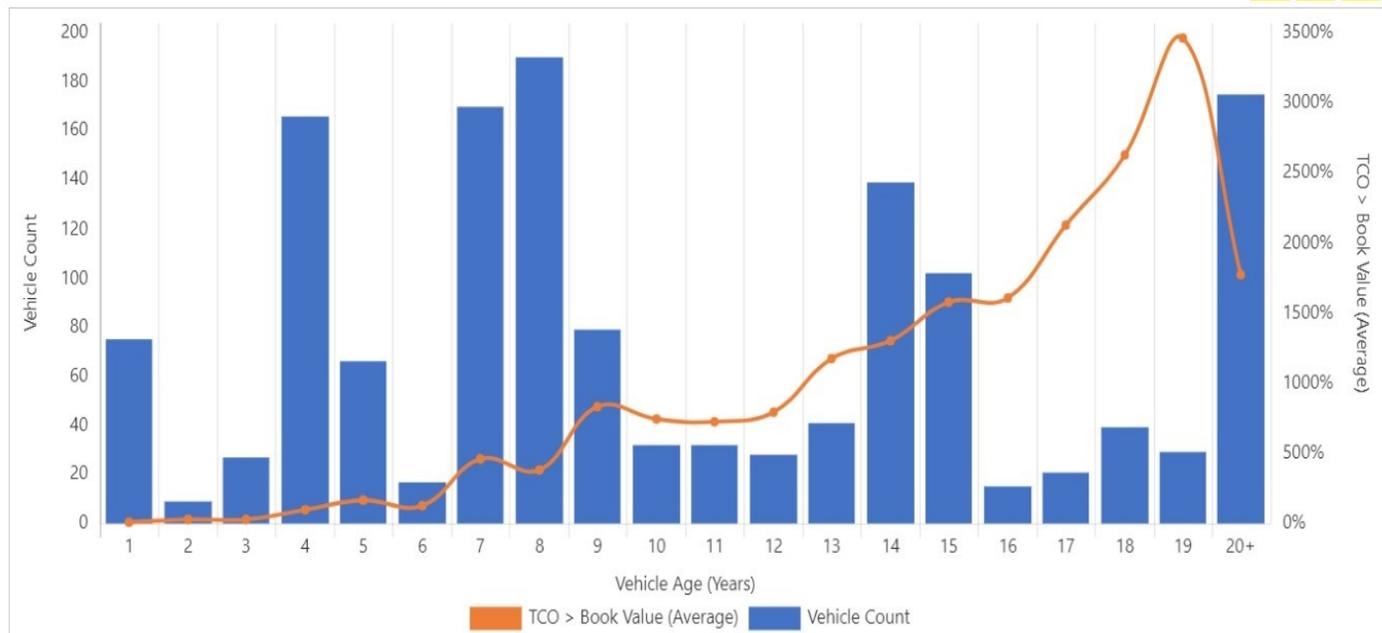
Displays the average number of vehicles across asset types and agency types when the TCO exceeds book value.

To view all vehicles in a specific age category, click the yellow box.

Select Asset Type: All Selected



Age	Vehicle Count	Average of TCO/BV
1	75	12%
2	9	27%
3	27	28%
4	166	98%
5	66	165%
6	17	126%
7	170	459%
8	190	383%
9	79	834%
10	32	749%



Just like with the earlier screenshot, you will have to scroll down the page (yellow arrow) to view information for all your vehicles. When you have scrolled down to the bottom of the list, you will be able to scroll over to the right to view additional data columns. You can click on the small download symbol (green arrow) to receive the information in CSV format which can be saved as Excel on your computer. You will find each vehicle's depreciation amount, maintenance expenses over the last two complete fiscal years, and book values.

Across Ages Data

State ID #	Agency Type	Location Name	Asset Type	Age	Age(Capped At 20 Yr)	VIN Year	VIN Make	VIN Model	VIN	Current Odometer	Current Od
840	State Agency	Eastman	Van	5	5	2016	Chevrolet	Express	ZGNFG7G13...	27749	6/12/2020
841	State Agency	Fort Valley	Van	5	5	2016	Chevrolet	Express	ZGNFG7G13...	24308	6/27/2020
836	State Agency	Chatsworth	Van	5	5	2016	Chevrolet	Express	ZGNFG6G13...	32508	4/14/2020
842	State Agency	Brunswick	Van	5	5	2016	Chevrolet	Express	ZGNFG3G13...	32291	6/4/2020
773	State Agency	Brunswick	Car	5	5	2016	Chevrolet	Impala Limited	WA5E30G11...	38653	6/25/2020
147	State Agency	Brunswick	Car	5	5	2016	Chevrolet	Impala Limited	WA5E34G11...	35283	4/27/2020
790	State Agency	Waycross	Car	5	5	2016	Chevrolet	Impala Limited	WA5E38G11...	87670	6/23/2020
768	State Agency	Waycross	Car	5	5	2016	Chevrolet	Impala Limited	WA5E37G11...	80001	6/18/2020
830	State Agency	Waycross	Truck LD	5	5	2016	Ford	F-150	FX1EF5GFC39...	82351	6/11/2020
814	State Agency	Waycross	Truck LD	5	5	2016	Ford	F-150	EX1CF7GKD8...	85693	6/23/2020
807	State Agency	Louisville	SUV	5	5	2016	Ford	Explorer	5K8AR9GGB...	82833	6/25/2020
793	State Agency	Rocky Ford	Van	5	5	2016	Chevrolet	Express	ZGNFG0G11...	83520	6/22/2020
803	State Agency	Rocky Ford	SUV	5	5	2016	Ford	Explorer	15K8AR4GGB...	86813	6/4/2020

Click to download tabular data in CSV file



Close

assistance:
 TCO > Book Value (Average)

Clicking on the Across Odometers tab will let us see an odometer range distribution for State Entity XYZ's vehicles where the TCO exceeds book value. You can click on any of the numbers in a yellow box (for example: 50-60K = 43) to view all the vehicles in that odometer range category where TCO is greater than book value. Around 50K - 60K miles is when State Entity XYZ's median TCO is greater than book values.

Dashboard Home > Replacement Cycle Analysis

Select Agency Agency XYZ

Vehicle Count Across Ages Across Odometers

Displays the median odometer range for vehicles across asset types and agency types when the TCO exceeds book value.

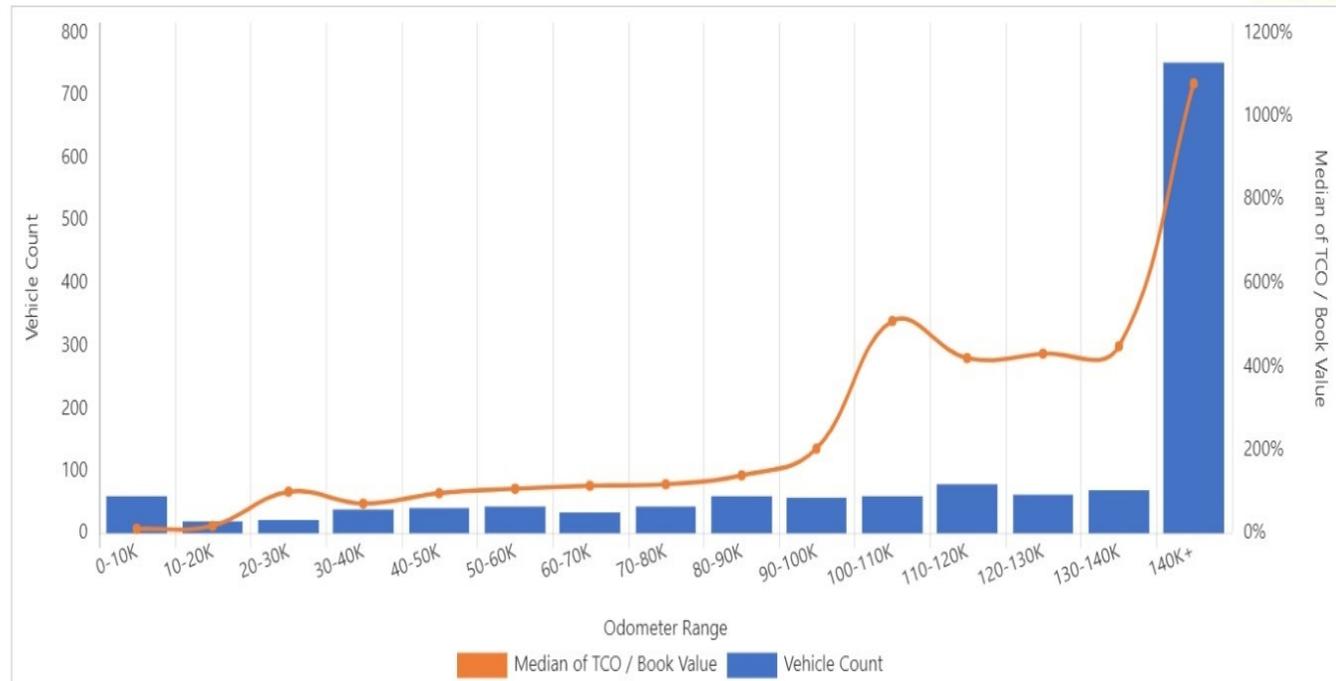
To view the vehicles details

Select Asset Type All Selected



Odometer Range	Vehicle Count	Median of TCO/BV
0-10K	60	11%
10-20K	18	17%
20-30K	21	100%
30-40K	37	72%
40-50K	43	94%
50-60K	43	107%
60-70K	34	112%
70-80K	42	117%
80-90K	60	138%
90-100K	57	204%

Click to view details

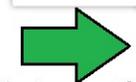


Just like with the earlier screenshots, you will have to scroll down the page (yellow arrow) to view information for all your vehicles. When you have scrolled down to the bottom of the list, you will be able to scroll over to the right to view additional data columns. You can click on the small download symbol (green arrow) to receive the information in CSV format which can be saved as Excel on your computer. You will find each vehicle's depreciation amount, maintenance expenses over the last two complete fiscal years, and book values.

Across Odometers Data

State ID #	Agency Type	Location Name	Asset Type	Age	Age(Capped At 20 Yr	VIN Year	VIN Make	VIN Model	VIN	Current Odometer	Current Od
895	State Agency	Thomson	Truck LD	4	4	2017	Ford	F-150	MF1C89HFA6...	57595	6/22/2020
040	State Agency	Unadilla	Truck MD	18	18	2003	Ford	F-550	AW57F93EA6...	55775	6/22/2020
034	State Agency	Thomson	Truck LD	3	3	2018	Ford	F-150	MF1CP3JFD9...	50121	6/16/2020
037	State Agency	Alma	Truck LD	3	3	2018	Ford	F-150	MF1CP3JFD9...	55344	6/25/2020
029	State Agency	Jesup	Truck LD	3	3	2018	Ford	F-150	MF1CP4JFD9...	57423	6/28/2020
035	State Agency	Jesup	Truck LD	3	3	2018	Ford	F-150	MF1CP5JFD9...	51341	6/25/2020
031	State Agency	Jesup	Truck LD	3	3	2018	Ford	F-150	MF1CP8JFD9...	52223	6/25/2020
033	State Agency	Washington	Truck LD	3	3	2018	Ford	F-150	MF1CP1JFD9...	59949	6/24/2020
950	State Agency	Hartwell	Truck LD	4	4	2017	Ford	F-150	EW1EG2HFC...	58377	6/23/2020
695	State Agency	Hartwell	Van	7	7	2014	Ford	Econoline	NE2EW5EDB...	53895	6/24/2020
976	State Agency	Cedartown	SUV	4	4	2017	Ford	Explorer	5K8AR4HGC...	53922	6/23/2020
213	State Agency	Clayton	Truck HD	52	20+	1969	Miscellaneous	Lafrance	1741	52900	5/28/2020
703	State Agency	Clayton	Truck HD	29	20+	1992	International	4900	SDPBN2NH3...	53000	3/10/2020

Click to download tabular data in CSV file



assistance?

Median of TCO / Book Value

Close

If you have already reviewed the [Replacement Cycle Analysis](#) and found a vehicle you want to surplus is listed there – you will now check the [Underutilized Vehicle Analysis](#) for your agency. Note: This is where you begin if you would like to replace a totaled vehicle.



Fleet Management

Need Assistance?

+ New ▾

Published 8/15/2020

Edit



Replacement Cycle Analysis

vehicles that are ideal replacement based on ownership (TCO) and the purpose of this is a vehicle's combined with expenses over the complete fiscal years.



Agency APD Premium Spend

Displays the total APD Premium spend during the previous fiscal year.



Tier Reports

Repository for current and previous agency Tier Reports.



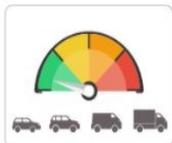
Agency Rental Spend

Displays the total agency rental spend for the listed quarter. Data is broken out between Hertz and Enterprise.



Audit Reports

Repository for current and previous agency Audit Reports.



Underutilized Vehicle Analysis

Displays a list of vehicles that are considered underutilized. Underutilized vehicles drove less than 25% of the median miles driven per agency asset type over the previous three complete fiscal years.



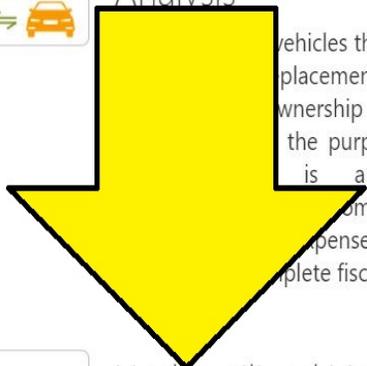
Agency Maintenance Spend

Displays the total agency maintenance expenses for the listed quarter.



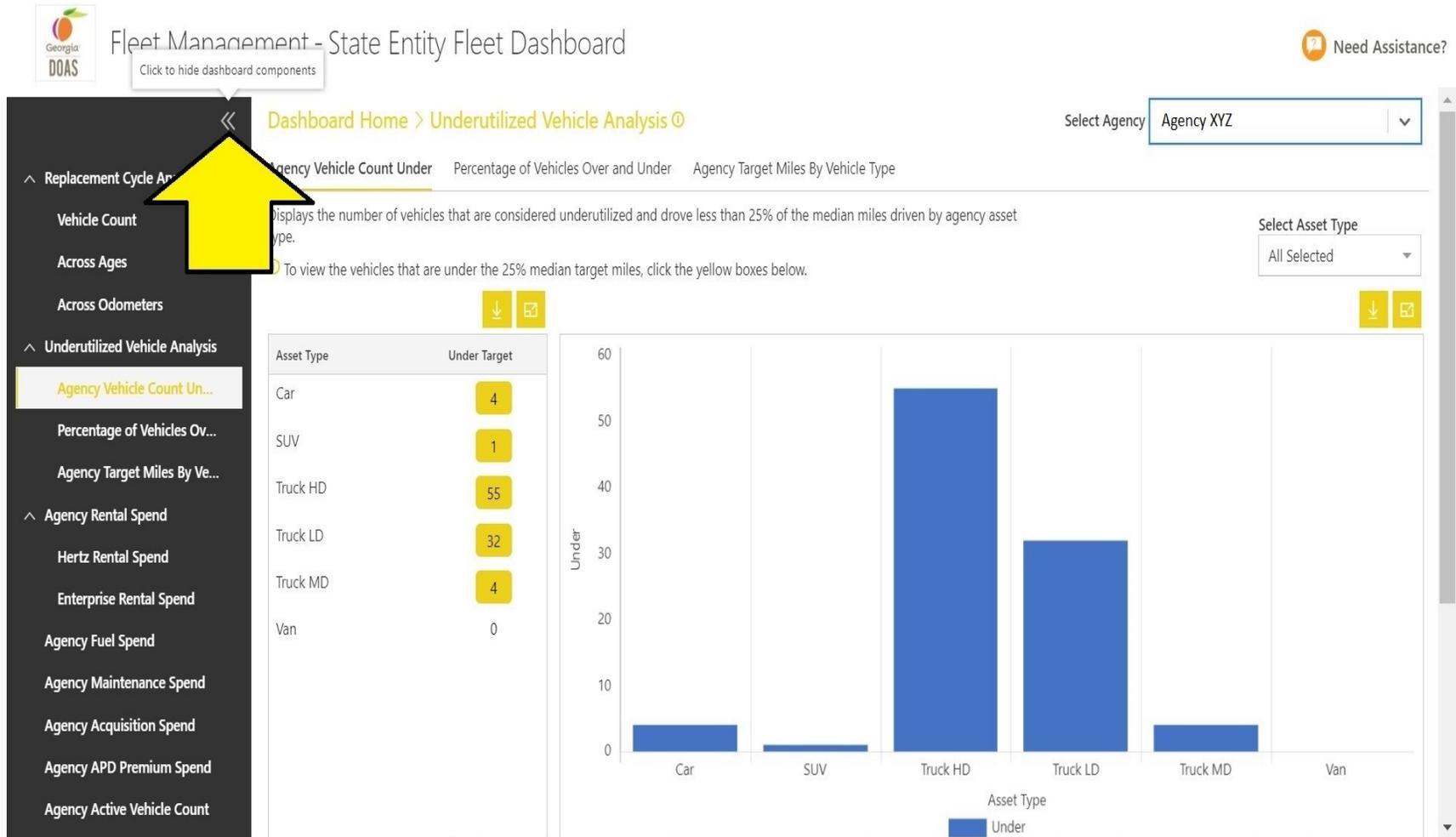
Frequently Asked Questions

Most frequently asked questions about the Fleet dashboard.



The Underutilized Vehicle Analysis provides Fleet Managers with a list of vehicles that are underutilized and should be considered as replacement vehicles, **BEFORE** purchasing a new vehicle. A vehicle is considered underutilized if it did not travel at least 25% of the median miles driven per asset type over the last three complete fiscal years. This data is specific to the state entity and its individual vehicle types. State entities should attempt to ensure that no vehicles are underutilized before starting on a Vehicle Request. Should fleet managers find a need to purchase a new vehicle while still having underutilized vehicles on the list, a justification is required on the Vehicle Request Application.

You can gain a little extra viewing room if you close the black menu on the left-hand side of the page.



The Agency Vehicle Count Under tab pictured below shows the number of vehicles that are considered underutilized. You can select a specific vehicle type from the drop-down selector if you do not want to view all vehicle types operated by your state entity.

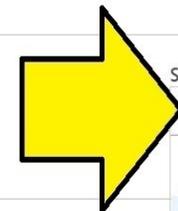
Dashboard Home > Underutilized Vehicle Analysis

Select Agency Agency XYZ

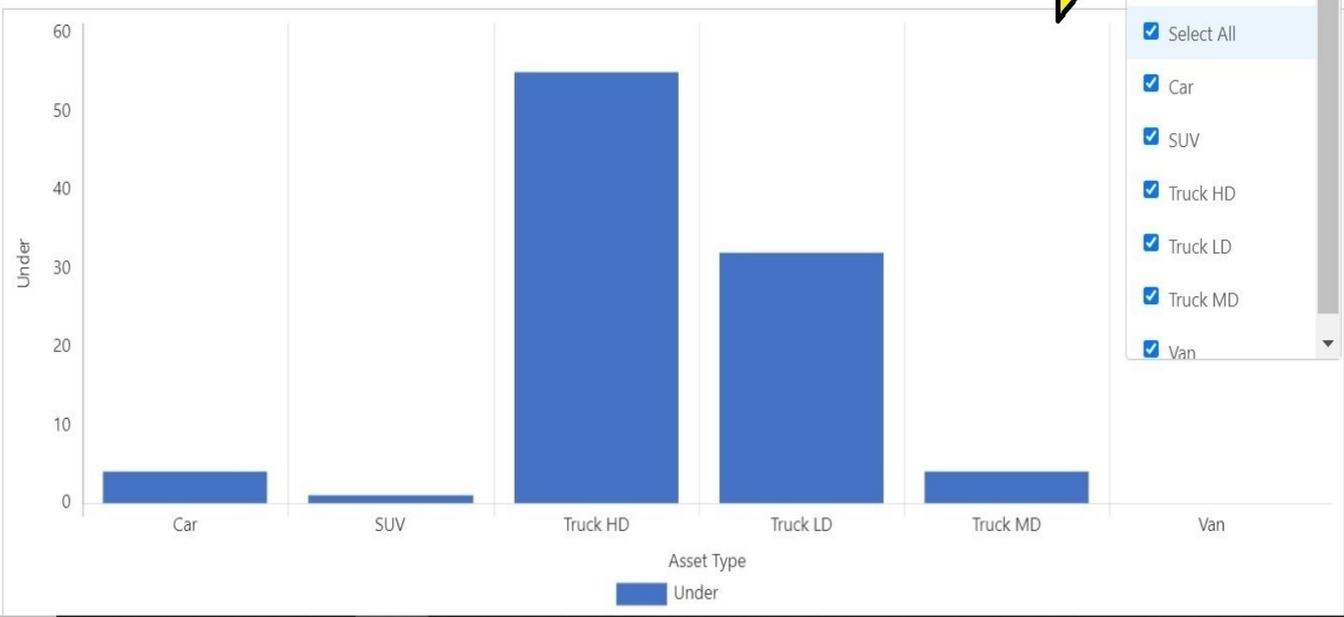
Agency Vehicle Count Under Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type

Displays the number of vehicles that are considered underutilized and drove less than 25% of the median miles driven by agency asset type.

To view the vehicles that are under the 25% median target miles, click the yellow boxes below.



Asset Type	Under Target
Car	4
SUV	1
Truck HD	55
Truck LD	32
Truck MD	4
Van	0



Select Asset Type

All Selected

Search

- Select All
- Car
- SUV
- Truck HD
- Truck LD
- Truck MD
- Van

This screenshot shows State Entity XYZ's count of light duty trucks that drove fewer than the 25% median target over the previous three years. To view more information about these 32 vehicles, you will click on the yellow box.

Dashboard Home > Underutilized Vehicle Analysis

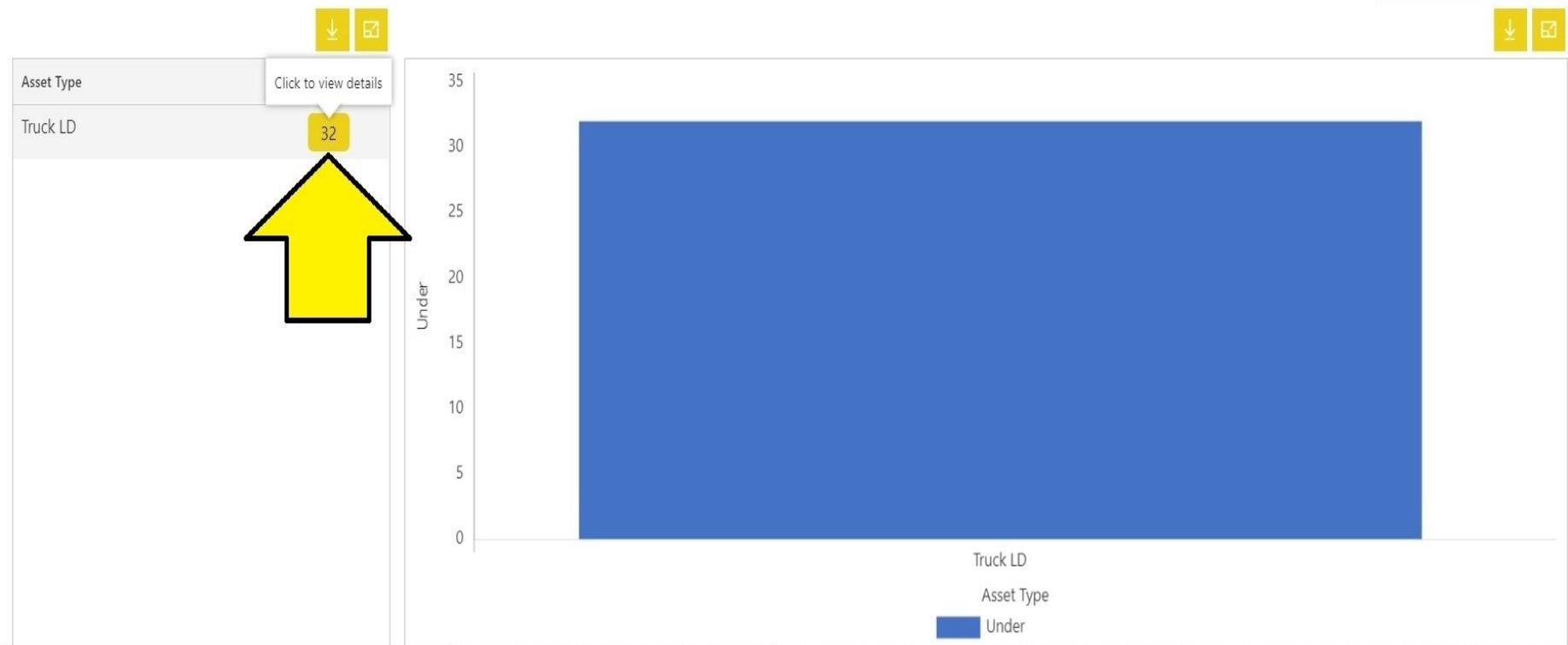
Select Agency Agency XYZ

Agency Vehicle Count Under Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type

Displays the number of vehicles that are considered underutilized and drove less than 25% of the median miles driven by agency asset type.

To view the vehicles that are under the 25% median target miles, click the yellow boxes below.

Select Asset Type
Truck LD



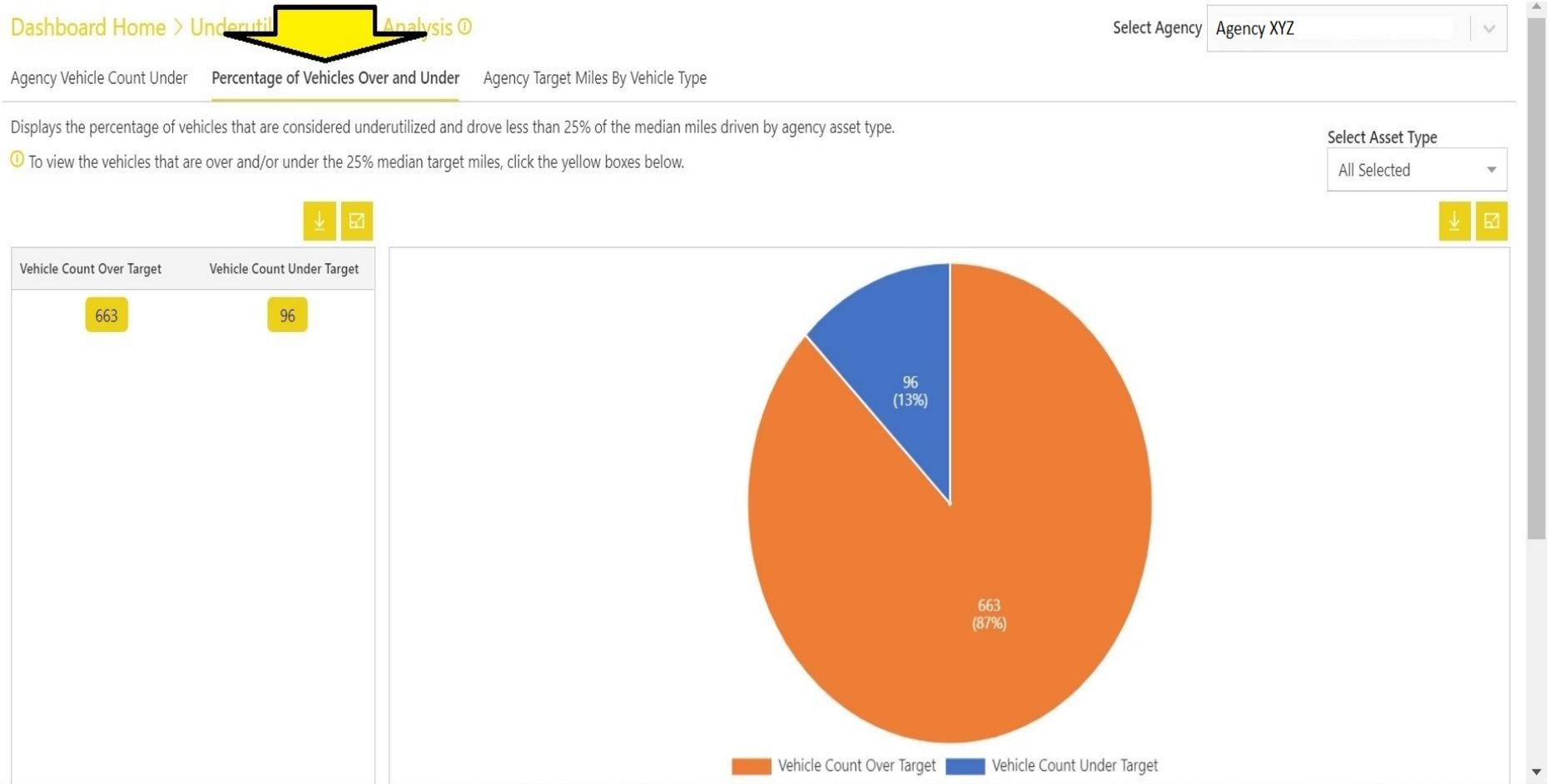
The following screen will pop up providing you with more information about the 32 underutilized vehicles. You can scroll to the right to view even more data. If the vehicle list is large, you will have to scroll down to the bottom before you can scroll over to the right. The data can be downloaded as a CSV file by clicking on the little download button.

Agency Vehicle Count Under Data

State ID#	Location Name	VIN Year	VIN Make	VIN Model	VIN	Out Of Svc Date	Sold Date	Agency Type	Asset Type	Miles Driven	Target Mile
:694		1990	Chevrolet	K3500	1GBJK3438LE228...			State Agency	Truck LD	3160	7015
084		1991	Chevrolet	C2500	1GBGC24K4ME1...	8/1/2013		State Agency	Truck LD	0	7015
228		1993	Ford	F-350	2FTJW35G0PCA0...	8/1/2013		State Agency	Truck LD	0	7015
152		1996	Ford	F-150	1FTEF15N2TLB79...	8/1/2013		State Agency	Truck LD	0	7015
563		1996	Ford	F-150	1FTEF15Y6TLB79...	3/4/2016		State Agency	Truck LD	0	7015
:061		1997	Ford	F-150	1FTDF17W8VNC...	8/1/2013		State Agency	Truck LD	0	7015
431		1998	Ford	F-250	1FTPF28WXWNB...	8/1/2013		State Agency	Truck LD	0	7015
015		1999	Dodge	Ram Pickup	1B7HC16X2XS28...	8/1/2013		State Agency	Truck LD	0	7015
079		2000	Ford	F-250	1FTNF21F4YEE07...	3/4/2016		State Agency	Truck LD	0	7015
117		2000	Chevrolet	K2500	1GCGK24F9YF43...	1/7/2015		State Agency	Truck LD	0	7015
147		2001	Ford	F-250	1FTNX21FX1EC5...	12/3/2014		State Agency	Truck LD	0	7015
023		2001	Chevrolet	Silverado	1GCEK14V41Z28...	8/1/2013		State Agency	Truck LD	0	7015
165		2001	Ford	F-250	1FTNX21F51EC5...	3/4/2016		State Agency	Truck LD	0	7015

Click to download tabular data in CSV file

Clicking on the Percentage of Vehicles Over and Under tab lets you view State Entity XYZ's vehicles and determine which ones drove more than the 25% target as well as those that drove fewer miles. You can break down the data by specific vehicle types with the drop-down Asset Type selector over to the right. You can click on the numbers in the yellow boxes if you would like more information on your vehicles that were over or under the 25% target.



Clicking on the Agency Target Miles by Vehicle Type tab (yellow arrow below) lets you view the median miles driven per vehicle type as well as its 25% miles driven target. The median miles driven by State Entity XYZ vans over the previous three fiscal years was 16,652 miles. Clicking on this value in the yellow box (red arrow below) will list data for all agency vans. You will be able to see each van's corresponding miles driven to learn if it met the 4,163 miles driven target at State Entity XYZ for vans.

Dashboard Home > Underutilized Vehicle Analysis



Select Agency Agency XYZ

Agency Vehicle Count Under Percentage of Vehicles Over and Under Agency Target Miles By Vehicle Type

Displays the median miles driven per agency asset type along with a value for 25% of the median. These miles driven amounts are for the prior three complete fiscal years.

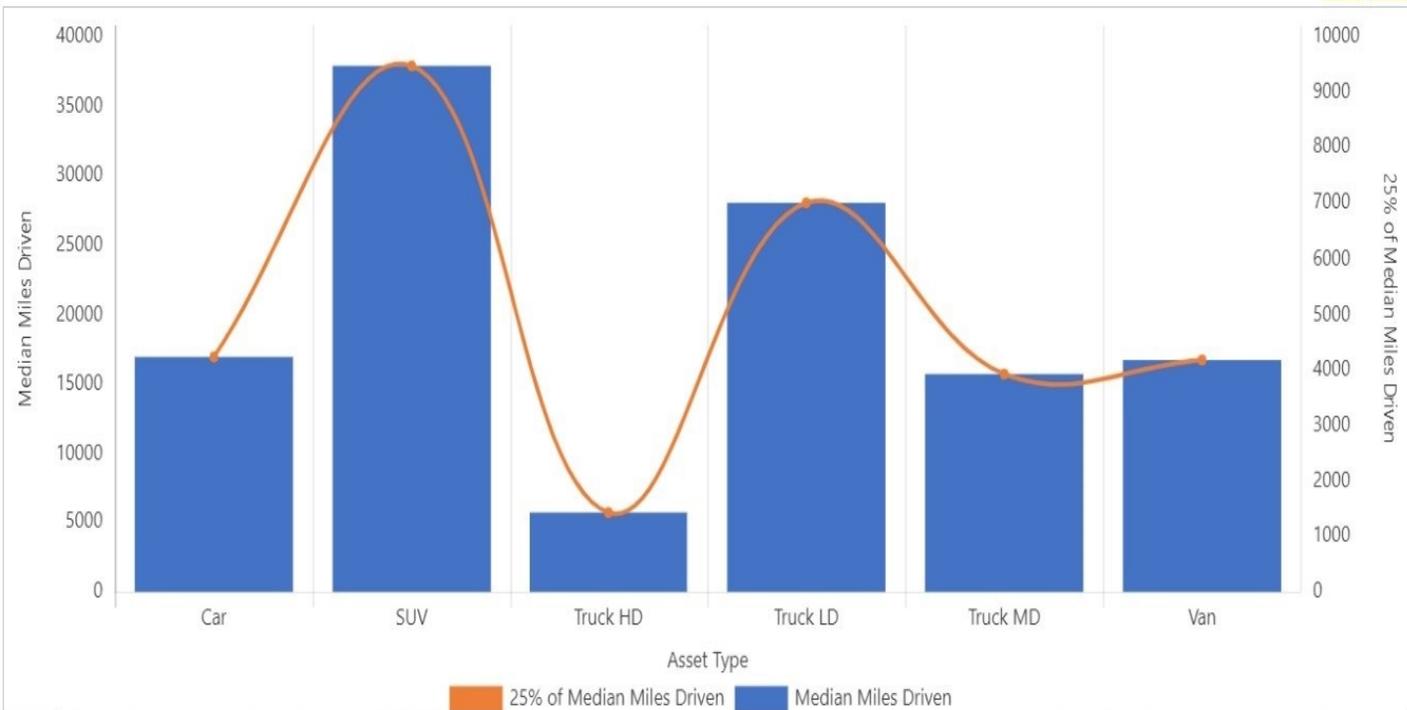
Select Asset Type All Selected

Click on the yellow boxes below to view details for vehicles under each asset type.



Asset Type	Median Miles Driven	25% of Median Miles Driven
Car	16,930	4,232
SUV	37,819	9,455
Truck HD	5,667	1,417
Truck LD	28,060	7,015
Truck MD	3,929	972
Van	16,652	4,163

Click to view details



Again, underutilized vehicles should be considered as replacement vehicles, **BEFORE** purchasing a new vehicle. A vehicle is considered underutilized if it did not travel at least 25% of the median miles driven per asset type over the last three complete fiscal years. State entities should attempt to ensure that are no vehicles are underutilized before starting on a new Vehicle Request form. Should fleet managers find a need to purchase a new vehicle while still having underutilized vehicles on the list, a written justification is required on the Vehicle Request Application. The justification will be reviewed by both the OFM Director and OPB for final approval.