



**COUNTY OF SAN BERNARDINO  
Fleet Management Department  
Policy & Procedure Manual**

**PURPOSE, CHARTER, AUTHORIZATIONS & ORGANIZATION**

**Chapter 1 – Index**

**Policy**

- 1-01 Department Purpose
  - Rate Development Policy
  - Board Approved Rates (Current Fiscal Year)



COUNTY OF SAN BERNARDINO  
FLEET MANAGEMENT DEPARTMENT  
POLICY MANUAL

No. 01-00

EFFECTIVE 4-30-03  
PAGE 1 OF 1

REVIEWED 02-25-20

REVISED 02-25-20

SUBJECT

INTRODUCTION

APPROVED

  
RON LINDSEY, Director  
AUTHOR: Fleet Director ..... 909.387.7870

FLEET MANAGEMENT DEPARTMENT  
POLICIES AND PROCEDURES MANUAL

INTRODUCTION

The Policy & Procedure Manual is prepared for the divisions of the Fleet Management Department. This manual provides a single source of authoritative reference for Department policies and procedures. For Countywide vehicle related policies, see County Policy 03-10 and 03-10 SP1 – SP7 of the San Bernardino County Policy Manual.

**OBJECTIVES:**

- a. To provide the Fleet Management Department with uniform written policy guidance.
- b. To minimize the need for obtaining administrative approval on recurring policy-level decisions.
- c. To facilitate the general administration and coordination of departmental operations.

This manual is intended to be a flexible document that will reflect changing priorities, County policies, and operational improvements. The provisions of this manual supersede previous instructions.

Suggestions for change are to be submitted to the Fleet Management Department Director. Every policy will be reviewed annually on the month of the section to keep the policy accurate and current.



COUNTY OF SAN BERNARDINO  
FLEET MANAGEMENT DEPARTMENT  
POLICY MANUAL

No. 01-01

EFFECTIVE 3-12-03

PAGE 1 OF 4

REVIEWED 02-25-20

REVISED 02-25-20

SUBJECT

DEPARTMENT PURPOSE

APPROVED

RON LINDSEY, Director

AUTHOR: Fleet Director.....909.387.7870

**MISSION STATEMENT**

The San Bernardino County Fleet Management Department provides vehicles, equipment, and services to County departments and other local agencies in order for them to fulfill the County's Mission, Vision, and Values by providing for the needs of the residents and businesses of San Bernardino County.

**VISION STATEMENT**

Exceptional Customer Service to Better Our Community Fleet Management provides value to the citizens of San Bernardino County by constantly searching for ways to improve and refine the organization, seeking out better ways to provide Exceptional Customer Service and improve the Community we serve. The organization's decisions are strategic, data-driven, and aligned with the County's mission and vision as well as all applicable State, Federal, and Local laws/rules/regulations.

**VALUES**

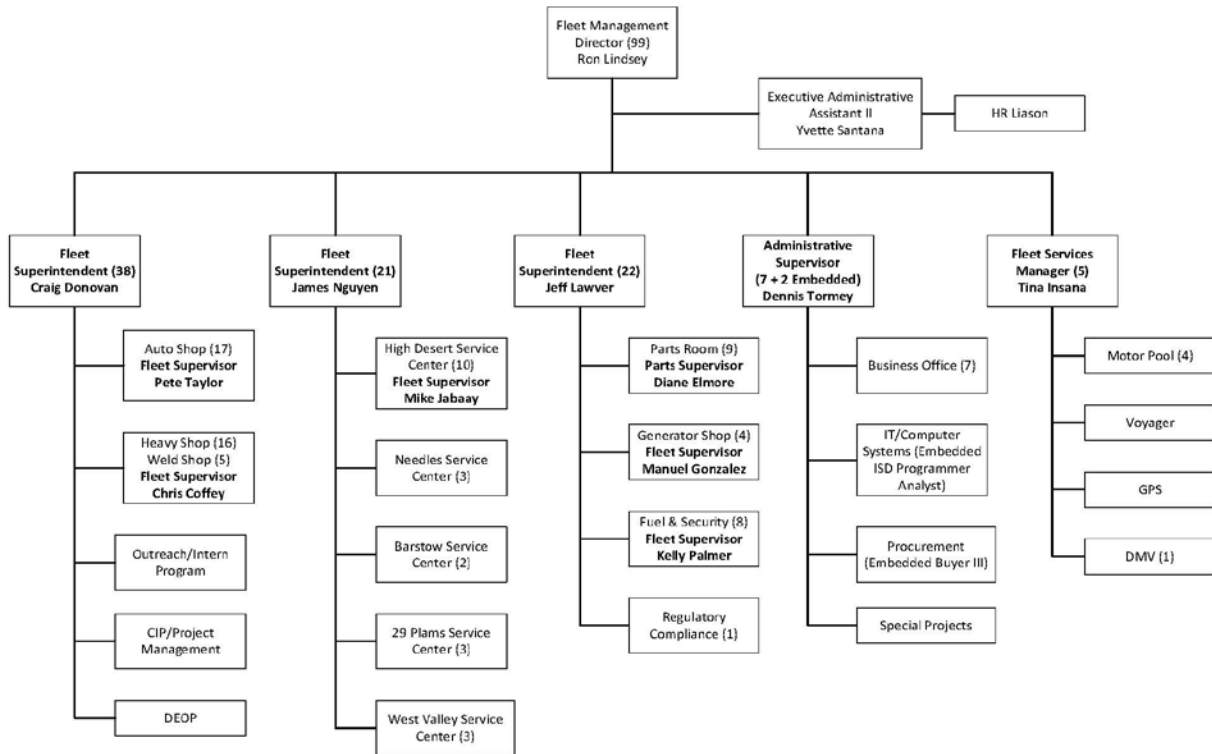
The Fleet Management Department is made up of a diverse group of uniquely talented individuals, who operate cohesively as a Team and do everything with **PRIDE**:

- P – Professional:** Fleet Management will always act in a professional manner, with the best interests of the County in mind.
- R – Respect:** Fleet Management will treat all stakeholders, including employees, customers, vendors, and the public with respect and dignity.
- I – Integrity:** Fleet Management and its employees will always act in an ethical, moral manner with the highest degree of integrity.
- D – Diversity:** Fleet Management embraces diversity and fosters an environment of inclusion and acceptance.
- E – Exceptional:** Fleet Management will strive to provide Exceptional Customer Service in everything we do.

## ORGANIZATION



DEPARTMENT OF FLEET MANAGEMENT  
ORGANIZATIONAL CHART  
FY: 2019-20



Fleet Management **PRIDE**  
Professional • Respect • Integrity • Diversity • Exceptional

Effective 6-10-2019  
Revised 11-19-2019 YS

## **SERVICES**

San Bernardino County operates a fleet of approximately 5,000 vehicles and/or equipment assigned to various departments.

The San Bernardino County Fleet Management Department (FltM) is an Internal Service Fund (ISF) that operates the County's Motor Pool and Garage operations.

The Motor Pool Division operates the motor pool and oversees maintenance of the fleet. It provides for replacement, fuel, maintenance and other operational costs of the fleet. The Motor Pool currently has ownership and/or responsibility for over 2,000 automobiles, vans, pickup trucks and various specialty vehicles. Approximately 90% of the vehicles are assigned to various County departments, with the remaining vehicles available from the Motor Pool for loaner/rental usage.

The Garage Division provides maintenance, repairs, fuel, materials and parts, generators, fabrication and field service for the majority of vehicles. The garage distributes operational costs to user departments through service rates.

## **COST CENTERS**

The department has made a significant effort to allocate budgeted costs into separate activity cost centers. This enables review of the total cost of each fleet service to be recovered by Fleet Management rates. This process sets the basis by which fleet rates will be determined. Identifying costs for each cost center are an integral part of rate setting and is performed each year. These cost centers and its mission statements are identified as follows:

- **Business Office**  
Provides administrative services for the Fleet Management Department, including payroll, accounts payable, accounts receivable and all financial reports, including the departmental budget, year-end estimates, and rate development.
- **Motor Pool**  
Operates the motor pool and oversees maintenance of the fleet. It provides for replacement, fuel, maintenance and other operational costs of the fleet. Maintains the County vehicle and equipment inventory database and provides DMV registration transactions for County vehicles/equipment.
- **Vehicle Sales**  
Provides a means of collecting, storing and timely disposal of surplus vehicles.
- **Fuel**  
Maintains and provides an uninterrupted supply of fuel to over 60 County owned fuel sites and ensures a fuel supply to maintain county operations during emergencies.
- **Security (lock up services)**  
Provides after hour and weekend security for Fleet Management and any other requesting County departments.
- **Parts Room**  
Provides timely acquisition and delivery of replacement parts and materials for all Fleet Management service shops, service centers and other government agencies.

- **Weld Shop**  
Provides design, welding, fabrication and repairs to County vehicles, equipment and sites, as well as other governmental agencies with 24-hour mobile response.
- **Generator Shop**  
Installs, maintains and repairs generators, compressors and related equipment throughout the County with 24-hour mobile response.
- **Auto Shop**  
Provides services and repairs for County owned and non-county vehicles (sedans through 1 ½ ton trucks).
- **Service Centers – Satellite Garages**  
Provides services, repair, fuel and vehicle rentals at five remote locations (Needles, Twenty-nine Palms, West Valley, Barstow and Hesperia) for County owned equipment.
- **Compliance**  
Monitoring, recording, and maintaining environmental compliance for all environmental regulatory agencies. Making appearances at inspections, reviewing on-site compliance, permitting equipment, maintaining records, and communicating with County departments to maintain environmental compliance County-wide.