

FLEET MANAGEMENT POLICY

01-2023

Purpose:

For the purposes of promoting safety for our employees and a professional image to our citizens; control costs by having mechanically sound vehicles; be proactive in determining vehicle needs and replacement schedules; and add predictability /standardization to the vehicle portion of the budget process, the following criteria will be applied to acquisition of County vehicles. All Fixed Asset policies and procedures will also apply.

General Government Fleet

A. Procurement

1. Vehicle purchases will be limited to select manufacturers included on the GSA list, State Bids or the lowest priced bid, depending on market availability, and subject to the requirements of Idaho Code 67-2801, et. Seq. General fleet all-wheel drive vehicles are standard with the exception of specialized vehicles.
2. Departments shall submit a Vehicle Availability and Request Form (available on KC Place) for consideration in the upcoming budget cycle.
3. Departments utilizing fleet vehicles are required to report mileage information to the Auditor's Office annually.

B. Fleet Categorization

County-owned vehicles are categorized into two categories (Specialized and Non-Specialized) for the purposes of fleet management. Factors that determine the category; are described below.

Vehicles categorized as follows:

1. Specialized – Anything other than All Wheel Drive SUV's will be considered specialized vehicles. If the number of category 2 (see below) vehicles is sufficient, these vehicles may continue to be utilized if they are mechanically sound and not in need of frequent repairs.
2. Non-Specialized -Vehicles assigned for use by departments for general use. Vehicles may be declared as surplus at 15 years, 150,000 miles or due to cost of repairs.
3. Patrol Vehicles- All vehicles shall be pursuit rated and replaced at 100,000 miles or repurposed to other KCSO departments. If not needed for repurpose at KCSO, the vehicle will be sent to Surplus for reallocation to other departments in need of a vehicle.

C. Replacement and Repurposing Vehicles

1. When deciding to replace or repurpose vehicles, the Board of County Commissioners will consider the following criteria:

- a. Vehicle age
- b. Vehicle mileage
- c. Special vehicle needs per department
- d. Vehicle history (e.g. historical use, excessive maintenance needs, previous accidents)
- e. Procurement of vehicles will be completed by individual Elected Official/department head or their assigned employee.
- f. Fleet Management will complete a timely review of all vehicle requests and provide a recommendation to the BOCC for consideration.
- g. All vehicles/trailers purchased will be titled with (Kootenai County) as Title Holder.

Kootenai County Fleet Management
Vehicle Availability and Request Form

Form Instructions: Use this form to notify Fleet Management of current or upcoming vehicle needs. Additionally, this form is to be used when there is a vehicle that is surplus or otherwise may be available for use in another County department. Fill in as much information as you can, ensuring any Mileage and VIN numbers are included for reference (if applicable). Once completed send to Fleet_Management@kccgov.us. **Note:** this form does not replace filling out an asset transfer form, budget forms or obtaining a BOCC resolution upon vehicle surplus or disposal.

Today's Date	
Department	
Point of Contact/Phone Number	
Availability or Request	
Vehicle to be replaced (If Applicable)	
Timeline/Urgency	

1. **Request or Availability Type and Description:** Briefly describe what you are looking for or what you are looking to get rid of. Include vehicle type, purpose, or use, along with any specifics that are relevant. *For example: We have a single cab pickup available, with high mileage but may still be a good plow vehicle. It is a 98' F-250 with 125k miles and has 4-wheel drive. This is asset# 1234 with VIN# 123AB456C789.*

2. **Reason for Request or Availability:** Provide some background on the request or why this vehicle is no longer needed, include some detail. Additionally, if this request is to replace an existing vehicle, include its information here. *For example: XYZ Department does not use this plow truck because we replaced this older plow with an F- 450 combination plow/sander. Additionally, the F-250 overheats if it is plowing more than an hour.*
