

FLEET MANAGEMENT OPERATIONS, MAINTENANCE, AND REPLACEMENT POLICY

CENTRAL SERVICES DEPARTMENT

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<p>The proponent agency for this policy is the Central Services Department (Attention: Fleet Management Division). Any comments, questions or recommendations should be referred to: Fleet Management.</p>

FLEET MANAGEMENT, OPERATIONS AND MAINTENANCE POLICY

POLICY STATEMENT: Vehicles and equipment, belonging to Augusta, Georgia will be maintained and operated in a legal, safe and prudent manner, consistent with all federal, state and local laws and ordinances. The proper management, accountability and use of government assets is the responsibility of all users. Every effort will be made to eliminate misuse, misappropriation, and abuse of vehicles and equipment belonging to this government. Employees responsible for driving vehicles or operating equipment will ensure the asset is turned in for maintenance consistent with the appropriate maintenance schedules or at the time the operator detects a shortcoming. It is the responsibility of all employees, regardless of position, to support a cost-effective operation. In order to ensure proper adherence to use of Augusta, Georgia vehicles and equipment, employees should also review Risk Management Vehicle Usage guidelines and other policies of the Augusta, Georgia Personnel Policy and Procedures Manual. The information included in this policy does not supersede the policies of the Augusta, Georgia Personnel Policy and Procedures Manual.

SECTION I **ADMINISTRATIVE OVERVIEW**

1.01 PURPOSE: The purpose of this policy is to establish uniform and comprehensive criteria for the purchase, assignment, use, administrative control, and disposal of assets owned, leased, titled, or under the control of Augusta, Georgia.

1. Provides for necessary information to ensure adequate, safe, and legal transportation for the performance of official business in the most cost effective and service efficient manner possible.
2. Provides a standard policy which will be enforced in all functional areas.

1.02 APPLICABILITY: This policy is applicable to all employees that are subordinate to the Augusta Commission. It encompasses the operation of fleet assets owned, leased by, under the control of and/or titled to Augusta, Georgia, unless otherwise specified in this policy.

1.03 ORGANIZATION: Effective June of 2016, the Fleet Management Division became a subordinate division of the Central Services Department of Augusta, Georgia. It operates as an internal service fund and is headed by a Fleet Manager, who reports to the Director of Central Services. The mission is to provide support to all departments, agencies and Constitutional Officers/Elected Officials in matters relating to the administration, acquisition, operation, maintenance, management, fueling and disposal of assets, which are owned, leased, titled to or otherwise controlled by Augusta, Georgia.

1.04 RESPONSIBILITIES:

1. Responsible for developing and recommending uniform policies for vehicle acquisition, use, maintenance, fueling, and disposal consistent with federal, state, and local laws and ordinances.
2. Develops and reviews all fleet asset specifications, prior to the bidding process by the Procurement Department, for practicality, economy, standards, and need.
3. Responsible for coordinating maintenance, establishing priorities, and accounting for expenses relating to fleet management functions.
4. Maintains an active fleet list and records associated with the proper management of assets.
5. Conducts asset assessments to ensure cost effectiveness and has the authority to designate assets as uneconomically repairable.

6. Monitors contracts and subcontracts relating to the maintenance and fueling of fleet assets to ensure efficient and effective operations.
7. Recommends policy and procedures on fleet maintenance, operations, and management.
8. Provide status reports as appropriate.
9. Provides administrative support, as directed by the Central Services Director, to the Administrator on processing of vehicles requested to be driven home by employees and Department Heads.
10. Responsible for the managed fuel program.
11. Responsible for administration associated with obtaining vehicle license tags, titles and registrations.
12. Responsible for the proper disposal of excess, surplus assets and property (excluding real estate) as required by policy or as directed by the Administrator, Commission or Elected Official having authority over said property.

SECTION II **OPERATIONS**

2.01 USE OF GOVERNMENT ASSETS:

1. Government assets will be used “**For Official Use Only**” and are to be operated in a safe, legal and prudent manner. The use of assets will be for the convenience of the government, not the employee.
2. Augusta, Georgia vehicles may be used when on official travel status between the place of departure, in Augusta, Georgia to a place of business and the place of temporary lodging. The vehicle may be used to transport the employee(s) to eating establishments or to obtain medical assistance (including drug store) while in a travel or training status.
3. Employees working at job sites away from their normal work place (“headquarters”) may use their assigned government vehicle for transportation during eating periods when on duty if:
 - a. It is more advantageous to Augusta, GA that the vehicle not to return to the headquarters.
 - b. When the driver’s duties are such that returning to the primary job site would result in more miles being put on the vehicle.
 - c. If the employee is authorized to drive the vehicle home.
4. Smoking of tobacco products in government vehicles is prohibited.
5. Seat belts will be worn at all times inside of Augusta, GA vehicles.
6. Family members may not be transported in government vehicles. Family members who are employees of this government may not be given rides to and from work, on a daily/routine basis, unless the employee driver and the employee rider are required at the same location.
7. No employee is authorized to modify, uninstall, or install any electronic device that requires connecting to any existing wiring within the vehicle (wiring harness, battery, or fuse box). The use of electrical outlets, as provided by the manufacturer, is authorized.

2.02 UNAUTHORIZED VEHICLE USE:

1. Any use for personal purposes other than commuting/travel which has been authorized.
2. Transport of hitchhikers, family member or anyone that is not an employee of Augusta.
3. Transport of cargo that is not related to the performance of official Augusta, Georgia business.
4. Transport of any hazardous materials such as acids, explosives, weapons, ammunition or highly flammable material, except by specific authorization or in an emergency.

5. Transporting any political campaign literature or matter to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
6. Transporting alcoholic beverages or contraband (unlawful drugs, weapons or other restricted items).

2.03 DISCLAIMER OF LIABILITY: Employees who are in violation of this policy by transporting family members, persons not employed by this government, or any unauthorized passengers or using Augusta, GA assets for any purpose other than “Official Business” which results in physical damage and/or bodily injury may:

1. be personally responsible for any and all damages to property or person(s) resulting from the accident and/or;
2. be personally responsible for any and all medical related costs resulting from the accident and/or;
3. be subject to disciplinary action up to and including termination of employment as determined by the Augusta, GA Personnel Policy and Procedures Manual

2.04 DRIVING VEHICLES HOME:

1. Authorization to drive an assigned vehicle home must be approved, in writing, by the Administrator. Requests will be reviewed each year.
2. Approvals will be granted only when allowing the employee to drive the vehicle home is for the convenience of Augusta, Georgia.
3. Department heads must enclose a full justification on the request for “Authorization to Drive a Government Vehicle Home” form. The completed form will be sent to Fleet Management for additional information and forwarded to Risk Management for comment.
4. For an employee to drive a vehicle home:
 - a. a real need must exist and the need is for the convenience of the government
 - b. the employee is on 24 hour on-call
 - c. the employee is frequently required to work outside of normal business hours
 - d. the employee responds to after-hours emergencies at locations other than their normal business location
5. IRS Publication 15-B establishes that some drive home vehicles are considered as a Fringe Benefit. This publication requires a value to be established for this benefit and the employee will pay taxes on that value.

2.05 OUT OF COUNTY USE:

1. Drivers of government vehicles may drive out of the County boundaries, to adjacent counties, when the department mission requires. This would be in the course of routine requirement of the respective department.
2. Refer to the Risk Management Vehicle Usage Section of the Augusta, Georgia Personnel Policy and Procedure Manual for possible applicable requirements for Out of County Use.

2.06 POOL CARS: Fleet Management maintains a limited amount of vehicles for use by employees. Priority of use is for employees going out of town for training events, seminars, workshops and coordination with other agencies. If available, vehicles may be reserved for local travel for job related requirements, for short periods. Reservations can be made by contacting Fleet Management. Employees that take a pool vehicle outside the boundaries of Richmond County are required to have completed the “Out of County Travel Notification” form through Risk Management.

2.07 DECALING OF AUGUSTA, GA VEHICLES: (O.C.G.A. § 36-80-20)

1. Fleet Management follows the Official Code of Georgia Annotated (O.C.G.A. § 36-80-20) Local Government provisions regarding decals or seals required on vehicles owned or leased by Augusta, Georgia.
2. All vehicles, other than public safety vehicles and others exempt by law, will have the asset number affixed to the front and rear of the vehicle.

2.08 VEHICLE COLORING: Augusta, Georgia vehicles will bear the following colors.

1. Augusta, Georgia vehicles including: automobiles, pickup trucks, vans, utility body (service) and dump trucks (cab and hood) will be white in color; construction assets excluded.
2. Fire Department: As prescribed by the Fire Department Chief but will be only a single color.
3. Elected Officials are authorized to dictate the vehicle colors for their agency/department.
4. Vehicles transferred from one agency/department to another, for continued use, will be painted the approved color of the receiving agency prior to putting the vehicle in service at the gaining department.

2.09 TAGS, TITLES, AND REGISTRATION:

1. All assets will display the proper state government tag in the proper manner.
2. Tags will be removed from vehicles only by Risk Management, Shop 1 or Shop 2 personnel and processed/coordinated with Central Services.
3. The Fleet Management Division of the Central Services Department is responsible for acquiring tags, titles and registrations for each vehicle.
4. No tag will be transferred from one vehicle to another, including public safety vehicles.
5. Registration will remain in each vehicle belonging to Augusta, Georgia. If the registration is lost or illegible, a copy can be obtained from the Fleet Management Division of the Central Services Department
6. Lost or stolen tags must be reported to Fleet Management immediately. Fleet Management will apply for a replacement tag.

2.10 MANAGED FUEL PROGRAM: Fuel cards are accountable items and should be periodically checked/inspected by supervisors. Fuel cards are issued, as appropriate, by Fleet Management for all new assets. Fuel dispensed using the fuel card system is the property of Augusta, GA and any use of the fuel card for personal use or gain will be considered as misappropriation and/or theft of property and could lead to disciplinary action or termination.

1. Any lost card should be immediately reported as missing. Replacement or missing cards may be ordered by Fleet Management.
2. Departments should report any discrepancy or perceived violation of the card.
3. Per Department Director or Assistant Director request, supervisor cards can be issued to Supervisors for fueling small containers (5 or gallons or less) or equipment not assigned a fuel card and for correcting employee or attendant errors at fueling stations.
4. If an employee or supervisor believes an employee PIN may have been compromised they should immediately contact Fleet Management to have a new PIN issued.
5. Departments should review the monthly fuel report and investigate any noted irregularities

SECTION III
ADMINISTRATION

3.01 MAINTENANCE BUDGET: Fleet Management will provide a recommendation for the proposed fleet maintenance budget for all departments, with the exception of Augusta Public Transit, Environmental Services, Fire Department and Augusta Regional Airport. The budget will consider past maintenance history/charges and the total number of assets. The budget is currently broken up into Contract Cost (55.12110) and Non-Contract cost (55.12110).

3.02 ANNUAL FLEET ASSESSMENT:

1. In February of each year, or as directed by the Director of the Central Services Department, Fleet Management will calculate the number of miles or hours of use for the previous year along with lifetime mileage or hours for assets.
 - a. In consideration of underutilized assets (5k or less miles for vehicles), departments will need to provide written justification to Fleet Management for retention requests.
 - b. In regards to potential replacements (175k or more miles for vehicles, 125k for patrol vehicles), departments will need to provide a written request to Fleet Management for further evaluation utilizing the 'Evaluation Matrix'.
2. The Director of Central Services will coordinate a meeting with each department Director to go over the list of vehicles prior to meeting with the Administrator for final decision.

3.03 REPLACEMENT CRITERIA: Replacement criteria is established utilizing a point system which considers; miles/hours of use, maintenance/repair costs compared to purchase price, reliability and overall condition of the asset. The included 'Evaluation Matrix' is a guide to assist in evaluating and establishing recommendations for vehicles that qualify (could be considered) for replacement.

3.04 NEW VEHICLES:

1. Under normal circumstances, Augusta, GA assets will be replaced on a basis of need or economic reasons. Prior to the annual published budget calendar, Fleet Management will provide a report to Departments of assets that should be reviewed for replacement; replacement consideration will be based on mileage, repair history, use, and overall condition. Vehicles classified as totaled will have priority in the replacement process in the next fiscal year. Once a department has identified vehicles for replacement, the appropriate budget form, along with the supporting documents, must be submitted to Finance with their budget request and a copy forwarded to Fleet Management.
2. New vehicles will be delivered by the vendor to the appropriate repair shop for distribution to the respective departments. Departments will be notified that the vehicle is ready for issue by the Fleet Manager. Prior to being issued, the following will be completed:
 - a. An asset number has been applied
 - b. The vehicle is properly stenciled
 - c. Special equipment (other than bid specification items) mounted and operational
 - d. A vehicle safety inspection is performed
 - e. The vehicle has been added to the Fleet List
 - f. A vehicle fuel card ordered.
3. The gaining department must turn in the old vehicle before the time of pickup (if the vehicle was purchased as a replacement), unless a turn in has already been made.
4. Any vehicle which is non-operational and non-repairable will be turned in to the appropriate shop for disposal. Vehicles in the above mechanical status will NOT be stored

at the respective department pending the arrival of a new/replacement vehicle. A completed Fixed Asset Tracking Form serves as a valid turn in document. The tracking form will be sent to the Fleet Manager for processing.

3.05 ASSET TRANSFERS:

1. Vehicles transferred from one department to another department must have approval from the Administrator. Fleet Management will assist with the necessary administration to submit the request for review by Administration. Any repairs needed to the asset should be done prior to the transfer.
2. Assets that are transferred from one division to another within a department will be reported to Finance and Fleet Management on the "Fixed Asset Transaction Document".
3. Assets cannot be transferred between "funds"; e.g., a vehicle from an enterprise fund to a general fund, unless the asset is purchased by the receiving "fund"/department.
4. Vehicle transfers will be made to replace vehicles NOT add to a department's inventory of vehicles.
5. If approved the Fleet Manager will notify the gaining department and provide copies of the approved request to:
 - a. Finance: Attention Fixed Assets
 - b. Central Services
 - c. General Manager of the Contract Maintenance provider
 - d. Department Head of the losing vehicle
6. The gaining department will be responsible for:
 - a. Repainting, if necessary
 - b. Maintenance
 - c. Re-stenciling
 - d. Ensuring the vehicle meets the criteria for department operations as set forth in this policy
 - e. Coordination with Central Services for tag transfer
 - f. Coordination with Finance for Asset transfer

3.06 DISPOSAL OF ASSETS:

Accountable assets owned by Augusta, Georgia will be disposed of by public auction, unless otherwise directed by the approving authority. The exception is for vehicles involved in vehicle accidents and classified as totaled by Risk Management. In cases of totaled vehicles, every effort will be made to make use of usable parts before taking the vehicle to a recycling center for scrap metal. Departments turning in vehicles or equipment for auction will be responsible for removing any items or trash. Fleet Management will be responsible for disposing of assets through Public Auction.

1. Vehicles which are excess to the department needs, uneconomically repairable, or damaged beyond repair, will be turned in to the appropriate Shop for auction or salvage sales. Fleet Management will ensure a 'Fixed Asset Transaction Document' is submitted to the Finance Department for every auctioned or salvaged asset.
 - a. The Fleet Manager will prepare a list of vehicles by asset number, year, make, model, and vehicle identification number.
 - b. The list will be coordinated with those departments, which the vehicles came from to ensure all vehicles are no longer needed.
 - c. The list will be sent to the Administrator to declare the vehicles excess/surplus.
2. Confiscated vehicles, awarded by the court to the Sheriff's Office, may be turned over to Augusta, GA for disposal through Fleet Management.

3. Revenue from the sale of Fleet vehicles will be deposited in the appropriate account, as designated by the Finance Department.
 - a. Proceeds from the sale of vehicles, originally purchased from enterprise funds will be deposited in enterprise fund accounts.
 - b. Proceeds from the sale of vehicles, originally purchased for grant funds will be deposited in grant fund accounts.
 - c. Revenue from the sale of confiscated vehicles will be distributed as directed by law.

3.07 VEHICLE and/or EQUIPMENT ABUSE:

Employees driving or using Augusta, Georgia assets are responsible for the overall upkeep of their assets. Failure to perform daily checks, keep their assets clean and serviced, make the vehicle available for servicing, or use their asset for anything other than its intended official use constitutes asset abuse (beyond normal wear and tear). Employees are subject to having their privileges revoked for Augusta, Georgia assets. If damage is associated with the misuse of assets, a damage assessment may be directed by the Safety Review Committee.

**APPENDIX I
REPLACEMENT EVALUATION MATRIX**

Factor	Point Descriptions
Miles/Hours Vehicles Equipment	One point for each: 10,000 miles driven 1,000 hours (large) or 500 hours (small) of use
Type of Service	1 Point - Administrative or Passenger Transport 3 Points - Public Service Work 5 Points - Severe Duty Service
M&R Costs	Points based on total life M&R costs (excluding accident damage repair) compared to assets original purchase price. 1 Point - Less than 23% of Purchase Price 2 Points - Between 24-48% of Purchase Price 3 Points - Between 49-73% of Purchase Price 4 Points - Between 74-99% of Purchase Price 5 Points - Equal to or greater than purchase price
Reliability	Points based on the frequency that an asset is in the shop for repair over a year, if the repair is not considered preventative maintenance, a 'quick fix' or 'return' service. 1 Point - Average of once a quarter 3 Points - Average of once a month 5 Points - Average of two times a month
Condition	Points based on overall body and interior condition, accident history, anticipated repairs, etc. Scale of 1 (Excellent) through 5 (Poor).
Ranges	
<18	Excellent
18-22	Good
23-27	Qualifies for Replacement
28>	Needs Immediate Consideration

**APPENDIX II
REPLACEMENT EVALUATION FORM**

Asset Information		
Department Name: _____ Org Key: _____ Vehicle Description: _____	Date: _____ Asset Number: _____	
Assigned Use: _____		
Signature of Director/Elected Official: _____ Name of Director/Elected Official: _____		
Purchase Date: _____ Purchase Price: _____ Current Mileage: _____		
Replacement Criteria Scoring		
	Score	Details
Miles/Hours	_____	_____
Type of Service	_____	_____
M&R Cost	_____	_____
Reliability	_____	_____
Condition	_____	_____
Total Score	_____	_____
Fleet Manager Recommendation: _____		
Planned Replacement Year: _____ Funding Source: _____		
Fleet Manager; Approve or Reject _____ Name of Fleet Manager: _____ Central Services Director; Approve or Reject: _____ Name of Director: _____		