



AGENDA REPORT
August 20, 2019

Review of Policy BCC-75, County Vehicle Fleet Management

SUBJECT:

Review and revision of Policy BCC-75, County Vehicle Fleet Management.

FISCAL IMPACT:

There is no fiscal impact to this action. Establishment of policy facilitates clear and definitive areas of responsibility and accountability.

DEPT/OFFICE:

Central Services

REQUESTED ACTION:

It is requested the Board approve staff review and revision of Board Policy BCC-75, County Vehicle Fleet Management. Review

SUMMARY EXPLANATION and BACKGROUND:

As part of the Sunset Review Policy requirement, staff has reviewed the Board's policy that provides a system for the management, use, acquisition, assignment, maintenance, and disposition of all on and off-road vehicles owned, leased or operated by departments and offices under the authority of the Board of County Commissioners.

Staff has reviewed the policy and recommends only the following changes be incorporated into the policy:

- Reference to Central Fleet Services has been amended to Fleet Services throughout the policy to reflect the current program title.
- Previous revision notation (R) removed throughout the policy.
- Approval and review dates updated.

ATTACHMENTS:

Description

- **Policy BCC75 Clean Copy**
- **BCC75 Redline Copy**



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August 21, 2019

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item F.15, Review of Board Policy BCC-75, County Vehicle Fleet Management

The Board of County Commissioners, in regular session on August 20, 2019, approved revision of Board Policy BCC-75, County Vehicle Fleet Management. Enclosed is a fully-executed Board Policy.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/kp

Encl. (1)

cc: Central Services



POLICY

TITLE: County Vehicle Fleet Management

NUMBER: BCC-75
CANCELS: October 9, 2012
APPROVED: August 20, 2019
ORIGINATOR: Central Services Office
REVIEW: August 20, 2022

I. OBJECTIVE

To establish a system for the management, use, acquisition, assignment, maintenance, and disposition of all on-and off-road vehicles owned, leased or operated by the Board of County Commissioners.

II. DEFINITIONS AND REFERENCES

- A. County Vehicle - A mobile mechanical device capable of transporting people or property.
- B. Fleet Services - A program of the Central Services Department responsible for the overall management and maintenance of the County vehicle fleet.
- C. "Brevard County Fleet Management Program" - All policies, administrative orders and directives that provide guidelines for the operation of the Fleet Services program and services provided, including the establishment of vehicle maintenance schedules, fuel site operation and vehicle assignments.
- D. Fleet Services Maintenance Schedule – A schedule of preventative maintenance services performed at designated vehicle mileage intervals.

III. DIRECTIVES

- A. The County Manager shall have responsibility for the overall administration of the Brevard County Fleet Management Program and interpretation of the provisions contained therein. Said provisions shall be considered as guidelines only and shall be interpreted in the best interests of Brevard County.
- B. The Fleet Services program shall have responsibility for:
 - 1. The overall management of the County vehicle fleet.
 - 2. Management of the County’s fuel site system.
 - 3. Providing County departments and offices with assistance in the acquisition of new/replacement on-and-off road vehicles to include: decision making on the type, size, style and accessory equipment.
 - 4. Receive, inspect insure readiness of newly acquired vehicles to include as follows:
 - a. Receipt of new vehicles from the vendor, verify vehicle specifications against the purchase order, and verify accuracy of accompanying paperwork.
 - b. Insure vehicles are delivered in acceptable condition, free of damage or apparent defects.
 - c. Provide notification to Asset Management of receipt of new vehicle to insure proper identification, tagging, title processing and recording of the asset.
 - d. Issue a fuel key for the new vehicle.
 - e. Insure installation of temporary tag, insurance card, property tag, required seals and decals and next "service due" sticker.
 - f. Install any requested after-market equipment or hardware.

5. Acquisition of vehicle parts to include inventory and control.
 6. Maintenance of County vehicles in a safe and satisfactory operating condition.
 7. Recommendation to departments of disposition of County vehicles based upon age, condition and other relevant factors.
 8. Enforcement of scheduled maintenance and vehicle safety as established in Exhibit I.
- C. All using departments of the Board of County Commissioners shall:
1. Ensure compliance with the requirements for use, care and maintenance of County Vehicles.
 2. Comply with the applicable provisions of the Brevard County Fleet Management Program.
- D. New vehicle processing fees and maintenance fees shall be identified in the Annual Budget Preparation Manual.

IV. RESERVATION OF AUTHORITY

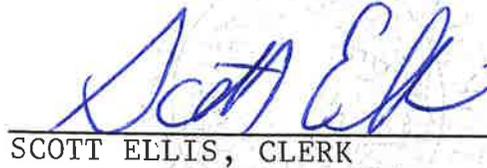
The authority to issue and/or revise this policy is reserved to the Board of County Commissioners.



Kristine Isnardi, Chair
Board of County Commissioners
Brevard County, Florida

As approved by the Board on: August 20, 2019

ATTEST:



SCOTT ELLIS, CLERK

EXHIBIT I

FLEET SERVICES MAINTENANCE SCHEDULE

<u>SCHEDULE</u>	<u>MILEAGE DUE</u>	<u>DESCRIPTION OF SERVICE</u>
"A" & "B" Maintenance	<ul style="list-style-type: none">• <u>First 4,000 Miles after receipt of new vehicle</u>• <u>Every 5,000 Miles after initial service</u>	<ul style="list-style-type: none">• <u>Oil & Oil Filter Change</u>• <u>General inspection</u>
<u>"C" Maintenance</u>	<ul style="list-style-type: none">• <u>Every 15,000 Miles</u>	<ul style="list-style-type: none">• <u>Oil & Oil Filter Change</u>• <u>Air Filter Change</u>• <u>Fuel Filter Change</u>• <u>Complete Safety Check</u>
<u>"C" Maintenance</u>	<ul style="list-style-type: none">• <u>Every 30,000 Miles</u>	<ul style="list-style-type: none">• <u>Oil & Oil Filter Change</u>• <u>Air Filter Change</u>• <u>Fuel Filter Change</u>• <u>Transmission Check</u>• <u>Transmission Fluid & Filter Change</u>• <u>Complete Safety Check</u>