Opportunity (Purpose or Primary Reason for Project): ICC owns and operates a fleet of vehicles which are used by various departments across the college. Many of the vehicles are poorly and/or under utilized which makes them costly to own and operate.

Business Case (Budget Information): Unit costs for operation of the college vehicle pool continues to increase. Poorly and/or under utilized vehicles costs the college by:
- Paying for outside transportation when college vehicles may be available.
- Paying individuals to use their own vehicle while a college vehicle may be available.
- Centralized fuel costs do not clearly show actual departmental usage costs.
- Opportunity to examine purchasing vs. leasing and the cost to operate each vehicle which would enable informed decision making about vehicle choice.

Goal (Expected Outcomes, Deliverables, and/or Results): Reduce the cost of owning and operating the college fleet. Optimize appropriate use in order to reduce fuel, maintenance, and ownership costs. Identify usage costs so departments can make informed management decisions in regards to paying outside organizations for transports. Develop specifications for future purchases of vehicles by category.

Scope (Constraints, Boundaries, and/or Key Risks): For the purposes of this project the “fleet” is defined as only licensed vehicles that employees use for job related activities. This includes individual travel to a meeting or conference, but does not include vehicles which would be used for group travel such as large passenger vans or Cougar buses.

Timeline (Define, Measure, Analyze, Improve, and Control): Define gate review is scheduled for June 21st.

Primary Measures: for each vehicle: fuel efficiency, maintenance costs, purchase cost, yearly operating cost, and cost per mile to operate. Frequency of use and type of use.

Other (Additional Resources Needed, Critical Considerations, and/or Initial Concerns):