

PINAL COUNTY POLICY AND PROCEDURE

8.91

Subject: VEHICLE REPLACEMENT

Date: October 1, 2013

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Replaces Policy Dated: N/A

PURPOSE: To establish a guide for replacement of County vehicles licensed for use on public highways and heavy mobile equipment owned or leased by the County so as to maximize value and utilization of available resources.

SCOPE: This policy applies to all Pinal County vehicles licensed for use on public highways and heavy mobile equipment.

DEFINITIONS:

Light Duty Vehicles: Sedans, vans, sport utility vehicles (SUV) and pickup trucks, not otherwise classified, with a rated capacity of less than 10,001 lbs GVW.

Police Patrol and Detective Vehicles: Sedans, pickup trucks, and SUV authorized to be driven in response to emergencies by sheriff deputies and equipped with special sirens and lighting devices in accordance with Arizona Revised Statute §28-624.

Police Motor Units: Motor cycles authorized to be driven in response to emergencies by sheriff deputies and are equipped with special sirens and lighting devices in accordance with Arizona Revised Statute §28-624.

Medium Duty Vehicles: Includes field service, box, and stake bed trucks with a rated capacity of 10,001 lbs. to 26,000 lbs. GVW.

Heavy Duty Vehicles: Truck tractors, end-dump trucks, water trucks, busses, and other vehicles registered for use on public highways with a rated capacity greater than 26,000 lbs. GVW.

Special Purpose Vehicles: Vehicles, not otherwise classified, manufactured or equipped to support a specific mission or applications generally not suitable as a general purpose vehicle. Examples of special purpose vehicles include utility trucks, aerial lift trucks, all terrain vehicles ("ATV"), inmate transportation vans, and other similar vehicles.

Heavy Mobile Equipment: Mobile equipment not registered for use on public highways including motor graders, loaders, tractor mowers, back hoes, dozers, and other mobile equipment.

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POLICIES:

Fleet Services shall collaborate with departments to determine what vehicles and equipment will be needed to achieve operational objectives. Fleet Services replacement recommendations shall be predicated on achieving maximum utilization for the most reasonable life-cycle cost. Specialized equipment needed to fill short-term or infrequent requirements shall be rented as opposed to replaced.

Consistency in manufacturers of vehicles and heavy equipment shall be maintained as much as practical, unless there is a specialized use, in order to:

1. Help control inventory by limiting the types of parts required to be kept on-hand;
2. Reduce technician training expense;
3. Limit types of diagnostic equipment required by technicians.

Purchases shall be made in accordance with the Pinal County Procurement Code and shall receive prior approval from the Fleet Services Department.

Disposal of all vehicles and equipment shall be in accordance with relevant Arizona Revised Statutes and County Policy 8.80, Capital Assets.

Disposal of any property not accounted for as a capital asset shall require Board of Supervisor's (BOS) approval.

Vehicles to be replaced shall be evaluated by the Fleet Services Department for use by other departments or for special applications; such as, the motor pool or in departments that anticipate minimal use.

Replacement of vehicles will be predicated on available funding regardless of the funding source.

Departments shall coordinate with the Office of Management and Budget to ensure there is available funding approved in the current Fiscal Year Adopted budget and to ensure compliance with the current Fiscal Year budget resolution.

The original funding source approved by the BOS shall generally be used for the purchase of any replacement vehicle. Any changes in funding source must be approved by the BOS.

Proceeds from disposal of vehicles shall be posted to the original purchasing fund as revenue.

Factors considered in replacement of vehicles shall include:

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- Mileage or hours of use
- Age of vehicles or equipment
- Type of utilization
- Operating costs, including fuel efficiency
- Regulatory mandates
- Condition of vehicles or equipment
- Needs of users
- Fund restrictions
- Available funds

Evaluation Indicators:

Light Duty Vehicles other than Police Patrol/Detective vehicles shall generally be evaluated for replacement after 10 years or 150,000 miles.

Police Patrol Sports Utility Vehicles shall generally be evaluated for replacement after 7 years or 130,000 miles.

Police Patrol Pick-up Trucks and Sedans shall generally be evaluated for replacement after 5 years or 100,000 miles.

Detective Sedans shall generally be evaluated for replacement after 6 years or 120,000 miles.

Police Motor Units shall generally be evaluated for replacement after 7 years or 75,000 miles.

Medium Duty Vehicles shall generally be evaluated for replacement after 10 years or 200,000 miles.

Special Purpose Vehicles shall be evaluated for replacement based on the judgment of Fleet Services management.

Heavy Duty Vehicles and Mobile Equipment shall first be evaluated for replacement immediately preceding expiration of the power train warranty (typically 6 years or 7,000 hours) and again after 10 years or 14,000 hours.

PROCEDURES:

Department Directors and Elected Officials shall collaborate with Fleet Services to determine the types and quantities of vehicles and equipment, including special equipment and attachments, needed to achieve departmental objectives.

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Fleet Services shall:

1. Meet with departments to discuss transportation and mobile equipment needs at least annually.
2. Determine and recommend vehicle specifications that provide practical utility for the most reasonable life-cycle costs.
3. Compile a vehicle and mobile equipment acquisition list for each department annually, no later than the first day of March; or more often as needed.
4. Acquire vehicles and mobile equipment using established marketing techniques and in accordance with the Pinal County Procurement Code.
5. Redistribute or dispose of vehicles based upon:
 - Condition of vehicles and equipment
 - Needs of all departments
 - Availability of funds

County Manager or the Elected Official shall reconcile differences between Fleet Services acquisition recommendations and requests of user departments. Elected officials may appeal Fleet Services recommendations to the BOS for a final decision.