

SECTION: 4.0 Administrative

SUBJECT: Fleet Management Policy

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**Background:** To establish procedures and policies to ensure Lewis-Clark State College's vehicles and motorized equipment are selected, acquired, utilized and maintained in a manner that provides the best possible support for operations through economical and environmentally responsible fleet management.

**Point of Contact:** Physical Plant

**Other LC State offices directly involved with implementation of this policy, or significantly affected by the policy:** Office of the President, Vice President for Finance and Administration, Career and Technical Education, and Public Safety

**Date of approval by LC State authority:** January 2023

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** January 2023

**Summary of Major Changes incorporated in this revision to the policy:** This is a new policy created to manage the LC State fleet in an efficient and sustainable manner and protect the safety of employees and students.

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## **Policy Overview**

This policy sets standards for Lewis-Clark State College's (LC State) fleet of vehicles and motorized equipment, including the purchase, ownership, maintenance, repair, replacement, disposal and the tracking of fleet fuels.

LC State vehicles and motorized equipment shall be provided and utilized only when required to conduct college related business. The fleet assets shall be managed in accordance with the life cycle approach to material management and with the principles of economy, prudence and integrity, while minimizing any negative environmental impact. At the time fleet assets are scheduled for replacement, it will be viewed as an opportune time to evaluate vehicle need and size requirements.

### **1. Definitions**

- A. Equipment misuse and abuse means the use of equipment for other than its intended purpose or use of equipment with low or high fluid levels (fuel, oils, water, and tire pressure). Damage to equipment where reasonable care to prevent damage was not taken. Not having vehicle/equipment preventative maintenance service performed timely.
- B. Preventative maintenance means the care and servicing for the purpose of maintaining vehicles and equipment in satisfactory operating condition by performing systematic inspections, service, and repairs. Maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring.

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- C. Emergency conditions means when there exists a threat to public health, welfare, safety or the operation of a department or division will be seriously impaired if immediate action is not taken.
- D. Responsible department means the department/division that owns and/or operates the vehicle.
- E. Fleet monitor is the assigned employee who is to perform annual review of inspection logs and vehicle information.
- F. Centralized maintenance coordinator is who coordinates the optional centralized maintenance services. An annual fee may be assessed for this service. This coordinator is housed in the Physical Plant department.
- G. Respective Cabinet member is the Cabinet member in which the responsible department organizationally resides under within the institution.
- H. Vehicle use type is categorized based on the one-way distance/trip driven from the responsible department or employee's assigned work location.
  - i. Distance use: vehicle is typically driven for long distance travel of 46 or more miles
  - ii. Regional use: vehicle is typically used for local and regional travel consisting of less than 45 miles
  - iii. Vicinity use: vehicle is typically used for travel on and/or in the vicinity of the work location and usually driven less than 10 miles from the work location

## 2. Procedures

- A. Vehicle Usage
  - i. All vehicle and motorized equipment usage will be in compliance with the LC State Policy 4.112 [Use of College-Owned and College-Rented Vehicles](#).
- B. Vehicle Identification
  - i. Administrative Services will ensure the LC State's fleet is properly identified and uniform. All fleet vehicles and motorized equipment will be identified using the LC State (logo) as provided by the responsible department and a vehicle number provided by Administrative Services. Exceptions will be:
    - 1) Motorized equipment that is too small for the logo
    - 2) Equipment that may have a safety concern with the logo attached.
- C. Vehicle Misuse and Abuse
  - i. LC State employees will notify their respective supervisor and/or respective Cabinet member who will then notify the Public Safety Director of any suspected vehicle/motorized equipment misuse and abuse. The Public Safety Department will investigate and decide if any vehicle misuse or abuse has occurred and recommend appropriate action(s) to the respective cabinet member.
- D. Vehicle Accident Reporting and Repair
  - i. Fleet vehicle and motorized equipment accidents will be reported and repaired in accordance with LC State Policy 3.135 Safety and Loss Control.
- E. Vehicle Cleaning
  - i. Each department is responsible for maintaining the cleanliness of the vehicle/motorized equipment assigned. Vehicles shall be cleaned at quarterly scheduled intervals or as

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vehicle condition requires. The Physical Plant department can provide a recommendation for a local vendor to perform cleaning services for on the road vehicles (sedans, vans, pickup trucks etc.).

- F. Vehicle Licensing and Insurance
- i. Administrative Services will apply for all vehicle and motorized equipment licenses and titles as required by Federal and State laws and will maintain all required records and vehicle/equipment insurance.
- G. The responsible department shall:
- i. Carefully assess department needs to minimize fleet size.
  - ii. Carefully plan vehicle and equipment usage to maximize efficiency and minimize mileage driven.
  - iii. Document and update vehicle information as detailed in section 4.
  - iv. Monitor fuel purchases (review miles driven and cost of fuel per vehicle for reasonableness) on a quarterly basis and document this review. *Submit this documented review for the annual fleet monitor review.*
  - v. In conjunction with the physical plant director and the central maintenance coordinator, determine optimal vehicle usage and recommend reassignment, rotation, removal from service or other actions, as appropriate to the respective cabinet member. *Document this review (see section 4.D.) and submit this documentation with the annual fleet monitor review.*
    - a) As vehicles and equipment reach target miles or time for replacement, perform a technical and cost evaluation, including repair/replace analysis to determine if the vehicle is to be retained, disposed of or in some situations, be reassigned.
  - vi. Ensure that vehicles and motorized equipment requested for acquisition and use within the department are of the appropriate size and have only those items/accessories that are operationally required.
  - vii. Review with the Physical Plant Director and the Central Maintenance Coordinator all fleet purchasing and specification issues that require additional clarification or conflict resolution.
  - viii. Acquire fleet vehicles and equipment by a method that complies with college and State of Idaho policies.
  - ix. Re-enforce vehicle and equipment operator awareness to:
    - a) Maintain the proper operator license and comply with all Federal, State and local laws relating to the operation of motor vehicles and equipment.
  - x. Ensure that department employees inspect their assigned vehicles prior to operation. Inspections will include, but not be limited to the following safety items:
    - a) foot and emergency brakes
    - b) head and taillights, turn signals
    - c) windshield wipers and cleaner
      - 1) Check that tire pressure, coolant and oils are at the proper levels.
      - 2) The inspection will also include a check for vehicle damage, such as dents scratches, window cracks, etc. Deficiencies discovered, beyond the operator's capability to correct, will be reported to the immediate supervisor for repair.

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- xi. In conjunction with the purchasing director, dispose of a fleet vehicle or equipment when it becomes non-economical to maintain.
- H. Centralized Maintenance Coordinator if applicable or the Responsible department shall perform the following:
- i. Monitor and evaluate the condition of the responsible department's fleet vehicles and equipment. Be the principal advisor to the physical plant director on all department fleet matters.
  - ii. Ensure that fleet vehicles and equipment are scheduled for and receive preventative maintenance at the necessary mileage/time.
  - iii. Review inspection reports and preventative maintenance reports to check compliance with established preventative maintenance schedules and operator inspection requirements
  - iv. Assist the physical plant director in reviewing best practices, changes needed in maintenance schedules, and in reviewing annual maintenance records to assist departments with their vehicle optimization review.
- I. Administrative Services and Physical Plant shall:
- i. Be responsible for planning, directing, managing, coordinating and supervising policies and procedures for the acquisition, assignment, utilization, maintenance, repair, replacement, disposal, and providing fuels for the vehicles and motorized equipment of LC State.
  - ii. Ensure that all vehicles and motorized equipment are properly titled and licensed to LC State and insured. Review and update State Office of Risk Management Vehicle Insurance Schedule.
  - iii. Perform an annual review of vehicle/equipment information from the Idaho Transportation Department, State Office of Risk Management, and LC State's ERP vehicle/equipment list. The annual review will compare each list for discrepancies in VINs, license plate numbers, and ownership and resolve noted differences. The annual review, to be completed each year by March 31, will commence with the responsible department completing a physical inventory and documenting the fleet list is accurate.
  - iv. In conjunction with responsible departments, develop replacement criterion for each vehicle/class of vehicles, useful life, and appropriate replacement schedules. All vehicles and fleet equipment acquired shall be targeted for replacement according to industry standard. The guidelines shall be based on time and/or mileage and measured against actual fleet usage.
  - v. Assist departments in developing specifications for new or replacement vehicles and fleet equipment with an emphasis on electric and hybrid models where practical.
  - vi. In conjunction with the responsible department and expertise within the Technical and Industrial Division, establish a preventative maintenance (PM) program that incorporates:
    - a) Scheduling PMs that ensure minimum vehicle downtime.
    - b) Manufacturer's maintenance standards

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- c) PM tasks directed towards energy, efficiency, including regular filter changes, proper tire pressures, a tune up program that ensures the engine is operating at peak efficiency.
  - d) Designed for each vehicle or class of vehicles depending on its operating environment.
- (Please note that the Automotive Technology program performs live work for a fee. The work must be scheduled and must align with curriculum during the given semester.)
- J. Fleet Monitor shall be responsible for the following:
- i. Conducting an annual fleet utilization and maintenance review and notify supervisors and the respective cabinet member of the status of the annual fleet review.
    - a) Review the maintenance records and ensure that preventative and necessary maintenance was performed.
    - b) Confirm that a vehicle mileage and maintenance review was performed by the responsible department.
    - c) Confirm that a fuel usage review was completed quarterly by the responsible department.
    - d) Review vehicle information data to ensure it is documented in accordance with section 4.
- K. Vehicle/Equipment operators shall:
- i. Maintain the proper operator license.
  - ii. Not smoke in or while operating state owned or leased vehicles and motorized equipment.
  - iii. Not operate vehicle/equipment with a known safety deficiency.
  - iv. Comply with all federal, state and local laws relating to the operation of assigned vehicle equipment.
  - v. Inspect assigned vehicle/equipment prior to operation. The inspection will include, but not be limited to the following safety items depending upon vehicle/equipment type:
    - a) Water and oil levels
    - b) Foot and emergency brake
    - c) Head, tail and brake lights
    - d) Turn signals
    - e) Tire pressure and tire condition
    - f) Windshield wipers and cleaner
    - g) Mirrors
    - h) Visual damage (dents, large scratches, cracked windows, etc.)
  - vi. Report deficiencies discovered through operator's inspection, which are beyond the operator's capability to repair, to the immediate supervisor for referral to the responsible department for repairs.
  - vii. Not put vehicle/equipment in motion until all occupants are restrained by seatbelts.
  - viii. Not install, nor allow to be installed, any additional electrical or electronic equipment such as stereo, CB's, light, light chargers and radio chargers in any vehicle/equipment

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- without supervisory approval. Equipment of this type must be installed by an approved vendor.
- ix. Report all accidents in accordance with the LC State Safety Policy 3.135
  - x. After Hours Tire Repair/Towing Service
    - a) The vehicle operator traveling afterhours will seek tire repair and towing service that can provide services in a manner to ensure the safety of the driver and occupants.
  - L. Optional Centralized Maintenance
    - i. The responsible department will have the option for their fleet to be centrally managed and will be charged for the service. The charge that may be assessed will be for the administrative management of this service and recovery of direct costs including fuel, parts, labor, sublet work and other similar fleet vehicle operations costs.
  - M. Funding Fleet Vehicles
    - i. Responsible departments are accountable for the cost of vehicle maintenance, repair and replacement.
    - ii. Additions to the fleet shall normally be funded by the responsible department or requested during the annual budget request process.
  - N. Vehicle Acquisition Procedures:
    - i. The responsible department shall have responsibility for the direct acquisition of vehicles and equipment by a method that complies with purchasing policies.
    - ii. The responsible department shall conduct a needs analysis to determine the minimum size vehicle or equipment needed to meet departmental requirements based upon demonstrated need in the conduct of official business.
    - iii. The responsible department in coordination with the physical plant director, central maintenance coordinator, and the purchasing director shall be responsible for determining the most cost-efficient purchase of all fleet vehicles and equipment considering purchase price, maintenance, repair, operating costs and resale value. Acquisition of fleet assets shall be selected, acquired and utilized providing the best possible support of LC State operations and be environmentally responsible. Electric and hybrid vehicles and equipment should be a primary consideration in the selection of vehicles and equipment.
    - iv. After vehicle is purchased and received, contact Administrative Services to process for licensing, title, and insurance.
    - v. The responsible department shall have the logo, vehicle number, and identifying bar code placed on the vehicle. Vehicle number and bar code will be provided by Administrative Services and the logo is provided by the responsible department.
  - O. Vehicle Replacement and Disposal Procedures
    - i. The responsible department, in conjunction with the physical plant director and central maintenance coordinator, shall conduct an analysis to determine whether the vehicle should be replaced or disposed. This analysis includes reviewing whether the vehicle has reached a targeted number of miles, maintenance costs for the last three years, and an analysis of cost effectiveness for repairing and replacing or reassigning.
    - ii. The responsible department shall then recommend removal from service or other actions to their respective cabinet member.

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- iii. If disposal is approved by the cabinet member, the responsible department will submit a disposal authorization form to the purchasing department. The responsible department shall have the responsibility to coordinate with the purchasing department for the direct disposal of vehicles and equipment by a method that complies with purchasing policies.

### **3. Auto Mechanics Technology Program**

- A. The physical plant director in cooperation with the dean of the School of Career and Technical Education shall establish protocols and procedures for the use of vehicles as training tools for students in automotive mechanics technology classes.
- B. The Automotive Technology Program performs automotive work for a fee. The work must be scheduled and must align with curriculum during the given semester.

### **4. Vehicle Documentation and Inspection Information Requirements**

- A. Basic Vehicle Information—Maintaining descriptive information about college passenger vehicles provides the foundation for all other fleet information. Such information shall include:
  - i. Make and model of the vehicle
  - ii. Model year for the vehicle
  - iii. Vehicle identification number (VIN) and license number
  - iv. Acquisition date of the vehicle
  - v. Vehicle acquisition costs
  - vi. Division/Department to which the vehicle is assigned
  - vii. Physical location of the vehicle
  - viii. Whether the vehicle is owned or leased and the beginning and ending dates for the lease.
  - ix. Base vehicle information, at a minimum, will be retained for the period of ownership plus five years.
- B. Vehicle Use—Information gathered to aid analysis of vehicle use shall include:
  - i. Number of miles a vehicle is driven annually and/or monthly
  - ii. Purposes for which the vehicle is used
  - iii. Fuel usage/purchased
  - iv. A minimum of the five most recent years of vehicle use information will be retained.
- C. Vehicle Maintenance—Information maintained for vehicle maintenance and repair efforts shall include:
  - i. Description of maintenance or repair work performed
  - ii. Dates of which maintenance or repair work was performed
  - iii. Costs incurred to maintain and/or repair the vehicle
  - iv. A minimum of the five most recent years of vehicle maintenance information will be retained.

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- D. Vehicle Disposal—the responsible department shall maintain and review information about vehicles and equipment to aid in determining when replacement or disposal should occur. The information review shall occur annually and at a minimum include:
- i. Total mileage for the vehicle.
  - ii. Vehicle operating costs such as fuel, oil, and lubricant costs.
  - iii. Vehicle maintenance and repair costs.
- E. LC State shall also maintain information about disposed vehicles including:
- i. Date of disposal.
  - ii. Type of disposal (e.g., transfer to another agency, public auction, etc.); and revenue generated from disposal.
  - iii. Disposal information, at a minimum, will be retained for the period of ownership plus five years.