



NUMBER 11.1

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: City-wide Vehicle and Motorized Equipment Replacement and Acquisition Policy

APPROVED:

Michael Quattrone, Fleet Manager

PURPOSE: Provide for an orderly system of administering the planning, purchasing, and funding City of Rochester vehicle and motorized equipment

PROCEDURE: The system to process a request for a new or replacement vehicle or motorized equipment is outlined in the attached "Vehicle and Motorized Equipment Replacement and Acquisition Policy" issued by the Department of Environmental Services. Last updated August, 2010.

The Vehicle and Motorized Equipment Replacement and Acquisition Policy is fully described on the "City of Rochester, Employee Portal, BHRM/ Payroll/Policies /, City Policies and Procedures Vehicle and Motorized Equipment Replacement and Acquisition Policy, - Jul 21, 2010, Retrieved February 14, 2011,

http://eportal.cityofrochester.gov/nps/servlet/portalservice?GI_ID=System.InheritableArea&maxWnd={935C5127-0000-00F8-469E-A1F8AC1000D3}:-496401208.

PREPARED BY: Michael Quattrone, Fleet Manager

DATE: August 24, 2010



VEHICLE AND MOTORIZED EQUIPMENT REPLACEMENT & ACQUISITION POLICY

*Department of Environmental Services, City of Rochester, New York
Policy Last Revised: August, 2010*

Purpose

The purpose of this policy is to provide for an orderly system of administering the planning, purchasing, and funding City of Rochester vehicles and motorized equipment.

Scope:

The policy currently applies to all City departments and includes all vehicles and motorized equipment except firefighting equipment. Firefighting equipment means all vehicles and motorized equipment assigned to the Fire Department.

Vehicle and Motorized Equipment Definition:

Any piece of equipment that is gas, diesel or alternate fuel powered.

Vehicle Replacement

The Fleet Manager is responsible for evaluating vehicle condition and determining the replacement of all City vehicles and motorized equipment, including the development of replacement criterion for each class of vehicle, excluding firefighting equipment.

All vehicles and equipment acquired by the City are targeted for replacement according to industry best practices and replacement guidelines developed by the department and documented in *Appendix A: Vehicle Replacement Criteria*. The guidelines are based on actual experience of the fleet and are used as a basis for developing financial policy and planning future departmental transportation requirements. The schedule is based on a life-cycle analysis that predicts the optimum replacement time. This analysis considers depreciation, maintenance, fuel consumption, vehicle-preparation costs, overhead and resale value, and earmarks replacement funding needed for annual budgets.

In practice, the City replaces vehicles through a life-cycle analysis that predicts the optimum replacement time resulting from an evaluation by the Fleet Manager

Vehicle Acquisition

The Fleet Manager is responsible for reviewing and approving all purchases of vehicles and motorized equipment made by the City. Determination is based on an analysis that considers such factors as initial purchase price, operating requirements, anticipated operating costs, and resale considerations. Operating requirements may include, but

are not limited to, driving conditions, carrying capacity, storage needs, power train, and special equipment such as two-way radios. Compatibility with the rest of the fleet is also a consideration since this is integral to the Central Vehicle Maintenance Facility's (CVMF) ability to repair, stock parts, and maintain vehicles in an economic manner.

Disposal of Vehicles

Once a vehicle has been replaced, it is declared surplus and sold at auction. The Fleet Manager is responsible for coordinating the disposal of surplus vehicles with the City's Purchasing Agent. Only in the following instances may a replaced vehicle remain in the active fleet: 1) When vehicles are retained for known seasonal needs, such as the snow inspection function; or 2) When temporary additions to the fleet are authorized by the Office of Management and Budget. Vehicles withheld from auction ("holdover vehicles") are considered as additions to the fleet and require authorization.

Additions to the Fleet

Permanent or temporary additions to the fleet may be requested by operating units. A request for a permanent addition will be evaluated by the Fleet Manager, and if found to have merit, the request will be submitted to the Office of Management and Budget for review. Permanent additions to the fleet must be authorized by the Office of Management and Budget. Temporary additions to the fleet must be authorized by the Fleet Manager. Additions are defined as any increase in the total number of vehicles owned or assigned to an operating unit.

A request for a permanent or temporary addition to the fleet may be requested by operating units by completing a "New Vehicle Request Form" and submitting it to the Fleet Manager for review and approval. A copy of the form is contained in *Appendix B: New Vehicle Request Form*. New Vehicle Request Forms for temporary additions are to be submitted a minimum of two months prior to the start date of the temporary assignment.

Permanent additions to the fleet or a change in the type of vehicle required are to be authorized by the Office of Management and Budget will be incorporated into the Capital Improvement Plan's (CIP) funding replacement cycle.

M. Quattrone

Issued by: _____

Michael Quattrone, Fleet Manager

Paul Holahan

Approved by: _____

Paul Holahan, Commissioner of Environmental Services

Robert J. Duffy

Approved by: _____

Robert J. Duffy, Mayor

Appendix A: Vehicle and Motorized Equipment Replacement Criteria

Establishing appropriate vehicle and motorized equipment replacement cycles by following industry best practices to determine the proper time to replace vehicles minimizes costs and assures safety. Vehicle replacement cycles are developed through life-cycle analysis that predicts the optimum replacement time. This analysis considers initial acquisition cost, vehicle preparation costs, depreciation, maintenance, fuel consumption, overhead, and projected resale value.

The vehicle and motorized equipment replacement evaluation will consider the use of alternate fuels.

APPENDIX B: NEW VEHICLE AND MOTORIZED EQUIPMENT REQUEST FORM

(See attached pages)

NEW VEHICLE & MOTORIZED EQUIPMENT REQUEST FORM

Bureau/Operating Unit: _____

Fleet Coordinator for Unit/Phone Number: _____

Type of Addition Requested: Permanent Temporary (Dates): _____

Type of Assignment Requested: 24-hour Designated Pool Other _____

If applicable:
Driver _____ Title _____ Bkt _____

Total Number of Vehicles & Motorized Equipment in Fleet _____ Number Requested _____

The new vehicle will replace:
_____ Current Miles _____ or Current Hours _____

Department & Budget Approval:
Transmittal # (please attach original) _____

- Vehicle Requested:
- Light Equipment**
 - Sedan (compact)
 - Sedan (full-size)
 - Pick-up (please specify size) _____
 - SUV
 - Light Truck (please specify) _____
 - Van (please specify) _____
 - Police cruiser
 - Other (please specify) _____
 - Heavy Equipment** (heavy equipment will require a more detailed description – attach equipment inventory pages)
 - _____
 - _____
 - _____
 - _____
 - Other (please specify) _____

Small Motorized Equipment

Chain Saw _____ Size _____

Lawn Mower _____ Size _____

Weed Wacker _____

Hedge Trimmer _____

Blower – Hand Held _____

Blower – Back Pack _____

Blower – Push _____

Power Washer _____

Other (please specify) _____

Please provide justification for request:

All new vehicle requests will be evaluated based on the use of the existing fleet, new program needs, and whether or not other vehicles can be reassigned or rotated to fill the transportation need.

VEHICLE DESCRIPTION:

Vehicle Type (check one);

Sedan_____

Wagon_____

SUV_____

Van, Cargo_____

Van, Passenger _____

Van, Box_____

Pick-up_____

Cab & Chassis_____

Engine & Drive train (determination made by Fleet Manager):

I-4 _____

I-6 _____

V-6 _____

V-8 _____

Other _____

Gasoline_____

Diesel_____

Flex-Fuel_____

Alt-Fuel_____

Electric_____

Other _____

Manual Transmission_____

Automatic_____

CV_____

Other _____

FWD_____

RWD_____

AWD_____

4X4_____

Other _____

WORKLOAD DESCRIPTION

Estimated Life (years) _____

Work Miles per Day _____

Commute Miles per Day _____

Pavement Miles per Day (%) _____

Off-Road Miles per Day _____

Crew Size (People) _____

Will it tow? Y _____ N _____ What? _____

Will it be required to plow? Y _____ N _____ GVWR _____ Pounds _____

Describe the following:

- Normal daily tasks this vehicle will perform:

- Seasonal utilization fluctuations:

- Payload this vehicle will be required to carry:

- Emergency equipment that will be required:

- Accessory items that will be required:

Please note: Once a vehicle or piece of motorized equipment is purchased any additions are to be approved by the Fleet Manager. If additions are found during routine maintenance or repair, such items will be removed.

Notes page

VEHICLE CLASS DEFINITIONS

Sedan

Sub-Compact 85 to 99 cubic feet of passenger & cargo volume
Compact 100 to 109 cubic feet of passenger & cargo volume
Mid-Size 110 to 119 cubic feet of passenger & cargo volume
Full Size 120 or larger cubic feet of passenger & cargo volume

Wagon

Compact Below 130 cubic feet of passenger & cargo volume
Mid-Size 130 to 159 cubic feet of passenger & cargo volume
Full Size 160 or larger cubic feet of passenger & cargo volume

SUV

Compact 5 passenger 4 door 4X2 _____ 4X4 _____
Mid-Size 6 passenger 4 door 4X2 _____ 4X4 _____
Full Size 8 passenger 4 door 4X2 _____ 4X4 _____

Van, Cargo

Compact FWD Front Wheel Drive
1/2 Ton RWD Rear Wheel Drive GVWR 6,500#
3/4 Ton RWD Rear Wheel Drive GVWR 8,600#
1 Ton RWD Rear Wheel Drive GVWR 9,400#

Van, Passenger

Compact FRD Front Wheel Drive 7 passenger
1/2 Ton RWD Rear Wheel Drive 8 passenger
3/4 Ton RWD Rear Wheel Drive 12 passenger
1 Ton RWD Rear Wheel Drive 15 passenger

Van, Box

3/4 Ton RWD, 4X2, Box Length in feet _____
1 Ton RWD, 6X4, Box Length in feet _____

Pickup Truck

Compact Standard Cab, 4X2 _____ 4X4 _____ —
Extended Cab 4X2 _____ 4X4 _____
1/2 Ton Standard Cab, 4X2 _____ 4X4 _____
Extended Cab 4X2 _____ 4X4 _____
3/4 Ton Standard Cab, 4X2 _____ 4X4 _____
Extended Cab 4X2 _____ 4X4 _____
Crew Cab 4X2 _____ 4X4 _____
1 Ton Standard Cab, 6X4 _____ 6X6 _____
Extended Cab 6X4 _____ 6X6 _____
Crew Cab 6X4 _____ 6X6 _____
1 Ton Cab _____
Standard Cab, 6X4 _____ 6X6 _____
Extended Cab 6X4 _____ 6X6 _____
Crew Cab 6X4 _____ 6X6 _____