

POLICY:

The Citrus County Board of County Commissioners possesses a large inventory of vehicles, motorized equipment, and supporting items. These items constitute a substantial investment on the part of the community we serve. Therefore it is the responsibility of all County employees to ensure that this equipment is properly maintained in order for all departments to function properly and to efficiently provide services to the community.

In order to meet this responsibility this Fleet Management Policy has been established, setting forth those policies and procedures necessary for the proper care and operation of the County's motorized fleet. This administrative regulation supersedes all previous written and verbal instructions concerning the Citrus County Fleet and its operations.

PROCEDURE:**A. General:**

Citrus County Fleet Management will be the only responsible agency for overseeing the County's motorized fleet. This administrative regulation provides the necessary authority for Fleet Management to carry out its duties and responsibilities as outlined in this regulation.

B. Responsibilities:

1. County Administrator:
 - a. To provide overall control, authority, and direction in the use of the entire County fleet.
 - b. Provides guidance as needed to ensure the best possible utilization of funds, equipment, and personnel.
 - c. To present Division/Department approved requests for the purchase of any vehicle/equipment to the Board of County Commissioners in the budget process.
 - d. To present all vehicles/equipment purchases to the Board of County Commissioners for approval including those adopted in the budget process.
2. Public Works Director shall provide direction and oversight of Fleet program. Shall conduct a review of fuel transactions and vehicle purchases.

B. Responsibilities (cont.):

3. Department/Office/Division Directors, Section Chiefs, Managers, Operation Supervisors, Supervisors:
 - a. To ensure that all County employees are performing the daily equipment check, and that vehicles and equipment are made available to Fleet Management at the scheduled times for routine maintenance and repairs.

4. Fleet Director:
 - a. Directs and monitors all functions to ensure the best possible support is provided for all equipment users, including the retirement and reassignment of vehicles and equipment as needed.
 - b. Ensures that this and related policies are adhered to.
 - c. Oversees the entire operation of Fleet Management.
 - d. During the new equipment procurement process the Fleet Director will review all finance options.
 - e. Conduct a yearly meeting with Department/Office/Division Directors, Supervisors, and Managers regarding Fleet operation.

5. Operations Supervisor:
 - a. Responsible for the maintenance and repair of the County fleet.
 - b. Assists in the acquisition and disposition of equipment in accordance with the FMP (Fleet Management Policy), and with the vehicle rotation program.
 - c. Evaluates equipment condition and ensures safe operation.
 - d. Provides the Fleet Director with pertinent information regarding Fleet Operations.
 - e. Oversees the operation and maintenance of the County Fuel Site(s).
 - f. Establishes and maintains the vehicle and equipment preventive maintenance schedules.
 - g. Alerts appropriate personnel of any violation of the FMP or other applicable fleet policy or program.

B. Responsibilities (cont.):

6. Drivers/Operators:
 - a. Daily checks to ensure:
 1. Fluid levels are satisfactory.
 2. Tires are properly inflated.
 3. Lights, wipers, gauges, and safety items are all functioning properly.
 4. Inspect and report any visual damage, i.e. dents, scratches, cracks in glass, etc.
 5. Report any unusual noises, drivability concerns, mechanical failures, etc.
 6. Obey all traffic laws at all times (obey speed limit and warning signs, use seatbelt at all times, etc.).
 7. Ensure safety of the vehicle or equipment. Do not leave the keys in vehicle or equipment when unattended, lock and secure vehicle or equipment when unattended, ensure vehicle or equipment is parked in a safe well lit area if at all possible.
 8. Keeps the exterior and interior of vehicles clean and equipment reasonably clean from trash, dirt, grime, and debris.
 9. Cell phone use (calls, emails, texts, etc.) is prohibited when operating a County vehicle unless a hands free device is utilized.
 10. Smoking is prohibited in all County vehicles.

C. Vehicle/Equipment Fueling and Reporting Procedures:

1. Responsibilities:
 - a. Public Works Director
 1. Will conduct a review of all fuel transactions.
 - b. Fleet Management Director
 1. Fuel reports will be generated and reviewed on a routine basis for Department/Office/Division Directors to verify all fueling transactions.
 2. Provide fuel card assignment, deletion, and replacement.
 - c. Department/Office/Division Directors
 1. Verify all fuel transactions; appropriate card use, correct information has been entered into the fueling data base.
 2. Verify the fueling cost and send approval to the Clerk's office.

C. Vehicle/Equipment Fueling and Reporting Procedures (cont.):

3. All fuel transactions are the responsibility of the assigned Department/Office/Division Director.
2. Wright Express (WEX) – used at public fuel stations and Lecanto Bulk Fuel Site
 - a. The majority of fuel stations accept the WEX card. The fuel pump should contain a sticker showing the Wright Express logo.
 1. Insert your fuel card at the pump (pay at the pump) and follow the instructions. You will be prompted for the following: Your driver's ID (DID) number and current odometer reading. You must enter the odometer reading accurately. This reading is used, among others, for determining the proper preventative maintenance schedule. Inaccurate entries will have a negative impact on many reporting features.
 2. When finished fueling, print out a receipt to turn in daily to your Supervisor or his/her designee. Print odometer reading, vehicle number, DID, and name on top of receipt.
 3. **Note:** If you need to fill multiple vehicles or equipment, you must use a separate card for each unit. (The card assigned to that vehicle or equipment) **DO NOT** use one card to fill multiple motorized equipment. Mileage and fuel economy records will not be accurate.
 - b. Since the majority of fuel stations accept the WEX card, employees should show fiscal responsibility and utilize fuel stations with the lowest priced fuel when possible.
 1. Employees should only purchase the recommended fuel for their vehicle per manufacturer. Most gasoline vehicles only require regular gasoline with the lowest octane rating. Mid-grade and Premium gasoline are a premium price that should be avoided unless your vehicle or equipment manufacturer requires its use. (i.e. high performance engine like an airboat, etc...)
 2. Care must be taken to ensure that the correct grade of fuel is used and recorded correctly on the receipt. (i.e. diesel vs gasoline)
 - a. In the event the wrong fuel type (diesel vs gasoline) was used, immediately shut down the engine (if started) and call Fleet Management. Do not attempt to drive the vehicle or restart the engine.
 3. WEX cards can only be used to purchase fuel.
 - c. WEX cards should remain in the assigned vehicle. If you are borrowing another vehicle you should use its assigned card only.

C. Vehicle/Equipment Fueling and Reporting Procedures (cont.):

- d. Lost or stolen WEX need to be reported to Fleet Management immediately. If you suspect possible fraudulent use, notify Fleet Management.
 - e. WEX cards may not be used to fuel personal vehicles.
3. Use of Purchasing Card for Fuel
- a. If the cardholder is refueling a County vehicle and the Wright Express Card is not accepted at a fueling location, the cardholder may use their P-Card to purchase gas for the County vehicle. The cardholder must maintain their P-Card receipt and complete the P-Card for Fuel Affidavit located on the intranet and submit a copy of the form and receipt to the Purchasing Card Administrator and Fleet Management.
 - b. Purchasing Card may be used to fuel rental cars, U-Hauls, rented equipment, etc.
 - c. A County Purchasing Card may not be used to fuel personal vehicles.

D. Vehicle Replacement Policy:

1. All vehicles and equipment will be replaced using the following criteria:
- a. All cars and light trucks up to 1-ton:
 - 1. Age (minimum 7 years)
 - 2. Mileage (minimum 200,000)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)
 - b. All 1-ton up to 1 ½ ton pickup and utility style trucks:
 - 1. Age (minimum 10 years)
 - 2. Mileage (minimum 200,000)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)
 - c. All medium and heavy trucks:
 - 1. Age (minimum 10 years)
 - 2. Mileage (minimum 200,000)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)

D. Vehicle Replacement Policy (cont.):

- d. All finish (Parks and Grounds) mowing equipment:
 - 1. Age (minimum 6 years)
 - 2. Hours (minimum 6,000)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)

- e. All tractors, rough cut mowers, trailers, and other light and medium equipment:
 - 1. Age (minimum 10 years)
 - 2. Hours (minimum 6,000)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)

- f. All heavy and industrial road and construction equipment:
 - 1. Age (minimum 7 years)
 - 2. Hours (minimum 7,500)
 - 3. Repair history (excessive repair costs, or other major mechanical failures)

- g. All tractor attachments and other equipment with a purchase value of \$1,000 or more:
 - 1. Age (minimum 5 years)
 - 2. Repair history (excessive repair costs, or other major mechanical failures)

- h. The above criteria are to establish a benchmark for replacement and do not require vehicles or equipment to be replaced because they meet the age or mileage/hour criteria.

- i. Any vehicle or piece of equipment purchased as part of a lease or total cost program will be retired based on the terms and conditions of the agreement.

- j. In special or extenuating circumstances such as major component failure, the Fleet Director may approve the early retirement and replacement of a particular vehicle or piece of equipment without meeting the established minimum criteria.

- k. All equipment with a purchase value of less than \$1,000 will be purchased and accounted for the by user Department/Office/Division with the exception of trailers.

D. Vehicle Replacement Policy (cont.):

2. Specialty vehicles (SUV's, large sedans, and 4x4's)
 - a. Certain vehicles are considered specialty vehicles. Vehicles such as SUV's, large sedans, and 4x4's are more expensive to purchase and maintain than a standard vehicle.
 - b. A review team consisting of the County Administrator (or designee), Management and Budget Director, and Fleet Director will meet annually during the vehicle replacement cycle for the purpose of reviewing and approving or denying any request for a Specialty vehicle or feature.
 1. SUV's:
 - Passengers – In addition to the driver, the vehicle must transport 3 or more passengers a minimum of three (3) days per week.
 - Cargo – The length of the cargo being transported must exceed 60" or otherwise be incompatible for transport in a pickup truck. Transported material must be consistently carried in the vehicle.
 - Operational Need – The mission of the vehicle must be sufficiently specific and quantifiable (beyond the above) that only an SUV type vehicle would meet the mission requirements.
 2. Large Sedans:
 - Passengers – In addition to the driver, the vehicle must transport 3 or more passengers a minimum of three (3) days per week.
 - Cargo – Cargo being transported must be such that it cannot be transported in small or mid-size sedan or a pickup truck.
 - Operational Need – The mission of the vehicle must be sufficiently specific and quantifiable (beyond the above) that only a large sedan type vehicle would meet the mission requirements.

D. Vehicle Replacement Policy (cont.):

3. 4 x 4 Vehicles:
 - Operational Need – The user department must establish that off road or adverse driving conditions exist as part of the routine job functions of the operator.
4. All SUV's, large sedans, and 4x4 vehicles will require individual approval prior to replacements being ordered. Failure to fully justify the special needs may result in a smaller, more economical vehicle being ordered as a replacement.

E. Vehicle Maintenance and Repair:

Fleet Management will continue to operate as an Internal Service Fund. The procedures for billing and charges will be as follows:

1. Citrus County Fleet Management is the custodian of all motorized vehicles and equipment owned by the Board of County Commissioners. Each Department/Office/Division or other user of any County vehicle or piece of equipment will be considered a lessee of the vehicle or equipment.
2. Departments/Office/Divisions will be charged an annual flat rate maintenance fee for each vehicle and piece of equipment assigned to the respective Department/Office/Division. This fee will cover all costs for routine maintenance and repairs including, but not limited to, tires, preventative maintenance, towing, road failures, breakdowns, and routine maintenance. Consequently, there is no benefit to defer or avoid any vehicle/equipment maintenance requirements.
 - a. These charges will be calculated based on the operational cost of Fleet Management by the type of vehicle/equipment and will be adjusted each fiscal year as required.
 - b. All requests for maintenance and repairs will be done in writing using a form created by Fleet Management.

F. Specialty Equipment and Special Projects:

1. Each Department/Office/Division has certain specialty equipment that is unique to their specific job requirements. This specialty equipment will be obtained and maintained as follows:
 - a. If the specialty equipment is permanently attached to a vehicle or piece of equipment (winch, crane, toolbox, bed liner, etc.) it will be considered part of the vehicle or piece of equipment and replacement will be calculated in the replacement fee.
 - b. If the specialty equipment is not permanently attached to a vehicle (computer, mileage counter, county radio, etc.) the user Department/Office/Division will be the custodian of the equipment and will be responsible for repair and replacement.
 - c. Fleet Management will repair all specialty equipment, and will charge the Department/Office/Division only for the cost of the parts to repair the equipment.

G. Underutilized Vehicles and Equipment:

1. Fleet Management will be responsible for tracking vehicle and equipment utilization on all County owned vehicles and equipment. Vehicles and equipment that are determined to be underutilized will be addressed as follows:
 - a. If a vehicle or piece of equipment is not meeting the minimum miles/hours as established by Fleet Management the user Department/Office/Division will be notified that this vehicle or piece of equipment will be removed from their custody and placed in the vehicle and equipment pool.
 - b. Departments/Offices/Divisions that feel they need to have this vehicle or piece of equipment assigned to them on a daily basis will have thirty (30) days to provide justification in writing as to why the vehicle or piece of equipment is needed.
 - c. The Fleet Director will review the justification and if the need is justified the vehicle or piece of equipment will remain assigned to the user Department/Office/Division.

G. Underutilized Vehicles and Equipment (cont'd):

- d. If the Fleet Director feels the justification is not sufficient he/she will submit their concerns in writing along with the Department/Office/Division's justification to the Public Works Director's office for a final determination.

H. New Vehicles and Equipment:

1. When a Department/Office/Division is required to add an additional vehicle or piece of equipment due to an increase in staff or a change in operations, the Department/Office/Division will be responsible for the initial justification and budgeting of the vehicle or piece of equipment.
2. After the initial purchase Fleet Management will determine the useful life and will add the vehicle or piece of equipment to the replacement program.
3. The user Department/Office/Division will begin paying into the replacement program in the next budget cycle.

I. Vehicle and Equipment Pool:

1. Fleet Management will be responsible for establishing and maintaining a vehicle and equipment pool.
 - a. Vehicles and equipment will be made available for a normal rental rate.
 - b. Vehicles and equipment will be made available on a first come first serve basis, unless an emergency situation arises.
 - c. There will be no charge assessed for a pool vehicle/equipment that is being utilized as a loaner for a vehicle/equipment that is at Fleet for repairs.

J. Disposal of Surplus Vehicles and Equipment:

1. Fleet Management will be responsible for disposing of all surplus vehicles and equipment in accordance with Chapter 274, Florida Statute and Administrative Regulation 8.11. All proceeds will be deposited into the Vehicle Replacement Trust Fund.
2. All vehicles and equipment purchased under a lease or total cost program will be disposed of in accordance with the terms and conditions of the related agreement.

K. County Vehicle Replacement Trust Fund:

1. As a vehicle or piece of equipment nears its retirement age, the Fleet Director will meet with the respective Department/Office/Division Director, supervisors and any operators deemed necessary to determine the following:
 - a. Is the vehicle/equipment still needed?
 - b. Is the type and style of vehicle/equipment still well suited for the task required?
 - c. Determine if any features of the new vehicle/equipment need to be changed.
 - d. Once the need for a replacement has been established, Fleet Management will order the new vehicle/equipment.
 - e. All vehicles/equipment will be ordered like for like unless additional features are fully justified.
2. Department/Office/Division will be charged a flat annual replacement fee for each vehicle/equipment assigned to the user Department/Office/Division based on the type of vehicle or equipment. Included in this fee will be the costs associated with the administration of the replacement program.
3. The fee will be calculated using the purchase price of the current replacement divided by the number of years used as criteria for replacement. This fee will be adjusted annually for inflation.
4. These fees will be placed into a Vehicle Replacement Trust Fund. All revenue from the sale of retired equipment will also be placed in the Trust Fund and will be used to offset any shortfall caused by inflation, early replacement, or to reduce the annual replacement fee.

K. County Vehicle Replacement Trust Fund (cont'd):

5. In the event that a vehicle or piece of equipment is evaluated at the normal replacement criteria, and the replacement cost has been accrued, and it is determined that the equipment is still in good working order and will not be replaced, the user division will not be charged a replacement fee for this vehicle or piece of equipment for the upcoming fiscal year. No replacement fee will begin accruing until the vehicle or equipment has been replaced.
6. The Vehicle Replacement Trust Fund will be used solely to replace vehicles and equipment that are identified by this policy.

L. Miscellaneous:

Any item or procedure not defined in this document shall be addressed by the Fleet Director in writing with approval of the County Administrator's office.

FOOTNOTES & REFERENCES TO RELATED AR'S

Section D – order of items has been changed and Item D-3 changed to K April 22, 2014. Supersedes AR 8.12 dated March 27, 2007; Supersedes AR 8.12-1 dated October 14, 2014.