

POLICY

TITLE: County Vehicle Fleet Management

NUMBER: BCC-75

CANCELS: August 20, 2019 ~~October 9, 2012~~

APPROVED: ~~August 20, 2019~~ July 21, 2026

ORIGINATOR: Central Services ~~Office~~

REVIEW: ~~August 20, 2022~~ July 21, 2029

I. OBJECTIVE

To establish a system for the management, use, acquisition, assignment, maintenance, and disposition of all on-and off-road vehicles owned, leased, or operated by the Board of County Commissioners.

II. DEFINITIONS AND REFERENCES

- A. County Vehicle - A mobile mechanical device capable of transporting people or property.
- B. Fleet Services - A program of the Central Services Department responsible for the overall management and maintenance of the County's vehicles ~~fleet~~.
- C. "Brevard County Fleet Management ~~Program~~" - All policies, and administrative orders ~~and directives~~ that provide guidelines for the operation of the County's Fleet Services program ~~Vehicles~~ and services provided, including the establishment of vehicle maintenance schedules, fuel site operation, and vehicle assignments.
- D. Fleet Services Maintenance Schedule – A schedule of preventative maintenance services performed at designated vehicle mileage intervals.

III. DIRECTIVES

- A. The County Manager shall have responsibility for the overall administration of the ~~Brevard County Fleet Management Services Program~~ and interpretation of the provisions contained therein. Said provisions shall be considered as guidelines only and shall be interpreted in the best interests of Brevard County.
- B. The Fleet Services program shall have responsibility for:
 - 1. The overall management of the ~~County vehicle~~ County's vehicles fleet.
 - 2. Management of the County's fuel sites and fueling systems.
 - 3. Providing County departments and offices with assistance in the acquisition of new or replacement on-and-off road vehicles to include: decision making on the type, size, style, and accessory equipment.
 - 4. Receive, inspect ~~insure, ensure, and~~ -readiness of newly acquired vehicles ~~to include~~ including as follows:
 - a. Receipt of new vehicles from the vendor, verify vehicle specifications against the purchase order, and verify accuracy of accompanying paperwork.
 - b. ~~Insure~~ Ensure vehicles are delivered in acceptable condition, free of damage or apparent defects.

- c. Provide notification to Asset Management of receipt of new vehicle to ~~insure~~ensure proper identification, tagging, title processing, and recording of the asset in the County's financial records.
- d. Issue a fuel key for the new vehicle.
- e. ~~Insure~~Ensure installation of temporary tag, insurance card, property tag, required seals and decals, and next "service due" sticker.
- f. Installation of any requested after-market equipment or hardware.
- 5. ~~Acquisition of vehicle parts to include inventory and control.~~
- 6. Maintenance of County vehicles in a safe and satisfactory operating condition.
- 7. Recommendation to departments ~~of~~ for the disposition of County vehicles based upon age, condition, and other relevant factors.
- 8. Enforcement of scheduled maintenance and vehicle safety as established in Exhibit I.

C. ~~All using. All departments~~ agencies of the Board of County Commissioners shall:

- 1. Ensure compliance with the requirements for use, care, and maintenance of County ~~Vehicles~~vehicles.
- 2. Comply with the applicable provisions of the County's Fleet Management ~~Program~~.

D. New vehicle processing fees and maintenance fees shall be identified in the Annual Budget Preparation Manual.

IV. RESERVATION OF AUTHORITY

The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.

~~Kristine Isnardi~~Thad Altman, Chair
Board of County Commissioners
Brevard County, Florida

As approved by the Board on: ~~August 20, 2019~~July 21, 2026

EXHIBIT I

FLEET SERVICES MAINTENANCE SCHEDULE

<u>SCHEDULE</u>	<u>MILEAGE DUE</u>	<u>DESCRIPTION OF SERVICE</u>
"A" & "B" Maintenance	• <u>First 4,000 Miles after receipt of new vehicle</u> • <u>Every 5,000 Miles after initial service</u>	• <u>Oil & Oil Filter Change</u> • <u>General inspection</u>
<u>"C" Maintenance</u>	• <u>Every 15,000 Miles</u>	• <u>Oil & Oil Filter Change</u> • <u>Air Filter Change</u> • <u>Fuel Filter Change</u> • <u>Complete Safety Check</u>
<u>"C" Maintenance</u>	• <u>Every 30,000 Miles</u>	• <u>Oil & Oil Filter Change</u> • <u>Air Filter Change</u> • <u>Fuel Filter Change</u> • <u>Transmission Check</u> • <u>Transmission Fluid & Filter Change</u> • <u>Complete Safety Check</u>