

FLEET SERVICES UNIT 2017 ANNUAL REPORT POLICY D-4 REVISION



**Community Development Agency
Transportation Division
Fleet Services Unit
April 11, 2017
Legistar 14-0613**

Agenda

- County Fleet Vehicle Inventory Status
- Overview of Revised Policy D-4, Vehicle Use, Standards, Procurement and Disposal

County Fleet Vehicle Inventory

Type	No. of Vehicles
Fleet Services Active Inventory (not including law enforcement)	289
Sheriff/Law Enforcement Total Assigned Fleet Vehicles	158
Total Fleet Services Vehicles	447
Department Owned Vehicles	49
Total County Owned Vehicles	496

Policy D-4 Revisions

- Presented to the Board today for your approval is a revised Policy D-4 (Vehicle Use, Standards, Procurement and Disposal)
- The revision is intended to update the policy language on obsolete descriptions, provide clarifications, and revisions designed to reduce the need for Board actions on routine items.
- The revision also provides for the use of the Fleet Services Procedure Guide to manage and give direction of the operation and maintenance of the County vehicles.

Basic Changes to the Policy

- Name change from Fleet Management to Fleet Services.
- Agency change from General Services to Community Development Agency.
- Policy to include all County vehicles including department owned vehicles will be under Fleet Services management.

Additions to the Policy

- Fleet Services Procedure Guide
 - 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 is approved by the Director of the 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.

Revisions to the Policy

- Section B. Vehicle Use
 - Add language prohibiting use of cell phones in accordance with State Law.
 - Reduces the number of moving violations or at-fault accidents from 3 to 2.
 - Add language regarding approval of permanent and overnight retention
 - Changed Temporary Retention Requirements

Revisions to the Policy – Part 2

- Section C. Standards
 - Reduce the minimum usage standard for assigned vehicle use from 80% to 60% of available workdays. Retains the 8000 mile annual minimum.
 - Allow the CAO Office authorize exceptions to the minimum use standard on case by case basis as justified.
 - Standard Vehicle Classification Listing will be a part of the Fleet Services Procedure Guide. This will replace Exhibit A – Vehicle Standards by County Program.

Revisions to the Policy – Part 3

- Section E. Vehicle Disposal
 - Add age and safety technology as justifications to dispose of County vehicles.

Q & A

- Thank You.....Questions?