
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC
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SUBJECT: MOTOR POOL

- I. PURPOSE:** To provide direction for the administration of the County's vehicles and equipment.
- II. POLICY:** The Board of County Commissioners, Elected Officials and County Manager's Office recognize the substantial investment in the county's vehicles and equipment assets that are required by the county agencies in their delivery of services to the public.
- A.** The Vehicle Maintenance and Motor Pool Division (Division) shall operate as an Internal Services Fund and will make available vehicles, equipment asset management and maintenance services to all County agencies.
- B.** As an Internal Services Fund, the Division operates as a division of the Operational Services Department, by providing vehicles and equipment services in include acquisition, disposal, maintenance, record keeping and operating needs. Therefore, in an effort to minimize the cost of this investment, all ownership of motor pool vehicles will reside in the Internal revenue fund of the Vehicle Maintenance Motor Poole Fund. All other vehicles and equipment ownership will reside in the owning department's fund.
- C.** Fleet assets are specifically purchased to accommodate user needs at the lowers cost while also providing a high degree of safety. A system of tracing life statistics of ownership, maintenance and operating costs ingenerated when the unit is delivered and ceases upon disposal.
- D.** The charge back or lease/rental rate for vehicles and equipment is developed and maintained with the Division. All rates are designed to capture total costs and provide sufficient resources to replace vehicles and equipment (motor pool) when they have reached the end of the economic life. All rates for the vehicle maintenance group (sheriff department, parks, recreation and senior citizen departments, road department, and motor pool) are designed to capture total costs of maintenance. The vehicle maintenance group is charged back for the cost of

maintenance for their share of labor, parts at cost, and may special requirements for vehicles or equipment and overtime. All other departments and agencies will be charged back the current labor rate, parts at cost, any special requirements the department or agency may require.

- E. All users are required to notify the Division of all vehicle acquisitions replacements or transfers. All vehicles should be ordered through the County's purchasing agent and received at the Division. All titles must be sent to the Division for records and storage.
- F. The replacement of vehicles and equipment, which have entered the "Replacement Window" (see the Vehicle Maintenance and Motor Poole Operating Procedures Manual). Is subject to review and authorization by the department. Replacement units should be considered on a one for one basis. When a new unit is being put into service, the old unit should be delivered to the Division so it can be removed from service and placed in surplus, the county manager can authorize exceptions to the one for one basis.

III. PROCEDURE:

- A. When approved, the Division will work with the requesting department to write or review specifications for the purchase of vehicles and equipment. The requesting department will prepare the purchase of vehicle or equipment is to be owned by the department and the comptroller's office will print the purchase order. The requesting department will prepare the commission action form and submit it to the board of county commissioners for approval. If the vehicle is to become part of the motor pool fleet, the department head must request and Internal fund Transfer. Once transferred, it will be added to a depreciation and replacement schedule.
- B. Once a request has been approved, the Division, or owning department along with the purchasing agent can purchase the unit. The unit can be acquired through a State bid, or specifications must be prepared for bidding, then acquisition. The departments should participate in the development of the specifications. Similar units may accommodate the needs of other departments. Every attempt will be made to incorporate all needs in the development of the specifications. Available, standard specifications will be used to maximum extent. Use of a non-standard specification must be justified.
- C. The Vehicle Maintenance and Motor Pool Operating Procedures Manual will be the guideline by which the Division will operate.

IV. RESPONSIBILITY FOR REVIEW: The Operational Services Director is responsible for the review of this directive as needed or at least every 5 years.

6/11/03