

# ADMINISTRATIVE PROCEDURES



Procedure Number: 49-2

Effective Date: 04/18/1983

Revision Date: \_\_\_\_\_

*C. Dubulsky*  
County Administrator

---

SUBJECT: **FINANCIAL POLICIES - RE: VEHICLE USE**

---

DEPARTMENT RESPONSIBLE: **Automotive Services**

---

## I. STATEMENT

All on-road, licensed, County vehicles are the responsibility of the Automotive Services Department.

## II. PROCEDURE

### A. Categories of Vehicles -

1. All County-owned pool, on-road, licensed, vehicles will be assigned as property of the Automotive Services Department, and will be assigned to user departments on a mileage basis.
2. All County-owned, on-road, licensed vehicles purchased other than through Automotive Services – including donated vehicles – become part of the County fleet and are assigned to departments on a mileage basis. These vehicles will be maintained by the Automotive Services Department. This maintenance will be charged on a mileage basis to cover normal fuel, maintenance, insurance and depreciation costs.
3. All vehicles not mentioned in paragraphs 1 and 2 above, i.e., offroad equipment, etc., that are maintained by the Automotive Services Department will be charged on a direct-bill basis for fuel and maintenance.

### B. Costs -

1. Costs incurred in the purchase and installation of special equipment will be the responsibility of the user departments. Properly authorized work authorization forms are require **before** work will be performed.

Automotive Services Department will provide technical advice and install and maintain the special equipment as necessary.

C. Fleet Size -

1. General Vehicles

- a. Determination of the size of the fleet at any time is governed by the approved needs of user departments and availability of funds as set forth in the Adopted Budget and modified by Budget Review Committee and Board action.
- b. For budgetary and planning purposes, departments will advise Automotive Services Department of their projected needs no later than December 1st of each year.

2. Police Specification Vehicles

- a. Determination of fleet size at any time is determined by the Sheriff and available funding, and is generally governed by the number of personnel employed in regular patrol and patrol-dog duties.

3. Confiscated and Donated Vehicles

- a. Upon approval by the Board of Supervisors (as recommended by Automotive Services Department), confiscated or donated vehicles may be accepted into the Pima County Fleet. However, if the car is confiscated by, or donated to, a department, the department must return a vehicle to Automotive Services Department for assignment to the Motor Pool and/or for auction, unless exempted by the Board of Supervisors. The purpose of this policy is to assure that the number of cars assigned to a unit is not increased without budget authority.

D. Vehicles Replacement Schedule -

1. For planning purposes, general guidelines relative to replacement schedules should be obtained from Automotive Services.

E. Leasing -

1. All request for leasing or rental of vehicles by Pima County from outside agencies will be reviewed by the Office of Budget and Research and the Automotive Services Department for recommendation to the County Administrator. This does not apply to vehicles rented or leased while out of town on official business.

F. Maintenance -

1. All maintenance and repairs of County Vehicles will be accomplished by the Automotive Services Department except those designated as the

responsibility of the user department. Preventative maintenance schedules will be established by the Automotive Services Department for all County vehicles.

G. Vehicle Use -

1. County-owned vehicles are to be operated only by authorized County employees and volunteers, who hold a currently valid Arizona driver's license, and who shall be determined by the user department.
2. Vehicle use will be for official County purposes only.
3. Out-of-state use of a County vehicle must be approved in advance by the County Administrator.
4. County vehicles may be driven home for night storage on a regular basis, only with the express approval of the responsible department director, and under guidelines established by the Board of Supervisors and enforced by the County Administrator.
5. It will be the responsibility of each department to provide the County Administrator's Office with a list of all vehicles that are being driven home and the reason for take-home use. This list must be updated on a quarterly basis.

H. Vehicle Assignment by Location -

1. Each County department not located in the vicinity of the downtown County complex, shall be assigned, on a continuing basis, adequate number of County vehicles as determined by the County Administrator.