

Hanover County Fleet Management Regulations

1.0 AUTHORITY

- 1.1 These Regulations are issued by the County Administrator pursuant to the Fleet Management Policy adopted by the Board of Supervisors on May 12, 2004.

2.0 PURPOSE

- 2.1 To establish procedures to implement the Fleet Management Policy.

3.0 GENERAL PROVISIONS

- 3.1 Vehicle Allocations – The number of Full Time Vehicles allocated for exclusive use by each department shall be the sum of the Department Vehicles and Fleet Vehicles.
- 3.2 Vehicle Assignments – Vehicle assignments are based upon demonstrated need. The following types of vehicle assignments are available to County departments: Department Vehicles, Fleet Vehicles, and Motor Pool.

4.0 RESPONSIBILITIES:

- 4.1 The Fleet Services Department shall:
 - 4.1.1 Administer the Fleet Management Policy.
 - 4.1.2 Develop and implement Fleet Management Policy Regulations and Procedures.
 - 4.1.3 Obtain vehicle titles and registrations.
 - 4.1.3.1 Vehicle titles shall be kept in the Purchasing Department.
 - 4.1.3.2 Vehicle registrations shall be kept in the appropriate vehicle.
 - 4.1.4 Provide and administer vehicle maintenance and repair services for all County vehicles.
 - 4.1.5 Provide other fleet management services as directed by County Administrator or designee.
- 4.2 Department Heads and Constitutional Officers shall:
 - 4.2.1 Authorize department employees and volunteers to operate County vehicles for County business, and, when appropriate, authorize occasional overnight custody of County vehicles.

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- 4.2.2 Take disciplinary action, in accordance with the Hanover County Personnel Policy Manual, or other constitutional office policy, against employees who misuse County vehicles.
- 4.2.3 Permanently assign vehicles to employees when in the County's best interest to do so and such assignment is necessary for the employee to perform job duties.
- 4.2.4 Authorize commuting to and from home in a permanently assigned County vehicle in accordance with Section 5.0 below.
- 4.3 Vehicle Operators shall:
 - 4.3.1 Use County vehicles and equipment only to conduct County business, unless authorized to do otherwise by the County Administrator.
 - 4.3.2 Allow only those persons conducting County business to drive or ride in County vehicles unless otherwise approved by the County Administrator.
 - 4.3.3 "County business" for employees of the Sheriff's Office shall be in accordance with the provisions of the policies and procedures of the Sheriff's Office.

5.0 COMMUTING IN COUNTY VEHICLES

- 5.1 Permanent assignment of a County vehicle does not automatically include the privilege of commuting to and from home.
- 5.2 Commuting to and from home in a County vehicle shall be limited to those cases where the efficient and effective operation of County business dictates such usage.
- 5.3 The privilege to commute to and from home shall be approved by the County Administrator or Constitutional Officer and reviewed periodically, based on one or more of the following requirements.
 - 5.3.1 The position frequently requires conducting County business after normal work hours.
 - 5.3.2 The position regularly requires reporting to work at a location other than the principal workplace, without first reporting to the principal workplace.
 - 5.3.3 Other permanent or temporary cases where the Department Head or Constitutional Officer determines that granting commuting privileges for a position is in the best interest of the County, in accordance with Section 5.2.

Positions that are assigned rotating or permanent "on-call" schedules may be assigned a service/utility vehicle to be used for commuting while in an "on-call" status for the purpose of being able to respond promptly to after-hours service calls.

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- 5.4 Commuting in a County vehicle shall be limited to commuting within Hanover County, except as approved by the County Administrator or Constitutional Officer after a determination that the assignment of “out of County” commuting privileges is in the best interest of the County. In such cases an “out of County” employee may be granted commuting privileges in accordance with Sections 5.2 and 5.3.
- 5.5 County vehicles may not be used for personal business unless such use is de minimis and in conjunction with commitments prior, during or after the workday. These infrequent and brief side trips are considered a de minimis fringe benefit whose value is excluded from income.
- 5.6 In the event a position is eliminated or job description is changed that was once assigned a County vehicle, that vehicle will be transferred into the County’s surplus Fleet, unless the Department Head or Constitutional Officer determines that the vehicle is still economically useful to the department/office.
- 5.7 Commuter Charges.
 - 5.8.1 All County-owned vehicles that are used for commuting purposes, excluding Sheriff’s Office, Public Safety Department and Animal Control vehicles or vehicles operated by those employees defined as “control employees” by the IRS, shall be subject to the IRS’s commuting valuation method in recognizing personal use of the vehicle for commuting.
 - 5.8.2 All “control employees” as defined by the IRS shall be required to determine the most appropriate IRS valuation method in recognizing personal use of the vehicle.
 - 5.8.3 The value of personal use of such vehicles will be recognized each pay period through appropriate taxable income calculations in accordance with IRS regulations/guidelines, with the employee appropriately paying applicable taxes on the value of such personal usage.

6.0 MOTOR POOL VEHICLES

- 6.1 A limited number of unassigned County vehicles are available during normal work hours for use to conduct County business. These vehicles are assigned to the Motor Pool operated by the General Services Department.
- 6.2 Motor Pool vehicles may be requested by contacting the General Services Department (for vehicles parked behind the Wickham Annex), or the main switchboard number (for vehicles parked behind the Hanover County Administration Building).
- 6.3 Prior to checking out a Motor Pool vehicle, an employee will be required to show his or her valid Virginia driver’s license. Employees must have also completed the County’s Defensive Driving Course, or approved equivalent, to be eligible to drive Motor Pool vehicles in accordance with the Motor Vehicle Safety Policy.

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- 6.4 Those who use a Motor Pool vehicle shall fill out and submit a motor pool mileage sheet to the location where the vehicle was checked out. Charges for using a Motor Pool vehicle will be billed to the department indicated on the mileage sheet at the current County mileage reimbursement rate set by the Finance and Management Services Department.
- 6.5 Motor Pool vehicle users shall:
 - 6.5.1 Review the vehicle sign out sheet when picking up the vehicle keys to be sure the date and time the vehicle will be returned is recorded.
 - 6.5.2 Inspect the vehicle prior to use to ensure that no obvious defects exist that would make the vehicle unsafe to operate. Check the items listed on the Fleet Services – Vehicle Inspection Form kept in the vehicle to report apparent or suspected vehicle problems. If suspected vehicle problems are discovered, turn in the Vehicle Inspection Form with the mileage sheet to the location where the vehicle was checked out.
 - 6.5.3 Fill the vehicle with fuel unless returning it with more than half a tank of fuel.
 - 6.5.4 Remove from the vehicle interior all items not assigned to the vehicle.
 - 6.5.5 Return the vehicle to the location where it was picked up and turn in the keys, mileage sheet, and Vehicle Inspection Form (if applicable) to the location where the vehicle was checked out, unless specifically directed otherwise.
- 6.6 Motor Pool vehicles may be kept overnight pursuant to Section 4.2.1.

7.0 VEHICLE MARKINGS AND LICENSE PLATES

- 7.1 Vehicles assigned to the Sheriff's Office and Public Safety Department, as well as vehicles from other entities as may be identified by State law, shall be marked according to the requirements established by these individual entities.
- 7.2 All County vehicles, except those identified in the preceding paragraph, shall be marked with the Fleet Services Department assigned vehicle number and the standard County decal on each front door.
 - 7.2.1 County seals may be omitted for selected Community Resources, Community Services Board and Economic Development Department vehicles as designated by the respective department head.
 - 7.2.2 Other markings on County vehicles shall be approved by the Fleet Services Director.
- 7.3 All County vehicles shall carry Commonwealth of Virginia, Local Government license plates, except the following:

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- 7.3.1 Unmarked law enforcement vehicles as designated by the Sheriff's Office.
- 7.3.2 Unmarked Fire Prevention vehicles as designated by the Public Safety Director.
- 7.3.3 Unmarked Economic Development vehicles as designated by the Economic Development Director.

These vehicles may carry other Commonwealth of Virginia license plates as regulated by State requirements. Departments using this provision are responsible for complying with applicable State regulations.

8.0 VEHICLE REPLACEMENT

- 8.1 Vehicle replacement guidelines shall be established and/or approved by the Fleet Services Director. These guidelines are listed in Appendix D.
- 8.2 Replacement guidelines shall be developed to maximize the economically useful life of County vehicles and equipment.
- 8.3 The Fleet Services Director will review replacement requests for Department Vehicles.
- 8.4 The Fleet Services Director will recommend replacement times for Fleet Vehicles in accordance with limitations of Board of Supervisors appropriations.
- 8.5 Replacement vehicles will be obtained using the procedures described in Appendix C.

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APPENDIX A

General Government Use Vehicles – Standard Procurement Specifications *

1.0 STANDARD VEHICLE GROUP

- 1.1 Sedans: Compact, as determined by the Fleet Services Department in accordance with manufacturers' specifications.
- 1.2 Pickup Trucks:
 - 1.2.1 Compact, Regular Cab, 2 Wheel Drive, Standard Bed
 - 1.2.2 Full-size, Regular Cab, 2 Wheel Drive, 8 Foot Bed
- 1.3 Minivans:
 - 1.3.1 Cargo: Requires Safety Screen Between Seats and Cargo Area
 - 1.3.2 Passenger
- 1.4 Vans:
 - 1.4.1 Cargo: Requires Safety Screen Between Seats and Cargo Area
 - 1.4.2 Passenger
- 1.5 Sport Utility Vehicle: Mid-size

2.0 STANDARD EQUIPMENT

- 2.1 Air Bags: Driver and Passenger
- 2.2 Antilock Brakes, if available
- 2.3 Right and Left Exterior Mirrors
- 2.4 Daytime Running Lights, if available
- 2.5 Rear Window Defroster, if applicable
- 2.6 Air Conditioning
- 2.7 Tinted Safety Glass
- 2.8 Bumpers: rear Step for Pickup Trucks and Cargo Vans, All Others Standard
- 2.9 12 Volt Power Outlet
- 2.10 Seats: Manufacturers Base Standard, Vinyl, Cloth, or combination vinyl/cloth
- 2.11 Radio: AM/FM

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General Government Use Vehicles – Standard Procurement Specifications *

- 2.12 Engines: Gasoline – Sedans 4 Cylinder, Compact Pickups, Minivans and SUV's 6 Cylinder, Full-size Pickups and Vans 8 Cylinder
- 2.13 Transmissions: Standard Manufacturers Automatic
- 2.14 All Other Equipment to be per Manufacturer's Standard Specifications

3.0 OPTIONAL EQUIPMENT

Requires advance justification of need and approval of the Department Head and Fleet Services Director. Equipment not listed may be available based on justification of need.

- 3.1 Sedans, Minivans, and SUV's: None
- 3.2 Compact Pickup Trucks:
 - 3.2.1 Extended Cab
 - 3.2.2 Four Wheel Drive
 - 3.2.3 Long Bed
- 3.3 Full-size Pickup Trucks:
 - 3.3.1 Extended Cab
 - 3.3.2 Four Wheel Drive
 - 3.3.3 Trailer Towing Package
 - 3.3.4 ¾ Ton Suspension
 - 3.3.5 1 Ton Suspension
- 3.4 All Above Groups per Justification of Need
 - 3.4.1 Power Windows
 - 3.4.2 Power Locks
 - 3.4.3 Cruise Control
 - 3.4.4 CD Player
 - 3.4.5 Other Optional Equipment

4.0 ACCESSORIES

Toolboxes, ladder racks, etc must be approved in advance by the Fleet Services Director. Vehicle requisitions must include known needs for accessories and/or aftermarket equipment. This equipment may be included in vehicle purchase in cases where it is cost effective to do so.

* General Government Use Vehicles Exclude Law Enforcement and Public Safety Vehicles

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APPENDIX B

Fleet Maintenance and Repair Procedures

1.0 PREVENTIVE MAINTENANCE

- 1.1 All County vehicles shall receive appropriate Preventive Maintenance service as determined by the Fleet Services Department in accordance with manufacturer's guidelines, vehicle use, best fleet management practices and applicable motor vehicle regulations.
- 1.2 The Fleet Services Department shall develop Preventive Maintenance schedules and provide them to departments.
- 1.3 Drivers of County vehicles (except motor pool vehicles) are responsible for contacting the Fleet Services Department Service Desk to schedule preventive maintenance appointments and for delivering vehicles to the Fleet Services facility for service for those vehicles assigned them by their Department Head or Constitutional Officer.
- 1.4 The Fleet Services Department will monitor preventive maintenance compliance and report non-compliance to Department Heads or Constitutional Officer. Non-compliance with preventive maintenance schedules may be considered to be vehicle abuse.
- 1.5 Drivers shall conduct periodic pre-trip visual vehicle inspections to ensure that the vehicle is in safe operating condition. Drivers should check engine oil levels and tire pressures at least weekly.

2.0 REPAIRS

- 2.1 Drivers shall immediately notify the Fleet Services Department Service Desk of any and all vehicle defects and make arrangements for repairs to be made.
- 2.2 Vehicles found to be in unsafe operating conditions shall be removed from service until such time as repairs are completed to correct unsafe conditions.
- 2.3 The Fleet Services Department shall make determinations as to whether repairs will be performed in-house or outsourced.
- 2.4 Where applicable, the Fleet Services Department shall seek to have repairs performed under manufacturers' warranties.
- 2.5 The Fleet Services Department shall coordinate vehicle manufacturer recall service with departments.

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Fleet Maintenance and Repair Procedures

3.0 VEHICLE ACCESSORIES AND MODIFICATIONS

- 3.1 All vehicle accessories, such as light bars, radios, toolboxes, etc. shall be approved by the Fleet Services Director in advance. These accessories shall be installed by the Fleet Services Department, except in cases where the Fleet Services Director, or designee, determines outsourced installation to be in the best interest of the County. Outsourcing decisions will be coordinated with Department Heads or Constitutional Officers. Support will be given for Sheriff and Public Safety vehicles, as needed, due to their unique needs and requirements.
- 3.2 No vehicle or vehicle component, including safety equipment, shall be removed, modified or altered without the written approval of the Fleet Services Director. In no instance shall any safety equipment or device be deactivated, except daytime running lights may be deactivated for certain law enforcement vehicles upon request of the Sheriff or designee, or Fire Marshall. Support will be given for Sheriff and Public Safety vehicles, as needed, due to their unique needs and requirements.
- 3.3 The Fleet Services Department will not maintain and/or be responsible for any employee-owned equipment or devices.

4.0 FUEL and EMERGENCY SERVICE

- 4.1 Gasoline vehicles shall be fueled with **REGULAR** unleaded gasoline only, and diesel vehicles shall be fueled with **LOW SULFUR** diesel fuel only, or other approved diesel fuel as required by applicable Federal or State regulations.
- 4.2 Drivers should obtain gasoline and diesel fuel from County and/or School fuel tanks, or from commercial sites with approved fuel purchase cards, whenever possible. Fleet Services will provide fuel billing services to County customers using these sites.
- 4.3 In the event of an emergency, or when out of the local area, fuel or repair services may be obtained from an outside service with the cost paid for by the employee. Reimbursement for such fuel and repair costs paid out-of-pocket shall be requested in accordance with procedures established by the Finance and Management Services department. Reimbursement requests for emergency repairs shall be submitted to Finance and Management Services, with a copy of the request submitted to the Fleet Services Department.

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APPENDIX C

Fleet Acquisition and Disposal Procedures

1.0 GENERAL

- 1.1 Vehicle purchasing procedures.
 - 1.1.1 The Standard Vehicle Group, including the standard specifications, shall be reviewed annually by the Fleet Services Director, and approved by the County Administrator.
 - 1.1.2 The Fleet Services Director will review and approve all vehicle requests.
 - 1.1.3 Specifications for all County vehicles will be developed and/or approved by the Fleet Services Director.
 - 1.1.4 Department Heads and Constitutional Officers will determine the types of vehicles needed in their respective operations.
 - 1.1.5 The County will solicit bids periodically for approved vehicle purchases in accordance with state procurement laws and the County's purchasing policies.
 - 1.1.6 All County vehicles will be delivered to the Fleet Services Department, unless otherwise approved by the Fleet Services Director in advance.
 - 1.1.7 Used vehicles may be purchased from an established used vehicle contract when economically advantageous to do so.
- 1.2 Requests for Additional vehicles must include a written justification attached to the Vehicle Request Form.
- 1.3 Requests for Additional and Replacement pickup trucks, cargo vans and trailers must include:
 - 1.3.1 A list of the equipment/material to be carried on the vehicle and the total estimated maximum weight of these items. This includes vehicle accessories such as toolboxes, ladder racks, etc.
 - 1.3.2 The number of employees, other than the driver, that are normally carried in the vehicle.
- 1.4 Requests for trailers must include a description of the cargo to be hauled, the maximum weight of the cargo and the specific vehicle(s) that will be used to pull the trailer.

2.0 DEPARTMENT VEHICLES

- 2.1 Requests for Additional and Replacement vehicles will be made annually in the budget process or as needed to address emergency needs. The requests will be submitted using the Vehicle Request Form.
- 2.2 Department requests will include funding for vehicle purchase costs, including options and accessories, and operating costs, such as maintenance, fuel, and insurance.

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- 2.3 Attach written justification if requested vehicle is not included in the Standard Vehicle Group and/or request includes equipment not listed as Standard Equipment (see Appendix B). Requests for non-standard vehicles or equipment must be approved by the Fleet Services Director in consultation with Department Heads or Constitutional Officers.
- 2.4 Requests for Additional vehicles must include a written justification attached to the Vehicle Request Form.

3.0 FLEET VEHICLES

- 3.1 Generally, only Standard vehicles with Standard equipment will be included in the Central Fleet Program. Exceptions to include other types of vehicles may be made by the Fleet Services Director when conditions warrant.
- 3.2 Departments and agencies leasing Fleet Vehicles will budget each year for lease fees for each leased vehicle based on the lease rates established by the Fleet Services Department.
- 3.3 Lease fees will cover vehicle replacement, maintenance and repair, insurance, and overhead costs.
- 3.4 Departments will budget separately for fuel and vehicle damage costs not expected to be covered by insurance.
- 3.5 The Fleet Services Department will replace vehicles leased from the Central Fleet Program based on established guidelines and Fleet Replacement Fund availability.

4.0 SURPLUS VEHICLE DISPOSAL

- 4.1 All surplus vehicles shall be reported to the Fleet Services Department by the departments to which they are assigned, in accordance with the County's Capital Assets Policy, and such vehicles shall be physically delivered to the Fleet Services facility by the department. Surplus vehicles remain on the departmental Capital Asset list until end of year Capital Asset reporting is completed.
- 4.2 Surplus vehicles will be disposed of or reused by any of the following methods.
 - 4.2.1 Transfer as Replacement vehicle to another County department.
 - 4.2.2 Sale by the County to outside entity.
 - 4.2.3 Sale to another government organization.

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- 4.2.4 Disposal of surplus vehicles will be coordinated with the Purchasing Department and reported in accordance with Capital Asset reporting procedures.
- 4.2.5 Vehicles may be cannibalized for parts before sale, if economically advantageous to do so. This must be approved by the Fleet Services Director in advance.
- 4.2.6 Transfer to non-County agency upon approval of County Administrator. These agencies include:
 - 4.2.6.1 Hanover County School Board
 - 4.2.6.2 Hanover Volunteer Fire Companies and Rescue Squads
 - 4.2.6.3 Pamunkey Regional Jail Authority
 - 4.2.6.4 Pamunkey Regional Library
 - 4.2.6.5 Hanover Department of Social Services
 - 4.2.6.6 Other entities approved by the County Administrator
- 4.2.7 Public Utilities Department
 - 4.2.7.1 The Public Utilities Department will receive proceeds from sale of its surplus vehicles, less any sale fees.
 - 4.2.7.2 When applicable, the Public Utilities Department will be compensated for its surplus vehicles transferred to other County departments. The receiving department will compensate the Public Utilities Department at values to be determined by the Fleet Services Director.
 - 4.2.7.3 The Public Utilities Department will maintain its own fixed asset inventory for vehicles and motorized equipment.

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APPENDIX D

Vehicle Replacement Guidelines

1.0 GENERAL

- 1.1 These guidelines are to be used as a reference for budgeting and planning purposes. Specific vehicle condition and usage will be strongly considered when reviewing replacement requests, taking into consideration in particular the cost benefit of making repairs to older vehicles
- 1.2 Requests for replacement of Department Vehicles shall be reviewed and approved by the Fleet Services Director.
- 1.3 Replacement of Fleet Vehicles shall be determined by the Fleet Services Director in consultation with the Department Head.

2.0 REPLACEMENT GUIDELINES

2.1 SHERIFF

- 2.1.1 Police Package (Marked and Unmarked) 5 Years or 110,000
- 2.1.2 Non-Police Package (Unmarked, Light Duty Vehicles) 5 Years or 110,000

2.2 PUBLIC SAFETY

- 2.2.1 Light Cars and Trucks 5 Years or 110,000
- 2.2.2 Fire Apparatus 20 Years - Mileage Not Applicable
- 2.2.3 Ambulances (Chassis Replaced Every 4 Years) 12 years

2.3 GENERAL GOVERNMENT

- 2.3.1 Cars 8 Years or 110,000
- 2.3.2 Light/Medium Trucks 8 Years or 120,000
- 2.3.3 Heavy Trucks 10 to 15 Years - Mileage Not Applicable
- 2.3.4 Special Purpose Equipment 10 to 15 Years - Mileage Not Applicable