

# ADMINISTRATIVE PROCEDURES



Procedure Number: 49-2

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*C. D. [Signature]*  
County Administrator

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SUBJECT: **PIMA COUNTY FLEET ASSET MANAGEMENT**

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DEPARTMENT RESPONSIBLE: **FLEET SERVICES DEPARTMENT**

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## 1. **PURPOSE**

The purpose of this procedure is to establish the vehicle and equipment asset management guidelines used by Fleet Services Department.

For the purpose of this procedure when referring to vehicles, it is intended for this to include heavy trucks and off-road equipment.

## 2. **DEFINITIONS**

**Pima County Fleet** – Vehicles owned by Pima County and managed by the Fleet Services Department with the sole intent of supporting the operational needs of all County departments.

**Monthly Flat Rate** – A monthly rate charged to departments for use of an assigned vehicle. The monthly flat rate is determined from historical costs such as repair and maintenance; insurance; replacement and overhead. The flat rate varies by vehicle class.

**Assigned Billing Vehicle** – Vehicle subject to a monthly motor pool charge (Flat Rate) which includes replacement charges in the rate. Actual fuel consumption is billed as a separate line item. These vehicles are owned by Fleet Services and it is the responsibility of Fleet Services to budget for their replacement.

**Direct Billing Vehicle** – Vehicle subject to a motor pool charge to departments for repair and maintenance of Speciality Vehicles as services are rendered. Actual fuel consumption is billed as a separate line item.

**Special Billing** – A charge to departments for specialty services or vehicle abuse/neglect. Examples include purchase and installation of non-standard auxiliary equipment; mechanical and/or physical damage above normal wear and tear.

**Specialty Vehicle** – A vehicle that has a very specific functional use needed to meet the operational needs of the department. These vehicles are owned by the department and it is the responsibility of the department to budget for their replacement.

**Annual Utilization Goal** – The amount of annual miles or hours determined by Fleet Services to be used as a benchmark to measure efficiency of vehicle use.

**Fleet Right Sizing** – The process of analyzing the fleet to ensure optimal quantity and class of vehicles are being utilized to meet department operational needs while keeping motor pool costs to a minimum.

**Point Vehicle Replacement** – Fleet Services uses a weighted point replacement system that is integrated in our fleet management software. Points are assigned based on life to date maintenance costs, miles/hours and age.

**Surplus Property** - Assets that are no longer used by Pima County such as vehicles that have met their useful life.

### **3. PROCEDURE**

#### **A. New Vehicle Acquisition**

1. Pima County's Procurement Policy is implemented to ensure that a competitive environment exists when acquiring new vehicles.
2. Fleet Services purchases new vehicles on an annual cycle to replace Assigned Billing Vehicles that have met their useful life determined by the Point Vehicle Replacement System. The quantity of vehicles being replaced is dependent on Fleet Services budget authority.
3. Several factors are considered when deciding what type of vehicles are to be purchased including operational needs of the departments, manufacturer reliability/safety and availability of alternative fuel type vehicles. Fleet Services strives to standardize the fleet, for instance, there will be one standard equipped compact, mid-size and full size vehicle made available at time of replacement cycle.
4. No costs will be incurred by departments for replaced Assigned Billing Vehicles unless the receiving department has requested an upgrade.
5. Requests for additional vehicles will be handled on a case-by-case basis. Fleet Services will first attempt to fill this need with an available pool vehicle. For budgetary and planning purposes, requests for specific new vehicles must be submitted to Fleet Services no later than **November 1** for following fiscal year purchase consideration. Requests for additional or upgraded vehicle must use the Vehicle Purchase-Upgrade Request form located on Fleet Services Intranet website.
6. Fleet Services is required to review specifications for Specialty Vehicles and off-road equipment prior to submitting documentation to procurement for purchase.

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B. Assigned Billing Vehicle

1. Assigned Billing Vehicles are issued to the department at the request of the department.
2. Departments are billed a Monthly Flat Rate for the use of the vehicle. Fuel consumption is billed as a separate line item.
3. Fleet Services will send communications to departments when a vehicle is due for preventative maintenance or emissions. It is the responsibility of the department to bring in vehicle by the due date.
4. Departments are responsible for monitoring utilization with the intent of meeting the annual utilization goal and right sizing their motor pool. Utilization reports can be requested from Fleet Services at anytime.
5. Underutilized vehicles are to be returned to Fleet Services. Monthly Flat Rate billing will be discontinued as soon as the vehicle is processed through the fleet management system.

C. Specialty Vehicle

1. Specialty Vehicles are funded by the requesting department and will be placed on Direct Billing.
2. Specialty Vehicles are identified on the Fleet Services intranet site and should be reviewed periodically for updates.
3. Fleet Services will send communications to departments when a Specialty Vehicle is due for preventative maintenance or emissions. It is the responsibility of the department to bring in the vehicle by the due date.
4. Fleet Services has the authority to remove from service any Specialty Vehicle that is deemed to be operationally unsafe or life to date repairs costs have exceeded vehicle value.
5. Fleet Services is required to review specifications for all specialty use vehicles prior to submitting documentation to Procurement for purchase.

D. Auxiliary Equipment Installed in Vehicle

1. Costs incurred in the purchase and installation of standard auxiliary equipment will be the responsibility of Fleet Services. A list of standard auxiliary equipment can located on the Auxiliary Equipment Request form located on Fleet Services Intranet website. Non-standard auxiliary equipment will be funded by the requesting department.
2. Fleet Services will provide technical advice prior to purchase of auxiliary equipment. Auxiliary equipment is to be installed by Fleet Services.
3. Requests for auxiliary equipment must use the Auxiliary Equipment Request form located on Fleet Services Intranet website.

4. Fleet Services must approve all auxiliary equipment and whenever possible, standardize the type of equipment.

E. Patrol Vehicles

1. Patrol vehicle replacement make and model is determined by the Sheriff and Fleet Services.
2. Fleet Services purchases Patrol vehicles on an annual cycle to replace assigned bill vehicles that have met their useful life determined by the point replacement system. The quantity of patrol vehicles being replaced is dependent on Fleet Services budget authority.
3. Upfitting of patrol vehicles is managed by Fleet Services. The cost of the code equipment will be capitalized to the vehicle and incorporated in the flat rate for patrol vehicles.

F. Confiscated and Donated Vehicles

1. Upon approval by the Board of Supervisors (as recommended by the Fleet Services Department), confiscated or donated vehicles may be accepted into the Pima County Fleet. However, if the vehicle is confiscated by or donated to a department, the department must return a vehicle to Fleet Services for assignment to the motor pool, another County department, and/or for auction, unless exempted by the Board of Supervisors. The purpose of this procedure is to assure that the number of vehicles assigned to a unit is not increased without budget authority. Confiscated and donated vehicles are to be titled through Fleet Services.

G. Rental/Lease Equipment

1. Renting/leasing of off-road equipment or on road medium/heavy trucks from an outside agency is managed by Fleet Services, for renting of passenger vehicles see Administration Procedure 49-1.
2. The renting/leasing of off-road equipment or on road medium/heavy trucks is to be a short term (less than 30 consecutive days) solution to meet the department operational needs when County equipment is not available or in the event of an emergency.
3. Departments are to contact Fleet Services providing justification for rental/lease, details of equipment needed, rental/lease duration, location where equipment will be used and funding source.
4. Departments may work directly with the renting/leasing agency with prior approval from Fleet Services Director.
5. Pursuant to A.R.S. 38-538, any vehicle renting for six months or more must be marked as a Pima County vehicle. GPS systems will be installed by Fleet Services.

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#### H. Pima County Vehicle Use

1. County owned vehicles are to be operated only by County employees and volunteers who are compliant with Administrative Procedure 30-31, Driver Qualification and Authorization.
2. Vehicle use will be for official County purposes only.
3. When a County vehicle is needed to attend meetings or conferences early or late in the day, vehicle may be taken home for night storage only with the express approval of the department Director.
4. Out of town travel using County assigned vehicles is permitted within a 150 mile one way distance, travel exceeding this distance should use the County contracted rental car vendor.
5. Pima County uses Global Positioning System (GPS) to promote safer driving habits and to alleviate risks associated with County vehicle use. GPS program is per Administrative Procedure 49-8 Global Positioning Systems (GPS) in Pima County Vehicles.
6. Requirements for long term take home vehicles are documented in Administrative Procedure 49-12 Take Home Vehicle Tracking and Reporting.

#### I. Repair and Maintenance

1. Maintenance and repair of County vehicles will be accomplished by the Fleet Services department. Some Speciality Vehicles may be serviced by the owning department with prior approval of Fleet Services Director.
2. Maintenance and repair of Sheriff Department motorcycles is performed by a contracted third party and is managed by the Sheriff department.
3. Fleet Services will send communications to departments when a vehicle is due for preventative maintenance or emissions. It is the responsibility of the department to bring in vehicle by the due date. Delaying preventative maintenance may result in premature vehicle mechanical failure and will be considered abuse/neglect subject to Special Billing charges.

#### J. Department Transportation Coordinator

1. County departments are to assign a minimum of one staff to serve as Transportation Coordinator for the department. The Transportation Coordinator serves as the liaison between their department and Fleet Services. Transportation Coordinator responsibilities are located on Fleet Services Intranet website.
2. Departments are to notify Fleet Services immediately if there has been a change in staff assigned to the Transportation Coordinator role.
3. Changes to department assigned Transportation Coordinator staff must use the Transportation/Motor Pool Coordinator Delegation of Authority form located on Fleet Services Intranet website.

K. Abuse/Neglect of County Vehicles

1. Fleet Services will special bill departments for vehicle repairs and detail cleaning attributed to user abuse and/or neglect. Examples of abuse/neglect include but not limited to:
  - Mechanical and/or physical damage above normal wear and tear
  - Damage due to missed preventative maintenance intervals
  - Vehicle overloading
  - Tobacco smoke odor
  - Chemical odor/spills
  - Excessive trash throughout vehicle
2. Tobacco use is prohibited in all County vehicles, including but not limited to rental cars used for County business. Reference Administrative Procedure 3-4, Tobacco Free Environment in The County Workplace.
3. Vehicles found to be in non-compliance may be required to be inspected by Fleet Services at scheduled intervals.
4. Repetitive instances of abuse/neglect will be cause for vehicle to be returned to Fleet Services permanently.

L. Disposition of County Vehicles

1. Fleet Services will dispose of surplus property through a contracted public auction service.
2. Monies received from the sale of Assigned Billing Vehicles will be credited to the vehicle replacement fund. Monies received from the sale of Specialty Vehicle will be credited to the owning department.