

THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: General Services Agency

BOARD AGENDA # *B-4

Urgent Routine

AGENDA DATE June 16, 2015

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval to Adopt the Stanislaus County Global Positioning System (GPS) Monitoring of County Vehicles Policy, and Revisions to the General Services Agency Fleet Services Policy

STAFF RECOMMENDATIONS:

1. Adopt the Stanislaus County Global Positioning System (GPS) Monitoring of County Vehicles Policy.
2. Adopt revisions to the General Services Agency Fleet Services Policy.

FISCAL IMPACT:

This is a policy adoption only. An implementation strategy will be identified for a GPS program and brought back to the Board of Supervisors for review and approval.

BOARD ACTION AS FOLLOWS:

No. 2015-264

On motion of Supervisor Monteith, Seconded by Supervisor De Martini
and approved by the following vote,

Ayes: Supervisors: O'Brien, Chiesa, Monteith, De Martini, and Chairman Withrow

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

ATTEST: Christine Ferraro
CHRISTINE FERRARO TALLMAN, Clerk

File No.

DISCUSSION:

Global Positioning System (GPS) Monitoring of County Vehicles Policy

The Stanislaus County Global Positioning System (GPS) Monitoring of County Vehicles Policy allows the tracking of vehicle miles and notification of mechanical issues, monitors and documents vehicle locations, ensures employee safety, and improves productivity and efficiency.

The current process for tracking vehicle mileage is not efficient. Vehicle mileage records are updated when a vehicle is in the shop for maintenance or when a fuel card is used that is assigned to the vehicle. If a vehicle has not been in for service then the miles driven are not updated regularly. Vehicle mileage is used for department reporting and to determine when the vehicle needs to be serviced. Preventative maintenance is needed to keep County vehicles running effectively and to avoid additional mechanical issues and maintenance costs if a vehicle goes without regular maintenance. GPS monitoring will allow for real time vehicle mileage tracking providing current, accurate information.

In addition to tracking vehicle miles, the policy allows for monitoring a vehicle's last location. This allows for locating vehicles when they have broken down or locating Counting employees when making home visits, transporting clients, etc. Employees may travel to an unfamiliar location and if their vehicle breaks down, locating the employee/vehicle can be delayed if the employee does not know exactly where they are. Additionally, with approximately 1,600 miles of roadway, an on-call employee is often required to respond to after-hour complaints. Monitoring of County vehicles provides additional safety measures for County employees and customers. At times communication by radio or cell phone can be difficult in many areas of the County due to cell phone or radio reception. A GPS monitoring unit can facilitate response in the event of an employee accident or other incident by determining the vehicle's real time location.

In March 2013, County Fleet Services staff visited San Joaquin County to review their systems and learned that their process approach could improve the efficiency of Stanislaus County vehicle management. A review of the GPS used by San Joaquin County found that vehicle monitoring and data collection issues could be effectively addressed with a vehicle information system. Prior to initiation of a project to address mileage data collection, a policy is needed to cover the use of any:

- Telemetry systems, such as On-Star;
- On-board vehicle information systems; or
- Global positioning system (GPS) monitoring software.

Approval to Adopt the Stanislaus County Global Positioning System (GPS) Monitoring of County Vehicles Policy and Revisions to the General Services Agency Fleet Services Policy
Page 3

The policy (Attachment 1) will govern the use of information generated by any vehicle information system, and set the parameters for future equipment use.

The Chief Executive Office – Human Resources, has reviewed the policy with department heads, labor organizations, and departmental human resource managers. It reflects the County’s desire to maintain the safety and confidentiality of our public safety officers, as well as our need to manage resources efficiently.

With approval of this policy, GSA will develop a Request for Qualifications (RFQ) for the identification of appropriate equipment and software on County vehicles. The process will include a multi-department team for review of all vendor proposals and significant system testing across multiple County departments, including Community Services Agency, Health Services Agency, and General Services Agency. Upon completion of the RFQ process, GSA will prepare a phased implementation strategy beginning with an initial pilot/demonstration project and return to the Board of Supervisors with recommendations for implementing this program.

General Services Agency Fleet Services Policy

A review of the Fleet Services Policy (Attachment 2) adopted by the Board of Supervisors on March 12, 2013 was conducted to ensure that it aligned with current practice. Areas addressing financing County vehicles are recommended to be modified to coincide with current practice. This includes the following:

6. VEHICLE REPLACEMENT PLAN

Currently, all County vehicles are owned by the departments. Departments are responsible for their vehicle replacements and subsequent funding. ~~Departments have an option of purchasing vehicles outright or financing through a capital lease program. The capital lease program gave departments the ability to enter into a lease paying principle and interest for a period of three to five years. At the completion, the department would pay a \$1 buyout and take ownership of the vehicle.~~ Departments may only lease vehicles if they can demonstrate the strong business need to do so. Currently, leasing is available only due to grant or State and Federal funding requirements.

8. VEHICLE FUNDING/ACQUISITION; UTILIZATION

Stanislaus County operates a very diverse fleet of vehicles to meet the needs of County departments and their operations. All vehicles, purchased or leased, shall be appropriate for their intended use, and the most economical, fuel efficient and low emission vehicle possible while considering employee safety, vehicle durability and reliability. This policy establishes the means by which departments acquire and replace vehicles in keeping with the County’s commitment to fiscal responsibility and improving air quality.

A. Vehicle Funding/Acquisition:

To maximize savings, all vehicle funding is to be planned by the departments upon consultation with the Fleet Manager, and approved by the Board of Supervisors at Proposed Budget, with a true-up at Final Budget. Emergency purchases will be allowed by the Chief Executive Office on a case-by-case basis for presentation to the Board of Supervisors at other times. ~~Departments are required to purchase have the option of purchasing vehicles with existing capital. or acquiring vehicles through a~~ A municipal lease option is available, if required by State/Federal/Grant funding. ~~Preference shall be given to the lowest cost option and, when applicable, any state and federal funding requirements.~~

The recommended changes reflect the Boards direction to limit vehicle leasing, except in those instances where State/Federal/Grant funding is impacted. Additionally, the Driver Authorization and Performance section has been updated to reflect Board of Supervisors Resolution No. 2013-606, adopted on December 10, 2013.

POLICY ISSUES:

The recommended actions are consistent with Board of Supervisors' priority of Efficient Delivery of Public Services by ensuring that County vehicles are properly maintained and effectively utilized.

STAFFING IMPACT:

The requirements of the policies will be managed by existing GSA staff.

CONTACT PERSON:

Keith D. Boggs, GSA Director/Purchasing Agent, 209.652.1514
Steven DeMass, GSA Fleet Manager, 209.558.3653

ATTACHMENTS:

1. Stanislaus County Global Positioning System (GPS) Monitoring of County Vehicles Policy
2. General Services Agency Fleet Services Policy



ATTACHMENT 1

STANISLAUS COUNTY
BOARD OF SUPERVISOR RESOLUTION
APPROVED/RESOLUTION #
GLOBAL POSITIONING SYSTEM (GPS) MONITORING OF
STANISLAUS COUNTY VEHICLES

To track vehicle miles, ensure employee safety, monitor and document vehicle locations, and improve productivity and efficiency, Stanislaus County vehicles may be equipped with:

- Telemetry, such as On-Star
- On-board vehicle information systems, or
- Real-time tracking Global Positioning Satellite, collectively "GPS", systems.

Purpose

The purpose of this policy is to outline the use of real-time GPS tracking units on Stanislaus County vehicles and/or equipment. Stanislaus County uses GPS for both employee safety and business reasons.

With approximately 1,600 miles of roadway, an on-call employee is often required to respond to after-hour complaints. The need to respond to after hour calls frequently occurs during darkness and in inclement weather. Because communication by radio or cell phone can be difficult in many areas of the County due to cell phone or radio reception a GPS tracking unit can facilitate response in the event of an employee accident or other incident by determining the vehicle's real-time location.

Real-time GPS tracking also provides documentation of service calls. This will allow County departments to have a clear record of when a vehicle arrived at a service call and the amount of time spent at a particular service call.

Because real-time GPS tracking can identify and record excessive speeds by tracking the speed of the vehicle, it will allow the County departments to monitor employee driving speed; potentially reducing the chance of an accident. Reduced speeds may also result in decreased fuel costs.

Policy

1. Vehicle information will be transmitted to General Services Agency – Fleet Services or other County departments may track vehicle utilization, and other vehicle information, as available. Vehicles showing a pattern of underutilization will be reviewed and may be rotated within a department, transferred to another department, or salvaged.
2. Employee may not tamper with installed GPS units, either to make inoperable or in an attempt to compromise or invalidate the information transmitted. Employees found to have tampered with an installed GPS unit will be subject to disciplinary action up to and including termination.
3. The decision to allow County employees to drive a personal vehicle on County business resides with the department, and is based on business need. All use of County vehicles

or personal vehicles for County business must comply with County policies including, but not limited to:

- County of Stanislaus Travel Policy
 - Stanislaus County Safety Manual Driver Authorization and Performance Policy
 - County of Stanislaus General Services Agency Fleet Services Policy
4. The primary purpose for the use of GPS, and other vehicle information technology on Stanislaus County vehicles is safety of employees and the documentation of vehicle miles. However, non-compliance with County or department policies discovered as a result of the use of GPS technology may result in progressive discipline up to, and including, termination.
 5. Information gathered may not be considered Public Information, if it conflicts with California Penal Code 146.e regarding the residence address of any public safety officials as defined by California Government Code 6254.24.
 6. Information gathered will be handled in accordance with Penal Code section 832.7 (a) Peace officer or custodial officer personnel records and records maintained by any state or local agency pursuant to Section 832.5, or information obtained from these records, are confidential and shall not be disclosed in any criminal or civil proceeding except by discovery pursuant to Sections 1043 and 1046 of the Evidence Code. This section shall not apply to investigations or proceedings concerning the conduct of peace officers or custodial officers, or an agency or department that employs those officers, conducted by a grand jury, a district attorney's office, or the Attorney General's office.
 7. The Sheriff's Department and the District Attorney's Office will not participate in the collection of GPS data through Fleet Services if it will compromise the confidentiality and safety of Criminal Investigators or undercover officers.

ATTACHMENT 2



COUNTY OF STANISLAUS

**GENERAL SERVICES AGENCY
FLEET SERVICES POLICY**

*Approved by the Stanislaus County
Board of Supervisors
on*

Table of Contents

I. Introduction	
1. Background	3
2. Policy Statement.....	3
II. Policy Summaries	
1. Driver Authorization and Performance	3
2. Use of County Vehicles, Aircraft and Other Transportation Equipment.....	7
3. Smoking in County Vehicles; Mobile Phone Use in a Vehicle	7
4. Travel Policy	8
5. Fleet Services Rate Structure	9
6. Vehicle Replacement Plan	9
7. Salvage Policy	10
8. Vehicle Funding/Acquisition; Utilization	10
9. Idling Vehicles	11

Attachments

Vehicle Acquisition Request Form

I. INTRODUCTION

1. BACKGROUND

Stanislaus County General Services Agency-Fleet Services (Fleet) is an Internal Service Fund operation and charges departments for services provided on County-owned vehicles (County Vehicles). These services include preventive and prescriptive maintenance as well as administrative services for over 1,000 County Vehicles. Administrative duties include vehicle acquisition, disposal, record keeping, vehicle licensing, card-lock fuel & bulk fuel management, vehicle accident & loss recovery. Other services include emergency vehicle outfitting, motor pool operation and vehicle parts management. Fleet also ensures compliance with State and Federal regulatory requirements, which include vehicle smog inspections, O.S.H.A. & D.O.T. safety standards, and E.P.A. hazardous waste standards.

County Department Heads are accountable to the Board of Supervisors and the public for the funds and assets entrusted to them. Each County Department Head is responsible for administering the basic Fleet Services Policy in accordance with policy guidelines and any other policies applicable to the efficient, prudent, and safe operation of vehicles.

2. POLICY STATEMENT

The Fleet Services Policy is designed to ensure the effective and efficient use of County Vehicles by standardizing the procurement, maintenance, and operation of vehicles. These policies do not apply to vehicles purchased or maintained by Public Works.

II. POLICY SUMMARIES

This section will provide summaries of existing County policies that address issues related to vehicle use. These policies may be revised independently of the Fleet Services Policy as necessary.

1. DRIVER AUTHORIZATION AND PERFORMANCE

I. PURPOSE

This policy sets forth the minimum authorization requirements and driving performance standards for employees or volunteers driving County vehicles or privately owned vehicles on County business.

II. POLICY

It is the policy of Stanislaus County that every driver shall meet the following minimum qualifications at all times while driving on County business:

- A. Obtain authorization to drive from the Department Head or designee by completing "Application for Authorization to Drive on Official County Business".
- B. Complete County approved Defensive Driving training course(s) as follows:
 - a. Initial training completed no later than the first 12 months of employment or authorization to drive. Departments may enforce stricter training policies based on the individual driving and training needs of the department.
 - b. Follow-up training at least once every four years.
 - c. Additional training within 90-days of any "at-fault" vehicle accident while on County business. In the event the employee is on a leave of absence, time may be extended. This training may also act as the employee's follow-up training required every four years. Failure to comply may result in driving privileges being suspended.
- C. Maintain a valid California driver's license for the type of vehicle(s) driven. Refer to the Driver Proficiency/Authorized Vehicles form for information on vehicles that require a Class A or B license.

- D. Maintain current automobile insurance with limits no less than those required by state law. All vehicles driven within the scope of employment must be insured in accordance with state law at all times. Employees are not required to purchase additional "business use" coverage on their existing insurance policies.
- E. Fully comply with the State of California vehicle code and standards for safe vehicle operation while driving on County or personal business.
- F. Review the Stanislaus County Driver Authorization and Performance Policy and Revised January 2014 acknowledge receipt and understanding of the policy prior to driving on County business.
- G. If operating a personal vehicle drivers will maintain their vehicle in a manner to ensure safe operation on public streets. Driving personal vehicles within the scope of employment is one option that may be available to employees based on the needs of the individual department and the availability and/or cost of alternative options (fleet vehicles or rental cars). Employees will not be required to drive their personal vehicle within the scope of employment unless they are currently receiving an auto allowance. Departments may require the use of fleet or rental vehicles based on the individual needs of the department. Additional information on the use of vehicles is located in the County Travel Policy.
- H. Employees or volunteers shall be denied driving privileges if they do not meet all of the above policy standards. Employees or volunteers who fail to immediately report a suspension of their driver's license shall be subject to disciplinary action which could include suspension, demotion, or termination.

III. DRIVER AUTHORIZATION

Authorization to Drive on Official County Business must be approved by the Department Head or designee in advance of any employee or volunteer driving a County vehicle or privately owned vehicle within the scope of employment. At the time of authorization, the Department Head or designee will determine the driving status of the employee as follows:

Occasional Driver:

Employee drives less than once per month on average with a Class "C" license.

Frequent Driver:

Employee drives once per month or more on average with a class "C" license or employees who are required to maintain a class "A", "B", or "C" license with a Hazardous Materials endorsement.

Department Head or designee shall notify the CEO-Risk Management Division whenever a previously authorized driver retires, terminates, is discharged, has a change in driving frequency (Occasional or Frequent), or driving privilege is no longer necessary for the job function. Employees will be notified when their driving authorization has been changed, other than changes due to termination of employment or retirement.

Driver authorization forms shall be developed and revised as necessary by the CEO-Risk Management Division. Forms will be maintained online at www.stancounty.com/riskmgmt and may not be modified without the approval of CEO-Risk Management. Departments and labor representatives will be notified of changes to forms.

Departments shall maintain records to confirm driver authorization eligibility in compliance with this policy, including:

- Driver Authorization Form
- Copy of valid Driver's License (or equivalent DMV Pull Notice documentation)

- Copy of automobile insurance to be obtained upon initial authorization to drive and again upon the expiration and renewal of Driver's License(exceptions granted for employees without vehicles)

Continued eligibility shall be confirmed annually by signed acknowledgement for all authorized drivers.

IV. DMV PULL NOTICE PROGRAM

The County participates in the California Department of Motor Vehicles Pull Notice Program to monitor employee-driving records maintained by DMV. Employees classified as frequent drivers must complete the Authorization for Release of Driver Record Information to be placed on the pull notice program with driving activity being monitored by the CEO-Risk Management Division. Risk Management will share driving activity with departments when notified of vehicle code violations, vehicle accidents or any changes in license status. Employees who are no longer driving on a frequent basis will be removed from the DMV Pull Notice Program. Employees will be informed when they have been added or removed to the DMV Pull Notice Program.

V. DRIVING PERFORMANCE

Employees and volunteers required to drive in the performance of their duties shall abide by all applicable vehicle codes. Failure of an employee or volunteer to drive safely may result in disciplinary action. Departments and/or safety committees shall review all employee and volunteer motor vehicle accidents, including, but not limited to:

- A. Repeated Non-Serious Accidents: Two or more on-the-job non-serious, accidents within twenty-four months. A non-serious accident is limited to property damage of less than \$1500 without bodily injury.
- B. Serious Vehicle Accidents: Vehicle accident that results in injury or death, or involves a history of two or more, within a thirty-six month period resulting in property damage of more than \$1500 each.
- C. Willful Misconduct or Recklessness: Any occasion where a safety committee (established under County Ordinance 2.36.00 and 2.60.00) finds the employee or volunteer has demonstrated driving behavior more serious than a failure to exercise due care.
- D. Citizen Complaints: Shall be investigated by the County Safety Officer in the CEO-Risk Management Division who shall report his/her findings to the appropriate Department Head and safety committee. The Department Head will determine the appropriate disciplinary action in accordance with this policy. Citizen Complaints involving law enforcement will be referred to the appropriate department for an internal investigation.
- E. County drivers may not operate cellular phones while driving except as otherwise provided by State law (hands free devices, law enforcement exceptions, etc.). Any hands-free cell phone use will be limited and must not compromise driving ability and driving safety at any time. It is expected that should the use of cell phones compromise safety the driver will pull over and stop the vehicle to complete the phone call.
- F. While public safety have some exemptions from this limitation under State Law, public safety employees will continue to exercise due diligence in driving in a safe manner.

VI. DRIVER RESPONSIBILITY

- A. Fully comply with this policy.
- B. In the event your license has been suspended or if your personal auto insurance has been canceled report immediately to your supervisor.

- C. Driver is responsible for the vehicle. Do not leave the vehicle in an unsafe place. If the vehicle should experience mechanical failure while in your possession, please refer to the instructions located in the glove box.
- D. Inspect vehicle prior to operation for the following:
 - 1. Proper equipment operation, which may include tires (including spare), fuel level, head lights, brake lights, turn signals, brake operation, etc.
 - 2. Vehicle Accident Report, located in the glove compartment of the assigned vehicle. If an Accident Report form is not in the glove compartment, report the lack of forms to the Motor Pool or County Fleet Services or Public Works. If driving a personal vehicle on County business, obtain an Accident Report form to carry in your vehicle at all times.
- E. Wear seatbelts or restraints in the vehicle if so equipped.
- F. When transporting children, child restraints shall be used.
- G. Report accurate mileage when requesting reimbursement.
- H. Drive carefully and defensively.
- I. In the event of an accident:
 - 1. Immediately contact 9-1-1 for any medical emergencies.
 - 2. Call law enforcement and request they report to the scene if not already contacted for a medical emergency.
 - 3. Complete a County Vehicle Accident Report form including obtaining the name, address, phone number, driver license number, license plate number, and insurance company of the other driver or property owner. If the information is refused, notify the appropriate law enforcement officer.
 - 4. Request a law enforcement officer prepare an accident report. In the event the law enforcement agency does not respond on scene you will need to complete a "citizen's report" with the appropriate law enforcement agency.
 - 5. Do not assign fault; leave that to law enforcement.
 - 6. Do not make a determination as to the extent of damage to the vehicle; leave that to Fleet Services, Public Works or your insurance company.
 - 7. Immediately report accident to your supervisor and provide your supervisor with a copy of the written accident report when you return to the office.
 - 8. If operating a personal vehicle your insurance will be primary with the County's coverage being excess for any liabilities not covered under the employee's policy. Employees will not be subject to liability for insurance deductibles for no-fault vehicle accidents (while driving or parked), or miscellaneous damage to vehicles that occurs while driving (cracked windshield, etc.). The County does not assume liability for non-accident related damages to parked vehicles (vehicle theft and related damage, door dents, etc.) Risk Management personnel can assist employees with processing insurance claims and temporary funding of deductible payments to ensure there is no financial hardship to the employee for no-fault accidents. The County will adhere to Section 557.5 of the California State Insurance Code regarding personal liability for peace officers operating their personal vehicles under the direction of their department.
 - 9. Accidents that result in bodily injury and or property damage of \$750 or more must be reported, submitting a completed SR-1 form, to the DMV. The requirement to complete the SR-1 form applies to each driver involved in a collision; regardless of who may be at fault in the accident and regardless of what type of vehicle they were driving (County vehicle, rental or personal vehicle). Failure to submit a completed SR-1 form in a timely manner may result in the driver's license suspension. Risk Management can assist a driver involved in an accident if they are unsure if the damage exceeds \$750.

10. In the event of an injury contact County Risk Management, seek medical treatment if necessary and complete the on the job injury and illness report forms.

VII. COUNTY EMERGENCY OPERATIONS

Nothing in this Driver Authorization Policy should impede the provision of emergency assistance. If at any time an emergency conflicts with this policy, the CEO-Risk Management Division should be alerted to the situation.

(Source: Stanislaus County Board Resolution No. 2013-606)

2. USE OF COUNTY VEHICLES, AIRCRAFT AND OTHER TRANSPORTATION EQUIPMENT

The use of County "vehicles" shall be restricted to official County business and work activities. County "vehicles" include, but are not limited to:

- Vehicles
- Autos
- Boats
- Trucks
- Aircraft (fixed/non-fixed wing)
- Motorcycles
- All-Terrain Vehicles and
- Any other equipment capable of transporting people or equipment.

Use of County vehicles for personal business or for any purpose other than County business is prohibited. County vehicles shall not be used for any private or business purpose. County departments with "on-call" employees shall develop regulations governing the use of County vehicles by on-call employees.

Transportation in a County-owned vehicle of any non-County person not engaged in official County business is prohibited unless otherwise expressly permitted by applicable law or department policy, or unless prior specific authorization is given by the Chief Executive Officer or his/her designee.

When County-owned aircraft are utilized for transportation purposes, departments should consider using the most economical means of travel.

The County's aircraft operated by the Sheriff's Office shall only be utilized for law enforcement or emergency-related purposes or County governmental purposes with the prior approval from the Chief Executive Officer or his/her designee. County aircraft shall not be used for commercial purposes or the benefit of a private business. Accurate flight records shall be maintained and shall identify passengers by name and shall include the purpose of the flight and the destination unless such information would compromise or interfere with a criminal investigation.

Each County Department Head and Elected Official is responsible for the implementation and enforcement of the provisions of this policy.

(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 40)

3. SMOKING IN COUNTY VEHICLES; MOBILE PHONE USE IN A VEHICLE

- A. Smoking will be prohibited in all County cars.

(Source: Personnel Manual/Employee Conduct/Behavior Expectations—Tab 16 Page 3)

- B. If you are on County business and driving a vehicle, mobile phone usage must be limited and must not compromise your driving ability and safety, (including the safety of those around you).

It is expected that staff will pull over and stop the vehicle if the phone call will compromise safety. All staff must comply with State law.

4. TRAVEL POLICY

A. Vehicle Travel

Departments shall compare the cost difference between Private Vehicle, GSA Fleet Service Motor Pool Vehicle, a Department Owned Vehicle, and Rental from County contracted agency for trips greater than 100 miles one-way. Rate comparison information relating to Motor Pool, Rental, and Personal Vehicles may be obtained from GSA-Fleet Services web site (<http://saturn/intranet/Departments/PURCHASING/pdf/vehicle-costcomparison-calculator.pdf>). Department head may approve any mode of vehicle travel; however, reimbursement will be based on the lowest cost option. While the mode of vehicle travel is at the department discretion, fiscal stewardship of public funds is to be considered in making the decision.

County employees who choose to transport a spouse, companion, or other in a rental vehicle shall be required to rent said vehicle at their own expense and then submit a claim for reimbursement upon their return.

Employees utilizing a County vehicle for travel are prohibited from transporting passengers unless their transportation relates to County business. For specifics, review the Board of Supervisors Resolution #2005-718 in Tab 16 of the Personnel Manual.

Employees driving on County business must submit proof that he/she possesses a valid California driver's license.

County employees who receive a car allowance are prohibited from checking out a County vehicle or County contracted rental vehicle for in-County travel. Exceptions would include use of a special vehicle, such as a van or truck, for transporting passengers or materials.

Procedures for vehicle accidents and reporting forms are available from CEO Risk Management and the GSA Fleet Services intranet site.

B. Vehicle Rental

The County has a contract for rental vehicles. Rental vehicle information is available on the GSA Fleet Services intranet site.

Generally, a rental car should be used when:

- a. Multiple business meetings that require travel between points make use of public transportation impractical;
- b. Two or more County employees are attending the same meeting and one rental car for the group would be more economical;
- c. It is less expensive to rent a car overall; or
- d. Fueling should be done under the current GSA Fleet Services Guidelines. Current guidelines are available on the GSA Fleet intranet site.

C. GSA Fleet Services Motor Pool or Department Owned Vehicle:

The County of Stanislaus maintains an automobile pool for authorized County employee travel. Requests for use of an automobile from the GSA Fleet Services Motor Pool by an authorized driver shall be made to GSA Fleet Services at least one working day in advance of the planned trip, whenever possible. The County policy prohibits personal use of the County vehicle except for travel to and from the trip location and during breaks for meals.

Fueling for County Motor Pool or department-owned vehicles should also be done at the Card Lock Fuel Program stations. Contact GSA Fleet Service for current card-lock fuel programs. Card-lock fuel program information is available on the GSA Fleet intranet site.

(Source: Personnel Manual/Financial Policies—Tab 17 Pages 16-18)

5. FLEET SERVICES RATE STRUCTURE

A. Preventive & Demand Repairs

All vehicle repairs are charged by time and material to departments. The hourly rate includes overhead costs of staff and garage operation. Vehicle parts and tires are charged at actual cost plus an overhead markup. Repairs that are sublet to outside vendors are charged at actual cost plus on overhead markup. The hourly rate and overhead markups are reviewed annually and adjusted as part of the fiscal budget process.

B. Card-lock and Bulk Fuel

GSA-Fleet Services administers a card-lock fuel program and three bulk fuel tanks for fueling of county vehicles. Fuel costs are charged to departments plus an overhead markup. The card-lock fuel program should be used for all travel both inside and outside of Stanislaus County. Contact Fleet Services for fuel cards and location of authorized stations, (209) 558-3653

Fuel cards must be kept in a secure location and accounted for at all times. Keep PIN numbers separate from fuel cards.

If a fuel card is lost or stolen, report it immediately to Fleet Services at (209) 558-3653. Replacement cards will be issued as quickly as possible.

C. Damaged Vehicle Program

A damaged liability account was setup to accumulate funds annually by charging customers a flat monthly fee. The process allows departments to budget appropriately and not have unplanned and costly accident repairs throughout the year. The rate is reviewed annually as part of the fiscal budget process. Fleet Services works with Risk Management and Revenue Recover to ensure that all money owed to Stanislaus County, which resulted from a vehicle accident is recovered.

D. Motor Pool Rate

GSA-Fleet Services maintains a pool of different vehicle types for you use by County departments. Departments are billed a fixed daily fee plus a per mile charge to cover fuel. The rates are reviewed annually as part of the fiscal budget process.

E. Vehicle Depreciation

Vehicle Type	Depreciated Life
Patrol Cars	100,000 miles
Sedans; Passenger Minivans	6 years
Light Trucks/vans; Medium Trucks	6 years
Misc. Equipment	8 years

(Source: Board of Supervisors Resolution #2003-615)

6. VEHICLE REPLACEMENT PLAN

Currently, all County vehicles are owned by the departments. Departments are responsible for their vehicle replacements and subsequent funding. Departments may only lease vehicles if they can demonstrate the strong business need to do so. Currently, leasing is available only due to grant or State and Federal funding requirements.

(Source: Board of Supervisors Resolution #2008-408)

7. SALVAGE POLICY

All disposals of Stanislaus County-owned vehicles must be facilitated by Fleet Services, which will work directly with the Purchasing Agent. Prior to disposal of any vehicle, Fleet Services Division will evaluate the vehicle for usage in other County departments. This may result in transfer of the asset to another department, without compensation to the originating department. To transfer a County-Owned vehicle to Fleet Services, use the Inventory Transfer Form.

(Source: Board of Supervisors Resolution #2008-387)

8. VEHICLE FUNDING/ACQUISITION; UTILIZATION

Stanislaus County operates a very diverse fleet of vehicles to meet the needs of County departments and their operations. All vehicles, purchased or leased, shall be appropriate for their intended use, and the most economical, fuel efficient and low emission vehicle possible while considering employee safety, vehicle durability and reliability. This policy establishes the means by which departments acquire and replace vehicles in keeping with the County's commitment to fiscal responsibility and improving air quality.

A. Vehicle Funding/Acquisition:

To maximize savings, all vehicle funding is to be planned by the departments upon consultation with Fleet Manager, and approved by the Board of Supervisors at Proposed Budget, with a true-up at Final Budget. Emergency purchases will be allowed by the Chief Executive Office on a case-by-case basis for presentation to the Board of Supervisors at other times. Departments are required to purchase vehicles with existing capital. A municipal lease option is available, if required by State/Federal/Grant funding.

Departments must submit a request for new or replacement vehicles ("Vehicle Acquisition Request") to the Fleet Manager during the budget planning process. The Fleet Manager will standardize proposed acquisitions to the extent practicable, and will consider alternatively fueled or low emission vehicles that will reduce fuel usages and significantly reduce emissions of NOx, PM, and Carbon Dioxide. Annual requests for vehicles (non-specialized) will be determined by the Fleet Manager to include compact, sedan, pick-up (¼, ½ and ¾ ton) and passenger vans (7 to 15 passengers). The Fleet Manager will then provide associated cost estimates for the Vehicle Acquisition Request for use in the department's proposed budget. Upon approval of the Proposed Budget, the requesting department shall confirm its Vehicle Acquisition Request to Fleet Manager and indicate whether the acquisition is to be made using appropriations/fund balance or through a municipal lease. Fleet Manager shall collaborate with the Purchasing Agent to establish a municipal lease for all vehicles to be leased in the coming fiscal year. A requesting department may not submit additional requests during the year but may modify its original Vehicle Acquisition Request as part of Final Budget.

B. Vehicle Life Cycles

Fleet has established the following minimum guidelines consistent with current/historical trend analysis to quantify planning for the replacement of County Vehicles.

Vehicle Type	Expected Life
Patrol Cars	100,000 miles
Sedans; Passenger Minivans	8 years
Light Trucks/vans; Medium Trucks	10 years
Misc. Equipment	8 years

Other factors used in evaluating replacement include vehicle condition, maintenance/cost history, and suitability for current use. With respect to necessary repairs, consideration will be given to the cost of such repairs and impact on the vehicle's useful life, compared with the cost of acquiring a new vehicle in order to determine the most cost-effective option. Specialty vehicles will be evaluated on a case-by-case basis.

The Fleet Manager may extend the life of a County Vehicle on a year-to-year basis so long as the vehicle is safe and reliable, and meets all required emission standards.

C. Vehicle Utilization:

County general-purpose vehicles should be used an average of 6,000 miles annually. Vehicles with low usage will be rotated within the department's fleet to offset higher usage vehicles to maximize vehicle utilization in accordance with vehicle life cycles. Underutilized vehicles will be evaluated by the Fleet Manager to confirm the need and consider a reduction in the department's fleet size. County Vehicles that are determined to be no longer needed will be returned to Fleet for reassignment or disposal.

9. IDLING VEHICLES

This policy applies to operators of all self-propelled diesel-fueled vehicles 25 horsepower and up that were not designed to be driven on-road and diesel vehicles with a gross vehicle weight (GVWR) of 10,000 pounds owned or rented/leased to the County.

A. Idling Limit

- a. No vehicle or engine may idle for more than five consecutive minutes.
- b. A diesel-fueled motor vehicle with a GVWR greater than 10,000 pounds shall not idle for more than 5 minutes at any location
- c. A diesel-fueled auxiliary power system (APS) shall not be operated for more than 5 minutes at any location within 100 feet of residences.

B. Exceptions

The above Idling Limits listed above shall not apply to:

- a. Idling when queuing;
- b. Idling to verify that the vehicle is in safe operating condition;
- c. Idling for testing, servicing, repairing or diagnostic purposes;
- d. Idling necessary to accomplish work for which the vehicle was designed;
- e. Idling as required to bring the machine system to operating temperature, as specified by the manufacturer; or
- f. Idling necessary to ensure safe operation of the vehicle.

C. Enforcement

The Air Resources Board (ARB) enforcement advisory for idling is available online from ARB's website at <http://www.arb.ca.gov/msprog/ordiesel/guidance/writtenidlingguide.pdf>. The enforcement advisory describes the method by which the idling policy will be enforced by ARB staff, and states, "each first time violation of the idling requirements will be assessed a minimum civil penalty of \$300. Subsequent penalties can range for \$1,000 to \$10,000."

(Source: Board of Supervisors Resolution #2009-108)