

## **16. VEHICLE PURCHASING, MAINTENANCE AND REPAIRS POLICY**

### **GENERAL POLICY**

It is the policy of Scott County to provide vehicles to various county departments to allow employees to effectively perform their duties on behalf of the County.

### **SCOPE**

This policy is applicable to all County departments and vehicles, excluding those owned and operated by the Conservation Board.

### **Vehicle Advisory Committee**

A Vehicle Advisory Committee (VAC) shall be established to make recommendations to the Fleet Manager regarding vehicle replacements, change in fleet size, vehicle specifications and any other concerns regarding county vehicles. The Fleet Manager shall serve as chairman of the Vehicle Advisory Committee. The committee shall include the following individuals or designee:

- Fleet Manager
- Facility and Support Services Director
- Sheriff
- Health Department Director
- Planning and Development Director
- Purchasing Specialist
- Community Services Director
- County Engineer
- Budget and Administrative Services Director

### **Vehicle Specifications**

All vehicle specifications changes shall be submitted by the department to the VAC for review. The Fleet Manager is responsible for submitting the specification to the Purchasing Specialist to secure bids.

### **Vehicle Authorized Listing**

The VAC will establish the Vehicle Authorized Listing (VAL) for each department based on input from the department. The purpose for the VAL is to establish the size of the County vehicle fleet. The listing will be by department and class. This will be reviewed on a three

year rotation.

### **Vehicle Replacement Plan**

The Fleet Manager will develop a vehicle replacement plan that will be reviewed by the VAC and submitted to the Board of Supervisors for approval within the budget. The replacement plan will be based upon the age, mileage and the amount of maintenance on the vehicle, and for the department's Vehicles Authorized Listing (VAL).

### **Obtaining Unscheduled Repair Service for County-Assigned Vehicles**

If a County vehicle has a breakdown while operating within the Quad Cities Area (QCA), operators should contact Fleet Services immediately. If a breakdown is reported during regular business hours and not repairable in the field, Fleet Services will arrange for towing services.

If the repair is minor (i.e., windshield wiper blades when it is not raining or light bulbs when it is daylight out) and does not require the vehicle to be removed from service, operators must bring the vehicle out to Fleet Services for repairs. An advance notification will expedite the repairs and lessen the vehicle downtime. Walk-ins will be handled on a case by case basis.

When operating a vehicle outside the QCA, vehicle operators are required to contact immediately the Fleet Manager or Fleet Services Shop Supervisor for emergency repairs.

All receipts, repair tickets, estimates, and other documentation must be retained and submitted to Fleet Services for payment.

### **Accident Reporting**

Operators are responsible to immediately report all vehicle accidents to the local law enforcement, Risk Manager and Fleet Manager. See the accident procedure card in the vehicle's glove compartment. All accident reports shall be forwarded to the Risk Manager and Fleet Manager as soon as they are available.

### **Vehicle Preventive Maintenance Program**

Fleet Services is responsible for managing the Preventative Maintenance Inspection (PMI) Program for the County vehicles. Vehicle maintenance inspections are crucial to vehicle safety and performance. The PMI program offers a systematic approach to vehicle

inspections with three objectives: to reduce vehicle downtime, to reduce vehicle repair expenses, and to extend vehicle life.

### **Maintenance Priorities**

Maintenance priorities will be established at the Fleet Manager (or designee) discretion. Priorities will be based upon public safety, limited resource vehicles (i.e. a one of a kind vehicle), and general purposes use.