

# Warren County Board of Supervisors

## RESOLUTION NO. 108 OF 2014

**Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson**

### **APPROVING THE FLEET POLICY**

WHEREAS, the County Administrator has submitted the Fleet Policy, attached hereto as Schedule “A”, to the Warren County Board of Supervisors for approval, now, therefore, be it

RESOLVED, that the Fleet Policy as presented to the Warren County Board of Supervisors be, and hereby is, accepted and approved, and that there is hereby approved, and shall be, budget adjustments as provided for in the policy for reimbursements, sale and/or insurance recoveries in connection with vehicles covered by this policy.

**Schedule "A"**

# **Fleet Policy**

**2014**

**This policy excludes vehicles assigned to the Department of Public Works.**

**Criteria for assigning cars to each department**

- A. The current fleet is evaluated based on the age of vehicles. Any vehicle 10 years or older will be replaced unless the vehicle is in good condition and has low maintenance costs or if Vehicle Reserve funds are depleted.
- B. Each year an analysis will be done by the County Administrator's Office to look at departmental usage of the fleet vehicles. If the analysis shows that a department frequently borrows fleet vehicles that are not assigned to their department, we will consider adding a vehicle to that department's inventory.
  - a. To determine whether to add a fleet vehicle to a department a formula (#of vehicles borrowed/number of workdays) to determine a percentage of departmental need. The number of days is calculated based on the amount of workdays in a 6 month period.

**Expenditure of Funds for budgeted (reserve) fleet vehicles**

- A. From time to time, during any fiscal year, the County Administrator will submit a resolution request to the Finance Committee to transfer funds from the Vehicle Reserve Fund to the departmental budgets to allow the department to replace or buy a vehicle.
  - a. In the instance when a department can receive reimbursement for the purchase of a vehicle, advanced funds will be allocated to the departmental budget. Once reimbursement is received, the revenue will be transferred to the vehicle reserve. The department shall send a memo to the County Treasurer to transfer the funds to the Vehicle Reserve Fund.
- B. Once the resolution is approved by the Board of Supervisors and funds are posted to the appropriate departmental budget, the department head or other designated employee can proceed to do a Purchase Order and order the vehicle.

**Receipt of the Vehicle (exception – Sheriff Vehicles)**

- A. All vehicles will be delivered to the DPW Shop in Warrensburg where they will be inspected by the DPW Shop employees to ensure that it is the correct vehicle and there is no damage or issues with the vehicle.
- B. The DPW Shop employee will contact the Fleet Manager (Frank Morehouse) when the vehicle is ready for licensing. The Fleet Manager will process the required paperwork for licensing and insuring the vehicle.
- C. The Fleet Manager will contact the department head to arrange for delivery of the vehicle to the respective department.

**Sale or surrender of vehicles**

- A. If a vehicle is surrendered, the department shall transfer the vehicle to the County Fleet.
- B. The Fleet Manager will assess the useful life of the vehicle and will make the final determination if the vehicle has value to the County or should be sold at auction.
- C. If a vehicle is sold and belonged to a department that received reimbursements from state, federal or other agency funds, the department must follow the agency's regulations for disposing of assets.
- D. If a vehicle is sold for any other department all funds are to be deposited in the general fund and the County Treasurer is directed to deposit these funds into the Vehicle Reserve fund.

**Insurance Recoveries**

- A. If a vehicle is in an accident and the damages are repairable, the departmental budget shall be amended by the County Treasurer to include any insurance recoveries for that vehicle.
- B. If the vehicle is totaled, the Department Head shall transfer the vehicle to the Fleet Manager and the Fleet Manager will dispose of the vehicle.

**Borrowing a vehicle from the County's Pool of Fleet Vehicles**

- A. If authorization to travel is needed in accordance with the Warren County Travel Policy, the Department Head shall complete Schedule "A" Authorization to Attend Meeting or Convention (attached). Instructions for requesting a fleet vehicle appears at the bottom of the form.
- B. If there is no authorization needed, the department head shall send the request for a vehicle by email to the Fleet Manager. The request must include dates of travel, destination, purpose and the employee(s) who will be traveling.
- C. Vehicles will be assigned on a first come, first serve basis.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
Out-Of State (needs Board resolution)

The (Supervisory Committee) hereby authorizes (Employee Name)
to attend (Name of meeting or organization)
at (Address)
on (Dates). Mode of transportation to be used (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ GSA\* Rate \$
Meal costs - GSA\*per diem rate \$

\*www.gsa.gov

Date: Department Head Signature

Date: Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

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Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Commissioner of Administrative and Fiscal Services if credit card will be used.