UNT’s Fleet Fuel Management Plan contains 5 components each of which will be addressed below. The baseline year for all measurements required under the Plan will be fiscal year 2005.

1. **Savings goal for fuel consumption**

State guidelines for development of the Fleet Fuel Management Plan suggested a savings goal for fuel expenditures. Due to fluctuations in the price of fuel over time, UNT’s focus in this plan is on fuel consumption which is under the direct control of the university. To that end, UNT is targeting the following percentage reductions in fuel consumption over the coming five fiscal years:

- FY 2006: 2% savings over FY 2005
- FY 2007: 3% savings over FY 2006
- FY 2008: 3% savings over FY 2007
- FY 2009: 4% savings over FY 2008
- FY 2010: 4% savings over FY 2009

The University has developed a 4-part strategy to achieve the above savings in fuel consumption. First, UNT will continue its migration away from low MPG, gasoline consuming vehicles with regard to new vehicle purchases to the extent possible, to higher MPG and alternative fuel vehicles.

Second, where possible, high MPG motorized equipment and battery-operated equipment will be deployed in lieu of lower MPG, fuel-consuming vehicles (e.g., cargo vans, trucks, etc.). This practice has already been adopted by the University and will continue to be followed with regard to both the existing fleet as well as fleet additions and retirements.

Third, the University will continue, with added emphasis, the practice of purchasing ethanol burning vehicles whenever possible within the scope of the University’s mission. Many vehicles are now manufactured with both gasoline and ethanol burning capability. As ethanol selling stations become more numerous, the University is postured to increase its usage of this alternative fuel source.
Fourth, the University will soon be storing and consuming biodiesel fuel as a fuel substitute for normal diesel burning equipment. Several vehicles and some motorized equipment in the UNT fleet currently burn diesel fuel. UNT is currently implementing its plan to install a biodiesel fuel storage tank and, when biodiesel fuel is available for distribution from the Denton landfill facility (which is eminent), UNT will be able to use biodiesel fuel on site immediately.

2. **Employ a Preventative Maintenance Program**

The UNT Fleet Manager has identified a software program that will facilitate the development of a fleet-wide preventative maintenance program (PM program). The University plans to purchase and install this software during fiscal year 2006. The software will also provide security for fuel distribution through the use of swipe cards and passwords, and will capture the mileage of each vehicle with each fuel purchase. Through this means, with mileage points established in the system for routine maintenance, vehicle users will be contacted automatically through email informing them that their vehicle is due for such things as an oil change, lubrication, tire rotation, transmission service, spark plug replacement, and other mileage-related maintenance.

When users bring their vehicles in for routine service, automotive technicians will perform multi-point checks (to be developed) of various items, such as tire condition and air pressure, condition of filters, emission levels, etc. as part of a comprehensive PM program that will identify conditions that lead to sub-optimal vehicle performance.

The University will track, beginning in FY 2006, the number of vehicles that receive a preventative maintenance check each year.

3. **Educate Employees on Fuel-efficient Operating Practices**

The University has developed three primary strategies to accomplish this objective.

First, the University Fleet Manager, with on-campus assistance from graphics technicians, will develop a brochure for campus-wide distribution. The brochure will include a variety of subject areas to include an overview of the provisions of the State Agency Energy Savings Program as contained in Executive Order RP-49, a description of the preventative maintenance program discussed in # 2 above, tips on detecting vehicle malfunctions that require service by UNT’s Automotive Services division, and other tips for safe and fuel-efficient operation of state vehicles. This brochure will be distributed to each vehicle user in hard copy form, to the entire campus population through email, and will be permanently posted on the Facilities department’s web page.
Second, the Automotive Services division will continue and expand upon its existing practice of hosting informal workshops for the campus community in the proper maintenance of vehicles. This has and will continue to be done in conjunction with local auto repair retailers such as Kwik Kar Care and perhaps other local car care businesses. Very favorable feedback from these workshops has been received from attendees in the past and with the added emphasis of fuel-smart driving now upon us, this venue offers high potential for helping the University achieve its fuel reduction goals.

And third, the UNT Fleet Manager will lead in a monthly educational session for Automotive Services supervisors and technicians to maintain and increase their expertise in matters involving fuel efficiency. Much is changing in the fuel industry with access now or soon to formerly low-use fuels (biodiesel and ethanol) which will be used more and more at UNT thus requiring regular and ongoing education of the Automotive Services staff to enhance their skills in servicing a multi-fuel fleet. This training will also be used to develop and maintain awareness on the part of the supervisors and technicians of the fuel consumption reduction goals of the University and the maintenance techniques and practices they should employ to help the University achieve these goals.

4. **Fully Utilize the State’s Fleet Data Management System**

The UNT Fleet Manager and the Facilities I/S Manager have had ongoing and frequent communication with the Office of Vehicle Fleet Management, especially over the past couple of years as the Fleet Focus program has been developed and populated with UNT fleet data. There are currently two reports available from Fleet Focus that will help UNT track progress toward its fuel reduction goals which UNT will utilize. As other reports become available from OVFM they will be utilized to the fullest extent to monitor progress and identify specific vehicles that are under-performing in terms of fuel efficiency.

Also, it is probable that UNT will develop some of its own management reports from the Fleet Focus data that is gathered and transferred to OVFM from the UNT Facilities I/S office. This has not been explored as yet to determine what value there may be in UNT developing its own reports in addition to the ones from OVFM mentioned above, but this will be explored to determine if there is this course would be beneficial to the University.

5. **Document Agency Best Practices**

At this point in time the University’s bests practices in regard to managing and reducing fuel consumption of its fleet are not known. With time, measurement of results, and experience, we expect that certain practices will emerge as being especially effective. These practices will be identified and documented to assure their continuation and for dissemination to other fleet managers across the state.
Also, the UNT Fleet Manager and Director of Facilities Services will conduct informal research with the intent of gleaning from others’ experiences those best practices that could be implemented with success at UNT. Similarly, as these practices are installed and measured, they will be identified among the University’s best practices for the reasons set forth above.