

# MASS FLEET ADVISOR Fleet Process

## INTAKE MEETING: 30 MINUTES

After you sign up for Mass Fleet Advisor on our website or at an event, our team will schedule a 30-minute virtual intake meeting with you. During this time, we'll tell you more about the program, ask you to describe your fleet and business, and review next steps for participation.



## FLEET INTAKE FORM: 2-4 HOURS

This is the main task for fleets participating in Mass Fleet Advisor. After your intake meeting, our team will send a Participation Agreement and a Fleet Intake Form to officially reserve your spot in the program. The Fleet Intake Form is available in a web form for smaller fleets and an excel form for larger fleets.

The Form asks for the following data for each vehicle type in your fleet:

- Make, model, weight class, model year, current fuel type and quantity
- Average annual mileage
- Daily operational schedule and season usage

If any of this data is too difficult to obtain, our team can propose assumptions to fill in the gaps with your approval.



## SITE ASSESSMENT: 1-3 HOURS

Our team can assess up to 3 parking locations for fleet charging. One of our electricians will come visit your site(s) and determine the current amount of service capacity available, how much charging equipment that could support, and what infrastructure or service upgrades would be needed to electrify your entire fleet. You should budget about 1 hour of time per parking location.

OPTIONAL ADDITIONAL ANALYSIS:

- Solar Analysis: additional ~1 hour on Fleet Intake Form to answer questions about roof type and age and electricity rate
- Route energy modeling: 4-6 weeks of installing temporary dataloggers (installation time of 1-2 hours) or ~1 of time to share existing GPS data if available



## 4-6 WEEKS AFTER SITE ASSESSMENT

## REPORT DELIVERY AND REVIEW: 1-2 HOURS

Your Fleet Electrification Report will contain 1-1 vehicle replacement recommendations, your site assessment results, total cost of ownership projections, and information on incentives. We recommended setting aside some time to read through your report after we deliver it via email. After reading, we'll set up a 30-minute virtual report review meeting to hear your thoughts on the report, answer any questions you have, and discuss your interest in receiving free procurement support.