

**POLICY / PROCEDURE
FLEET MANAGEMENT****SUBJECT: REPLACEMENT OF COUNTY EQUIPMENT****APPROVED:** Marilyn Rawlings
MARILYN L. RAWLINGS, FLEET MANAGER**PURPOSE:**

To establish guidelines for replacement of County owned vehicles and equipment in order to ensure that equipment is replaced in the most efficient and cost effective manner.

PROCEDURE:

Replacement criteria will be established at the time of acquisition of the vehicle or piece of equipment and entered into the Fleet tracking system. Criteria may vary within the same class code as external conditions can vary. For example, a vehicle used near the beaches where extensive, salt damage may occur will have shorter life cycles than those utilized under normal conditions. A preset, 15-point system based on 5 points for each of the following: mileage, age and life-to-date maintenance costs are used as a guideline for replacement. Maintenance costs are double-weighted. Generally, vehicles will not be considered for replacement unless a minimum of 15.0 points (out of 15) has been reached and mileage in excess of 100,000.

Vehicle usage and downtime are also considered. Vehicles utilized less than 400 miles per month will need additional, written authorization from the Department Director in order to be replaced. Excessive, documented downtime may result in early replacement.

In October of each year, Fleet Management staff will generate and review the Vehicle Replacement report. The report is to be used as a guideline only and the vehicle's inclusion in the report does not ensure its replacement. Each vehicle or piece of equipment will be reviewed on an individual basis.

Fleet Management staff will then meet with department representatives to determine the ongoing need for the vehicle and to review the vehicle's usage. If Fleet Management and the County department agree to replace the vehicle, the identical type of vehicle will be ordered (½ ton, 2WD truck replaced with a ½ ton, 2WD truck) and will be paid for with vehicle replacement funds (if a participating department). If during this meeting, the department and Fleet Management determine that the vehicle needs to be upgraded (i.e. Ford Ranger to F150), departmental capital funds

will be used to offset the difference. Downsizing of equipment will not result in a return of replacement funds to the County department.

Extended Life Vehicles/ Equipment

If a department wishes to keep a vehicle beyond the determined replacement time, in order to move it to a lighter application or usage, Fleet Management will review the vehicle's repair history, downtime history and current condition to determine the feasibility of recycling the vehicle. If approved, billing codes will be changed in the Fleet tracking system to reflect actual repair costs and fuel charges.

Fleet Management may recycle a unit to a reduced usage position in the fleet for seasonal applications or special projects. Fleet Management staff will determine if a vehicle is suitable for placing elsewhere at the time it is turned into Fleet. Recycled vehicles will not be eligible for replacement from the Vehicle Replacement fund.

Once Fleet Management has determined that a vehicle needs to be placed into surplus, the vehicle is no longer eligible for return to County service.

Revision Date: April 2012