

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS  
ACTION AGENDA SUMMARY

DEPT: General Services Agency

BOARD AGENDA # \*B-4

Urgent

Routine

AGENDA DATE March 12, 2013

CEO Concur with Recommendation YES  NO

4/5 Vote Required YES  NO

(Information Attached)

SUBJECT:

Approval to Adopt the General Services Agency Fleet Services Policy

STAFF RECOMMENDATIONS:

Adopt the General Services Agency Fleet Services Policy.

FISCAL IMPACT:

Vehicle procurement decisions occur at the department level in collaboration with the County General Services Agency (GSA) Fleet Manager. Actual spending authority is approved by the Board of Supervisors through the annual budgetary process. In Fiscal Year 2012-2013 sixty-eight vehicles are projected to be purchased/leased. This Fleet Policy clarifies and aligns existing policy language with new language to address the vehicle purchase/lease purchase process within the annual budget development and approval framework. Bundling purchases will allow the County to take advantage of a lower purchase price and interest rate.

BOARD ACTION AS FOLLOWS:

No. 2013-107

On motion of Supervisor O'Brien, Seconded by Supervisor De Martini  
and approved by the following vote,

Ayes: Supervisors: O'Brien, Withrow, Monteith, De Martini and Chairman Chiesa

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1)  Approved as recommended

2)  Denied This Item was removed from the consent calendar for discussion and consideration.

3)  Approved as amended

4)  Other:

MOTION: Adopted the GSA Fleet Services Policy with minor amendments on pages 10 and 11 as presented by staff

ATTEST:

  
CHRISTINE FERRARO TALLMAN, Clerk

File No.

# Approval to Adopt the General Services Agency Fleet Services Policy

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## DISCUSSION:

The General Services Agency (GSA) has recently completed a comprehensive review of GSA – Fleet Services and County vehicle inventory. A review of underutilized vehicles, based on vehicle age, total miles, and average miles per year was conducted. The initial review resulted in 94 vehicles being identified as potentially underutilized and after further review by the Fleet Manager, based on an understanding of how these vehicles are used, the list decreased to a total of 21 potentially underutilized vehicles. However, each situation can be unique and it was apparent that further review needed to occur with the departments. Discussions with the departments resulted in 4 vehicles being transferred to the Fleet Motor Pool, 6 vehicles will replace those recommended for salvage, 7 vehicles will be utilized more, and 4 vehicles were identified as low usage based on the job assignment.

The comprehensive review also incorporated a benchmark analysis with four Counties: Fresno, Kern, Merced, and San Joaquin.

<b>County</b>	<b>Total Number of Vehicles</b>	<b>Average Total Miles</b>	<b>Average Age (Years)</b>	<b>Average Miles/Year</b>
Fresno	882	58,383	7.5	7,784
Kern	1177	56,291	8.5	6,133
Merced	503	56,531	7	8,075
San Joaquin	761	68,100	6.6	10,344
<b>Total Average</b>	<b>831</b>	<b>59,826</b>	<b>7.4</b>	<b>8,084</b>
<i>Stanislaus</i>	<i>813</i>	<i>60,064</i>	<i>7.2</i>	<i>9,249</i>

Stanislaus County is closely aligned with the average of the four counties in regards to the average total miles and average age of vehicle.

The review provided an opportunity to examine vehicles based upon usage trends, age, monthly and annual mileage data, and rotation options. The information was compared across all departments to better inform our fleet management process.

As part of this effort GSA completed a review of existing County policies and approved Board agenda items referring to GSA – Fleet Services and County vehicles. Policies regarding Fleet Services and vehicles are contained within the County’s Personnel Manual, Travel Policy, Salvage Policy, and various Board items. This Fleet Services Policy is intended to:

- a) consolidate efforts into a single document, and;
- b) incorporate into that document, a new vehicle procurement standard.

While the majority of these policies are consistent with long standing current operations, the lone policy change relates to the acquisition of new or replacement vehicles (collectively, “Acquisitions”).

## Approval to Adopt the General Services Agency Fleet Services Policy

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Specifically, beginning with Budget Year 2013-2014, departments will be required to request all vehicle acquisitions (Attachment A) needed as part of the Proposed Budget process, with an opportunity to “true-up” at Final Budget. This new process will allow us to capitalize on the procurement economies of scale through “bundled” purchases, which will help to take advantage of a lower purchase price and interest rates on leases.

The Fleet Policy defines the roles and responsibilities of drivers and Department Heads, and clarifies the critical role of the GSA Fleet Manager in the vehicle purchase and procurement process. The Fleet Manager will:

- Review all requests for the acquisition of new vehicles;
- Ensure that all County vehicles acquired under this policy meet the needs of the department in the most practical, effective and efficient manner;
- Ensure that departments are utilizing all vehicles in a manner that promotes efficiency, countywide;
- Meet with Department Heads annually to review department vehicle usage, recommending vehicle rotations, salvage, and return to Motor Pool; and
- Maintain a listing of all vehicles acquired and maintained through Fleet Services.

Upon Board approval this policy will be implemented immediately and integrated with the Budget Year 2013-2014 Proposed Budget process.

### **POLICY ISSUES:**

The approval of the Fleet Services Policy is consistent with the Board of Supervisors' priority of Efficient Delivery of Public Services by providing a document that consolidates and states the objective of the Fleet Services Policy including appropriate usage, driver responsibility, procurement and salvage protocol.

### **STAFFING IMPACT:**

The new Fleet Services policy will be implemented and managed with existing GSA staff.

### **CONTACT INFORMATION:**

Steven DeMass, Fleet Manager  
Keith D. Boggs, Assistant Executive Officer,  
GSA Director/Purchasing Agent

Telephone (209) 558-3653  
Telephone (209) 652-1514

**SEE AMENDED POLICY**



**COUNTY OF STANISLAUS**

**GENERAL SERVICES AGENCY  
FLEET SERVICES POLICY**

*Approved by the Stanislaus County  
Board of Supervisors  
on March XX, 2013*

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## I. INTRODUCTION

### 1. BACKGROUND

Stanislaus County General Services Agency-Fleet Services (Fleet) is an Internal Service Fund operation and charges departments for services provided on County-owned vehicles (County Vehicles). These services include preventive and prescriptive maintenance as well as administrative services for over 1,000 County Vehicles. Administrative duties include vehicle acquisition, disposal, record keeping, vehicle licensing, card-lock fuel & bulk fuel management, vehicle accident & loss recovery. Other services include emergency vehicle outfitting, motor pool operation and vehicle parts management. Fleet also ensures compliance with State and Federal regulatory requirements, which include vehicle smog inspections, O.S.H.A. & D.O.T. safety standards, and E.P.A. hazardous waste standards.

County Department Heads are accountable to the Board of Supervisors and the public for the funds and assets entrusted to them. Each County Department Head is responsible for administering the basic Fleet Services Policy in accordance with policy guidelines and any other policies applicable to the efficient, prudent, and safe operation of vehicles.

### 2. POLICY STATEMENT

The Fleet Services Policy is designed to ensure the effective and efficient use of County Vehicles by standardizing the procurement, maintenance, and operation of vehicles. These policies do not apply to vehicles purchased or maintained by Public Works.

## II. POLICY SUMMARIES

This section will provide summaries of existing County policies that address issues related to vehicle use. These policies may be revised independently of the Fleet Services Policy as necessary.

### 1. DRIVER AUTHORIZATION AND PERFORMANCE

#### Purpose:

This policy sets forth the minimum authorization requirements for driving a County owned or privately owned vehicle by an employee or volunteer who is authorized to drive on County business and sets forth standards of driving performance.

#### Department Head and Employee Responsibility

The Department Head, or his/her representative, may authorize driving privileges to an employee or volunteer who is required to drive a County owned/leased, and/or a privately owned/leased motor vehicle to perform his/her assigned functions, provided the employee or volunteer meets the following requirements:

- A. Presents to the Department Head or his/her representative a valid California driver's license appropriate for the motor vehicle(s) the employee will be authorized to drive. (Medical certification and endorsements if required)
- B. The employee or volunteer must certify they have minimum liability insurance coverage as required by the Financial Responsibility Law of California State Vehicle Code.
- C. Current California license plates are required on the vehicle.

#### Policy:

It is the policy of Stanislaus County that every driver driving on County business meets the minimum qualifications for driving as listed in Section II above. To assure this, the following systems are to be used.



- A. Occasionally Driving, Class "C" license holders: (Occasionally Driving is defined as any driver driving less than weekly). When requesting an employee to drive, the supervisor will check with the employee to assure the employee meets the qualifications for driving as listed in section II above. All statements made during this supervisors check for qualifications will be true to the best of the employee's knowledge at the time of the check. It is the responsibility of the department to track the "occasional driver."
- B. Occasionally Driving, Class "A", "B" or "C" driver's license holders with Hazardous Materials Endorsement: (Occasionally Driving is defined as any driver driving less than weekly). The driving of any vehicle or vehicle combination requiring a class "A", "B" or "C" license with Hazardous Materials Endorsement is covered under the Department of Motor Vehicles "Pull Notice Program" included in this policy.
- C. Weekly or Daily Drivers, any class license holders: (Weekly is defined as driving at least once each week. Daily is defined as every day). All non-law enforcement weekly or daily driving employees holding a class "C" license will be placed on the "Pull Notice Program". Law enforcement employees holding a Class "C" license remain the concern of the agency employing such employee, unless otherwise requested by the Department Head.

Authorization Forms:

Driver authorization forms, for both county and private cars, have been developed and shall be revised as necessary by the CEO-Risk Management Division. All Department Heads or his/her representatives shall use the form(s) designated by the CEO-Risk Management Division, for all class "C" drivers with weekly or daily exposure, or all class "A", "B" or "C" driver's license holders with Hazardous Materials Endorsement.

Cancellation:

An employee or volunteer shall be automatically denied driving privileges and those privileges shall be automatically canceled when the driver has an invalid California license, a suspended or a revoked license.

Authorized drivers who fail to immediately report to their supervisor a suspension or revoked action of their California State driver's license shall be subject to disciplinary action which could include suspension, demotion, or termination. A letter will be sent to the Department Head informing him/her that a license has or will be suspended/revoked.

A Department Head or his/her representative shall cancel a previously authorized driving privilege whenever an employee or volunteer retires, terminates, is discharged, or whenever the privilege is no longer necessary for the job functions.

Driving Performance:

When an employee or volunteer is required to drive in the performance of their duties, his/her ability and willingness to drive safely is an important aspect of the overall performance of their duty. The failure of an employee or volunteer to drive safely must be a matter of concern to the Department Head who will be expected to take all means available to identify a poor driver and to improve his/her performance or possibly to relieve the employee or volunteer of their duties. The safety committees shall ensure departments review and analyze all employee and volunteer accidents, monitor the accident records of employees and volunteers to control and minimize the liability to the County. To assist Department Heads to identify potential poor drivers, the safety committee may inform them of the following situations:

- A. Repeated Non-Serious Accidents: These are instances where an authorized driver has a record of two or more on-the-job non-serious, accidents within twenty-four months. Non-serious accidents



are accidents that do not result in injuries to persons or damage to the property of any one person or the County that is more than \$1500.

- B. **Serious Vehicle Accidents:** A serious vehicle accident is defined as when an authorized driver has a vehicle accident on the job, resulting in injury or death, of any one person or has two accidents, within thirty-six months, resulting in damages of more than \$1500 each.
- C. **Willful Misconduct or Recklessness:** Willful misconduct or recklessness is any occasion when the facts reported to the safety committee appear to show acts more serious than a simple failure to exercise due care.
- D. **Citizen Complaints:** Citizen complaints or complaints from other County employees against a County driver for alleged improper driving for whatever reason shall be investigated by the County Safety Officer in the CEO-Risk Management Division. He/She shall report his/her findings to the appropriate Department Head and/or the Department assigned representative for action or disposition, which is in accordance with this policy.

Processing a Citizen Complaint:

Any County employee can receive a complaint on another County employee/volunteer driver's performance. Anytime a citizen complaint is received a "Stanislaus County Citizens Complaint" form shall be filled out and sent to the CEO-Risk Management Division.

These reports, when received, shall be investigated by the County Safety Officer in the CEO-Risk Management Division. Findings of the investigation shall be reviewed with the appropriate Department staff.

Driver Responsibility:

(For both County or Personal vehicles being used on County business)

1. You are responsible for the vehicle you are driving while it is checked out, assigned to, or being used by you. Treat it as you would your own. **DO NOT LEAVE IT IN AN UNSAFE PLACE!**
2. **LOOK** at the tires and gas gauge before driving: **CHECK** for a good brake pedal and turn signals. Check to make sure you have a good spare tire.
3. **USE YOUR SEAT BELT.**
4. **DRIVE CAREFULLY AND DEFENSIVELY.** You are representing Stanislaus County and all its employees.
5. In case of a breakdown of a County owned vehicle on the road or if involved in an accident in a County owned vehicle, **FOLLOW INSTRUCTIONS.** Accident Report forms and instructions on what to do are in the glove compartment. If the forms are not in the glove box, report the lack of forms to the Motor Pool or County Fleet Services.
6. If driving your personal vehicle on County business you should, carry the same forms with you, as noted above and these forms should be checked before driving the vehicle, and follow the same instructions by filling out an accident report form.
7. If you are involved in any type of traffic accident, you must report it immediately in writing (Accident Report Form) to your supervisor.
8. Do not apologize or admit fault for the accident!



9. You should always be carrying an Accident Report Form when driving on County business. In a County owned vehicle they are located in the glove compartment. Complete and turn in the form to your supervisor.
10. Fill out the Accident Report Form COMPLETELY regardless of who is at fault. You must get the name, address, phone number, driver license number, license plate number, and insurance company of the other driver or property owner. If the information is refused report the fact to the police.
11. YOU MUST HAVE AN ACCIDENT REPORT PREPARED BY A LAW ENFORCEMENT AGENCY. This is for your own protection.
12. Check your registration/insurance to be sure it is updated. Be sure to carry it with you.
13. You must not make determinations as to the extent of damage. Leave that to the Fleet Services personnel or your insurance company.
14. Every County owned vehicle, during times of emergency, may truly become an emergency response vehicle. For that reason no County owned vehicle will be returned to the County or Department fleet with less than a half tank of gas.

Emergency Operations:

Stanislaus County is responsible for providing a wide variety of emergency assistance to other governmental agencies. Nothing in this Driver Authorization Policy should impede the provision of emergency assistance. If at any time a department has an emergency need which may conflict with this policy, transportation needs should be contracted out to a qualified vendor.

A. Instructions for Emergency Situations

Should you experience automobile trouble in a County vehicle, use the following procedures:

1. If it is something you can fix yourself, such as a flat tire, do so.
2. If it is something you cannot fix yourself:
  - a. Workdays between 7:00 a.m. and 5:30 p.m. call County Fleet Services, 558-3653, and give your location, telephone number and a brief description of the trouble and ask that your department be notified. Wait by the telephone for instructions regarding you, any passengers, and the car.
  - b. Workdays between 6:00 p.m. and 7:00 a.m., all weekends and holiday times, refer to the information located in the vehicle glove box.
  - c. Refer to the Breakdown/Mechanical Failure for a County Owned Vehicle instructions located on the Intranet at <http://saturn/intranet/>. This can be found by selecting Departments from the top navigation menu. Open the General Services Agency site. Select the Fleet Services option under the main category of Divisions on the left navigation menu. Under County Vehicles you will find the instructions on County Breakdown/Mechanical Procedures.
3. Take care of injured.
4. For non-emergency notify Emergency Dispatch Department, 552-3911.
5. For serious emergency dial 911. If in Stanislaus County, on a cellular phone dial 558-HELP (558-4357)

6. Request law enforcement investigation. (Tell them you are a County Employee on County Business).
7. DO NOT APOLOGIZE OR CLAIM RESPONSIBILITY FOR THE ACCIDENT.
8. DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT POLICE AND YOUR SUPERVISOR.

Existing Orders:

The Board of Supervisors Resolution dated July 17, 1973 regarding a revised policy for non-employee drivers' remains in effect as does the Board Policy Resolution of October 3, 1978 regarding the use of County automobiles. However, any other Board Order or Resolution which may exist concerning authorization to drive a County vehicle and driver performance which is in conflict with this policy is hereby superseded.

*(Source: Personnel Manual/Driver's Authorization and Performance Policy—Tab 18 Page 1- 6)*

**2. USE OF COUNTY VEHICLES, AIRCRAFT AND OTHER TRANSPORTATION EQUIPMENT**

The use of County "vehicles" shall be restricted to official County business and work activities. County "vehicles" include, but are not limited to: vehicles, autos, boats, trucks, aircraft (both fixed and non-fixed wing), motorcycles, all-terrain vehicles and any other equipment capable of transporting people or equipment.

Use of County vehicles for personal business or for any purpose other than County business is prohibited. County vehicles shall not be used for any private or business purpose. County departments with "on-call" employees shall develop regulations governing the use of County vehicles by on-call employees.

Transportation in a County-owned vehicle of any non-County person not engaged in official County business is prohibited unless otherwise expressly permitted by applicable law or department policy, or unless prior specific authorization is given by the Chief Executive Officer or his/her designee.

When County-owned aircraft are utilized for transportation purposes, departments should consider using the most economical means of travel.

The County's aircraft operated by the Sheriff's Office shall only be utilized for law enforcement or emergency-related purposes or County governmental purposes with the prior approval from the Chief Executive Officer or his/her designee. County aircraft shall not be used for commercial purposes or the benefit of a private business. Accurate flight records shall be maintained and shall identify passengers by name and shall include the purpose of the flight and the destination unless such information would compromise or interfere with a criminal investigation.

Each County Department Head and Elected Official is responsible for the implementation and enforcement of the provisions of this policy.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 40)*

**3. SMOKING IN COUNTY VEHICLES; MOBILE PHONE USE IN A VEHICLE**

Smoking will be prohibited in all County cars.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 3)*

If you are on County business and driving a vehicle, mobile phone usage must be limited and must not compromise your driving ability and safety, (including the safety of those around you).



It is expected that staff will pull over and stop the vehicle if the phone call will compromise safety. All staff must comply with State law.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 14)*

#### **4. TRAVEL POLICY**

##### Vehicle Travel:

Departments shall compare the cost difference between Private Vehicle, GSA Fleet Service Motor Pool Vehicle, a Department Owned Vehicle, and Rental from County contracted agency for trips greater than 100 miles one-way. Rate comparison information relating to Motor Pool, Rental, and Personal Vehicles may be obtained from GSA-Fleet Services web site (<http://saturn/intranet/Departments/PURCHASING/pdf/vehicle-costcomparison-calculator.pdf>).

Department head may approve any mode of vehicle travel; however, reimbursement will be based on the lowest cost option. While the mode of vehicle travel is at the department discretion, fiscal stewardship of public funds is to be considered in making the decision.

County employees who choose to transport a spouse, companion, or other in a rental vehicle shall be required to rent said vehicle at their own expense and then submit a claim for reimbursement upon their return.

Employees utilizing a County vehicle for travel are prohibited from transporting passengers unless their transportation relates to County business. For specifics, review the Board of Supervisors Resolution #2005-718 in Tab 16 of the Personnel Manual.

Employees driving on County business must submit proof that he/she possesses a valid California driver's license.

County employees who receive a car allowance are prohibited from checking out a County vehicle or County contracted rental vehicle for in-County travel. Exceptions would include use of a special vehicle, such as a van or truck, for transporting passengers or materials.

Procedures for vehicle accidents and reporting forms are available from CEO Risk Management and the GSA Fleet Services intranet site.

##### Vehicle Rental:

The County has a contract for rental vehicles. Rental vehicle information is available on the GSA Fleet Services intranet site.

Generally, a rental car should be used when:

1. Multiple business meetings that require travel between points make use of public transportation impractical.
2. Two or more County employees are attending the same meeting and one rental car for the group would be more economical.
3. It is less expensive to rent a car overall.
4. Fueling should be done under the current GSA Fleet Services Guidelines. Current guidelines are available on the GSA Fleet intranet site.

##### GSA Fleet Services Motor Pool or Department Owned Vehicle:

The County of Stanislaus maintains an automobile pool for authorized County employee travel. Requests for use of an automobile from the GSA Fleet Services Motor Pool by an authorized driver

shall be made to GSA Fleet Services at least one working day in advance of the planned trip, whenever possible. The County policy prohibits personal use of the County vehicle except for travel to and from the trip location and during breaks for meals.

Fueling for County Motor Pool or department-owned vehicles should also be done at the Card Lock Fuel Program stations. Contact GSA Fleet Service for current card-lock fuel programs. Card-lock fuel program information is available on the GSA Fleet intranet site.

(Source: Personnel Manual/Financial Policies—Tab 17 Pages 16-18)

**5. FLEET SERVICES RATE STRUCTURE**

Preventive & Demand Repairs:

All vehicle repairs are charged by time and material to departments. The hourly rate includes overhead costs of staff and garage operation. Vehicle parts and tires are charged at actual cost plus an overhead markup. Repairs that are sublet to outside vendors are charged at actual cost plus an overhead markup. The hourly rate and overhead markups are reviewed annually and adjusted as part of the fiscal budget process.

Card-lock and Bulk Fuel:

GSA-Fleet Services administers a card-lock fuel program and three bulk fuel tanks for fueling of county vehicles. Fuel costs are charged to departments plus an overhead markup. The card-lock fuel program should be used for all travel both inside and outside of Stanislaus County. Please contact Fleet Services for fuel cards and location of authorized stations. 558-3653

Fuel cards must be kept in a secure location and accounted for at all times. Keep PIN numbers separate from fuel cards.

If a fuel card is lost or stolen, report it immediately to Fleet Services at 558-3653. Replacement cards will be issued as quickly as possible.

Damaged Vehicle Program:

A damaged liability account was setup to accumulate funds annually by charging customers a flat monthly fee. The process allows departments to budget appropriately and not have unplanned and costly accident repairs throughout the year. The rate is reviewed annually as part of the fiscal budget process. Fleet Services works with Risk Management and Revenue Recover to ensure that all money owed to Stanislaus County, which resulted from a vehicle accident is recovered.

Motor Pool Rate:

GSA-Fleet Services maintains a pool of different vehicle types for you use by County departments. Departments are billed a fixed daily fee plus a per mile charge to cover fuel. The rates are reviewed annually as part of the fiscal budget process.

Vehicle Depreciation:

<u>Vehicles</u>	<u>Depreciated Life</u>
Patrol Cars	100,000 miles
Sedans/Minivans/Vans	6 years
Pickups	6 years
Misc. Equipment	8 years

(Source: Board of Supervisors Resolution #2003-615)



## 6. VEHICLE REPLACEMENT PLAN

Currently, all County vehicles are owned by the departments. Departments are responsible for their vehicle replacements and subsequent funding. Departments have an option of purchasing vehicles outright or financing through a capital lease program. The capital lease program gave departments the ability to enter into a lease paying principle and interest for a period of three to five years. At the completion, the department would pay a \$1 buyout and take ownership of the vehicle.

*(Source: Board of Supervisors Resolution #2008-408)*

## 7. SALVAGE POLICY

### Disposing of a County Owned Vehicle:

All disposals of Stanislaus County-owned vehicles must be facilitated by Fleet Services, which will work directly with the Purchasing Agent. Prior to disposal of any vehicle, Fleet Services Division will evaluate the vehicle for usage in other County departments. This may result in transfer of the asset to another department, without compensation to the originating department. To transfer a County-Owned vehicle to Fleet Services, use the Inventory Transfer Form.

*(Source: Board of Supervisors Resolution #2008-387)*

## 8. VEHICLE FUNDING/ACQUISITION; UTILIZATION

Stanislaus County operates a very diverse fleet of vehicles to meet the needs of County departments and their operations. All vehicles, purchased or leased, shall be appropriate for their intended use, and the most economical, fuel efficient and low emission vehicle possible while considering employee safety, vehicle durability and reliability. This policy establishes the means by which departments acquire and replace vehicles in keeping with the County's commitment to fiscal responsibility and improving air quality.

### A. Vehicle Funding/Acquisition:

To maximize savings, all vehicle funding is to be planned by the departments upon consultation with Fleet Manager, and approved by the Board of Supervisors at Proposed Budget, with a true-up at Final Budget. Emergency purchases will be allowed by the Chief Executive Office on a case-by-case basis for presentation to the Board of Supervisors at other times. Departments have the option of purchasing vehicles with existing capital or acquiring vehicles through a municipal lease. Preference shall be given to the lowest cost option and, when applicable, any state and federal funding requirements.

**Departments must submit a request for new or replacement vehicles ("Vehicle Acquisition Request") to the Fleet Manager during the budget planning process.** The Fleet Manager will standardize proposed acquisitions to the extent practicable, and will recommend alternatively fueled or low emission vehicles that will reduce fuel usages and significantly reduce emissions of NOx, PM, and Carbon Dioxide. The Fleet Manager will then provide associated cost estimates for the Vehicle Acquisition Request for use in the department's proposed budget. Upon approval of the Proposed Budget, the requesting department shall confirm its Vehicle Acquisition Request to Fleet Manager and indicate whether the acquisition is to be made using appropriations/fund balance or through a municipal lease. Fleet Manager shall collaborate with the Purchasing Agent to establish a municipal lease for all vehicles to be leased in the coming fiscal year. A requesting department may not submit additional requests during the year but may modify its original Vehicle Acquisition Request as part of Final Budget.

### B. Vehicle Life Cycles

Fleet has established the following minimum guidelines consistent with current/historical trend analysis to quantify planning for the replacement of County Vehicles.



Vehicle Type	Years	Miles
Sedans; passenger minivans	8	100,000
Light trucks/vans; medium trucks	10	100,000
Patrol vehicles	5	100,000

Other factors used in evaluating replacement include vehicle condition, maintenance/cost history, and suitability for current use. With respect to necessary repairs, consideration will be given to the cost of such repairs and impact on the vehicle's useful life, compared with the cost of acquiring a new vehicle in order to determine the most cost-effective option. Specialty vehicles will be evaluated on a case-by-case basis.

The Fleet Manager, in collaboration with the Department Head, may extend the life of a County Vehicle on a year-to-year basis so long as the vehicle is safe and reliable, and meets all required emission standards.

C. Vehicle Utilization:

County general-purpose vehicles should be used an average of 6,000 miles annually. Vehicles with low usage will be rotated within the department's fleet to offset higher usage vehicles to maximize vehicle utilization in accordance with vehicle life cycles. Underutilized vehicles will be evaluated by the Fleet Manager and Department Head to confirm the need and consider a reduction in the department's fleet size. County Vehicles that are determined to be no longer needed will be returned to Fleet for reassignment or disposal.

## 9. IDLING VEHICLES

This policy applies to operators of all self-propelled diesel-fueled vehicles 25 horsepower and up that were not designed to be driven on-road and diesel vehicles with a gross vehicle weight (GVWR) of 10,000 pounds owned or rented/leased to the County.

A. Idling Limit

1. No vehicle or engine may idle for more than five consecutive minutes.
2. A diesel-fueled motor vehicle with a GVWR greater than 10,000 pounds shall not idle for more than 5 minutes at any location
3. A diesel-fueled auxiliary power system (APS) shall not be operated for more than 5 minutes at any location within 100 feet of residences.

B. Exceptions

The above Idling Limits listed above shall not apply to:

1. Idling when queuing;
2. Idling to verify that the vehicle is in safe operating condition;
3. Idling for testing, servicing, repairing or diagnostic purposes;
4. Idling necessary to accomplish work for which the vehicle was designed;
5. Idling as required to bring the machine system to operating temperature, as specified by the manufacturer; or
6. Idling necessary to ensure safe operation of the vehicle.

C. Enforcement

The Air Resources Board (ARB) enforcement advisory for idling is available online from ARB's website at <http://www.arb.ca.gov/msprog/ordiesel/guidance/writtenidlingguide.pdf>. The enforcement advisory describes the method by which the idling policy will be enforced by ARB staff, and also states, "each first time violation of the idling requirements will be assessed a minimum civil penalty of \$300. Subsequent penalties can range for \$1,000 to \$10,000."

(Source: Board of Supervisors Resolution #2009-108)

GENERAL SERVICES AGENCY – FLEET SERVICES

VEHICLE ACQUISITION REQUEST FORM

Department: \_\_\_\_\_ Division/Unit/Shop: \_\_\_\_\_  
 Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Target Date: \_\_\_\_\_ Type of Vehicle: \_\_\_\_\_

\_\_\_\_\_ Replacement Vehicle? (Y or N)      \_\_\_\_\_ Straight Purchase      \_\_\_\_\_ Lease for \_\_\_\_\_ months

Options Required:

Option	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Cylinder:		6		8		Hybrid
Drive:		2-Wheel		4-Wheel		All-Wheel
Air Conditioning:		Front		Rear		None
Power:		Windows		Locks		Seats
Transmission:		Automatic		Manual		
Trailer Towing:		Yes		No		
Single CD Player:		Yes		No		
Running Boards:		Yes		No		

Additional Pickup Truck Options:

Option	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Tonnage:		Compact		1/2 Ton		3/4 Ton		1 Ton
Drive:		4X2		4X4				
Cab:		Standard		Extended		Crew		Cab-Chassis
Box:		Short		Long				

Justification of Need for Additional Vehicles: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Review of Vehicles Available In-County: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_  
 Date: \_\_\_\_\_ Transfer Paperwork Completed by: \_\_\_\_\_  
 Estimated Cost: \_\_\_\_\_  
 Purchased From: \_\_\_\_\_ Delivery Date: \_\_\_\_\_  
 Leased Through: \_\_\_\_\_ Docs complete: \_\_\_\_\_  
 Paperwork Completed By/Date: \_\_\_\_\_  
 Oracle \_\_\_\_\_ FASTER \_\_\_\_\_  
 License Plate \_\_\_\_\_ Fuel Card \_\_\_\_\_



## **COUNTY OF STANISLAUS**

### **GENERAL SERVICES AGENCY FLEET SERVICES POLICY**

*Approved by the Stanislaus County  
Board of Supervisors  
on March 12, 2013*



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## **I. INTRODUCTION**

### **1. BACKGROUND**

Stanislaus County General Services Agency-Fleet Services (Fleet) is an Internal Service Fund operation and charges departments for services provided on County-owned vehicles (County Vehicles). These services include preventive and prescriptive maintenance as well as administrative services for over 1,000 County Vehicles. Administrative duties include vehicle acquisition, disposal, record keeping, vehicle licensing, card-lock fuel & bulk fuel management, vehicle accident & loss recovery. Other services include emergency vehicle outfitting, motor pool operation and vehicle parts management. Fleet also ensures compliance with State and Federal regulatory requirements, which include vehicle smog inspections, O.S.H.A. & D.O.T. safety standards, and E.P.A. hazardous waste standards.

County Department Heads are accountable to the Board of Supervisors and the public for the funds and assets entrusted to them. Each County Department Head is responsible for administering the basic Fleet Services Policy in accordance with policy guidelines and any other policies applicable to the efficient, prudent, and safe operation of vehicles.

### **2. POLICY STATEMENT**

The Fleet Services Policy is designed to ensure the effective and efficient use of County Vehicles by standardizing the procurement, maintenance, and operation of vehicles. These policies do not apply to vehicles purchased or maintained by Public Works.

## **II. POLICY SUMMARIES**

This section will provide summaries of existing County policies that address issues related to vehicle use. These policies may be revised independently of the Fleet Services Policy as necessary.

### **1. DRIVER AUTHORIZATION AND PERFORMANCE**

#### Purpose:

This policy sets forth the minimum authorization requirements for driving a County owned or privately owned vehicle by an employee or volunteer who is authorized to drive on County business and sets forth standards of driving performance.

#### Department Head and Employee Responsibility

The Department Head, or his/her representative, may authorize driving privileges to an employee or volunteer who is required to drive a County owned/leased, and/or a privately owned/leased motor vehicle to perform his/her assigned functions, provided the employee or volunteer meets the following requirements:

- A. Presents to the Department Head or his/her representative a valid California driver's license appropriate for the motor vehicle(s) the employee will be authorized to drive. (Medical certification and endorsements if required)
- B. The employee or volunteer must certify they have minimum liability insurance coverage as required by the Financial Responsibility Law of California State Vehicle Code.
- C. Current California license plates are required on the vehicle.

#### Policy:

It is the policy of Stanislaus County that every driver driving on County business meets the minimum qualifications for driving as listed in Section II above. To assure this, the following systems are to be used.

- A. Occasionally Driving, Class "C" license holders: (Occasionally Driving is defined as any driver driving less than weekly). When requesting an employee to drive, the supervisor will check with the employee to assure the employee meets the qualifications for driving as listed in section II above. All statements made during this supervisors check for qualifications will be true to the best of the employee's knowledge at the time of the check. It is the responsibility of the department to track the "occasional driver."
- B. Occasionally Driving, Class "A", "B" or "C" driver's license holders with Hazardous Materials Endorsement: (Occasionally Driving is defined as any driver driving less than weekly). The driving of any vehicle or vehicle combination requiring a class "A", "B" or "C" license with Hazardous Materials Endorsement is covered under the Department of Motor Vehicles "Pull Notice Program" included in this policy.
- C. Weekly or Daily Drivers, any class license holders: (Weekly is defined as driving at least once each week. Daily is defined as every day). All non-law enforcement weekly or daily driving employees holding a class "C" license will be placed on the "Pull Notice Program". Law enforcement employees holding a Class "C" license remain the concern of the agency employing such employee, unless otherwise requested by the Department Head.

Authorization Forms:

Driver authorization forms, for both county and private cars, have been developed and shall be revised as necessary by the CEO-Risk Management Division. All Department Heads or his/her representatives shall use the form(s) designated by the CEO-Risk Management Division, for all class "C" drivers with weekly or daily exposure, or all class "A", "B" or "C" driver's license holders with Hazardous Materials Endorsement.

Cancellation:

An employee or volunteer shall be automatically denied driving privileges and those privileges shall be automatically canceled when the driver has an invalid California license, a suspended or a revoked license.

Authorized drivers who fail to immediately report to their supervisor a suspension or revoked action of their California State driver's license shall be subject to disciplinary action which could include suspension, demotion, or termination. A letter will be sent to the Department Head informing him/her that a license has or will be suspended/revoked.

A Department Head or his/her representative shall cancel a previously authorized driving privilege whenever an employee or volunteer retires, terminates, is discharged, or whenever the privilege is no longer necessary for the job functions.

Driving Performance:

When an employee or volunteer is required to drive in the performance of their duties, his/her ability and willingness to drive safely is an important aspect of the overall performance of their duty. The failure of an employee or volunteer to drive safely must be a matter of concern to the Department Head who will be expected to take all means available to identify a poor driver and to improve his/her performance or possibly to relieve the employee or volunteer of their duties. The safety committees shall ensure departments review and analyze all employee and volunteer accidents, monitor the accident records of employees and volunteers to control and minimize the liability to the County. To assist Department Heads to identify potential poor drivers, the safety committee may inform them of the following situations:

- A. Repeated Non-Serious Accidents: These are instances where an authorized driver has a record of two or more on-the-job non-serious, accidents within twenty-four months. Non-serious accidents

are accidents that do not result in injuries to persons or damage to the property of any one person or the County that is more than \$1500.

- B. **Serious Vehicle Accidents:** A serious vehicle accident is defined as when an authorized driver has a vehicle accident on the job, resulting in injury or death, of any one person or has two accidents, within thirty-six months, resulting in damages of more than \$1500 each.
- C. **Willful Misconduct or Recklessness:** Willful misconduct or recklessness is any occasion when the facts reported to the safety committee appear to show acts more serious than a simple failure to exercise due care.
- D. **Citizen Complaints:** Citizen complaints or complaints from other County employees against a County driver for alleged improper driving for whatever reason shall be investigated by the County Safety Officer in the CEO-Risk Management Division. He/She shall report his/her findings to the appropriate Department Head and/or the Department assigned representative for action or disposition, which is in accordance with this policy.

Processing a Citizen Complaint:

Any County employee can receive a complaint on another County employee/volunteer driver's performance. Anytime a citizen complaint is received a "Stanislaus County Citizens Complaint" form shall be filled out and sent to the CEO-Risk Management Division.

These reports, when received, shall be investigated by the County Safety Officer in the CEO-Risk Management Division. Findings of the investigation shall be reviewed with the appropriate Department staff.

Driver Responsibility:

(For both County or Personal vehicles being used on County business)

1. You are responsible for the vehicle you are driving while it is checked out, assigned to, or being used by you. Treat it as you would your own. **DO NOT LEAVE IT IN AN UNSAFE PLACE!**
2. **LOOK** at the tires and gas gauge before driving: **CHECK** for a good brake pedal and turn signals. Check to make sure you have a good spare tire.
3. **USE YOUR SEAT BELT.**
4. **DRIVE CAREFULLY AND DEFENSIVELY.** You are representing Stanislaus County and all its employees.
5. In case of a breakdown of a County owned vehicle on the road or if involved in an accident in a County owned vehicle, **FOLLOW INSTRUCTIONS.** Accident Report forms and instructions on what to do are in the glove compartment. If the forms are not in the glove box, report the lack of forms to the Motor Pool or County Fleet Services.
6. If driving your personal vehicle on County business you should, carry the same forms with you, as noted above and these forms should be checked before driving the vehicle, and follow the same instructions by filling out an accident report form.
7. If you are involved in any type of traffic accident, you must report it immediately in writing (Accident Report Form) to your supervisor.
8. Do not apologize or admit fault for the accident!



9. You should always be carrying an Accident Report Form when driving on County business. In a County owned vehicle they are located in the glove compartment. Complete and turn in the form to your supervisor.
10. Fill out the Accident Report Form COMPLETELY regardless of who is at fault. You must get the name, address, phone number, driver license number, license plate number, and insurance company of the other driver or property owner. If the information is refused report the fact to the police.
11. YOU MUST HAVE AN ACCIDENT REPORT PREPARED BY A LAW ENFORCEMENT AGENCY. This is for your own protection.
12. Check your registration/insurance to be sure it is updated. Be sure to carry it with you.
13. You must not make determinations as to the extent of damage. Leave that to the Fleet Services personnel or your insurance company.
14. Every County owned vehicle, during times of emergency, may truly become an emergency response vehicle. For that reason no County owned vehicle will be returned to the County or Department fleet with less than a half tank of gas.

Emergency Operations:

Stanislaus County is responsible for providing a wide variety of emergency assistance to other governmental agencies. Nothing in this Driver Authorization Policy should impede the provision of emergency assistance. If at any time a department has an emergency need which may conflict with this policy, transportation needs should be contracted out to a qualified vendor.

A. Instructions for Emergency Situations

Should you experience automobile trouble in a County vehicle, use the following procedures:

1. If it is something you can fix yourself, such as a flat tire, do so.
2. If it is something you cannot fix yourself:
  - a. Workdays between 7:00 a.m. and 5:30 p.m. call County Fleet Services, 558-3653, and give your location, telephone number and a brief description of the trouble and ask that your department be notified. Wait by the telephone for instructions regarding you, any passengers, and the car.
  - b. Workdays between 6:00 p.m. and 7:00 a.m., all weekends and holiday times, refer to the information located in the vehicle glove box.
  - c. Refer to the Breakdown/Mechanical Failure for a County Owned Vehicle instructions located on the Intranet at <http://saturn/intranet/>. This can be found by selecting Departments from the top navigation menu. Open the General Services Agency site. Select the Fleet Services option under the main category of Divisions on the left navigation menu. Under County Vehicles you will find the instructions on County Breakdown/Mechanical Procedures.
3. Take care of injured.
4. For non-emergency notify Emergency Dispatch Department, 552-3911.
5. For serious emergency dial 911. If in Stanislaus County, on a cellular phone dial 558-HELP (558-4357)

6. Request law enforcement investigation. (Tell them you are a County Employee on County Business).
7. DO NOT APOLOGIZE OR CLAIM RESPONSIBILITY FOR THE ACCIDENT.
8. DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT POLICE AND YOUR SUPERVISOR.

Existing Orders:

The Board of Supervisors Resolution dated July 17, 1973 regarding a revised policy for non-employee drivers' remains in effect as does the Board Policy Resolution of October 3, 1978 regarding the use of County automobiles. However, any other Board Order or Resolution which may exist concerning authorization to drive a County vehicle and driver performance which is in conflict with this policy is hereby superseded.

*(Source: Personnel Manual/Driver's Authorization and Performance Policy—Tab 18 Page 1- 6)*

## **2. USE OF COUNTY VEHICLES, AIRCRAFT AND OTHER TRANSPORTATION EQUIPMENT**

The use of County "vehicles" shall be restricted to official County business and work activities. County "vehicles" include, but are not limited to: vehicles, autos, boats, trucks, aircraft (both fixed and non-fixed wing), motorcycles, all-terrain vehicles and any other equipment capable of transporting people or equipment.

Use of County vehicles for personal business or for any purpose other than County business is prohibited. County vehicles shall not be used for any private or business purpose. County departments with "on-call" employees shall develop regulations governing the use of County vehicles by on-call employees.

Transportation in a County-owned vehicle of any non-County person not engaged in official County business is prohibited unless otherwise expressly permitted by applicable law or department policy, or unless prior specific authorization is given by the Chief Executive Officer or his/her designee.

When County-owned aircraft are utilized for transportation purposes, departments should consider using the most economical means of travel.

The County's aircraft operated by the Sheriff's Office shall only be utilized for law enforcement or emergency-related purposes or County governmental purposes with the prior approval from the Chief Executive Officer or his/her designee. County aircraft shall not be used for commercial purposes or the benefit of a private business. Accurate flight records shall be maintained and shall identify passengers by name and shall include the purpose of the flight and the destination unless such information would compromise or interfere with a criminal investigation.

Each County Department Head and Elected Official is responsible for the implementation and enforcement of the provisions of this policy.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 40)*

## **3. SMOKING IN COUNTY VEHICLES; MOBILE PHONE USE IN A VEHICLE**

Smoking will be prohibited in all County cars.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 3)*

If you are on County business and driving a vehicle, mobile phone usage must be limited and must not compromise your driving ability and safety, (including the safety of those around you).

It is expected that staff will pull over and stop the vehicle if the phone call will compromise safety. All staff must comply with State law.

*(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 14)*

#### **4. TRAVEL POLICY**

##### Vehicle Travel:

Departments shall compare the cost difference between Private Vehicle, GSA Fleet Service Motor Pool Vehicle, a Department Owned Vehicle, and Rental from County contracted agency for trips greater than 100 miles one-way. Rate comparison information relating to Motor Pool, Rental, and Personal Vehicles may be obtained from GSA-Fleet Services web site (<http://saturn/intranet/Departments/PURCHASING/pdf/vehicle-costcomparison-calculator.pdf>).

Department head may approve any mode of vehicle travel; however, reimbursement will be based on the lowest cost option. While the mode of vehicle travel is at the department discretion, fiscal stewardship of public funds is to be considered in making the decision.

County employees who choose to transport a spouse, companion, or other in a rental vehicle shall be required to rent said vehicle at their own expense and then submit a claim for reimbursement upon their return.

Employees utilizing a County vehicle for travel are prohibited from transporting passengers unless their transportation relates to County business. For specifics, review the Board of Supervisors Resolution #2005-718 in Tab 16 of the Personnel Manual.

Employees driving on County business must submit proof that he/she possesses a valid California driver's license.

County employees who receive a car allowance are prohibited from checking out a County vehicle or County contracted rental vehicle for in-County travel. Exceptions would include use of a special vehicle, such as a van or truck, for transporting passengers or materials.

Procedures for vehicle accidents and reporting forms are available from CEO Risk Management and the GSA Fleet Services intranet site.

##### Vehicle Rental:

The County has a contract for rental vehicles. Rental vehicle information is available on the GSA Fleet Services intranet site.

Generally, a rental car should be used when:

1. Multiple business meetings that require travel between points make use of public transportation impractical.
2. Two or more County employees are attending the same meeting and one rental car for the group would be more economical.
3. It is less expensive to rent a car overall.
4. Fueling should be done under the current GSA Fleet Services Guidelines. Current guidelines are available on the GSA Fleet intranet site.

##### GSA Fleet Services Motor Pool or Department Owned Vehicle:

The County of Stanislaus maintains an automobile pool for authorized County employee travel. Requests for use of an automobile from the GSA Fleet Services Motor Pool by an authorized driver

shall be made to GSA Fleet Services at least one working day in advance of the planned trip, whenever possible. The County policy prohibits personal use of the County vehicle except for travel to and from the trip location and during breaks for meals.

Fueling for County Motor Pool or department-owned vehicles should also be done at the Card Lock Fuel Program stations. Contact GSA Fleet Service for current card-lock fuel programs. Card-lock fuel program information is available on the GSA Fleet intranet site.

*(Source: Personnel Manual/Financial Policies—Tab 17 Pages 16-18)*

## **5. FLEET SERVICES RATE STRUCTURE**

### Preventive & Demand Repairs:

All vehicle repairs are charged by time and material to departments. The hourly rate includes overhead costs of staff and garage operation. Vehicle parts and tires are charged at actual cost plus an overhead markup. Repairs that are sublet to outside vendors are charged at actual cost plus an overhead markup. The hourly rate and overhead markups are reviewed annually and adjusted as part of the fiscal budget process.

### Card-lock and Bulk Fuel:

GSA-Fleet Services administers a card-lock fuel program and three bulk fuel tanks for fueling of county vehicles. Fuel costs are charged to departments plus an overhead markup. The card-lock fuel program should be used for all travel both inside and outside of Stanislaus County. Please contact Fleet Services for fuel cards and location of authorized stations. 558-3653

Fuel cards must be kept in a secure location and accounted for at all times. Keep PIN numbers separate from fuel cards.

If a fuel card is lost or stolen, report it immediately to Fleet Services at 558-3653. Replacement cards will be issued as quickly as possible.

### Damaged Vehicle Program:

A damaged liability account was setup to accumulate funds annually by charging customers a flat monthly fee. The process allows departments to budget appropriately and not have unplanned and costly accident repairs throughout the year. The rate is reviewed annually as part of the fiscal budget process. Fleet Services works with Risk Management and Revenue Recover to ensure that all money owed to Stanislaus County, which resulted from a vehicle accident is recovered.

### Motor Pool Rate:

GSA-Fleet Services maintains a pool of different vehicle types for you use by County departments. Departments are billed a fixed daily fee plus a per mile charge to cover fuel. The rates are reviewed annually as part of the fiscal budget process.

### Vehicle Depreciation:

<u>Vehicles</u>	<u>Depreciated Life</u>
Patrol Cars	100,000 miles
Sedans/Minivans/Vans	6 years
Pickups	6 years
Misc. Equipment	8 years

*(Source: Board of Supervisors Resolution #2003-615)*

## 6. VEHICLE REPLACEMENT PLAN

Currently, all County vehicles are owned by the departments. Departments are responsible for their vehicle replacements and subsequent funding. Departments have an option of purchasing vehicles outright or financing through a capital lease program. The capital lease program gave departments the ability to enter into a lease paying principle and interest for a period of three to five years. At the completion, the department would pay a \$1 buyout and take ownership of the vehicle.

*(Source: Board of Supervisors Resolution #2008-408)*

## 7. SALVAGE POLICY

### Disposing of a County Owned Vehicle:

All disposals of Stanislaus County-owned vehicles must be facilitated by Fleet Services, which will work directly with the Purchasing Agent. Prior to disposal of any vehicle, Fleet Services Division will evaluate the vehicle for usage in other County departments. This may result in transfer of the asset to another department, without compensation to the originating department. To transfer a County-Owned vehicle to Fleet Services, use the Inventory Transfer Form.

*(Source: Board of Supervisors Resolution #2008-387)*

## 8. VEHICLE FUNDING/ACQUISITION; UTILIZATION

Stanislaus County operates a very diverse fleet of vehicles to meet the needs of County departments and their operations. All vehicles, purchased or leased, shall be appropriate for their intended use, and the most economical, fuel efficient and low emission vehicle possible while considering employee safety, vehicle durability and reliability. This policy establishes the means by which departments acquire and replace vehicles in keeping with the County's commitment to fiscal responsibility and improving air quality.

### A. Vehicle Funding/Acquisition:

To maximize savings, all vehicle funding is to be planned by the departments upon consultation with Fleet Manager, and approved by the Board of Supervisors at Proposed Budget, with a true-up at Final Budget. Emergency purchases will be allowed by the Chief Executive Office on a case-by-case basis for presentation to the Board of Supervisors at other times. Departments have the option of purchasing vehicles with existing capital or acquiring vehicles through a municipal lease. Preference shall be given to the lowest cost option and, when applicable, any state and federal funding requirements.

**Departments must submit a request for new or replacement vehicles ("Vehicle Acquisition Request") to the Fleet Manager during the budget planning process.** The Fleet Manager will standardize proposed acquisitions to the extent practicable, and will consider alternatively fueled or low emission vehicles that will reduce fuel usages and significantly reduce emissions of NOx, PM, and Carbon Dioxide. Annual requests for vehicles (non specialized) will be determined by the Fleet Manager to include compact, sedan, pick-up (¼, ½ and ¾ ton) and passenger vans (7 to 15 passengers). The Fleet Manager will then provide associated cost estimates for the Vehicle Acquisition Request for use in the department's proposed budget. Upon approval of the Proposed Budget, the requesting department shall confirm its Vehicle Acquisition Request to Fleet Manager and indicate whether the acquisition is to be made using appropriations/fund balance or through a municipal lease. Fleet Manager shall collaborate with the Purchasing Agent to establish a municipal lease for all vehicles to be leased in the coming fiscal year. A requesting department may not submit additional requests during the year but may modify its original Vehicle Acquisition Request as part of Final Budget.



**B. Vehicle Life Cycles**

Fleet has established the following minimum guidelines consistent with current/historical trend analysis to quantify planning for the replacement of County Vehicles.

Vehicle Type	Years	Miles
Sedans; passenger minivans	8	100,000
Light trucks/vans; medium trucks	10	100,000
Patrol vehicles	5	100,000

Other factors used in evaluating replacement include vehicle condition, maintenance/cost history, and suitability for current use. With respect to necessary repairs, consideration will be given to the cost of such repairs and impact on the vehicle's useful life, compared with the cost of acquiring a new vehicle in order to determine the most cost-effective option. Specialty vehicles will be evaluated on a case-by-case basis.

The Fleet Manager, may extend the life of a County Vehicle on a year-to-year basis so long as the vehicle is safe and reliable, and meets all required emission standards.

**C. Vehicle Utilization:**

County general-purpose vehicles should be used an average of 6,000 miles annually. Vehicles with low usage will be rotated within the department's fleet to offset higher usage vehicles to maximize vehicle utilization in accordance with vehicle life cycles. Underutilized vehicles will be evaluated by the Fleet Manager to confirm the need and consider a reduction in the department's fleet size. County Vehicles that are determined to be no longer needed will be returned to Fleet for reassignment or disposal.

**9. IDLING VEHICLES**

This policy applies to operators of all self-propelled diesel-fueled vehicles 25 horsepower and up that were not designed to be driven on-road and diesel vehicles with a gross vehicle weight (GVWR) of 10,000 pounds owned or rented/leased to the County.

**A. Idling Limit**

1. No vehicle or engine may idle for more than five consecutive minutes.
2. A diesel-fueled motor vehicle with a GVWR greater than 10,000 pounds shall not idle for more than 5 minutes at any location
3. A diesel-fueled auxiliary power system (APS) shall not be operated for more than 5 minutes at any location within 100 feet of residences.

**B. Exceptions**

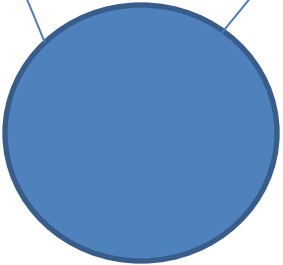
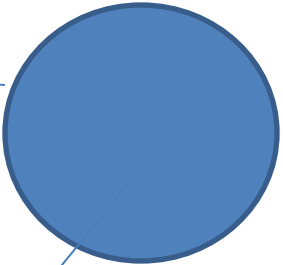
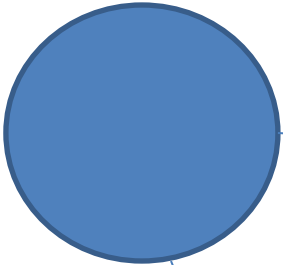
The above Idling Limits listed above shall not apply to:

1. Idling when queuing;
2. Idling to verify that the vehicle is in safe operating condition;
3. Idling for testing, servicing, repairing or diagnostic purposes;
4. Idling necessary to accomplish work for which the vehicle was designed;
5. Idling as required to bring the machine system to operating temperature, as specified by the manufacturer; or
6. Idling necessary to ensure safe operation of the vehicle.

**C. Enforcement**

The Air Resources Board (ARB) enforcement advisory for idling is available online from ARB's website at <http://www.arb.ca.gov/msprog/ordiesel/guidance/writtenidlingguide.pdf>. The enforcement advisory describes the method by which the idling policy will be enforced by ARB staff, and also states, "each first time violation of the idling requirements will be assessed a minimum civil penalty of \$300. Subsequent penalties can range for \$1,000 to \$10,000."

*(Source: Board of Supervisors Resolution #2009-108)*



**Personnel Policy**

- Driver Authorization
- Employee Conduct
- Use of County Vehicles
- Smoking in Vehicles

**FLEET POLICY  
DOCUMENT  
MARCH 2013**

**Travel Policy**

- Vehicle Travel Policy

**Board Recommendations**

- Rate Structure
- Salvage
- Idling Vehicles
- **Vehicle Funding Acquisition**

**Departments must submit a request for new or replacement vehicles (“Vehicle Acquisition Request”) to the Fleet Manager during the budget planning process.** The Fleet Manager will standardize proposed acquisitions to the extent practicable, and will ~~recommend~~ consider alternatively fueled or low emission vehicles that will reduce fuel usages and significantly reduce emissions of NOx, PM, and Carbon Dioxide.

Annual requests for vehicles (non specialized) will be determined by the Fleet Manager to include compact, sedan, pick-up ( $\frac{1}{4}$ ,  $\frac{1}{2}$  and  $\frac{3}{4}$  ton) and passenger vans (7 to 15 passengers). The Fleet Manager will then provide associated cost estimates for the Vehicle Acquisition Request for use in the department’s proposed budget.

### Vehicle Life Cycles:

- The Fleet Manager, ~~in collaboration with the Department Head~~ may extend the life of a County Vehicle on a year-to-year basis so long as the vehicle is safe and reliable, and meets all required emission standards.

### Vehicle Utilization:

- County general-purpose vehicles should be used an average of 6,000 miles annually. Vehicles with low usage will be rotated within the department's fleet to offset higher usage vehicles to maximize vehicle utilization in accordance with vehicle life cycles. Underutilized vehicles will be evaluated by the Fleet Manager ~~and Department Head~~ to confirm the need and consider a reduction in the department's fleet size. County Vehicles that are determined to be no longer needed will be returned to Fleet for reassignment or disposal.