



## **FLEET SERVICES PROCEDURE GUIDE**

### **PURPOSE:**

This guide is intended to provide information and sets forth the guidelines for conducting business with the Fleet Services Unit in the Community Development Agency Transportation Division, for the use and operations of all county owned vehicles. This guide will be periodically updated and approved by the Director of the Transportation Division and the Chief Administration Office (CAO) and shall be in accordance with the County Policy D-4, "Vehicle Use, Standards, Procurement and Disposal" as approved by the Board of Supervisors.

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## **A. General Vehicle Usage and Reporting**

### **1. Fleet Pool Vehicle Use**

- a.** The County will provide a general motor pool of various types of vehicles for use by authorized employee's of all departments on an as-needed basis.
- b.** Pool vehicles can be rented from Fleet Services for short term and daily use, or longer term "seasonal" use to fulfill a special function.
- c.** The Pool will inventory multiple types of vehicles to suit the needs of most users, including 4-wheel drive SUV's, cargo and passenger vans, pick up trucks and passenger sedans.
- c.** Charges for these vehicles will be consistent with the current county rates in place at the time of use, and will be charged to the user department at the end of each month.

### **2. Assigned Vehicle Use**

- a.** Fleet vehicles that are required to fulfill a specific and/or specialized function, may be assigned to a department with this requirement, and will remain in that assignment until deemed no longer needed in that function by the Department head or as justified by utilization by the Fleet manager.
- b.** Charges for these vehicles will be consistent with the current county rates in place at the time, and will be adjusted accordingly as the general rates are updated annually. Charges will be billed at the end of each month to the user department.

### **3. Department Owned Vehicles**

- a.** Vehicles purchased directly by a department will remain in the asset inventory of that department subject only to change by amendment to the D-4 Policy. All costs for vehicle maintenance and repairs will be at department expense, through the Fleet Services office.
- b.** Any department owned vehicles may, at the department's option, pay into mileage rate fees to cover maintenance, overhead and accident funds, based on the vehicle class rate schedule as applied to the Fleet vehicles, except for the rate portion for depreciation/replacement. The Department head may choose the option to pay the depreciation/replacement rates may be added to a new vehicle purchase.

### **4. Outside Rentals and Leasing**

- a.** Fleet Services, when justification is made and there is no Pool vehicle appropriate for a special function available, will rent or lease a vehicle to suit the function for the requesting department. Charges for such rentals would be passed on to the user department through internal billing from Fleet or billed direct.

## **5. Vehicle Utilization and Justification**

- a.** All County vehicles are mandated to be utilized in accordance with the County Policy Manual section D-4.
- b.** Underutilized County vehicles must have written departmental justification provided annually to the Fleet Services manager, and approved by the CAO in order to remain in assignment.
- c.** Fleet vehicles not approved by the CAO as justified, will be returned to Fleet Services to be reassigned or put into surplus status.
- d.** All department owned vehicles (including grant funded) not meeting this criteria must also provide justification and/or an action plan to the CAO's office.
- e.** Any vehicle known to be inoperable, with no action plans to repair or find use for the vehicle will be taken to Fleet Services for disposal processing regardless of ownership. Vehicles will not be allowed to remain parked in county office parking lots when in this condition.

## **6. Vehicle Usage/Mileage Logs and Reporting**

- a.** All county vehicle users are required to use the approved county form **“Vehicle Usage Log/System”** to record the daily use and mileage of all vehicles. Any deviation from the approved form or electronic recording systems must be pre-approved by Fleet Services and the CAO.
- b.** All vehicle users, including department owned vehicles, must report all vehicle mileage odometer readings each month using the county on-line system.
- c.** **It is imperative that mileage reports are correct and accurate!** Repeated inaccurate reporting may be cause for a department to be charged for the labor time involved to make the corrections by Fleet Services and the Administration.
- d.** Fleet Service will periodically require Vehicle Usage Logs to be collected for audit and verification of utilization reporting.

## **7. Accident/Damage Reporting**

- a.** Any accidents or damage to any Fleet vehicle must be reported to Fleet Services and accompanied with a properly filled out county accident form regardless of extent of damage, as soon as practical.
- b.** Accidents involving County vehicles and other non-county vehicles or property, and/or personal injury must have the CHP called and a report filed and reported to both Fleet Services and Risk Management as soon as possible.
- c.** Accident report forms must be kept in every county vehicle and are available to print at <http://edcnet/CDA/Fleet.html>
- d.** Risk Management will manage all accident issues involving any outside parties, claims against or collections owed. No statements shall be made without consulting Risk management to any party regarding in an accident.

## **8. Pre-operation Inspection**

- a.** Drivers of any county vehicle are required to make a brief safety inspection of the vehicle before each use. Fleet Services has provided a check list form for this function, copies of which should be kept in the vehicles.
- b.** The Pre-Inspection form is also available at <http://edcnet/CDA/Fleet.html>
- c.** Any maintenance or repairs found during this inspection are to be noted on the form and Faxed to Fleet Services to schedule the vehicle in for service.
- d.** Any vehicle found not to be in safe condition for any reason is not to be driven, and Fleet Services contacted as soon as possible for instruction.

## **9. Overnight Vehicle Retention**

- a.** In accordance with the policy D-4, any permanently assigned county vehicle that is a “take home” overnight retention vehicle, must be approved by the BOS, under the criteria set forth in the policy D-4 section B-2.
- b.** Temporary overnight retention may be authorized by the department head only when deemed in the best interest of the County (Policy D-4 section B-3).
- c.** Any County vehicle used with overnight retention must have the Vehicle Usage Log properly filled out and noting the retention and reason in the space provided.
- d.** Drivers with authorized overnight retention privileges should provide documentation to Fleet Services personnel when checking out a Fleet Pool rental vehicle that will be taken to a residence overnight.
- e.** County vehicles used for County business travel requiring an overnight stay at accommodations paid for by the County, may be considered temporary overnight retention, requiring the department head authorization only.

## **B. Fleet Services Responsibilities**

### **1. Authority**

- a.** Fleet Services retains full authority over all county owned vehicles regardless of purchase funding source (including grant funded), to ensure safe and economical operations and maintenance in accordance with the County policy D-4; Vehicle Use, Standards, Procurement and Disposal and mandated by the Grand Jury of El Dorado County
- b.** Only Fleet Services has the authority to approve any and all types of repairs or service work to be made on all County vehicles, including work done by vendors, in cooperation with the department user as appropriate. Vehicle drivers may not make special requests to vendors or mechanics directly without advance Fleet Services manager approval.

## **2. Vehicle Standards/Classification/Selection**

**a.** Fleet Services is responsible for establishing vehicle standards to provide the safest, most reliable and economical vehicles for the various functions of the County department's needs.

**b.** Fleet Services will assign a standardized classification and vehicle numbering system, to allow for better identification and computer system tracking of all county vehicles.

**c.** Vehicle standards for purchasing shall include, but are not limited to:

- Purchase price
- Safety Certification/Ratings (DOT/IIHS)
- Reliability
- Fuel efficiency rating
- Operating cost estimates
- Warranty coverage and accessibility
- Dealership/Manufacturer support
- Made/Manufactured in USA preference
- Functionality to suit needs
- Serviceability by Fleet Services shop
- Certified Used Vehicles

**d.** All County vehicles will be marked with County identification decals in accordance with the County Policy D-4 approved by the Board of Supervisors.

**e.** Vehicle model and type selections for purchasing, assignments, pool, and reallocations shall be made by Fleet Services management in accordance with the County Policy D-4.

**f.** Analysis for vehicle standard assignment to a County department shall include:

- Request and input from Department Head/designated Staff
- Vehicle assigned function/usage requirements
- Expected utilization of vehicle in assignment
- New purchase justified based on utilization and/or function
- Four Wheel Drive justification required
- Can a reassigned vehicle fill the need
- Assign most economical vehicle possible
- Special Police functionality required (undercover)
- Budget of department requesting assignment/lease/purchase
- Can a Pool vehicle be utilized

**3. Vehicle Replacement/Purchasing/Disposal**

a. Fleet Services, at its discretion, has the authority to decide whether vehicles will be replaced with a new or used vehicle purchase, reassignment of an existing Fleet vehicle, or if any replacement is necessary or justified.

b. Any vehicle purchases, by any department, regardless of funding source will have approval from Fleet Services and the CAO prior to the purchase.

c. The Fleet Services Manager shall determine if any vehicle in the County Fleet should be removed from service and/or to surplus/disposal if deemed in the best interest of the County for reasons including but not limited to:

- Vehicle age/mileage
- Over-all condition and/or safety concerns
- Repair/expense history
- Repair cost greater than value of vehicle
- Damaged/wrecked and deemed a total loss
- Vehicle deemed not functional or needed by the County
- Underutilized with no reallocation assignment available

**4. Maximum “Target” Mileage/Age of Vehicles**

a. All County Fleet vehicles will have an estimated life expectancy or “Target” of maximum mileage which Fleet Services will use as a guideline for disposal and replacement. These “Targets” will be periodically reviewed and revised as vehicle technologies improve.

b. The “Target” estimates currently are as follows for these basic vehicle types:

- Passenger cars & mini-vans                    120,000 miles
- Light truck & SUV 2WD Gasoline       125,000 miles
- Light truck & SUV 2WD Diesel            150,000 miles
- Light truck & SUV 4WD Gasoline       135,000 miles
- Light truck & SUV 4WD Diesel           160,000 miles
- Police Interceptor RWD sedan            105,000 miles
- Police Patrol SUV 4WD                    110,000 miles/

(Police vehicles targets noted are while vehicle is in “patrol active” or “undercover pursuit” status; otherwise will follow targets as noted for non-police service of same type class)

c. Targets noted are a guideline only for estimating the life of a vehicle but may be extended for vehicles in exceptional condition with a good maintenance/repair expense history if of benefit to the County.

d. Vehicle age issues shall be determined on case-by-case basis as justified by cost and safety concerns.

## **5. Maintenance and Safety**

- a.** Fleet Services maintenance shop will be the sole facility for all County vehicles to have all services, semi-annual safety inspections, smog certification, specialty modifications, tire changes and repair work done.
- b.** No repairs, modifications or maintenance will be made by department employees, other individuals, or vendors on any county vehicle without Fleet Services prior approval.
- c.** Fleet Services will determine the best cost saving methods while achieving sound maintenance, safety and repairs to all County vehicles, including selection of parts, tires, and sublet vendor options.
- d.** County vehicles will be serviced and/or safety inspected every 5000 miles or 6 months, whichever occurs first. Large trucks with diesel engines may be serviced by engine hour meters as per the manufacturer recommendations and/or every 6 months. Some vehicles may have different service standards per the manufacturer, which Fleet Services will revise intervals to accommodate.
- e.** Any and all repairs covered by a vehicle warranty shall be returned to the dealer or authorized warranty repair facility. Repairs on items under warranty shall only be authorized by Fleet Services in the event of an emergency situation.

## **6. Supplied Forms/Information/Documents**

- a.** All Fleet Services information documents and FORMS can be found and copied from the EDC website at <http://edcnet/CDA/Fleet.html>. For more information call the Fleet Services office at 530-642-4906.
- b.** All county vehicles will have an envelope kept in the glove compartment which contains information on what to do in case of breakdown or accident, accident form and vehicle registration and who to call with contact phone numbers. Also included are fuel station locations and contact information.

## **7. Fleet Pool Remote Locations**

- a.** Fleet Services has remote Fleet Pool vehicles placed in convenient locations near county facilities that most frequently use county vehicles. The use of remote sites will allow for downsizing of the Fleet while still providing for the business transportation needs of the County Departments, and reducing the overall cost of the fleet operations.
- b.** Future plans will use electronic vehicle management systems (Telematics).



## **C. Department Responsibilities**

### **1. Proper Operation and Use of Vehicles**

- a.** When damage to County vehicles appears to be caused by misuse, neglect, or carelessness, the department contact person will be notified and is expected to follow up within their department's internal system to investigate and rectify.
- b.** If damage is apparent disregard for County property, Fleet Services will send any documentation of the incident to the respective Department Head, and may cost apply cleaning or repair charges to the department directly.
- c.** In cases of severe or repeated abuse and obvious disregard for County property, Fleet Services has the authority with CAO approval, to remove the vehicle from the service assignment, and surplus or reallocate as needed elsewhere.

### **2. Cleanliness of Vehicles**

- a.** Users of County vehicles are responsible for washing and keeping the vehicle clean, including Pool vehicles. Fleet Services shop at Headington Rd. has a wash area and cleaning products for all to use and there are county-wide agreements with car washes locally (check with Procurement and Contracts for current list)

### **3. Security/Keys/Fuel Cards**

- a.** All user departments and drivers are expected to keep vehicles locked and secure when not in use.
- b.** Vehicle keys that are lost may incur cost applied charges for the replacement key to be made.
- c.** All user departments and drivers are to have secure locations to keep vehicle keys so they can be accessed by others at their offices if needed.
- d.** Fuel cards for vehicles are the responsibility of the user department for assigned vehicles. If lost or damaged and replacement is needed, there is a Gas Card Request Form on the EDC website for this purpose. Call the contract vendor directly if any problem. Fleet is not in charge of the fuel contracts, cards or billings.

### **4. Driver Training**

- a.** All persons authorized by any department to operate a County vehicle, whether employee or volunteer, must be trained by the department through programs offered by Risk Management, and to ensure they understand and agree to comply with the County Policy D-4 directives (B-Vehicle Use; B-1-a; Driver Directives, B-1-b; Driver Safety, B-1-d Moving Violations, Tickets and License Restrictions) and all other driver related sections of the policy.
  
- b.** Citizen complaints directed to Fleet Services on driver behavior in a County vehicle, will be documented and the department contact person and/or drivers immediate Supervisor will be notified. Fleet Services may follow up on such complaints to ensure resolution has been made.

## **5. Vehicle Maintenance**

**a.** Fleet Service will notify departments with assigned Fleet vehicles and department owned vehicles when specific vehicles are due and/or overdue for maintenance services and semi-annual safety inspections. Departments are required to schedule vehicles for service as soon as notified with the Fleet Service office, in accordance with County Policy D-4.

**b.** All County owned vehicles are to be serviced by the Fleet Services Maintenance shop. Any work done by an outside vendor must be approved by the Fleet Manager in advance in accordance with the policy D-4.

## **6. Policies, Procedures and Guidelines**

**a.** All County owned vehicle users, and users of personal vehicles on County business are required to adhere to and comply with the County Policy D-4 Vehicle Use, Standards, Procurement, and Disposal as approved by the Board of Supervisors, as well as this Fleet Services Procedure Guide.

## **D. Financial and Budgetary Concerns**

### **1. Services covered by Mileage Rate Charges**

**a.** All Fleet Services vehicles will be charged a mileage rate to cover expenses of the vehicle. The rates include typical cost components as follows:

- Maintenance labor, parts, and materials
- Depreciation factor (amortized purchase cost for replacement)
- Replacement factor (Consumer Price Index, inflation factor)
- Overhead Cost (Administration, DMV, Fleet staff)
- Accident Fund ( body damage, glass replacements etc)

**b.** Vehicles that have grant or special funding which are brought into the Fleet system that are not to be replaced, shall not be charged the “Depreciation/Replacement” components of the mileage rates, but will be charged the remaining rate factors to cover operation and maintenance expenses only. Fleet management at its option can disallow continuance of this rate charge when the vehicle has reached target mileage or the vehicle becomes too costly to keep in the program.

**c.** Vehicles that have reached their “target” miles for depreciation shall have those charges removed from the rate charges, should the vehicle continue to be actively assigned after determination by Fleet Management that continued service is recommended after a vehicle condition inspection.

**d. Maintenance and routine services:**

- Scheduled Maintenance service, safety and Smog Inspections.
- Tire replacement due to normal wear and *seasonal* snow tires as noted in section E.
- Front-end and all wheel alignments due to normal driving conditions.
- Windshield wiper blades
- Top-off fluids i.e. engine & transmission oil and washer fluid (not fuel)
- Replacement or repairs to any OEM (Original Equipment Manufacturer) parts that came with the vehicle.
- Jump starting dead battery (repeated calls due to neglect may be cost applied)
- Emergency road service towing/lock-out/flat tire change.
- Initial new vehicle delivery receipt, basic standard preparation (PDI), DMV licensing, and standard County vehicle number and “County Use Only” window decal installations only. (except police patrol & special vehicle builds)
- Surplus coordination with the CAO’s office.
- Upholstery repairs due to normal wear or defect.
- Replacement of standard tires.
- Tire chain installation and removal

**2. Accident Fund Coverage:**

- Body and Paint repairs
- Glass chip repairs and replacements
- Towing due to accident or recovery
- Tire and/or wheel damage due to accident
- Damage due to broken snow chains

### 3. Services not covered by rate charges (COST APPLIED):

- Installation/removal of non-standard/aftermarket equipment, i.e. cages, lights, roll bars, spit shields, special decals and lighting, etc.
- All services provided for **non-Fleet** vehicles (*department owned* class “99”)
- Vehicle cleaning, wash & vacuum, interior cleaning, shampoo carpets/seats
- Any repairs or service due to abuse or neglect.
- Repairs to any systems installed in/on vehicles after manufacture, whether the part is an OEM part or not. i.e. Stereo installed, extra lighting, CB radio, floor mats, roof racks, etc.

### 4. Cost Applied Charges and Capital Investment

**a.** Cost Applied refers to expenses that will be charged directly to the user department separately and in addition to any other charges. Vehicle safety equipment will be maintained by Fleet Services on a cost applied basis as required by the County Policy D-4.

**b.** Vehicle rates charged for assigned Fleet vehicles are as for any other rental vehicle. Departments are not entitled to any monetary refunds on vehicles removed from service, or any other refunds or rebates from vehicle dealers or manufactures. Vehicle replacements will be made as justified based on vehicle life criteria set in this guide.

**c.** Initial capital funding to purchase Fleet vehicles from the general fund budget of a department does not mean the department has ownership of the vehicle specifically. The vehicle is a general fund unit that may be reassigned to another assignment as necessary to best manage the fleet.

**d.** Direct purchases of any vehicle by a department must consult with Fleet Management prior to CAO or BOS approval.

## **E. Safety and Other Concerns**

### **1. Tires**

a. Fleet Services has developed the following tire wear guidelines for all county owned vehicles. All tires will be purchased for any county owned vehicle through the Fleet Services office or authorized contracted vendor only with approval:

#### **Fleet Services Tire Wear Guidelines**

Please be advised of these vehicle tire wear replacement measurement parameters:

Vehicle type:	Spring/Summer	Fall/Winter	(New depth)	Replace
Passenger car	3/32"	6/32"	(12/32")	AR
2WD Pickup/SUV	4/32"	6/32"	(14/32")	AR
4WD Pickup/SUV	4/32"	6/32"	(14/32")	full set
Police Car (speed rated)	4/32"	6/32"	(11/32")	AR
Police 4WD SUV	4/32"	6/32"	(11/32")	full set

Studded snow tires will only be installed when justified by usage and on law enforcement, Transportation Division trucks, Animal Service trucks, and Transport vans (Tahoe based only), during the legally approved season by the CHP.

Worn studded snow tires with acceptable tread at end of snow season may have the studs pulled and continue to run tire down to summer depth till replacement.

Studded snow tires on SUV's with over 10/32" remaining at season end, should be removed and saved for reinstallation the next season.

Since there are many factors that affect tire tread requirements, all of the above recommendations are subject to Fleet Services judgment, and are subject to change on a case by case basis.

## **2. Cargo Handling Safety**

- a.** Any cargo carried in a County vehicle must follow the following guidelines:
- Use vehicle compatible and of proper type to safely carry the load size and weight
  - Secure all cargo so as to not allow shifting or movement that could cause a dangerous situation or loss of load.
  - All loads must conform with all vehicle code laws and regulations including proper markings and/or warning flags.
  - No County Owned vehicle will be used to haul personal cargo of any kind unless related to County work and has authorization by a County Department Supervisor.

## **3. Passengers in County Vehicles**

- a.** Vehicles used for passengers must be of the proper type and size to carry the number of people being transported, safely and comfortably.
- b.** All passengers must be properly seat belted before the vehicle begins to travel.
- c.** Any children must be properly secured by seat belts and positioned in the vehicle properly for their age, weight and size and in child safety seats if required in accordance with the vehicles owners' manual (found in the glove compartment) and vehicle code regulations.
- d.** Any use of a child safety seat must be properly installed by a knowledgeable person. If any question, contact the Sheriffs office or the department of Health Services for assistance.
- e.** Any and all passengers in any County Owned vehicle must be authorized and that the use is for County business only
- f.** No driver shall transport any person(s) in a County Owned vehicle for non-county business related reasons, except in the case of an emergency situation which justifies the transporting of the person(s) due to safety or injury concerns.

## **4. Animals/Pets in County Owned Vehicles**

- a.** The following descriptions are the only authorized and generally accepted situations that transporting of any animal or pet in any County Owned vehicle will be allowed:
- Animal Services specialized vehicles with animal compartments
  - Sheriff K-9 patrol vehicles equipped with dog-box containment
  - Special authorization for guide-dogs for authorized passengers
  - Search and Rescue Services search/tracking dogs
  - Special animal trackers/trappers with proper dog containers
  - Authorized special animal trailers must be properly hitched to a suitable tow vehicle with a proper tow rating and equipment, and operated by an experienced person only
- b.** No personal pets are allowed in any County Owned vehicle.
- c.** Any and all damages resulting from an animal will be cost-applied charges to the department for the repairs

## **5. Tinted Glass**

- a.** Some departments have windows darkened/tinted for various reasons. All departments must consult with Fleet Services prior to having tinting done on any County Owned vehicle. This is to ensure that vehicles remain within the regulations and laws in the California Vehicle Code.
- b.** Vehicles with tinting which is illegal will have the tinting removed at the expense of the assigned department.

## **6. Add-on Parts/Accessories/Personal Items**

- a.** Only authorized and necessary add-on parts and/or accessories justified by the function of the vehicle for the assigned department of any County Owned vehicle will be allowed.
- b.** No personal equipment, accessories, or devices may be kept in or installed into any County Owned vehicle unless authorized by Fleet Services. Items may include, but are not limited to:
  - Permanently “hard-wired” cell phone, NAV, DVD, SAT radio, laptop computers, Tablets, PDA’s or other similar devices.
  - Any electrical wiring into vehicle electrical circuits
  - Radar detectors
  - 12/110 volt inverters
  - Add-on speakers of any kind
  - Personal fans or lighting fixtures
- c.** Drivers of any County Owned vehicle are not allowed to use any device with head-sets, head-phones, or any in-the-ear speaker device in *both* ears while operating any County Owned vehicle.
- d.** Only devices which provide for driver safety and are allowed by law, to enable hands-free cell phone use may be allowed with prior authorization by a Supervisor for the vehicle the department is assigned to.
- e.** State law and the California Vehicle code regulations will over-ride any provisions of use made in this guide that should become illegal prior to this guides revision.

## **7. Fueling of Vehicles**

- a.** All fueling of County Owned vehicles should be made at the County contracted vendor(s). Check with Fleet Services if needed, for information and locations of fuel stations. Should a need arise for use of a personally paid fueling; retain a purchase receipt for reimbursement for your authorized travel from your department. Fleet Services does not provide or pay for fuel!

## **8. Smoking and Tobacco use in County Owned Vehicles**

- a.** Smoking of any kind is prohibited in any County Owned Vehicle at all times. (Including E-Cigarettes and vapor devices)
- b.** Use of Chewing tobacco products is prohibited.

## **9. Food Transport and Eating in County Vehicles**

- a.** The transport of food products shall be properly contained during travel and promptly removed as soon as possible. Spillage of food or liquids shall be properly cleaned immediately.
- b.** Eating meals in county vehicles is allowed when in the course of work it is necessary, however all remains of food, bags, bottles, cups and all related items shall be removed as soon as possible, not to be left beyond the day used.
- c.** Any liquid spills must be properly cleaned as soon as possible to avoid permanent stains and odors.
- d.** The eating of snack foods which produce waste, i.e. peanut shells, sunflower seed shells etc., are prohibited in a county vehicle.

## **10. Winter Conditions**

- a.** All drivers of any County vehicle are responsible to take proper precautions and due care in preparation, pre-inspection, and driving of the vehicle while in snow/ice conditions.
- b.** Preparation before driving in these conditions may include:
  - Personal dress proper for conditions, warmth and safety. Be ready to be outside in the weather, even if you don't expect to be!
  - Removal of snow from the vehicles roof, hood, trunk, all windows, headlights & tail-lights, and windshield wipers etc.
  - Fully defrost/defog windshield and back-glass
  - Deice outside mirrors
  - Install tire chains when needed or required by law
- c.** Pre-inspection before driving in these conditions should include:
  - Check tires for good tread depth per the provided guide in pre-trip.
  - Be sure the vehicle has tires chains onboard of the proper size.
  - Check the windshield washer fluid level, and also check to see that the fluid is not frozen. (not all fluids are good to below freezing)
  - Make sure the vehicle has a good ice-scraper available
  - Other items to consider carrying in the winter: blanket, plastic trash bag, flashlight, cell phone, emergency road flares, first aid kit, second pair of boots/shoes, package food & water in sealed container.
  - Warm up the vehicle well, be sure heater and defrosters are all working properly. Let interior warm up and windows clear before attempting to lower a door glass, it may be frozen and can cause serious damage to the mechanism, and possibly even cause the glass to drop or break!
- d.** Tips for driving in snow & ice conditions
  - Double or triple your following distance
  - Use vehicles transmission to slow down by down-shifting to 2<sup>nd</sup>, and avoid using the brakes as much as possible.
  - When driving at low speeds (less than 30 mph) keep the transmission in 2<sup>nd</sup> gear. It may sound like the engine is racing, but it won't hurt it!
  - Never use "overdrive". Most vehicles with overdrive transmissions either have a 3<sup>rd</sup> gear selection to use, or a button to push taking it out of the



overdrive option. This gives you more control of the vehicles speed and less “coasting” feeling.

- Do Not use Trailer Tow Transmission Setting in slick conditions
- Brake Use: Snow/ice and brakes don't mix! Brake very lightly and only when necessary. Skidding/sliding will cause immediate acceleration and total loss of control of steering. If you lock the brakes, you must release the brakes, re-establish wheel roll, (downshift transmission if under 30 MPH) and reapply brakes gently to slow.
- Looking as far ahead down the road as possible will allow you better information and **reaction time to events culminating in the distance!** This allows you to have time to gently steer around the problem instead of braking for the problem.
- Avoid any quick-maneuvers or aggressive actions in steering, throttle and braking. Too much speed, and too much braking are the two main reasons for collisions, as either can cause “loss of directional control.”
- And even if you have 4x4 and or tire chains on, they are only a help, but not a cure to any of these issues!
- In limited visibility slow down even more. If there is traffic behind you, tap your brake pedal frequently, enough to activate the brake lights so they can see you through the snow or fog. Use of 4-way flashes should not be used in this condition as it can fool the follower into believing you are stopped and cause them to panic-brake and lose control.
- If you must stop in poor visibility or white-out conditions, turn on 4-way flashers and attempt to get as far to the right as possible. Do not remain stopped any longer than is absolutely necessary.
- Driving at night in heavy snow storm conditions requires total attention to detail and concentration. Use only low-beam headlights and if equipped use fog/driving lights as well.
- Watch for road side “snow-stakes” reflective marker posts to keep your bearings. In blowing snow, be aware of breaks in tree lines and terrain next to the road, as those are the most likely areas to get a gust of wind and blinding snow.
- As much as possible try to drive down the middle of the road, center between the snow berms, to allow room for directional changes and enable better ability to drive through a white-out blast of wind.
- Best tip: don't drive in it if you don't have to!!

**e. Winter Laws**

- When warning signs state “Winter Conditions” or “Carry Chains”, it is the law that you have tire chains or approved traction device in the vehicle ready to install.
- Winter Snow Tire restrictions commonly referred to as R-1, R-2 and R-3 mean the following:
  - **R-1 = Chains or Snow tires required (6/32” min)**
  - **R-2 = Chains required except 4x4 with snow tire**
  - **R-3 = Chain required on all vehicles incl. 4x4**
- Mandatory speed limit driving on snow or ice is 25 MPH regardless of posted limit or location. Often this is still too fast, which can be as cited as not “driving for conditions” “taking due care” or “excessive speed for conditions” and can increase the liability of the driver and/or county.

Be Aware and Drive With Care! Remember you represent the County!

**F. Fleet Service Contact Information**

**Office Hours: M-F: 7:30 AM – 5:00 PM**

**Maintenance Shop: 7:30 AM – 5:00 PM**

**Address:**

**2443 Headington Road, Placerville CA. 95667**

**Phone numbers:**

**Scheduling appointment and general information:**

**Front desk: 530-642-4906**

**Shop Garage: 530-642-4912**

**Superintendent office: 530-642-4900**

**Emergency afterhours: Cell 775-781-1089 (Kent Taylor)**

**Office Staff: Regina Brown, Service Operations Coordinator  
Kent Taylor, Equipment Superintendent**

**Shop Mechanics: Bobby Aldrich, Senior Fleet Technician  
Bill Shamblin, Fleet Technician II  
Willie Moeszinger, Fleet Technician II**

**Rev: 12/9/2016 kt**

**G: VEHICLE STANDARD**  
**by Department**  
**(Formally Exhibit-A of County Policy D-4)**

All County Owned Vehicles will follow these Standards by designation. Basic vehicles include: Gasoline engine with best EPA fuel economy rating available, automatic transmission, power windows and door locks, and air conditioning. Alternative fuel and Hybrid powered vehicles will be considered whenever possible. All other vehicle types *not* meeting this **Standard** must have an upgrade justification approved by the CAO Officer in accordance with the County Policy D-4; Vehicle use, Standards, Procurement, and Disposal. *All annually assigned vehicles (AAV) requests must also have written justification in lieu of Fleet Pool use presented to the Fleet Manager, and may be requested at any time by Fleet Services for vehicle utilization auditing purposes. Reassigned vehicles may be allowed to preempt the county standard when eliminating a vehicle replacement purchase*

<u>Program</u>	<u>Department</u>	<u>Vehicle Type Recommended</u>
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**Agriculture**

Agricultural Commissioner Administration		Midsize SUV 4X4 Pickup ½ ton 2WD Midsize sedan
Enforcement		Pickup ½ ton 4X4
Weights & Measures		Pickup ½ ton 2WD Pickup ¾ ton 2WD
Wildlife Mgt.		Pickup ¾ ton 4X4

**Air Quality Management District**

AQMD Air District		Pickup ½ ton 2WD Hybrid sedan Midsize SUV 4x4
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**Assessor**

Assessor		Midsize sedan
Admin		Pickup ½ ton 2WD
Field		Pickup ½ ton 4x4

**CAO**

Information Technologies and Communications:	Mini Van 2WD Cargo Van 2WD
Stores, Mail, and Records Management Operations: SLT Courier Surplus Material Handling	Cargo Van 2WD Cargo Van 4X4/ AWD Cargo Van 2WD
WS Building Maint.	Pickup ½ ton 2WD Pickup ¾ ton 2WD Midsize SUV 4X4 Cargo Van
SLT Building Maint.	Pickup ½ ton 4X4 Midsize SUV 4X4
WS Facilities	Midsize sedan Hybrid sedan Pickup ½ ton 2WD
Parks Administration	Pickup ½ ton 2WD
River Management Grounds Maint	Hybrid sedan Pickup ½ ton 2WD Pickup ¾ ton 2WD Cab & Chassis ¾ ton Pickup ¾ ton 4X4 diesel

**Child Support Services**

CSS Casework Staff	Midsize sedan Mini Van
Tahoe Offices	Midsize SUV 4X4

**COMMUNITY DEVELOPMENT AGENCY (CDA)**

**CDA Development Services**

WS Building Operations Support & Planning:	Midsize sedan
WS Building Inspection	Pickup ½ ton 2WD
WS Building Inspection Supervisor	Pickup ½ ton 4X4
WS Building Code Enforcement-Permits	Midsize SUV 4X4
WS Planning	Compact sedan
SLT Uniform Building Code	Midsize SUV 4X4
SLT Building Inspection	

### **CDA Environmental Management**

WS Administration – General Support	Midsized sedan Hybrid sedan compact Hybrid sedan midsized
WS Environmental Health Inspections	Pickup ½ ton 2WD
WS Hazmat Compliance	Pickup ½ ton 4X4
WS Mosquito Abatement	Pickup ½ ton 4X4
WS HAZMAT Litter Abatement	Pickup ½ ton 2WD Cargo Van
SLT Operations	Midsized SUV 4X4
SLT Vector Control & Snow Removal	Pickup ¾ ton 4X4
Solid & Liquid Waste (CSA#10)	Cargo Van
Household Hazmat	Pickup ½ ton 2WD Pickup ½ ton 4X4

### **CDA Transportation Division**

WS Operations General Administration SURVEY, INSPECTORS, CONST.	Midsized sedan Full size SUV 4X4 Midsized SUV 4X4
Highway Maint Crew West and East Slope Operations	Pickup trucks; all classes
Airports	Pickup ½ ton 2WD Pickup ½ ton 4X4
Administration	Midsized SUV 2WD Midsized SUV 4X4 Full size SUV 4X4 Midsized sedan Hybrid sedan
Fleet Services Unit; Motor Pool	ALL CLASSIFICATIONS

### **District Attorney**

WS Core Prosecution	Midsized sedan
SLT Offices	Midsized SUV 4X4
WS Victim/Witness Assistance Elderly Abuse	Midsized sedan

Investigations	Midsize SUV 4x4 Small SUV AWD
Auto Fraud	Pickup Truck 4X4

**Health & Human Services Agency (HHS)**

Administration; CBSP Admin; Public Guardian	Midsize sedan Small/Compact sedan Hybrid sedan
Community Services	Midsize SUV 4X4 Full size pass van Full size pass van AWD Mini Van passenger
Weatherization	Cargo van 2WD Pickup ½ ton 2WD Pickup ½ ton 4X4 Cargo/Box Van 1-ton
Public Housing Authority	Midsize sedan Pickup ½ ton 4X4
Senior Nutrition, Title III C	Midsize sedan Pickup ½ ton 2WD Pickup ½ ton 4X4
CBSP Administration	Midsize sedan
Public Guardian	Midsize sedan

**HHS Mental Health**

WS Admin Central Division	Midsize sedan
WS/SLT PHF Psychiatric Division	Full size van pass AWD Midsize sedan
WS Children’s Services (4X4 Mini Van N/A)	Full size van pass AWD Midsize sedan
WS Adult Day Treatment	Mini Van passenger 2WD Full size passenger van Midsize sedan

WS Adult Services	Full size sedan Midsize sedan
SLT Children's Services	Midsize SUV 4X4
SLT Adult Services	Full size SUV 4X4 Midsize SUV 4X4

### **HHSA Public Health**

General Administration	Midsize sedan
Nursing Services	Midsize SUV 2WD Mini Van 2WD
SLT Clinics and Offices	Midsize SUV 4X4
WS Animal Control; Field	Pickup ½ ton 2WD Pickup ¾ ton 2WD
SLT Animal Control, Field	Pickup ¾ ton 4X4 Pickup 1 ton 4X4

### **Probation**

Administration	Midsize sedan Midsize SUV 4X4
WS Home Detention	Midsize SUV 4X4
SLT Day Reporting	Full size van pass AWD
Juvenile Supervision	Midsize SUV 4X4 Pickup ½ ton 4X4 Full size sedan
Juvenile Placement	Midsize sedan
Juvenile – AB1913/CPA2000	Midsize SUV 4X4 Midsize sedan
Adult Supervision	Midsize SUV 4X4 Midsize sedan

Juvenile Program-Custody/Family Reunification		Full size sedan Full size van pass
SLT Juvenile Hall		Midsized SUV 4X4 Full size van pass Full size SUV 4x4
	<b><u>Public Defender</u></b>	
Public Defender		Midsized sedan Small SUV AWD
	<b><u>Sheriff</u></b>	
Administration		Midsized SUV 4X4 Full size SUV 4X4
Personnel		Midsized sedan Midsized SUV 4X4
Training:		Midsized sedan
Information Services		Full size van pass AWD Midsized SUV 4X4
Communications		Full size SUV 4X4 Pickup 1/2 ton 4X4
Civil Division		Midsized SUV 4X4
Range Equipment		Pickup 1/2 ton 4X4
SAR		Pickup 1/2 ton 4X4 Pickup 3/4 ton 4X4 Cargo box/van 1 ton
Rubicon Patrol/SAR		Special OHV 4X4
Dive Team		Cargo van special equip. Pickup 3/4 ton 4X4
Bomb Squad		Pickup 1 ton special equip Cargo/box van, custom const.
STARS		Midsized sedan Midsized SUV 2WD



	Full size SUV 4X4 Full size sedan Midsize sedan Hybrid sedan
Vehicle Abatement	Midsize SUV 4X4
Undercover, Narcotics	ALL CLASSIFICATIONS (justifications required)
Detectives	Midsize sedan Full size sedan Midsize SUV 4X4
WS CSI/ Evidence:	Pickup ½ ton 4X4 Cargo/box van special const.
Coroner:	Midsize sedan Police Interceptor
<b>WS &amp; SLT Marked Patrol</b>	Police Interceptor SUV Police SSV Full size SUV Police Interceptor Sedan
SWAT	Pickup Truck 4X4 All Police Interceptor SUV Police SSV Full size SUV Special const. Tactical
CSI:	Full size van AWD Cargo/box van special const.
School Resources Officer:	Police Interceptor
Custody-Jail:	Police SSV Full size SUV Police Interceptor
WS Work Program:	Minivan 2WD Midsize SUV 4X4
SLT Work Program	Full size van pass AWD
Bailiff:	Police SSV Full size SUV Midsize Sedan 2wd & AWD

WS Transport Court-Jail	Full size passenger van Full size van pass AWD Police SSV Full size SUV
SLT Transport Court	
Office of Emergency Services (OES): Emergency Command Vehicle	Police SSV Full size SUV Pickup ½ ton 4X4 Cargo/box van special const.
Hi-Tech Task Force:	Midsize SUV 4X4
Patrol Boat and Waterways:	Pickup ¾ ton 4X4 Full size SUV 4x4
Cops in School:	Police Interceptor

**Treasurer/Tax Collector**

Treasurer/Tax Collector	Midsize sedan Full size sedan
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**Veterans Services**

Veterans Services	Midsize sedan
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**Library**

Book-Mobile	Special const.
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This Standard does not provide an approval for the permanent annual assigned vehicle (AAV) Fleet program. Departments must meet the criteria set forth in the EDC D-4 Policy for usage and justification for any vehicle assignments and retention annually.

Any vehicle class required or requested by a department for AAV assignment that is not listed as a standard class for the department, must submit the request on the proper “vehicle upgrade” form, to the Fleet Manager. Subsequent approval by the CAO’s office and proper budgetary provisions must also be provided to support the request.

This Standard applies to all County Owned Vehicles, including those on Department Fixed Asset listings in accordance with county policy D-4.

Revised: 12/9/16 kt