

RECEIVED
Feb 23, 2011
CITY CLERK'S OFFICE
SPOKANE, WA

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5100-11-02 LGL 2011-0014
TITLE: CENTRALIZED FLEET MANAGEMENT EFFECTIVE DATE March 11, 2011 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The process of acquiring, operating, maintaining and disposing of a fleet of cars, trucks and specialized motor and communications equipment impacts nearly every service provided to the public, affects the productivity of numerous City employees and determines the level of support for emergency services and infrastructure maintenance. Simply stated, without effective equipment management services, the work of public agencies could not be done. This policy defines the standard for fleet management in terms of mission and function and establishes an effective policy that defines authority and accountability throughout City government and the roles and responsibilities of all involved including policy makers, department or agency heads, fleet management and vehicle operators.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy is applicable to every division and department and employees of the City of Spokane who operate a City vehicle or other motorized equipment while performing services as an employee for the City. The policy is applicable to all full-time or part-time employees. Exceptions must be approved by the Director of Public Works and Utilities.

Current exceptions:

Fire Department

Parks and Recreation Department – Grounds maintenance equipment

3.0 REFERENCES

None

4.0 DEFINITIONS

4.1 "Fleet Assets" means vehicles, motorized equipment, rolling and non-rolling stock, communications equipment and infrastructure, facilities, and related equipment under the authority of and maintained by the Fleet Services Department.

5.0 POLICY

5.1 It is the policy of the City of Spokane to establish efficient and effective delivery of City services by providing customer departments with safe, reliable, economical and environmentally sound transportation and related support services that are responsive to their needs and that conserve vehicle value and equipment investment.

5.2 All elements of the City's Fleet Management Program will be administered in accordance with the provisions set forth in this document and under the general authority of the Fleet Services Director as empowered by the Mayor and City Administrator.

6.0 PROCEDURE

6.1 General Duties of the Fleet Services Department.

6.1.1 The general duties of the Fleets Services Department are to:

- a. Understand and meet the needs of their customers.
- b. Assist City departments in the development of specifications for the purchase of fleet assets.
- c. Develop equipment replacement plans in cooperation with departments based on equipment replacement guidelines (Attachment A).

- d. Issue requisitions to purchase new fleet assets, inspect and commission new equipment upon its arrival, and secure titles and licensing for new assets.
- e. Manage the repair and parts functions for ongoing fleet maintenance and preventive maintenance including in-house as well as contracted repairs.
- f. Insure that all recordkeeping pertaining to vehicular, communications equipment, and facility maintenance and repairs, fueling and fleet asset management are maintained on a fleet management information system.
- g. Manage the City's fuel sites used for refueling fleet assets.
- h. Assist the Purchasing Division with the process of managing the process for the disposal of fleet assets.
- i. Notify department heads of any evidence of equipment misuse or abuse.

6.2 Justification for Acquisition.

- 6.2.1 Replacement fleet assets will not be acquired unless a continuing need exists and the existing fleet asset is no longer economical to maintain in the fleet, has completed its scheduled life cycle or is damaged beyond reasonable repair.
- 6.2.2 All fleet assets requiring a vehicle registration and asset tag must be acquired through the Fleet Services Department.
- 6.2.3 All commissioning and decommissioning of equipment will be performed under the direction of the Fleet Services Department.
- 6.2.4 Fleet assets with a value of five thousand dollars (\$5,000.00) or greater fall under the purchasing authority of the Fleet Services Department.
- 6.2.5 All communication equipment (radios, portables, etc.) are purchased through the communications section of the Fleet Services Department. Communication equipment purchased through the Spokane Regional Emergency Communications System (SRECS) is excluded from this policy.

6.2.6 The trade-in for a replacement fleet asset should be like-kind and on a vehicle-for-vehicle basis. Any exceptions must be approved by the Director of Public Works & Utilities

6.3 Assignment.

6.3.1 All fleet assets will be assigned based on a justifiable need by the using department / division. When the need is no longer justifiable, the fleet asset will be relinquished and reassigned or disposed as appropriate.

6.3.2 All fleet assets will carry approved City or Department logos, department name and asset identification numbers in accordance with Washington state law (RCW 46.08.065). Any requests for exceptions must be approved in writing by the City Administrator and, when necessary, the Washington State patrol.

Exceptions: Undercover SIU and other equipment operated by the Police and Fire Departments as exempt by Washington State law.

6.4 Utilization and Operation.

6.4.1 Fleet assets will be utilized only for purposes for which the asset was assigned and only in activities attendant to City business.

6.4.2 All fleet assets shall be operated in a manner that is safe and non abusive for the operator and for others.

6.4.3 Damage resulting from gross negligence or from an intentional act will subject the operator to established disciplinary and legal procedures.

6.4.4 If use of a fleet asset reflects that it is not being properly utilized, either by the amount of use it routinely receives or by the type of function it is called upon to perform, the Fleet Services Department will notify the Director of the involved Department. If the behavior is not corrected, no replacement asset will be obtained and the existing asset will be turned in to the Fleet Services Department for disposal or assignment as appropriate.

6.5 Maintenance and Fuel.

6.5.1 Fleet assets will be maintained in the most cost effective manner available and repaired in an authorized City maintenance facility or in a private maintenance facility under agreement with the City

through the Fleet Services Department. All invoices for outside services will be processed through the Fleet Services Department.

6.5.2 All fuel will be obtained at a City fuel site or a private station under contract with the City. When operating a City vehicle while out of town, fuel should be purchased with an authorized city travel credit card or fuel card issued by the Fleet Services Department.

6.5.3 Emergency repairs while out of town are covered under the Procedure for Scheduling Vehicle Maintenance below

6.6 Cost Of Fleet Operation.

6.6.1 All costs of fleet operations to include elements of maintenance, fuel, overhead, administration costs, and the cost for all fleet asset replacement will be charged to the departments / divisions in a prescribed manner using appropriate markups for full cost recovery. User Departments will be advised in advance of any changes in Fleet costs that will be charged Departments.

6.6.2 Records and data will be maintained such that management and budgetary analysis of the fleet operation may be readily performed.

6.7 Disposal.

6.7.1 Fleet assets which are no longer able to perform their designated function in an economical manner, or which are no longer required by the City, will be disposed of by the Fleet Services Department in a manner prescribed by the Purchasing Division.

6.7.2 The funds received from surplus fleet asset sales will be placed in the Fleet Replacement Fund or appropriate owning department's account.

6.8 Customer Responsibilities.

6.8.1 Customers of fleet services are required to maintain the following responsibilities:

a. Appoint a Fleet Asset Coordinator to coordinate maintenance and use with the Fleet Services Department.

b. Make fleet assets available for maintenance as scheduled by the Fleet Services Department. Fleet Services will provide reasonable advanced notice of scheduled maintenance.

- c. Utilize fleet assets efficiently and properly and in a safe, reliable and non-abusive manner. Evidence of abuse, misuse, and neglect will be reported to the appropriate Fleet Asset Coordinator.
- d. Assist the Fleet Services Department in maintaining complete and accurate records of asset utilization and cost by providing records and data as required.
- e. Review periodic reports from the Fleet Services Department and assist in identifying and reducing areas of high expense and reduced utilization.
- f. Ensure that operators are conducting daily operator inspections and CDL inspections are diligently performed and recorded with irregularities forwarded to the Fleet Services Department via a copy of the current day's inspection report when the fleet asset is delivered to the Fleet Services Department for repair. A fleet asset that fails any part of an inspection that renders the equipment unsafe or illegal to operate will not be released for assignment until the defect(s) has been corrected.
- g. Be diligent in holding dates and times for scheduled repairs.
- h. Assist in scheduling dates for fleet asset scheduled preventive maintenance services and ensuring operators hold these appointments.
- i. Notify the Fleet Services Department in writing when a fleet asset is transferred from one department to another.
- j. Assist the Fleet Services Department in the development and preparation of fleet asset specifications.
- k. Operators shall enter accurate hourmeter/odometer readings when refueling if requested.
- l. Ensure that fleet assets are kept clean and maintained especially after heavy use during seasonal work.
- j. Check fluid levels and perform a vehicle walk-around inspection prior to the use of a fleet asset.

- k. Report known factory recalls or warranty items to the Fleet Services Department.
- l. Ensure that vehicle registration is kept with the fleet asset at all times and is readily accessible in case of accident or traffic violation.
- m. Ensure insurance cards distributed by Risk Management are placed in their assigned vehicles. Fleet Services will provide a current list of vehicles by Department to Risk Management upon request.
- n. Promptly report accidents to the immediate supervisor, the Spokane Police Department, the Risk Management Department and the Fleet Services Department. A copy of the accident report shall be given to the Fleet Services Department who will coordinate the process of obtaining all repair estimates.
- o. Promote the completion of customer comment cards and annual user survey Forms as requested.
- p. Safely secure fleet asset keys and fuel access keys at all times. Obey all laws such as posted speed limits and parking. Fines incurred for violating these laws are the responsibility of the equipment operator.
- q. Smoking in any owned or leased fleet asset is strictly prohibited.
- r. Utility equipment that has been added to a fleet asset such as tool boxes, racks, trailer hitches, invertors, etc. shall not be removed and moved to another fleet asset unless mutually agreed upon by the department director who controls the fleet asset and the Fleet Services Department.
- s. No equipment other than City owned authorized equipment will be installed on a fleet asset without the approval of the Fleet Services Department.

6.9 Warranty.

- 6.9.1 The Fleet Services Department will track repeat and rework repairs on fleet assets and equipment and will not charge the customer for any substantiated rework that occurs under normal and reasonable use.

6.9.2 The Fleet Services Department must be notified as soon as a defect in workmanship is discovered at which time the customer will be asked to return the fleet asset to the Fleet Services Department for an inspection.

6.10 Recalls.

6.10.1 All factory recalls will be coordinated by the Fleet Services Department.

6.10.2 Notifications received by the Fleet Services Department for a recall will be logged in for date received and forwarded to the appropriate department Fleet Coordinator who will be responsible for contacting the Fleet Services Department to schedule the necessary repair.

6.10.3 Recall notifications received directly by a department should be forwarded to the Fleet Services Department for appropriate handling.

6.11 Procedure for Scheduling Vehicle and Equipment Maintenance.

6.11.1 Non-emergency maintenance will be scheduled by contacting the appropriate the Fleet Services Department repair facility.

6.11.2 Drive-in service will be performed on a first-come first-served basis based on the severity of the repair and mission of the owning department.

6.11.3 In case of an emergency or breakdown, the customer should contact the Fleet Services Department for assistance. The Fleet Services Department will make arrangements to have the fleet asset repaired contractually or within one of the City repair facilities. If out of town when an emergency arises, repairs up to five hundred dollars (\$500.00) can be incurred without seeking authorization. Repairs exceeding this figure must be pre-authorized by the Fleet Services Department. The department will be responsible for preparing any paperwork required to authorize the repair and should leave a phone number for contact in case significant repair work needs an authorization.

6.11.4 Any defects or problems discovered while a fleet asset is in the custody of a Fleet Services Department repair facility will be corrected before the asset is released. A fleet asset must be safe and roadworthy before it will be released for service.

6.12 Fleet Asset Preventive Maintenance.

6.12.1 The department Fleet Asset Coordinator will schedule with the Fleet Services Department the times for presenting fleet assets for service.

6.12.2 Customers will arrive for their scheduled appointment on a timely basis and must contact the Fleet Services Department at least one (1) hour before the scheduled appointment if the appointment time cannot be met.


7.0 RESPONSIBILITIES

The Fleet Services Department shall administer this policy.

8.0 APPENDICES

ATTACHMENT A – REPLACEMENT GUIDELINES

APPROVED BY:



City Attorney (Asst)

2-23-11

Date



Director Fleet Services

2-24-11

Date



Director – Public Works & Utilities

2-23-11

Date



City Administrator

2-24-11

Date

ATTACHMENT A

**CITY OF SPOKANE FLEET SERVICES DEPARTMENT
REPLACEMENT GUIDELINES**

CLASS	DESCRIPTION	BY MILES	BY HOURS	BY AGE	MI./YR. @ AGE	HR./YR. @ AGE
AA	MOTOR CYCLES	50000		10	5000	
CA	COMPACT SEDAN	100000		15	6667	
CA	MID. SEDAN	100000		15	6667	
CA	LG. SEDAN	100000		15	6667	
CB	PATROL CARS	100000		5		
CB	TACTICAL VEHICLES	100000		10		
FA	COMPACT SUV	125000		15	8333	
FA	LG. SUV	125000		15	8333	
FA	MID. SUV	125000		15	8333	
GA	COMPACT VAN	125000		15	8333	
GB	MID. VAN	125000		15	8333	
GD	LG. VAN	125000		15	8333	
HA	COMPACT 4X2 PU	125000		15	8333	
HA	COMPACT 4X2 X-CAB PU	125000		15	8333	
HA	COMPACT 4X2 CR-CAB PU	125000		15	8333	
HA	COMPACT 4X4 PU	125000		15	8333	
HA	COMPACT 4X4 X-CAB PU	125000		15	8333	
HA	COMPACT 4X4 CR-CAB PU	125000		15	8333	
HB	1/2T 4X2 PU	125000		20	6250	
HB	1/2T 4X2 X-CAB PU	125000		20	6250	
HB	1/2T 4X2 CR-CAB PU	125000		20	6250	
HB	1/2T 4X4 PU	125000		20	6250	
HB	1/2T 4X4 X-CAB PU	125000		20	6250	
HB	1/2T 4X4 CR-CAB PU	125000		20	6250	
HB	3/4T 4X2 PU	125000		20	6250	
HB	3/4T 4X2 X-CAB PU	125000		20	6250	
HB	3/4T 4X2 CR-CAB PU	125000		20	6250	
HB	3/4T 4X4 PU	125000		20	6250	
HB	3/4T 4X4 X-CAB PU	125000		20	6250	

CLASS	DESCRIPTION	BY MILES	BY HOURS	BY AGE	MI./YR. @ AGE	HR./YR. @ AGE
HB	3/4T 4X4 CR-CAB PU	125000		20	6250	
IA	CL 3 GEN. PURPOSE	135000		20	6750	
IB	CL 4 GEN. PURPOSE	135000		25	5400	
IB	CL 7 DUMP TRUCKS	200000		20	10000	
IB	CL 8 DUMP TRUCKS	250000		20	12500	
JA	CL 5 GEN. PURPOSE	150000		25	6000	
JB	CL 6 GEN PURPOSE	150000		25	6000	
KA	SERVICE TRUCKS	150000		20	7500	
KA	CL 7 GENERAL PURPOSE	200000		20	10000	
KA	CL 7 WATER TRUCKS	200000		20	10000	
KA	CL 8 GENERAL PURPOSE	250000		20	12500	
KA	CL 8 WATER TRUCKS	250000		20	12500	
KA	SIGN MAINTENANCE TRK.	150000		15	10000	
KA	TRAFFIC STRIPER		10000	20		500
LA	AERIAL LIFT EQUIPMENT		7500	15		500
MA	REFUSE TRUCKS			8		
NA	COMPACTORS		7500	25		300
NA	CRAWLER TRACTORS		12000	20		600
OA	FRONT END LOADERS		15000	25		600
OB	SKID STEER LOADERS		6500	15		433
OD	WHEEL TRACTORS		7500	20		375
PA	LARGE RIDING MOWERS		3000	10		300
PA	MID. RIDING MOWERS		3000	10		300
QA	TRACTOR BACK HOES		10000	25		400
RA	SMALL MOTOR GRADER		10000	20		500
RA	MEDIUM MOTOR GRADER		15000	25		600
SA	MECHANICAL PICK UP SWEEPERS		8000	10		800
SB	VAC. SWEEPER		10000	10		1000
SB	REGEN. AIR SWEEPER		10000	10		1000
SC	KICK BROOMS		3000	15		200
UA	AIR COMPRESSOR		10000	20		500
UD	SIGN MESSAGE BOARDS		10000	15		667
UE	CONCRETE MIXERS		5000	10		500
UF	CONCRETE SAWS		3000	10		300

CLASS	DESCRIPTION	BY MILES	BY HOURS	BY AGE	MI./YR. @ AGE	HR./YR. @ AGE
VA	FORK LIFT		10000	25		400
VC	TRENCHERS		6000	15		400
WB	EQUIPMENT TRAILERS			25		
XA	SNOW PLOWS					
XB	SANDER UNITS		3000	15		200
XD	LIQUID DEICING UNITS		3000	10		300
YC	THERMOPLASTIC LAYING EQUIP.		10000	15		667
YC	ASPHALT DISTRIBUTOR		7500	20		375
YC	ASPHALT PAVER		7000	10		700
YF	CRACK FILLING TANK		5000	10		500
YG	ASPHALT GRINDERS		7000	10		700
ZA	EARTH AUGERS		10000	25		400
ZA	HYDRAULIC EQUIPMENT		3000	10		300
ZA	DEWATERING PUMPS		3000	10		300
ZA	PRESSURE WASHERS		3000	10		
ZA	SMALL PARK MAINT. TOOLS		2000	10		
ZA	BRUSH CHIPPER		7000	15		467
ZA	STUMP GRINDER		5000	15		333
	CRANES		15000	25		600
	PAVEMENT MESSAGE EQ.		10000	15		667
	CHIP SPREADER		7000	15		467
	SEWER JET RODDERS		5000	10		500
	SEWER VACUUM TRUCKS		10000	15		667
	SMALL COMPACTION EQUIPMENT		2000	10		
	WALK BEHIND MOWERS		3000	10		300
	SLOPE MOWERS		7000	15		467
	OFF ROAD MAINT VEHICLE		5000	15		333
	WELDERS		8000	20		400
	GENERATORS <30KW		7500	25		300
	GENERATORS >30KW <60KW		10000	25		400
	GENERATORS 60KW TO 100 KW		10000	25		400
	GENERATORS 100 KW TO 250KW		10000	25		400

CLASS	DESCRIPTION	BY MILES	BY HOURS	BY AGE	MI./YR. @ AGE	HR./YR. @ AGE
	GENERATORS 250 KW TO 450KW		10000	25		400
	POTABLE WATER PUMPS		6000	25		240
	TRAILERS, GENERAL			20		