



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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Purpose

It is the goal of the Pima County Board of Supervisors to provide a central County agency responsible for all on-road, licensed, County vehicles; all off-road, heavy equipment; all radio communications equipment; and which will contribute, in a significant way, to the effective and efficient accomplishment of the services provided to the residents of Pima County.

In order to fulfill this goal, an Automotive Services Department has been established with the following objectives:

- A. To maintain the County Fleet; off-road heavy equipment and radio communications equipment, in such a manner as to achieve maximum operating efficiency and safety.
- B. To assure that user departments have the quantity and type of vehicles; off-road heavy equipment and radio communications equipment which best fit their operational requirements.
- C. To improve cooperation and communication with user departments in order to enhance the services provided by Pima County.
- D. To provide such auxiliary services as are requested and justified by user departments and approved by the Board of Supervisors.
- E. To achieve the lowest possible cost of operation.
- F. To improve and further develop an accounting and information system which will provide the information necessary for efficient control, planning, and operation of the Automotive Services Department.
- G. To remember at all times that the Automotive Services Department is a service organization, dedicated to provide courteous and timely response to users' needs.



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Policy

1. Ownership of Vehicles:

- A. All County-owned, on-road, licensed, vehicles through one (1) Ton, will be assigned as property of the Automotive Services Department, and will be rented to user departments on a mileage basis, except as noted in paragraph B. Such rental to cover normal fuel, maintenance, insurance, and depreciation (replacement) costs.
- B. All vehicles not enumerated in paragraph A, will be owned by user departments and maintained by Automotive Services Department. Costs will be charged back to the user departments on a mileage basis or direct bill basis as determined by Automotive Services.
- C. All off-road equipment will become part of the Automotive Services Department off-road pool. Equipment will be rented on a per hour basis, or direct bill basis as determined by Automotive Services. Such rental to cover normal fuel, maintenance, insurance and depreciation (replacement) costs.

2. Source of Funds:

- A. The Automotive Services Department will be a self-sustaining department with all operating costs, capital equipment replacement; replacement of vehicles, replacement of off-road equipment, and replacement of radio communications equipment, assigned as property of the Automotive Services Department, provided through an equitable system of rental charges to user departments, plus revenue from auction of vehicles and radio communication equipment owned by the Department.



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- B. An over-head rate, to be included in rental charges, will be established which will recover all administrative, accounting, supervisory, and auxiliary service costs for the Department, plus a fixed amount of amortized capital improvements. This rate will be included in a flat rate dollar charge per hour (based on direct-labor hours), which will result in equitable distribution of these charges to all users. Fuel, labor, parts, insurance and replacement of equipment will be included in the rates at actual cost. Presuming no additional services are added, this over-head rate should not vary significantly from year to year; however, annual reviews and adjustments will be made, if necessary.
- C. An Annual Report will be prepared, comparing County automotive rental charges to prevailing rental charges in private industry.
- D. Any additions (over and above existing levels) to the fleet will be funded as to initial cost by the General Fund, or any Special Fund, as approved in the annual County budgeting process.
- E. In order to achieve and maintain self-sufficient status, Automotive Services Department will be operated as a separate Intragovernmental Service Fund. This will enable the Department to carry over surplus and/or deficit operational funds from one year to the next and, thus, program capital equipment replacement and vehicle replacement.
- F. Cost incurred in the purchase and installation of special equipment will be the responsibility of the user departments. Automotive Services Department will provide technical advice and install and maintain the special equipment as necessary.



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G. Payment for damages to vehicles which result in expenses of \$100.00 or more will be the responsibility of user departments. Any reimbursements resulting from subrogation against outside agencies will be credited to the user departments. This policy is designed to promote safe driving habits within the County and avoid inflation of mileage charges.

3. **Fleet Size:**

A. General Vehicles:

1. Determination of the size of the fleet at any time is governed by the needs of user departments, subject to their activities as established by the Board of Supervisors.
2. Compact sedans will be the primary fleet sedan of Pima County. Standard sedans will be used only when user departments can justify specific needs.
3. Individual departments will be responsible for seeing that their assigned vehicles are used in the most efficient manner. Automotive Services Department will monitor vehicle usage, and make recommendations to the user departments regarding potential rotation of vehicles to obtain uniform accumulative vehicle mileage.
4. Automotive Services Department is responsible for over-seeing that off-road equipment is used in the most efficient manner. Under-utilized equipment will be assigned to the off-road pool instead of the using department.
5. Departments will advise Automotive Services Department of their projected needs no later than January 1st of each year. Once needs have been established, no adjustments will be made during the next fiscal year, unless ordered by the Board of Supervisors.



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B. Confiscated and Donated Vehicles:

1. 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; the user department will release one vehicle to Automotive Services Department for assignment to the Motor Pool and/or for auction, unless exempted by the Board of Supervisors.

4. **Vehicle Replacement:**

Vehicles are budgeted for replacement when the following two criteria are met:

- A. Projected June 30th mileage meets the targeted mileage.

<u>VEHICLE DESCRIPTION</u>	<u>TARGETED MILEAGE</u>	<u>YEARS</u>
Compacts/Sedans	80,000	N/A
Light Trucks	100,000	N/A
Police Patrol Units	72,000	N/A
Water Trucks	160,000	10
6-7 yd. Dump	165,000	6
Patch Trucks	165,000	6
Truck Tractors	240,000	10
12 yd. Dump	240,000	10
1 ½ - 2 ½ Ton Trucks	130,000	6

- B. Actual maintenance and repair cost per mile exceeds purchase cost per mile of replacement vehicle.

5. **Vehicle Use:**

- A. County-owned vehicles can be operated only by authorized County employees, volunteers and designated contract personnel. All operators of County vehicles must hold a current valid Arizona drivers license which shall be determined by the user department.



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- B. Vehicle use will be for official County purposes only.
- C. Out-of-state use of a County vehicle must be approved in advance by the County Manager.
- D. County vehicles may be driven home for night storage 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 Manager of Pima County.
- E. The assignment of County vehicles for individual use shall not be construed as a method of giving additional benefits to employees or used in any other way to show partiality to any employee.
- F. It will be the responsibility of each department to provide the County Manager's Office with a list of all vehicles that are being driven home and the reason for take-home use. This list be must be updated on a quarterly basis.

6. **Vehicle Assignment by Location:**

- A. Each County department, not located in the vicinity of the downtown County complex, shall be assigned on a continuing basis with an adequate number of County vehicles necessary to operate efficiently and effectively. Each of these departments will assign vehicles to individuals on an as-needs basis and will assign the remaining vehicles to a departmental vehicle pool from which all authorized employees may obtain vehicles as needed.

- B. Zero-Based Assignment of Vehicles:

Each County department located in the vicinity of the downtown governmental complex will be assigned vehicles for exclusive use, under one or more of the listed guidelines:



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1. Each department will have the exclusive use of a vehicle which is being driven 7,500 miles or more per year.
 2. Each department will have the exclusive use of any other vehicles which have special equipment; such as radios, tool boxes, etc., pertinent to the operation of the department - including any unmarked vehicles.
 3. Certain departments may have exclusive use of a vehicle when the vehicle is used in a situation that demands exclusive use. This may occur even though the vehicle travels less than 7,500 miles per year.
 4. Any vehicle which cannot be justified for exclusive departmental use by the above guidelines will be assigned to the vehicle pool for use as needed by any County department.
- C. The Automotive Services Department will provide and operate various vehicle pools, sufficient to meet the additional vehicle needs of departments located in the vicinity. The central vehicle pool will receive an adequate number of new vehicles each year to assure that good quality vehicles will be available to users. Rental rates for pool vehicles will be established by the Automotive Services Department.

7. **Vehicle Marking Policy:**

In accordance with Arizona Revised Statutes, the following policy is set:

1. Every Pima County vehicle driven regularly on public streets and highways will bear markings with the words "Pima County" and "For Official Use Only".
2. Exemptions: All exemptions from the above will be granted by the Board of Supervisors for a one year period of time.



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8. **Off-Road Heavy Equipment:**

- A. All off-road heavy equipment will become part of the off-road equipment pool, and maintained by Automotive Services Department. Cost will be charged back to the user departments on a direct bill basis, or rental rate per hour.
- B. Automotive Services will be responsible for having sufficient equipment in the pool or the availability of rental equipment to meet the department needs.
- C. Automotive Services will coordinate between the Public Works departments to encourage sharing of equipment when one Public Works department has need for temporary use of equipment that another Public Works department may have available.

9. **Radio Communications Equipment:**

- A. All Radio Communications Systems equipment will be assigned as property of Automotive Services Department.
- B. Automotive Services Department will establish rental rates, and charge using departments for pagers, mobile radios, handheld radios, beepers, and other radio communications equipment.
- C. Automotive Services Department will replace the equipment itemized in paragraph B, when the equipment has served its useful life as determined by Automotive Services Department.



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10. **Specifications and Leasing:**

A. Specifications:

The Automotive Services Department will be responsible for writing specifications for all on-road equipment; licensed vehicles, off-road heavy equipment, and radio communications equipment, with input from using departments.

B. Auxiliary Equipment Specifications:

Automotive Services Department will review all specifications for auxiliary equipment purchased by user departments to be installed on, or function with County vehicles; off-road heavy equipment, and radio communications equipment, prior to bid. This will assure that no equipment will be purchased that will not be compatible with County equipment.

C. Leasing:

All requests for leasing or rental of vehicles, off-road equipment, or communications equipment by Pima County from outside agencies will be reviewed by the Automotive Services Department for recommendation to the County Manager. This does not apply to vehicles rented or leased while out of town on official business.



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11. Department Coordinators:

User departments will designate Coordinators for the purpose of improving cooperation and communication with the Automotive Services Department, and insuring that the responsibilities for the care and use of County owned vehicles; off-road heavy equipment, and radio communications equipment are understood and met.

Responsible Department

1. Automotive Services

July 7, 1992