

## Definition: Utilization

A MEASUREMENT TYPICALLY IN HOURS OR MILEAGE TO INDICATE HOW FREQUENTLY A VEHICLE OR PIECE OF EQUIPMENT IS USED WITHIN A GIVEN TIME PERIOD (I.E. MONTH, QUARTER, OR YEAR).

## Definition: Preventive Maintenance

A FUNDAMENTAL, PLANNED MAINTENANCE ACTIVITY (I.E. OIL AND FILTER CHANGE) DESIGNED TO IMPROVE LIFE AND AVOID ANY UNPLANNED MAINTENANCE ACTIVITY/BREAKDOWN INVOLVING A VEHICLE OR PIECE OF EQUIPMENT (TYPICALLY PERFORMED ON A CALENDAR/HOUR/MILEAGE INTERVAL).

## Metric for Scheduled vs Unscheduled Repairs

Tracking/reporting a metric for scheduled (preventive) versus unscheduled (corrective) repairs is necessary to ensure effective and efficient management of State DOT vehicles and equipment as well as scheduling of preventive maintenance inspections. It is not an efficient use of taxpayer dollars to perform emergency/unplanned repairs when an effective preventive maintenance program will identify needed repairs in advance minimizing unit downtime and ensuring the vehicle will be available when it is needed to perform its primary function. Accurate tracking of scheduled (preventive) versus unscheduled (corrective) repairs allows managers and supervisors to track the effectiveness of preventive maintenance programs. This metric is interrelated with and impacts other areas such as availability and potential repair costs. A well-maintained fleet will be cost effective and efficient in regards to meeting budget and operational requirements.

## Definition: Availability/Downtime

AVAILABILITY: WHEN A UNIT IS “IN SERVICE’ AND CAPABLE OF PERFORMING, AT A MINIMUM, ITS PRIMARY FUNCTION. TO CALCULATE AVAILABILITY, DOWNTIME MUST BE KNOWN.

DOWNTIME: WHEN A UNIT IS UNAVAILABLE AND UNABLE TO PERFORM ITS PRIMARY FUNCTION DUE TO A MAINTENANCE ISSUE SCHEDULED OR UNSCHEDULED (I.E. A PREVENTIVE MAINTENANCE INSPECTION OR ROAD BREAKDOWN) VERSUS NON-UTILIZATION DURING SEASONAL TIMEFRAMES.

# Definition: Replacement Recommended

A measurement to compare whether an individual vehicle(s) or piece(s) of equipment are within or exceed established criteria (typically in months or years of age and usage in miles or engine hours) for the expected life cycle or useful life. **Note: Report numbers/percentage for those units outside established criteria or beyond expected life cycle. Example: If replacement for a light truck is six years and eight of ten units are only five years old, then report 20%.** Replacement schedules are developed (often using empirical data analysis) by organizations to determine the most cost effective to replace a vehicle/piece of equipment.

# Stoplight Charts: Replacement Recommended

Light Vehicles



8%

NAFA 1 & 2

Medium Vehicles



21%

NAFA 3 & 6

Less Than 10% = Green  
10% - 20% = Yellow  
Greater Than 20% = Red

Heavy Vehicles



16%

NAFA 7 & 8

Non-Self Propelled



31%

NAFA 0

Equipment



28%

NAFA 9

Overall



19%

NAFA All