

Vehicle and Equipment Services Department

The Vehicle Maintenance Department is assigned the responsibility of fleet administration for the City of San Angelo. Unless otherwise directed, matters regarding the acquisition of City fleet units should be referred to the Superintendent of V.M.D.

Definitions:

- a. **Fleet Unit** - A generic term for any type of vehicle, boat or vehicular equipment and all installed or attached motorized equipment, having a City of San Angelo unit number assigned by V.M.D.
- b. **Replacement Unit** - Refers to a unit purchased, or to be purchased to replace a fleet unit currently assigned to a user department. Replacement units are funded through the annual budget processed and approved by the City Council.
- c. **Additional Unit** - Refers to an additional fleet unit required by a user department because of increased workload or new program. Additional units may be funded through the annual budget process or, if required, by the current or projected operating budget.
- d. **Unit Upgrade** - Replacement units are funded through the annual budget process. If a substitute and more expensive unit is needed as a replacement and/or additional features are needed on a replacement unit, these substitutions and/or additions are upgrades (i.e., 1/4 ton pickup to a 1/2 ton pickup, 1/2 ton pickup to 1/2 ton 4 wheel drive pickup, cloth seats versus vinyl, etc.). The cost of substitutions or additions to the unit being replaced is the cost of the unit upgrade. Fleet unit upgrade costs are funded by user departments in the annual operating budget.
- e. **User Department** - Refers to all City of San Angelo departments that are assigned fleet units and are served by V.M.D.
- f. **Equipment Acquisition Fund** - A special fund authorized by the governing body. The fund is used to purchase like item fleet units approved for replacement.
- g. **Annual Fleet Unit Acquisition Cycle** - The annual process of acquiring additional and replacement fleet units for the current fiscal year and planning for the acquisition of fleet units in subsequent years as administered by V.M.D.
- h. **Fleet Unit Request Form** - The form distributed by V.M.D. to user departments when replacement and additional units are contemplated for purchase. (See Attached)
- i. **Annual Fleet Unit Eligible For Replacement List** - A list of fleet units which according to operating cost, statistical data, condition reports, and other information compiled are eligible for replacement during the following fiscal year. (See Attached Procedure)
- j. **Fleet Unit Make Ready** - The process accomplished by V.M.D. where by new fleet units are received; inspected; corrected as necessary, and issued to customer departments.

k. **Monthly Replacement Rate** - The monthly fee charged to the user department per unit in their assigned fleet. This monthly rental covers equipment servicing and labor costs. The assigned rate is determined by the projected cost of preventative maintenance costs and labor costs.

Responsibilities:

a. **V.M.D. Department**

1. Coordinate the specification and acquisition of additional and replacement fleet units.
2. Produce and distribute regular reports to user departments regarding status of fleet units authorized for acquisition.
3. Distribute to user departments the **Annual List of Fleet Units Eligible for Replacement** and assist in completion of information requested from the user department.
4. Receive, make ready and distribute to user departments new fleet units.
5. Provide advice and assistance to user departments, upon request, in completion of all necessary forms.
6. Perform or outsource all equipment repairs including acquisition of replacement parts and performing / scheduling of preventative maintenance.
7. Maintain records as required by the State of Texas and the City of San Angelo.

b. **User Departments** - Conform to provisions of this policy regarding the planning, acquisition, maintenance, repair and delivery of fleet units. Departments should take reasonable and prudent care of all city equipment. All city equipment assigned to the fleet inventory will be repaired through the V.M.D.

c. **Equipment Disposal** - Equipment will be turned in to V.M.D. for proper disposal according to written procedures. Equipment that is lost or stolen will require written documentation to the City Manager.

Funding Procedures:

a. **Replacement Units** - These units are to be financed through the annual budgeting process as approved by City Council action.

b. **Additional Units** - These units are to be financed by the user departments through the annual operating budget or during the annual budgeting process.

c. **Unit Upgrades** - Upgrade costs are to be financed by the user departments through the annual operating budget.

NOTE: Funds provided for additional units and unit upgrades will be transferred to the Equipment Acquisition Fund as the funding becomes available.

Purchasing Procedures:

V.M.D. will publish a list of fleet units, both replacement and additions, to be purchased during current fiscal year. V.M.D. will develop and refine fleet unit specifications in accordance with the needs of the user department and budget constraints. All specifications will comply with known safety and environmental standards, and be sufficiently broad in description to permit bid participation by two or more qualified vendors. V.M.D. will process purchase documents and forward to Purchasing Office. Bid packages will be evaluated by V.M.D. and user departments, with a joint recommendation forwarded to Purchasing.

Developing The Annual List of Units Eligible for Replacement

Following is the process of developing the Annual List of Fleet Units Eligible for Replacement as administered by V.M.D. Each fleet unit has a pre-established life expectancy. The expected life is standard for each unit of that type in the fleet. The pre-established life expectancy is determined by using a combination of the knowledge and experience of maintenance managers, coupled with usage and cost of operation data produced from the Fleet Management Information Systems.

A fleet unit is considered eligible for replacement when it reaches its pre-determined life expectancy or is recommended for early replacement by either the using department or V.M.D., because of the poor condition and dependability of the unit. A program change for which a fleet unit is used is also a determining factor for early replacement. The following are the steps used in determining the fleet units to be replaced:

1. Each January, V.M.D. will produce a list of fleet units eligible for replacement the upcoming fiscal year based on the pre-established life expectancy of the unit.
2. This list is reviewed with V.M.D. operations. Two separate reviews are accomplished.
 - a. A utilization and cost of operations screening of each unit.
 - b. A condition and maintenance screening of each unit. Based on the information from these screenings, it is usually determined that replacement of some fleet units can be deferred. However, the screenings may reveal that some units should be considered for early replacement because of high operation/maintenance costs and/or poor mechanical condition.
3. The list of eligible units, after screening, are arranged by user department and forwarded for departmental review and a "replace" or "no replace" recommendation for each fleet unit.
4. User department returns the list of eligible units appropriately annotated. The department will also identify units for early replacement, prioritized in order of need. At this time the department will complete a Fleet Unit Request Form for each unit requested.
5. Following receipt of the department list and resolution of differences, a list in priority sequence of fleet units to be replaced the next fiscal year is established. This list will undergo minor refinements as additional information and requirements become known. A final list of Fleet Units Eligible for Replacement will be completed by April of each year.
6. The total estimated cost to replace fleet units will be included with the annual budget review of V.M.D. operations.
7. Following adoption, a list of both replacement and additional fleet units approved for purchase is produced and distributed.

Make Ready Procedure

Following is the Make Ready process conducted by V.M.D. on all fleet units delivered by vendors. Also, included are instructions for the issue and turn-in of new and used fleet units.

I. Unless otherwise directed, all fleet units acquired by the City are to be delivered by vendors to 1727 St. Ann Street, Vehicle Maintenance Department.

II. V.M.D. Processing:

1. Receive, inspect and receipt for fleet units delivered by vendors.
2. Compare received unit to City specification to ensure compliance. Test drive and operate specialized equipment, if necessary, to ensure the units completeness.
3. If applicable, list defects and inform vendor. Arrange fleet unit pick-up and return.
4. If required, arrange for initial servicing of delivered fleet unit and for State of Texas Vehicle Safety Inspection.
5. Install decals and other authorized markings to fleet unit. Arrange for fleet unit identification, and provide vehicle operator information kit. Items will be hand delivered to fleet unit operator at time of pick-up.

III. User Department Processing:

1. If replaced unit has radio equipment or light bar equipment, take the unit to an authorized radio shop to remove these items, which will be re-installed on new unit.
2. Ensure the replaced unit is clean and department property and equipment not organic to the vehicle are removed prior to turn in. Ensure equipment organic to the fleet unit are turned in with the unit.
3. The user department will ensure that the vehicle operator signs for acceptance of the new or used unit at the time of issue.
4. A new or used replacement unit will not be issued until the unit being replaced is turned in and inspected.



FLEET UNIT REQUEST FORM

Department _____
Requested for fiscal year _____

Date _____
Amount \$ _____

Requested equipment

(i.e., pickup, car, backhoe, roller, etc.)

Requested equipment type

(i.e., ½ ton, 4-door, 80 h.p., 15 ton, etc.)

Engine _____
(i.e., V-8, diesel, etc.)

Transmission _____
(i.e., automatic, standard, etc.)

Accessories

(i.e., toolbox, grille guard, air conditioning, cab, rops, etc.)

Replacement unit _____ **or Addition to the fleet** _____

Justification if addition to the fleet

Equipment to be replaced _____ **Equipment #** _____

Mileage / hours _____ **Condition: Fair** ____ **Good** ____ **Poor** ____

Radio to be installed: New _____ **Old** _____ **None** _____

Submitted by: _____