Yuma County
Fleet Management Program Policy

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SCOPE

To ensure that Yuma County (the County) has a safe, reliable, operationally appropriate and cost effective fleet that presents a consistently professional appearance, the Yuma County Fleet Management Program (FMP) has been developed. The FMP shall provide for the regular acquisition, funding, maintenance, replacement and disposal of the County's fleet vehicles. This policy supersedes all previously approved fleet management policies.

OBJECTIVES

The following represents the objectives of the County's FMP:

- Establish an internal service fund to provide capital for the purchase of replacement vehicles each fiscal year.

- Create predictability in budgetary funding outlays for fleet purchases by amortizing the funding of replacement vehicles through an annual vehicle replacement fee charged each year to individual department budgets.

- Eliminate the need for individual County departments to obtain approval from the Board of Supervisors for replacement vehicles.

- Centralize all fleet assessments, acquisitions, replacements, maintenance and repairs and disposals of all County fleet vehicles.

- Create efficiency by centralizing periodic and usual maintenance of the County fleet.

- Ensure the County has the appropriate number and type of vehicles to safely and efficiently provide continuous and effective service to the community and County departments.

- Reduce costs associated with maintenance and repairs by promoting standardization of the County's fleet.

- Reduce costs associated with maintenance and repairs by identifying and eliminating vehicles with an above average frequency of failure incidents.

- Ensure compliance with the *Yuma County Enterprise Risk Management, Health and Safety Policy*.

DEFINITIONS

The following words and phrases have the defined meanings unless otherwise clearly indicated by the context.

Board of Supervisors means the collective members of the body elected pursuant to Arizona law and which exercise the powers of the County granted by the Arizona State Constitution.

Budget Review Team means the committee responsible for developing a recommended budget for presentation to the County Board of Supervisors.

County means Yuma County, a political subdivision of the State of Arizona.

County Administrator means the chief executive officer of the County appointed by, and serving at the pleasure of, the Board of Supervisors.

Demand Maintenance is maintenance that is performed when a vehicle's parts fail or are damaged or worn.

Department means any governmental agency or department of Yuma County.

Departmental Fleet Contact is the employee designated by the department head to serve as the point of contact for fleet management matters pertaining to the vehicles assigned to the department.

Department Head means the elected or appointed officer of any agency or department of the County.

Deputy County Administrator means the deputy executive officer of the County.

Employee means any individual who is employed by the County, any volunteer, department head, or any individual who works for commissions, boards, districts, and authorities, all of whom operate under the direct supervision of the County, when acting in their capacity as agents of the County.

Fleet Manager means the employee responsible for managing the acquisition, maintenance, and disposal of County fleet vehicles.

Fleet Management Committee means the group of County employees that oversees implementation of the County's FMP.

Fleet Vehicle means a vehicle other than heavy machinery and equipment and specialty vehicles and includes such vehicles as sedans, SUVs, minivans and passenger vans, and light and medium duty trucks.

Loaner Vehicle means a fleet vehicle provided for use while a department's vehicle is being repaired, serviced or replaced.

Preventative Maintenance means periodic vehicle maintenance performed according to manufacturer recommendations and includes such services as oil changes, tire rotations and lubrication.

Telematics means monitoring a motor vehicle asset with a Global Positioning System and onboard diagnostics to record a vehicle's mechanical operations and to track the vehicle's movements on a computerized map.

POLICY

SECTION 1 – Program Administration

1.00 **Fleet Management Committee** – A Fleet Management Committee (FMC) shall be formed and regularly maintained to oversee the implementation of the FMP.

(A) **Membership** – The FMC shall be comprised of the Administrative Services Director, the Yuma County Sheriff or his/her designee, the Yuma County Sheriff's Fleet Manager, the Public Works' Fleet Manager and the Public Works' Shop Superintendent. All members of the FMC shall be permanent. The Administrative Services Director shall serve as the committee chairperson and the Public Works' Fleet Manager shall serve as the vice chairperson.

(B) **Duties** – The FMC shall be responsible for the following:

(1) Ensuring that County fleet data is regularly updated. Data shall include vehicle's department, VIN, make and model, age, mileage, condition and up-fitting requirements. The vehicle condition shall be rated using the *Vehicle Assessment Rating Sheet*.

(2) Updating and approving the *Vehicle Replacement Algorithm*.

(3) Developing an annual replacement list using the *Vehicle Replacement Algorithm* and presenting said list to the Budget Review Team for review.

(4) Developing the FMP budget and presenting it to the Budget Review Team.

(5) Monitoring all revenues and expenses of the annual FMP budget.

(6) Providing assistance in reviewing all contracts pertaining to vehicle purchasing, maintenance, fueling as well as contracts for the purchase of vehicle parts.

(7) Meeting a least once every two months to discuss matters pertaining to the FMP, including such things as fuel usage, maintenance, purchasing, budgeting and vehicle auctions. The Committee Chairperson shall be responsible for scheduling each meeting and developing an agenda.

(8) Determining how preventative and demand maintenance repairs performed by County employees or commercial auto repair shops are prioritized and scheduled.

1.01 **Fleet Managers** – The County shall have at least two Fleet Managers, with one assigned to the Yuma County Public Works Department and one to the Yuma County Sheriff's Office.

(A) **Qualifications** – Fleet Managers shall be qualified through certification and experience to manage fleets that include heavy equipment and machinery, specialty vehicles and all other fleet vehicles.

(B) **Duties** – Fleet Managers shall be responsible for the following:

(1) With input from the FMC, negotiating contracts for vehicle purchasing and leasing, fuel, parts and maintenance.

(2) Purchasing replacement vehicles to include processing of payments and vehicle registrations and titles.

(3) Processing paperwork required by the County's Finance Department pertaining to the acquisition, transfer or disposal of vehicles.

(4) Applying all markings and decals to vehicles.

(5) Up-fitting of vehicles with necessary equipment.

(6) Approving and paying all invoices associated with the FMP or appropriate Sheriff's Office fund.

(7) Tracking all fuel and maintenance costs and maintaining such data in an appropriate database.

(8) Maintaining preventative maintenance schedules and alerting departmental fleet contacts when regular maintenance is needed.

1.02 **Budget Review Team** – The Budget Review Team (BRT) shall meet with the FMC annually to review the FMP's budget and vehicle replacement list. The BRT shall be responsible for finalizing the FMP's budget for presentation to the Board of Supervisors by the County Administrator.

1.03 **County Administrator** – The County Administrator shall be responsible for assisting the BRT in developing the final FMP budget and presenting said budget to the Board of Supervisors.

1.04 **Board of Supervisors** – The Board of Supervisors shall review the annual FMP budget presented by the County Administrator and take appropriate action.

1.05 **Departmental Fleet Contact** – Departmental Fleet Contacts shall work with the Fleet Manager to facilitate the scheduling of repairs, preventative maintenance and other matters concerning their department's vehicle(s).

SECTION 2 – Program Implementation

2.00 **Funding** – The FMP shall be funded by means of an internal service fund (FMP Fund) authorized by the Board of Supervisors.

(A) **FMP Premiums** – The FMP Fund shall be supported by regular premiums set annually by the FMC and charged to each County department's budget line item designated for this purpose. Premium rates shall be based upon amounts determined by the *Vehicle Replacement Algorithm* and the estimated fuel and maintenance costs of each department.

(1) Premiums charged to the Yuma County Sheriff's Office shall not include costs for fuel and maintenance. Fuel and maintenance costs shall be budgeted separately by the Sheriff's Office.

(B) **Use of FMP Fund** – Only charges associated with the acquisition, maintenance, fueling and disposal of fleet vehicles shall be authorized for payment from the FMP Fund.

(C) **Oversight of FMP Fund** – The Public Works' Director shall be responsible for monitoring the approved FMP Fund budget and ensuring that all revenues and expenses are reviewed and authorized.

(D) **FMP Discontinuation** – In the event the FMP is discontinued, all premiums collected to support the FMP, minus outstanding obligations, shall revert to the fund from which they were collected.

2.01 **Vehicle Acquisition** – The FMP shall provide for the regular replacement of fleet vehicles deemed unsuitable for continued use based upon the *Vehicle Replacement Algorithm*.

(A) The Fleet Manager assigned to the Yuma County Sheriff's Office shall be responsible for obtaining replacement vehicles for all divisions of the Sheriff's Office and the Fleet Manager assigned to Public Works shall be responsible for obtaining replacement vehicles for all other County departments.

(B) Fleet Managers shall acquire all new vehicles pursuant to Yuma County's purchasing policies.

(1) Fleet Managers shall be responsible for transport and delivery of all replacement vehicles to the appropriate County department.

(2) Public Works shall be responsible for processing all documents to obtain the titles and registrations for all purchased vehicles. All vehicle titles shall show the owner as "Yuma County."

(3) Public Works shall provide all necessary documentation, including the Fixed Asset Activity Report, to the County's Finance Department immediately following the purchase of any replacement vehicle.

(C) If the FMP Fund has an insufficient balance to support acquisition of all vehicles approved for replacement, replacement priority shall be as follows:

(1) County Sheriff vehicles used for law enforcement, patrol, and jail detention;

(2) Vehicles used by the County Health District or Office of Emergency Management for critical community health and safety purposes;

(3) Vehicles used by Public Works for critical road repair and maintenance functions;

(4) Vehicles used by the Adult Probation Department for supervision of probationers; and

(5) All other vehicles used by County departments with priority determined by the FMC.

2.02 **Vehicle Color, Markings and Lettering** – All County vehicles shall be designated as official vehicles by means of markings and lettering pursuant to this section.

(A) Each motor vehicle added to the County's fleet shall be white in color.

(B) Each motor vehicle added to the County's fleet shall have a color County logo placed on each front door panel. Beneath the County logo shall be the words containing the County department name and the words "For Official Use Only." Additionally, a unit identification number shall be affixed to each motor vehicle. The unit identification numbering system shall be developed by the Fleet Manager and approved by the Fleet Management Committee.

(1) Departments wanting to exempt a vehicle from having official markings and lettering placed upon it shall forward their request to the Fleet Manager. The Fleet Manager will present the request to the Fleet Management Committee for consideration. After the Committee has made its determination, the Committee chair will then notify the department of the decision.

(C) The Fleet Manager from the Sheriff's Office shall be responsible for determining the type and location of vehicle lettering and markings and shall develop the unit identification numbering system for all Sheriff's Office vehicles.

2.03 **Vehicle Maintenance** – The FMP shall provide for the regular maintenance of fleet vehicles.

(A) The Fleet Manager assigned to the Yuma County Sheriff's Office shall be responsible for the maintenance of fleet vehicles for all divisions of the Sheriff's Office and the Fleet Manager assigned to Public Works shall be responsible for the maintenance of fleet vehicles for all other County departments.

(1) Costs associated with the maintenance of non-Sheriff's Office vehicles shall be paid from the FMP Fund.

(2) Costs associated with the maintenance of Sheriff's Office vehicles shall be paid from the appropriate Sheriff's Office fund.

(B) Fleet Managers are responsible for scheduling both preventative and demand vehicle maintenance.

(1) Fleet Managers shall be responsible for determining which maintenance and repair jobs should be accomplished in-house and which should be referred to commercial vehicle repair shops.

(a) Fleet Managers shall use only commercial vehicle repairs shops approved pursuant to the County's purchasing policy.

(b) Fleet Managers shall be responsible for processing all invoices for repairs and maintenance performed by commercial vehicle repair shops.

(2) Fleet Managers shall track all maintenance and repairs performed on County fleet vehicles and shall maintain such data in an electronic database approved by the FMC.

(C) Vehicle maintenance scheduling priority shall be as follows:

(1) Vehicles used for law enforcement activities;

(2) Vehicles used by the County Health District or Office of Emergency Management for critical community health and safety purposes;

(3) Vehicles used by Public Works for critical road repair and maintenance functions;

(4) Vehicles used by the Adult and Juvenile Probation Departments to supervise probationers.

(5) All other vehicles used by County departments with priority determined by need.

2.04 **Vehicle Disposal** – The FMP shall provide for the regular disposal of fleet vehicles that have been deemed unsuitable for continued County use based upon the *Vehicle Replacement Algorithm*.

(A) The FMC shall be responsible for determining which vehicles should be replaced and shall use the *Vehicle Replacement Algorithm* as a guide in making their determinations. The FMC shall review the fleet at least annually to identify which vehicles need to be replaced but may meet as needed to review any vehicle for continued use suitability.

(B) In coordination with each department, Fleet managers shall be responsible for disposing of the vehicles that the FMC has determined to be unsuitable for continued use. Fleet Managers shall coordinate with the County personnel assigned to auction County assets and shall provide said personnel with the appropriate documentation so that retired vehicles can be properly listed and sold.

(C) Proceeds from the auction of a retired vehicle shall be deposited into the FMP Fund.

(D) Minimum bids for all vehicles that are auctioned shall be the market value determined by the Public Works' Fleet Manager and approved by the Fleet Management Committee.

(E) Retired vehicles shall not be transferred between County departments without the authorization of the Fleet Management Committee.

2.05 **Vehicle Fueling** – Fueling of fleet vehicles shall be accomplished using appropriate purchasing credit cards approved by the County for such use.

(A) All fuel costs incurred by non-Sheriff's Office vehicles shall be paid from the FMP Fund.

(B) All fuel costs incurred by Sheriff's Office vehicles shall be paid from the appropriate Sheriff's Office fund.

(C) Fleet Managers shall be responsible for processing payments for fuel purchases and approving allocations of purchase card charges.

(D) Fleet Managers shall be responsible for tracking all fuel purchases and consumption rates for each fleet vehicle for which they are responsible and shall maintain such data in an appropriate electronic database.

SECTION 3 – FMP LOANER VEHICLES

3.00 **Purpose** – The FMP shall maintain vehicles to be used by County departments for use while a vehicle is being repaired, serviced or replaced.

3.01 **Management** – The Department of Public Works shall be responsible for managing the FMP loaner vehicles.

(A) The Public Works' Fleet Manager shall be responsible for acquiring, maintaining, replacing and disposing of loaner vehicles and for the process of providing loaner vehicles to County departments.

(B) Loaner vehicles shall be assigned to the Department of Public Works; an additional premium for funding the acquisition, maintenance, replacement and disposal of motor pool vehicles shall be included in the annual premium charged to each County department's budget.

(C) Use of County motor pool vehicles shall be governed by the *Yuma County Enterprise Risk Management, Health and Safety Policy* and the County's travel policies. Procedures associated with the acquisition, maintenance, replacement, disposal and fueling of motor pool vehicles shall be governed by Section 2 of this policy.

SECTION 4 – MOTOR VEHICLE RECORD CHECKS

4.00 **Purpose** – To ensure that County employees qualify to drive a County vehicle pursuant to the *Yuma County Enterprise Risk Management, Health and Safety Policy*, Public Works shall perform motor vehicle record checks of all employees whose job duties require them to drive a County vehicle.

4.01 **Management** – Motor vehicle record checks shall be made pursuant to the internal policies and procedures established by Yuma County Human Resources and Public Works.

SECTION 5 – TELEMATICS

5.00 **Purpose** – Telematics is used to maximize efficiency, increase productivity and improve safety for vehicles and drivers.

5.01 **Management** – The Fleet Management Committee shall determine which telematics vendor to utilize, the extent of telematic use, and which vehicles will be fitted with telematic devices.

(A) The Public Works Fleet Manager shall be responsible for having the devices installed in all approved, non-Sheriff vehicles.

(1) The Public Works Fleet Manager shall be responsible for monitoring the fleet using an approved telematics vendor product.

(2) The Public Works Fleet Manager shall be responsible for reporting significant findings of the telematics program to the Public Works Director on a quarterly basis. The Public Works Director will share the findings with the County Administrator.

(B) The Fleet Manager for the Sheriff's Office shall be responsible for having the devices installed in all approved Sheriff's vehicles.

(1) The Fleet Manager for the Sheriff's Office shall be responsible for monitoring the Sheriff's fleet using an approved telematics vendor product.

(2) The Fleet Manager for the Sheriff's Office shall be responsible for reporting significant findings of the telematics program to the Chief Deputy Sheriff on a quarterly basis. The Chief Deputy will share the findings with the Sheriff.

Adopted this 5th day of August 2019.

Susan Thorpe

Susan K. Thorpe, County Administrator