



FLEET SERVICES PROCEDURE GUIDE

PURPOSE:

This guide is intended to provide comprehensive information and sets forth the guidelines for conducting business with the Fleet Services Unit in the Department of Transportation (DOT), for the use and operations of all county owned vehicles. This guide will be periodically updated and approved by the Director of the DOT 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 shall 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's newly purchased 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 by the rental agency to the department requesting the vehicle.

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.
- e. Mileage logs are to be retained for a minimum of 24 months to provide history for utilization analysis for each vehicle.

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.
- 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. Operation, Damage and Care of Vehicles

- a.** Operation must follow vehicle manufacturer operations manual guidelines.
- b.** 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.
- c.** 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.
- d.** 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.
- e.** Vehicles are to be cared for and treated with respect. Vehicles are not to be allowed to have engine idling for extended periods of more than 5 minutes unless necessary for the work assignment.

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 unauthorized 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 2nd, and avoid using the brakes as much as possible.
- When driving at low speeds (less than 30 mph) keep the transmission in 2nd 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 3rd 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

Email: fleet.services@edcgov.us

Phone numbers:

Scheduling appointment and general information:

Front desk: 530-642-4906

Shop Supervisor: 530-642-4999

Superintendent office: 530-642-4900

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

Office Staff: Regina Brown, Service Operations Coordinator

Nathan Haynes, Shop Supervisor

Kent Taylor, Equipment Superintendent

Shop Mechanics: Bobby Aldrich, Senior Fleet Technician

Bill Shamblin, Fleet Technician II

Willie Moeszinger, Fleet Technician II

Rev: 1/8/2020 kt

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

All County Owned Vehicles will follow this Standard approved listing of vehicle type by department. Alternative fuel, Hybrid and Electric powered vehicles will be considered whenever possible and will not be considered as an upgrade in vehicle type, but may require additional budget share if higher in cost than the non-alternate fuel comparable vehicle upon initial purchase. All other vehicle types *not* included in this Standard that are of a higher-class must have a completed *Special Vehicle Request form* with justification and approvals in accordance with the County Policy D-4; Vehicle use, Standards, Procurement, and Disposal.

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
	<u>Agriculture</u>	
Agricultural Commissioner Administration		Midsize SUV/COV Midsize Pickup Full Size Pickup Sedan/COV
Enforcement		Full Size Pickup
Weights & Measures		Full Size Pickup
Wildlife Mgt.		Full Size Pickup
	<u>Air Quality Management District</u>	
AQMD Air District		Full Size Pickup Sedan-Compact COV Midsize SUV/COV
	<u>Assessor</u>	
Assessor Admin Field		Midsize Sedan/COV Full Size Pickup Full Size Pickup
	<u>CAO</u>	
Information Technologies and Communications:		Mini Van / SUV Cargo Van

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
Stores, Mail, and Records Management Operations: SLT Courier Surplus Material Handling		Cargo Van / SUV
WS Building Maint.		Full Size Pickup Full Size Pickup Midsize SUV Cargo Van / SUV
SLT Building Maint.		Full Size Pickup Midsize SUV / COV
WS Facilities		Midsize sedan/COV Full Size Pickup
Parks Administration		Full Size Pickup Sedan/COV
River Management		Full Size Pickup
Grounds Maint		Full Size Pickup Cab & Chassis Utility-Bed Full Size Pickup
<u>Child Support Services</u>		
CSS Casework Staff		Midsize sedan/COV Mini Van/COV
Tahoe Offices		Midsize SUV/COV

COMMUNITY DEVELOPMENT SERVICES (CDS)

Development Services

WS Building Operations Support & Planning:	Midsize Sedan / COV
WS Building Inspection	Full Size Pickup / SUV
WS Building Inspection Supervisor	Full Size Pickup /SUV
WS Building Code Enforcement-Permits	Midsize SUV/COV
WS Planning	Compact Sedan / COV
SLT Uniform Building Code	Midsize SUV
SLT Building Inspection	

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
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Environmental Management

WS Administration – General Support		Midsized Sedan / COV
WS Environmental Health Inspections		Full Size Pickup
WS Hazmat Compliance		Full Size SUV
WS Mosquito Abatement		
WS HAZMAT Litter Abatement		Full Size Pickup Full Size Cargo Van
SLT Operations		Midsized SUV/COV
SLT Vector Control & Snow Removal		Full Size Pickup
Solid & Liquid Waste (CSA#10)		Full Size Cargo Van
Household Hazmat		Full Size Pickup Full Size Pickup

Transportation

WS Operations General Administration SURVEY, INSPECTORS, CONST.		Midsized Sedan/COV Full size SUV Midsized SUV/COV
Highway Maint Crew West and East Slope Operations		Pickup trucks; all types
Airports		Full Size Pickup Full Size Pickup
Administration		Midsized SUV/COV Full Size SUV Midsized Sedan/COV
Fleet Services Unit; Motor Pool		ALL Vehicle Types

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
	<u>District Attorney</u>	
WS Core Prosecution		Midsize Sedan/COV
SLT Offices		Midsize SUV/COV
WS Victim/Witness Assistance Elderly Abuse Investigations		Midsize Sedan/COV Midsize SUV/COV
Auto Fraud		Full Size Pickup
	<u>Health & Human Services Agency (HHS)</u>	
Administration; CBSP Admin; Public Guardian		Midsize Sedan/COV
Community Services		Midsize SUV/COV Large Size Van Passenger Mini Van Passenger
Weatherization		Cargo Van Full Size Pickup Large Cargo/Box Van
Public Housing Authority		Midsize Sedan/COV Full Size Pickup/Van
Senior Nutrition, Title III C		Midsize Sedan/COV Full Size Pickup/Van
CBSP Administration		Midsize Sedan/COV
Public Guardian		Midsize SUV/COV

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
<u>Mental Health</u>		
WS Admin Central Division		Midsized Sedan/COV
WS/SLT PHF Psychiatric Division		Full size Van/Wagon Pass Midsized Sedan/COV
WS Children's Services		Full size Van/Wagon Pass Mini Van/COV Pass Midsized Sedan/COV
WS Adult Day Treatment		Mini Van Pass Full size Van/Wagon Midsized Sedan/COV
WS Adult Services		Full size Sedan/SUV Midsized Sedan/COV
SLT Children's Services		Midsized SUV
SLT Adult Services		Full size SUV Midsized SUV/COV
<u>Public Health</u>		
General Administration		Midsized Sedan/COV
Nursing Services		Midsized SUV Mini Van Pass/COV
SLT Clinics and Offices		Midsized SUV/COV
WS Animal Control; Field		Full Size Pickup Full Size Pickup
SLT Animal Control, Field		Full Size Pickup

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
	<u>Probation</u>	
Administration		Midsize Sedan/COV Midsize SUV
WS Home Detention		Midsize SUV
SLT Day Reporting		Full size Van/Wagon Pass SUV/COV
Juvenile Supervision		Midsize SUV/COV Full Size Pickup Full Size Sedan/SUV
Juvenile Placement		Midsize Sedan/COV
Juvenile – AB1913/CPA2000		Midsize SUV/COV Midsize Sedan/COV
Adult Supervision		Midsize SUV/COV Midsize Sedan/COV
Juvenile Program-Custody/Family Reunification		Full Size Sedan/SUV Full Size Van/Wagon Pass
SLT Juvenile Hall		Midsize SUV Full Size Van/Wagon Pass Full Size SUV
	<u>Public Defender</u>	
Public Defender		Midsize Sedan/COV Compact Sedan/COV

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
	<u>Sheriff</u>	
Administration		Midsize SUV/COV Full size SUV
Personnel		Midsize Sedan/COV Midsize SUV
Training:		Midsize Sedan/COV
Information Services		Full Size Van/Wagon Pass Midsize SUV/COV
Communications		Full Size SUV Full Size Pickup
Civil Division		Midsize SUV/COV
Range Equipment		Full Size Pickup
SAR		Full Size Pickup Full Size Van/Wagon Pass Full Size SUV Cargo box/van Utility
Rubicon Patrol/SAR		SUV/COV/OHV/Pickup
Dive Team		Full Size Cargo Van Full Size Pickup/SUV
Bomb Squad		Full Size Pickup/C&C/Utility Cargo/box van, special const.
STARS		Sedan/COV Midsize SUV Full size SUV
Vehicle Abatement		Midsize SUV
Undercover, Narcotics		ALL CLASSIFICATIONS
Detectives, Undercover		Midsize Sedan/COV

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
Sheriff Continued:		Full size sedan/COV <i>Full size Pickup/SUV</i>
WS CSI/ Evidence:		Full Size Pickup Cargo/box van special const.
Coroner:		Midsize Sedan/COV Full Size SUV/PPV/SSV
WS & SLT Marked Patrol		Police Interceptor- PPV SUV Police SSV Full size SUV
SWAT		Full Size Pickup Police-PPV SUV or Van Police SSV Full size SUV Special const. Tactical Utility (Bearcat Armored Vehicle)
CSI:		Full Size SUV/Van/Wagon Cargo/box van special const.
School Resources Officer:		Police PPV/SSV SUV
Custody-Jail:		Police SSV Full size SUV Police Interceptor-PPV SUV
WS Work Program:		Minivan/COV Midsize SUV
SLT Work Program		Full Size Van/Wagon Pass
Bailiff:		Police SSV Full size SUV Full Size Sedan/COV
WS Transport Court-Jail & SLT Transport Court		Full Size Van/Wagon Pass Police SSV Full size SUV
Office of Emergency Services (OES):		Police SSV Full size SUV Full Size Pickup

<u>Program</u>	<u>Department</u>	<u>Vehicle Type</u>
Sheriff Continued:		
Emergency Command Vehicle		Cargo/box van special const. Special Const. Trailer(s)
Hi-Tech Task Force:		Midsized SUV
Patrol Boat and Waterways:		Full Size Pickup Full size SUV
Cops in School:		Police Interceptor-PPV/SSV
	<u>Treasurer/Tax Collector</u>	
Treasurer/Tax Collector		Midsized Sedan/COV

Veterans Services

Veterans Services		Compact Sedan/COV Minivan/COV Pass
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Library

Book-Mobile		Large Van-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 type required or requested by a department for AAV assignment that is not listed as a standard type for the department, must submit the request on the proper *Special Vehicle Request 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.

Definition of Vehicle Types:

COV: Crossover Vehicle (Manufacturer term replacing mostly compact to midsize ‘uni-body frame’ sedans and may also call out as SUV)

OHV: Off Highway Vehicle (i.e. Quads, Motorcycle, Snow Cat, Snow Mobile etc)

‘Wagon’ or ‘Transport’ are interchangeable with Van in Passenger configurations

Alternate Fuel:

Hybrid Electric/Gas; may also include Plug-In Hybrid-Electric Vehicle (PHEV).

EV: Electric Vehicle

‘Police Interceptor’ trade name interchangeable with “Police Pursuit Vehicle (PPV)”

‘Special Service Vehicle (SSV)’ is a trade name for SUV or Pickup Truck with Law Enforcement special design, but may be used as non-enforcement and is not a pursuit-rated vehicle.