

DEPARTMENT VEHICLE USAGE AND REPLACEMENT GUIDELINES

SUMMARY

The purpose of this procedure is to define the expected minimum life of County owned light and heavy mobile equipment; to establish procedures for creating and updating the County department's (5) five year vehicle replacement plan, enhancement to County department fleet and purchases of equipment not covered under the replacement plan.

LIGHT EQUIPMENT

Light equipment consists of all sedans, passenger, cargo, step vans and pickup trucks 10,000 or less in Gross Vehicle Weight Rating (GVWR).

HEAVY EQUIPMENT

Heavy equipment is considered to be all trucks, forklifts, construction and specialty equipment over 10,000 lbs. GVWR.

MINIMUM VEHICLE USAGE GUIDELINES

The minimum expected service life for general application gasoline light equipment is 10 years and/or 100,000 operating miles.

Heavy equipment has different parameters to determine aging. These include but are not limited to application usage, operated annual hours, and estimated body function life. Diesel powered light equipment service life is 10 years and/or 150,000 miles of operation. Vehicles approaching this usage level will be scrutinized at the scheduled Preventive Maintenance (PM) to assure safety and proper operating conditions.

Vehicles requiring repairs that are not cost effective will be recommended for retirement and replacement by the Internal Services Department (ISD) Fleet Management facility supervisor at the vehicle's assigned PM shop. Vehicles with a diminished life span due to improper usage or operator abuse, shall be reported to the transportation coordinator by the facility supervisor.

VEHICLE REPLACEMENT PLAN & UTILIZATIONS

Vehicles should be replaced based on necessity and departments shall review their "fleet utilization" on an annual basis. ISD Fleet Management Division (FMD) has developed an automated "Fleet Utilization" report, which allows users to view an up-to-date snapshot of their respective department's fleet inventory, aging, annual miles driven, recommended vehicle replacements and potential vehicles identified as "underutilizations." Using this report, departments can strategically monitor, redeploy, and develop long term replacement plans for their respective fleets. Additionally, the County can yield savings through proactive management of the potentially underutilized assets through replacement deferrals or vehicle reductions. This report is in production and accessible to all client departments on the FMD customer reporting portal web page at

<http://ssrs2014.miamidade.gov/Reports/Pages/Folder.aspx?ItemPath=%2fSSRS+Intranet%2fISD%2fReports%2fISD+Customer+Reports%2fMiami+Dade+County+ISD+Fleet+Reporting+Portal%2fFleet+Focus+M5&ViewMode=List>

Replacement Criteria Guidelines:

The following criteria allow users to view an up-to-date snapshot of their respective department's fleet inventory, aging, annual miles driven, recommended vehicle replacements and potential vehicles identified as "underutilizations." Replacement criteria are as follows:

- Priority: Vehicles that are over 100K miles and over 10 years of age.
- Primary: Vehicles that are over 100K miles and under 10 year of age.
- Secondary: Vehicles that are under 100K miles and over 10 years of age.
- Remaining: All other fleet vehicles that are within optimal operating guidelines.

Utilizations Guidelines:

Determining and addressing the utilizations of vehicles is extremely important since they can impact a department's annual maintenance expenditures, vehicle replacement plans, and future requests for replacement funding. Underutilization guidelines are customized for each individual county department whose data is available in FMD's fleet management system. Potential "underutilizations" are based on comparing the average historical twelve-month mileage data for each vehicle assigned to a department against 30% of the departments overall combined average annual mileage of the entire combined fleet. Any vehicle that is below this average is identified as a potential "underutilization" and will require further investigation by the respective department's fleet liaison.

Vehicles identified as "underutilized" shall not be replaced unless there is written justification as part of the annual budget submission process. Underutilized vehicles, unless operational justification is provided, shall either be reallocated within the department's fleet or downsized through retirement without replacement. This will allow entities to make proper business decisions, ensuring that vehicles are deployed and utilized appropriately, and/or underutilized vehicles are addressed or retired in order to generate savings for respective departments.

Each County department with assigned vehicles must create a five-year replacement plan for its fleet. This plan must be updated annually and submitted to the Office of Management and Budget (OMB) during the budget submission process. The plan shall include the proposed funding source, a breakout of the type, quantity and cost of the vehicles to be purchased by fiscal year, along with the vehicle request form (multi-vehicle or single vehicle) for review and approval. A copy of this package must be sent to ISD FMD. When a multi-vehicle request is submitted and approved, after the issuance of a purchase order to a vendor, the department must create and submit a "Supplemental Individual Vehicle Request Form(s)" clearly identifying the vehicle(s) being replaced on each purchase order.

ENHANCEMENTS/PURCHASES NOT INCLUDED IN THE FIVE-YEAR PLAN (GRANTS, TRUST FUND ALLOCATIONS, etc.)

Requests to increase a department's fleet (Vehicle Request Form) must be submitted to OMB for review and approval during the budget submission process and shall coincide with the department's five-year plan.

All grants, trust fund allocations, etc. to fund enhancements and/or replacement vehicles purchases awarded to County departments during the fiscal year must be submitted immediately to OMB with the appropriate vehicle request form(s) and supporting documentation.

CONTACT(S):**Department/Division**

Internal Services Department/Fleet Management Division

REFERENCE DOCUMENT(S):

AO 6-2, Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles