



ADMINISTRATIVE PROCEDURES MANUAL

REGULATION NUMBER: _____

EFFECTIVE DATE: _____

FLEET MANAGEMENT OPERATING PROCEDURES

PURPOSE: To establish procedures and policies to ensure that the Alachua County Board of County Commissioners' vehicles and motorized equipment are selected, acquired, utilized and maintained in a manner that provides the best possible support to county operations through economical and environmentally responsible fleet management.

POLICY: Alachua County Board of County Commissioners will provide for central management of its fleet of vehicles and motorized equipment, including their purchase, ownership, maintenance, repair, replacement, disposal and providing fleet fuels.

Alachua County Board of County Commissioners vehicles and motorized equipment shall be provided and utilized only when required to conduct county business.

The Alachua County Board of County Commissioners fleet assets shall be managed in accordance with the life cycle approach to material management and with the principles of economy, prudence and probity, while minimizing any negative environment impact.

At the time Alachua County Board of County Commissioners fleet assets are scheduled for replacement, it will be viewed as an opportune time to evaluate vehicle need and size requirements.

No smoking is permitted in Alachua County Board of County Commissioners fleet vehicles and motorized equipment.

No vehicle/equipment will be operated with a known safety deficiency.

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Procedures:

Vehicle Usage:

All vehicle and motorized equipment usage will be in compliance with the Alachua County Vehicle Usage Policy.

Vehicle Identification:

The County Fleet Manager will insure the Alachua County Board of County Commissioner's fleet is properly identified and uniform. All of Alachua County Board of County Commissioners fleet vehicles and motorized equipment will be identified using the county signature (logo) and a vehicle number. Exceptions will be:

1. Motorized equipment that is too small for the county signature.
2. All Fire/Rescue Department vehicles which will be identified using the Alachua County Fire/Rescue Department signature.
3. Those vehicles approved by the County Manager

Vehicle Modification:

All requests for vehicle/motorized equipment modifications shall be approved by the appropriate Department Director and transmitted to the county Fleet Manager in writing.

Vehicle Misuse and Abuse:

The County Fleet Manager will notify the appropriate Department Director and the Public Works Director of any suspected vehicle/motorized equipment misuse and/or abuse. The Department Director will investigate and make a determination if any vehicle misuse or abuse has occurred and take appropriate action(s).

Vehicle Accident Reporting and Repair:

Fleet vehicle and motorized equipment accidents will be reported and repaired in accordance with the Alachua County Safety Policy.

Vehicle Cleaning:

Each department is responsible for maintaining the cleanliness of the vehicle/motorized equipment assigned. Vehicles shall be cleaned at regularly scheduled intervals. The Fleet Management Office will provide for a local vendor to perform cleaning services for on the road vehicles (sedans, vans, pickup trucks etc.) at the vendors place of business.

Vehicle Licensing:

The County Fleet Manager will apply for all county vehicle and motorized equipment licenses and titles as required by Federal and State laws and maintain all required records.

Responsibilities:

Public Works Director Shall:

Be responsible for planning, directing, managing, coordinating and supervising programs for the acquisition, assignment, utilization, maintenance, repair, replacement, disposal, and providing fleet fuels for the vehicles and motorized equipment fleet of Alachua County Board of County Commissioners.

Delegate the responsibility for implementing and complying with the provisions of this policy to the County Fleet Manager.

Department Directors Shall:

Carefully assess department needs to minimize fleet size

Carefully plan vehicle and equipment usage to maximize efficiency and minimize mileage driven

Ensure that vehicles and motorized equipment requested for acquisition and use within their department are of the appropriate size and have only those items/accessories that are operationally required.

Re-enforce vehicle and equipment operator awareness to:

- Reduce vehicle and equipment idling time
- Conservative driving habits such as gradual acceleration and strict adherence to speed limits
- Tire pressure, coolant and oils at the proper levels.
- Maintain the proper operator license and comply with all Federal, State and local laws relating to the operation of motor vehicles and equipment

Ensure that fleet vehicles and equipment are made available for preventative maintenance at the scheduled mileage/time.

Ensure that department employees inspect their assigned vehicles prior to operation. Inspections will include, but not be limited to the following safety items: foot and emergency brakes, head and tail lights, turn signals, windshield wipers, tire condition, mirrors, water and oil levels.

The inspection will also include a check for vehicle damage, such as dents, scratches, window cracks, etc. Deficiencies discovered, beyond the operators capability to correct, will be reported to the immediate supervisor and referred to the Alachua County Fleet Management Office for repair.

Fleet Manager Shall:

Monitor and evaluate the condition of Alachua County Board of County Commissioners fleet vehicles and equipment. Be the principal advisor to the Public Works Director on all county fleet matters.

Develop replacement criterion for each vehicle/class of vehicles and appropriate replacement schedule. All county vehicles and fleet equipment acquired and maintained by Fleet Management shall be targeted for replacement according to industry standard. The guidelines shall be used as a basis for developing the useful life of equipment for chargeback purposes and programming future departmental vehicle and motorized equipment requirements. The guidelines shall be based on time and/or mileage, and measured against actual fleet usage.

Assist departments in developing specifications for new or replacement vehicles and fleet equipment.

Review with the Public Works Director all fleet purchasing and specification issues that require additional clarification or conflict resolution.

Acquire all of Alachua County Board of County Commissioner's fleet vehicles and equipment by a method that complies with Alachua County Purchasing Policies.

Ensure that all county vehicles and motorized equipment are properly titled and licensed to Alachua County Board of County Commissioners.

Conduct an annual fleet utilization review. Using the break-even point for vehicle usage, the Fleet Manager shall recommend reassignment, rotation, removal from service or other actions to the Public Works Director, as appropriate.

Dispose of a fleet vehicle or equipment when it becomes uneconomical to maintain. As vehicles and equipment reach target miles or time for replacement, they will receive a technical and cost evaluation, including repair/replace analysis to determine if they are to be retained, disposed of or in some situations, be reassigned.

Establish a preventative maintenance (PM) program that incorporates:

- Scheduling PMs that ensure minimum vehicle downtime.
- Manufacturers maintenance standards

- PM tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, a tune up program that insures the engine is operating at peak efficiency.
- Designed for each vehicle or class of vehicles depending on its operating environment.

Monthly, notify each department of vehicles past due for its scheduled preventative maintenance.

Vehicle/equipment Operators Shall:

- Maintain the proper operator license
- Comply with all Federal, State and local laws relating to the operation of assigned vehicle equipment.
- Inspect assigned vehicle/equipment prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle/equipment type:
 1. Water and oil levels
 2. Foot and emergency brake
 3. Head, tail and brake lights
 4. Turn signals
 5. Tire pressure and tire condition
 6. Windshield wipers
 7. Mirrors
 8. Visual damage (dents, large scratches, cracked windows, etc.)
- Report deficiencies discovered through operator's inspection, which are beyond the operators capability, to the immediate supervisor for referral to the Fleet Management Office for repairs.
- Not put vehicle/equipment in motion until all occupants are restrained by seat belts.
- Not install, nor allow to be installed, any additional electrical or electronic equipment such as stereo, CB's, light, light chargers and radio chargers in any county vehicle/equipment.. Equipment of this type will be installed by the Office of Fleet Management or an approved county vendor. Radar detectors are strictly prohibited in county vehicles.
- Report all accidents in accordance with the Alachua County Safety Policy.

FINANCIAL PROCEDURES:

Internal Service Fund

Fleet Management will be funded using two internal service funds. One fund will be for the management and recovery of direct costs including fuel, parts, labor, sublet work and other similar fleet vehicle operations costs. The second fund will be used to recover the costs of vehicles purchased from the vehicle replacement fund. Administrative management and overhead costs will be included in fund charges to reflect all costs.

Funding Replacement Vehicles

The funding for a replacement vehicle should be from the same fund used to purchase the vehicle. For example, If the vehicle being replaced was purchased from the vehicle replacement fund, then that fund will fund its replacement.

If the vehicle being replaced was purchased from a fund other than the vehicle replacement fund, the department to which the vehicle is assigned shall budget for the replacement. The vehicle may be added to the Vehicle Replacement Fund. (See Fleet Manager)

Funding Additions to the Fleet

Additions to the fleet shall normally be requested by individual departments during the budget process. Long term funding for future replacements shall either be included in the department budget, or in the vehicle replacement fund budget. Vehicles added to the fleet shall be initially funded and justified in the requesting departments budget request.

Funding upgrades to the Fleet

Upgrades to fleet vehicles shall also to be requested during the budget process. Upgrades or changes in the type or size of fleet vehicles require advanced approval by the County Manager.

Vehicle Acquisition Procedures:

The Fleet Manager shall have responsibility for acquiring Alachua County Board of County Commissioners fleet vehicles and equipment by a method that complies with Alachua County Purchasing Policies and with approval of the Public Works Director.

The Fleet Manager shall be responsible for determining the most cost efficient purchase of all fleet vehicles and equipment considering purchase price, maintenance, repair, operating costs and resale value. Acquisition of fleet assets shall be selected, acquired and utilized providing the best possible support of County operations and be environmentally responsible in accordance with the fleet "Green" Management Policy.

The using department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.

Vehicles/Motorized Equipment Maintenance Repair Procedures

General: Vehicle maintenance includes inspection, lubrication, adjustment, cleaning, testing and replacing vehicle components which have failed or are on the verge of failure. These actions will be performed in one of two ways:

- On a scheduled, periodic basis, which is called preventative maintenance (PM) cycle or;
- On a unscheduled basis, which is referred to as breakdown or unscheduled maintenance.

Priority: Maintenance of Alachua County Board of County Commissioners fleet vehicles and motorized equipment in the maintenance cycle will be prioritized as follows:

<u>Priority</u>	<u>Vehicle Equipment</u>
1	Public safety (Fire/Rescue) etc.
2	Essential Services (Transfer Station) etc.
3	Preventative Maintenance (On time)
4	Unscheduled Maintenance
5	Preventative Maintenance (Not on Time)
6	Modifications

Vehicles Requiring Preventative Maintenance or in Disrepair But

Operational:

Vehicles/motorized equipment requiring preventative maintenance or in disrepair but safely operational will be delivered to Alachua County Fleet Management by the operator. The operator will provide Fleet Management Office personnel with the following information:

- Vehicle Number
- Mileage/hours
- Repairs required/symptoms

The Fleet Management Office personnel will prepare a vehicle work order and enter the vehicle into the maintenance cycle.

Vehicles in Disrepair And Not Operational:

For Vehicles/motorized equipment in disrepair and not operational the operator will call the Fleet Management Office and provide the following information:

- Operator Name
- Vehicle Number
- Location of Vehicle
- Repairs required/symptoms

The Fleet Maintenance Supervisor will dispatch a Fleet Technician to accomplish repair or arrange for towing of the vehicle.

Quick Fix Repairs/Preventative Maintenance:

For vehicles/motorized equipment in need of quick fix repairs/preventative maintenance, the operator will deliver the vehicle to Alachua County Fleet Management and provide the Fleet Management Office personnel with the following information:

- Vehicle Number
- Mileage/hours
- Quick Fix Repair Required

The Fleet Management Office personnel will prepare a vehicle work order with the information provided and notify the Fleet Maintenance Supervisor of the quick fix/preventative maintenance request. The Fleet Maintenance Supervisor will assign a Fleet Technician to perform the requested quick fix repairs/preventative maintenance.

Repairs Complete Notification:

The Fleet Management Office will notify the Department upon completion of repairs. This notification will be within one hour of the completion of work.

Issuing of Parts:

Under normal circumstances, the Fleet Management Office will only issue repair parts for vehicles that are undergoing repairs or preventative maintenance. Under special circumstances, the Fleet Manager can approve issuing of minor parts to be held and installed on a self-help basis by the requesting Department. In these cases, parts will be issued utilizing a Fleet Management Work Order with the appropriate signature.

Emergency Fleet Support:

During emergency conditions, Department Directors requiring emergency fleet support will contact the Fleet Manager. The Fleet Manager will provide the requested Fleet Support within county policies and procedures.

After Hours Fleet Support:

After hours fleet support will be provided for emergencies only. Department Directors or personnel requiring emergency fleet support will contact the Fleet Manager. If the Fleet Manager cannot be contacted, the requesting department will contact the Fleet Maintenance Supervisor or any fleet employee using the Fleet Management Emergency recall list.

After Hours Tire Repair/Towing Service:

The Fleet Manager will provide after hours tire repair and towing service to departments that provide 24 hour county service. The Fleet Manager will provide the Department Directors with the phone numbers needed to request these after hours services.

Vehicle Pools:

The Fleet Management office shall provide vehicle pool services to all county departments on a rental vehicle basis.

Each Director shall encourage vehicle pool assignments over individual vehicle assignments. Pools are a proven strategy in reducing fleet size and cost reduction.

Definitions:

Equipment Modification:

Adding, changing, deleting parts, accessories or specific capacities to fleet vehicles and equipment other than as delivered to Alachua County Board of County Commissioners.

Equipment Misuse And Abuse:

The use of equipment for other than its intended purpose; use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Damage to equipment where reasonable care to prevent damage was not taken. Not having vehicle/equipment PMS performed timely.

Quick Fix Repairs/Preventative Maintenance

Repairs and preventative maintenance that can be properly completed within one hour.

Emergency Conditions

When there exists a threat to public health, welfare, safety or the operation of a department or division would be seriously impaired if immediate action were not taken.

Approved by _____
County Manager

Date