

**TO: ALL COUNTY PERSONNEL**

**FROM: VERDENIA C. BAKER  
COUNTY ADMINISTRATOR**

**PREPARED BY: FACILITIES DEVELOPMENT & OPERATIONS  
DEPARTMENT (“FDO”)**

**SUBJECT: FLEET MANAGEMENT PROGRAM**

**PPM #: CW-O-035**

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**ISSUE DATE**  
**January 12, 2021**

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**EFFECTIVE DATE**  
**January 12, 2021**

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**PURPOSE:**

To establish policies, procedures, and standards governing the operation of Palm Beach County's Fleet Management Program. To coordinate a cost effective fleet management program for Assets necessary to meet the operating requirements of departments under the Board of County Commissioners, any Constitutional Officers that choose to use the County’s services and any government agency, which enters into an inter-local agreement with the County to obtain these services. This includes the acquisition, fueling, maintenance, inter-agency use, replacement, disposition, and administration of all vehicles, motorized equipment, rolling stock, and related equipment. In addition, to provide a consolidated source of information to accomplish the responsibilities assigned.

**UPDATES:**

Future updates to this PPM are the responsibility of the FDO Director.

**AUTHORITY:**

- Palm Beach County Code, Article II, Sections 2-20, 2-21, as may be amended
- PPM# CW-O-004 “Vehicle Safety Program”, as may be amended

**DEFINITIONS:**

**Assets:** All vehicles or equipment including self-powered or motorized equipment, rolling stock, and other related equipment.

**Departmental Asset:** All Assets that are controlled and replaced, as necessary, by the using department, constitutional officers, or other agencies.

**Expansion (Additional) Fleet Asset:** Any new Fleet or Departmental Asset, which increases the fleet, assigned to a particular department.

**Fleet Assets:** All Assets purchased and controlled by the Fleet Management Division and replaced as necessary by Fleet Management.

**Fleet Information System:** A centralized information system that stores all fleet related information, including asset assignment, costs, maintenance, fuel, acquisition, specifications, mileage or hours used, and reporting.

**Loaner Fleet/Assets:** Assets that are loaned or rented to departments and agencies for a limited time.

**Preventive Maintenance (PM):** Actions taken at regularly scheduled intervals to maintain operable equipment and to prevent foreseeable breakdowns according to established criteria including, but not limited to, manufacturer guidelines, vehicle/equipment type, application, and usage.

**Repairs:** Actions taken to correct recognized faults or damage as they occur on an asset, including repair and/or replacement of tires.

**Replacement Asset:** The vehicle/equipment that is purchased to replace an existing asset currently in inventory.

**Replacement Criteria:** Established criteria which, when met, dictates that an asset has attained its anticipated useful life. These criteria are established by Fleet Management divisional PPM and are normally based on age, mileage or hours used, in addition to the asset condition, and/or increased maintenance costs.

## **POLICY:**

### **General**

It is the policy of Palm Beach County to acquire only those Assets required to fulfill the responsibilities of the County, and to use those Assets in a cost effective, controlled fashion as described herein. It is the policy of Palm Beach County that equipment acquired for use by governmental departments/agencies will be the most cost effective unit available, consistent with the needs and mission of the user. Fleet standardization as to vehicle types and manufacturer is a management goal to be pursued within the bounds of proper competitive procurement procedures. Fleet Assets will not be acquired unless fully justified by functional requirements of the using departments and approved by County Administration through the budget process or by written authorization for non-budgeted requests. For non-budgeted requests, user departments should submit the Mid-Year Fleet Expansion Request Form (Attachment A) for review and approval.

### **Asset Idling**

Unnecessary idling wastes fuel, contributes to pollution and greenhouse gases, shortens engine's life, and increases maintenance and fuel costs. Idling must be avoided whenever possible. If a vehicle transmission gear selector is in park (P), the engine must be turned off within (10) seconds. Hybrid vehicles should always operate in hybrid idling mode and controls should not be adjusted to bypass this mode of operation.

Idling exceptions are permitted when required to accomplish a task the vehicle was designed for;

such as the operation of a power take off unit, that powers devices during idle like a dump truck body, bucket, crane, computer, or other device/accessories. Idling may also be permitted if it is required for the safety and welfare of the operator or passengers (e.g. extreme hot or cold temperatures); there is an emergency that dictates idling; or if a diesel engine requires regeneration of its exhaust system as directed by the engine control system on the dash of a vehicle.

An operator must never leave the vehicle running and must always remove keys from the vehicle when unattended. The operator of a vehicle should use sound judgment in the application of this policy as it applies to idling of units at job sites and emergency scenes. When multiple vehicles are on scene, vehicles acting in a support role and not directly involved in blocking traffic or running ancillary equipment, must be turned off and the keys removed from the ignition. Each operator will keep the keys in his/her possession to ensure that there will not be any violation of the policy without the operator's knowledge. Supervisors in each department/division will be responsible for the adherence to and enforcement of the idling policy.

### **Asset Size, Options, and Accessories**

In order to control costs and reduce fuel consumption, departments should request the smallest vehicle and engine size feasible to meet the needs of the department. Hybrids will be purchased when available and feasible. In addition, diesel trucks will only be acquired when there is a substantiated need, such as a power takeoff (PTO, which powers ancillary equipment from a running engine), or towing capacities, that cannot be met with a gas engine. Departments should only request four-wheel drive when it is required to meet the needs of the department and should only be pursued as an exception. Written justification may be required. Options and accessories, including ladder racks, pipe racks, toppers, or any type of accessory that hinders the vehicle's aerodynamics and efficiency, should only be requested if needed for the vehicle's intended use. Accessories should be requested before a vehicle is ordered and may require written justification.

### **Asset Operation**

All Assets, whether Fleet or Departmental, will be utilized only for their design intended purposes and while performing County-related activities. All Assets shall be operated in a safe manner (towards the operator and others) and in a way, that does not subject the equipment to abuse. Damage resulting from negligence or from willful misuse will be subject to appropriate disciplinary action. Smoking is not allowed in any Asset. Cell phone usage should follow Countywide PPM CW-0-004 (Vehicle Safety Program). Fleet and Departmental Assets will be maintained solely by the Fleet Management Division and their designated agencies/vendors.

### **Asset Utilization**

All Fleet Assets will be assigned by the Fleet Management Division based on the need of the using department. When a need is no longer justifiable, the Fleet Asset will be withdrawn and reassigned or disposed of appropriately. Departments should evaluate low utilized vehicles to be turned-in or for the possibility of using mileage reimbursement to meet the needs of the department. Vehicle utilization, to determine minimally utilized units, will be reviewed annually as outlined in this PPM.

### **Expansion (Additional) Fleet Assets**

The department/agency requesting the Expansion Fleet Asset is responsible for funding the initial purchase. Departments must have written justification for the purchase of additional assets, including the intended use, vehicle type, projected miles or hours to be used annually, a low utilization report obtained from Fleet Management, and the reason for which the use cannot be accomplished with

existing resources. By October 30 each year, Fleet Management will submit a low utilization report to the Office of Financial Management and Budget (OFMB) for use during the budget development process. For non-budgeted Expansion Fleet Assets, Fleet Management will attach a low utilization report to the request (Attachment A) to be submitted to County Administration. Interim reports will be provided at the user's request. Once the Expansion Fleet Asset is placed in service, a Replacement Policy Fee will be charged monthly to fund the future replacement asset.

### **Maintenance Program**

The Director of the Fleet Management Division is responsible for ensuring that a cost effective maintenance program is established and executed, and that appropriate corresponding records and data are maintained. All users must adhere to Fleet Management Division's Preventive Maintenance (PM) schedule and observe best driving practices including, but not limited to following speed limits, accelerating and decelerating smoothly, avoiding aggressive driving, encouraging carpooling, removing all unnecessary weight that has accumulated in vehicle, and selecting the most efficient route, which includes avoiding heavy traffic. PM schedules can be viewed by accessing the Fleet Management Intranet page or contacting Fleet Management. Fleet Management will notify departments of due and past due PM services.

### **Replacement Policy Program**

The Replacement Policy Program is established to provide a centralized control and funding source for the standardized replacement, acquisition, and disposal of all vehicles/equipment assigned to County departments and other agencies that choose to participate in the Program. All Assets participating in the Program will be purchased, replaced, and maintained by Fleet Management. Replacement Assets will be purchased according to criteria based upon useful life, mileage, usage, cost of repairs, life cycle costing, and/or other extenuating circumstances (e.g. theft, extensive damage, etc.). The Replacement Policy Fee is charged upon receipt of the Asset and billed monthly to the user department.

The purpose of the Replacement Policy Fee is to fund the future replacement of the Asset, fund a fleet of loaner vehicles, which can be used at no charge when an on road asset is in for service, and to cover the administrative costs of operating the Program. The following criteria are used to determine the monthly Replacement Policy Fee: the purchase cost of the Asset, the Asset's projected useful life/miles/hours; the annual projected inflationary rate for the increase future cost of replacing the Asset; and the estimated salvage value of the asset. If the Asset costs \$10,000 or more, an Administrative Fee is added to the monthly payment. Each of these criteria is reviewed for potential adjustment during the annual budget process. It is highly recommended that all departments join the Replacement Policy Program and any new Fleet related Asset be placed into the program. Replacement Fleet Assets will not be acquired unless a continuing need exists, the continued use of the existing Fleet Asset is no longer cost effective, the asset has completed its scheduled life cycle, or the Asset is damaged beyond reasonable repair.

## **RESPONSIBILITIES**

### **FDO & Fleet Management Division Director**

1. The FDO Director has staff oversight authority and responsibility for the proper administration and execution of the Fleet Management Program and has approving authority

for vehicle allocation within the provisions of this PPM.

2. The Director of the Fleet Management Division is delegated the authority to administer, monitor, and manage the Fleet Management Program under the guidance of the FDO Director.

### **Fleet Management Division**

1. Plan, develop, and administer the Fleet Management Program for the Palm Beach County Board of County Commissioners (BCC).
2. Ensure the proper accountability for Fleet Assets and the use of those assets. Evaluate Fleet Asset usage to ensure effective and efficient management of resources, and adjust as needed.
3. Establish and implement policies, procedures, and standards to promote the safe, effective, and efficient utilization of Fleet Assets.
4. Maintain a comprehensive Fleet Management Program that includes scheduled PM, repairs, and replacement.
5. Maintain active liaison with the Risk Management Department on vehicle operator concerns, safety, and insurance matters.
6. Coordinate with Risk Management in the assessment, reporting, and repair of vehicular crash damage.
7. Manage the County government's fuel inventory and dispensing system.
8. Establish and maintain records of equipment maintenance, operating costs, and utilization.
9. Distribute operating cost reports to user departments and agencies.
10. Maintain and administer Fleet Loaner Assets to be used by departments in need of short-term support, or when a Fleet Asset is out of service because of maintenance or repair.

Fleet Loaner Assets may be reserved in advance and are maintained at three locations:

Main Facility, 2601 Vista Parkway, West Palm Beach  
Pahokee Facility, 580 State Market Road, Pahokee  
South Region Facility, 13026 Jog Road, Delray Beach

### **User Departments**

1. Make Fleet and Departmental Assets available for maintenance as scheduled by Fleet Management Division.
2. Ensure that Assets are used only by authorized operators, as determined by the Risk Management Department.
3. Utilize Assets efficiently, cost effectively, and in a manner consistent with their intended

use as per manufacturer design.

4. Assist the Fleet Management Division in maintaining complete and accurate records of asset utilization and costs, by providing data as required. Review reports from Fleet Management Division and assist in identifying and reducing areas of high expense, and/or reduced utilization.
5. Appoint an equipment coordinator (Fleet Coordinator) to coordinate maintenance, report needs, and handle other vehicle-related issues. Larger user department may elect to appoint a Fleet Coordinator at the division level.
6. Ensure that Fleet Management is notified as soon as possible, of any vehicle/equipment irregularities related to vehicles/equipment operating conditions.
7. Ensure that applicable portions of this PPM are disseminated to all appropriate personnel.
8. Ensure that Fleet Management has a current list of personnel authorized to act as Fleet Coordinators. Department directors, or their designees, are responsible for approving requests for Fleet Loaner Assets, fuel cards, and new equipment. A Fleet Coordinator may be designated to act as liaison and assist in the yearly replacement plan review process. The designee must be knowledgeable of the department's vehicle-related operating requirements and must have been given the authority to make vehicle and equipment related decisions on behalf of the user department or user division. The Fleet Management Division may provide input into the selection of the Fleet Coordinator.
9. User department's operators have primary responsibility for the appearance and cleanliness of the Asset he/she operates. Unkempt exterior and interiors of Assets reflect poorly on the County, can affect the resale value of the Asset, and promote the growth of bacteria or fungus within a vehicle. All Assets' interiors should be clean and free of trash when turning the Asset for service into Fleet Management. Car wash tickets may be obtained from Fleet Management and user departments are encouraged to obtain these regularly.
10. Immediately notify Fleet Management of the termination of any employees with fuel cards.
11. Immediately notify Fleet Management of any changes to existing designations (e.g. Fleet Coordinator, request approval authority, etc.).
12. Verify the accuracy and validity of all maintenance and fuel transactions.

### **PROCEDURE:**

1. **Acquisition:** The Director of Fleet Management is responsible for ensuring that all Fleet Asset additions and replacements are acquired through the Fleet Management Division in the prescribed manner. The Office of Fiscal Management and Budget ("OFMB") Director is

responsible for ensuring that funds designated for Replacement and Expansion Fleet Assets are expended by the Fleet Management Division solely for the intended purpose, and that Replacement Policy Fees are not expended for Expansion of Departmental Assets.

2. **Asset Assignment:** Only the Fleet Management Division can assign Fleet Assets to an agency/department, however, through the online Fleet Information System, departments may assign Assets to their divisions or locations as they see fit.

The FDO Director has the responsibility and authority to direct the Fleet Management Division to transfer or reassign Fleet Assets that are being improperly utilized and, if justifiable cause exists, to do this without the agreement of the user department, although advanced notification and coordination is required.

- A. **Assignment of Assets:** Fleet Assets will be acquired and assigned based on availability and need. Typically, Assets are assigned to a department for the useful life of the Asset; however, if the Asset is no longer needed, it may be reassigned. Replacement or Expansion Fleet Assets will be assigned to the user of the replaced asset or the department that provided the justification for the Expansion Fleet Asset. Departmental Assets are the property of the department that purchased them. A low utilization report must be accompanied with all requests for Fleet Expansion, including Departmental Assets.
  - B. **Underutilization:** As part of the annual budget process (no later than October 30), a list of all vehicles acquiring 5,000 miles/year or less will be distributed by Fleet Management to the corresponding user departments. Retaining of assets included on the low utilization report must be justified annually by means of a written justification for each asset. Departments that are replacing assets that show low utilization must submit written justification for the purchase of the replacement. The Fleet Management Director will review the request and coordinate with the user department to determine if there is a more efficient and cost effective method of handling their vehicle needs (e.g. short term rentals, mileage reimbursement, etc.) and will recall the asset if the need no longer justifies the assignment.
3. **Operation:** Managers and supervisors at all levels are responsible for ensuring that County policies regarding safety, proper use and operation of Assets, whether Fleet or Departmental, are observed. Department and agency directors are responsible for ensuring that appropriate disciplinary action is taken when the County suffers loss due to negligence or the willful misuse of its Assets. This includes damage incurred due to noncompliance with the maintenance schedule and manufacturer use guidelines.
  4. **Cost of Fleet Operation:** The Director of the Fleet Management Division, in conjunction with OFMB, is responsible for ensuring that the total costs of fleet operations, which includes overhead and Fleet Asset replacement, are charged to the users of the Fleet Assets in an equitable manner. Cost of maintenance, operation, and administration of Departmental Assets will be charged directly to the using department.
  5. **Disposal:** The Director of Fleet Management is responsible for establishing the Replacement Criteria to be met to justify the disposal of all Assets, for identifying Assets that meet those

criteria, for scheduling turn-in and disposal of Assets, and for appropriately preparing Assets for disposal. The Fixed Assets Office Manager, in conjunction and concurrence with the Director of Fleet Management, is responsible for disposing of Assets identified for disposal in a manner that provides the greatest financial benefit to the County.

When Fleet Assets are no longer needed or are replaced with another Assets or piece of equipment, the original Asset must be returned to Fleet Management. Fleet Management will also receive all unneeded or replaced Departmental Assets and hold them for reuse or disposal, as determined by the Fleet Management Director. Departments do not have the authority to transfer or dispose of Fleet Assets.

All monies realized from the sale of Fleet Assets will be recorded as revenues to Fleet Management Division and monies realized from the sale of Departmental Assets will be recorded as revenues to the department that purchased the vehicle/equipment.

Fleet Management Division and the Fixed Assets Office will jointly establish formal procedures and documentation for the transfer of Assets when a Constitutional office or another governmental agency disposes of an Asset. The following procedures will be observed:

- A. The Fleet Management Division will establish formal Fleet and Departmental Asset turn-in procedures, to include as a minimum inspection, inventory, and written record of the transfer. These procedures will be followed when the user department turns in Fleet or Departmental Assets to Fleet Management. When an Asset is turned-in to Fleet Management for disposal, it should retain all of the peripheral equipment with which it was issued (assigned), i.e., spare tires, mirrors, attached radios, antennae, etc.
  - B. Fleet Management will evaluate the condition of the Asset to determine whether (a) it can be transferred to another user, (b) it can be used as a Fleet Loaner Asset or (c) it will be disposed of through the appropriate Fixed Asset process. If disposed of, Fleet Management will bring the Asset to the best possible condition to increase the resale value without expending significant resources. General guidelines on condition of Assets to be resold or auctioned will be established in writing.
6. **Fueling:** The Fleet Management Division maintains automated fueling at a variety of County sites (See Attachment B). Vehicle operators are responsible for self-service fueling at these sites.
- A. Each Asset is issued a white fuel card or has a Canceiver (a wireless device that transmits vehicle data) installed, which has been encoded to access the proper type of fuel, the capacity of the fuel tank, and an estimated mileage between fill-ups. Authorized employees are issued a blue card or their employee access card may be encoded to authorize fuel dispensing and capture billing information.
  - B. Fleet Management Division issues employee cards only upon receipt of a request from the department or division director. Departments desiring to delegate authority

below division director level for the authorization of employee cards must send a list of designated personnel to the Fleet Management Division. Departments are responsible for annually updating the list.

- C. The automated fuel system authorization cards are controlled by vehicle number and employee number. Receipts for cards issued are retained in the Fleet Management Division. Departments must notify the Fleet Management Division immediately if a card is lost or stolen. Vehicle operators not in possession of a valid fuel card will not be issued fuel except in case of emergency. The encoded cards ensure authorization and recording of the fuel transaction. All fuel charges for fuel dispensed are invoiced monthly.
  - D. Specific and detailed operating procedures of the automated fuel system are available on the Fleet Management intranet website or by contacting Fleet Management. Fleet Management should be contacted if problems are encountered because of invalid or incorrect vehicle or employee cards..
7. **Delivery of Fleet Assets:** When Fleet Assets are received, the Fleet Management Division will In-Process the Fleet Asset. In-Process includes a safety inspection, assigning of a number, marking of the Asset for Palm Beach County (all Fleet Assets will be marked with the number on the rear window), an inspection to ensure that the Fleet Asset meets the specifications established in the purchase contract, and taking the necessary action to obtain the title, register, and tag the vehicle. This includes trailer-mounted equipment. The Fleet Management Division will ensure all documentation is received from the vendor for Fleet and Department Assets delivered to Fleet Management. A new Asset will not be released to the user until all the In-Process, registration, licensing, and identification requirements are completed.
- A. **Registration:** All Assets will be titled to Board of County Commissioners of Palm Beach County. If tags are required, they will bear a State of Florida permanent registered "County" tag. The Fleet Management Division maintains a file copy of all Registration Certificates; however, the Fixed Assets Office retains originals.
  - B. **Tag Loss/Damage:** If a tag is lost or defaced, the user department must immediately notify Fleet Management Division in order for the loss information to be recorded, a new tag issued, and application for a new registration certificate be made.
8. **Record Maintenance:** The department's equipment coordinator will ensure all vehicles carry the proper registration and that it matches the vehicle identification and tag numbers. The Fixed Assets Office through Fleet Management processes all titling, registration, and tag assignments. This includes cars, trucks, vans, RVs, or any other self-propelled on road vehicle as well as Boats, ATVs, and personal watercraft.
9. **Vehicle/Asset Appearance:** The appearance of Fleet Assets, including additional/new decals, cannot be modified without the approval of Fleet Management. No bumper stickers, additional license plates, or any type of an attached item not related to an approved County logo or County business may be put on any Asset.

10. **Vehicle Accessories and Modifications:** Department should include requests for accessories or modifications during the Asset order process to ensure accessories are obtained in the most cost effective manner. Vehicle accessories added after issuance of the Asset must be approved by Fleet Management and the department. Work must be performed by Fleet Management or an approved vendor. Modifications must be legal, consistent with County standards, maintain the integrity, performance, and operation of the Asset, not alter the Asset warranty, not negatively affect the resale value, not exceed vehicle weight ratings or limits, and not cause unsafe conditions.

11. **Out of County use:** The following will apply for Assets taken outside of the County and in obtaining a rental vehicle.

A. **Vehicle Rental:** Fleet Management maintains a vehicle rental contract for use during out-of-county travel. It is highly recommended that a vehicle rental be obtained for out-of-county travel to ensure coverage of roadside assistance or out-of-pocket repairs should a breakdown occur. To request a vehicle rental, a Rental Request Form must be completed and submitted to Fleet Management. This form can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management. Please contact the rental company directly for assistance with breakdowns.

B. **Fleet Assets:** If a county asset is used for out-of-county travel, the following procedures apply.

**Repairs:** Whenever possible, repairs to Fleet Assets while outside of the county will be deferred until the Fleet Asset returns to Fleet Management. If the repair is of an emergency nature (i.e. equipment failure renders the vehicle/equipment inoperative or unsafe), the repair may be performed outside of the county. Normally, emergency repairs in excess of \$250.00 require approval of Fleet Management prior to being performed. This can be done by telephone during normal working hours. If an emergency repair over \$250.00 is required outside of normal working hours, the user may allow the repairs to be performed providing that the user exercises reasonable judgment and discretion. Reimbursement to the user of out-of-pocket expenses for repair of Fleet Assets will be approved provided the repairs were of an emergency nature and the price charged was reasonable for the circumstances. The employee will be reimbursed through their department's travel reimbursement request process.

**Out of County Fuel Purchases:** A copy of receipts for fuel expenditures must be turned into Fleet Management detailing the quantity purchased, odometer reading, and vehicle number, as soon as the out-of-county traveler returns. Fuel purchases will be the department's responsibility either through a credit card issued to the department by the Clerk and Comptroller or through a travel request/reimbursement form.

12. **Maintenance:** To initiate service, an electronic work request must be submitted using the

online Fleet Information System (see Fleet Information System below for further details). If this is not possible, contact the Fleet Operations Supervisor where the vehicle/equipment is normally repaired. When a vehicle/equipment arrives for service, the Fleet Operations Supervisor or Equipment Analyst will review the operator's work request, note the vehicle/equipment condition, and discuss the nature of the problem with the operator. This is an important prerequisite for prompt, effective repairs. A repair order will be initiated at that time.

- A. **Safety-Related Repairs:** Safety related problems receive top priority for servicing and should be referred directly to the nearest maintenance facility by the operator without need of a scheduled appointment.
- B. **Disabling Conditions:** Conditions, which disable a vehicle/equipment, should be reported immediately to the nearest maintenance facility by the operator without need of a scheduled appointment.
- C. **PM Services:** Fleet Management Division will schedule all PM Service at the appropriate time.
- D. **All Other Repairs:** All other repairs will be addressed as resources are available and in order of priority.

The repair order follows the Fleet Asset through all steps of repair and, upon completion of the repairs, is sent to the Fleet Operations Supervisor for final approval. The corresponding supervisor performs a quality control test before the Fleet Asset is released to the user. Fleet Management notifies the user department that the Asset is ready for pick-up.

When work is performed on a Fleet Loaner Asset, no costs are invoiced unless the repairs were precipitated by abuse or accident. Repairs to Departmental Assets are billed directly to the owning department.

13. **Vehicle Breakdowns:** The operator of a vehicle that becomes disabled on the road will make every effort to move the vehicle safely out of the flow of traffic. Protection of the asset is secondary to the safety of the operator. Drivers must make sure the vehicle is secured and protected until the vehicle is returned for service or delivered to a County repair facility. Contractors (towing firms, etc.) and Fleet Management personnel are not responsible for loss or theft of equipment left in unattended vehicles.

When a breakdown occurs:

- A. Call Fleet Management or Central Dispatch through Emergency Management at (561) 712-6428, which will relay the information to Fleet on-call personnel.
- B. Notify your supervisor of the disability.
- C. Stay with the vehicle until repaired or towed to a maintenance facility. The operator should sign papers and verify the vehicle condition and contents before leaving the vehicle.

D. If the vehicle is involved in an accident, follow PPM CW-0-004, Vehicle Safety Program.

14. **Fleet Loaner and Rental Vehicles:** The Fleet Management Division maintains and manages a pool of Loaner Fleet Assets for use by County departments. These Assets can be used free of charge when a vehicle in the Fleet Replacement Program is dropped off for service. In addition, loaners can be rented to meet the needs of the departments. Generally, all of the County's vehicle/equipment needs should be satisfied through monthly long-term rentals or short-term rental of Loaner Fleet Assets. To make a request for short-term or long-term use, submit a Rental Request Form to Fleet Management. This form can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management.

Fleet Loaner Assets may be reserved in advance and are kept at three locations:  
Main Facility, 2601 Vista Parkway, West Palm Beach  
Pahokee Facility, 580 State Market Road, Pahokee  
South Region Facility, 13026 Jog Road, Delray Beach

Loaner Assets issued in place of an asset being serviced, must be returned immediately after notification that the Asset is ready for pickup. Loaner assets not returned within 5 days of notification of service completion will be subject to a daily late return fee of \$50.00 per day to be paid for by the department.

15. **Fleet Management Information System:** The Fleet Management System is designed to provide a consolidated source of information including equipment maintenance and operating cost information to aid fleet and departmental managers in decision-making. The system provides information on mileage, fuel use, and maintenance costs in various formats to expedite comprehensive analysis of all fleet costs. In addition, various forms, electronic work requests, and guides can be obtained through the system. Reports can be obtained on-demand and customized. For access to the Fleet Management Information System, or reporting information, please contact Fleet Management.

The Fleet Management Division also provides budget support data (e.g. projected replacement policy rates, cost of fuel, maintenance costs, etc.) to user departments each year to assist in projecting fixed and operating costs associated with Fleet Assets for the upcoming fiscal year.

16. **Cost Recovery:** In keeping with the Internal Service Fund concept, all costs incurred in the operation, maintenance, replacement, and administration of the fleet and the Fleet Management Program are passed on to user departments. Costs are typically recovered by invoicing departments for operating costs in proportion to their utilization of Fleet Assets and Fleet Management services.
1. **Replacement Policy:** This monthly charge provides for the recovery of the replacement cost of the Asset, the loaner fleet, and administrative services if the Asset is in the Replacement Policy Program. The monthly charge is calculated using the purchase price of the Asset, projected lifecycle years, annual inflation rate, projected salvage value, and administration fees (if

purchase price is over \$10,000). The salvage return rate is included as a deduction in the monthly fee and will reflect the lowest return average of the last 5 years. The salvage return rate will be adjusted every 5 years.

2. **Fuel:** Fuel is charged when it is dispensed. The fuel charge includes the cost of the fuel, plus any related overhead. For on-site fuel deliveries, an additional markup will be charged. These rates can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management.
  3. **Maintenance Costs:** Maintenance costs include labor which is charged at an hourly rate for the task performed. Parts and outsourced services are charged at cost, plus a fixed markup percentage to cover associated operating overhead. These rates can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management.
  4. **Warranty Reimbursement:** In order to obtain the maximum return from the manufacturers and reduce travel to dealerships, Fleet Management outsources the warranty claim process for warranty repairs completed in-house. Reimbursements are returned to Fleet Management and are recognized as revenue, which provides for the reduction of the hourly labor rate.
- B. Temporary Loaner/Rental Asset:** Users may request an Asset for use in a short term, temporary basis, by completing a Rental Request form and submitting it to Fleet Management. This form can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management. The following costs will be charged to the using department:
1. The rental cost will be charged on an hourly, daily or weekly rental and based on the type of Fleet Asset requested. These rates can be obtained by accessing the Fleet Management's County intranet page or by contacting Fleet Management.
  2. The fuel costs of fuel consumed by the temporary user and related overhead.
  3. Non-routine repair costs that result from a crash or vehicle/equipment abuse, including any additional associated overhead costs.

  
VERDENIA C. BAKER  
COUNTY ADMINISTRATOR

Supersession History:

1. PPM# CW-O-035, effective 11/01/90
2. PPM# CW-O-035, effective 7/11/98
3. PPM# CW-O-035, effective 2/17/02
4. PPM# CW-O-035, effective 10/26/07
5. PPM# CW-O-035, effective 10/23/09



**MID-YEAR FLEET  
EXPANSION REQUEST  
FORM**

**Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

**Vehicle/Equipment intended use/justification:** \_\_\_\_\_

**Vehicle/Equipment type requested:** \_\_\_\_\_

**Additional/Special Options/Features requested:** \_\_\_\_\_

**Annual projected mileage/hours:** \_\_\_\_\_

**Reason this request was not submitted as part of the budget process:** \_\_\_\_\_

**Reason the department cannot wait until next fiscal year for this vehicle/equipment:** \_\_\_\_\_

**Projected cost:** \_\_\_\_\_

**Proposed Funding Source:** \_\_\_\_\_ **Advantage Code:** \_\_\_\_\_

\_\_\_\_\_  
*Department Requester/Contact* Date

\_\_\_\_\_  
*Department Head Approval* Date

\_\_\_\_\_  
*OFMB Budget Director Review* Date

\_\_\_\_\_  
*Fleet Management Director Review* Date

\_\_\_\_\_  
*County Administrator's Approval* Date

**FUELING SERVICES-AUTOMATED SITES**

Automated fuel sites operate at the following locations for all County vehicles:

<b>FUEL SITE ADDRESS</b>	<b>CITY</b>	<b>FUEL TYPE</b>	<b>HOURS</b>
Vista Center 2455 Vista Parkway	West Palm Beach	Unleaded Diesel	24 Hours
PBIA - Belvedere 3700 Belvedere Road	West Palm Beach	Unleaded Diesel	24 Hours
Criminal Justice Complex 3228 Gun Club Road	West Palm Beach	Unleaded	24 Hours
Central Water Utilities (Okeehetee Park South) 8100 Forest Hill Blvd.	West Palm Beach	Unleaded Diesel	7AM-3:30 PM Weekdays
N. County PBSO 8130 Jog Road	West Palm Beach	Unleaded Diesel	24 Hours
John Prince Park 5020 S. Avenue	Lake Worth	Unleaded Diesel	7AM-3:30PM Weekdays
Mosquito Control 9011 W. Lantana Road	Lake Worth	Unleaded	24 Hours
S. County Complex 345 S. Congress Avenue	Delray Beach	Unleaded Diesel	24 Hours
S. Region Water Utilities 13026 Jog Road	Delray Beach	Unleaded Diesel	6AM-6PM Weekdays
W. Boynton PBSO Substation 7894 South Jog Road	Boynton Beach	Unleaded	6AM-6PM
Jupiter (Inside SWA Transfer Station) 14185 Military Trail	Jupiter	Unleaded	7AM-5PM Weekdays
Boca PBSO Substation 17901 SR #7	Boca Raton	Unleaded	24 Hours
Pahokee Fleet Management 580 State Market Road	Pahokee	Unleaded Diesel	24 Hours
38951 James Wheeler Way Sheriff Substation	Belle Glade, FL	Unleaded Diesel	24 Hours