

**COMMONWEALTH OF PENNSYLVANIA**  
**GOVERNOR'S OFFICE**  
**EXECUTIVE ORDER**

Subject:		Number:
Commonwealth Automotive Fleet Efficiency Initiative		2007-03
Date:	By Direction of:	
May 9, 2007	 Edward G. Rendell, Governor	

- WHEREAS, many Commonwealth agencies, boards and commissions require the use of automotive equipment and services in order to perform their designated functions; and
- WHEREAS, sound business practices dictate that Pennsylvania state government must respond to the public's changing demands for essential services with an evolving combination of owned and leased resources and an emphasis on continuous improvement; and
- WHEREAS, the development of an enterprise-wide strategy for the optimal deployment of automotive resources necessitates a certain measure of central review and oversight; and
- WHEREAS, under Section 2407 of The Administrative Code of 1929, 71 P.S. Section 637, the Department of General Services is authorized to assume responsibility for the maintenance and operation of all automobiles owned by the Commonwealth, except those of the Department of Transportation; and
- WHEREAS, under Section 709 of the Administrative Code of 1929, 71 P.S. Section 249, the Executive Board is authorized to determine the number and types of automobiles to be procured by the Department of General Services for use by Commonwealth agencies and to promulgate regulations concerning the use of Commonwealth automobiles by State officers and employees; and
- WHEREAS, the Executive Board and the Department of General Services have both promulgated regulations concerning the use of Commonwealth automobiles by State officers and employees (4 Pa. Code Section 39.1 et seq. and Section 73.1 et seq.)

NOW, THEREFORE, I, Edward G. Rendell, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do formally establish the **Commonwealth Automotive Fleet Efficiency Initiative** (hereinafter referred to as the "Initiative"), and do order and direct as follows:

**1. Goal.** The goal of the Initiative is to establish policies and practices governing the procurement, deployment and operations of Commonwealth automotive resources that will enable agencies, boards and commissions to successfully complete their assigned duties at the lowest reasonable cost.

**2. Policy.** The Department of General Services shall provide central management, control, and oversight of all Commonwealth automotive resources, except those purchased for the Department of Transportation using monies from the Motor License Fund in accordance with the Pennsylvania Constitution and Section 2407 of the Administrative Code.

**3. Responsibilities.**

**a. The Department of General Services shall:**

(1) Provide agencies, boards and commissions, through a combination of owned and leased resources, with access to the automotive equipment they require to carry out their assigned duties.

(2) Hold regular meetings with agency, board and commission automotive officers in order to identify and disseminate best practices.

(3) Review agency, board and commission fleet deployments, rotation plans, expenditures and policies in order to ensure that services are provided in a manner consistent with the goals of this Initiative and the Pennsylvania Management and Productivity Improvement Initiative.

(4) Immediately revise and reissue policies governing the Commonwealth automotive fleet through the Directives Management System on subjects including but not limited to overall fleet size, vehicle assignment criteria, appropriate use of automotive resources, and repair and maintenance of fleet equipment.

(5) Review all agency, board and commission automobile assignments to determine whether removal and/or reassignment is appropriate. The Secretary of General Services shall have sole responsibility and authority to remove and/or reassign any such vehicle that is not needed or not being used efficiently.

**b. Agencies, boards and commissions shall:**

(1) Provide data upon request to the Department of General Services and the Governor's Office of Management and Productivity in support of their efforts to advance this Initiative.

(2) Monitor, at regular intervals, vehicle assignments and utilization patterns, fuel card activity and reimbursements made to employees for miles traveled in personal vehicles to ensure that Commonwealth resources are being deployed in the most cost-effective manner.

(3) Share expertise and resources with other agencies, boards and commissions through meetings of automotive officers and other appropriate means.

**(4)** Reduce lifecycle costs by developing rotation plans for low-mileage vehicles. Where applicable, the Bureau of Vehicle Management will work with agencies leasing DGS vehicles in preparing these plans.

**4. Scope.** All officers and employees of all administrative departments, boards and commissions under the Governor's jurisdiction shall cooperate fully in implementing this Executive Order.

**5. Effective Date.** This order shall take effect immediately and rescinds Executive Order 1991-3, dated February 27, 1991.