

**POLICY / PROCEDURE  
FLEET MANAGEMENT**

**SUBJECT: CONDITION OF COUNTY VEHICLES/EQUIPMENT**

**APPROVED:**   
Marilyn L. Rawlings, Fleet Manager

**PURPOSE:**

To establish guidelines for the proper maintenance of the condition of County vehicles and equipment.

**PROCEDURE:**

County employees are required to maintain their County owned vehicles and equipment in a professional manner including keeping them free of interior trash, body damage, etc.

County Vehicles with County license plates will have a County logo and asset numbers on it unless otherwise designated by County Administration. No other bumpers stickers or advertising should be placed on county equipment, unless related to a County Program and approved by the Department Director.

Each time the vehicle is serviced by a Fleet Management technician, the interior and exterior condition of the vehicle/equipment will be reviewed. All damage including dents, scrapes, missing mirrors, cracked windshields, broken lights, etc. will be noted on the Fleet repair order.

If the damage is extensive in nature or appears to be the result of an accident or vandalism, the department will be required to submit a Risk Management incident/loss report to both Risk Management and Fleet Management within 24 hours of notification. The department will be contacted about scheduling the vehicle for repair. If the damage is cosmetic in nature, the repair will be listed as deferred maintenance for the next time the vehicle is brought to Fleet. If the damage is determined to be a safety hazard, the vehicle will be "red-flagged" and the damage repaired before the vehicle is allowed to leave the Fleet facility.

Any undocumented damages will be reported to the Department Director.

**Revision Date: June 2012**