



Fleet Management Department Policy & Procedure Manual

PARTS Chapter 9 – Index

Policy

| | |
|-------|--|
| 09-01 | Parts Inventory Administration |
| 09-02 | Parts Issued |
| 09-03 | Work Order Process (Deleted – refer to 04-03) |
| 09-04 | Vendor Payment Process (Deleted 05/05/04 – refer to 06-01) |
| 09-05 | Parts Surplus Items Return Process |
| 09-06 | Use of Used/Reconditioned Parts |
| 09-07 | Parts Inventory Process |
| 09-08 | Repair Parts Warranty |
| 09-09 | Tire Purchase & Replacement |
| 09-10 | Parts Invoicing |



COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL

No. 09-01

EFFECTIVE 03-12-03

PAGE 1 OF 3

REVIEWED 10-17-2019 REVISED 11-13-18

SUBJECT

PARTS ADMINISTRATION

APPROVED

 RON LINDSEY, Director

AUTHOR: Parts Supervisor..... 387-7902

Inventory

STANDARD

All parts will be inventoried.

POLICY

Inventoried items will include:

1. All parts, supplies, and/or material designated as stock.
2. All parts, supplies and/or material (regardless of cost) that is/are traditionally included on a vehicle repair work order/invoice in the automotive/truck/equipment industry. (The “test” – if you would expect to see this part specifically on an invoice from a vendor, then put it into inventory, otherwise charge it as expendable.
3. All packs, cases, etc. of items outlined above will be inventoried in the Parts Room and/or Service Centers if these packages are not generally opened or used for “shop supplies” at this location.
4. All parts, supplies and/or materials obtained by Fleet Management will be charged out as expendables unless they meet the test outlined in number two above. The cost centers will recoup their costs through work orders, computer charges, or overhead as deemed appropriate.
5. Parts and materials leaving all Store Room areas for internal Fleet Management usage are to be charged to that cost center.
6. Bulk items for non-Fleet Management agencies will be sold to that department.

Inventory Adjustments

STANDARD

Inventory Adjustments cannot be made by anyone in the department who also has control of/authority to receive/issue parts/material.

POLICY

The Parts Room Superintendent, or designee, must approve all inventory adjustments up to 2% within 30 days and are processed by the Business Office Supervisor designee. The Fleet Management Director approves inventory adjustments over 2%. All requests for “inventory adjustments” must be in writing (use attached form FLTM001/reqstockadjust). The form can be emailed, faxed or mailed to the Business Office Supervisor designee.

Physical Inventories

STANDARD

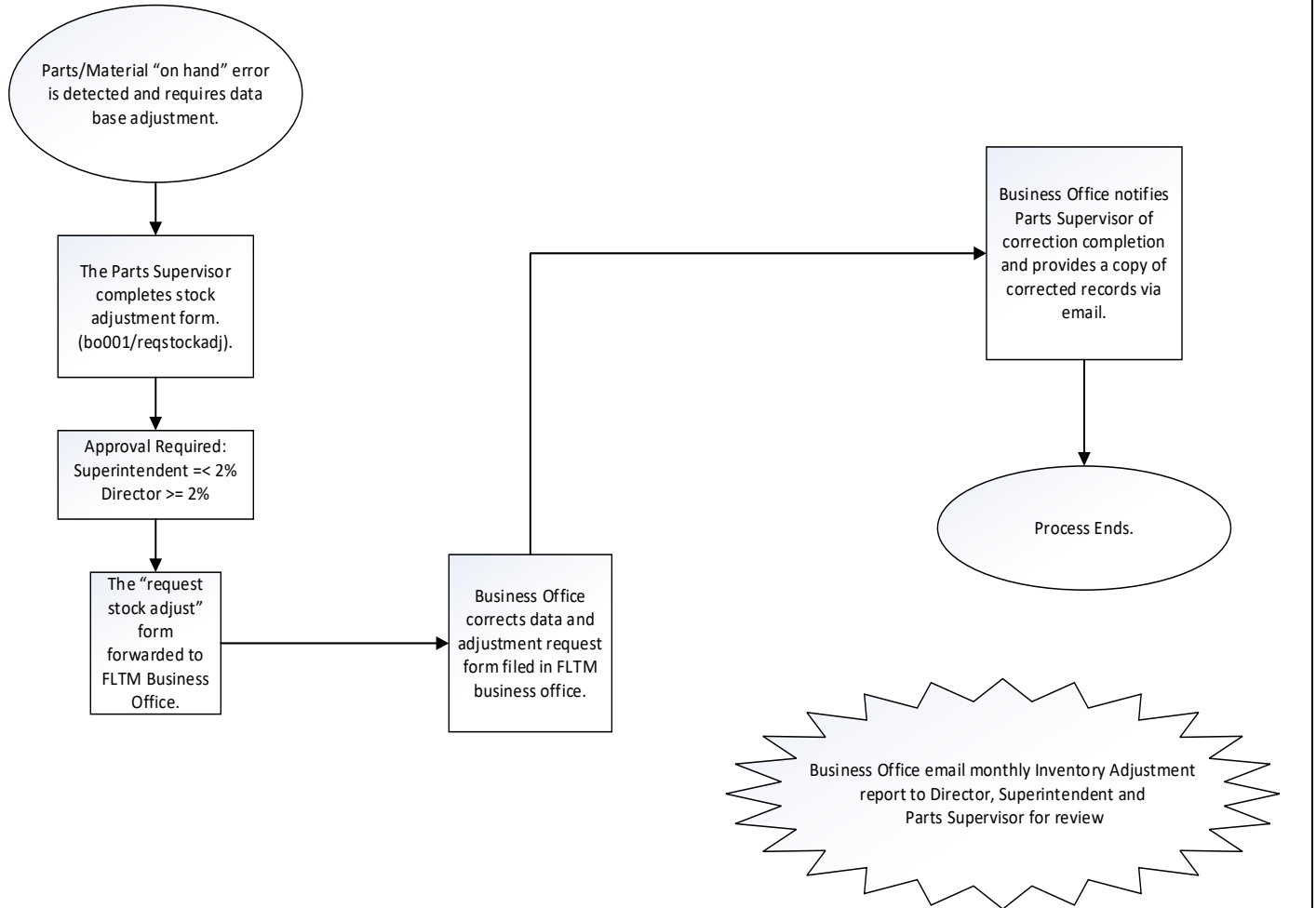
All Store Room inventories will be validated monthly.

POLICY

Fleet Management staff will perform a 10% (by-line item count) random physical inventory in all storerooms monthly. An absolute variance (not net) greater than 2% (total dollar value – random sample) in any storeroom will trigger, at the discretion of the Director, a mandate to perform a 100% physical inventory at that location within five working days:

- a. A variance report exceeding 2% will be presented to the department Director for discussion, acceptance and approval.
 1. Variance dollar and count.
 2. Reason for variance.
 3. Process that was performed.
 4. Oversight authority (who was responsible for the accuracy/variance) and who monitored the inventory process.
- b. Only the Director of Fleet Management has the authority to authorize inventory adjustments above 2%.

County of San Bernardino – Fleet Management Parts/Material Inventory Discrepancy Adjustment Process





COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL

No. 09-02

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PAGE 1 OF 1

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SUBJECT

PARTS ISSUED

APPROVED

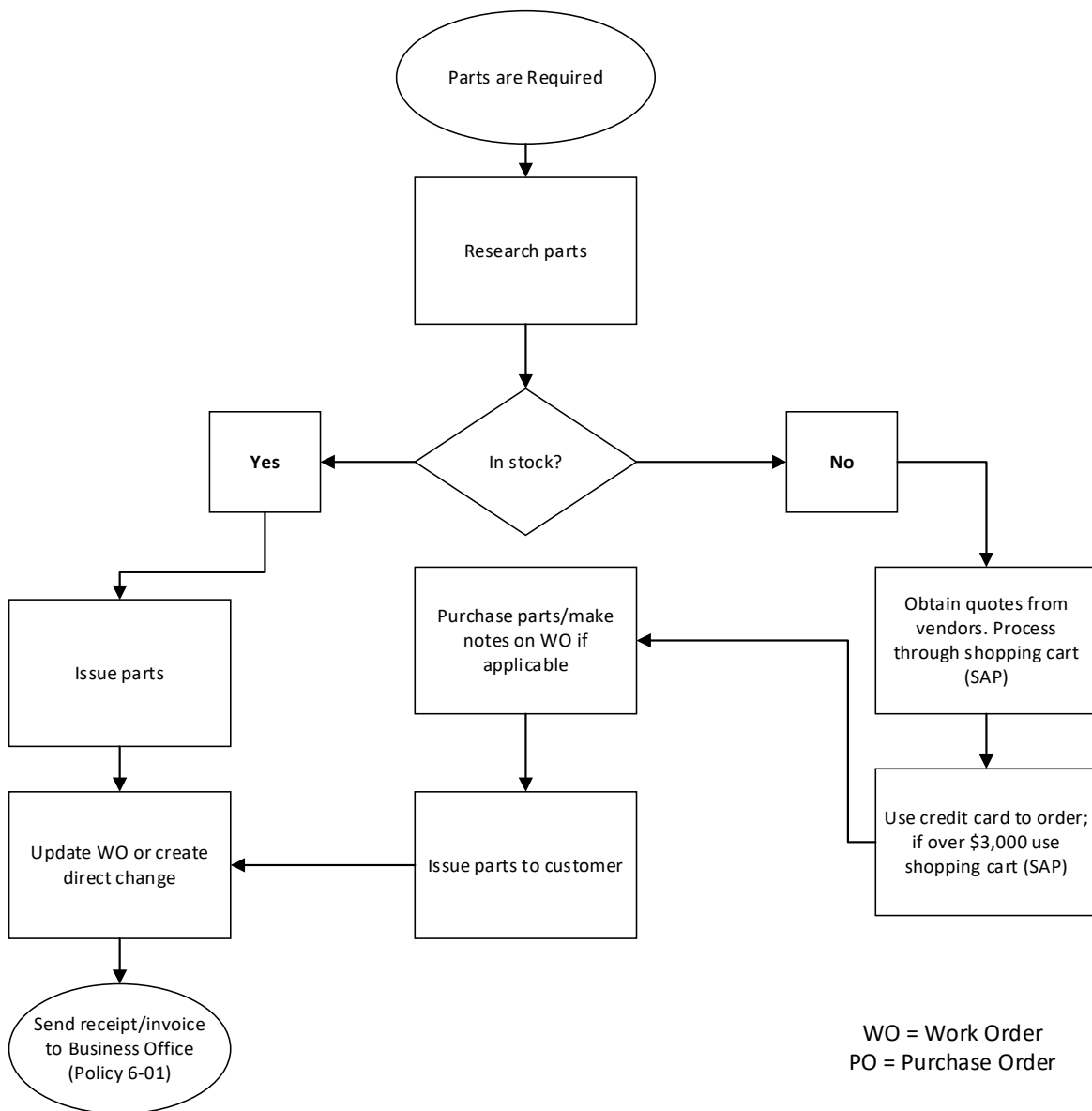
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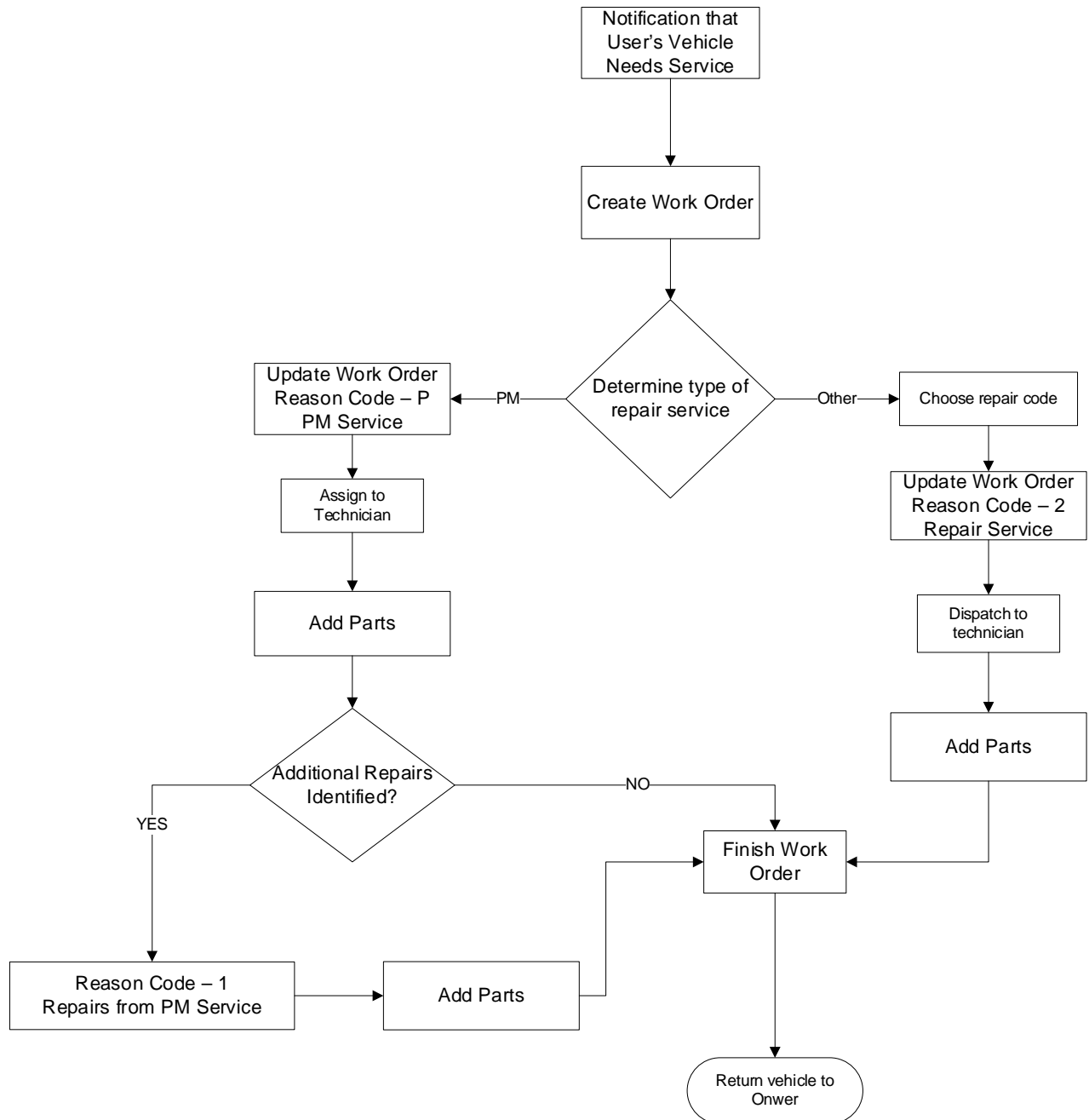
COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT POLICY MANUAL

NO. 09-02

PAGE 2 OF 2



FLEET MANAGEMENT DEPARTMENT
Work Order Repair Process
"Faster" System





**COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL**

No. 9-05

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PAGE 1 OF 1

REVIEWED 10-17-19

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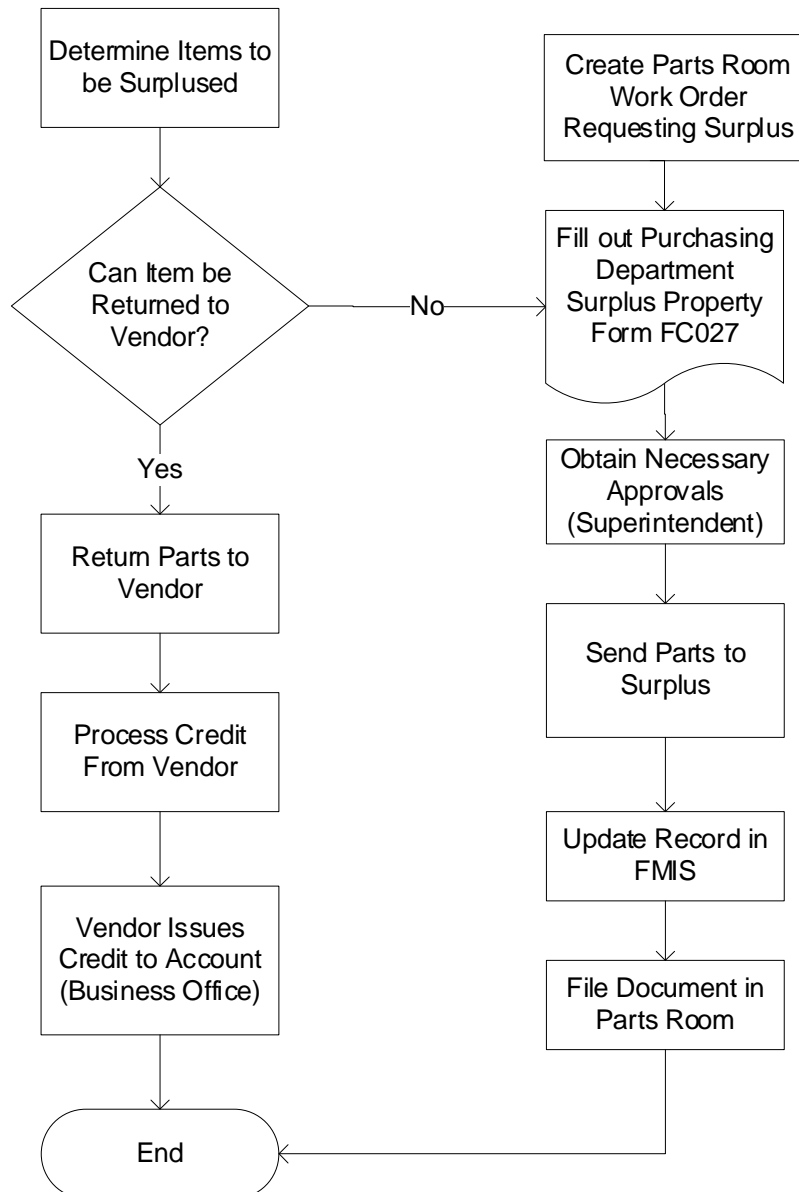
SUBJECT

SURPLUS PARTS RETURN PROCESS

APPROVED

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**COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL**

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PAGE 1 OF 1

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SUBJECT

USED PARTS

APPROVED

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ISSUE

A uniform standard for the installation of used vehicle parts did not exist.

STANDARD

Fleet Management will maintain/repair vehicles and equipment as economically as possible while maximizing vehicle reliability and minimizing loss of productivity.

POLICY

Guidelines for maintaining and/or repairing vehicles/equipment with used parts:

- Used parts are acceptable for body and/or interior work if they meet/exceed the requirements of the repair/maintenance being performed (Motor Fleet Shop Supervisor's decision).
- On very rare occasions, and on a case by case basis, Fleet Management may purchase used parts when a suitable and cost effective new/rebuilt part cannot be obtained. Primarily, this allows us to keep obsolete or special use vehicles in operation.
- Used parts may be allowed for repairs/maintenance on a case-by-case basis as directed/approved by the Fleet Superintendent.



**COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL**

No. 09-07

EFFECTIVE 08-13-03

PAGE 1 OF 1

REVIEWED 10-17-19

REVIEWED 11-13-18

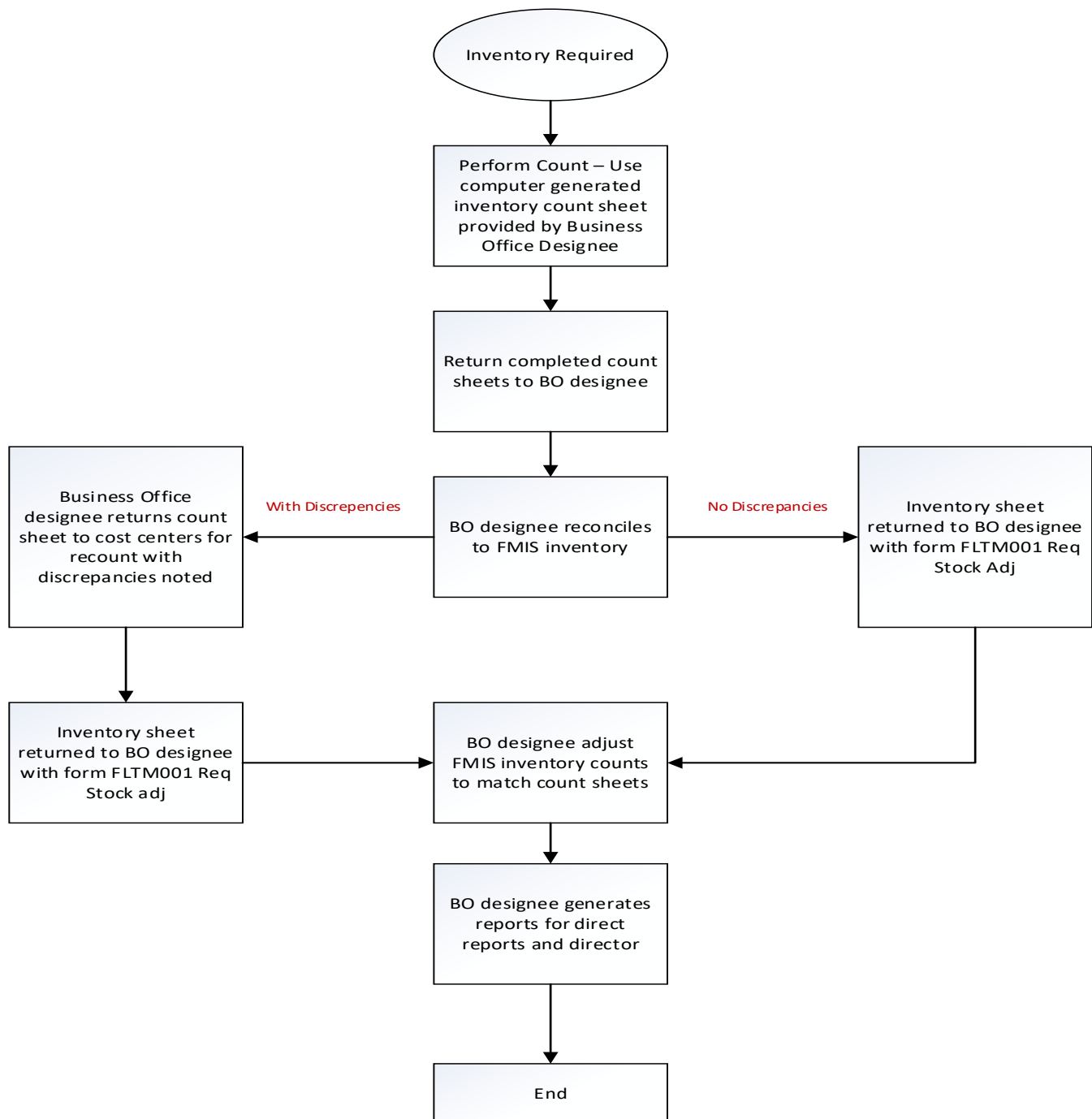
SUBJECT

PARTS INVENTORY PROCESS

APPROVED

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COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL

No. 09- 08

EFFECTIVE 05-01-07

PAGE 1 OF 2

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SUBJECT

REPAIR PARTS WARRANTY

APPROVED

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ISSUE

A standardized Fleet Management warranty did not exist for replacement parts for the original equipment and aftermarket manufacturers.

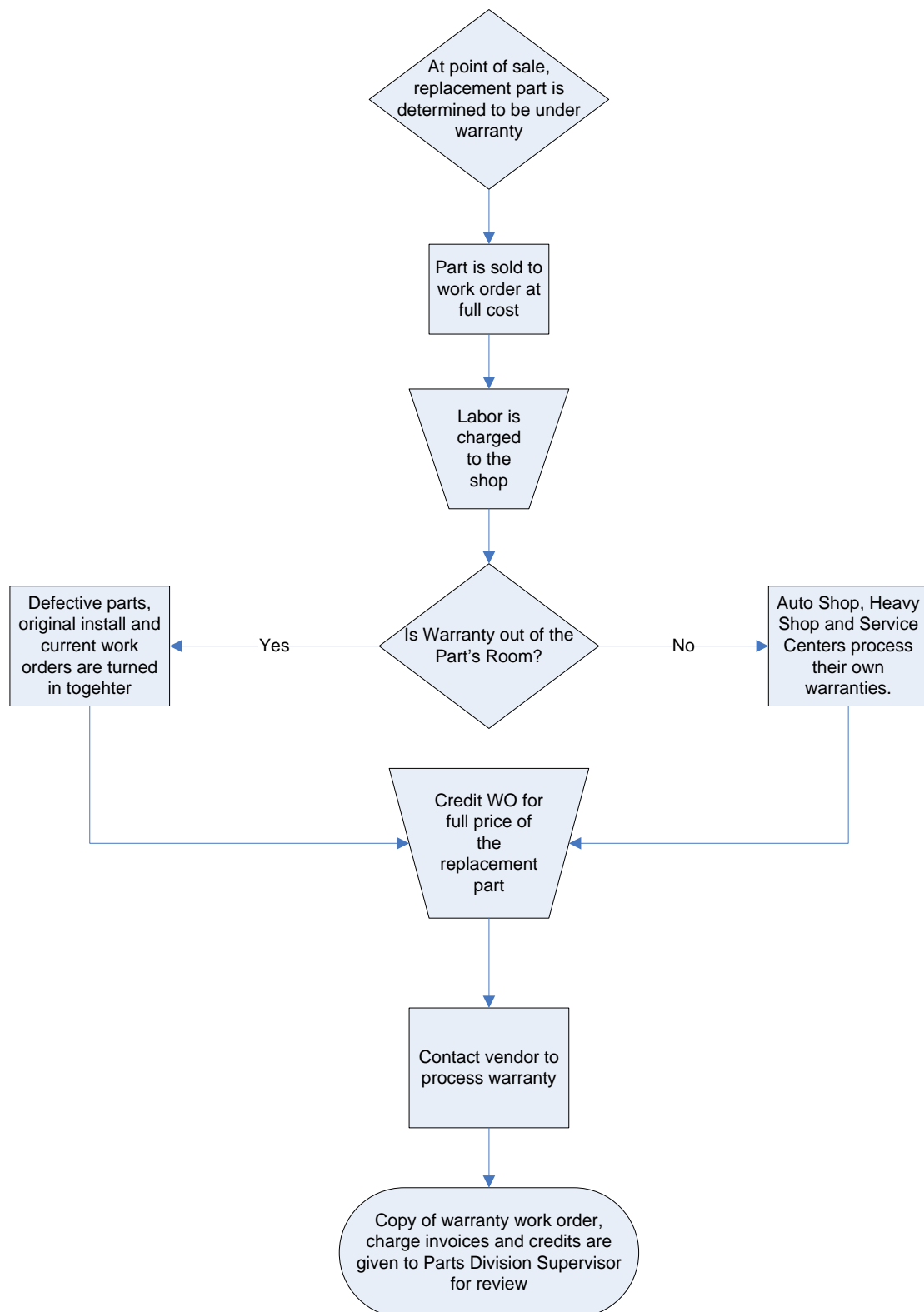
STANDARD

Establish a parts warranty period similar to industry standards.

POLICY

The Fleet Management Parts Division will provide a warranty on replacement parts for a minimum of 90 days from date of issue. This includes, but not limited to batteries, alternators, starters, pumps, motors, cylinders, shocks, brakes, etc. This warranty does not cover expendables and items such as oils, greases, gaskets, seals, nuts, bolts, tie wraps, etc. or abuse or neglect caused by operator.

Any time there may be a question pertaining to the warranty coverage of a part in question, the Parts Division and Shop Supervisors will meet to resolve the issue.





COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY

No. 09-09

EFFECTIVE 04-23-15

PAGE 1 OF 1

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SUBJECT

TIRE PURCHASE & REPLACEMENT

APPROVED

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ISSUE

Inconsistencies in purchasing, stocking and using the same tire brand, model/product code and different part numbers inputted into FMIS. These inconsistencies are causing lost productivity and customer inconvenience in locating matching tires. Additionally, tires older than six years have a higher failure rate and are recommended for replacement by major auto manufacturers.

STANDARD

All on-highway tires will be replaced based on DOT (date of tire) within a useful life of six years for light duty or seven years for heavy duty.

POLICY

To establish guidelines and procedures when purchasing, stocking and replacing tires on vehicles and equipment.

PROCEDURES

Light Duty

1. All light duty shops will stock and use the same tire brand and model/product code on all Motor Pool vehicles when possible.
2. The Parts Room in San Bernardino will determine what tires will be stocked for all Motor Pool vehicles according to contract bid.
3. Tire part numbers will be entered into FMIS using only the Product Code as the part number. This is needed for tracking and recalls, and will be used to determine tire availability between shops.
4. No tires will be accepted from a vendor that are older than one year based on DOT date.
5. Tires will be marked with date of manufacture before putting into stock.
6. Tires will be rotated out of stock, oldest first (first in, first out).
7. New tires in Fleet Management Store Room inventory that are five years old will be transferred to Parts Room for disposal.
8. DOT date on tires will be checked at every service interval and replaced as necessary.
9. State law requires tire pressure to be checked, corrected, and documented on work orders at time of performing any repair or maintenance.
10. Tire pressure will be adjusted to manufacture specifications.

Heavy Duty

1. Worn out used tires may qualify for retreading, depending on retreading requirements or replaced as necessary.
2. Class 6, 7 and 8 vehicle tires are not normally balanced; however, the fronts may be balanced as required or needed.
3. Off-road tires will be replaced or repaired on a case-by-case basis.



COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURES MANUAL

No. 09-10

EFFECTIVE 03-11-14

PAGE 1 OF 1

REVIEWED 10-17-19

REVISED 11-13-18

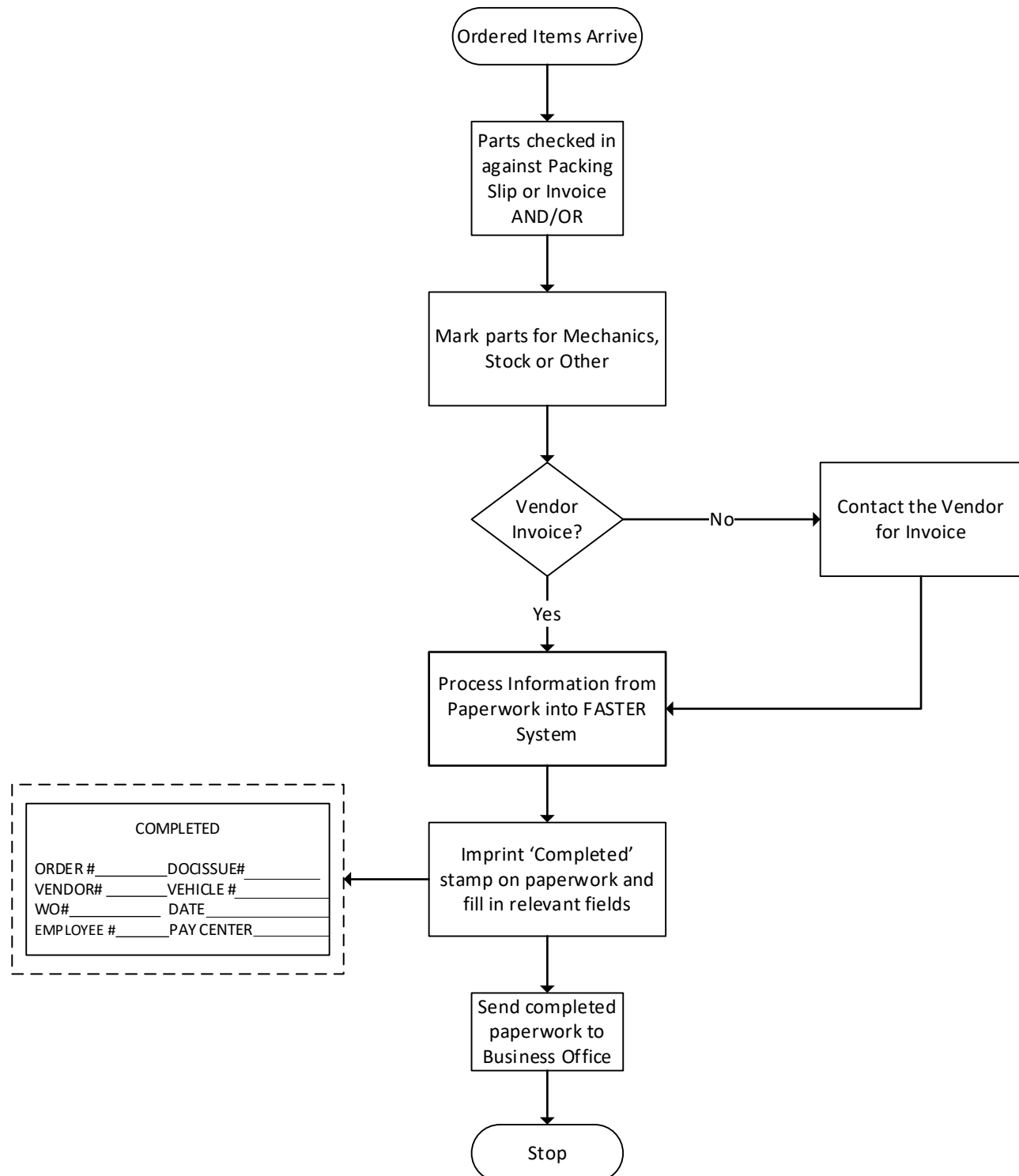
SUBJECT

PARTS INVOICING

APPROVED

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COUNTY OF SAN BERNARDINO
FLEET MANAGEMENT DEPARTMENT
POLICY & PROCEDURE MANUAL

No. 09-11

EFFECTIVE 09-10-15

PAGE 1 OF 1

REVIEWED 11-08-18 REVIEWED 11-13-18

SUBJECT

PARTS SUBLET PROCESS

APPROVED

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