



**NUMBER 11.5**

## **FLEET MANAGEMENT POLICY / PROCEDURE**

**SUBJECT:** **Fleet Replacement Program is Heavily Influenced by Utilization Management**

**APPROVED**

Michael Quattrone, Fleet Manager

**PURPOSE:** Document that the fleet replacement program is heavily influenced by the utilization management policies

**PROCEDURE:** Using the Equipment Usage Report and the Equipment Replacement Listing, the Division of Equipment Services balances utilization for the overall fleet is by controlling fleet deployment. This is accomplished by exchanging similar types of low usage vehicles for those with higher mileage whenever possible.

The Equipment Usage Report and the Equipment Replacement Listing may be run at the following intervals:

- Prior to development of the budget submission
- Prior to budget implementation
- At issuance of the adopted budget
- Prior to preparation of fleet replacement specifications
- Prior to fleet purchases
- At the end of each quarter of the fiscal year

**PREPARED BY:** John Pecora, Equipment Analyst

**DATE:** September 27, 2010

