



CITY COMMISSION POLICY MANUAL

Fleet Management Policy

Department:
Management Administration

Date Adopted:
December 16, 1992

Last Revised Date:
June 25, 2003

124.01 AUTHORITY:

Approved by the City Commission.

124.02 PURPOSE:

This policy applies to all City owned vehicles assigned to employees in the performance of their duties and for privately owned vehicles which are used in the performance of City business. Additionally, this policy establishes the Operational Manager Advisory Committee to Fleet Management Division.

124.03 POLICY STATEMENT:

It is the intent of this policy to establish rules, regulations, and procedures for the coordinated management (which includes operation, maintenance, replacement, acquisition, and utilization) of City owned vehicles and privately owned vehicles which are used in the performance of City business and to define the role of the Fleet Management Division and guidelines they use to manage the fleet.

124.04 DEFINITIONS:

- A. Vehicle: Any self-propelled equipment, trailer, or trailer mounted equipment, which is towed by a self-propelled piece of equipment, which is tagged with City I.D., and/or licensed for use on public roadways. Each vehicle will be part of the Vehicle Replacement Program and maintained by Fleet Management except those vehicles excluded in the User Department's Memorandum of Understanding. This does not include riding or push lawn mowers.
- B. City Vehicle: Any vehicle owned, rented, or leased by the City of Tallahassee.
- C. Privately Owned Vehicle: Any vehicle owned, rented, or leased by a City employee which is used in the performance of City business.
- D. Reimbursement Rate: The rate which is established and published by the Department of Management and Administration to reimburse employees for the use of privately owned vehicles in the performance of City business (detailed in City Administrative Policy Section 602, "Travel Policy").
- E. Stand-by Vehicle: A City owned vehicle which is taken home by City personnel who are assigned stand-by duty in order to deal with service requests outside of normal working hours.
- F. Surplus Vehicle: Any vehicle that has been removed from service as a result of having been replaced; involved in an accident where the vehicle has been declared a total loss; or lack of utilization.

- G. Take-home Vehicle: A City owned vehicle assigned to a specific position with take-home responsibilities.
- H. Memorandum of Understanding (MOU): A written agreement between user department and Fleet Management on issues specific to user departments' operational needs.
- I. Operational Managers Advisory Committee (OMAC): A committee, under the direction of the Assistant City Manager - Development & Transportation, comprised of four (4) representatives from Utility Services, three (3) representatives from Safety and Neighborhood Services (SNS), three (3) representatives from Development and Transportation Services (D&T) and one (1) annual rotating member between SNS and D&T. Members of the Committee shall establish a set of bylaws and elect a Chairperson annually.
- J. The Vehicle Replacement Rate: This is a charge to the department for each assigned vehicle for the purpose of accruing funds in the Fleet Reserve Fund account for the timely replacement of City vehicles. The Vehicle Replacement Rate formula shall be based upon the vehicle's estimated replacement cost less its estimated salvage value prorated over its predetermined useful life, adjusted by a factor to insure the adequacy of the Fleet Reserve Fund. Vehicle Replacement Rates do not apply to surplus vehicles.
- K. User Department/Division Vehicle Liaison: A point of contact for communication and coordination between Fleet and user department/division. Vehicle Liaisons are appointed by department directors.

124.05 RESPONSIBILITIES:

A. City Manager

- 1. Responsible for approving the Fleet Management Administrative Guidelines.
- 2. Shall approve vehicle utilization rates.
- 3. Shall approve the use of privately owned vehicles.
- 4. Select OMAC annual rotating member.

B. Assistant City Manager

- 1. Responsible for oversight of the Fleet Management Policy for their respective service areas.
- 2. Responsible for approving requests within their respective service areas for the reissue of surplus vehicles to the fleet.
- 3. Responsible for authorizing vehicles not meeting minimum utilization rates.
- 4. Shall follow up on occurrences of non-compliance with the Fleet Management Policy and shall insure compliance or provide the City Manager with justification for deviation.

C. Director of Department of Management and Administration (DMA)

- 1. Responsible for processing vehicle utilization logs received annually from Department Directors in accordance with Internal Revenue Service Regulations.
- 2. Shall develop a list of all additional vehicles, which have been approved in the Budget.

3. Shall set the monthly vehicle replacement rates to insure adequate balances in the Fleet Reserve Fund.
4. Shall review and make budgetary recommendations on the reissue of surplus vehicles.
5. Shall make available all budgetary data requested by OMAC, for the purpose of monitoring adherence to this policy.

D. Director of Public Works

1. Responsible for the establishment of performance measures to assess and insure the Fleet Management Program is managed in an effective and efficient manner.

E. Department Directors

1. Responsible for the assignment of vehicles, monitoring and reporting requirements, compliance with the Fleet Management Policy, and the correction of any non-compliance activity.
2. Responsible to see that all rules, regulations, and procedures described in Administrative Policies and Procedures No. 732 (Motor Vehicle Operations - Safety Manual) are followed.
3. Responsible for monitoring the utilization level of vehicles in their departments and providing justification for the retention vehicles not meeting minimum utilization rates.
4. Shall assign take-home vehicles and maintain a list of take-home vehicles and stand-by vehicles in their departments. These lists shall be updated as changes occur and provided to Fleet Management.
5. Shall furnish DMA, no later than the first week in January each year, a vehicle log utilizing the form and instructions furnished by DMA for each individual assigned a take-home vehicle.
6. Shall maintain records of mileage logs and justifications on the use of private-owned vehicles.
7. Shall appoint Department/Division Vehicle Liaisons and Members of the OMAC.
8. Shall initiate MOU requests to Fleet Management including an outline of recommendations to be included in the MOU.

F. Superintendent - Fleet Management

1. Responsible for overseeing the centralized management of the City's Fleet through coordination with User Departments, which includes such things as vehicle repair and maintenance, acquisition of vehicles, and utilization of vehicles. StarMetro vehicles are excluded.
2. Shall be responsible for all vehicle inventory records, maintenance records, tags, titles, invoices, and assignment of vehicle numbers, except Star Metro vehicles.
3. Shall provide periodic reports and inquiry access to Fleet information database to Assistant City Managers and Department Directors to assist them in monitoring and managing their vehicles.

4. Responsible for the planned vehicle replacement program and working in conjunction with the User Departments, shall generate a list of proposed replacement vehicles each year to support budget request submittals. This list shall be provided to the OMAC, Vehicle Liaisons, and Department Heads no later than December 1 of the year prior to proposed replacement year. Input and review comments shall be provided to Fleet Management by the following January 15. This list shall include a five (5)-year replacement plan.
5. Shall provide information to ACM/User Department and DMA for additional vehicles and the reissue of surplus vehicles.
6. Responsible for initiating disposal of surplus vehicles.
7. Facilitate User Department needs.
8. Shall make available all data requested by the OMAC for purpose of monitoring adherence to this policy.
9. All activities involving the acquisition of additional vehicles, such as requisitions, quotes/bids, purchase orders, receiving of vehicles, invoices, and tag and title registration shall be handled by Fleet Management and/or Procurement Services.
10. Shall develop MOU within six (6) months of receipt of request from user department.

G. Manager of Star Metro

1. Shall be responsible for overseeing the management of StarMetro's fleet, which includes such things as vehicle repair and maintenance, acquisition of vehicles, and utilization of vehicles.
2. Shall be responsible for all vehicle inventory records, maintenance records, tags, titles, invoices, and assignment of vehicle numbers.

H. Operational Managers Advisory Committee.

1. Acts as arbitrator on unresolved administrative issues. If impasse is reached between Fleet and User Department. All parties shall move forth with the prompt implementation of the decision of the OMAC. Appeals of OMAC decisions shall be made to a committee consisting of the Assistant City Managers.
2. OMAC shall be responsible for making recommended changes to this policy.
3. Approved proposed FY Vehicle Replacement List by January 31 and final list by April 30.
4. Make recommended changes to the Fleet Management Operational Procedures.

I. Department/Division Vehicle Liaison

1. Receive monthly PM schedules from Fleet Management, coordinate with department/division, and recommend revisions and adjustments to the PM schedule.
2. Review daily repair schedule and communicate to Fleet Management the department/division's repair priorities for in-house repairs and contract repair work.

3. Review vehicle replacement list, make recommendations to Fleet Management on revisions and modifications to the vehicle replacement list.
4. Approved Vehicle Specifications. Provide Fleet Management with recommended specifications on additional vehicles and upgrades by July 1 prior to the beginning of the fiscal year.

124.06 PROCEDURES:

A. Vehicle Repair and Maintenance

1. The Service Unit shall provide, as soon as possible, the User Department an estimated downtime and cost for repairs needed. This time shall not exceed twenty-four (24) hours of vehicle being turned into Fleet.
2. Repairs will generally be accomplished on a first come, first served basis by the Service Unit of the Fleet Management Division. However, the Superintendent - Fleet Management is responsible for setting priorities which may be shifted to vehicles involved in public safety services and requests concerning vehicular needs that may be critical to a department's ability to provide services to the public. The Service Unit may contract repairs due to shop load or to obtain services not provided, which may include roadside repairs, after-hour repairs, body and paint repair, etc. with agreement of the Vehicle Liaison.
3. Preventative Maintenance:
 - a. The Fleet Management Division will schedule and perform Preventive Maintenance (PM) services on vehicles in order to comply with warranty requirements, safety issues, user departments operational needs and to attempt to the extent possible, to accomplish minor repairs prior to major problems occurring. Notifications will be sent to departments at least two week prior to the scheduled PM due date. It shall be the departments' responsibility to ensure that the vehicles are made available for these services and if for some reason they cannot be made available, the department must contact Fleet Management to reschedule the service.
 - b. If the department fails to reschedule the PM service and ignores the notice, it will be considered a "no show". "No shows" will be logged by Fleet Management by cost center and a percent of "no shows" per total scheduled PMs will be established for each cost center. These figures will be furnished to Department Directors and Assistant City Managers annually. Additionally, Department Directors will be copied on the third attempt to reschedule a vehicle for PM. PM "no show" notices sent in error shall be amended and furnished to Department Directors and Assistant City Managers annually.
4. Alterations/Modifications and Vehicle Markings: All vehicle markings will follow the standard markings as applied by Fleet Management. Since altering, modifying, or adding special markings and bumper stickers, vehicles may have safety, warranty or liability implications, no such alteration or modification shall

be made to any City vehicle without the permission of the Fleet Management Division.

5. Factory Recalls: Fleet Management will notify user departments of all recalls on vehicle equipment. Since most recalls deal with safety related items, it is required that the user department return the vehicle to the dealer as soon as possible for the modification/repair.

B. Acquisition of Vehicles

1. Funding

- a. Replacement vehicles shall be funded from the Fleet Reserve Fund. It shall be funded at rate to meet the operational needs of User Department. The Fleet Reserve Fund shall be used for the replacement of vehicles only.
- b. To upgrade a vehicle to a different class the User Department will be responsible for funding any additional costs associated with the upgrade.
- c. Additional vehicles shall be funded through the budgeted process by User Departments.

2. Specifications: All specifications will be developed in coordination with the User Department. User Departments shall provide specifications to Fleet Management by July 1st each year. Fleet Management shall have specifications ready for delivery to Procurement Service by October 1 of fiscal year. All vehicle specifications shall be approved by the User Department before being released for bid.

3. Prequalification of Bidders: Prequalification of bidder may be required and initiated by User Department or Fleet Management. Initiation of this process may be due to or knowledge of problem(s) such as but not limited to the following:

- Maintenance
- Delivery of Vehicles
- Warranty Support
- Product Performance
- Service Support

4. Replacement Vehicles: Fleet Management and User Department will, each year as part of the budget process, evaluate the vehicles in the fleet to determine which vehicles should be replaced by considering the replacement guidelines in the Fleet Management Administrative Guidelines. The replacement guidelines shall include criteria that evaluates mileage and hour meter accumulation, life expectancy, general condition, and maintenance history of the vehicles.

5. Additional Vehicles

- a. All requests for additional vehicles shall have the "Additional Vehicle Request Form"

- b. Departments are not allowed to purchase vehicular equipment without following procedures set forth in this policy.
- c. Additional vehicles shall be approved by DMA based on the User Department needs.
- d. Final approval/acceptance of all vehicles shall be the responsibility of the User Department.
- e. The Department of Management and Administration shall furnish to Fleet Management and User Department a list of all additional vehicles, which have been approved in Budget by October 1 of each year.

C. Reissue of Surplus Vehicles

Vehicles which have been removed from service will not normally be reissued for service. If there is a need to reissue a vehicle, the request shall be submitted to the appropriate Assistant City Manager for review and approval with budgetary recommendations from the Director of DMA and the Superintendent - Fleet Management. All requests for reissue of surplus vehicles shall have the "Additional Vehicle Request Form" attached. The requesting Department shall ensure that adequate funding is allocated in the department's budget to support the reissued vehicle.

1. Surplus vehicles issued as permanent additions to the replacement program. The estimated life of the reissued vehicle will be determined by the Fleet Management Division and a monthly replacement charge will be placed upon the vehicle in order to accrue enough reserve to replace the vehicle with a new one at the end of its remaining life. The reissued vehicle will also be evaluated for any needed mechanical repairs or reconditioning and a cost estimate supplied to the user department for approval.
2. Surplus vehicles temporarily reissued for a time-certain period, usually less than one year. A lease rate, agreed upon by Fleet Management and the User Department to capture depreciation, shall be charged in cases where depreciation may be significant. The User Department shall be responsible for all O&M costs.
3. The user department can request a surplus vehicle to facilitate exceptional or short-term needs in a more cost-effective manner than purchasing a new vehicle. Fleet Management will develop a salvage value of the vehicle, and the user department will pay this amount into the vehicle replacement reserve fund. This can be a lump sum or a monthly charge. The monthly charge will include an interest rate to protect the integrity of the vehicle replacement fund. Fleet Management will furnish an annual report to the user department detailing the maintenance cost of the vehicle. Any unusual maintenance requirements for these vehicles will be discussed with the user department before work begins to repair vehicle. When the maintenance costs reach a level where it is no longer cost effective to keep this vehicle or the user department no longer needs it to facilitate its activities, Fleet Management will dispose of the vehicle utilizing the

normal disposal process. The funds received for disposal of the vehicle shall be forwarded to the vehicle replacement reserve fund.

D. Utilization of Vehicles

1. Minimum Utilization Rates

a. Utilization Exception Reports will be furnished to Department Directors, Assistant City Managers and the City Auditor quarterly. The minimum utilization rates will be based on the average use of all City vehicles in each vehicle category rounded down. The categories are as follows: Sedans and Station Wagons, Police and Fire Sedans, Light Duty Trucks, Medium Duty Trucks, Heavy Duty Trucks and Construction Equipment. These utilization rates (located in the Fleet Management Administrative Guidelines) will be reviewed by Fleet Management periodically and approved by the City Manager. Upon approval by the City Manager, Fleet Management will convey the parameters to departments and vehicle liaisons.

b. If a vehicle(s) does not meet the recommended utilization level for a calendar quarter, Fleet Management will notify the Department Director. If a vehicle(s) does not meet the recommended utilization level for a second consecutive quarter, Fleet Management will notify the Department Director and the appropriate Assistant City Manager. The Assistant City Manager will provide to Fleet Management either authorization for keeping the vehicle or instructions to remove it from the department's fleet. If the Assistant City Manager notifies Fleet Management of the intent to keep the vehicle, the vehicle will be flagged annually.

2. Take-home Vehicles: Criteria for assignment of a take-home vehicle should include some of the following:

- a. When the responsibilities of the position require routine and regular conduct of City business before or after normal business hours.
- b. Departments shall, at the same time, furnish to Fleet Management the vehicle numbers assigned as take-home and stand-by vehicles and verify property control numbers.
- c. That emergency use will be periodically required before or after normal hours.
- d. That the responsibilities of the position are such that it is to the convenience of the City to assign a vehicle or when a demonstrated risk to City property warrants such assignment.
- e. When the responsibilities of the position requires that the person be available to respond to emergency situations affecting the department or other departments that may rely upon the services of the position.

E. Private Vehicles: Privately-owned vehicles may be used in the conduct of official City business in accordance with the following criteria:

1. For employees who are approved by the City Manager to receive a car allowance in lieu of a take-home vehicle.
2. For employees whose vehicle use is occasional and irregular, and the duties of that position require immediate use of a vehicle when a City-owned vehicle is unavailable or not assigned. Prior approval of the Department Director is required.
3. For use in the conduct of official business on a regular basis when it is deemed inappropriate by the City Manager to assign a City-owned vehicle.
4. Those employees authorized to use a privately-owned vehicle will be reimbursed by a mileage rate in accordance with the City Travel Policy No. 602 only for those miles driven which are directly related to the physical carrying out of official business. This does not include those miles required to transport employees to and from the primary work destination. The employee will submit a mileage report to the Department Director for approval. There is no provision for flat-rate automobile allowances, except where the City Manager deems the provision of an allowance to be of convenience to the City, or as outlined in the Executive Fringe Benefits Package.
5. Department Directors will develop and maintain records sufficient to ensure accountability, accuracy, and justification for the mileage claimed.
6. Employees authorized to use privately-owned vehicles to conduct official City business must:
 - a. Possess a current and valid motor vehicle operator's license issued by the State of Florida appropriate for the size and type of vehicle operated.
 - b. Insure that the vehicle be currently licensed by the State of Florida.
 - c. Must be owner or lessee of the vehicle, and operator of all mileage for which reimbursement is claimed.
 - d. Must obtain and maintain a policy of insurance that meets the minimum requirements of liability established by the State of Florida for property damage and personal injury coverage, and when the vehicle use is designated by the City Manager as regular use, the employee must have specific coverage for business use.

124.07 INSURANCE:

All City owned/leased vehicles shall be covered under the City's Self-Insurance Program as long as the vehicles are being used for work related activities. The exception for this

would be the appointed officials' leased vehicles for which individual insurance policies are carried by each of the appointed officials with the City listed as an additional insured. Any work-related injuries occurring while an employee is operating or riding in a City owned, non- owned or leased vehicle will be covered under the City's Worker's Compensation Program in accordance with applicable Florida Worker's Compensation Statute 440. Any third-party damage occurring while involved in City related business for which the City may be liable will be covered under the City's Self-Insured Program. Any damage to a City owned vehicle will be repaired and billed to the using department's operating budget. Any vehicles which are damaged and in the opinion of Fleet Management should be considered total losses shall be replaced through Fleet Management with the Risk Management Office being responsible for the undepreciated portion of the replacement cost of the vehicle.

Any bodily injury or property damage incurred to a non-City owned vehicle which a City employee is operating on City business, or any bodily injury or property damage that person may become liable for under the same circumstances, would be the responsibility of the owner of the particular automobile, in accordance with Florida law. Any injuries/accidents should be reported immediately to the Risk Management Office, the Safety Office, and the City's Claims Administrator in accordance with the City's Risk Management Manual.

124.08 EXEMPTIONS:

Vehicles assigned to appointed officials are exempt from this policy and are subject to the purchasing policy with regard to acquisition of vehicles and such other applicable employment provisions as monitored by the Department of Public Works.

124.09 SUNSET REVIEW:

It is anticipated there will be no sunset, but ongoing review and changes as necessary.

124.10 EFFECTIVE DATE:

Upon adoption by the City Commission on June 25, 2003.

Revised:

June 26, 2002

June 25, 2003