

NUMBER FV - 012

**POLICY / PROCEDURE
FLEET MANAGEMENT**

SUBJECT: FLEET UTILIZATION

APPROVED: *Marilyn L. Rawlings*
MARILYN L. RAWLINGS, FLEET MANAGER

PURPOSE:

To establish a process where under utilized vehicle and equipment are identified and moved within the County Fleet in order to maintain peak efficiency of user departments;

To identify areas where the use of Personally Owned Vehicles (POVs) are more cost effective for routine tasks.

PROCEDURE:

Fleet Management will review vehicle and equipment utilization at least once per year or as deemed necessary by County Administration. This process will identify County vehicles and equipment that are underutilized on a consistent basis over a year's period of time. Once the list has been determined, meetings will be held with the directors of the user departments to determine how to increase the usage (moving to another location within the user department) or to eliminate the vehicle from the department's inventory. Fleet Management reserves the right to re-assign the vehicle to another County department as needed.

Vehicle usage will also be examined prior to replacing any County owned vehicle or equipment.

Low usage cars and light trucks shall be considered as those used on an average less than 400 miles per month. In the event the user department and Fleet Management staff cannot reach consensus on the need for a vehicle or piece of equipment, County Administration shall arbitrate the situation.

Revision Date: April 2012