



## **Fleet Management Department Policy & Procedure Manual**

### **MOTOR POOL**

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COUNTY OF SAN BERNARDINO  
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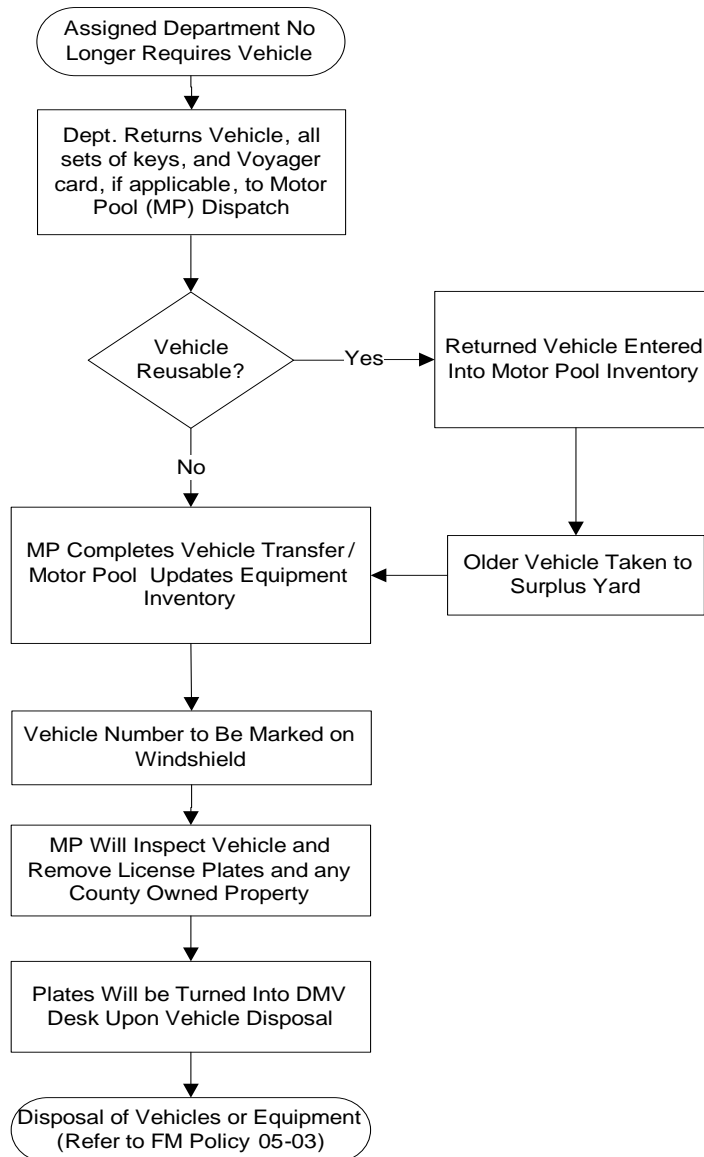
SUBJECT refer to

VEHICLE RETURN TO MOTOR POOL

APPROVED

RON LINDSEY, Director

AUTHOR: Fleet Specialist..... 387-8254





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**SUBJECT**

**VEHICLE LIFE EXPECTANCY  
(Calculated Replacement Age)**

**APPROVED**

**RON LINDSEY, Director**

**AUTHOR**.....Fleet Services Manager, 387-8254

**ISSUE**

To provide guidance and uniformity for vehicle and equipment replacement in the Motor Pool.

**STANDARD**

All Fleet Management vehicles and equipment will be replaced or retired when it is projected to be the greatest benefit to the County.

**POLICY**

The Fleet Management Director or designee is responsible for the annual publishing/updating of the economical replacement point of vehicles and equipment by class or type of vehicle/equipment and/or usage. The Director has the authority to override the parameters of this policy on a case-by-case basis.

The MAJOR factors to consider in establishing "life expectancy" are:

1. Purchase Price, including:
  - a. Acquisition cost(s) less salvage value
  - b. "Lag Time" between order and delivery
  - c. "In-Service" preparation cost(s)
2. Maintenance/Repair Costs
  - a. Excessive maintenance work load
  - b. Vendor repair costs
3. Equipment Age
  - a. Availability of repair parts
  - b. Improvements since the original equipment was purchased
  - c. Downtime (reliability)
4. Equipment Usage and User Requirement Compatibility

**Retention Schedule  
Table of Average Life Expectancy**

<b><u>Automobiles/Trucks</u></b>	<b><u>Average Life Expectancy Years*</u></b>
<b>Automobiles (all types)</b>	8
Truck ½ - 1 ton, SUVs, All Types Of Vans (under 14,000 lbs GVWR)	8
Trucks – all others (14,000 GVWR and above)	10
Elected Official Vehicles	4**

\* After 100,000 miles, vehicles are closely monitored for excessive repairs.

\*\* 4 years or when elected official's new term starts.



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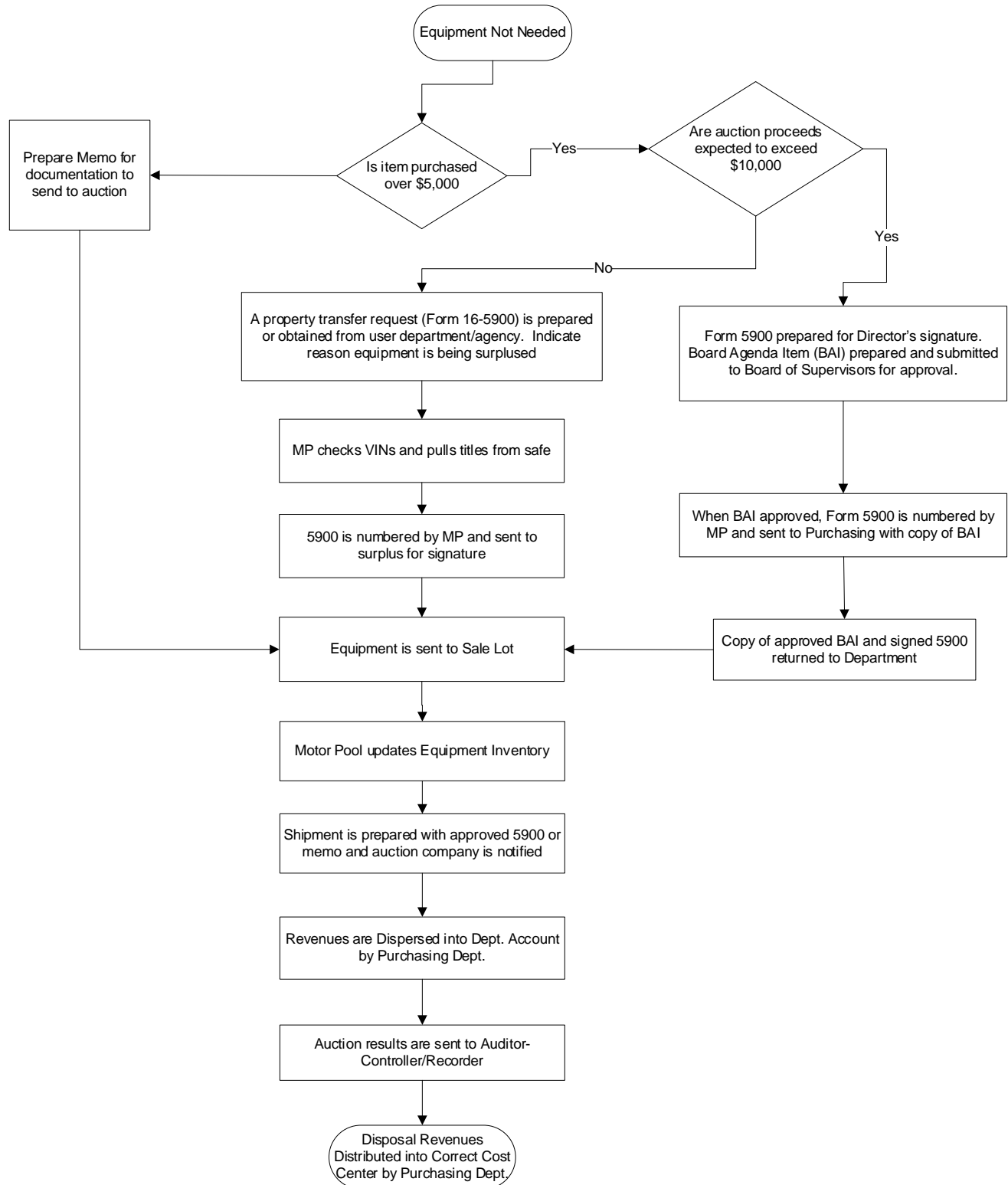
SUBJECT

DISPOSAL OF VEHICLES OR EQUIPMENT

APPROVED

RON LINDSEY, Director

AUTHOR: Motor Pool Supervisor..... 909-387-7871



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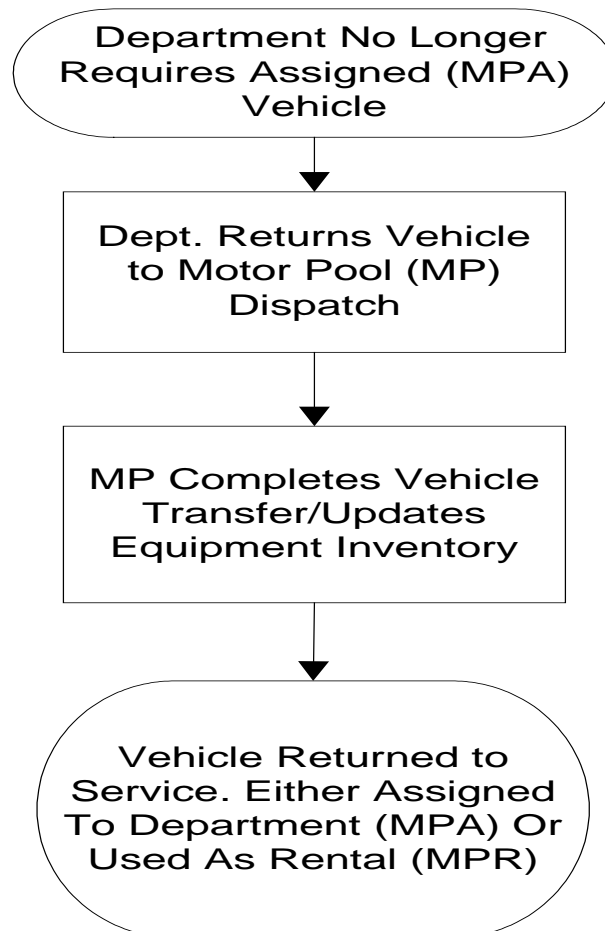
**SUBJECT**

**REASSIGNMENT OF VEHICLE FROM MOTOR POOL**

**APPROVED**

**RON LINDSEY, Director**

**AUTHOR: Fleet Services Manager..... 387-8254**





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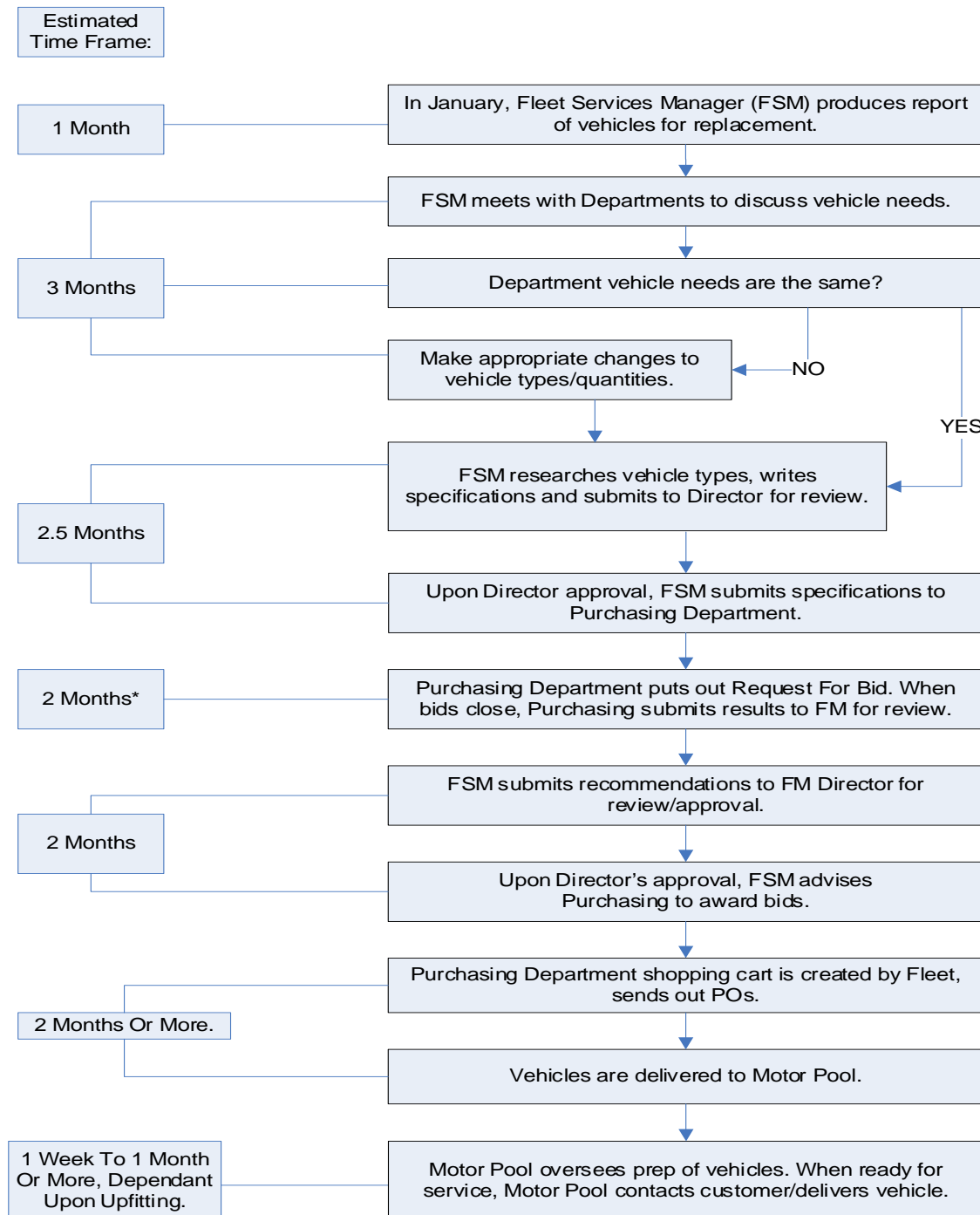
SUBJECT

**VEHICLE PURCHASE PROCEDURE**

APPROVED

**RON LINDSEY, Director**

**AUTHOR:** Fleet Services Manager ..... 387-8254





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**SUBJECT**

**EQUIPMENT RATE MASTER FMIS ADMINISTRATION**

**APPROVED**

Ron Lindsey, Director

**CONTACT**.....Business Office Supervisor 909-387-7849

**ISSUE**

A potential for inconsistency/inaccuracy exists in the administration of the Equipment Rate Master FMIS.

**STANDARD**

Integrity will be maintained by limiting database access to the absolute minimum number of employees.

**POLICY**

The Programmer Analyst III (PAIII) is responsible for overseeing the integrity and maintenance of data within the Fleet Management Information System (FMIS). Only designated employees will have access to UPDATE the FMIS database in order to keep the Equipment Rate Master current/correct.

**Updating the database will fall into three categories:**

1. New data – The input of records into the database containing information regarding new equipment.
2. Modification of data – This includes the correction of inaccurate information, the addition of specific fields to existing records, and the updating of existing data.
3. Deletion of data – Fleet Management department will not remove records from the FMIS database. Instead, equipment designated for removal from the Equipment Rate Master will be removed from the active database (organization) and placed in the “retired” database (organization).

**Database Update Requirements:**

1. The Motor Pool Specialist, Fleet Services Manager and the Programmer Analyst III (PAIII) have the responsibility for making **all** changes to the FMIS/Equipment Rate Master. In addition, limited access is provided to designated shop employees.
2. When requesting the addition of a vehicle or equipment into the Equipment Rate Master, the requester must complete the New & Updated Equipment Information (Form FLTM039) and include a copy of the purchase order/invoice with a description of the vehicle. The request form is available on Fleet Management’s website. Fleet Management will scan and attach all documents submitted to the Asset Record in FMIS.
  - a. All requests for changes from the Department contact must provide an email to the Business Office or to Motor Pool.
3. All equipment either scheduled for auction, or being transferred to Motor Pool or between departments, must have the appropriate Property Transfer (5900) Form.



**SAN BERNARDINO COUNTY**  
**Fleet Management Department**  
**New & Updated Equipment Information**

☐ **New Equipment**

☐ **Updated Information**

**CUSTOMER NAME** \_\_\_\_\_

**VEHICLE / EQUIPMENT #** \_\_\_\_\_

**YEAR** \_\_\_\_\_

**MAKE** \_\_\_\_\_

**CLASS** \_\_\_\_\_

**AREA** \_\_\_\_\_

**GVW** \_\_\_\_\_

**DRIVE TRAIN** \_\_\_\_\_

**PARENT EQUIPMENT** \_\_\_\_\_

**1<sup>ST</sup> METER READING** \_\_\_\_\_ ☐ MILES ☐ HOURS

**GENERATOR VOLTAGE** \_\_\_\_\_

**FUEL TYPE** \_\_\_\_\_

**ENGINE YEAR** \_\_\_\_\_

**ENGINE SIZE** \_\_\_\_\_

**ENGINE H.P. (KW) (BHP)** \_\_\_\_\_

**ENGINE ARRANGEMENT** \_\_\_\_\_

**MONITOR GROUP** \_\_\_\_\_

**PRIORITY GROUP PM'S** \_\_\_\_\_

**SA's** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**ATC (ASSET) #** \_\_\_\_\_

**LICENSE** \_\_\_\_\_

**MODEL** \_\_\_\_\_

**COLOR** \_\_\_\_\_

**FUND** \_\_\_\_\_

**TIRE SIZE** \_\_\_\_\_

**TRANS TYPE** \_\_\_\_\_

**B.A.C.T. USED** \_\_\_\_\_

**CHILD EQUIPMENT** \_\_\_\_\_

**2<sup>ND</sup> HOUR METER READING** \_\_\_\_\_ ☐ MILES ☐ HOURS

**GENERATOR K.W.** \_\_\_\_\_

**GENERATOR AMPERAGE** \_\_\_\_\_

**FUEL CAPACITY** \_\_\_\_\_

**ENGINE FAMILY #** \_\_\_\_\_

**ENGINE SERIAL#** \_\_\_\_\_

**ENGINE MODEL** \_\_\_\_\_

**ENGINE MAKE** \_\_\_\_\_

**HEAVY EQUIPMENT** ☐ YES ☐ NO

**DPF** ☐ YES ☐ NO

Submitted By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Notes \_\_\_\_\_

Please complete **ALL** information and mail to the Motor Pool Specialist, Fleet Management Department, #0842 or fax to (909) 387-8001. Please put N/A for none applicable items. If you have any questions, please call (909) 387-7850.





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**SUBJECT**

**VEHICLE IDLING POLICY**

**APPROVED**

**RON LINDSEY, Director**

**AUTHOR:** Motor Pool Manager .....909.387.8254

**ISSUE**

When a vehicle is idling, it achieves 0 miles-per-gallon, thereby wasting fuel, polluting the environment and contributing to global warming. (Title 13, Division 3, Article 1, Chapter 10. §2485 California Code of Regulations and California Air Resources Board [www.arb.ca.gov](http://www.arb.ca.gov)).

**STANDARD**

When operating County vehicles, all Fleet Management employees will restrict unnecessary idling to reduce pollution, greenhouse gas emissions and the waste of resources.

**POLICY**

Fleet Management employees will not allow County vehicles they operate to idle more than five consecutive minutes, unless specifically allowed by the policy exemptions below:

1. A vehicle may idle while forced to remain motionless because of on-highway traffic, when required to yield the right of way to responding emergency vehicles, at an official traffic control device or signal, or at the direction of a law enforcement official.
2. A vehicle may idle more than five consecutive minutes if extended idling is a necessary part of their normal course of duties. Examples would include a vehicle idling to run accessory equipment, such as warning lights, PTOs, generators, lift gates, etc.
3. A vehicle may idle to prevent a safety or health emergency, i.e., extreme temperatures (Cal OSHA Title 8, Section 3395, subsection (d) & (e)).
4. An emergency vehicle or any vehicle being used in an emergency capacity may idle while in emergency or training mode and not for the convenience of the vehicle operator.
5. A vehicle may idle for maintenance, servicing, repairing, or diagnostic purposes if idling is required for such activity.
6. A vehicle may idle as part of a state or federal inspection to verify that all equipment is in good working order, provided idling is required as part of the inspection.
7. A vehicle may idle due to mechanical difficulties over which the operator has no control. The claim of mechanical difficulties should be supported by work order documentation.