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**Getting Back on Track with Cycling**

***Workshop Toolkit***

**STEP 1: Evaluate Your Opportunity**

Start by following the instructions and filling out the chart below.

* Which of the following are priorities for your organization? Check off the priorities.
* Why are these priorities? Describe in the box provided.
* Indicate which 3 are your top 3, in order.
* Not sure where to start? Think through the below questions to find your focus:
* *Do you have a current plan that meets today’s needs?*
* *Are new vehicles needed?*
* *Are new models needed?*
* *Which makes and models do you need?*
* *How many vehicles?*
* *When do you need them?*
* *Why do you need them?*
  + *Increased business demand*
  + *Fuel efficiency*
  + *Driver safety & behavior*
  + *Accident / violation reduction*
  + *Non-preventative maintenance spend*
  + *Preventative maintenance spend*
  + *Data management & analysis*
* *What budget do you have to work with for new or cycled vehicles?*

|  |  |  |  |
| --- | --- | --- | --- |
| **EVALUATE YOUR OPPORTUNITY** | | | |
| **AREA** | **DESCRIBE** | **PRIORITY** | **TOP 3** |
| **Budgets** |  |  |  |
| **Seasonal Flex** |  |  |  |
| **Fuel** |  |  |  |
| **Downtime** |  |  |  |
| **Maintenance** |  |  |  |
| **Safety** |  |  |  |
| **Fleet Planning** |  |  |  |
| **Other:\_\_\_\_\_\_\_\_\_\_\_\_** |  |  |  |

**STEP 2: Build Your Action Plan**

Complete the charts below.

|  |
| --- |
| **BUILD YOUR ACTION PLAN**  **2021 PROJECTIONS** |
| **What Do 2021 Projections Look Like for Your Organization?** |
|  |
| **What Do You Need to be Tracking by Year End?** |
|  |
| **Will You Require Additional Assets?** |
|  |
| **Do You Have Assets That Need to be Removed from Service?** |
|  |
| **When Do You Need New Vehicles Delivered?** |
|  |
| **When Do You Need Underutilized Vehicles Off Your Books?** |
|  |
| **What Order Cut Off Dates Do You Need to Work Back From?** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BUILD OUT DATES** | | | | |
| **Vehicle** | **Start Up** | **Build Out** | **Lead Time** | **Constraints/Notes** |
| 2020 Ford Transit (combined) | 10/15/2019 | 10/15/2020 | 14-16 weeks | High Roof Vans – Additional 6-8 week delay  Reverse Parking Aid – Additional 4-5 week delay – The Reverse Parking Aid (43R) requires wiring options that are currently constrained. If Reverse Parking Aid is desired, the best options to avoid this constraint are (1) order (43R) with BLIS (65A) or (2) order (43R) with the Parking Slot Measurement (94A).  Power sliding door (65C)+Heavy Duty Front Axle (41E)+dual rear wheels – September 2020  2.0L EcoBlue diesel engine 20MY/21MY – canceled  Early Balance out Paint – (J7) Magnetic (PN4DQ / (W6) NX Green Gem #2 (PN4CD) / (FK) Diffused Silver  (PN4FW). - F.O.D.D. 9/11/20. |
| 2021 Ford Transit Connect | 11/2/2020 | TBD | 20-22 weeks | School Bus Yellow: Incremental 8 weeks    Early balance out paints – (AW) Kapoor Red (PN4GE) and (FK) Diffused Silver (PN4FW) |
| 2021 Ford F-Series (F-150/ F-250/F-350) | Job 1: 10/12/2020 (Detroit plant)  Job 2: 11/09/2020 (Kansas City plant) | TBD | 12-14 weeks | Late avail: EN BM (3.5L Ecoboost) – 11/30/20    Late avail: EN BF (3.0L Diesel) – 11/30/20    Late avail: (91S) Max Recline DRV/PASS seat – 11/30/20  LPO paint Job 1 – 01/11/21  Restricted paint (LPO) will be scheduled in batches and may result in a scheduling delay of 6 or more weeks: Green (PN4GW), Orange (PN4GX), Vermillion Red (PNEGC), Yellow (PN4GY), School Bus Yellow (PNAHF). |
| 2021 Chevrolet Silverado (combined) | 9/14/2020 | TBD | 19-21 weeks |  |
| 2021 Chevrolet Colorado | 6/26/2020 | TBD | 12-14 weeks |  |
| 2021 Toyota Tacoma | 8/30/2020 | 5/10/2021 | 2-6 Weeks for E-mmediate  6-15 Weeks for Pipeline Orders  16 + Weeks for Production Orders (add additional weeks for upfitting) | Due to system limitations and production constraints, some orders may be built at the Texas Plant during the start-up process |
| 2021 Toyota Camry | 9/30/2020 | 4/12/2021 | 2-6 Weeks for E-mmediate  6-15 Weeks for Pipeline Orders  16 + Weeks for Production Orders (add additional weeks for upfitting) |  |
| 2021 Ram 1500 Reg Cab | 11/23/2020 | TBD | 10-12 weeks |  |
| 2021 Ram 1500 Quad & Crew Cab | 11/16/2020 | TBD | 10-12 weeks | \*All other Ram start up is 11/17/2020 |
| 2021 Dodge Charger | 11/9/2020 | TBD | 8-10 weeks |  |

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| --- | --- | --- |
| **BENCHMARKS TO CONSIDER** | | |
| **Benchmark** | **Current State** | **Goal State** |
| MPG & Fuel Spend |  |  |
| Preventative Maintenance Spend |  |  |
| Non-Preventative Maintenance Spend |  |  |
| # of Violations & Dollars Spent |  |  |
| # of Accidents |  |  |
| # of Safety Incidents Defined by Your Policy |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BUILD YOUR ACTION PLAN** | | | |
| **#** | **Action Item** | **Owner** | **Due Date** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**STEP 3: IMPLEMENT YOUR PLAN**

Complete the charts below.

|  |
| --- |
| **IMPLEMENT YOUR PLAN** |
| **Who Are the Stakeholders/Departments to Obtain Buy-In From?** |
|  |
| **What Fleet-Adjacent Objectives Should You Include to Support Your Case?** |
| [Consider employee satisfaction, financial cost savings, brand image] |
| **What Organizational Obstacles or Pushback Have You Experienced or That You Anticipate? How Can You Overcome Them?** |
|  |

|  |  |
| --- | --- |
| **BUILD YOUR CASE**  **JUSTIFY TO YOUR AUDIENCE** | |
| **Item** | **Notes** |
| Optimum Service Term / Cycle |  |
| Maintenance & Fuel Savings |  |
| Fair Market Value Benefits |  |
| Downtime & Revenue Opportunity |  |
| Lease Payment Impact |  |
| Safety Consideration |  |
| Savings to Offset Increased Lease Cost |  |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**STEP 4: Quantify Your Goals**

Complete the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Replacement Planning** | | | | |
| **Category / Segment** | **On the Road Target Date** | **# of Vehicles Needed** | **Estimated Lead Time** | **Target Order Timing** |
|  |  |  |  |  |
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**STEP 5: Make Adjustments**

Complete the chart below.

|  |  |  |  |
| --- | --- | --- | --- |
| **MEASURING CHANGE** | | | |
| **Category** | **Starting Date** MM/DD/YYYY | **Ending Date** MM/DD/YYYY | **% or $ Change** |
| Fuel Spend |  |  |  |
| Maintenance Spend |  |  |  |
| Safety |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Other: \_\_\_\_\_\_\_\_\_\_\_ |  |  |  |