

**FLEET MANAGEMENT  
POLICY / PROCEDURE**

**SUBJECT: RELEASE OF UNSAFE VEHICLES**

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

**DISTRIBUTION:**

**Fleet Management  
All County Departments**

**PURPOSE:**

**To establish a means to comply with all federal, state and local safety regulations and standards concerning the operation and use of County vehicles and equipment.**

**PROCEDURE:**

**All crew leaders and primary vehicle operators are ultimately responsible for the safe operation of County owned equipment during regular use and the shut down of unsafe equipment. Daily visual inspections of equipment should occur.**

**If during regular preventive maintenance and/or repair of County owned vehicles and equipment, certain safety features of the vehicle are determined to be unsafe, the equipment will be automatically repaired by the staff of Lee County Fleet Management. No prior authorization for these repairs will be required from the County Department if they are deemed necessary for the safe operation of the equipment. No vehicle will be knowingly released to service, which is deemed unsafe by the Fleet Management staff.**

**These mandatory repairs will include but not be limited to:**

- 1. Any and all brake problems**
- 2. Steering**
- 3. Lighting (Turn signals, warning flashers, etc.)**
- 4. Tires**
- 5. Safety Belts**
- 6. Exhaust System Leaks**
- 7. Oil Leaks**
- 8. Fuel System Leaks**
- 9. Air Leaks**
- 10. Rust on the undercarriage or frame**

**If the cost of these mandatory repairs is greater than actual depreciated value of the vehicle, the Department will be advised and the decision made as to whether the vehicle should be placed into surplus and replaced or repaired. In either instance, the equipment will not be released into service until fully repaired. If the vehicle is placed into surplus, both the keys and the vehicle will be tagged as "UNSAFE TO OPERATE" listing all known unsafe operating conditions.**

**In the case of areas, which may or may not be considered unsafe, the final decision will be made by the Fleet Manager or Shop Superintendent.**

**Revision Date: October 2009**

**Reviewed Date: May 2010**

**Reviewed Date: June 2011**

**Reviewed Date: April 2012**

**Revision Date: June 2013**