

# iCAP Team Recommendation

Name of iCAP Team: Transportation

iCAP Team chair(s): Scotlyn Belew & Sarthak Prasad

Date submitted to iWG: 5/5/2023

Recommendation title: Directive to establish Fleet Administrators for all University fleets with more than 5 vehicles.

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*For internal use only:* Date reviewed by iCAP Working Group:

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Specific actions/policy recommendation:

The objective of this recommendation is to establish a framework for accomplishing iCAP 2020 Objective 3.1, which states, “Establish written replacement plans for at least 80% of campus fleets by FY24 to improve university-owned vehicle efficiency.” By

1. Enumerating a definition for a “fleet” as it applies to vehicles on campus, and
2. Requiring campus units with a fleet more than 5 vehicles to establish a “Fleet Administrator” tasked with communicating with the F&S Fleet Operations team and creating a written replacement plan for the fleet, and
3. Requiring all Fleet Administrators to have a minimum of once-a-year meeting with the F&S Fleet Operations team.

## DEFINITIONS

### Campus Fleet

- The total number of vehicles owned and operated by the various units of the University of Illinois Urbana-Champaign campus.

### Unit Fleet

- A total of 5 or more vehicles operated by an individual unit on campus.

This recommendation calls on each campus unit with 5 or more vehicles to appoint an employee as a “Fleet Administrator”. The Fleet Administrator will be tasked with the following responsibilities:

1. Establishing a sustainable fleet plan capable of achieving certification with the National Association of Fleet Administrators (NAFA).
2. Establishing a written, comprehensive strategy for replacing the fleet’s existing vehicles with more environmentally sustainable models.
3. Communicating with the Fleet Operations team at the Transportation & Building Services department at Facilities & Services regarding development of the sustainable fleet plan or fleet replacement plan.
4. Communicating with other Fleet Administrators regarding development of the sustainable fleet plan or fleet replacement plan.
5. Attending annual meeting(s) with all Fleet Administrators, the Fleet Operations team at Facilities & Services, members of iSEE, and the Parking Department to discuss progress in development and implementation of fleet replacement plans and identify best practices moving forward.

Strategies for creating a sustainable fleet plan or fleet replacement plan may include the following:

- Consulting with Fleet Operations team at the Transportation & Building Services department at Facilities & Services regarding the replacement of their fleet vehicles
- Plans for transitioning to newer vehicle models with higher fuel efficiency or alternative fuel sources such as electricity or hydrogen.
- Plans for “right-sizing” the fleet that assesses the extent university vehicles are being used:
  - To complete necessary tasks.
  - By designated personnel.
  - In a fuel and cost-efficient manner.
- Limiting the idling of vehicles
- Educational training for their drivers
- Reporting of vehicle and fuel usage as well as setting a target reduction for following years

Suggested unit/department to address implementation: All campus units with more than 5 vehicles.

Rationale for recommendation:

Objective 3.1 of the iCAP 2020 calls on Fleet Managers to “Establish written replacement plans for at least 80% of campus fleets by FY24 to improve university-owned vehicle efficiency.” Currently, only the Facilities & Services Truck Pool has a Sustainable Fleet Plan, and this plan does not necessarily include written strategies for replacing the fleet. Further, of the roughly 1,200 vehicles in the total campus fleet, less than 100 are hybrid or electric vehicles.

Requiring the establishment a Fleet Administrator in every campus vehicle fleet moves the conversation on university fleet sustainability forward from persuading fleets to establish sustainability plans to providing education and support for fleets to create sustainability and replacement plans.

Connection to iCAP goals:

This recommendation relates directly to iCAP 2020 Objective 3.1: Establish written replacement plans for at least 80% of campus fleets by FY 24 to improve university-owned vehicle fuel efficiency.

Perceived challenges:

Depending on the administrative size of each campus fleet, identifying a Sustainability Officer may be difficult.

Anticipated timeline of implementation:

Given the deadline of establishing written replacement plans for 80% of campus fleets by FY24, each fleet should identify a Sustainability Officer no later than three months after approval of this recommendation. An initial meeting of all Sustainability Officers, Parking Department administrators, and iSEE representatives to identify needs for each fleet to begin writing sustainability and replacement plans.

Anticipated budget (identify if cost is up-front or continuous):

No budget is necessary.

Individual comments are required from each iCAP Team member (one or two sentences):

Team Member Name	Team Member's Comments
Sarthak Prasad	I fully support this recommendation.
Bumsoo Lee	I support this recommendation.
Shawn Patterson	I Support this recommendation.
Mitchell Bryant	I support this recommendation. I believe that the Transportation iCAP team should provide a fleet replacement plan template to all fleet managers to aid in the implementation of sustainable fleets and to increase compliance with this recommendation.
Eleftheria Kontou	I fully support this recommendation
Paul Slezak	I support this recommendation
Yasmin Ofiana	I don't have additional comments but I support the recommendation.
Tyler Swanson	I fully support this recommendation as it is a necessary step to achieve the related iCAP objective.
Scotlyn Belew	I support this recommendation and don't have any additional comments.
Izabel Acosta	Izabel has not attended any meetings and could not be reached for comment.
Alireza Talebpour	Alireza only attended the August and October meetings and could not be reached for comment.

Further explanation and background (can be supplied in an attachment):

Comments from consultation group (if any; these can be anonymous):

