

To: Warden and Members of County Council

From: Director of Public Works

Fleet Utilization Review

RECOMMENDATION

1. That County Council receive this report as information regarding 2021 staff utilization of County fleet vehicles.

REPORT HIGHLIGHTS

- The purpose of this report is to update County Council on staff fleet vehicle use with a specific focus on vehicles being taken home after hours.
- Staff that have on-call or winter patrol responsibilities as part of their typical duties are permitted to utilize County fleet vehicles to commute to and from home and work in order to expedite response time for critical after-hour emergencies (Water, Wastewater, Facilities, Roads) and perform winter road condition review in appropriately equipped fleet vehicles.
- Regular County on-call operations requires up to 11 fleet vehicles to be taken home on any given night.
- Staff acquired over 72,900 data points of fleet GPS data (collected from May 1, 2021 to September 1, 2021) in order to fully review and analyze fleet vehicle use, with a specific focus on any vehicles being taken home after hours.
- Overall, the review of County fleet utilization vehicle use indicated compliance with corporate vehicle-use directives intended to optimize fleet asset use, reduce operational costs and offset greenhouse gas emissions.

Implementation Points

There are no implementation points associated with this report.







Financial Impact

There is no financial impact with this report.

Communications

This report is being provided to County Council as information. The report findings will also be shared with all Oxford County departments as appropriate to ensure Oxford County operations continues to meet the goals and targets for proper fleet utilization.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
				5.i. 5.ii.	

DISCUSSION

Background

Oxford County staff have taken various steps to improve fleet utilization in order to optimize fleet asset use and operational costs to date. Of note, various fleet rationalization activities were undertaken as follows:

- New Initiative #4 – Alternative Biosolids Transport in the 2018 Business Plan and Budget;
- New Initiative #2 - Phased Multi-Year Review of Fleet Rationalization and Utilization in the 2019 Business Plan and Budget; and
- New Initiative #1 – Snow Plow Optimization in the 2020 Business Plan and Budget.

The collective findings of these reviews were most recently presented to Council in 2020 as part of New Initiative #2 in the 2020 Business Plan and Budget, which resulted in removal of eleven assets deemed surplus from the corporate fleet, fleet re-assignment of eleven assets, and the institution of a shared fleet vehicle pool (5 assets).

Through these changes, the County effectively reduced its overall corporate fleet size by eleven assets (6.7% decrease), achieved annual operational savings and avoided future capital replacement costs (~ \$ 2 M reduction of annual capital replacement charges to the Fleet Reserve).

During County Council deliberation of the 2021-2025 Green Fleet Plan on June 9, 2021, staff received a request to further review County Fleet utilization, specifically potential fleet use by staff to non-County locations outside business hours while not on-call, on winter patrol or without special permissions.

Comments

Only staff that have on-call or winter patrol responsibilities as part of their typical duties are permitted to utilize County fleet vehicles to commute to and from home and work in order to expedite response time for critical after-hour emergencies (Water, Wastewater, Facilities, Roads) and perform winter road condition review in appropriately equipped fleet vehicles. Where permissions have been attained, staff may also utilize fleet vehicles to travel out-of-County for training, certification and professional development purposes from time to time.

Accordingly, there is a requirement for certain vehicles to be taken home each night to support on-call operations in the event of an emergency or after-hours response. Across the organization, at any given time, there could be up to 11 vehicles that support these on-call operations. On-call staff are on a rotation, meaning the vehicles that support after-hours response could be at multiple staff residences across the County that change from week to week.

To conduct the analysis of vehicle use compliance, vehicle GPS data was compiled for the date range of May 1, 2021 to September 1, 2021. GPS Stop Reports generated during this time period resulted in over 72,000 initial data points.

From the initial batch of data, instances that recorded the vehicle being stopped for less than 600 minutes (10 hours) were filtered out to focus on stop data for any vehicles being parked overnight at any location or for longer durations. This filter brought the number of data points down to 5,190.

Using the latitude and longitude of the 5,190 data points and the latitude and longitude of all County work locations, all data points located within 150 meters from a County property were filtered out as these are approved overnight County-wide fleet parking locations. This filtered the data down to 317 instances which were spread amongst 25 different County vehicles.

From this point, staff contacted the various departments that had vehicles included in these 317 instances to request on-call schedules for the analysis period. After cross-referencing the staff on-call schedule with these instances, all but eight instances (3 staff) of after-hours vehicle use were verified to be appropriate on-call responses. In reviewing these remaining eight instances, it was confirmed that vehicle utilization was related to after-hour use related to COVID-19 response (EMS), vehicle repair (flat tire) and water system maintenance (night time watermain swabbing, extended watermain repair excavation event).

Conclusions

Through this analysis, it is evident that the County is complying with its commitment to reduce vehicle use outside business hours in order to optimize asset use and reduce operational costs. There is a set number of vehicles that are required to support emergency response operations which will continue to be taken home by on-call and winter patrol staff in order to ensure timely service delivery.

SIGNATURES

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