

# BOARD OF COUNTY COMMISSIONERS



## FLEET MANAGEMENT POLICIES AND PROCEDURES

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**PURPOSE:** To establish the guidelines and specific requirements for maintenance, operation, repairs, surplus, and capital purchases to ensure we maximize our production and protect the life of our assets. The county makes transportation available to the various county departments through the operation of a Fleet Services department, which purchases, maintains, and performs repairs on all vehicles to reduce the cost of transportation to the county. The costs of the outside repairs, parts, consumables such as fluids, greases, etc. used by the Fleet Services Department are recovered from the user departments.

**OBJECTIVE:** The objective is to maintain the fleet in a safe and operating condition by using the most economical, reliable, and up-to-date procedures and technologies available, all in accordance with the Original Fleet Manufacturers (OEM) recommendations. Maintaining the county's fleet in a peak operating condition is the responsibility of all concerned. For maintenance to be effective and optimal, utilization is the most important factor. Accurate meter readings and proper use and care by the operator are essential for this purpose.

**POLICY:** Camden County Board of Commissioners will provide for central management of its fleet of vehicles as well as on and off-road heavy equipment, including their purchase, ownership, maintenance, repair, replacement, disposal and providing fleet fuels.

Camden County Board of Commissioners vehicles and motorized equipment shall be provided and utilized only when required to conduct county business.

The Camden County Board of Commissioners fleet assets shall be managed in accordance with the life cycle approach to capital asset management. At the time Camden County Board of Commissioners fleet assets are scheduled for replacement, it will be viewed as an opportune time to evaluate vehicle need and size requirements.

**SCOPE OF WORK:** Camden County Fleet Services Department (Fleet Services) will inspect, service, lubricate, adjust, and repair or replace assemblies and sub-assemblies. Fleet Services will contract out to commercial vendors, in accordance with existing arrangements, if repairs are beyond the internal capabilities and resources. Fleet Services will manage all warranty work as well as record all maintenance and repairs through our software system to ensure all preventative maintenance is being performed on time and cost management is tracked for our assets is managed properly.

The Fleet Services Department should always be the first quote supplied for repairs, upgrades, decals, tires or any other work to be performed on a county owned asset. The Fleet Services Manager should be consulted before going with an outside vendor to ensure that we are making the most economical choice for the county owned asset.

**DRIVER RESPONSIBILITIES – SEE CAMDEN VEHICEL USE POLICY.**

<https://www.camdencountyga.gov/DocumentCenter/View/8008/CERTIFIED-Camden-Vehicle-Use-Policy?bidId=>

## **SECTION 1: NEW, REPLACEMENT, TRANSFER and DISPOSAL of COUNTY OWNED FLEET ASSETS**

**1.1 Requesting New Vehicles and Equipment:** Department director should follow the Camden County Purchasing Policy as a guideline for the initial process of the purchase.

- a. Contact the Fleet Manager to discuss the specifications of the fleet asset you would like to purchase in order to define the best fit vehicle for the job.
- b. Obtain necessary quotes through the purchasing department.
- c. Submit agenda and quotes to the Camden County Board of County Commissioners for approval.
- d. Contact procurement to finish the process.

**1.2 Capital Expense Purchases:** The Fleet Manager will work with the finance department and administration to evaluate all owned assets to analyze and make recommendations on annual capital investments based on the life cycle of the units, the history of repairs, dollars spent on repairing, condition of unit, as well as annual utilization rates. The fleet manager should always be working with a rolling 3-5 year capital asset replacement report.

- a. All capital expense requests should be reviewed by the fleet manager and recommendations given on the replacement.
- b. Once the Department Director receives approval from administration, fleet manager, and finance department they will follow the same steps as above.

**1.3 Receiving New Vehicles and Equipment:** The department that is receiving the asset will schedule the pick-up with the fleet department. This will ensure the fleet department has ample time to make any necessary upfit adjustments, safety adjustments, as well as install County Decals and Asset numbers.

- a. Schedule the pick-up or delivery of the asset and inspect for specification compliance and condition.
- b. Submit Paperwork to Fleet, Finance, Risk, and, the Procurement departments.
- c. Fleet Department will initiate a fleet record in the software program and schedule time to add decals.
- d. Obtain asset number from finance and vehicle tag from procurement.

**1.4 Identification and Marking of Vehicles:** Fleet Assets Identification markings, (except for Police, Fire, off-road and special Fleet), shall be:

- a. Front - Vehicle identification number on front right.
- b. Sides - Vehicle identification numbers just forward of front door top hinge (or equal) on each side. County seal or approved agency seal, at center of front door (or equal) on each side.
- c. Rear - Vehicle identification number on left rear. Law Enforcement and Fire units have special markings of their own. Off-road and special Fleet will carry the unit number and County seal at a convenient location (mostly doors).

**1.5 Surplus Procedures (Transfer or Disposal):** When it is determined a fleet asset is ready to surplus, immediately contact procurement and follow the necessary steps to dispose of the asset.

- a. Department will complete and submit a surplus form, surplus inspection form, and surplus pictures to receive necessary administrative approvals from department head, Fleet Manager, and Deputy County Administrator.
- b. Department head will create an agenda form and submit all supporting documents to the Camden County Board of Commissioners for approval.
- c. After receiving approval submit all supporting documentation to Procurement Department.
- d. Procurement department will process asset transfer to another department or will proceed the following steps to put the asset up for auction.
- e. Procurement department will notify Fleet Services to remove county decals, radios, fuel cells, light bars and any other parts that are valuable to the County.
- f. Procurement will obtain title from finance.
- g. Procurement will notify risk to remove from insurance and contact auction agency.

**1.6 Lease and Rentals: All lease and rentals will require administrative approval.**

The department will need to utilize the procurement department to find the best option for the lease or rental.

## **SECTION 2: MAINTENANCE SERVICES AND STANDARDS**

**2.1 General Maintenance Services:** The Camden County Fleet Services Department shall provide scheduled preventive maintenance, unscheduled repairs, overhaul, mobile service, safety inspections, towing for disabled vehicles, tire service, and such other associated services as are required to assure the continuity of effective and economical operation of units assigned. Technicians shall check the condition of tires each time a work order is opened on any unit. They shall pay particular attention to mismatched tires on dual wheels (more than 1" difference in diameter) and inform the lead technician for corrective action.

**ALL VEHICLES AND EQUIPMENT SHOULD BE CLEAN INSIDE AND OUT PRIOR TO ARRIVING FOR SERVICE.**

The Fleet Manager may set priorities for maintenance and repair of vehicles to ensure support to critical public services.

Fleet Services department shall ensure that vehicles pass a road test, prior to their release to department, if they have had safety-related repairs or adjustments (brakes, steering, etc.).

Fleet Services will maintain up-to-date history records for each unit. Pertinent history data include purchase price, factory recall and warranty repair information, hard copy of the Fleet Record, speedometer calibration and/or odometer change records if any, copies of estimates for body repairs with related purchase orders and receiving reports.

Fleet Services will use the best available labor time guide to set the maximum allowable time for all repairs. Fleet Services may adjust the time allowance to compensate for variables, such as factory-installed Fleet, County-installed Fleet, specially built Fleet, special modification to the Fleet and rusted fasteners or fittings.

**2.2 Daily Maintenance: The fleet user is responsible for the following: SEE ALSO VEHICLE USE POLICY section II A -F.**

- a. Checking the fleet vehicle and equipment before, during, and after operations for safety.
- b. Keeping the fleet vehicles & equipment clean at all times.
- c. Checking fuel, engine oil, engine coolant, windshield washer reservoirs, and fluid levels according to the fleet operator's manual.
- e. Reporting unusual noises/sounds and symptoms to the Fleet Services maintenance facility. Reports and requests for repairs should describe the malfunction rather than attempt to diagnose the problem or prescribe corrective action. Details regarding exactly what went wrong and the conditions under which the malfunction occurred are helpful in pinpointing the problems and contributing to effective and timely repairs.
- f. Operating the fleet in accordance with manufacturer recommendations and within applicable laws.
- g. Driver must ensure all vehicle occupants are wearing a seatbelt.
- h. Check to make sure vehicle has all necessary safety equipment, such as, a fire extinguisher and a first aid kit.

**2.3 Preventative Maintenance:** To ensure correct and up to date utilization of information is recorded in the software system, technicians shall update the meter readings in the system prior to taking any maintenance action. Departments may also be required to submit a monthly hours and mileage report to the Fleet Services Department for accurate tracking.

**PM Program:** Fleet Services has posted the preventative maintenance intervals for all county owned fleet assets. It designs the program in accordance with recognized Best Management Practices and complies with the OEM warranties, recommendations and specifications, taking into consideration the specific operational environment. Fleet Services will follow preventative maintenance intervals and services for each unit according to the manufacturer's recommendations.

**PM Scheduling:** Scheduling preventative maintenance service is a joint responsibility between Fleet Services and fleet users. Departments will submit a monthly mileage report for all vehicles in their department to the Fleet Manager every month. These reports identify units that are due for preventative maintenance during the month.

- a. Stickers will be put on windshield after every preventative maintenance completed. This sticker will show the due date and/or mileage for the next scheduled PM inspection. The department is responsible to call and **make an appointment** with Fleet Services when the **odometer/hour meter** reading or report shows asset is **within 250 miles/ 50 hours**. (See Fleet Services website for Preventative Maintenance interval).

**b. It is the responsibility of the vehicle user to deliver the vehicle for preventative maintenance services.** If the vehicle user fails to deliver the vehicle when required, the Fleet Manager shall contact the vehicle coordinator of the agency involved and reschedule the vehicle for service. If the user fails to deliver the vehicle on the rescheduled date, the Fleet Manager will contact the agency involved and request that the vehicle be delivered immediately.

c. The technicians will follow a vehicle specific PM checklist through our Fleet software system. These checklists will serve as guides to the technician and also as information sheets for the Lead Tech describing repairs that are incomplete due to parts unavailability or the estimated time needed to complete the job being inadequate. Technicians shall complete all PM forms and retain on file in the vehicle history record in the county fleet software program.

**2.4 Repairs and Corrective Maintenance:** Unscheduled maintenance is the correction of deficiencies that occur between scheduled services to maintain fleet in a safe, operable condition. **Users should report deficiencies immediately to the fleet department to determine whether limited operation is feasible, whether the unit can be repaired on the spot or whether it must be towed or taken out of service to prevent further damage or cause safety hazards**

a. Breakdown Repair: **BREAKDOWN REPAIR FORM must be completed on the Fleet Services Department website to get the work scheduled.** Fleet Services will normally limit unscheduled maintenance to correcting specific items reported as deficient by the users and confirmed by a technician's diagnosis. However, Fleet Services will correct other deficiencies observed at the time of a breakdown repair, particularly those affecting safety. When a unit is brought in for a breakdown repair, the technician will check if the unit is approaching a scheduled service. If it is due within 500 miles or 10 working days, Fleet Services will perform this service along with the breakdown repair. Fleet Services will send an estimate to Department Directors for approval, prior to any work being performed.

b. Repairs: Fleet Services will make repairs to fleet units as required, limiting the nature and extent to that consistent with unit's age, utilization, condition, and cost to repair. Technicians shall annotate diagnostic procedures used during the vehicle repair on the work order. The Fleet Manager must analyze repairs estimated to exceed \$1,499 to determine the cost effectiveness of the repair. A Department may set limits beyond which they need to approve, following the financial policies. The department Director must approve repairs when the replacement of the asset appears to be more cost effective. **The Fleet Services Department will be responsible for advising department director if a vehicle has a safety related problem and remove the vehicle out of service until the necessary repairs are completed.**

**c. Quick Service:** Fleet Service Personnel may be able to provide a quick service for small repairs of less than 10 minutes when the vehicle operator chooses to wait for the service. This service is continuously available during normal hours of operation. Ideal to call the Fleet Services Department first to see if this is feasible.

**d. Body Repairs:** Technicians are responsible for the appearance and decals on all units presented for repair. The quality of the work shall meet industry and safety standards in the areas of sheet metal work, overall painting and patching. Fleet Services personnel shall install decals when needed. If necessary, the asset may be sent to an outside vendor to make repairs.

**2.5 Outside Vendor and Dealership Repairs:** There are times it may be necessary for the Fleet Services Department to have an outside vendor or dealership handle the repairs due to specialized diagnostic equipment, tools, or certifications. The Fleet Services department will communicate this directly with the department director in advance and will require quotes to be given before authorizing any repairs.

### **2.6 Mobile Maintenance (Repair & Tire Service)**

The Fleet Services Department has a mobile service truck to assist with vehicle breakdowns in the field. The number to call is **912-552-3659**. When requesting assistance, provide as many details as possible about the problem, including the exact location of the vehicle.

Fleet Services also has a mobile service trucks on call to provide road service for vehicles after hours. Response time shall not exceed one hour during normal operating hours and two hours outside of normal operating hours. The Fleet Manager will determine whether the unit needs to be taken out of service and if it requires emergency repair or to schedule an appointment.

**2.7 Warranty Services:** The Fleet Services Department will be familiar with warranty provisions and send warranty work to the vendor for correction or charge labor and materials used in-house to the vendor.

**a. Manufacturer Recalls:** When manufacturers send recall notices to Fleet Services, the Fleet Manager will receive and forward those to the appropriate Lead Tech. Vehicles will be sent to the appropriate dealer for recall work, if necessary. After the recall work is complete, Fleet Services will arrange for picking up vehicles from the dealership and obtaining required paperwork for filling in the vehicle history record.

**b. Manufacturer Warranty:** Fleet Services department will administer all warranties, both for the main unit and parts. Technicians will enter all information into our fleet software system. The vendor's responsibility for defective material or workmanship may not be limited to the specified number of miles or years stated in the warranty. Fleet Services will comply with manufacturer's recommendations for the maintenance of fleet and vehicles as necessary to ensure the warranty of the vehicle or piece of equipment is not jeopardized. Fleet Services will not utilize any part or procedure that would void the manufacturer's warranty



**c. Warranty Correction Procedures:** When a warranty defect exists, Fleet Services will coordinate with the designated dealer. Fleet Services shall not take action to correct defects in-house unless the vendor or the manufacturer has authorized such corrective action in writing.

**d. In-house Warranty Service:** The County may negotiate an in-house warranty with the manufacturer. This arrangement would permit Fleet Services to perform a particular warranty repair in-house without violating the warranty. The contract between the county and the manufacturer will specify details (including billing information).

**e. Fleet Services Warranty:** Fleet Services shall provide high standards for all workmanship and ensure repairs carried out are free from defects and imperfections. Parts warranty will be according to manufacturer's stipulations.

**2.8 Records Management System:** The Fleet Services department will use a specific fleet asset software program to record all repairs and maintenance completed on all county owned assets.

**2.9 Fuel:** County vehicles will be fueled using approved county owned fueling stations and report fuel usage as per the department's requirements.

**2.10 Small Repairs / Quick Fixes:** Department directors may contact the Fleet Manager or Lead Technician for approval to make small repairs and fixes to avoid downtime or delay. This includes items such as easily accessible filters, windshield wipers, fuses, light bulbs, and other small items in which the department has someone qualified to make the quick repair. Permission must be obtained through Fleet Services prior to repair being made.

**2.11 Upfitting/Modifications:** Any changes, adding, removing of accessories or specific changes to fleet assets will need to have the department director's approval before requesting through Procurement.

**2.12 Rebuilds:** There are times when rebuilding or making significant repairs to a truck or piece of equipment is more cost effective than purchasing a new one and will add significant life value to the asset. This recommendation will come from the Fleet Manager after reviewing request for a replacement. Proper quotes will be received, and specific warranties will need to be included. This information will be given to the department director and appropriate administration staff.

**2.13 Emergencies:** Contact the Fleet Services Department if you are having an issue with a fleet vehicle that requires attention. Call **912-552-3659**. If you call outside of normal business hours the Fleet Services Manager or Technician on duty will help you determine if the concern will require the vehicle to be removed from service or if it requires immediate attention. Some of the questions you be asked are below. When requesting assistance, provide as many details as possible about the problem, including the exact location of the vehicle. Emergency repairs

deemed avoidable by the Fleet Services Department will be reported to the appropriate Department Director.

- a. Is the vehicle Immobile? Do you require towing?
- b. Is it a safety component? Tires, Brakes, Lights, Sirens, Seatbelt?  
If Tires, does it look like it can be plugged, or does it need to be replaced?
- c. Can you perform your duties with the vehicle until the next business day?
- d. Do you have a spare vehicle that you can change over to?
- e. Can you go to a local parts store to help?

**2.14 Tires:** Fleet Services provides all replacement tires and tire maintenance to all departments. New replacement tires shall meet or exceed the OEM requirements and suit the specific application. Tire maintenance includes repair by an acceptable process and repairs. It is recommended departments make sure they are checking tire pressures frequently based on usage.

**Approval MUST BE OBTAINED if specialized tires are being requested.**

**2.15 Training:** Contact the Fleet Manager to set up personalized training for your drivers or operators to cover items such as daily vehicle inspections, basic trouble shooting, preventative maintenance, etc. The Fleet department can work to schedule this at your location.

## **SECTION 3: LOCAL, STATE, FEDERAL POLICIES AND REGULATIONS**

**3.1 Cannibalization:** The Fleet Manager must approve the removal of specific components, assemblies or other parts from any unit to install in another unit or to be placed in parts stock. The Fleet Services will document all components, parts or assemblies removed and approve the use of cannibalized parts. It is strictly prohibited for departments to start cannibalizing equipment that is out of service or scheduled for surplus. All requests to take parts from a unit must be approved by the Fleet Manager.

### **3.2 Security:**

The Fleet Services Department shall maintain the confidential nature of unmarked Law Enforcement vehicles, including special equipment inside the vehicles, when they are brought in for repair.

Their security includes:

- a. Controlling idle discussion about these vehicles.
- b. Prohibiting handling and tampering with special Law Enforcement Equipment. Technicians should immediately inform the Fleet Manager if firearms are found in vehicles. The Fleet Manager will coordinate with Law Enforcement and take necessary action to secure firearms until release to the proper Law Enforcement authority.
- c. Operate marked Public Safety vehicles outside the facility only for road test purposes or when being driven from a facility to another location for repair(s).

- d. The Fleet Manager is responsible for facility security including locking gates that provide access to the facilities during off-duty hours. He/she shall provide access to their facility during other than normal business hours when county staff are required to perform emergency repairs.
- e. The Fleet Manager is responsible for the security of all vehicles within his/her custody. Security includes ensuring that the vehicles are locked and parked in a designated parking area.

**3.3 Accident & Vandalism Repairs:** Fleet Services Department will coordinate repair damage due to accidents or vandalism. Responsibilities include obtaining repair estimates, bids, towing, transportation of vehicles to/from repair sites, repair quality and timeliness and administration, including payment of invoices to subcontractors. **\*Accidents and vandalism should be reported to the department director and risk management immediately.**

- a. Obtain repair estimates prior to repairing vehicle damages. If repairs are over \$1,499, review with Fleet Manager and the Risk and Safety Manager.
- b. Itemize repair estimates and bills on a separate work order to include date of incident, direct labor hours, direct parts, subcontractor work, and any transportation charges for removing the vehicle from the accident or vandalism scene. Include vehicle information such as year, make, model, vehicle number, and agency to which the vehicle is assigned on repair estimates and bills.
- c. Contact the Fleet Manager if the vehicle is perceived to be a total loss.
- d. Proceed with the repair if the cost estimate is less than \$1,499 and the repairs can be carried out in-house.

**3.4 Neglect, Misuse, Abuse:** Fleet Technicians will notify the Fleet Manager immediately whenever operator neglect, misuse, or abuse of a unit is suspected in excess of normal wear and tear. A detailed report and pictures shall be submitted by the technician.

- a. The fleet manager will notify the appropriate department director of the suspected misuse or abuse.
- b. The department director will investigate and take appropriate actions with the Human Resources Department.

**3.5 Abnormal Wear:** Technicians shall report all abnormal wear, material failures, malfunctions or high incidence of unusual parts failures detected at any point with in or beyond the warranty period, which may be attributed to latent defects and not normal wear and tear to the Fleet Manager. Technicians shall also report unsatisfactory design or other conditions not covered by warranty or latent defect procedures to the Fleet Manager. Reports should document the condition and provide specific recommendations for corrections such as improvement in design, ease of maintenance, safety and efficiency of operation, suitability of fuel, lubricants, and preservatives.

## **SECTION 4: GENERAL USE REQUIREMENTS**

### **4.1 Insurance, Registration, Title:**

**a. Insurance Cards:** Current insurance cards are distributed every year at renewal time and a current copy should always be in the County vehicles. Contact Risk Management if you need a copy.

**b. Registration & Title:** The finance department can obtain a copy of vehicle registration or if it is necessary.

**4.2 Vehicle Cleanliness and use:** County Officers and Department Directors shall be responsible for the use of vehicles by departmental personnel. The following criteria will apply to employees operating county vehicles: **SEE ALSO VEHICLE USE POLICY.**

**a.** No person shall operate a county vehicle that does not have a valid drivers license.

**b.** Each employee shall be responsible for proper use, care, and operation of the county vehicle being used.

**c.** County vehicles may not be operated by anyone other than a county employee.

**d.** Private citizens and family members of the county employee may not ride in a county vehicle unless the individual is on official business.

**4.3 Take home vehicles:** The County Administrator shall determine, those positions, which are authorized to take vehicles home as part of their job responsibilities. An Authorization Request form must be submitted to the County Administration prior to anyone allowing an employee to use a county vehicle to drive home.

## **SECTION 5: NATIONAL ACCOUNTS & PREFERRED VENDORS**

**5.1 National Accounts:** It is advised that national accounts should be used whenever possible to leverage pricing and reduce cost.

**a.** Bumper to Bumper

**b.** O'Reilly

**c.** Napa

**d.** Coastal Car Care, Car Quest, Tires Plus, Tire Kingdom

**e.** Utilize GSA vendors for best pricing i.e. Michelin Tires, BF Goodwrench tires.

**5.2 Government Procurement Contracts** – We have many options with government contracts and independent memberships to find contracted rates to get the best economical price.

**a. Sourcewell** – Camden County Board of Commissioners is a member of Sourcewell Member. This membership gives the county competitive purchasing power on a wide variety of products and services to include construction, fleet, roads, public safety, facilities etc. You can browse the website to view contractors and products. Contact Procurement department for more specifics.

<https://www.sourcewell-mn.gov/contract-search>

**b. Georgia Department of Administrative Services, State Purchasing Division:** We are allowed, as a county government, to participate in the Georgia Statewide Purchasing Contract. This is another advantageous program to find low cost trucks and equipment.

<https://doas.ga.gov/state-purchasing>

**c. U.S. General Services Administration – GSA Purchasing:** GSA is a centralized procurement arm for the federal government, GSA offers products, services, and facilities needed by federal agencies for serving the public.

<https://www.gsa.gov/buying-selling/getting-started-with-gsa-purchasing-programs>

**d. Florida Sheriff’s Association Cooperative Purchasing Program:** We can reciprocate with these statewide purchasing contracts. These are for police services, fire rescue, ambulances, heavy trucks, heavy equipment, and other administrative vehicles.

<https://www.flsheriffs.org/law-enforcement-programs/cooperative-purchasing-program>

## **SECTION 6: BILLING PROCEDURES**

**a. Quotes:** The Fleet Manager will provide a quote for all repairs over \$500.00 unless the department director specifies a different amount in writing.

**b. In-house Repairs:** Fleet Services will charge for parts and shop supplies used to repair fleet units and bill departments for such services directly.

**c. Outside Repairs:** When units are sent out for repairs for any reason, Fleet Services will open work orders for any services provided and bill department actual amount charged by the vendor plus any parts or materials used by Fleet Services.

**d. Accident settlements:** Fleet Services will bill department who was involved in vehicle accidents or damage to fleet the full cost of the repair regardless of who caused the accident. Department will be responsible to liaise with the County Attorney, Risk Management & Finance Department for any subrogation and third-party liability settlements. Fleet Services will not be involved in these procedures.

**e. Billing:** Fleet Services will bill department on a timely basis for maintenance and repair services provided. Invoices should be received to the department director within 1 week of the repairs or maintenance being completed. Invoices need to be coded and approved and submitted to the fleet finance department within 3 days of receipt.

**f. Contract Invoice Settlement:** All work that is completed on a county owned asset will have a work order associated with the work and recorded in our software program to ensure all work is complete and authorize the invoice for payment. All invoices will come from our software program.

## **SCHEDULING AND PRIORITY ORDER**

Camden County Fleet Vehicles and Motorized Equipment in the maintenance cycle will be prioritized as follows:

1. Public Safety (Fire Rescue, EMS, EMA, Law Enforcement).
2. Public Works
3. Preventative Maintenance (on time)
4. Breakdown Repairs
5. Preventative Maintenance (not on time)
6. Upgrades/ Modifications

### **Definitions**

#### **Partial breakdown**

In a partial breakdown, the vehicle may still be operable, but its operation may become more limited or more dangerous, or else its continued operation may contribute to further damage to the vehicle. Often, when this occurs, it may be possible to drive the vehicle to Fleet, thereby avoiding a tow.

#### **Breakdown**

A vehicle breakdown is the mechanical failure of a motor vehicle in such a way that the underlying problem prevents the vehicle from being operated at all, or impedes the vehicle's operation so much, that it is very difficult, nearly impossible, or else dangerous to operate.

#### **Total breakdown**

A total breakdown is when the vehicle becomes totally immobile and cannot be driven even a short distance, thereby necessitating a tow. This can occur for a variety of reasons, including complete engine failure, or a dead starter or battery, though a dead battery may be able to be temporarily resolved with a jump start.

**Surplus** – County owned asset that is no longer needed by the department and can be transferred to another department or sold.

**DEF** – Diesel Emission Fluid – Emissions control liquid required by modern diesel engines. It is injected into the exhaust stream to reduce engine emissions and increase air quality. *IT IS NEVER ADDED TO THE DIESEL FUEL.*

**DVIR** – Daily Vehicle Inspection Report – This should be completed and filled out every day by the operator of a truck or piece of equipment and submitted to the fleet liaison for that department.

Adopted this 2<sup>nd</sup> day of November 2021 in lawful assembly of the Camden County Board of Commissioners Regular Meeting.

SIGNED:   
Gary Blount, Chairman

Date: 11-2-21

ATTESTED:   
Katie Bishop, County Clerk

Date: 11/02/2021