



## PE3 Action: Fleet Rightsizing

1 Points

2 Points

3 Points

### A. Why is this action important?

Local governments sometimes have more vehicles than needed in their local government fleets, and larger vehicles are often used for tasks that could be accomplished with smaller, more fuel-efficient vehicles. Local governments are encouraged to monitor their vehicle fleet composition and usage, and identify opportunities to reduce fuel usage by matching the right vehicle with the right task and reducing the overall number of vehicles, if possible. Using vehicles appropriate for their tasks maximizes the fuel efficiency of the overall fleet. Reducing the size of the fleet reduces greenhouse gas (GHG) emissions and decreases overall maintenance and insurance costs.

### B. How to implement this action

As part of a larger vehicle-based, GHG-reduction strategy, the Climate Smart Communities (CSC) program recommends that local governments implement these actions in this order: Begin by completing an inventory (as per [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](#)).

Rightsizing the local government fleet involves reducing the total number of vehicles and optimizing the usage of existing vehicles to ensure the most efficient vehicles are used as much as possible. An up-to-date fleet inventory is a pre-requisite for this action (see guidance under [PE3 Action: Fleet Inventory](#)). The inventory provides the informational foundation for the right-sizing effort.

As part of evaluating options, local governments should consider the following strategies.

#### Fleet Analysis

- Define the scope of the rightsizing initiative. Use the local fleet inventory to select which types of vehicles will be part of the rightsizing effort and which types will be exempt. This establishes the baseline by which reductions will be measured and points will be awarded.
- Track mileage and assess consumption to determine vehicle performance.
- Identify vehicles that are underutilized and can either be retired or better utilized.
- Identify vehicles that are not suited to the tasks for which they are typically used.
- For local governments with larger fleets, consider purchasing a fleet management information system that tracks the type of usage, fuel usage, and fuel efficiency of each vehicle in the system.

#### Optimize Fleet Assignments

- Reassign vehicles to make sure the appropriate vehicles are used for the right tasks.
- Develop processes and procedures to enforce vehicle-usage policies.
- Encourage car-pooling and more efficient route planning.

#### Reduce Fleet Size

- Retire or sell older or infrequently used vehicles.

### C. Time frame, project costs, and resource needs

Rightsizing the local government fleet can take about three to six months, although it depends on the quality of the information in the fleet management system. With a robust management system in place, right-sizing of the fleet should be an ongoing process. The costs associated with fleet rightsizing primarily involve staff time, as the focus of the effort is on using resources more efficiently.

#### **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**

The points for this action are tiered based on the percentage by which the size of the local government fleet of vehicles has been reduced.

	<i>POSSIBLE POINTS</i>
Reduce fleet size by 10-25%	1
Reduce fleet size by 26-50%	2
Reduce fleet size by >50%	3

#### **F. What to submit**

Submit documentation outlining a process that is consistent with the process described above. Describe the steps taken to reassign and better utilize the fleet and to reduce the total number vehicles. Provide information on how the percentage reduction was calculated (i.e., a definition of what portion of the fleet was included and the number of vehicles that were eliminated from the fleet).

Provide evidence that the rightsizing initiative was completed within five years prior to the application date.

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 examples**

- [US Department of Energy Alternative Fuels Data Center. Rightsizing Your Fleet to Conserve Fuel](#)
- [Article from Government Fleet website \(2009\): 11 Approaches to Right-Sizing Your Fleet](#)
- [NYSERDA Clean Transportation Program](#)
- [NYSERDA Transpiration Technology Program](#)

#### **H. Recertification requirements**

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