

# Fleet Services Unit 2014 Annual Report



**COMMUNITY DEVELOPMENT AGENCY  
TRANSPORTATION DIVISION  
FLEET SERVICES UNIT  
JUNE 24, 2014  
LEGISTAR # 14-0613**

# Agenda



- County Policy D-4
- Fleet Services Unit
- Annual Assigned Vehicle (AAV)
- Vehicle Inventory and User Groups
- Vehicle Utilization Analysis
- Vehicle Standard Revision

# COUNTY POLICY D-4

vehicle use, standards, procurement and disposal



- General Policy
- Vehicle Use (Directives & Responsibilities)
- Vehicle Utilization
- Vehicle Standards (Exhibit-A)
- Vehicle Procurement and Disposal Criteria

# Fleet Services Mission Statement



Provide the County safe and reliable vehicles  
in accordance with County Policy

Including:

- Excellent customer service
- Professional and courteous attention to detail
- Responsiveness to the needs of all County vehicle users and vendors.

# Fleet Services Responsibilities



- Manage and maintain all County vehicles.
- Implement vehicle standards.
- Right-size the Fleet.
- Conduct periodic vehicle log reviews.
- Develop vehicle replacement projections and budget.
- Monitor compliance with policy provisions.

# Department Responsibilities



- Ensure department compliance with all provisions of the policy (D-4).
- Maintain and monitor vehicle usage logs.
- Ensure that vehicle service and safety inspections schedules are met.
- Achieve vehicle utilization objectives for assigned vehicles.
- Report monthly mileage using the on-line reporting system.
- Provide training on vehicle use and County policy to staff.
- Enforce County policy regarding Driver Directives and ensure proper care is taken of all County vehicles.

# Fleet Vehicle Operations



- Fleet Pool
- Annually Assigned Vehicles (AAV)
- Vehicle Rates



# Vehicle Target Miles



Type of Car	Target Miles
Passenger Sedans/Mini-Vans (all sizes)	120,000
Full Size Vans and 2WD Pickup Trucks	125,000
SUV/4X4/AWD Vans and Pickup Trucks	135,000
Diesel Powered 2WD Pickups and Vans	150,000
Diesel Powered 4X4 Pickups and Vans	160,000
Sheriff Marked Patrol Sedans	105,000
Sheriff Marked Patrol SUV	110,000

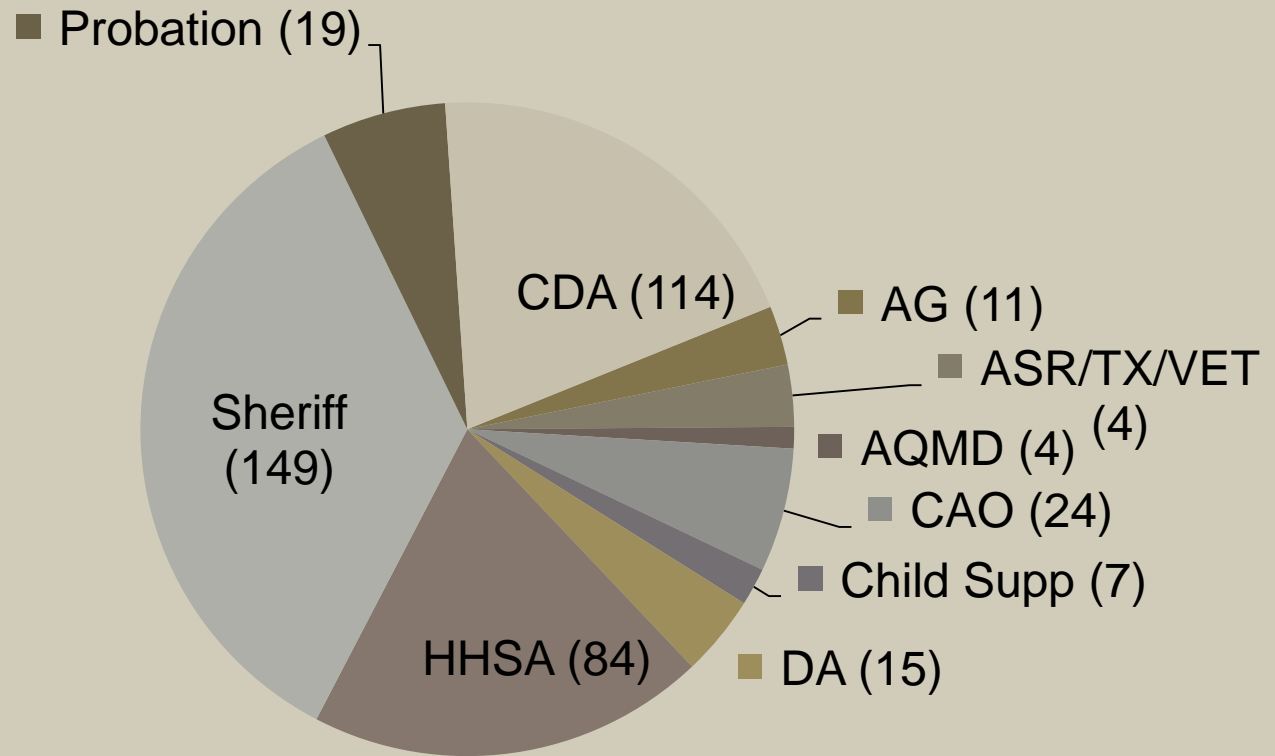


# County Vehicle Inventory



Type	No. of Vehicles
Fleet Services Active Inventory (not including Sheriff)	282
Sheriff Department Total Assigned Fleet Vehicles	149
<b>Total Fleet Services Vehicles</b>	<b>431</b>
Department Owned Vehicles	56
<b>Total County Owned Vehicles</b>	<b>487</b>

# AAV User Groups



# Utilization Analysis



- 12 month utilization analysis was conducted for all fleet vehicle user departments.
- Fleet presentation to all user groups March 6, 2014.
- Individual meetings with Departments in April 2014.
- Response, Actions and Results.

# Vehicle Standard Revision



- Policy D-4 requires Fleet Management to periodically update the Vehicle Standard and Report to the Board of Supervisors.
- The Division requests that the Board adopt the revisions (submitted with this report) to Exhibit A, Vehicle Standards by County Program and incorporate the Exhibit as a revision to the Policy D-4.

# Future Plans



- Remote site pool locations.
- Electronic reservations for vehicles.
- “Greener” vehicle inventory.
- Electronic vehicle log tracking options.
- Fleet Services Workshops for All Users
- Driver training course concentrating on techniques, defensive and winter driving.