NPMA

Value Through Professional Asset Management

NATIONAL EDUCATION SEMINAR

AUGUST 10 –13, 2015
FORT WORTH, TEXAS

Standard Guide for Fleet Management

ASTM E2962-14

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NPMA *Value Through Professional Asset Management*

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Organization

1. Scope
2. Referenced Documents
3. Terminology
4. Summary of Guide
5. Significance and Use
6. Decision Process
7. Aspects of a Fleet Management Program
8. Keywords

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Sections 1-4 Overview

- Contains considerations for effectively managing mobile assets (non-tactical motor vehicles)
- Guide references three other ASTM Standards
- FMIS, GVWR, OEM, TCO, LCC, VIN
- Provides guidance to realize cost savings
- Promotes holistic & strategic fleet management
- Level of effort varies in context of fleet managed
- Goals- maximize value, support mission, reduce risk

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Section 5: Significance and Use

- The guide promotes considerations for the management of fleet assets in the context of mission needs and asset capabilities.
- Measurement and management of fleet program effectiveness can result in increased asset utilization, cost savings, asset life, and mission effectiveness.

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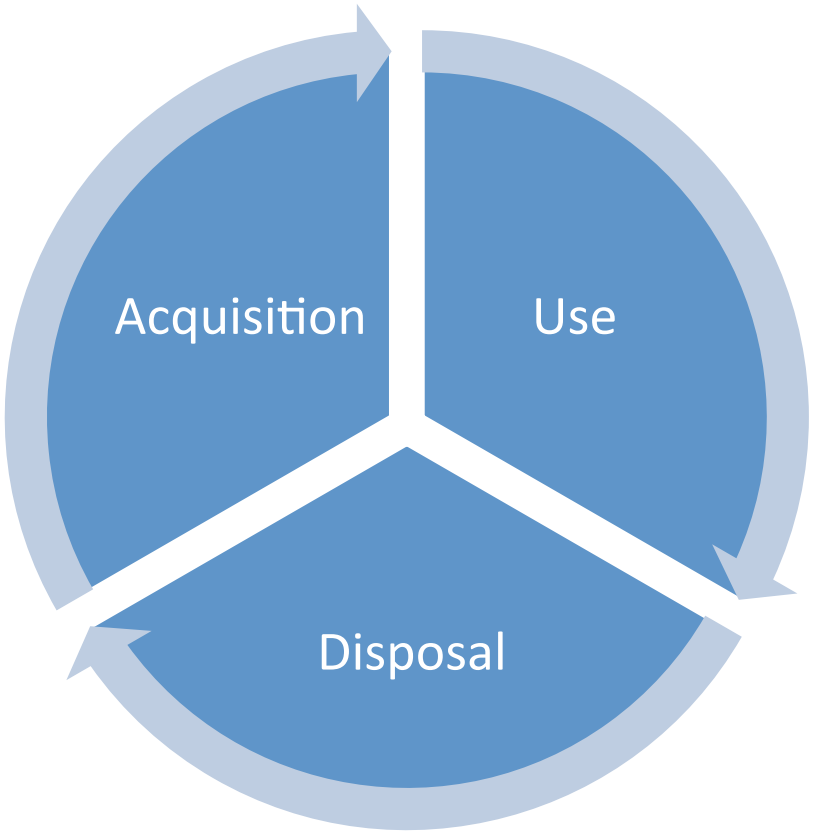
Decision Points - Assets (6.1)



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Acquisition Phase (6.1.1)

- Determine:
  - Types of fleets assets;
  - Procurement procedure;
  - Funds management strategy;
  - Financing method; and
  - Optimal number of assets.

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Use Phase (6.1.2)

- Manage the:
  - Operation;
  - Utilization;
  - Deployment;
  - Dispatch;
  - Maintenance; and
  - Repairs.

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Disposal Phase (6.1.3)

- Maximize residual value; and
- Minimize cost of preparing vehicles for disposal.

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Decision Points - Personnel (6.2)

- Knowledge and expertise should be developed to ensure success at each of the aforementioned stages.
- Management responsibilities should be clearly delineated.

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Section 7

ASPECTS OF A FLEET MANAGEMENT PROGRAM

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Contents of Section 7

- Planning Strategically
- Organizing Data
- Establishing Goals
- Managing Operational Costs
- Managing Replacement Costs
- Monitoring Performance
- Training for Success
- Managing Risk

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Plan Strategically

- Reasons for and Benefits of an Efficient Fleet and Management System (7.1.1)
- Management Program Scope (7.1.2)

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Organize Your Data

- Fleet Management Information System (7.1.3)

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Establish Goals

- Fuel Efficiency (7.1.4)
- Safety (7.1.5)
- Sustainability / Environment (7.1.6)
- Compliance with Laws and Regulations (7.1.9)

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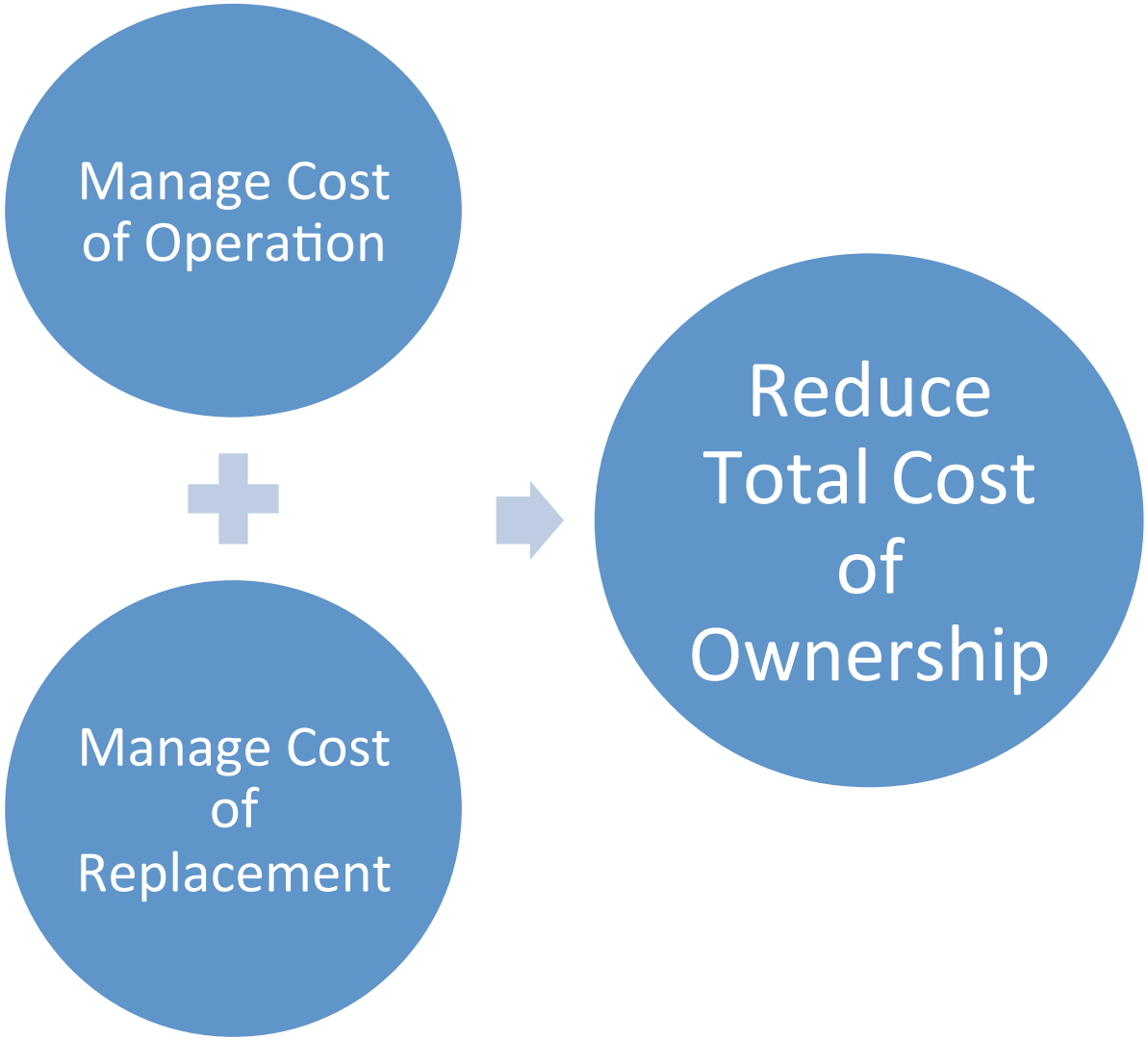

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Manage Operational Costs

- Maintenance (7.1.12)
- Vehicle Utilization (7.1.14)
- Fleet Asset/Motor Pool Operations (7.1.16)
- Accidents and Incidents (7.1.17)

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Manage Replacement Costs

- Fleet Rightsizing (7.1.15)
- Replacement / Acquisition (7.1.8)
- Asset Specifications (7.1.23)
- Disposal (7.1.7)

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Monitor Performance

- Assurance of Proper Use (7.1.18)
- Reporting Systems (7.1.19)
- Visibility of Assets to Public (7.1.20)
- Personal Use of Vehicles (7.1.21)

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Train for Success (7.2)

- Security;
- Hazardous materials;
- Accident management;
- Laws, regulations, and policies;
- Vehicle utilization;
- Vehicle allocation/ rightsizing;
- Inventory management;
- Safety and risk management;
- Maintenance and repair;
- Reporting requirements;

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Train for Success (cont.)

- Vehicle fueling;
- Vehicle assignment;
- Alternative fuels and fueling;
- Acquisition and disposal;
- Customer relationship management;
- Budgeting;
- Procurement policies and practices;
- Operation management;
- Short-term vehicle rentals;
- Vehicle costing; and
- Shop mechanic training management.

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Manage Risk (7.3)

- Develop a risk management plan that includes the following:
  - Adverse occurrences
  - Mitigating practices applied
  - Possibilities, consequences, and frequencies of occurrences
  - Impacts on mission accomplishment
  - ASTM Practice 2608 covers risk management

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Section 8: Keywords

- Acquisition
- Aircraft
- Disposal
- Fleet
- Fleet management
- Use
- Utilization
- Vehicles
- Vessels

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