

Sul Ross State University  
Business Process Analysis – Finance Module

Process Name: Fleet Management

Date: September 8, 2005

Time: 1 pm

Location: ACR207

Participants: Victor Romero, Martha Serrano, Laura Lannom

Session Lead: Narrative and Visio- Laura Lannom

**Narrative/Description:**

For service fleet maintenance, a user identifies a need for repair or the vehicle comes up for scheduled maintenance. The maintenance is performed at the physical plant and the mechanics keep hard copy service forms to document associated costs of maintenance. Service forms are sent to physical plant office staff for entry into an Access Maintenance Program. Monthly, reports are compiled from Access and the data is entered into the State's Fleet Focus Program (FFP).

For service fleet usage, users turn in monthly reports of odometer readings. Reports are entered into Access database and FFP.

For rental fleet usage, a user turns in a vehicle request form. After the trip, user turns in a mileage report and fuel receipts. Mileage reports are entered into Access. Fuel costs are entered into a spreadsheet. At month-end, compiled reports for fuel costs and mileage are entered into FFP.

For service and rental fleet mileage, a month-end query is run out of Access to create departmental charges. The data is converted to Excel, reviewed for accuracy and submitted to Controller for upload into FRS departmental accounts.

Electronic Inputs: none

Manual/Paper Inputs: vehicle request forms, hard copy service forms, maintenance schedule, fuel receipts, mileage reports

Key Decision Points (list all): Is vehicle available when requested? Priority of service for downed vehicles

Related Policy(s): First come, first served on vehicle requests. Fuel receipts required for fuel reimbursements to individuals

Interface to Other Systems: Fleet Focus Program, Access, Voyager gas charge card reports to State somehow

Web Features: vehicle request form online can be printed and submitted

Electronic Outputs: Access database, excel files for department charges (ITs), Fleet Focus program data

Manual/Paper Outputs: monthly reports

Customer(s): University community

Regulatory Items: Vehicle cap, FFP reporting requirement

Frequency/Volume: Daily reports, service, data input. Monthly reporting

Potential Break Points: FRS network down, FFP network down

Automation: Upload of IT charges

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Issues: Occasional overload of vehicles or other equipment that need servicing (prioritization required). Double data entry required due to FFP. More vehicles are needed than are available.