VEHICLE FLEET RESOURCE WEB SITE

NOTE: Watch for improved changes to the Vehicle Fleet Resource home page in the near future!
ARI insights® (BNSF vehicle database) is a robust vehicle management tool that allows users to view vehicle information, access management reports, review alerts, and provides the capability to create ad hoc queries and reports. If navigation assistance is required, contact ARI at 800-328-5523 (select option 4).

**ALL USERS:** No ID or password is required to view the BNSF vehicle fleet database information. Users can view general vehicle information, fuel transaction history, maintenance transactions, driver assignment and administrative contacts.

**STRUCTURE 21 USERS:** User logon is required. The employee’s ID and department Structure 21 rollup code will allow access to this code’s vehicles only. Supervisors are strongly encouraged to use the new tools on the Structure 21 dashboards. The ARI insights® dashboard provides access to the supervisor’s web reports (inventory, non-fuel transactions, non-utilization, preventative maintenance exceptions, Enterprise rentals, etc.) and the Key Performance Indicators (KPI’s) to manage their fuel and maintenance alerts. The KPI alerts will be updated daily to provide real-time alerts for supervisors to manage their vehicles.

**ASSIGNED LOG-ON USERS:** Logons required for vehicle fleet managers.
DASHBOARD
Dashboards are generated to simplify data accessibility.

The charts and alerts located on the right side of the dashboard provide vehicle information for all BNSF vehicles. (If a department or supervisor level of vehicle information is required, please use the Structure 21 logon dashboard.) All charts and alerts can be selected to drill through various levels of vehicle information. While drilling through the screens, look for the blue underscored links to drill down another level to view the vehicle transactions and history.

The left column provides users with several menu options.

FAVORITES MENU OPTIONS

NEW: “General Vehicle” has replaced the “Inventory Display” screen. Select General Vehicle to query and display the vehicle’s historical information. (Driver and administration assignment, cost center, division, department, special equipment, license data, fuel card transactions and maintenance history).

Memo Search – Field users can add and update memos in the vehicle fleet database. Users can perform text searches at a later date to pull up previous memos and update.

New Vehicle Status – Users can quickly check on new vehicle order options and delivery status. To view the vehicle order options, scroll down to Body Company, then Equipment and Upfitting PO details.

Fuel – US: Complete fuel history viewed in detail or summary format. Search field functionality by various date ranges.

Service History: Search for vehicles that have had maintenance purchase orders applied.

Odometer History: Check vehicles and drivers for odometer entry compliance.

Vendor Locator: Search for a maintenance vendor by zip code, city or state.

Feedback: Send an email to the ARI Customer Information Systems or call ARI at 800-328-5523 (select option 4) for assistance.
GENERAL VEHICLE SEARCH
FIELD DEFINITIONS

VEHICLE: Enter the five digit vehicle number. Four-digit vehicle numbers must lead with a zero. Danella short-term rental vehicles begin with an alpha character and four numeric digits. The last alpha character for Danella units is not required for search.

DRIVER: Input driver’s last name or input “Various” when no driver names have been assigned.

CLIENT:
ALL – Captures search for entire vehicle inventory
0156 – ARI Leased Vehicles
5256 – BNSF Owned Vehicles
5C08 – GE Leased Vehicles
5F56 – Danella Short term rental vehicles
7A68 – BNSF Canada Vehicles
5U24 – Citi Bank Leased Vehicles
### DIVISION:

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AZ Arizona</td>
<td>PM Purchasing</td>
</tr>
<tr>
<td>CH Chicago</td>
<td>PR Powder River</td>
</tr>
<tr>
<td>CL Claims</td>
<td>RE Rail Engineering</td>
</tr>
<tr>
<td>CO Colorado</td>
<td>RP Resource Protection</td>
</tr>
<tr>
<td>EG System Engineering</td>
<td>SA Safety</td>
</tr>
<tr>
<td>EV Environmental</td>
<td>SC Southern California</td>
</tr>
<tr>
<td>GA Government Affairs</td>
<td>SG Signal</td>
</tr>
<tr>
<td>GL Gulf</td>
<td>SO System Other</td>
</tr>
<tr>
<td>HR Human Resources</td>
<td>SP Springfield</td>
</tr>
<tr>
<td>IM Intermodal</td>
<td>ST Structures</td>
</tr>
<tr>
<td>KS Kansas MD</td>
<td>SU Suburban</td>
</tr>
<tr>
<td>Medical ME</td>
<td>SW Southwest</td>
</tr>
<tr>
<td>Mechanical MK</td>
<td>TC Telecommunications</td>
</tr>
<tr>
<td>Marketing MT</td>
<td>TW Twin Cities</td>
</tr>
<tr>
<td>Montana</td>
<td>TX Texas</td>
</tr>
<tr>
<td>NC Northern California</td>
<td>WE Work Equipment</td>
</tr>
<tr>
<td>NE Nebraska</td>
<td>NW Northwest</td>
</tr>
</tbody>
</table>

### BNSF STATUS:

- **A** = Active
- **D** = Sold
- **O** = On Order
- **H** = Hold/Surplus
- **P** = Pool
- **S** = Short term rental or temporary use
- **R** = Retired
- **C** = Casualty
- **X** = Temporary active without replacement
- **T** = Trailer

### DEPARTMENT:

<table>
<thead>
<tr>
<th>Department</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART = Corporate Communications</td>
<td>RESPRO = Resource Protection</td>
</tr>
<tr>
<td>CLAIMS = General Claims</td>
<td>RTAENG = Seattle RTA Engineering</td>
</tr>
<tr>
<td>ELEC = Electricians</td>
<td>RTASIG = Seattle RTA Signal</td>
</tr>
<tr>
<td>ENVENG = Environmental Engineering</td>
<td>RTATRK = Seattle RTA Track</td>
</tr>
<tr>
<td>GOVTAFF = Government Affairs</td>
<td>SAFETY = Safety</td>
</tr>
<tr>
<td>HUMREL = Human Relations</td>
<td>SIGNAL = Signal</td>
</tr>
<tr>
<td>INTMOD = Intermodal</td>
<td>STRUCT = Structures</td>
</tr>
<tr>
<td>MARKET = Marketing</td>
<td>SYSENG = System Engineering</td>
</tr>
<tr>
<td>MATL = Material</td>
<td>SYSTRK = System Track</td>
</tr>
<tr>
<td>MECH = Mechanical</td>
<td>TECH = Technical Training Center</td>
</tr>
<tr>
<td>MED = Medical</td>
<td>TELCOM = Telecommunications</td>
</tr>
<tr>
<td>OPER = Operating</td>
<td>TRACK = Track</td>
</tr>
<tr>
<td>RAILEG = Rail Engineering</td>
<td>WFE = Western Fruit Express</td>
</tr>
<tr>
<td>RAILENG = Rail Engineering</td>
<td>WKEQPT = Work Equipment</td>
</tr>
</tbody>
</table>

### COST CENTER:

Input five digit cost center. (Structure 21 cost center queries are only available through the Structure 21 logon icon found on the Vehicle Fleet Resource web site.)

### CREDIT CARD:

Input appropriate information.

### LICENSE PLATE:

Input appropriate information.

### VIN:

Vehicles can be queried by the last 8 digits of the VIN. Click on the VIN number on the General Vehicle screen to display detailed information about the vehicle model.
**SPEC #:** The BNSF vehicle database has 60+ different types of specs. Review spec designs in the BNSF Vehicle Catalog posted on the Vehicle Fleet Resource web site.

### GENERAL VEHICLE INFORMATION

This example shows the vehicle information for Vehicle #18015

![Vehicle Information Screen]

The General Vehicle screen displays the details for each vehicle. **Gray Tabs** at the top of the page will provide improved fleet information navigation.

### NEW FEATURES

**Fuel Information:** Vehicle fuel capacity compared to gallons purchased. MPG is calculated and displayed for vehicle or make/model groups. Fuel conservation also tracks the annual carbon emission output based on fuel usage.

**Odometer Information:** Quality of current odometer information is important. Fuel credit card users are required to enter correct odometer readings at the pump. Management reports track the historical odometer readings, average monthly miles, broken odometer indicators, and hour meter data.

**Expense Information:** Select summary for operating expense categories, life of vehicle, average cost per month and average cost per mile.

**Order Details:** Provides details for vehicle order/acquisition. For new vehicle orders, the status is updated frequently from manufacturers and body upfitting companies.
This example shows the vehicle list for search criteria “ALL clients” and Division “CA”. Select the blue underlined link Details for individual vehicle information.

**GENERAL VEHICLE ICON DESCRIPTIONS**

Description of icons found in the upper right-hand corner of the screens.

- Back to the vehicle search/query page
- Export current screen information to Microsoft Excel
- Export Template area, select vehicle information fields, sorted as needed, export to Microsoft Excel
- Driver Communications: Email specific drivers as needed
- Email current vehicle list as shown to email recipient of choice.

**PRINT INSTRUCTIONS**

The screen display of vehicle information can be printed by selecting the printer icon.

**DOWNLOAD INSTRUCTIONS**

All queries can be downloaded to Excel from any screen. Click on the green Excel icon.
Users will select the Structure 21 icon from the Vehicle Fleet Resource web site. Input Employee ID and Structure 21 rollup code to access individual group inventories.

*All Structure 21 screen displays are the same as ALL USERS, except for two additional menu selections.*

**Change – Rollup Code:** Select this option to change the Structure 21 code to view another one. User will have to re-enter his employee ID and the new Structure 21 code.

**Web Reporting:** Select Web Reporting from left column. Users can access customized monthly management reports. The web reports can also be quickly accessed from the Dashboard under **Reports**. All reports will display vehicle information for the Structure 21 roll-up code only and are updated daily.
STRUCTURE 21 USERS
WEB REPORTS

**BNSF Active Inventory**: List of vehicles currently assigned to a supervisor’s cost center. Supervisors should review this report for accuracy every month to verify the vehicle operating expenses are hitting their budget correctly. If changes are required, complete the electronic Vehicle Change Notice form posted on the Vehicle Fleet Resource website.

**BNSF Annual Inspection Exceptions**: Complete list of vehicles which are due for annual DOT, crane or hy-rail inspections. Action should be taken to ensure required inspections are completed for this equipment to comply with Federal regulations.

**BNSF Fuel Card Non-fuel Transactions**: List of all non-fuel transactions on fuel cards for vehicles assigned to each supervisor. Transactions should be reviewed for accuracies.

**BNSF Fuel Purchases exceeding $100**: List of light duty vehicles with fuel transactions exceeding $100.

**BNSF Vehicle Non-utilization**: List of vehicles without fuel or maintenance transactions in the last 90 days. These vehicles should be considered for surplus or removal from fleet. Complete the Vehicle Surplus form posted on the Vehicle Fleet Resource web site.

**BNSF Preventive Maintenance Exceptions**: List of vehicles with past due preventive maintenance records.

**Enterprise Open Rental Report**: List of vehicles in the shop where Enterprise vehicles have been rented. Review the rental day periods to control costs.
**BNSF Fuel Type Mismatch**: List of transactions where the fuel type dispensed does not match the vehicle fuel type.

**BNSF Multiple Fuel Transactions**: List of vehicles that have fueled more than once a day. Report is inclusive for last 30 days.

**BNSF Questionable Odometers**: List of vehicles where the odometer entry is questionable.

**Tank Capacity Mismatch**: List of vehicles with fuel transactions exceeding the limit of the vehicle’s tank capacity.

All web reports can be downloaded by clicking the Excel icon at the top of the web report page.

**ALERTS**

Key Performance Indicators (KPI’s) provide supervisors with alerts to monitor the activity of their fleet and assist in controlling operating expenses.

**FUEL ALERTS**

- Vehicles Daily Fuel >$100 or 4 transactions received in the last 7 days
- Active Fuel Cards Not Used
- Tank Capacity Violations
- Non-Fuel Transactions With in Last 7 Days
- Out of Range Fuel Odometer Entries Received in Past 7 Days

**MAINTENANCE ALERTS**

- PO’s Awaiting Authorization
- Vehicles Overdue for Maintenance
- PO’s Created in last 48 Hours to 14 Days but Not Approved
- Vehicles Towed in Last 7 Days

*If navigation assistance is required, contact ARI at 800-328-5523 select option 6.*