

CHAPTER 14.01 INTENT & PURPOSE

14.01.01 Intent

14.01.02 Purpose

14.01.01 Intent

To establish policies, procedures and authority for an effective Fleet Management Program.

14.01.02 Purpose

This policy establishes specific requirements and guidelines for the operation of the County's Fleet Management Program, which all Departments will follow. Such policies are intended to maximize fleet efficiency and effectiveness.

CHAPTER 14.02 POLICY

14.02.01 Name

14.02.02 County Vehicles

14.02.03 Commercial Rental Policy

14.02.01 Name

Fleet Management a Division of the Public Works Department, formerly known as the Service Center.

14.02.02 County Vehicles

The County makes transportation available to the various County Departments through the operation of a Fleet Management Division, which purchases, maintains and operates all vehicles to reduce the cost of transportation to the County. Costs of the Fleet Management Division are recovered from the user Departments.

14.02.03 Commercial Rental Policy

When it is not feasible to rent from the County Vehicle Pool, Fleet Management will rent vehicles from commercial vendors on a case-by-case basis to meet the needs of Departments. Fleet Management is the only County program authorized to rent vehicles from commercial vendors, except for vehicles rented at destination airports while on County business or as necessary due to extenuating circumstances, and authorized by a Department Head.

CHAPTER 14.03 USE OF VEHICLES

14.03.01 Policy

14.03.02 Fleet Vehicles Taken Home

14.03.01 Policy

Fleet vehicles are rented to Departments on a daily or short-term basis and to various Departments for long-term use. All Departments shall maximize the use of Fleet vehicles operated by Fleet Management in order to minimize the transportation costs to the County. In addition, Fleet vehicles will be assigned to Departments where they will receive optimal use.

14.03.02 Fleet Vehicles Taken Home

The Board of Supervisors shall determine, those positions, which are authorized to take vehicles home as described in the Glenn County Admin. Policies & Procedures Manual Title 7 Travel Policy Chapter 7.10 Use of County Vehicles.

CHAPTER 14.04
MINIMUM SAFETY STANDARDS

14.04.01 Fleet Management Responsibility

14.04.02 Fleet Services Manager Responsibility

14.04.01 Fleet Management Responsibility

Fleet Management will insure that no vehicle leaves the Fleet Management facility, at any time, in an unsafe condition.

14.04.02 Fleet Services Manager Responsibility

The Fleet Services Manager is responsible for determining if a vehicle is unsafe to operate. Once such a determination is made, the Fleet Services Manager has authority to immediately remove the vehicle from service and prohibit it from returning to service until such time as the vehicle is brought up to minimum safety standards.

CHAPTER 14.05
MAINTENANCE

14.05.01 Vendors and Warranties

14.05.02 Maintenance and Repair

14.05.03 Routine Preventative Maintenance Provided

14.05.04 Work on Vehicles Beyond Routine Preventative Maintenance

14.05.01 Vendors and Warranties

Fleet Management shall be responsible for selecting maintenance vendors and maintaining all vehicle warranties to the standards recommended by the vehicle manufacturer.

14.05.02 Maintenance and Repair

The Fleet Management Division shall be responsible for maintaining and repairing all vehicles, including those defined in section 14.07.04 as non-replacement vehicles.

14.05.03 Routine Preventative Maintenance Provided

Maintenance and repair shall consist of all routine preventative maintenance including: labor, parts and materials for the following: tune-ups, brakes, fluid changes, battery replacement, engine repair, transmission repair, suspension parts, tires, glass breakage, minor collision repair, electrical work, emissions requirements and defective items found in safety checks. The operation and maintenance fees cover these services.

14.05.04 Work on Vehicles Beyond Routine Preventative Maintenance

Labor, parts and materials for such work shall be charged at current shop rates to the respective departments (examples: installation of radio, phone, tool box, special equipment attachments such as tow hitches, etc.).

CHAPTER 14.06 COST RECOVERY

- 14.06.01 Operation and Maintenance*
- 14.06.02 Vehicle Replacement*
- 14.06.03 Rental Rates*
- 14.06.04 Shop Rates*

14.06.01 Operation and Maintenance

Costs of operation and maintenance of all vehicles as per 14.05.03 will be recovered on a per mile rate based on a minimum of 600 miles per month. Mileage rates will be established annually by Fleet Management and approved by the Board of Supervisors by resolution.

14.06.02 Vehicle Replacement

Vehicle replacement costs of all vehicles, except those noted in 14.07.03 and 14.07.04, will be recovered on a per mile rate based on a minimum of 600 miles per month. Mileage rates will be established annually by Fleet Management and approved by the Board of Supervisors by resolution.

14.06.03 Rental Rates

The cost of Pool vehicles will be set at a rate competitive with the cost of renting a vehicle from commercial vendors. Rates will be established annually by Fleet Management and approved by the Board of Supervisors by resolution.

14.06.04 Shop Rates

Shop rates as per 14.05.04 will include labor, facilities overhead, County overhead, and minor materials. Rates will be established annually by Fleet Management and approved by the Board of Supervisors by resolution.

CHAPTER 14.07 VEHICLE REPLACEMENT

- 14.07.01 Consultation*
- 14.07.02 Early Replacement Charged to Department*
- 14.07.03 Minimum Mileage Exceptions*
- 14.07.04 Vehicles Exempt from Replacement Charges*
- 14.07.05 Fleet Management Vehicle Replacement Fund*
- 14.07.06 Replacement Criteria*

14.07.01 Consultation

After consultation with Departments, and subject to the replacement criteria of this policy, Fleet Management will determine which vehicles will be replaced. Effective January 22, 2002, all vehicles will be added to the replacement program, except as noted in 14.07.04.

14.07.02 Early Replacement Charged to Department

Vehicles that must be replaced before the replacement fund has accrued sufficient funds will be subject to a re-capitalization charge representing the difference between the replacement cost of the vehicle and the replacement funds accrued to date, and charged to the appropriate Department.

14.07.03 Minimum Mileage Exceptions

For vehicles that are used frequently but incur very few miles, i.e. maintenance vehicles and specialty vehicles, the replacement criteria may be exceeded, provided the vehicle remains safe and is economical to operate. Each year the Fleet Services Manager will meet with Departments to review their vehicle utilization and adopt a two-year vehicle replacement plan for vehicles projected to exceed the replacement criteria.

14.07.04 Vehicles Exempt from Replacement Charges

Non-replacement vehicles will include those for which legislative, written grant, or funding source requirements specify that the purchase must be made by and the ownership of the vehicle will remain with the user Department. The determination of whether a proposed vehicle meets the non-replacement criteria will be made by the Fleet Services Manager.

The following vehicles shall be exempt:

- A. Vehicles purchased by Social Services;
- B. Other grant-funded vehicles;
- C. Other non-replacement vehicles as determined by the Fleet Services Manager;
- D. Vehicles over 10 years old;
- E. Asset seizure and forfeiture vehicles;
- F. Special investigative vehicles.

14.07.05 Fleet Management Vehicle Replacement Fund

All monthly replacement charges assessed by the Fleet Management internal service fund shall be placed in a separate account, along with all insurance settlements and surplus vehicle revenues, in order to clearly segregate and maximize the replacement revenue available to replace Fleet vehicles.

14.07.06 Replacement Criteria

In order to determine whether a vehicle is eligible for replacement, the following replacement criteria will be considered:

Vehicle category and type	Age (yrs)	Mileage	Life to date and/or repair costs
Patrol sedans	10	112,500	50% of original vehicle cost
Other police vehicles	10	125,000	50% of original vehicle cost
Subcompact sedans	10	125,000	50% of original vehicle cost
Compact and mid-size	10	125,000	50% of original vehicle cost
Full size sedans	10	125,000	50% of original vehicle cost
Vans	10	125,000	50% of original vehicle cost
Compact pickups	10	125,000	50% of original vehicle cost
Full size pickups	10	125,000	50% of original vehicle cost

14.07.07 Replacement Priority

Replacement funds will be used to replace the vehicles that have the highest replacement priority, as determined by the Fleet Manager, in order to assure the safety and efficiency of the entire fleet.

CHAPTER 14.08 PURCHASE OF FLEET VEHICLES

14.08.01 Purchase Authority

14.08.02 Non-Replacement Vehicle Purchase Authority

14.08.01 Purchase Authority

The Fleet Management Division will be responsible for approving all fleet vehicle purchases. The overall fleet size shall not be increased without prior approval of the Board of Supervisors.

14.08.02 Non-Replacement Vehicle Purchase Authority

The appropriate Department shall make all future non-replacement vehicle purchase or acquisitions with review by Fleet Management. Purchases will be made from funds appropriated in these exempt programs. Purchased vehicles will become part of the fixed asset inventory of these programs.

**CHAPTER 14.09
TRANSFER OF FLEET VEHICLES**

14.09.01 Authority of Review

14.09.01 Authority of Review

Fleet Management shall review each Department's vehicle usage and cost and shall have authority to transfer vehicles in the Fleet inventory from one Department to another in order to ensure the optimal usage and maximum efficiency of the fleet, after consultation with the affected Department.

**CHAPTER 14.10
SMOKING POLICY**

14.10.01 All Vehicles are Non Smoking

14.10.02 Costs for Smoke Related Clean Up/Damages

14.10.01 All Vehicles are Non Smoking

No smoking is authorized in any County vehicle. Vehicles with evidence of smoke shall be cleaned and the appropriate Department Head will be notified.

14.10.02 Costs for Smoke Related Clean Up/Damages

The cost for such cleaning or repairs will be billed directly to the responsible Department.

**CHAPTER 14.11
DAMAGES**

14.11.01 Determination of Damages

14.11.02 Reimbursement for Cost of Damages

14.11.01 Determination of Damages

Any vehicles that show evidence of significant body or physical damage shall be identified and repaired. The Fleet Services Manager shall determine what constitutes significant damage.

14.11.02 Reimbursement for Cost of Damages

Reimbursement for such repairs or damage shall be provided consistent with the appropriate sections of the Glenn County Administrative Manual. Any vehicle with body damage that exceeds the wholesale value of the vehicle will be disposed of by auction or sold as scrap iron. Vehicles that must be replaced before the replacement fund has accrued sufficient funds will be subject to a re-capitalization charge representing the difference between the replacement cost of the vehicle and the replacement funds accrued to date, and charged to the appropriate Department.

**CHAPTER 14.12
FUEL PURCHASE**

- 14.12.01 Fuel Purchasing Policy*
- 14.12.02 Payment for Fuel*
- 14.12.03 Waivers for Use of Other Oil Company Credit Cards*

14.12.01 Fuel Purchasing Policy

Fleet Management will coordinate fuel purchasing through card lock fuel facilities to obtain the best pricing, convenience, billing information, and security measures for Glenn County Fleet Vehicles. All fuel purchases will be done using the appropriate card lock facilities, except for waivers granted as described in section 14.12.03.

14.12.02 Payment for Fuel

Payment of fuel bills generated by each Department will be the fiscal responsibility of each Department.

14.12.03 Waivers for Use of Other Oil Company Credit Cards

A Department may request a waiver of the requirement that all fuel purchases be made through card lock fuel facilities. Upon written approval by the Fleet Services Manager, a Department may obtain oil company credit cards to purchase fuel, with the Board of Supervisors making the determination if a dispute arises on a case-by-case basis.

**CHAPTER 14.13
OPERATION OF VEHICLES**

- 14.13.01 Responsibilities of Employees for Operation of Vehicles*

14.13.01 Responsibilities of Employees for Operation of Vehicles

County Officers and Department Heads shall be responsible for the use of vehicles by Departmental personnel. The following criteria will apply to employees operating County vehicles:

- A. No person shall operate a County vehicle that does not have issued to him/her a valid California drivers license;
- B. Each employee shall be responsible for proper use, care and operation of the County vehicle assigned;
- C. Employees operating County vehicles shall comply with all Vehicle Code laws in a safe and courteous manner;
- D. Fines and penalties imposed by a court for a violation while on County business are the personal responsibility of the employee;
- E. All persons operating County vehicles shall be County employees or such other persons acting for and on behalf of the County as the Board of Supervisors may designate;
- F. Employees are to operate County vehicles in an ordinary, reasonable manner and not use in activities that may damage the vehicle, except Emergency Vehicles operating under Code 3 conditions;
- G. County vehicles shall only be used in conjunction with County business as per Glenn County Administrative Code 7.10.01.

**CHAPTER 14.14
VEHICLE TITLE**

- 14.14.01 County Shall Hold Vehicle Title*

14.14.01 County Shall Hold Vehicle Title

Vehicle registration titles shall be held by the Department of Finance unless the vehicle is exempt under section 14.07.04(f).