

Thank you for your interest in the Leading Fleets award. Use this document to answer the essay questions before pasting them into the online form. Once you’ve completed the questions, visit [www.government-fleet.com/leadingfleets](http://www.government-fleet.com/leadingfleets) to fill out the online application.

Anything in blue below is sent to the judges. To ensure this is a blind judging process, please do not include any identifying information (such as your agency name) in these responses. You may include your region/state as long as judges are unable discern your specific fleet agency from this information.

The 2020 application is due **February 14, 2020 at 8pm Pacific**.

**Please provide the following information:**

Agency Name

Fleet Manager/Director Name

Title

Email

Phone Number

Address

Number of On-Highway Vehicles

Number of Off-Highway Vehicles

Number of Fleet Employees

Number of Maintenance Facilities

Agency Type

Budget (Operating)

Budget (Capital)

**Fleet Profile: Check All That Apply**

*This list is designed to provide judges with more information about your fleet operation. We do not expect all applicants to check all these boxes — that is, your fleet operation is still qualified even if you do not check all the boxes below.*

1. Our fleet operation has an annual business plan that directly relates to our budget process
2. Our maintenance facility is less than 25 years old or has been modernized to meet the current workload
3. Our fleet operation has an active shop safety program, including an active safety committee with annual inspections by independent agencies
4. We use a modern fleet information system, electronic labor capture, parts barcodes, and have excellent reports
5. We provide ample shop floor computers for our technicians, web access is provided, and at least 60% of our shop manuals are automated
6. Overall, direct labor charges to work orders account for at least 65% of the fleet’s gross available labor
7. Our fleet operation has the shop equipment it needs and a shop equipment replacement program
8. Our fleet operation has an up-to-date preventive maintenance (PM) program (at least 90% compliance annually) that is backed by an agency-wide policy
9. Our fleet operation has an active fleet-wide utilization program, is right-sized, and has documented results
10. Our fleet operation uses a motor pool for short-term rentals
11. Our fleet operation has an active **and fully funded** fleet-wide replacement program
12. Our fleet operation has an alternative-fuel program
13. Our fleet operation has a vehicle procurement program that allows customer departments to assist with the decision-making process
14. We have customer service agreements with all departments
15. We monitor downtime and report issues to customer departments
16. Our customer departments are pleased with our service levels
17. We have an emergency management plan that provides for loss of refueling capabilities and alternate shop facility use in case of disaster
18. Our parts inventory management program provides for consignment parts, and our parts procedures provides for reductions of obsolete parts
19. Our fleet operation has an active staff training program in place
20. Our fleet operation has at least 50% of technicians with ASE or equivalent certifications

\*Please do not include any identifying information in these essays, such as your name or agency name. Judges will be grading these anonymously.

**Essay Questions**

1. How does your fleet operation prioritize and exhibit leadership in the following categories? (1,000 characters each, including spaces)
   1. How does your fleet operation prioritize and exhibit leadership with **staff and team members**?
   2. How does your fleet operation prioritize and exhibit leadership with **customers**?
   3. How does your fleet operation prioritize and exhibit leadership within the **community you serve and within the fleet community** (interactions with other fleet operations, industry events, associations, and groups)?
2. How does your fleet operation ensure competitiveness and efficiency? (1,000 characters, including spaces)
3. What was your fleet operation’s biggest challenge in the last 12 months and how did you overcome it? Include problem, resolution, and results. (1,000 characters, including spaces)
4. What is your team’s vision for where the fleet operation will be in 5 years? What is your team doing now to lead it in that direction? (1,000 characters, including spaces)

**Comments (optional)**

If you have any comments (relating to the checklist above or of a topic unrelated to the essay questions) that would help judges form a more accurate opinion of your operation, please let them know here. (1,000 characters, including spaces)

**Provide contact information for your supervisor (the person above the fleet manager/administrator/director) and one customer.**

*Our staff may contact applicants or those listed below at any time for verification of any of the statements in the application.*

Supervisor Name

Supervisor Title

Supervisor Email

Supervisor Phone

Customer Name

Customer Title/Department

Customer Email

Customer Phone