

**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: ACQUISITION, USE AND DISPOSAL
OF COUNTY PROPERTY**

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DISTRIBUTION:

Fleet Management Staff

PURPOSE:

To establish guidelines for the acquisition, use and disposal of County property at the Fleet Management facility.

PROCEDURE:

All materials, equipment, tools, parts, tires, etc. purchased with Fleet Management (County) funds are the property of Lee County Fleet Management.

ACQUISITION

All requests for new purchases must be submitted on an approved Material Request Form (see attached). All information regarding the make, model, types of products, price, etc. of the item requested must be included on the form before obtaining approval. For requests estimated to exceed \$500.00 (individually or collectively), the requestor must obtain three telephone quotes. The requestor must document these quotations and attach them to the material request before approval. The requestor, the immediate supervisor and the Fleet Manager must sign this form.

USE OF COUNTY PROPERTY

All shop equipment and tools, repair parts, etc. are for the maintenance and repair of County owned vehicles and equipment only. Maintenance and/or repair of privately owned vehicles or equipment with County owned equipment is specifically prohibited, including the use of County equipment on your own time.

DISPOSAL OF COUNTY OWNED PROPERTY

All Fleet Management (County) owned property must be disposed of according to Administrative Code AC 3-14 and Florida Statute 274.06. As stated in AC 3-14, "The approved methods of disposal under the statute are: trade in, donation, sale for value, sale by competitive bidding, sale by auction, destroying or abandoning. In all instances, the method used shall be in the best interest of the County."

Defective or worn parts and tires removed from County vehicles shall be disposed of in line with predetermined regulated/hazardous waste disposal rules and guidelines. These disposal methods are as follows:

- AIR FILTERS -** Place in Fleet Management dumpsters with regular waste going to the Resource Recovery Facility.
- FUEL FILTERS -** Must be drained for 24 hours into pre-approved oil filter container to go to the Resource Recovery Facility. (Diesel filters should be crushed also.) Fleet PM Shop takes crushed filters to Resource Recovery Facility and receives disposal receipt. Receipt should be given to the Fiscal Officer to compare to invoice.
- ANTIFREEZE FILTERS -** All filters must be placed in filter drum going to resource recovery facility.
- USED OIL -** Must be placed in either of our two used oil tanks. One is above ground by the wash bay and the other is underground by the Sheriff's bay in the front of the building. The underground tank is fed from three locations: 1.) P.M. Shop; 2.) Light Shop by tool cage; 3.) Sheriff department at the walk through door of the west entrance. The County authorized vendor removes the used oil and reimburses Fleet the agreed quoted price per gallon monthly.
- The following products can go into the used oil tank.
- a) Motor oil & lube oil
 - b) Diesel fuel
 - c) Hydraulic fluids
 - d) Transmission fluids

The following products should not get into the used-oil tank.

- a) Antifreeze**
- b) Freon**
- c) Solvents**
- d) Thinners**
- e) Engine degreasers**
- f) De-icers**
- g) Cleaners**
- h) Radiator flushing fluids**
- i) Gasoline**
- j) Grease**
- k) Anything else you not sure about.**

TIRES -

All tires removed from County vehicles should be placed inside fenced tire area outside the PM shop regardless of tread life. Shop Superintendent or PM Supervisor will determine if remaining tread warrants keeping for use on another vehicle. The County authorized vendor will pickup old tires. The vendor will provide a manifest sheet the day of pickup.

**USED
ANTIFREEZE -**

All antifreeze is recycled. Used antifreeze should be placed into the used antifreeze drum. A local recycling vendor picks up product and recycles it at no charge. Fleet will contact the vendor.

**PARTS CLEANER
FILTERS -**

Should be drained for 24 hours and then placed in used oil filter container to go to the Resource Recovery Facility.

SCRAP IRON METAL

All scrap iron (metal) must be put into the designated dumpster outside the welding shop. Supplied and serviced by County authorized scrap metal vendor. Tire weights will be kept separately and taken to the scrap vendor. The receipt is given to the Fiscal Officer.

- USED PARTS -** Any old parts that are taken off County equipment must be disposed of as follows:
- 1) Hard parts are to be put into the scrap iron (metal) dumpster. If the parts are useable return them to the Parts Room.
 - 2) Other parts must be free of all hazardous chemicals and placed into the regular dumpster.

- FUELS -** Diesel - fuel can go into the used oil tank.
Unleaded Gasoline
- Uncontaminated put into vehicle.
 - Contaminated – filter for placement into 10,000 gallon fuel tank.
- For amounts of 5 gallons or more see Shop Superintendent to filter distribute in 10,000 gallon fuel tank.

- BATTERIES –** Undamaged, non-leaking batteries are to be placed on pallette by shop compressors; leaking batteries must be placed in pre-approved gray container next to pallettes.

Above procedures must be followed. At no time will Fleet employees or any other County employee be allowed to remove tires or parts from a County vehicle or from the facility for his/her personal use. Such acts will result in disciplinary action and or termination. Any Fleet employee who knowingly allows another County employee to remove used parts, equipment, or tires from the facility will be disciplined accordingly and or dismissed.

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