**Domestic Scan Proposal Form**

AASHTO is now soliciting proposals for a **Calendar Year 2019 US Domestic Scan Program** (NCHRP Panel 20-68A).

Selected scan topics will be investigated by one of three ways: (type 1) site visits to three to six locations for approximately a two week period or less, by webinar; (type 2) peer exchange; or (type 3) conducted by a group of eight to 12 transportation professionals with expertise in the selected topic area. Proposed topics should meet the following criteria:

* Address an important and timely need for information by transportation agencies;
* Are of interest to a broad national spectrum of people and agencies;
* Are complex and also “hands-on,” meaning they lend themselves particularly well to exploration through on-site visits; and
* Are sufficiently focused that the tour participants are able to investigate and understand key issues in the limited time available on the tour.

Before submitting your proposal it is highly recommended that you read [**What Makes a Good Scan Topic Proposal**](http://www.domesticscan.org/what-makes-a-good-scan-topic-proposal)[**http://www.domesticscan.org/what-makes-a-good-scan-topic-proposal**](http://www.domesticscan.org/what-makes-a-good-scan-topic-proposal)

This form is designed to collect the full length of your proposal. Sections requiring essays have unlimited space for you to use. Contact information has some limited text. ***Use your TAB🡪 key to advance to the area where you need to complete information.***

**Proposals should be returned no later than SEPTEMBER 28, 2018.**

**IMPORTANT NOTE on How to save your document**: ***LastNameFirst Initial, underscore\_Organization Acronym \_CY2019.***

***Saved Document Name Example: NgetheP\_AASHTO\_CY2019***

***If you have more than one, add a number after first initial: NgetheP1\_AASHTO\_CY2019***

**Domestic Scan Proposal Contact Information**

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| AASHTO Committee | Committee on Maintenance - Equipment TWG | Date of submission | 9/28/2018 |

**Title of Proposed Scan****:** Innovations In Equipment Management Organizational Approaches At State Transportation Agencies

**Problem Statement** (What topic is to be examined? What drives the need for the scan? Why now?)

Equipment Management (EM) is the term used for the many asset management and program management processes required to acquire, oversee, maintain, replace, and dispose of vehicles and equipment. Effective EM provides properly configured and operable vehicles and equipment to agency employees when they need them, at the lowest cost and risk, to support the agency’s business plans and goals.

Evidence of ineffective EM processes include:

• Frequent breakdowns and high repair expenses,

• Large number of items overdue for replacement,

• Low usage (amount of time, miles, or hours item is used to perform work/for intended purpose),

• Common presence of “spare” items,

• Frequent delays waiting on parts or repairs,

• Wrong configurations or unreliable equipment provided,

• Ineffective preventative maintenance, and

• Low sales prices.

As state DOTs continue with their existing EM processes to increase efficiency and effectiveness, many are seeking guidance, innovations, and resources that demonstrate efficient and effective EM organizational approaches. Some states have updated their processes and technology or introduced new initiatives and consequently have dramatically improved their EM program. As a result, there is substantial opportunity to share and leverage effective practices within various areas of EM from across the country.

**Scan Scope** (What specific subject areas are to be examined? Which cities and states might be visited? Which agencies/organizations (including specific departments or types of staff if applicable)?

The objective of this scan is to accelerate dissemination and adoption of proven innovations to make EM work better, specifically investigating updated processes, technology innovations, and new initiatives in:

• Centrally-managed EM programs,

• EM organization structures and functional authority,

• Internal policies and procedures,

• Strategies to improve communication and coordination, and

• Vehicle and equipment configuration management, both flexibility and standardization.

After reviewing relevant printed material received from the state DOTs, it is expected representatives from 8 states (2 from each region) will travel to identified top-performing State DOTs (3-5 States) to meet and discuss these topics with management and workers/subject matter experts directly performing and most familiar with this work from these top-performing EM implementations. Detailed face-to-face discussions and follow-up conversations are expected to reveal subtle distinctions and tremendous insights that distinguish top-performing EM implementations from average or poor performing EM implementations.

Following is list of States that have been identified as leaders in equipment management organizational approaches by their peers: Texas, Washington, South Dakota, Oregon, Montana, North Carolina, Ohio, California, Florida, Virginia and Kentucky. Since it is only practical to visit 3 to 5 States, the scan tour could include visits to Washingon, Texas, Ohio, Pennsylvania and Kentucky. This hits all four regions of the country and will provide a strong and diverse range of approaches. During the scan tour, the following list of questions are good examples of the types of questions that could be used to elicit meaningful responces:

Do you consider your State equipment management organization to be centralized or decentralized and how are policies and procedures established?

Have you made any modifications to your organizational structure over the years as it relates to equipment operations and management and what has been the impact?

How does your State determine what is needed for equipment resources and how do those decisions impact maintenance operations?

What are the success stories for your equipment organization and how did you accomplish this?

What to you think you do well compared to your peers?

**Anticipated Scan Results** (What key information is to be gained? What information is to be shared after the scan? Who would the audience be for this information?)

EM provides the tools state DOT employees use to perform their work. Organizational approaches that make state DOT's EM implementations work better have the potential to improve worker productivity and reduce agency costs. Advice and guidance resulting from this scan will help other state DOT agencies understand the benefits to be gained and guide them how to navigate the complexities and uncertainties that can obstruct innovations to improve EM within their agencies.

**Benefits Expected** (Including potential impacts on current technology or procedures)

The information, advice, and guidance created by this scan is expected to dramatically increase the information available for successful EM implementations and accelerate dissemination of critical strategies to transition to improve state DOT EM implementations. This information is only available from in-depth, person-to-person contact and discussions with state DOTs that have high-performing EM organizations. Without the information, advice, and guidance developed by this scan, state DOT managers may not be able to improve EM in their agencies to reduce existing inefficiencies and expenses and strategies to improve EM may not be disseminated.