

Hanover County Fleet Management Policy

I. Purpose

- A. To establish how vehicles and motorized equipment owned or leased by Hanover County shall be managed and used. Hereinafter the terms “County vehicles,” or the “County Fleet” or “Fleet” shall include vehicles and motorized equipment owned or leased by the County.
- B. To authorize the County Administrator, or designee, to issue and enforce Regulations consistent with this Policy promoting cost effective fleet management through efficient vehicle acquisition and disposal, vehicle operation, and vehicle maintenance.
- C. To establish that the Fleet Services Department shall be responsible for ensuring that the County Fleet is managed in accordance with accepted best fleet management practices in order to realize the maximum value for County fleet expenditures.
- D. To establish that the Fleet Services Department shall be responsible for planning, directing, managing, coordinating and supervising procedures for the acquisition, maintenance and repair, replacement and disposal of County vehicles, as part of providing services to the entities, agencies and departments it serves.

II. Applicability

- A. Except as otherwise noted, this Policy applies to all entities, agencies, departments and employees that operate County vehicles.
- B. Employees of the Hanover County Community Services Board and the constitutional officers of Hanover County meeting the criteria set out in paragraph II.A above shall be subject to this Policy.
- C. The Fleet Services Department shall be responsible for determining, providing and regulating maintenance and repair services for all County vehicles. The County Administrator is authorized to approve the Fleet Services Department providing these services for other entities and agencies, and for non-County owned vehicles, when in the County’s best interest.

III. General Provisions

- A. Additions to the Fleet - Additions and replacements to the Fleet shall be authorized by the County Administrator, or designee.
- B. Overnight Custody of Vehicles - Occasional overnight vehicle use may be approved by Department Heads or Constitutional Officers when it is in the best interest of the County.

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- C. *Titles and Registrations* - All vehicles purchased by the County shall be titled to the County of Hanover, 7516 County Complex Road, P.O. Box 470, Hanover, VA 23069. Leased vehicles shall remain titled to the Lessor unless such vehicles are the subject of a lease agreement which provides that the County retains title to the vehicle during the term of the lease. The Fleet Services Director is authorized by the County Administrator to sign Department of Motor Vehicle title applications, vehicle titles and related documents as necessary to conduct the acquisition, registration, transfer and disposal of County vehicles.
- D. *Insurance* – The County will maintain appropriate motor vehicle insurance coverage on County vehicles. The General Services Department is responsible for obtaining and administering such coverage. The cost of the insurance shall be charged to individual departments based on the number and type of County vehicles assigned.
- E. *Transfer of Vehicles* - The County Administrator, or designee, is authorized to transfer ownership of County vehicles to other entities or agencies when it is in the best interest of the County.
- F. *Acceptance of Donated Vehicles* - The County Administrator, or designee, is authorized to accept vehicles donated to the County into the County Fleet, when such acceptance is in the best interest of the County.
- G. *Department Vehicles* – Vehicles purchased for, and assigned to, a specific department.
- H. *Fleet Vehicles* – Vehicles purchased by the Fleet Services Department and leased to using departments.
- I. *Vehicle Assignment* – Vehicles shall be assigned in a manner consistent with the County’s best interests. Vehicle assignment shall not be considered a term or condition of employment, except for positions for which such consideration has been specifically authorized by the Board of Supervisors.
- J. *Personal Use* - Personal use of a County vehicle is only granted by the Board of Supervisors and will be valued for taxable income purposes as required by IRS regulations.
- K. *Automobile Allowances* – Personnel who otherwise would be provided with a County vehicle may be granted, with approval of the Board of Supervisors, a flat-rate car allowance per pay period for the use of a privately owned vehicle. The amount of allowances will be determined as part of the annual budget adoption process. Allowances will be included in the employee’s gross salary as a supplement in compliance with IRS regulations.

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- L. Commuting – The County will maintain compliance with IRS regulations for proper disclosure of County vehicles used by employees for commuting purposes. Commuting is defined as the employee privilege of being allowed to use a County vehicle to commute to and from home when in the County’s best interest.

IV. Responsibility for Compliance

- A. All employees subject to this Policy shall be responsible for conducting themselves in accordance with the Policy and any resultant Regulations.
- B. Department Heads and Constitutional Officers shall enforce the Fleet Management Policy, including its regulations and procedures, within their respective departments.

V. Regulations

The County Administrator, or designee, shall have the authority to promulgate and enforce Regulations, consistent with this Policy, that govern the implementation of this Policy and prescribe additional requirements and procedures for the use of County vehicles while conducting County business. This Policy shall not be construed to supercede or limit the Regulations governing personnel management, the County’s Fleet Safety Policy, or the authority of the County administration to take all actions necessary, including termination of employees, to promote conducting County business safely and effectively.

VI. Other Regulatory Requirements

This Policy shall be conducted in accordance with all applicable federal, state and local laws and regulations pertaining to motor vehicles and motor vehicle fleets.