

FLEET MANAGEMENT
POLICY / PROCEDURE

SUBJECT: SPORT UTILITY VEHICLE PURCHASE CRITERIA

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

DISTRIBUTION:
Fleet Management

PURPOSE:
To ensure that Lee County Fleet Management purchases vehicles which have the lowest total cost of ownership and meet, but do not exceed, the operational needs for which they are intended.

These guidelines establish criteria for acquisition of SUV type vehicles and will assure those acquisitions occur only when another, less expensive vehicle, cannot be utilized. SUV's will no longer be purchased unless justified based upon meeting specific criteria and without the approvals as outlined below. The following criteria will be utilized for all SUV purchase requests, including replacements.

PROCEDURE:

Sport Utility Vehicle Purchase Criteria:

Definition:
A sport utility vehicle includes, but is not limited to:

Jeep Cherokee	Jeep Liberty	Ford Escape
Ford Explorer	Ford Expedition	Chevrolet Trailblazer
GMC Envoy	Chevrolet Suburban	Chevrolet Tahoe
Ford Sport Trac		

Criteria:

- Passengers – In addition to the driver, the vehicle must transport 3 or more passengers a minimum of three (3) days/week.
- Cargo/Equipment Requirements – The length of cargo/equipment transported must exceed 70" (Explorer) or 60" (Escape) and otherwise be incompatible for transport in a pickup truck, automobile, cargo or minivan. Transported equipment must be consistently carried on the vehicle a minimum of 2 days/week.

- **Operational Need** – The mission of the vehicle must be sufficiently specific and quantifiable (beyond the above) that only an SUV type vehicle only would meet the mission requirements (as opposed to a sedan, pickup truck or van).
- **4 Wheel Drive** – If a 4x4 vehicle is requested, the request must include the % of time that four wheel drive use is expected. 4x4 usage will be electronically monitored on each vehicle.
- If more than one SUV size or type meets the above criteria, the smallest, least expensive SUV will be purchased (e.g. Ford Escape).
- **“Grandfathered” SUV’s** – Current SUV’s are not exempt from this policy. Replacements for current SUV’s will be subject to the same criteria.

Special Service:

If special equipment, tools or machinery are carried routinely within the vehicle and a pickup with a topper or similar cover will not suffice, the appropriate SUV may be authorized. Adequate justification including information regarding the equipment and vehicle application must be submitted for consideration. Photographs or brochures describing the equipment will assist in the approval process.

Approval Process:

Requestor(s) must submit, in writing, along with the vehicle request form, sufficient justification explaining the need, rationale, and how the specific SUV requested will meet the above criteria. The request must include reasons why an alternative to an SUV (e.g. pickup or sedan) cannot be utilized for the mission intended. Approval (signature) from the County Manager or designee is required on all requests for SUV’s.

Review:

SUV acquisition will be based on: a) meeting the established criteria as detailed above; b) approval by the Department Director; c) signature of the County Manager; and d) review by Fleet Management. Upon receiving the necessary approvals, the SUV will be acquired by Fleet Management utilizing the normal purchase cycle and process.

If the request is denied, Fleet Management staff will notify the department/division director(s) and include an alternate vehicle for consideration. The requesting division can accept the alternate vehicle by communicating their acceptance to Fleet Management for execution of the vehicle order.

If the use of the vehicle changes and/or fails to adhere to the criteria, the SUV may be reassigned either by the home division or by Fleet Management, to an application more suited to the SUV’s capabilities and size.

SUV’s will be subject to the County’s minimum annual utilization of 6,000 miles per year.

Motor Pool Alternative:

Fleet’s Motor Pool has a limited quantity of SUV’s available when the criteria for SUV assignment and acquisition cannot be met consistently enough to justify the full-time assignment of an SUV.

All County vehicles purchased will be:

- **Consistent with the Board's vehicle standardization program**
- **The most efficient, cost effective type available**
- **The least expensive to acquire and most practical to meet the mission assignments for which they're designated**
- **Considered as tools to facilitate a given set of mission standards rather than sized to fit a position or job title**

Revision Date: May 2010