

# ST. MARY'S COUNTY



# TRANSPORTATION POLICIES & PROCEDURES MANUAL

Department of Public Works & Transportation  
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## FLEET MANAGEMENT

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**ST. MARY'S COUNTY GOVERNMENT  
POLICY FORM**

<b>SUBJECT:</b>  FLEET MANAGEMENT GUIDELINES	<b>DEPARTMENT:</b>  Department of Public Works & Transportation
<b>TITLE:</b>  TRANSPORTATION POLICIES & PROCEDURES MANUAL Update	<b>APPROVAL DATE:</b> <b>November 4, 2021</b>
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**SECTION 1. INTRODUCTION**

**1.1 MISSION**

Fleet management's mission is to provide and maintain the most appropriate, safe, and reliable vehicles, allowing departments to better serve their customers.

**1.2 BACKGROUND**

On July 1, 1989, the Board of County Commissioners for St. Mary's ("the Board") adopted Policy Memorandum No. 89-1 (A-D) which set forth the adoption of several transportation related policies and procedures for St. Mary's County. In October 1997, the Board of County Commissioners (the "Board") approved a departmental reorganization that created an Office of Central Services to centralize the purchase, assignment, repair, disposal, and replacement of County-owned vehicles and off-road motorized equipment.

On January 12, 1999, the Board of County Commissioners for St. Mary's County directed the Office of Central Services to perform vehicle maintenance services in-house. On March 4, 1999, the Office of Central Services developed and adopted a Transportation Policies and Procedures Manual which replaced Policy Memorandum No. 89-1 in its entirety. Subsequently, the Office of Central Services was dissolved through a comprehensive reorganization and the Transportation Division was transferred to the DPW&T on April 20, 2000. Since that time, the DPW&T has actively managed the size and composition of the fleet, adopted a multi-year Vehicle and Equipment Replacement Program, expanded off-site motor pools to reduce mileage reimbursement requests, authorized a bio-diesel pilot program and continues to encourage car-pooling by employees.

Since April 20, 2000, the Transportation Division has been responsible for updating and administering the Board of County Commissioners approved multi-year **Fleet Replacement Program** (FRP) for both vehicles and equipment. The multi-year program is re-confirmed annually by the Transportation Division and a recommended priority replacement listing is provided to the

Board of County Commissioners for funding consideration.

### 1.3 PURPOSE

The Department of Public Works & Transportation, hereinafter "DPW&T", Transportation Division, is a service organization established to provide a professional fleet management program in support of the missions of County departments. Transportation must meet the individual needs of each County department in vehicle procurement, assignment, and maintenance service. Transportation must have the flexibility to respond to changes in user requirements swiftly and positively.

Centralizing all County fleet vehicle replacement(s) into a single entity enabled the County to establish a dedicated, multi-year acquisition and replacement program. Centralized fleet responsibilities include management and support activities for all motorized vehicles and equipment along with the operation and control of existing fleet maintenance facilities, personnel, fixtures, and apparatus. Transportation is tasked to provide centralized supervision, single point budgeting, procurement, assignment, capitalization and replacement of vehicles and equipment.

Program recommendations are presented to the Board of County Commissioners and include a prioritized needs listing based on utilization, age, compatibility with the rest of the fleet, condition, fuel economy, safety / repair records, serviceability, and available funding levels.

*Transportation Policies and Procedures Manual* was developed and substantially updated in 2010 to provide guidelines that promote an orderly system of standardized fleet management and maintenance strategies that best meet departmental needs and affordability. This Manual has been developed with the assistance of County departments and agencies to familiarize County employees, particularly, using departments, with the policies and procedures governing County vehicles.

### 1.4 GOALS & OBJECTIVES

- It is the goal of the annual **Fleet Replacement Program (FRP)** to ensure that all County vehicles are used to their maximum potential for County business and to attain the objective of realizing the best return for the County funds invested in the fleet.
- To establish guidelines and assure the annual outlay for fleet replacement is being addressed in a consistent and predictable manner. This is much less disruptive to the annual budget preparation process than in previous years when the outlay for fleet replacements would rise and fall dramatically from year to year.
- To implement a uniform disposition, acquisition, distribution, replacement, and maintenance of the County fleet.
- To implement policies and procedures that allows the DPW&T to gradually reduce the average age of the County fleet, thereby reducing maintenance down time and increasing the productivity of those operations that are heavily reliant upon vehicles and equipment.

- To provide improved reliability and appearance of the fleet which will have a positive effect on employee morale, which has led in turn to improved employee attention to the care of their assigned vehicles
- To meet the following Green Fleet Program goals: Increase the number of hybrid / alternative-fuel vehicles in the fleet; retrofit all possible vehicles with pre-2007 diesel vehicles; reduce idling time to the extent practicable; utilize alternative fuels when feasible; purchase, lease, "right-size" and / or otherwise obtain the most energy efficient vehicles, whenever possible or feasible (considering life-cycle costs); and to implement programs that reduce fuel usage, displace petroleum and reduce pollutant / greenhouse gas emissions.

## 1.5 GENERAL PROVISIONS

All County vehicles acquired by the Board and maintained by the DPW&T Transportation Division are recommended for maintenance and replacement in accordance with this Manual and all departments are responsible for complying with the guidelines / procedures contained herein. The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/or mileage criteria, which are outlined in this Manual. As described in [Section 4](#), additional consideration will also be given to functionality, safety, and overall condition of the fleet.

Priority will be given to those departments whose services relate to public health and safety and law enforcement. As vehicles reach the targeted miles or age of replacement criteria, a vehicle maintenance evaluation will be performed by DPW&T. Vehicle costs per mile relative to averages for the vehicle class will be analyzed to determine if the vehicle would be economical to retain for an additional year or targeted for disposal. In some cases, it may be re-assigned to other departments with "low usage" requirements or assigned to the motor pool. The Transportation Manager and user department will jointly review and approve all specifications for new purchases of County vehicles and motorized equipment. Recommendations will be provided to the Board to avoid a common problem in the industry known as "*fleet creep*", which describes a situation where both the overall size of the fleet - and the size/expense of the units within the fleet - increases over time.

Centralized fleet responsibilities include management and support activities for all motorized vehicles and equipment along with the operation and control of existing fleet maintenance facilities, personnel, fixtures, and apparatus. Transportation is tasked to provide centralized supervision, single point budgeting, procurement, assignment, capitalization and replacement of vehicles and equipment. Nothing in this Manual is intended to supersede the *Operational Policies of the Sheriff's Office Administrative and Patrol Manual and Applicable Policies* as it relates to the Sheriff's operations. Transportation will coordinate with the Sheriff, or his designee, as to the supervision, assignment, and replacement of vehicles and equipment regarding Sheriff's vehicles.

## 1.7 COMPLIANCE WITH POLICY

A notice will be sent to all Department Heads informing them of any changes to existing policy, thirty (30) days prior to the effective date, to allow time for user departments and agencies to comment and to assess the impact on their operations. Department Heads will be responsible for informing their employees of any policy changes and ensuring compliance. Failure to

observe the policies and procedures outlined in this Manual, State and County traffic safety laws, and parking regulations will be deemed violations. These violations may result in recommendations of disciplinary and/or legal action as deemed appropriate and as authorized in the County *Personnel Policies and Procedures Manual*. This Manual contains general policies and procedures governing fleet administration and vehicle use. Questions regarding any of the policies, procedures or instructions contained in this Manual, should be directed to the DPW&T Director or Transportation Division Manager.

### **1.8 GENERAL USE EXCEPTIONS**

Departments may request exceptions to, or exemptions from, the Authorized Use Policies in **Section 6**. Requests, stating justifications, must be submitted in writing to the County Administrator with a copy to the DPW&T Director and Transportation Manager.

### **1.9 ADDITONAL REFERENCES**

The Snow & Ice Control, Radiological Response, and Debris Management Operational Plans are incorporated by reference. Effective immediately and in accordance with the Energy Management and Action Plan adopted on September 23, 2008, as a part of the Board of County Commissioners Joint Resolution No. 08-49.

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## **SECTION 2. FLEET RECORDS**

### **2.1 VEHICLE IDENTIFICATION**

Every County vehicle, including Sheriff's vehicles, will be identified by a Vehicle Fixed Asset Inventory Control System (FAICS) number. This number will be clearly marked on all vehicles and equipment (except for confidential vehicles). In addition, most County-maintained vehicles are marked with a County Seal sticker or insignia of the using department or agency, except for unmarked, confidential or vehicles designated for disposal. A Motor **Vehicle List** shall be maintained, updated, and made available through the Transportation Manager and Fleet Service Coordinator's office.

### **2.2 REGISTRATION**

The Transportation Division will be responsible for the registration of all County-owned vehicles and for custody of the original titles. Registration of non-County owned vehicles is the responsibility of the owning entity (i.e., Volunteer Fire Departments and State-owned Health Department vehicles).

The Transportation Division will register all newly purchased County vehicles, regardless of the department assignment or funding source (exceptions noted above). The Department of Finance will ensure that all lease payments for Board of County Commissioners approved replacement vehicles are assigned to their individual departmental operating budgets. Transportation will cancel registrations on vehicles designated as permanently Out-of-Service and/or deemed ready for disposal.

The County insurance is renewed annually in the month of February. A copy of the current State of Maryland Motor Vehicle Administration Certificate of Self-Insurance certificate (Local Government Insurance Trust) shall be placed in the glove box of all assigned County vehicles by the using Department / Agency. The form should be co-located with the vehicle's registration. As every department/agency has varying numbers of assigned, spare, fleet and/or pool vehicles, additional copies will need to be made by the participating departments. This process should help expedite and more efficiently distribute the information into the fleet.

It is imperative that the correct insurance information be placed in all fleet vehicles. As vehicles are directed into the shop for scheduled or un-scheduled maintenance, the Transportation Division will check to ensure that the current insurance and registration information has been placed in the vehicle.

A copy of each vehicle's registration must also always remain in the vehicle. If a vehicle's registration is lost, stolen, or missing, the vehicle operator is responsible for contacting the Transportation Manager immediately, except for confidential vehicles, in accordance with **Section 6.7**. The Transportation and Risk Manager will be contacted if a vehicle has been severely damaged, is inoperable for an extended period, or is of sufficient age to warrant a reduction in insurance coverage level(s) and/or a conversion of the title to a salvage status. All accidents shall be reported in accordance with **Section 6.7**.

Non-Public School Bus transportation is a contracted service where the County pays the liability insurance for contractors. A **Request for Transportation Form** (Appendix I) is required to be completed and submitted by parents/guardians of families requesting to utilize this service. Additional forms, such as the **Authorization to Release Student(s) At the Scene of Accident Form** (Appendix I) and *Pre-Trip Inspection Guidelines* are also available at the Transportation Office.

## 2.3 INSURANCE

“Non-tagged” mobile equipment falls under the Property line of coverage. The cost of ensuring the fleet is maintained by the Risk Manager and is tabulated in **Section 2.7** Record Keeping.

As a rule, all low-end vehicles such as passenger vehicles, sedans, vans, blazers, and light trucks that are model year 1998 and before, are insured for Auto Liability only.

## 2.4 LICENSING and TAGS

Transportation will assign, transfer, and/or retire all vehicle license tags with the Department of Motor Vehicles. All licensing fees will be absorbed by the Transportation Division's operating budget, a portion of which may be grant eligible, except for confidential vehicles. Most County Local Government vehicles are clearly denoted with “LG” tags, with the Office of the Sheriff vehicles denoted with “SA” tags, except for unmarked and special operations vehicles.

## 2.5 MOTOR VEHICLE LIST

The Transportation Division shall maintain a current list of all County-owned vehicles (tagged) and off-road motorized equipment (un-tagged). Prior to **October 1** each year, the Transportation Division shall audit the list of all County motor vehicles and off-road motorized equipment owned, leased, or otherwise used by the County denoting the department, office and division to which it is assigned; the vehicle's make, model, engine size, transmission, optional equipment, registration, and the individual(s) assigned to the vehicle, if appropriate, with the exception of confidential vehicles.

The Motor Vehicle List is reviewed annually for all vehicles more than ten (10) years old. This listing of vehicles is evaluated by Transportation and the Risk Manager to determine if insurance levels can be reduced from physical insurance coverage to liability coverage only.

### 2.5.1 Vehicle Classes

Vehicles and heavy equipment are divided into the following classes for the purposes of administration and charge back:

- Autos and light trucks - includes automobiles, vans, utility vehicles, and trucks less than or equal to one (1) ton.
- Sheriff patrol vehicles (marked and un-marked).

- Heavy trucks - includes all tagged trucks over one (1) ton, Class A Road tractors, Class A trash trailers or semi-trailers, and Class B passenger bus vehicles and Class B dump trucks.
- Off-road motorized equipment - includes all other un-tagged motorized rolling stock such as tractors, excavators, bulldozers, front-end loaders, and other maintenance and construction equipment, etc.

### **2.5.2 Non-Vehicle Classes**

- Trailers - non-motorized trailers and other rolling attachments (i.e., brush chippers, pavement rollers).
- Other - the acquisition and maintenance of motorcycles, bicycles, golf carts, boats, all-terrain vehicles, and other similar means of transportation are not covered under this Manual.

## **2.6 FLEET SIZE, DISTRIBUTION, and MIX**

The Division will annually integrate new vehicles and equipment by evaluating for disposal or replacement and rotating the fleet mix based the condition and needs of the balance of the fleet. The primary factors driving fleet-related costs for any organization are the size and composition of the fleet. The more vehicles an organization owns, the higher the annual cost to that organization, because for each fleet asset there are costs associated with ownership and operation. Even under-utilized vehicles consume fuel and maintenance resources each year. More importantly, these units also depreciate and lose value each day even if they are older and are fully amortized (i.e., paid for). Time and effort are also required to maintain appropriate licenses, tags, fleet inventory records, insurance, fuel keys, etc. The units may also take up valuable space at maintenance yards, parking lots and impound lots.

## **2.7 RECORD KEEPING**

Transportation is responsible for managing all the centralized records regarding County vehicles through the County's computerized H.T.E system and vehicle files. User departments and agencies are responsible for ensuring that all operators initiate the following:

- Motor Vehicle Request Memos from the department/agency head
- Vehicle Utilization Log--N/A for Sheriff's Office--All other department Logs should be submitted to the Fleet Service Coordinator monthly for dedicated vehicles other logs will be kept in the motor pool vehicles.
- User Department's Off-Duty Vehicle Authorization
- Accident Report Kit (Vehicle/Equipment Accident Report Form)
  - Fuel / Fluids Usage Records
- Dedicated Vehicle Request Memos
- Vehicle Repair Checklist Form

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- Vehicles' Records - Fleet Service Coordinator will maintain and forward for Sheriff's Office and/or the job order will be given to the user; written job orders are completed by users
- Current Registration

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## **SECTION 3. VEHICLE CATEGORIES**

### **3.1 DEDICATED and ASSIGNED VEHICLES**

Dedicated vehicles and off-road motorized equipment are those assigned to specific department(s) or organization(s) for their exclusive use when required for the regular performance of duties and daily use. When authorized, a **Motor Pool (Loaner) Vehicle Form** (Appendix I) will be completed and returned to the Transportation Division. Use of motor pools, whether for individual departments/agencies or consolidated efforts among two or more users, is encouraged to increase vehicle use and improve the efficiency of the fleet. Off-site Motor Pools may also be geographically established based on demonstrated need to help limit personal transportation reimbursement costs. Motor Pool (Loaner) Vehicle Form (Appendix I).

#### **3.1.1 Requesting Dedicated Vehicles**

A Department and / or Agency must justify the assignment of a full-time vehicle. Utilization factors, such as days used, agency mission, and the relative costs of alternatives to a full-time vehicle assignment, may be considered as justification where miles traveled guidelines are not met.

To request dedicated vehicles / equipment, a department must submit a formal request via Memorandum to the Transportation Division. The request will contain justification for the number and type of vehicles being requested, purpose and demonstration of need for the vehicles. Once the DPW&T Transportation Division has assigned a dedicated vehicle to a department/agency, only those employees who have positions that require the use of vehicles or equipment to carry out their official duties will be authorized to use the vehicle.

### **3.2 NON-DEDICATED VEHICLES**

Surplus non-dedicated/spare/loaner vehicles are assigned to the Transportation Division and are available to County departments on an as-needed, first come-first served basis. In general, if a vehicle is available and an individual chooses to utilize personal transportation, mileage reimbursement approval shall be determined by the Department Head, unless there is a more cost-effective alternative.

### **3.3 MOTOR POOL VEHICLES**

Before acquiring a vehicle for permanent assignment, evaluate the possibility of temporary or shared use of a motor vehicle from a departmental motor pool. Passenger cars, general-duty pickup trucks, cargo vans, passenger vans, and sport utility vehicles are all ideal candidates for pooling, as are specialty trucks and equipment that various work groups can use (for example, a dump truck or tractor backhoe). These latter vehicles are often overlooked as possible pool vehicles, but heavy-duty equipment and special mobile equipment used infrequently by one work group can often be shared with another, thereby saving the organization the expense of two costly vehicles with low utilization.

The DPW&T Transportation Division has a limited number of vehicles available to departments and agencies for short-term use for official County business. Motor pool vehicles will be allotted on a first come first serve basis and shall be kept in good operating condition to serve the fleet. Cleanliness, reliability, and uniformity of the pooled vehicles directly affect the success of such an arrangement. Ideally, any given vehicle in the pool should be no less desirable than any other within its duty class.

### **3.3.1 Requesting Motor Pool Vehicles**

Employees requesting use of motor pool vehicles are required to contact the DPW&T Transportation Division Fleet Services Coordinator and make the request at least 24 hours in advance of the date the vehicle is needed and complete the **Motor Pool Vehicle Use Form** (Appendix I) at the time of pick up. Employees may pick up keys to vehicles from the Fleet Service Coordinator.

All operators of motor pool vehicles that do not normally have an assigned vehicle must verify that they have a license in good standing and an acceptable driving record as determined by the Department of Human Resources. Every effort will be made to provide a motor pool vehicle to cover vehicles in the shop for repairs for lengthy period.

### **3.3.2 Overnight Use of Motor Pool Vehicles**

Motor pool vehicles may be requested to attend night meetings or to attend conferences or seminars. However, the following rules will be strictly enforced:

- The vehicle should be picked-up at the Fleet Service Coordinator's office by 3:00 p.m. on the scheduled date of vehicle use if possible.
- The motor pool vehicle is used only for transportation from County buildings to the location of the meeting. Upon completion of the meeting, the vehicle can be used to transport the employee to their residence.
- The vehicle must be returned to the Fleet Service Coordinator's Office. the following morning or requested date.
- Operators of County vehicles must be County employees or volunteers of County agencies.

### **3.3.3 Emergency Service**

In the event of a motor pool vehicle breakdown between the hours of 7:00 am and 3:30 pm, the operator must contact Transportation personnel: Vehicle Maintenance Supervisor or Fleet Services Coordinator. A **Vehicle Maintenance Request Form** is provided in Appendix III.

If a motor pool vehicle breakdown occurs outside of normal operating hours,

weekends, or holidays, the operator must contact the Emergency Control Center at (301) 475-8016. The Emergency Control Center shall contact the Transportation Division as required, to respond as soon as possible. Unscheduled maintenance is further described in [Section 8.4](#) of this Manual.

In the case of an emergency, if there is no apparent vehicles / equipment available to meet the nature of the emergency, departments / agencies may rent vehicles / equipment as necessary from funding within their individual operating budgets. The Transportation Manager shall determine whether the need for emergency vehicles / equipment can be met internally.

### 3.3.4 Returning Motor Pool Vehicles

- All employees must complete a **Vehicle Utilization Log** (Appendix I) for their motor pool vehicle. In addition, any vehicle malfunctions must be reported by the operator to Transportation on a **Motor Pool (Loaner) Vehicle Form** (Appendix I). Vehicles returned prior to the close of the Transportation business day will be parked in the designated motor pool spaces and the keys returned to the Transportation Division or to the Department assigned to an established off-site motor pool location(s).
- Vehicles returned after the close of the business day shall be locked and the keys returned to the Transportation Division or the off-site department designee by 8:30 am the following business day.
- All vehicles must be returned clean and fully equipped. A dirty interior is defined as trash or residue from material that has been hauled in the vehicle. This is not meant to include normal dust and dirt associated with regular use.
- The operator is also responsible for reporting for any missing components such as hubcaps, spare tires, or jacks that are on the vehicle when checked out.

## 3.4 TAKE-HOME VEHICLES USE

The Department Head will have the discretionary authority to assign its dedicated vehicles to department personnel, authorize vehicles / equipment for Take-Home Use and determine who will be allowed to use a department vehicle on a 24-hour basis. The Take Home Vehicle Program provides significant value to enhance emergency response opportunities and the efficient deployment of essential personnel.

### 3.4.1 Authorization for the Use of Vehicles / Equipment

In addition to operating during normal working hours, some positions require response to special situations or events outside these hours. The goal of this policy is to aide in the effort to provide critical services during off-duty hours with minimum additional cost. Only those employees who have positions that require

the use of vehicles or equipment to carry out their official duties should be authorized to use department vehicles and equipment.

The use of department vehicles on a 24-hour basis is authorized only for those employees who are on-call 24 hours each day and who are routinely required to report back to duty during non-working hours. It is expected that vehicles will be pooled and not assigned for individual use unless the employee's use meets the guidelines described in [Section 4.5](#).

For shared vehicles, the department shall maintain records of all vehicle assignments including a **Vehicle Utilization Log** for each vehicle. Utilization Logs must be forwarded to the Transportation Division at the end of each month. For vehicles assigned to individuals, fuel invoices sent to the departments each month will suffice as vehicle records. Sheriff's monthly mileage report will suffice.

### **3.4.2 Assignment of Take-Home Vehicles**

On September 11, 2009, an internal policy mandate regarding Vehicle Take-Home Use was implemented; only essential, on-call personnel are authorized effective September 18, 2009. This initiative should help reduce mileage and fuel consumption. Take-Home Vehicles shall be assigned based on the intended use of the vehicle and the frequency/ need for the employee to respond to after-hours and weekend emergencies or work. Employees are required to successfully complete driver training before being issued a take-home vehicle.

Take-Home Vehicles may be assigned to County employees who are called out at least 12 times per quarter, or 48 times a year, and have primary responsibility to respond to emergencies. Department Heads may assign a Take Home Vehicle for positions that are called out less than these prescribed standards, if the justification demonstrates a critical need that, without having the vehicle readily available, would jeopardize the safety of citizens or County assets.

County vehicles will be assigned to employees who reside within the geographic boundaries of St. Mary's County, or within 25 miles of the County line with approval of the department head. Requests for County vehicles to reside outside of the geographic boundaries of St. Mary's County and with the 25-mile restriction should be submitted in writing to the department head with verification of the distance/mileage to the residence and fully justified by the employee and direct supervisor.

Special equipment vehicles may also be assigned if an employee needs specialized equipment or a special vehicle to perform County work. Positions which require the use of a vehicle on a seasonal basis may be assigned the vehicle during that particular season. Department Directors shall make the determination as to whether an employee satisfies the requirements to be authorized a Take-Home Vehicle. The employee must fill out the Take-Home

Vehicle Authorization Form, possess a valid Maryland Driver's License, maintain a safe driving history, and meet one of the following criteria:

The vehicle is required for the protection of lives and property of the citizens of St. Mary's County, developer infrastructure investment, or protection of County-owned/occupied property and equipment, to include response to 911 calls, *or* the employee is subject to frequent after-hours emergency call back, scheduled work, or temporary / seasonal assignments, *and* an unacceptable delay in the response would result from the employee's return to the normal work station to retrieve the needed vehicle.

The job regularly requires an employee to go directly from his/ her home to a work site (and from work site to home) without first going to his/ her work location *and* requires the use of a county vehicle to perform the work.

Annually the Department Director will certify the employee's eligibility for a take home vehicle and will provide an updated authorization form verifying the employee has met the criteria for a take home vehicle.

The Transportation department or designee will complete an annual audit of take-home vehicles resulting in an up-to-date employee list, updated department certification and employee acknowledgement and updated MVA checks. Upon completion, a summary report will be provided to the County Administrator.

### 3.5 UNDER-UTILIZED VEHICLES

The process of evaluating the fleet includes the identification of vehicles that show patterns of low use that could potentially be re-assigned or identified as surplus. The Minimum Utilization Guidelines described below and in [Section 4.5.6](#) were adopted as a part of a **Vehicle Reduction Program** initiated by the Department in FY 2008 to remove "excess fleet capacity". Assuming 100% utilization equals 20,000 miles or 2,000 hours per 12-month period, any vehicle driven less than **5,000** miles per year shall be classified as "under-utilized" and should not be eligible as a dedicated vehicle.

It is expected that, in very few circumstances, that utilization below the following minimum levels will not warrant a "designated vehicle" status: Passenger vehicles and light trucks: **400** miles per month, medium and heavy-duty trucks: **200** miles per month, motorized equipment: **20** hours per month. Under-utilized vehicles may be returned to the Transportation Division for re-assignment and/or disposal in accordance with [Section 5.2](#).

Based on vehicle reduction goals, experience of the Transportation Division in maintaining older vehicles, and economic costs associated with vehicle operation, the Minimum Utilization Guidelines (excluding specialty vehicles) are utilized shown in **Figure 3.1** (below) are utilized to help determine whether to justify assigning a full-time dedicated vehicle(s). The criteria have also been used to target additional vehicles for disposal / removal from the fleet which includes confiscated, wrecked, spare, and vehicles salvaged for parts.

### Figure 3.1 MINIMUM UTILIZATION GUIDELINES

<u>Vehicle Standard-Type</u>	<u>Minimum Standard (yr)</u>
Sedans / Passenger Vehicles	6,000 miles
Light Trucks /Pick-Ups ( $\leq$ 12,500 lbs.)	6,000 miles
Med. Trucks / SUV / Vans ( $>$ 12,500 lbs.)	5,000 miles
Heavy Trucks ( $>$ 24,000 lbs.)	5,000 miles
Truck Tractors	10,00 miles or 250 hours

### 3.6 IMPACT OF VEHICLE AGE ON UTILIZATION

Old vehicles are unreliable compared to new ones and are prone to unpredictable breakdowns. Consequently, fleet users who are allocated old vehicles take steps to add additional units to the fleet to provide a pool of backups and spares so they can continue to operate when a front-line vehicle breaks down.

### 3.7 SPARE VEHICLE RECOMMENDATIONS

#### 3.7.1 Overall County-Owned Fleet

In general, to meet the need for County wide pool cares, the Transportation Division has determined the number of active "spares" that should be available for regular fleets at between **10-15%**. The following standards are recognized:

- Law Enforcement and Public Safety. The number of vehicles assigned to Law Enforcement and Public Safety should include a recommended level of spare vehicles of 10 %.
- Solid Waste Transfer Trailers. The recommended level of spare vehicles is 10%.
- Passenger Vehicles. The recommended level of spare vehicles is 10%.

#### 3.7.2 Federal Transit Administration Criteria

In general, transit industry sets standards for the number of active "spares" that should be available in case of routine maintenance / unanticipated breakdown(s), as well a certain number of inactive vehicles known as a "contingency" fleet. The latter represent vehicles that are placed in an inactive status in preparation for emergencies and are not considered as spares or part of the active fleet. The transit industry does not have a uniform spare ratio, however, the recognized transit industry standard for the number of spare buses in a transit fleet should not exceed **between 10 to 20% of the total number in operation at maximum**

**service levels** (for STS, typically 18 buses are in operation during peak periods).

- STS Contingency Fleet. According to the Federal Transit Administration, buses may be stockpiled in an inactive contingency fleet in preparation for emergencies. However, no bus may be stockpiled before it has reached the end of its service life.
- Buses held in a contingency fleet must be properly stored, maintained, and identified as a contingency plan to meet service needs. These vehicles would not count in the calculation of the "spare ratio".

### **3.7.3 Non-Public School Bus Transportation**

The contracted Non-Public Scholl Bus system should operate a fleet of buses, which is limited to a size and can effectively be used to provide safe, economical, and efficient transportation. In view of the cost to purchase and maintain a bus, the number of spare buses should be based on actual needs. Bus fleets should be sized to provide more vehicles than re-assigned for operational use each day. A minimum **10-15%** spare ratio is recommended to ensure spare buses are available in cases when; a bus(es) is in the shop for repairs or maintenance, or a

bus(es) is involved in an accident or experiences a mechanical breakdown.

Contractor buses that are identified as eligible spares should be the buses in the best mechanical condition. The selected dedicated buses should receive the appropriate compensation.

### **3.7.4 Lower Spare Ratios**

Lower spare ratios for operations can generally be maintained if the following issues have been addressed:

- Average Age of the Fleet. The ability to regularly replace older vehicles with new vehicles increases the reliability of the fleet and reduces the maintenance effort required.
- Fleet Consistency. The uniformity of the fleet enables maintenance staff to standardize maintenance procedures and reduce parts inventories, which leads to reduced maintenance efforts.
- Maintenance Program. The efficiency and effectiveness of maintenance staff, as well as the relative importance within the organization of maintaining the fleet at a very high level, reduces the need for a large spare ratio. The ability to provide specialized and continuing training to maintenance staff also increases the effectiveness of the maintenance program. Mid-life refurbishment of the fleet also extends the life of vehicles and increases the reliability of the fleet.

### 3.8 DEFINITIONS

**"Active Fleet"** means the total number of buses, including spare and scheduled stand-by buses operated by the Transportation Division for transit operations (STS) or under contract to provide transportation (Non-Public School Buses), but does not include emergency contingency vehicles or non-revenue producing vehicles.

**"Ready Reserve Fleet"** means "spare" buses that are used to accommodate routine maintenance and repair operations and are used to replace buses in scheduled service that break down or are involved in an accident (s). Spares help ensure reliable service to the public.

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## **SECTION 4. ACQUISITION & REPLACEMENT**

### **4.1 OVERVIEW**

To centralize all County fleet vehicle replacement(s) into a single entity and to establish a dedicated, multi-year acquisition and replacement program. The initial program recommendations were presented to the Commissioners of St. Mary's County and included a prioritized needs listing based on utilization, age, compatibility with the rest of the fleet, condition, fuel economy, safety / repair records, serviceability, and available funding levels. As typical programs may run anywhere from four to eight years in length, a six (6) year vehicle replacement schedule was presented to the Board of County Commissioners by the DPW&T on March 15, 2004, and March 1, 2010.

#### **4.1.1. Responsibility**

The Transportation Division was responsible for updating and administering the Commissioners of St. Mary's County approved multi-year **Fleet Replacement Program** (FRP) for both vehicles and equipment. The multi-year program is re-confirmed annually by the Transportation Division and a recommended priority replacement listing is provided to the Board for funding consideration.

#### **4.1.2 Guidelines**

The Replacement Guidelines in **Section 4.4** are used as rules to determine which vehicles and equipment items will be retained in or removed from the fleet. Rather, they are to be used as performance indicators that trigger reviews between the Transportation Division and using Departments. Annual mileage is a good indicator of the need for a vehicle. Some vehicles are heavily used even though they do not accumulate a lot of miles. Thus, while high mileage rates usually are a good indication that a vehicle is needed and should be retained, they may be vital to the performance of employees' job duties and agencies' missions. Additional consideration will also be given to functionality, safety, and overall condition of the vehicle.

#### **4.1.3 Priority Codes**

Priority will be given to those departments whose services relate to public health and safety and law enforcement. As vehicles reach the targeted miles or age of replacement criteria, a vehicle maintenance evaluation will be performed by the Transportation Division. Since a large portion of the fleet remains eligible for replacement, that is why the Department provides a prioritized listing each year to ensure the Board replaces the vehicles and equipment that are in the greatest need of replacement with the funding level made available each year.

Replacement funds will be used to replace the vehicles that have the highest replacement priority, as determined by the DPW&T to assure the safety and efficiency of the entire fleet. Departments wishing to upgrade with a more expensive model will require approval of the Board of County Commissioners and a separate justification for funding during the budget process. The following

Priority Importance Protocol list have been established by the DPW&T and are utilized to prepare recommendations to the Board of County Commissioners during the annual vehicle and equipment replacement evaluation:

- 1 = High Priority Replacement - emergency & marked patrol vehicles
- 2 = Medium Priority Replacement (includes unmarked patrol)
- 3 = Department Replacements depending on years and mileage, and conditions and replacement value.
- 4 = Disposal – due to accident or expensive costs of maintenance recommended for or already d of
- 5 = Grant - vehicles purchased/replaced by Grant funding according to its useful life criteria.

#### 4.1.4 Recommendations

The DPW&T will ensure that all County vehicles and equipment are essential to performance of departmental missions and will identify those vehicles and equipment that are fully no longer necessary or not utilized. The fleet will be analyzed to determine whether it would be economical to retain a vehicle for an additional year, should be recommended for disposal, reassigned to a department with “low usage” requirements, or placed in the Fleet Motor Pool. Recommendations for new and disposition of the existing fleet are provided to the Board of County Commissioners annually as a part of the budget process.

Recommendations for the Sheriff's Office remain consistent with current policies and practice., It was agreed that the equipment outfitting of all Sheriff's vehicles would be included in the Replacement Program. All Sheriff's Office confidential and specialty use vehicles are exempt from the policies contained herein. *Disclaimer: Nothing in this policy is intended to prevent or hamper the operational readiness of the Sheriff's Office as it pertains to use of vehicles.*

#### 4.1.5 Final Approval

Motor vehicle and equipment replacement acquisitions are only permitted for those prioritized by the Transportation Division for replacement and approved by the Commissioners of St. Mary's County. It is the responsibility of the Transportation Division to coordinate the purchase, inspection, accept the delivery, license, and tag all new vehicles and equipment. New vehicle acquisitions may be authorized by County Commissioners via individual departmental request(s) and upon recommendation by the DPW&T based on an analysis of the overall fleet. The method of funding such as general fund, exempt, guaranteed buy-back lease etc. will be determined by the Finance Department.

#### 4.1.6 Specifications

Procurement can assist establish standard specifications for sedans, light trucks,

and other tagged vehicles and off-road motorized equipment to the extent feasible. User departments will be responsible for developing specifications for specialty vehicles, non-standard equipment, and any other deviations from standardized specifications. User departments are required to justify requested changes to standardized specifications. Procurement has a state contract which will assist with vehicle specifications. The Office of the Sheriff will determine standard specifications for police packages, specialty vehicles, and equipment for marked and unmarked vehicles.

### 4.3 VEHICLE and EQUIPMENT REQUEST CYCLE

Using departments may request new vehicle acquisitions directly to the Transportation Division or the Board of County Commissioners only under the following conditions:

- Right Sizing. When the department requires a different type or class of vehicle than is currently assigned to support its mission or when vehicles are shifted from high usage functions into lower usage functions, which would not be the standard replacement as described in [Section 4.4](#).
- Demonstrated Need. When an additional vehicle, or piece of off-road motorized equipment, is required to expand the fleet.
- Differential Upgrade. When additional features and equipment above the routine are required, they will be identified as a separate request by the using department.
- Fleet Usage. When older vehicles are not turned in and organizations accumulate spare vehicles to compensate for unreliable frontline units.

The following procedure shall be complied with by County departments in requesting new vehicle and equipment acquisitions. A motor vehicle request memorandum must be prepared by the department requesting new or additional vehicles or equipment and submitted to the Transportation Division for review. Every motor vehicle request submitted to the Transportation Division must be accompanied by the following information:

- A Vehicle needs a determination statement detailing the anticipated use for the vehicle.
- Listing of corresponding vehicles that will be returned to the Motor Pool, if applicable, to Transportation (only for change in vehicle type or class).
- Specifications for a requested new vehicle are described in [Section 4.7](#).

The Transportation Division will review replacement / new requests and recommend a prioritized listing to the County Commissioners in accordance with the following schedule. It is the responsibility of the requesting department to support and justify the acquisition of any new additional vehicles during the budget approval process.

### **VEHICLE and EQUIPMENT REPLACEMENT BUDGET CYCLE**

<i>October-November</i>	Prioritize vehicle and equipment “Baseline” requirements for the following fiscal year based on the approved funding levels. Make preliminary decisions regarding makes, models, specifications, departmental needs, options, etc. Utilize a one-to-one replacement schedule. Departments shall submit a request for new vehicles and the justifications.
<i>February</i>	Finalize decisions regarding the replacement program and recommend “right sizing” and fleet adjustments (i.e., redistribution and reallocations).
<i>March-April</i>	Discuss priorities for replacement and review any new requests with the Board of County Commissioners. Schedule Spring Auction, if needed.
<i>May</i>	Board of County Commissioners determines priorities and established level of funding through the budget process for the next fiscal year.
<i>September-October</i>	Place orders with vendors through existing contracts and initiate the formal bid process as needed. Schedule Fall Auction, if needed.
<i>January-February</i>	Begin receiving delivery of vehicles and equipment. Insure, title, and tag vehicles as required. Sheriff vehicles are outfitted with approved equipment.

Except for Sheriff’s vehicles, which may require off-site / out-of-state acceptance inspections, all vehicle acquisitions will be delivered to the St. Andrews Vehicle Maintenance Facility for specification inspection and acceptance. New vehicle acquisitions or replacement vehicles will be released / assigned to the receiving department(s) after inspections and tags are assigned. Refer to **Section 4.8** entitled Participant Actions, which discusses Departmental responsibilities during the acquisition process.

#### **4.4 REPLACEMENT GUIDELINES**

It is the goal of the annual **Fleet Replacement Program (FRP)** to ensure that all County vehicles are used to their maximum potential for County business. To attain the objective of realizing the best return for the County funds invested in the fleet, based on the experience of the Transportation Division, every effort shall be made to keep or rotate all County vehicles, except for marked Sheriff patrol and special purpose vehicles (Street Sweepers, Vehicles with Handicap Accessibility, etc.), and to keep vehicles in service for at least 150,000 miles or a period of ten to twelve (12) years.

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- Equipment is normally at a point of wear that merits retirement at around 6,000 to 7,000 hours, although 10,000 hours may be possible with proper maintenance. Recommended replacement guidelines for the following types of vehicles exceed industry averages and that for motorized equipment; age is less important as a criterion for replacement than engine hour operations.
- Based on experience of maintaining vehicles in use by St. Mary's Government, for tagged vehicle fleets are generally 4-5 years to avoid the risk of major mechanical component failure. In fact, some vehicle replacement policy interval guidelines are as low as 2 years or 40,000 miles.
- Many State entities with replacement policies have set replacement points between 70,000-150,000 miles, most keeping vehicles for at least 100,000 miles. The Federal General Services Administration uses a range of optimal vehicle replacement thresholds; 60,000 miles (for sedans and station wagons), 50,000 miles (for light-duty trucks), 80,000 miles (for heavy duty trucks), and 40,000 miles (four 4-wheel drive vehicles).
- Recommended replacement guidelines for fixed and add-on equipment such as light buses, radios, sirens, speakers, and toolboxes is ten (10) years. Add-on equipment with remaining useful life shall be re-conditioned and re-assigned whenever possible.

The **Minimum Replacement Criteria** (shown in **Figure 4.2** below) represents guidelines and Departmental recommended standards based on local experience from the cost of maintenance and availability of parts for the County fleet. The recommended target replacement cycles for the above referenced vehicles and off-road motorized equipment classes are based on a combination of affordability and replacement analysis.

<b>FIGURE 4.2 MINIMUM REPLACEMENT CRITERIA</b>	
<u>Vehicle Type</u>	<u>Recommended Standard</u> *
Sedans and Passenger Vehicles	10 years and 150,000 miles
Vans (passenger and cargo)	10 years and 150,000 miles
SUV and Light Duty Pick-up Trucks	10 years and 150,000 miles
Pickups (gasoline > 1 ton)	8 years or 150,000 miles
Pickups (diesel > 1 ton)	8 years or 150,000 miles
Dump Trucks	10 years or 150,000 miles
Heavy Trucks (>12,500 lbs.)	10 years or 150,000 miles
<u>Other Vehicle Types</u>	<u>Recommended Standard</u>
Motorcycles	6 years and 50,000 miles
Sheriff Patrol Vehicles (Marked)	6 years and 125,000 miles
K-9, Crime Lab, Special Ops	
Sheriff Patrol Vehicles (Unmarked)	8 years and 125,000 miles
MTA / FTA Funded Transit Buses	12 years or 300,000 miles
Non-Public School Buses	15 years

<u>Equipment Type</u>	<u>Recommended Standard</u>
Refuse Transfer Trailers	10 year minimum
Equipment > 2 tons	12 years or 6,000 hours
Small Riding Equipment: Tractors, Mowers	10 years or 6,000 hours
Motor Graders, Dozers, Excavators	15 years or 9,000 hours
Heavy Off-Road: Backhoes, Loaders	15 years or 9,000 hours
ATV	15 years

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#### 4.5 ADDITIONAL REPLACEMENT GUIDELINES

. The fleet is inspected yearly for eligibility replacement. Replacement for other equipment will be reviewed on a case-by-case basis, based on the historical repair costs, type of use (such as severe duty, mission critical or backup), reliability and assessment of current condition. Vehicles may also be marked for replacement under the following conditions as reflected on the **Vehicle / Equipment Replacement Evaluation Form** (Appendix III).

##### 4.5.1 Age and Mileage

Where the vehicle is expected to meet or exceed the replacement cycle criteria by the end of the fiscal year, or prior to the anticipated replacement date; and/or where the vehicle is determined to be beyond its' useful life. Do not repair a vehicle if its fair market value is less than \$500. Due to conversion costs, do not repair a police vehicle for continued police use if its fair market value is less than \$2,000.

##### 4.5.2 Operating, Maintenance and Repair Costs

Where the vehicle would require extensive repairs to enable operation during the succeeding fiscal year. Conduct a level 5 Inspection for all older, suspect vehicles, especially dump trucks and other heavily used vehicles. Consider replacing a vehicle that has a history of excessive repairs or excessive operational costs but has not reached either the mileage or time component of the standard replacement cycle. Refer to the discussion in **Section 8.10**. In addition, the provisions of this Section, the following terms and commentary should be noted:

- Rebuilding. Vehicles to be rebuilt should be at the end of the minimum normal service life, as previously described, and in need of major structural and / or mechanical rebuilding.
- Overhauls. Overhauls are usually a part of sound maintenance practices to keep vehicles in a "state of good repair" and in some instances to extend the service life of vehicles and equipment.
- Downtime. When a vehicle is not available for service, it still has a cost per

hour, per diem or per mile. This cost should be indexed, and unacceptable

variations should be noted.

- Obsolescence. Is a function of work need. Obsolescence equipment usually does not meet the requirements of the using department. Obsolete equipment renders crews, no matter how skilled, unable to perform their work, or creates a needless higher cost to perform the needed services.
- All County vehicles are towed or driven to the VM shop for evaluation and repairs.

#### **4.5.3 Residual Value**

When the parts and labor for maintenance and repair become 30% of the residual value of any one vehicle, the Transportation Division uses that as a guideline for when the replacement cycle of that vehicle should begin. For those assets near the end of their useful lives, maintenance costs tend to be significantly increased.

*At present, most of the County's fleet being disposed of is beyond the useful life and is receiving, at best, salvage value.* The reduced economic value is reflected in a vehicle's resale.

#### **4.5.5 Condition**

Based on a thorough review of the vehicle's condition, the vehicle is beyond economical repair (i.e., the estimated body and/or mechanical repairs for passenger and light trucks exceeds 50% of the vehicle's "Blue / Black Book" fair / average market value), the Kelly Blue Book (KBB) is one source that takes into account options, condition, mileage, market conditions and depreciation; and where the vehicle has been involved in an accident and is considered a "total loss" (non-repairable). The total cost of repair shall be no greater than 80% of the vehicle's fair market value as determined by the County's local insurance agency.

#### **4.5.6 Utilization**

Continuing to dedicate such a unit to a user department or agency that does not meet the guidelines established in [Section 3.5](#) would be a waste of resources that could be much better utilized. In general, vehicles, equipment, and tools with under a **60%** utilization measured in time / usage / frequency of use and high mileage should be disposed of.

Utilization standards may vary by department and can be determined by calculating the departmental average (miles / year) for each class of vehicle and reviewing all vehicles, plus individual vehicles where utilization falls below the departmental average. During the evaluation process of seemingly under-utilized vehicles, it is critical to develop information on their use and importance to a department or Agency that simply cannot be reflected in a single metric such as weekly, monthly, or annual mileage. **Low-mileage vehicles are not necessarily low-**

**usage or low-importance vehicles.**

Annual mileage lower than 15,000 miles can be expected for vehicles used for short trips, special purposes, or incidental use (i.e., spares, loaners) but may have high maintenance costs. It is a case-by-case evaluation.

**4.6 IMPACT OF FLEET AGE and MILEAGE ON ANNUAL COSTS**

To determine the average age of the fleet, specialty equipment, low usage equipment, spare vehicles, loaners, etc., should be removed from the calculation to obtain a more accurate estimate of programmatic needs of the "Eligible Fleet". *Depending on the age of the fleet, another option could be to reduce the average age of the "eligible" fleet (vehicles and equipment) by at least one (1) year, each year, until the current replacement policy is met.*

**4.6.1 Age of Fleet**

In the base year (2004), when the Fleet Replacement Program (FRP) was established, the average age of the entire fleet was **8.3** years, and the average age of the Sheriff's vehicles was **6.3** years. In the above calculation, the age of the Sheriff and Eligible Fleet excludes all tagged vehicles older than twenty (20) years. The fleet replacement policies should gradually reduce the age of the fleet.

**4.6.2 Age and Mileage Listing**

To attain the objective of realizing the best return for the County funds invested in the fleet, every effort shall be made to keep or rotate all County vehicles to improve utilization, except for marked Sheriff patrol and special purpose vehicles (Street Sweepers, Vehicles with Handicap Accessibility, etc.), and to keep vehicles in service for at least 150,000 miles or a period of ten to twelve (12) years.

**4.7 CASE STUDY**

**4.7.1 Office of the Sheriff**

The categories of vehicle types in the Sheriff's fleet include officer marked, officer unmarked, crime lab, corrections, spare, K-9, alcohol enforcement, civilian / administrative, narcotics, child support grant, confiscated, special operations, command mobile unit(s), Academy and EST Team. The Sheriff's Office sets their own standards on replacement and retention.

**4.7.2 Solid Waste Transfer Trailers**

Equipment is normally at a point of wear that merits retirement at around 6,000 to 7,000 hours, although 10,000 hours may be possible with proper maintenance.

Age and condition of transfer trailers are the most criteria utilized (not mileage or

hydraulic engine hours) in establishing replacement guidelines and schedules.

The

tabulation below shows the total number of vehicles broken down by age:

- Daily, eight (8) trailers are at the convenience centers accepting waste, two to four (2-4) are being pulled or are in transit to the final disposal site.
- On Sundays, an absolute minimum of four to six (4-6) additional trailers are needed for the temporary storage of filled compactor trailers.
- On the average, three to four (3-4) are in various stages of repair on any given day of the week and/or weekend, which renders their use unavailable for use.

#### **4.8 PARTICIPANT ACTIONS**

Transportation Manager:	<p>Provides a prioritized multi-year Fleet Replacement Program (FRP) and cost estimates to the Director. Works with the requesting department agency to address programmatic needs.</p> <p>Confirms vehicle / equipment justification is warranted. Evaluates balance of fleet for availability of similar vehicles in the fleet, possible reassignment, "right-sizing" opportunities and submits prioritized recommendation to DPWT Director.</p> <p>Upon inspection, assignment of a plant number, receipt of title insurance / transfer of title and tagging the vehicle / equipment is ready for release to the respective Department.</p> <p>Coordinates warrantee tracking and reimbursement. Maintains vehicles and equipment in a safe manner until such time that they are removed from service.</p>
DPWT Director:	<p>Reviews, approves, and finalizes a "draft" replacement program and fiscal year Baseline budget submission.</p>
Chief Financial Officer:	<p>Ensures estimated resources are available to fund the Baseline request and recommends a method of financing (i.e., Exempt financing).</p>
Vehicle Requestor:	<p>Using Department / Agency provides justification for additional vehicle / equipment replacement and for additional / new / specialized vehicle(s). Works with the Transportation Manager to understand purpose of the request and develops procurement specifications.</p>
Requestor's Dept. Head:	<p>Verifies and approves the Vehicle Needs Determination</p>

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justification of the above request for submission and evaluation by the Transportation Division.

- DPWT Director: Reviews and prepares a final recommendation for consideration by the Board during the annual operating budget process.
- County Commissioners: Authorizes a specified funding level and the respective Fleet Replacement Program (FRP) listing.
- Chief Financial Officer: Ensures estimated resources are available for vehicle request. Conducts the subsequent procurement processes for acquisition and outfitting in accordance with established policies and procedures.
- Vehicle Requestor: Submits and obtains final approval of specifications from the Transportation Manager and IT Director, as required. Prepares and forwards purchase requisitions.
- Chief Financial Officer: Accepts and evaluated vendor bids, forwards Bid Tally Sheet(s) to the requesting department and Transportation Division for concurrence in award recommendation.
- :
- Risk Manager: The County's Risk Manager will include new vehicles in the County's blanket insurance coverage when notified by the Transportation Manager that the vehicle has been added to the Motor Vehicle List.
- Requestor's Department Head: Approves any required financing payments and accepts the vehicle for use.
- Risk Manager: Reviews and processes accident claims and insurance repairs.

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## **SECTION 5. DISPOSITION and DISPOSAL**

The highest driver of all fleet - shop - parts - fuel department costs is the number of vehicle / equipment assets in the fleet. The Department determined the fleet size by needed vehicle purchases and disposals and by necessity through the budget process.

### **5.1 DECLARATON OF SURPLUS**

Once the targeted replacement cycles in [Section 4.4](#) have been realized, the replaced vehicle is evaluated for the motor pool, re-assigned to another department as a "low usage" vehicle, or declared surplus and sold at auction or another approved disposal method.

When the Transportation Division, in conjunction with the user department, has determined that vehicle(s) and/or equipment are no longer required to accomplish organizational goals, or if a vehicle has been damaged to the point that it is not cost effective to expend additional County funds to repair, or if a vehicle is to be replaced, the Division will declare the vehicle(s) as surplus property. Vehicles and equipment that are identified as excess are not eligible for replacement.

Similarly, as discussed in [Section 5.3](#) the Board of County Commissioners must approve the acceptance of vehicles and equipment from donating agencies outside of County Government (i.e., Health Department, Metcom, etc.) following an inspection and recommendation from the Transportation Division, a fiscal impact evaluation for repair / maintenance / insurance / title and tag costs and a determination that it meets an identified need for the receiving department or agency within St. Mary's County Government. Once a declaration of surplus property has been determined and the Board agrees to accept the property (vehicle or equipment), a **Surplus Property Declaration and Utilization Form** (Appendix I) will be executed.

Transportation does not endorse any department policy that leads to the "cannibalization" of motor vehicles without a prior vehicle inspection by the Transportation Division. Under no circumstances are department heads authorized, nor are they to allow employees under their supervision, to stockpile, impound, remove, or transfer automotive parts or specialty equipment from vehicles identified as surplus, without the express written authorization from the Transportation Manager, based on recommendations from the Vehicle Maintenance Supervisor and Shop Foreman.

### **5.2 RE-ASSIGNMENT and DISPOSAL PROCEDURES**

Once physical custody of the motor vehicle/equipment has been assumed by Transportation, a semi-annual evaluation of the motor vehicle's operational efficiency will be completed, and the annual fleet listing updated.

- 5.2.1 If a vehicle/equipment evaluation determines that the vehicle is unfit for re-integration into the County's motor vehicle/equipment fleet, or that the vehicle no longer satisfies the agency/departmental needs, the DPW&T Transportation Division will initiate the necessary actions to dispose of the vehicle / equipment.
- 5.2.2 The vehicle may also be re-assigned, transferred, or re-purposed ("right sizing").

**5.2.2** If the motor vehicle/equipment evaluation determines that it is cost effective to repair, refurbish and / or overhaul the vehicle/equipment, the Transportation Division will undertake this action.

**5.2.3** Vehicles and equipment will be evaluated to determine the most cost-efficient method of disposal either through pre-announced public auction, sealed bid, through a scrap metal vendor, or salvage sale (wrecked vehicle or junk sale) in accordance with the following:

- Inspect and prepare vehicles identified for disposal to obtain the best sales price.
- Unless otherwise noted, the Transportation Division is responsible for acceptable vehicle condition at the time of delivery to an auction site. Each vehicle will be in a clean condition, including the removal of all non-vehicle items, rubbish, cigarettes, etc., from the interior. Any decals, insignia, parking, or fleet numbers will be removed. License plates will be removed. Additional cleaning and buffing may be advisable depending on the condition of the vehicle. The vehicle Certificate of Title must also be transferred.
- If the vehicle was involved in an accident in which the insurance company of the driver of a non-County vehicle pays for the accident, the Department provides this information on the declaration to the County's Risk Manager.
- If a vehicle is to be sold and is not in operating condition, it may be sold "as is, at the auction location."
- The Transportation Division may register to sell surplus vehicles / equipment directly utilizing electronic / web-based auctions, or contract directly with a vendor providing auction services,
- 
- If the vehicle is considered a total loss in accordance with [Section 4](#), the Division may contract directly with a County authorized scrap metal vendor and is considered a "salvage sale".
- Generally, all heavy and specialized equipment shall be sold thru a pre-announced public auction.
- Except for STS Transit buses in [Section 11.7](#), all net proceeds shall be deposited into a General Fund Revenue account approved by the Finance Department.
- Vehicles may be considered for transfer from one department to another when the useful life of the vehicle can be extended, and the vehicle is suitable for the receiving department.

- 5.2.4** Any fees charged for disposing of a vehicle or piece of equipment at auction will be paid directly to the auctioneer or deducted from the proceeds owed to the County following the sale.
- 5.2.5** Vehicles may be recommended for donation to non-profit entities or other County entities for educational purposes, practical training exercises, course curriculum uses (e.g., Dr. James A. Forrest Career and Technology Center) on a case-by-case basis as approved by the Commissioners of St. Mary's Co. to include the "Vehicles for Change" program. Any declaration of surplus property that is donated or vehicle eligible for "pass down" as described in **Sections 5.1 and 5.3** must complete a **Surplus Property Declaration and Transfer Form** (Appendix I). *Donations to private individuals, county employees or for-profit organizations are prohibited.*

### **5.3 "VEHICLE EXCHANGE" POLICY**

A basic principle of fleet management is to control fleet size. However, situations arise where a vehicle or piece of equipment that is no longer suitable for its needs, but the unit may have useful remaining life. In such cases, another Department within the organization may want to obtain the unit that is available for "exchange." when a "vehicle exchange" becomes available, the receiving Department should answer certain questions before authorization of the "vehicle":

1. Did the exchange unit become available because a new unit replaced it? If the answer is "yes," then the pass-down unit is excess inventory until it, or another unit, is removed from the fleet. If the answer is "no," then you can assume that the original, "owning" group no longer needed the exchange unit, so removal of a unit from the fleet is not required.
2. Does the exchange unit have useful life remaining? To answer this question, you will want to apply guidelines (already developed or requiring development) for retention and transfer of a pass-down unit. Here's a hypothetical example: The exchange unit must have at least 25% of its estimated life remaining in terms of mileage or hours. For example, a passenger vehicle with a recommended life of 6 years and/or 72,000 miles should not be exchanged if its mileage exceeds 54,000 miles (75% of 72,000).
3. As a rule of thumb, exchange of units for which age is greater than or equal to the estimated life in terms of time should be disallowed. Thus, the passenger vehicle in the above example could not be exchanged if it were six years old, or older, regardless of the mileage on the vehicle.
4. Is repair or refurbishing required for the exchange unit to be useful? If yes, then apply guidelines regarding repair and refurbish expenditures (and dispose of vehicles exceeding the guidelines). The establishment of these or similar

policies help prevent the development of an “old” fleet. An old fleet is one that has too many units requiring high maintenance, and such units will quite likely have low utilization.

#### 5.4 SEIZED / FORFEITED VEHICLES

Vehicles in this category have been seized by or forfeited to the Government in connection with a criminal or civil court proceeding. While this source may offer a variety of sizes and models, these vehicles would normally be limited to those suitable for undercover law enforcement assignment. Keep in mind that, in some instances, the vehicles may have outstanding liens on them.

#### 5.5 GREEN FLEET INITIATIVES

All vehicle procurement specifications will be reviewed and modified as necessary to ensure that the specifications are written in a manner flexible enough to allow the purchase or lease of alternatively fueled (AFV) or electric drive-train vehicles. *The Division will identify vehicles that can be reasonably replaced with more sustainable, **higher miles per gallon (30-35 mpg), lower or zero-emission (ZEV), alternative fueled, flex-fueled (E85), and more efficient types of vehicles.** In addition to establishing motor pools, the following Green Fleet initiatives should be considered in the replacement, purchase of new and / or leasing of vehicles:*



##### 5.5.1 Fuel Economy

It is important for fleet managers who provide on-site fueling services, automatic fuel dispensing systems and other fueling services to be familiar of several performance measures:

Measure	Indicates
Average fuel consumption (miles per gallon) by vehicle and by class	Energy efficiency of the fleet
Fuel cost per mile	Fuel efficiency
Fully burdened rate per gallon of fuel	Efficiency of fueling services for comparison with other providers
Month-end inventory in dollars and gallons and turnover ratio	Inventory efficiency
Percentage of alternative fuel used versus Initiatives	Compliance Green Fleet

petroleum-based fuels

The Department should replace vehicles that are less efficient. In FY 2019, an in-house fuel economy analysis was performed on a portion of the County's gasoline and diesel fleet. The STS Transit system buses averaged **9 miles per gallon** and the Office of the Sheriff Ford Explorer & Chevy Tahoe vehicles averaged **15 to 19/22 miles per gallon**.

### 5.5.2 Minimum Emissions Standards

A minimum emissions standard for each vehicle class for which the County has a procurement specification for and includes such a standard in any new vehicle procurement specifications. This emission standard shall be based on EPA designations of LEV, ILEV, ULEV, and ZEV.

### 5.5.3 Diesel Retrofits

To help contribute to improved air quality, significant cost-effective reductions in the emission of particulate matter, hydrocarbons (HC), carbon monoxide (CO) and oxides from nitrogen (NO<sub>x</sub>) can be achieved. To assist with the implementation of retrofit projects, Federal funding may be available through a low-cost revolving loan program administered under the Diesel Emissions Reduction Program (DERP). According to *The National Clean Diesel Campaign Progress Report*, improved air quality can be attained through the Five R's of Retrofit as follows:

- **Rebuild.** Rebuild core engine components after 3-4 years to manufacturer's original specifications to return emissions performance to the original design level.
- **Refuel.** Use of Ultra-low Sulphur Diesel (ULSD) can lower emissions, as can other renewable fuels and fuel products such as biodiesel and emulsifiers (or additives that improve properties of the base fuels and/or lowers combustion temperatures).
- **Retrofit.** Installation of exhaust emissions control technologies such as diesel particulate filters (DPF), diesel oxidation catalysts (DOC), lean NO<sub>x</sub> catalysts, exhaust gas recirculation (EGR) and selective catalytic reduction (SCR) in heavy equipment and buses.
- **Repower.** Replacing the older engine in diesel powered equipment with a newer or cleaner engine or replacing a diesel engine with one that can use alternative fuels can dramatically reduce emissions.
- **Replace.** Replacing entire vehicles or equipment may be the best option for some of the oldest and heaviest emitting fleet vehicles.

#### **5.5.4 Rightsizing**

Where practical, larger vehicles should be downsized based upon vehicle usage and job responsibilities and fuel consumption

#### **5.5.7 Bio-based Product Use**

Bio-Preferred is a federal program that aims to increase the purchase and use of bio-based products. Bio-based products are made from biological or renewable agricultural materials like plant, animal, marine or forestry ingredients. The County shall utilize products and material made from bio-based materials to the maximum extent practical without jeopardizing the intended end use or detracting from the overall quality of the fleet. All supplies and materials shall be of a type and quality that conform to applicable Federal specifications and standards. Examples of bio-based products for vehicle maintenance use include hydraulic fluids, penetrating lubricants, diesel fuel additives, multipurpose lubricants, degreasers, lube chain lubricants, glass cleaners, chain bar lubricants and various cleaning products.

#### **5.5.8 Minimum Vehicle Miles Traveled (VMT)**

For vehicles that operate on fixed routes, such as maintenance routes and meter reading routes, route optimization should be employed. In general, all routes should be planned to optimize the route and trips chained together to reduce required travel time and distance. Supervisors should:

- Encourage meetings at centralized locations to reduce necessary travel.
- Encourage and enable alternate meeting methods, such as conference calls, to reduce the number of necessary trips.
- Vehicles shall not be left idling unless a running engine is necessary to protect public safety, to prevent harm to contents of the vehicle, run auxiliary equipment in performance of a job, or to maintain health of occupants while performing duties. Vehicles are not to be left idling for extended periods; and
- Where applicable and/or appropriate, suggest employees use alternative modes of transportation, such as buses, light rail, carpools, vans, or bicycles.

### **5.5.9 Idling Reduction**

Increased awareness and promotion of idling reduction guidelines to improve local air quality, increase fuel efficiency, reduce engine “wear and tear”, save maintenance expenses, and help lower greenhouse gas emissions is recommended. For dedicated Sheriff vehicles, idling is the most significant out-of-sight variable in fuel and oil consumption.

Guidelines generally establish maximum idling times (ie.5-30-minute duration) for different vehicle and equipment types, seasonal variations, and exemptions for transit and emergency operations as follows:

- The driver of a county vehicle (tagged) should:
  - Turn off the engine and remove keys from the ignition upon reaching a destination; and
  - Not allow an engine to idle at any location for more than five minutes during anyone-hour period.
  
- The driver of an off-road piece of equipment (un-tagged) should:
  - Turn off the engine and remove keys from the ignition when the attendant is on breaks or at lunch; and
  - Not allow an engine to idle at any location for more than five minutes during anyone-hour period.
  - Idling should not be permitted solely for the comfort of the driver or passenger(s).
  
- The driver of an assigned law enforcement or correctional vehicle should:
  - Turn off the engine and remove keys from the ignition when not in operation; and
  - “Take 10” – Shut vehicles off for 10 minutes per hour.
  - Prohibit off duty use of agency vehicles, unless working an approved secondary position.
  
- Exceptions to the guideline would include:
  - Vehicles stopped in traffic conditions over which the driver has no control

- Sheriff K-9 vehicles containing a canine.
- Emergency response, public safety situations or where it is necessary for accomplishing the work for which the vehicle was designed.
- Required for vehicle inspection, maintenance, testing or repair.
- Inclement weather conditions to ensure crew comfort, where up to fifteen minutes is acceptable for temperatures between -10 °F and 32 °F and as necessary, if the outside temperature is below -10 °F.
- Use of vehicle HVAC systems required to avoid compromising the health, safety, or welfare of the operator and / or passenger(s).

#### **5.5.10 Retread Tires**

Vehicle Maintenance shop does not use retread tire; tires are replaced with new tires.

#### **5.5.11 Environmentally Preferable Purchasing (EPP)**

The use of environmentally friendly products is highly encouraged as is supporting the County's recycling program by buying recycled products. The EPA has several publications that recommend recycled-content levels to assure environmentally preferable purchasing is achieved. At a minimum, the DPW&T Transportation Division will try to purchase re-refined lubricating oils, tires containing post-consumer recovered rubber and bio-based products, wherever they are reasonably available and meet vehicle manufacturer specifications.

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## **SECTION 6. AUTHORIZED USE**

### **6.1 GENERAL POLICY**

Persons who operate County vehicles shall be required to sign either the **Take Home Authorization Form** or the Transportation Division **Motor Pool Vehicle Use Form** (Appendix I) and shall adhere to the policies, procedures, rules, and other instructions covering the use and operation of County vehicles cited herein and in accordance with the Personnel Policies and Procedures Manual. Sheriff's Policy covers Sheriff's vehicles and employees in the use of vehicles and this policy does not supplant or supersede the Sheriff's Office Policies.

### **6.2 DRIVER RULES**

1. All drivers must have a driver's license of the appropriate class that is valid in the State of Maryland. *The Human Resources Department may periodically check the status and driving records maintained by the Motor Vehicle Administration. Any records deemed unsatisfactory may result in disqualification to operate a County-owned and maintained vehicle (refer to [Section 6.3](#)).*
2. All County vehicle users are required to enter the current odometer reading into the fueling computer. Under no circumstances is the assigned vehicle fuel key to be used for any other vehicle than the assigned vehicle. Motor Pool fuel keys are available for all loaners and temporarily assigned vehicles.
3. County vehicles shall be driven only by County officials and authorized persons. The transportation of hitchhikers is not permitted. Transportation for personal use (i.e., shopping and driving children to day care) transportation of family, friends, associates, or other persons who are not employees of, or serving the interest of, the County is not permitted. A **Citizen Passenger Authorization and Release Form** (Appendix I) must be completed for non-employee passengers and board, commission, or committee members that are authorized passengers by the Department Head. Transportation of inmates is exempt from this provision.
4. No person may drive or ride in a county vehicle unless properly restrained by the occupant restraint device. It shall be the driver's responsibility to ensure that passengers use the available restraint devices.
5. All traffic and parking laws shall always be obeyed. *All violations, fines, payment of parking tickets, change of license status, etc. shall be reported to the Supervisor and payment shall be the responsibility of the driver involved.*
6. All accidents are to be reported to the Transportation Division within 24 hours after the accident, even if another vehicle is not involved or there are no apparent injuries or damages (see also [Section 6.7](#)). *Drivers or operators shall be responsible for informing their Departmental Manager / Immediate Supervisor of any moving*

*violations, traffic citations, parking tickets and changes in license status to include suspension and / or revocation.*

7. A **Vehicle Utilization Log** (Appendix I) shall be maintained in each County vehicle. This daily activity report must indicate destinations and commute mileage, even if driven by different individuals, and shall be submitted to the Transportation Division monthly.
8. County vehicles are to be properly maintained in accordance with **Section 8** of this Manual.
9. The driver of a County vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle. *Operators authorized or assigned to take a vehicle home must live within St. Mary's County.*
10. Smoking is prohibited in any County vehicle / equipment.
11. **Effective October 1, 2009, texting while driving is prohibited.**
12. Conversing on cell phones can lead to significant decreases in driver performance. Follow the Manual of Personnel Policies and Procedures recommendations.
13. Using departments and agencies should implement an anti-idling policy prohibiting employees from idling County owned or operated vehicles for an excessive period.

### **6.3 ST. MARY'S COUNTY DRIVER'S APPLICATION**

Those personnel who shall be assigned to operate a county-owned vehicle as an essential function of their position shall also be required to submit a St. Mary's County Government Driver's Application.

1. All Personnel (includes employees, volunteers, contractors, etc.) who shall be assigned a County-owned vehicle are required to submit a St. Mary's County Government Driver's Application prior to an offer of employment or job assignment.
  - For STS Drivers - a complete certified driving record and copy of their valid driver's license will be required. Driving records may be obtained from the Department of Motor Vehicles at the applicant's expense. The record must include license class, restrictions, and endorsements as well as an expiration date. The certified driving record shall be required before an offer of employment or job assignment is given.
2. An offer of employment or job assignment shall not be extended to those with unacceptable driving records.

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The following criteria has been adopted to assist in the review process for vehicle operators and to authorize use of local governmental vehicles:

Number of Points	New Hire		Current Employee
	CDL	Non-CDL	
1 - 2 Points	Acceptable	Acceptable	Verbal Counseling and retraining
3 - 4 Points	Unacceptable	To be determined based on essential functions of position	Mandatory - Defensive Driver Training (at employee's expense)
5 or more Points	Unacceptable	Unacceptable	Unacceptable*

*\*An unacceptable driving record may result in disciplinary action, up to and including termination, for those personnel requiring a valid driver's license. Discipline of County employees shall be done in accordance with the St. Mary's County Government Manual of Personnel Policies and Procedures and is subject to review by the Director of Human Resources.*

**Acceptable:** Motor vehicle records are considered acceptable provided the operator's record does not exceed a maximum of two (2) points.

**Exception:** Any motor vehicle violation involving the use of alcohol, illegal drugs, refusal to take an alcohol or drug test, or misuse of legal, over-the-counter medication shall constitute an unacceptable record.

**Unacceptable:** An operator's motor vehicle records having three to four (3-4) points will be considered unacceptable when:

- (a) Position requires a CDL license.
- (b) Operating a county vehicle is an essential function of the position.
- (c) Has a suspended or revoked license.
- (d) Any motor vehicle violation involving the use of alcohol, illegal drugs, refused to take an alcohol or drug tests, or misuse of legal over-the-counter medication.
- (e) Notwithstanding, demonstrates a consistent pattern of unsafe vehicle operation as evidenced by a recurring history of citizen complaints, moving violation or a single infraction of such severity (i.e., eluding police) as to cast doubt on the individual's judgment or trustworthiness to operate a county vehicle.

Current employee vehicle: operators who accumulate three to four (3-4) points, shall be required to successfully complete the County sponsored Defensive Driving course, at their own expense.

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1. All Department Heads and supervisors are responsible to ensure that only personnel who have been deemed qualified operate a county vehicle.
2. All personnel operating a County vehicle shall be automatically placed on the Motor Vehicle Administration Computerized Flagging system upon completion of the Driver's Application and assignment to operate a County vehicle. Under this system, St. Mary's County Government shall be notified upon any violation or conviction.
3. The computerized flagging program shall be monitored by the Department of Human Resources. When notification of any violation is received, Human Resources shall forward to the appropriate Department Head any record that indicates:
  - (a) A moving violation (i.e., speeding, passing on a solid line failure to keep right, etc.);
  - (b) Any notice of suspension for any reason; or
  - (c) Notice of Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) conviction.
4. Notification of violations, convictions, incident or accidents by the driver or through the Computerized Flagging System shall be handled by the Department Head based on the severity of the incident. Department Heads may request that the St. Mary's County Safety committee review incidents to determine whether it was preventable or non-preventable.
5. Personnel who hold a valid out-of-state license must provide a copy of their motor vehicle record to their Department Head who shall review it with the Human Resources. If the driver resides in the state of Maryland, they must submit a Maryland license to the department immediately.
6. All personnel are responsible for reporting any violations received to their supervisor. Failure to do so may result in suspension of driving privileges and disciplinary action, up to and including termination, based on the essential functions of the position.
7. All personnel who operate County vehicles shall be required to complete a Defensive Driving Course within the first year of their assignment. Should a driver fail to successfully complete the Defensive Driver's Course, the Department Head may suspend driving privileges until successful completion of this course.
8. All personnel who are required to have specific driver's licenses or certifications (i.e., Commercial Driver's License) shall follow the requirements

particular to that license. Furthermore, this policy does not apply to law enforcement personnel of the Office of the Sheriff for St. Mary's County.

**Unacceptable:** An operator's motor vehicle records having five (5) or more points will be considered unacceptable. Current employee vehicle operators whose motor vehicle records accumulate five (5) or more points will be considered unacceptable. \* An unacceptable driving record may result in disciplinary actions, up to and including termination, for those personnel requiring a valid driver's license. Discipline of County employees shall be done in accordance with the St. Mary's County Governmental Manual of Personnel Policies and Procedures and is subject to review by the Director of Human Resources.

#### **6.4 OUT-OF-STATE USE**

Employees who are planning to take a county vehicle out-of-state should be aware that out-of-state travel requires the prior approval of the employee's department head. *Extending the length of time, the vehicle is in your possession beyond that which is required to complete the official purpose of the trip is not permitted.*

#### **6.5 GARAGING OF VEHICLES**

Except by specific written authorization of the department head, no vehicle is to be garaged outside the County on a regular basis. Garage Keeper's Insurance coverage is maintained through the County's Risk Manager for the storage, maintenance and use of vehicles and equipment on County-owned properties, to include temporary use by authorized rental contractor(s). The ability to maintain a small "spare ratio" is the ability to provide for vehicles and equipment to be routinely housed within maintenance compound structures. The Sheriff leases a secured impound lot in Leonardtown for confiscated vehicles and material evidence purposes and Public Safety equipment is housed in a facility on the Governmental Center campus. The County Highways fleet is mostly sheltered in equipment sheds and the STS transit bus fleet are located at bus barn located at the St. Andrews maintenance compound in California, MD. See also [Section 11.4](#).

#### **6.6 OUT-OF-COUNTY VEHICLE SUPPLY PURCHASES**

County agencies/departments shall be allowed to procure automotive supplies and services for said vehicles upon receipt of verbal authorization by the Vehicle Maintenance Supervisor. Receipts for supplies and services must be submitted to the Transportation Division as soon as is practical.

#### **6.7 ACCIDENTS**

##### **6.7.1 Procedures at the Scene**

In addition to the provisions cited in the approved St. Mary's County Safety and Health Policy (SHP), the following steps must be followed in the case of an accident:

- 1) Stop at once.
- 2) Find out if anyone is injured or claims to be injured. If aid is necessary,

assist in obtaining aid.

- 3) Notify County Sheriff's Office or other local police, your supervisor, and Transportation Division.
- 4) Do not discuss the accident except with police or with appropriate County representatives. The registration card and insurance information for all County vehicles will be in the glove compartment or drivers' sun visor. Give this information to the law enforcement officer at the scene.
- 5) In all collisions involving County vehicles, a police report is required for insurance purposes. Obtain a copy of the police report and complete the **County's Vehicle Accident Report Form and Vehicle Accident Statement** (Appendix I) and forward to Risk Management and the Transportation Division.
- 6) Do not sign anything unless issued a traffic citation by a law enforcement officer. Obey the law enforcement officer's instructions.
- 7) The responding personnel and/or Transportation Manager will determine if the vehicle is operational, and towing is required.

*NOTE: County employees should be aware that what they do at the scene may adversely affect the public's impression of County employees. Employees should remain calm. Obey the law enforcement officer's instructions and speak to no one else concerning the accident.*

### **6.7.2 Vehicle and Equipment Accident / Damage Reporting**

All vehicles will contain a Driver's Accident Report Kit provided by the County's Risk Manager, which includes the following:

- 1) Insurance Information Card.
- 2) On-the-scene **Vehicle Accident Report Form and Vehicle Accident Statement(s)** (Appendix I).
- 3) **Property/Equipment Breakdown Report Form** (Appendix I); and
- 4) Risk Management Program Vehicle and Equipment Accident Reporting Procedure.

All vehicle or equipment accidents of potential liability, loss, or damage will be reported in detail directly to the Department of Human Resources and the Risk Manager by the vehicle operator, or user agency supervisor, regardless of the degree of severity.

- 1) Accidents involving County-owned vehicles or equipment will be reported to

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the employee's direct supervisor immediately after the accident occurrence or the following working day if the accident occurs after normal office hours.

Either the employee or the supervisor will call the Risk Manager to report the accident, including such pertinent information as injured persons, contact person, and telephone number.

- 2) An on-the-scene **Vehicle Accident Report Form and Vehicle Accident Statement(s) (Appendix I)** will be completed by the employee (or their supervisor) and a copy submitted to Risk Management within 24 hours. License plate number(s) shall be reported to the Transportation Division to verify the departmental / agency the vehicle is assigned. Any tickets (i.e., speeding, parking, etc.) for violations (EZ Pass etc.) shall be forwarded to the responsible Department Head for direct payment by the individual(s) responsible for the infraction.
- 3) Sheriff's Accident / State Police Report will be obtained by the Risk Manager, if possible, whenever County-owned vehicle / equipment is involved in an accident. This report must be filed in addition to the Vehicle Accident Report Form and Vehicle Accident Statement(s) (Appendix 1).
- 4) For accidents involving the Non-Public School Bus contractors, reporting must be submitted to the Supervisor or Manger. A Non - Public School Bus Vehicle Accident Report and Authorization to Release Students(s) At The Scene Of Accident Form is to be utilized (Appendix I). The Non-Public School bus insurance company is to be immediately contacted by the DPW&T Transportation Division staff, bus driver, owner and / or contractor.
- 5) Supervisors are required to cooperate with the Local Government Insurance Trust (LGIT), the County's insurer, and report accident investigation findings to Risk Management.
- 6) Department Heads / Managers are responsible for reporting injuries to employees resulting from any vehicle or equipment accident to the Department of Human Resources/Risk Management using the most current reporting procedures and complete any forms (i.e., Workman's Compensation) that may be required.
- 7) All contact with insurance carriers (including accident reporting) will be conducted by the Risk Management except where express authorization is granted to do otherwise.
- 8) Repair of damaged vehicles / equipment will not be made until approved by the Risk Management.
  - a) The department is required to submit three (3) vehicle estimates from vehicle repair shops and send the estimates to the Transportation Division and the Risk Management.

- b) If the vehicle is not drivable, Transportation Division will arrange for repair estimates at the shop.
- c) Such approval may be obtained by telephonic notice that damage has occurred, and immediate repair is required.

## **6.8 STOLEN VEHICLES**

The operator of the vehicle must report the stolen vehicle immediately to the Sheriff's Office or local law enforcement agency and complete a stolen vehicle report. The operator of the vehicle must file a stolen vehicle report with the Transportation Division and the Department of Human Resources and the Risk Manager within 24 hours.

## **6.9 HOURS OF SERVICE RULES**

The hours-of-service rules and logging rules applying to the County motor carriers and CDL drivers should be determined the current rules from USDOT.

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## **SECTION 7. FUELING**

### **7.1 FUELING FACILITIES**

The DPW&T Transportation Division is responsible for controlling access to all County-operated fueling facilities and to ensure compliance with Federal and State regulations pertaining to fuel dispensing, automation, and expansion of fuel depots. All County-owned vehicles should be fueled at County facilities unless traveling out of the County. All County vehicles should be fueled using fuels as recommended by the vehicle manufacturer. Special fuel keys are obtained only through the Transportation Division through authorized personnel only. See [Section 7.2.2](#) for a list of authorized fueling facility locations.

#### **7.1.1 Capacity and Use**

Reorder levels for existing tanks are based on a full load delivered to ensure reduced costs due to economic scale. Full loads: diesel @ 7,000-7,500 gallons and gasoline @ 8,000-8,500 gallons. As such, at the reorder level approximately 16,000 gallons or 11 days of back-up storage is available. During Countywide emergency operations when diesel fuel use is elevated (i.e., snow removal) only 2-5 days of emergency storage would be available.

At the California site, there is one 10,000-gallon tank for gasoline and one 10,000-gallon tank for diesel which have generator back-up. At the Leonardtown site, there were only two 10,000-gallon tanks for gasoline and one 10,000 gallon above ground tank, At the reorder level, approximately 16,000 gallons or 11 days of back-up storage will be available. During Countywide emergency operations, when diesel fuel use is elevated, (i.e., snow removal) only 2-5 days of emergency storage was available. The fuel facility upgrades described below resolved the insufficiency of emergency back-up fuel capacity, storage, and emergency operational needs.

#### **7.1.2 Facility Expansion(s)**

The Leonardtown and the California facility is a gasoline and diesel distribution facility. Both facilities can accommodate the Board of Education-owned Fleet (approximately 20 buses). The pumps have a 125 KW emergency back-up generator to run both the fuel facility at each location and along with the Building Maintenance Division during emergency response / operations in Leonardtown.

#### **7.1.3. Non-County Facility Fueling**

If a vehicle is traveling outside the County and fueled at a non-County owned fueling facility, the operator must obtain a receipt showing the fuel type and gallons purchased and file a copy with their respective department within 48 hours of return to the County.

Sheriff vehicles traveling outside the County and fueled will follow current procedures as outlined by Sheriff's policy and practice. Copies of fuel purchases may be requested by the Transportation Division on an as-needed basis.

## 7.2 FUEL PROCUREMENT

The Transportation Division, through the Procurement Office, will be responsible for procuring all gasoline, diesel and alternative fuels for County vehicles and equipment. The Transportation Division is also responsible for tracking fuel consumption and maintaining adequate inventories at the fueling facilities in accordance with the provisions of this Manual. User departments / agencies will be invoiced monthly. If Bio-diesel fuel is obtained from the State Highway Administration, the departments will utilize the adopted Bio-diesel Fuel Dispensing System Procedures. User departments / agencies will be invoiced by the SHA monthly.

### 7.2.1 Use of Alternative Fuels

As described in [Section 4.7](#), the County Commissioners and the Department of Public Works & Transportation is committed to supporting the President's National Energy Plan, improving environmental air quality, the prosperity of the rural economy, and our Nation's energy independence by using domestic renewable alternative fuels in our vehicles. Use of domestically renewable ethanol and bio-diesel alternative fuels will help USDA fulfill Energy Policy Act of 1992 requirements and serve as a commitment to both our nation's farmers and to better air quality for all Americans. Use of the biofuels in our tagged fleet, off-road vehicles and equipment will contribute to increased demand for agricultural crops and reduced pollutant emissions.



Use of blends of 20 percent (B20) or higher biodiesel in lieu of diesel fuel, ethanol-blended fuels containing at least 10 percent domestically produced ethanol or other alcohol to the extent practicable (where the fuel is readily available and reasonably priced compared with un-leaded gasoline), compressed natural gas (CNG) and/or liquefied natural gas (LNG) fuels are encouraged and will be evaluated by the Transportation Division for integration into the County fleet.

### 7.2.2 Fuel Facility Depot Locations

All County departments including the following approved agencies: Board of Education, St. Mary's Health Department, Library, MetCom, St. Mary's Nursing Center, Social Services and Visit St. Marys have access to the fuel facilities (depots) at the following locations:

St. Andrews Maintenance Facility 48829 St. Andrews Church Road California, MD 20619 (un-leaded and diesel fuel)	Governmental Center Facility 41870 Baldrige Road Leonardtown, MD 20650 (un-leaded and diesel fuel)
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### 7.2.3 Assigned Vehicle Fueling

Operators are responsible for fueling their vehicles and for maintaining a record of all fuel and fluids used unless such data is available from one of the Transportation Division automated fueling sites. County departments/agencies shall be allowed to purchase fuel from out-of-County facilities as needed for transportation. Receipts for fuel purchases are the responsibility of the individual departments.

### 7.2.4 Motor Pool Fueling

Operators will receive motor pool vehicles and are responsible for fueling, after usage. In the event additional fuel, lubricants or emergency repairs are required, the operator will request authorization for such services as follows:

- All the motor pool / spare fleet fuel key(s) are assigned fuel key (s) assigned to the vehicle.
- During normal County business hours - Operators must return vehicles fully fueled and the using Agency/Department is responsible for all fuel costs.
- After County business hours - Use Departmental fuel keys for County-owned vehicles. 24 hour fueling service is available at the designated fuel depots.

An employee will be reimbursed for emergency vehicle fuel by the respective agency/department based upon submission and approval of valid receipt(s).

### 7.2.5 Exceptions

Any non-profit organizations provide either housing, counseling, or supplement other services already provided by the government or department are allowed to use the county's fuel facility. **See fuel purchase application.** Revenue Ruling 82-30 also explicitly provides that community action committees do not qualify to purchase fuel from the County. If the County were to allow other entities to purchase fuel, the County would be subject to separate licensing requirements fuel tax provisions discussed in **Section 7.3**. For a sale of gasoline to a private organization to be tax-exempt, the organization must either:

- Be controlled directly or indirectly by an agency of the local government; or
- Perform a traditional government function on a non-profit basis.

### 7.2.6 Non-County Agency Fueling

There are several Non-County agencies that are authorized to purchase fuel and

utilize the fueling facilities (i.e., Social Services, Health Department, Board of Education, MetCom, Nursing Home, & Library). These organizations pay a 5% fuel surcharge which is deposited into a 530 Fuel Service revolving revenue account (530-0901-341.19-15) for purpose of repairs and maintenance to the County fuel system and pumps.

St. Mary's County Volunteer Fire Companies and Rescue Squads are permitted to purchase fuel under the definition of traditional government use based on the IRS Ruling 82-30. All agencies who wish purchase fuel from St. Mary's County must meet the eligibility requirements, complete, and submit the St. Mary's County Fuel User Application (form VU015) and be approved.

### **7.3 FUEL TAX REPORTING**

St. Mary's County has a Special Fuel License which allows the County to purchase gas tax free. There is a separate registration for diesel fuel. The County files a report with the Comptroller's Office stating separately the amount of gas used by "off-road" vehicles and other motor vehicles. The fuel used for "off-road" vehicles remains tax free. The Transportation Division is responsible for meeting all State and Federal regulatory requirements for fuel tax reporting. St. Mary's County Government is exempt from the federal excise tax on gasoline under the constitutional principle that individual states (and their local political subdivisions) cannot be taxed by the federal government. The County is obligated to pay \$0.245 per gallon for gas sold to / used by "other" vehicles. The State Comptroller has no interest in who or what entities have access to the County fuel if the County pays the tax.

According to the Maryland State Comptroller, volunteer and nonprofit volunteer rescue company are eligible for refund of gasoline or diesel fuel tax. The volunteer fire companies are responsible for the tax and penalties that may arise. A qualified volunteer fire and nonprofit volunteer rescue company can buy diesel fuel without paying the state motor fuel tax by acquiring the fuel from a county or municipal fuel facility, that has tax free diesel available, the fire or rescue company needs a state issue tax exemption certificate to obtain tax free diesel fuel.

St. Mary's County holds the Special Fuel Tax Exemption Certificate & Motor Fuel Certificate which is renewed May 10<sup>th</sup> of each year.

### **7.4 FUELING SYSTEM**

The County will use the existing Fuel Master automated fuel system at all Transportation Division controlled fuel facility depot sites described in this Section of this Manual. The automated fueling system provides the means to assist the Transportation Division in monitoring and controlling fleet maintenance and utilization through the security and collection data.

#### **7.4.1 Access**

The Transportation Division will set up and control the parameters that determine

the level and type of access and the assignment of fuel keys to using departments.

The Sheriff's Office will determine fuel key distribution on an as-needed basis for all assigned vehicles.

#### **7.4.2 Data Collection**

The data collected by the automated fueling system will allow the Transportation Division to record the vehicle mileage (or hours) on a regular basis. This information will be used by the management system to monitor the vehicle's utilization, to identify vehicles that are due for preventative maintenance, and to identify vehicles that are approaching or beyond replacement guidelines. In addition, the system will provide information on changes in the vehicle's fuel consumption, which may be indicative of potential maintenance problems.

#### **7.4.3 Safety**

Vehicle operators shall stay with the pump hose when re-fueling to help prevent inadvertent fuel spills. The operator is responsible for reporting any fuel leaks or fuel hose breakages. All vehicle fuel caps are to be replaced on the vehicle and fueling hoses are to be returned and secured to the pump mount. The use of cellular phones and / or smoking while re-fueling is strictly prohibited.

#### **7.4.4 Fuel Keys**

Only assigned vehicle fuel keys are to be used to fuel Departmental vehicles. The use of another vehicle's fuel key is prohibited. If repairs to your assigned vehicle are extensive and require an extended period to complete, a loaner and motor pool fuel key will be provided by the Transportation Division. No odometer mileage needs to be entered at the fuel pumps when utilizing loaner or motor pool vehicles because they utilize the same central fuel keys. However, for all dedicated and assigned vehicles, the fuel pump requires that the odometer reading be entered by the driver / operator. It is requested that the exact current mileage of your vehicle be entered at the pump in order ensure our maintenance and replacement programs have accurate data.

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## **SECTION 8. MAINTENANCE and SERVICE STANDARDS**

### **8.1 MAINTENANCE FACILITY ASSIGNMENTS**

The DPW&T Transportation Division will assign all County vehicles to a primary central and/or designated secondary maintenance facility. The St. Andrew's location is the primary facility that users will deliver vehicles and equipment to for inspections, repair, and maintenance. Secondary facilities will be designated on an as-needed basis should the primary facility be unavailable.

As a rule, inspections, preventive maintenance, minor repairs, and interim compliance work are performed in-house. Emergency maintenance or *manufacture or fabrication* repairs may be outsourced in accordance with [Section 8.6](#) and performed by a facility other than the assigned facilities if previously authorized by the Transportation Division.

### **8.2 PREVENTIVE MAINTENANCE (PM) GUIDELINES**

A pro-active maintenance program affects for both the fleet and fleet-cost performance by decreasing downtime, increasing the probability of safer vehicles and increasing resale value for vehicles at the time of disposal. As such, all County-owned vehicles is required to be under a preventive maintenance program. For non-County owned vehicles, departments can elect to include non-County owned vehicles in the Transportation Division's preventive maintenance program or contract with a third-party vendor, but not both. **The Division recommends that the preventive maintenance program module include a computerized "red-flag" function to notify Fleet Management when maintenance is overdue, and to monitor the percent of time preventive maintenance schedules are met.**

The Transportation Division is responsible for ensuring the scheduling and performance of preventive maintenance for all County vehicles. Preventive maintenance and periodic inspection procedures help to prevent breakdowns from occurring while the vehicle is being operated. Once a week, or more frequently as required, the Vehicle Maintenance Supervisor may identify vehicles and equipment that are due for preventive maintenance checks. The Supervisor will also check the availability of parts required by established minimum preventive maintenance inventory levels.

The users are responsible for contacting the Vehicle Maintenance Division Supervisor or bring their assigned vehicle(s) into the shop by the mileage or date posted on the oil change sticker on the front windshield in the vehicle.

Preventive maintenance for heavy trucks and equipment will be accomplished according to the manufacturer's specifications at minimum. For grant funded owned vehicles such as STS buses and equipment that the Transportation Division maintains, a schedule for preventive maintenance must be prepared and filed with the Transportation Division. STS Transit System passenger buses may have additional FTA criteria for preventive maintenance and inspections that will be incorporated into the program (i.e., emergency hatch inspection every 90 days). For additional information on STS Preventive Maintenance for dedicated transit vehicles, see [Section 8](#).

After completing each preventive maintenance service, the Transportation Division will place a

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sticker on the vehicle indicating the miles (or hours) when the next preventive maintenance check is due for Levels A, B and C. Such procedures also reduce reliance on the driver, who may have limited skill and knowledge for detecting vehicle deficiencies. Transportation has established **Preventive Maintenance Forms** for Level A, B and C maintenance (Appendix III) and the following preventive maintenance schedule(s) based on vehicle class:

**PREVENTIVE MAINTENANCE SCHEDULE**

I.	Automobiles, Vans, Utility Vehicles and Light Trucks	
	Level A	Every 5,000 miles
	Level B	Every 10,000 miles
	Level C	Every 30,000 miles
	<i>Recommended: 5,000-mile maintenance schedule - A1, B1, A2, B2, A3, A4 &amp; C</i>	
II.	Sheriff Patrol Vehicles (Marked)	
	Level A	Every 3,000 miles
	Level B	Every 6,000 miles
	Level C	Every 30,000 miles
	<i>Recommended: 3,000-mile maintenance schedule - A1, B1, A2, B2, A3 &amp; C</i>	
III.	Heavy Trucks* and Buses	
	Level A	Every 5,000 miles
	Level B	Every 10,000 miles
	Level C	Every 30,000 miles
	DOT	Annually or every 25,000 miles
	<i>Recommended: 5,000-mile maintenance schedule - A1, A2, B, A3, A4/D &amp; C</i>	
IV.	Heavy Equipment*	
	New Fleet Pieces	100 service hours or two weeks
	Level A	Every 250 service hours or monthly
	Level B	Every 500 service hours or 3 months
	Level C	Every 1,000 service hours or 6 months
	Level D	Every 2,000 service hours or 1 year
	<i>Recommended maintenance schedule: A1, A2, B1, A3, A4, B2, A5, A6, C1</i>	

The State of Maryland, Annotated Code of Maryland, *Transportation Article*. Title 23. Vehicle Laws - Inspection of Used Vehicles and Warnings for Defective Equipment, *Subtitle 3. Preventive*

*Maintenance Program*, requires all trucks with a gross vehicle weight (GVW) of over 10,000

pounds carry the following appropriate required documents:

- A record of the most recent inspection (at least every 25,000 miles or at least every 12 months, whichever occurs first), including any maintenance or repair work performed; or

--

Transportation will schedule preventive maintenance for all dedicated and motor vehicles according to the guidelines in [Section 8.2](#) and will also complete an Annual Preventive Maintenance Report (Appendix III). This ensures efficient and continuous vehicle operation and increased useful life. User departments and agencies must bring in vehicles for preventive maintenance appointments. Additional information on the STS Transit system buses is available in [Section 11.4.1](#) of this Manual.

Currently, individual vehicle operators are responsible to review the oil sticker date located in the left-hand corner of the vehicle to determine when the vehicle is due for preventive maintenance; STS Transit Buses maintenance is tracked by the Transportation Supervisor via an internal oil change spreadsheet.

Abuse of this responsibility may result in the confiscation of the vehicle by the Transportation Division, suspension of the privilege to utilize the vehicle(s), or another disciplinary action in accordance with the [St. Mary's County Personnel Policies and Procedures Manual](#).

After completing each preventive maintenance service, the Transportation Division will place a sticker on the vehicle indicating the miles (or hours) when the next preventive maintenance check is due. The user must notify the Transportation Division if the vehicle is within one (1) week of the next required maintenance, based on reasonable anticipated use if they have not been previously contacted by the Transportation Division. It is essential for all operators of County vehicles to cooperate by making the necessary adjustments in their schedules to ensure that routine and preventive maintenance service performance goals are achieved. If needed, a temporary loaner vehicle and fuel will be provided by Vehicle Maintenance until the maintenance of an agency / Department's assigned vehicle is completed.

Sheriff's Patrol and emergency service units may be serviced for routine maintenance without appointment. Every reasonable effort will be made to accommodate drive-ups by Sheriff's Office Patrol units due to their 24-hour emergency operational status. Scheduling for regular maintenance for Sheriff's Department's vehicles is available from 7:00 am to 11:00 am, Monday through Friday. Advanced scheduling will normally guarantee faster turn-around time for Sheriff's Office, depending on the extent and nature of the repair.

### **8.3 MAINTENANCE ACTIVITIES**

Each day the Vehicle Maintenance Supervisor will assign maintenance requests and preventive maintenance to mechanics. The mechanic will review the maintenance request, prepare a work order, inspect the vehicle/equipment to be repaired, and estimate the repair effort. If the effort is substantial, the mechanic will notify the Vehicle Maintenance Supervisor and assist the supervisor

in determining whether the vehicle/equipment should be repaired or replaced.

If the Vehicle Maintenance Supervisor determines that the cost of repair will not be cost effective in accordance with **Section 4.5**, he or she will recommend to the Transportation Manager that the vehicle be replaced or added to surplus in accordance with **Section 5** of this Manual, in lieu of performing the repairs. Use re-built or recycled parts and supplies when possible. Examples include re-capped tires and re-refined oil. Re-built and recycled parts are usually less expensive than new parts; and especially for high mileage vehicles, may be preferable. Sell used batteries, oil, tires, and scrap metal to firms specializing in recycling these materials.

In performing the repair, the mechanic will request the required parts from the Inventory Control Specialist. Upon receipt of the parts, the mechanic will complete the repairs and record all materials used on the Work Order in the automated Fleet Management tracking system (HTE). Road testing of serviced vehicles and equipment by the attending mechanic(s) both before and after repairs is recommended, if necessary. When repair / maintenance work has been finished, the mechanic will complete the labor operation portion of the Work Order by listing the labor operations performed and the corresponding hours taken to accomplish the task. Completed work orders are then turned into the Vehicle Maintenance Supervisor for review. The Vehicle Maintenance Supervisor or Fleet Service Coordinator will then notify the user of one of the following: that all repairs have been completed and that the vehicle/equipment is available for pick-up; those additional repairs are needed; or that parts are not available at this time.

#### **8.4 MAINTENANCE SCHEDULING and PRIORITIES**

The Vehicle Maintenance Supervisor is responsible for all scheduling and assigning of work. If conflicts arise between regularly scheduled work, the Vehicle Maintenance Supervisor and/or the Transportation Manager will make decisions regarding priorities and will contact the affected user agencies about the status of vehicles/ equipment being safely placed back into service.

As discussed in **Section 4**, the **Office of the Sheriff and Public Safety** vehicles have been designated as a Priority Code A for replacement funding.

The Vehicle Maintenance Supervisor will monitor all maintenance activity and revise maintenance schedules and priorities based on:

- Vehicle Mission
- Facility capacity
- Arrival of vehicles on site
- Availability of contracted service
- Parts on-hand
- Mechanic workload
- Emergency maintenance
- Equipment availability, etc.

The Vehicle Maintenance Supervisor will contact the user agency regarding vehicles that are scheduled for service but not on site. Missing of appointments without prior notification may result in additional service charges.

#### **8.4.1 Emergency Maintenance (EM)**

Emergency maintenance is required when a vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a vehicle or piece of equipment becomes inoperable, operators are to report the problem to the Vehicle Maintenance Supervisor during normal operating hours 6:00 a.m. to 3:30 p.m. Any other emergency maintenance may be reported to the Transportation Manager.

If the vehicle becomes inoperable after normal operating hours, on weekends or holidays, the operator is required to contact the Emergency Communications Control Center at the 24-hour service number. Once reported, a service van or tow truck will be dispatched to pick up the inoperable vehicle if necessary. Transportation will make every effort to provide a replacement vehicle until the user vehicle is operational. *Users are responsible for delivering the vehicles or equipment to the shop for non-emergency servicing or preventive maintenance service and for picking up the vehicle / equipment following servicing.*

#### **8.4.2 Non-Emergency Maintenance**

Non-emergency maintenance occurs when the vehicle requires maintenance but can still be operated safely. **Vehicle Maintenance Repair Checklist Forms** (Appendix III) must be written and submitted to the Maintenance Supervisor for scheduling of servicing. The Vehicle Maintenance Supervisor will schedule the work based on the current workload. The requesting party will be notified within 24 hours as to when they can bring the vehicle into the garage for servicing. *Users are responsible for delivering the vehicles or equipment to the shop for non-emergency servicing and for picking up the vehicle/equipment following servicing.*

#### **8.4.3 Un-Scheduled Maintenance**

The Transportation Division will be responsible for responding to all requests for unscheduled maintenance. Unscheduled Maintenance, also known as Level or Type D maintenance and priority is given to all emergency response and law enforcement vehicles and equipment.

Additional procedures for dedicated and motor pool vehicles are outlined in **Section 3** of this Manual.

### **8.6 OUTSOURCING**

Transportation will maintain annual requirements contracts with vendors to perform maintenance and towing activities not normally performed at County maintenance facilities. If the mechanic or supervisor determines that third-party services are required, the Transportation Supervisor will prepare a purchasing document, obtain approvals, and contact the vendor.

Outsourcing frees-up existing assets and labor to produce other products and services. Typical outsourcing activities include specialized, major, and annual compliance repairs. Outsourcing of

activities that create consistent disruption or have unfavorable labor ratios (i.e., cost / vehicle, cost / hour, hours / day) should also be considered.

In addition, sub-contracting high demand emergency events requiring work crews, fleet assets and shop support services (i.e., Snow removal operations) is considered a best management practice.

If the vehicle/equipment must go to the vendor's facility, the Vehicle Maintenance Supervisor will plan to transport the vehicle. Upon completion of the vendor's services, the Supervisor will arrange to have the vehicle/equipment returned to the Vehicle Maintenance Facility (Shop). Prior to releasing the vehicle/equipment, the Supervisor or assigned mechanic will inspect the vendor's work and record the vendor cost and inspection time on the Work Order or other automated database-type system (HTE). In addition, any time spent by Transportation Division personnel in transporting the vehicle will be recorded on the respective Work Order.

## **8.7 UNAUTHORIZED SERVICE and REPAIRS**

User departments and agencies are not authorized to repair or perform any service to vehicles and equipment titled to the Commissioners of St. Mary's County, unless otherwise specified or with the prior approval of the Transportation Manager and/or Supervisor. In addition, County facilities, equipment, and supplies shall not be utilized for repair and/or maintenance of personal vehicles.

## **8.8 OPERATOR MAINTENANCE CHECKS**

### **8.8.1 Vehicle Inspections**

Federal and State laws require that drivers may not drive a vehicle unless he/she is satisfied that it is in safe operating condition. Prior to using a motor pool vehicle, it is mandatory that the vehicle be visually inspected by the employee utilizing the vehicle. Employees using motor pool vehicles must complete a **Motor Pool (Loaner) Vehicle Form** (Appendix I) and describe any problems, malfunctions, or changes in the condition of the vehicle that were noted. This will ensure that they are not held responsible for subsequent damage to motor pool vehicles.

### **8.8.2 Pre-Operational Checks**

Failure to perform pre-operation checks may result in break downs and/or damage to the vehicle/equipment. An operator/driver is also able to detect vehicle deficiencies that cannot be detected by periodic preventive maintenance and inspection procedures. Hours of lost vehicle time could be reduced if each driver would operate vehicles in a caring and cautious manner.

- 10-Minute Walk - Around Inspection. Operators are responsible for performing a daily walk-around of their vehicles and heavy motorized equipment. In addition, at each re-fueling or at least once a week, a **10-Minute Walk-Around Inspection** (Appendix II) should be performed using the approved Form in Appendix II for automobiles and light trucks, which

includes the following:

- Tire and body physical condition
- Engine inspection (belts, hoses, fluid levels and leaks of any kind)
- Exterior lights, signals, and windshield wipers
- Interior lights, gauges, and horn
- Windows, windshield wipers, and interior features
- Miscellaneous (vehicle registration & insurance card and license plates)

-- Operator's Daily Checklist. Heavy truck operators & STS bus drivers must perform a daily inspection and complete the **Operator's Daily Checklist** (Appendix II). Use of any other forms other than those included in this manual are prohibited unless prior approval from the Transportation Division is granted. Daily inspections include:

- General condition of power unit
- Fluids (oil, radiator, battery, hydraulic, transmission, washer.) and belts
- In-cab condition (lights, gauges, backup alarms, windshield wipers)
- Exterior condition
- Transmission inspection
- Brake inspection
- Towed unit inspection

-- Inspection Forms. Inspection forms for motor pool and dedicated vehicles must be filed daily with the responsible agency supervisor. If operational deficiencies or need for repairs are noted, the supervisor is responsible for submitting a **Vehicle Maintenance Repair Checklist Form** (Appendix III) to the Transportation Division. A mechanic and/or the Transportation Supervisor will perform a review of the vehicle based on the remarks. Likewise, a **Driver's Vehicle Inspection Report** (Appendix II) will be completed by STS (transit) bus drivers and an **Operator's Daily Checklist** (Appendix II) will be completed by Equipment Operators.

### 8.8.3 Vehicle Maintenance Mechanic Responsibilities

Vehicle Maintenance mechanics will perform the following general service activities:

- Topping fluids and changing oil
- Inflating, rotating, replacing, and balancing tires
- Repairing and minor painting vehicle / equipment bodies and frames
- Replacing wiper blades, lights, lamps, fuses, and mirrors
- Performing computer diagnostics on electrical and engine systems
- Greasing and lubricating bearings, joints, fittings, etc.
- Performing front end alignments, cleaning lines, etc.
- Repair of transmission, brake, heating, and air conditioning systems

- blades, turning of drums and rotors, etc.
  
- Road service repairs for on and off-road vehicles & equipment
- Installing tire chains for snow removal operations

#### **8.8.4 User Department and Agency Responsibilities**

User departments and agencies **will not** be responsible for the following:

- Building and repairing tire chains for snow removal operations
- Changing blades and repairing and installing snowplows on vehicles for snow removal operations
- Installing and removing salt spreaders, greasing spreader bearings daily and cleaning spreaders as necessary and at season's end
- Preparing plows and salt spreaders for repainting at the end of the snow season
- Replacing blades on snowplows, loaders, buckets, graders, etc.
- Normal preventive maintenance activities including oil changes, lubes, tune-ups, etc.
- Replacing hoses and hydraulic lines
- Rotating (except for installing spares) and repairing tires

### **8.9 OUT-OF-SERVICE, RED-LINING or RED-TAGGING**

Federal and State laws require that vehicles should not be driven unless the operator, mechanic or supervisor is satisfied that it is in safe operating condition. The Division shall not allow or encourage individuals to drive a vehicle or operate equipment that poses a safety or risk concern. Likewise, the operator has a similar shared responsibility to report any perceived abnormalities or problems to the Transportation Division. To supplement a computerized "red flag" system recommended as a part of this Manual, the Transportation Division Manager, or Vehicle Maintenance Supervisor, and manufacturer, has the power and authority to place a vehicle or piece of equipment "out-of-service" until all required repairs have been satisfactorily completed and no longer exists. The following provisions are applicable:

- (1) Adoption of Federal Standards. The out-of-service criteria contained in Parts I, II and III of Appendix A of the Federal Highway Administration's North American Uniform (NAU) Out-of-Service Criteria (OOSC) published by the Commercial Vehicle Alliance (CVSA) made shall be incorporated by reference.
- (2) Person placing motorized vehicles in an "out-of-service" status shall install an "out-of-service" tag or a DPW &T lock to the steering wheel. . The keys shall not be left in the vehicle for safety and security reasons.
- (3) The unauthorized removal of the "out-of-service" tag by anyone before the "out-of-service" condition(s) have been corrected may result in corrective / disciplinary action.

- (4) Restricted Service Condition. Any motor vehicle discovered to be in a restricted service condition while being operated on the highway may be placed "out-of-service" at the inspection site or allowed to continue in operation to a repair facility at a distance not to exceed 25 miles at the discretion of the Transportation Supervisor based on recommendation from the mechanic who performed the inspection.
- (5) A bus shall be declared out-of-service if the exhaust system is leaking or not discharging at an outside edge of the wheel.

#### **8.10 OPERATING, MAINTENANCE and REPAIR COSTS**

Ideally, all maintenance would be performed under warranty, high resale value would be achieved, and a new fleet status would be continuously available. However, that level of funding does not present itself to us currently. According to a maintenance study conducted by GE Fleet Services, approximately **68%** of all maintenance costs are driven by preventive maintenance and wear items like tires and brakes. For equipment, typical operation, and maintenance costs (including labor) vary depending on type of equipment and use. For vehicle preventive maintenance levels, the industry recommends that **\$0.08 - \$0.12 per mile** be funded for all patrol, sedans, and light-duty vehicles (trucks and pickups). Vehicle maintenance costs of **\$0.04 - \$0.07 per mile** are recommended for all other sedans and light-duty vehicles driving approximately 15,000 miles per year. For over-the-road tractors and compactor trailers, **\$1.25 per mile** is acceptable, while transit buses require approximately **\$0.50 per mile**. Considering the current fleet mix, an overall figure of \$0.12-\$0.16 per mile is achievable. For fuel cost per mile, between \$0.07 and \$0.12 is reasonable. A graphical example for the current fleet is shown in **Figure 8.1** below.

Efficiency studies have shown that parts and components have two (2) major impacts on total shop cost. Firstly, parts represent about 40% of the average work order's total cost. Secondly, technicians waste about 7.5% or 155.3 hours of the 2,080-hour work year procuring parts to complete work orders. Every effort should be made to purchase "same as" and "equal to" parts from alternative sources, as it is feasible to obtain a 25% to 50% savings.

Studies indicate that most fleet - shop - parts - fuel departments recover less than 25% of available warranties or performance guarantees. Standard warranties are usually 6 to 12 months and extended warranties can last between 48 to 60 months.

#### **8.11 SERVICE LEVEL BENCHMARKS**

In general, textbook performance indicators / measures / benchmarks are used to assess the effectiveness of fleet operations and maintenance. These general industry standards are based on data collection and cost experience. In selecting the appropriate standard for a given fleet, consideration must be given to ensure comparison is made with data that supports a similar fleet size, mix, age, workload and financial resources. For the DPW&T, the following benchmarks have been established through extensive local experience to evaluate performance levels:

#### **SERVICE LEVEL BENCHMARKS**

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Fleet availability rate:	90 to 95%
Service completed in one day:	75 to 80%
Service completed in three days:	85 to 95%
Utilization Threshold for disposal:	≤60%
Repeat repair rate:	≤3-5%
Ratio of # vehicles / # mechanics:	34:1 to 50:1
Outsourcing shop labor costs	25% to 50%
Ratio of preventive to corrective maintenance:	2.5:1 to 6:1 (1.2:1)
Parts Costs:	\$ 300 to \$ 500 per VEU; or
Parts Costs:	40% of total work order costs
Total Maintenance & Repair:	\$1,200 to \$1,500 per VEU
	<i>(including labor &amp; parts costs)</i>

### 8.12 PERFORMANCE MEASURES FOR EFFECTIVE FLEET MANAGEMENT

These performance measures and key ratios represent a summary and overview of the responsibilities of Federal Fleet Managers. If developed, they capture general budgetary efficiency, vehicle costs, vehicle utilization, clean air and alternative fuel performance, replacement, resale/salvage costs, accident costs/rates and driver training participation. Not all measures may be appropriate for all fleets, but every fleet should measure several of them.

<b>Measure</b>	<b>Indicates</b>
Total operating costs versus budgeted costs management	Degree to which the fleet organization meets its budget targets
Net annual revenues versus operating class of fleet expenditures	Profit or loss for the entire fleet, a vehicles or a specific vehicle
Total vehicle cost per vehicle mile/hour	Unit cost of a fleet mile or hour driven by the fleet, department, class of fleet vehicle or vehicle function
Annual unit cost administrative	Total operating, maintenance, overhead and replacement cost per vehicle
Ratio of permanently assigned fleet vehicles	Potential measure of the use of permanent to total number of employees in the assignment vehicles and changes in personnel

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organization served  
require

totals (note: different missions can  
different ratios)

Average annual utilization by miles, hours and  
trips by vehicle class, type of assignment and  
vehicle

Vehicle utilization, excess capacity

**Measure (cont.)**

**Indicates (con't)**

Proportion of vehicles driven below minimum  
be candidates

Underutilized vehicles, which may  
utilization requirements for  
reallocation or reduction

Total miles by class and by vehicle

Age of fleet

Number and percentage of vehicle  
initiatives  
meeting TLEV, LEV, ULEV and ZEV  
requirements

Internal compliance with Green Fleet

Number and percentage of vehicles  
initiatives  
meeting alternative fuel vehicles (AFV)  
requirements

Internal compliance with Green Fleet

Number and percentage of vehicles  
and useful life  
qualifying for replacement

Compliance with per age/mileage  
replacement criteria

Average vehicle retention period by class  
class

Actual vehicle retention period by

Number and percentage of vehicles  
exceeding standards on number/cost  
of repairs/road calls, downtime, utilization,  
fuel/oil consumption, and overall cost per mile

Efficiency of fleet

Average cost per vehicle per class  
of acquisition

Acquisition costs and effectiveness  
methods

Ratio of resale or salvage value to original  
purchase price

Conservation of vehicle value

Accidents per 100,000 miles accident cost  
for driver

Fleet safe-driving performance; need

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per mile (annual accident costs divided by the total number of miles of all vehicles in a fleet)

training in the fleet

Number and percentage of permanently program  
Assigned or full-time drivers participating in driver training

Fuel-efficient driving and safe-driving activity

Direct out-of-pocket accident costs such as property damage, medical treatment, and future lost earnings (excluding loss of life or limb)

Need for driver training

### 8.13 COST REDUCTION DECISIONS

The implementation decision for cost reduction strategies can be measured based on either the level of fiscal impact anticipated or the timeline in which the impacts can be measured as follows:

- High impact → causes over 25% opportunities for cost reduction
- Medium impact → causes between 10% to 25% opportunities for cost reduction
- Low impact → causes 10%, or less, opportunities for cost reduction
- Short-term → cost reduction impacts can be measured in less than 12 months
- Mid-term → cost reduction impacts can be measured between 12 to 36 months
- Long-term → cost reduction impacts can be measured over 36 months

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## **SECTION 9. FLEET ADMINISTRATION**

### **9.1 DEPARTMENTAL CHARGES**

Transportation will track certain fleet and non-fleet related activities to include, but not limited to audited parts and labor expenses for State aid reimbursement for the Police Protection Fund; maintenance and labor costs associated with the STS Transit System that are directly charged Maryland Transportation Association grant funded projects / programs; and to Departments / Agencies authorized to utilize County Fueling facilities described in [Section 7](#).

The Transportation Division will track and may be required to submit the following charges:

- 9.1.1** Mileage based charges for use of Transportation motor pool vehicles may be calculated when the vehicle is returned and charged monthly to the using department. Mileage is not charged for vehicles assigned by the Department of Public & Transportation.
- 9.1.2** Dedicated vehicle fixed charges for insurance, depreciation, capitalization, and overhead may be calculated as an eligible expense.
- 9.1.3** Outsourcing of labor, towing or use of specialized equipment may be calculated and assessed as eligible for reimbursement.
- 9.1.4** Repair order-based maintenance charges (both fleet related and non-fleet related) may be accumulated from **Vehicle Maintenance and Repair Checklist Form** (Appendix II) as reimbursement or direct charge eligible.
- 9.1.5** Fuel charges may be accumulated from fuel / fluids usage documentation or automated records and charged monthly to an authorized using department / agency.
- 9.1.6** Charges for operating parts (e.g., light bulbs, wiper blades, fluids, etc.) utilized during maintenance operations may be accumulated and charged as a reimbursable or grant eligible expense.
- 9.1.7** It is estimated that 20% to 30% of fleet asset repair work orders are caused by driver, operator abuses. Departments found abusing fleet assets may be assessed the respective repair cost, interim replacement rental costs, towing costs etc. which will be charged to their operating budget, the funding of which may be required to be transferred to the transportation Division.
- 9.1.8** The *St. Mary's County Manual of Personnel Policies and Procedures*, Chapter 14, also contains information regarding the use and care of County-

owned property.

## **9.2 MECHANIC CERTIFICATION / TRAINING / LICENSURE**

St. Mary's County does not require all motor equipment mechanics to obtain National Institute for Automotive Service Excellence (ASE) certification, or other specific training and licenses. However, the County does encourage all fleet staff to improve and maintain proficiency through a variety of mechanic trainings offered by NAPA and Maryland Transit Administration. In addition, the Transportation Divisions plan to continue requesting funding to provide education, apprenticeships, and certification opportunities for its employees to be proficient with industry standards and technologies.

The Transportation Division will financially support mechanics for training and travel expenses involved in obtaining and maintaining National Institute for Automotive Service Excellence (ASE) certification or any certified mechanic training.

**9.2.2** The Transportation Division will pay for approved selected supervisory, mechanic and shop personnel training, seminars, certifications, memberships, and licenses that it deems beneficial to the County.

**9.2.3** Mechanics, shop and support staff may submit requests for specific training, seminars, certifications, or licenses directly to their supervisors. The Vehicle Maintenance Supervisor will review the requests, determine the impact of the training on the mechanic's availability and workload, determine the potential benefits to the County, and recommend the appropriate action to the Transportation Manager. The Transportation Manager will review the requests with the Director of DPW&T prior to approving or rejecting training requests.

**9.2.4** Technicians should be trained and encouraged to obtain continuing education credits and certifications. The Transportation Division is recognized as a Warranty Center by an original manufacturer, which will allow County staff to perform warranty work in its own facility. This requires technicians to be highly trained and to receive additional training directly from the manufacturer.

## **9.3 MECHANIC TOOLS and UNIFORMS**

St. Mary's County is responsible for providing all fleet maintenance mechanics with tools, uniforms, safety shoes, test equipment, safety equipment and selected specialized tools. The County will also replace tools that are stolen, lost, or broken during the conduct of County business. All reports of lost, stolen, or broken tools and equipment should be made to the Vehicle Maintenance Supervisor at the time the incident occurs. It should be noted that some of the Shop Equipment is provided by the Maryland Transit Administration as a part of grant funding for the STS Transit System (See [Section 11](#)).

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## **SECTION 10. FLEET MAINTENANCE OPERATIONS**

### **10.1 VEHICLE MAINTENANCE FACILITY**

The County's Public Works and Transportation Director and the Transportation Manager will determine the coverage and hour guidelines for the Maintenance Facility. The Vehicle Maintenance Supervisor will establish a rotational and on-call schedule for all assigned vehicle maintenance personnel subject to the following:

#### **10.1.1 Core Business Hours**

Notwithstanding emergency operations, the Vehicle Maintenance shop is open for vehicle and equipment maintenance / repairs between the core hours of 5:00 am to 3:30 pm, Monday through Friday.

#### **10.1.2 User Department Support**

Vehicle Maintenance Facility and mechanic hours will be set to sustain the fleet related requirements and to effectively support the needs of the departments benefitting from the facility.

#### **10.1.3 Mechanic Assignments**

All mechanics will be permanently assigned to the County's Vehicle Maintenance Facility. Mechanics may be re-assigned based on long-term changes in maintenance facility operation or workload. Road testing by mechanics before and after repairs is strongly recommended. For STS buses, a CDL is not required if the bus is not carrying passengers and is under the specified weight limitation.

#### **10.1.4 Mechanic Overtime and Vehicle Downtime Control**

- Overtime. The Vehicle Maintenance Supervisor will assign mechanic overtime on a rotational basis and in accordance with County personnel policy and procedures and will have responsibility for determining the "qualifications" applicable to the overtime work. This determination includes overtime required to complete a maintenance activity that is in progress prior to the overtime period. The Vehicle Maintenance Supervisor will have the responsibility for approving or rejecting requests from user departments for the use of mechanics for non-fleet related overtime work.
  
- Downtime. Excess unscheduled downtime is caused by any number of the following:; lack of departments turning in their vehicles when needed, repairs that have more problems than expected, re-dos and comebacks;

waiting on fleet asset delivery to the shop by tow trucks and low-boys;; special tools, parts, service reference sources (i.e., computers or shop manuals) or shop bays to become available; outsourcing repairs for larger pieces of equipment; fleet assets are surplus and/or in poor condition which causes repairs to take longer.

#### **10.1.5 Off-Hour Coverage and Rotation Guidelines**

A mechanic will be always on-call during "off-hours" to provide continuous maintenance coverage for St. Mary's County Government vehicles. The Vehicle Maintenance, Supervisor will set up an on-call schedule that rotates on-call hours weekly between mechanics and Supervisor in accordance with administrative *Equipment Mechanic(s) Call-Out Procedures*.

This individual employee is responsible for advising the VM Supervisor if a replacement is needed.

### **10.2 USE OF FACILITIES and EQUIPMENT**

The Vehicle Maintenance Supervisor will have responsibility for managing the shop and parts facility and equipment under their supervision. County facilities and equipment shall not be used for personal business, gain, or profit.

#### **10.2.2 Non-Tagged Fleet**

Provisions shall be made for permitting non-tagged fleet work to be done in the Vehicle Maintenance facilities, as required. The Vehicle Maintenance Supervisor has authority to allow equipment to be stored inside unused maintenance bays overnight, provided that the equipment is removed at the start of the morning work schedule.

#### **10.2.3 Vehicle Washing and Upkeep**

Operators are responsible for the general daily upkeep of their assigned vehicles and equipment. Vehicles and equipment should be washed at dedicated and licensed facilities only. Departments have the option to use the County's Vehicle / Bus Wash Rack, work may be provided by the County's Detention Center inmates or employee; the department should provide the cleaning supplies.

### **10.3 FACILITY ("SHOP") and INVENTORY SECURITY**

The Vehicle maintenance facility and equipment shall be secured in the location. The Transportation Division shall strictly control access to all its facilities. Access to facilities during off-hours shall be limited to the Director of Public Works & Transportation, the Transportation Manager, the Vehicle Maintenance Supervisor, the on-call mechanic, and on-call Building Maintenance mechanics. All mechanic kits, toolboxes, and tools and equipment shall be stored in a secured location at the Vehicle Maintenance Facility. If damage or loss to facilities or inventory is incurred, a **General Liability Loss Report Form** (Appendix I) must be completed and submitted. Inventory storage locations shall always be secured. No area shall be left unlocked unless attended by authorized personnel. The Parts Room and each maintenance facility storehouse will be held and secured by the Vehicle Maintenance Supervisor and the Inventory Clerk for use during

the workday. After hours, the Vehicle Maintenance staff member on call will have access to the keys. Only duly authorized personnel will have access to any inventory storage locations. Portions of a facility are shared with another County agency, the Vehicle Maintenance Supervisor and the supervisor of the other agency will resolve any issues so that reasonable access to common areas (washrooms, lockers, lunchrooms, etc.) is provided to all persons authorized to work at that site.

#### **10.4 VEHICLE MAINTENANCE FACILITY INSPECTIONS**

The Transportation Manager is required to ensure that the interior of the vehicle maintenance facility is in a clean, orderly, and accessible condition on a day-to-day basis, as well as compliant with all federal and state regulations. The MD Department of Labor, Licensing & Regulation performs inspections of the Vehicle Maintenance Facility (Shop). During the inspection, the state will identify and list any alleged hazards on a charging document / Citation and Notification of Penalty that will specifically describe violations of the Maryland Occupational Safety and Health Act. The Transportation Manager shall complete the corresponding Abatement Verification Response Form and indicate what actions have been taken to address the violations and maintain a copy in the Transportation Division records. Risk Manager,

##### **10.4.1 Safety Data Sheets (SDS)**

The County shall meet all requirements of Maryland Occupational Safety and Health as the law applies to chemical information. Requirements include, but are not limited to, labeling, tagging, or marking each container with the identity and appropriate hazard warning for the hazardous ingredients, maintaining file of Safety Data Sheets (SDS) on each chemical stored or used at the facility and making information available to employees in accordance with the provisions of the law. These Safety Data Sheets shall be in a marked yellow binder located in the 1<sup>st</sup> shop at the part receiving door. All products used in the facility must be commercial grade products. The County will supply specifications sheets to include the following:

- I Safety Data Sheet (SDS) for each hazardous material (see Note) \*;
- Manufacturer.
- Brand Name.
- Intended Use; and
- Other Pertinent Data for Product Evaluation.

***\*Note: All containers of hazardous materials must be appropriately labeled with the identity of the hazardous material; appropriate hazard warnings; and name and place of the chemical manufacturer, importer or other responsible party.***

#### **10.5 FLEET MANAGEMENT SYSTEM**

The Transportation Division I uses a microcomputer-based information management system to track all vehicles and equipment by the assigned Plant #. Transportation a uses software to connect the fleet shop, parts room and staff offices together in a wide area network.

The Fleet Management Module Vehicle System primary features are Equipment inventory tracking,

job order entry, scheduled and unscheduled maintenance, equipment, equipment warranties, user assignment, life cycle cost analyses reports, security, service request tracking, and billing.

## **10.6 REPAIR, TOWING, and IMPOUNDMENT**

For other than preventive maintenance, user departments must complete a **Vehicle Maintenance Repair Checklist Form** for maintenance on vehicles, equipment, and non-tagged small-motorized equipment. The completed form will then be given to the Vehicle Maintenance Supervisor usually at the time of repair. All requests for services that can be scheduled or unscheduled service (service repairs, preventative maintenance, equipment installation, etc.) will be processed in this manner. The **Vehicle Maintenance Repair Checklist Form** (Appendix III) may be completed by the VM Supervisor or designated office staff or the Fleet Services Coordinator.

The Division has several qualified tow companies to perform towing services during regular hours, off-hours, and holidays from both within St. Mary's County. Towing services will be for normal breakdowns, emergencies, or abandoned/confiscated vehicles seized for investigation purposes.

For towing required between 6 am and 11 pm, contact the VM Supervisor at 301 -481-6248.

The Fleet Service Coordinator or the Vehicle Maintenance Supervisor will review the **Vehicle Maintenance Repair Checklist Form** for completeness and accuracy of information. Should any information be missing or unclear, he/ she will contact the originator of the request and obtain the necessary information. The Vehicle Maintenance Supervisor will determine the extent and severity of the repairs needed. The Supervisor will coordinate with the Inventory Clerk as to availability of parts. The Inventory Parts Clerk or VM Supervisor will verify in-stock parts and order any part(s) needed to re-stock inventory level requirements or parts that are required that aren't stocked.

## **10.7 SHOP INVENTORY CONTROL**

The level of inventory correlates to the required basis stock of the fleet operations. A baseline of critical parts is typically stocked for daily use, with a broader spectrum of parts and supplies are always also kept on hand to help minimize equipment downtime. An Inventory Parts Clerk is assigned to control all vehicle and equipment items in the Maintenance parts room and operated storerooms. Material will be charged to the proper accounts at the time of issue. The Transportation Division will determine minimum stocking and re-order levels for fleet parts and materials and reduce the value of the current parts inventory.

The Supervisor will designate the Shop Foreman or at least one (1) individual to be responsible for the parts room or storerooms during off hours, or when the Inventory Control Specialist is not present. Areas are secured in accordance with [Section 13.3](#) of this Manual.

### **10.7.1 Storage Areas**

The appearance of the inventory storage areas shall be neat, clean, and orderly at all times. All stock will be properly identified and located in its designated area. Bin locations shall be clearly identified, and minimum re-order levels established. Items that are stored in more than one (1) location shall be appropriately identified.

### **10.7.2 Physical Counts**

Annually, at the end of June, a complete physical inventory (parts and fluids) will be conducted by the Transportation Division. The Vehicle Maintenance Facility is authorized to scale back its' operations to complete the County's Vehicle Parts Inventory at this time. During this time, there will be a limited number of mechanics on duty to perform emergency and/or safety related repairs. All other mechanics and several additional staff members will be assisting with the physical parts inventory and year-end reconciliation.

Periodically, the Finance Department may conduct its own independent physical asset inventory and audit. Normally, the Transportation Division provides adequate time and instructions for preparation. Any trained inventory personnel are to be available to assist the Finance Department and/or the assigned auditors in performing the inventory for year-end audit purposes. A dedicated Inventory Specialist position is needed to help maintain annual audited losses below **3-5%** of the inventories value and to increase the productivity of the mechanics., the Transportation Manager provides improvement recommendations that included the identified need for a dedicated service writer position within the Division.

### **10.7.3 Bar Coding**

The County provides a bar code system to the Transportation Division's repair parts operation to better track inventory and improve overall shop efficiency. The DPW&T uses the of the barcodes and it is a clear best practice in the fleet industry. The use of bar codes is ideal because it promotes the standardization of coding conventions and business practices and increases data integrity by reducing the amount of manual data entry. In other words, further use of bar coding has improved the accuracy of management information and alleviate the burden of data capture on staff.

### **10.7.4**

## **10.8 Safety Program**

The safety program is a program is in cooperation with County Risk Manager, to supports the County's and STS accident-prevention policies and practices.

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## **SECTION 11. ST. MARY'S TRANSIT BUS MAINTENANCE**

St. Mary's Transit System (STS) is comprised of approximately twenty-four (24) buses, transports over 375,000 riders annually, and travels routes more than 1,000,000 miles. The STS fleet is operated by the St. Mary's County Government Department of Public Works & Transportation utilizing the provisions in the STS Policy and Procedures Manual. St. Mary's Transit System will also follow the relevant policies and procedures included in this Manual. This section of the manual includes documented maintenance policy with goals and objectives required by the MDOT/MTA/FTA for the St. Mary's Transit System Vehicles as recommended in the Locally Owned Transit System (LOTS) manual.

### **11.1 MANAGEMENT**

The authority for the Board of County Commissioners to operate as a carrier of passengers for bus transportation services was granted under Public Service Commission #126. Transportation is managed by the DPW&T Transportation Manager, who is responsible for the County-wide purchase recommendations, dispatch, assignment, maintenance and disposal of County owned vehicles and equipment. The Transportation Manager has primary responsibility for the County's fleet and for day-to-day fleet administration activities. The Vehicle Maintenance Supervisor directs the day-to-day maintenance operations.

### **11.2 Bus Specifications**

#### **11.2.1 Required Equipment**

St. Mary's Transit System (STS) vehicles comply with the *Transportation Article*, Title 22, Annotated Code of Maryland Regulation (COMAR), which includes that all vehicles must be equipped with.

- An operative speedometer
- Three (3) roadside reflectors (safety triangles)
- A fire extinguisher with a minimum rating of 5BC
- Illuminated entire interior of bus
- A heating system

As required, "No Smoking or Eating or Drinking" and Title VI Non-discrimination policy flyers are posted in the interior of the all the STS buses. All fare rates and route information are also posted. An STS schedule brochure is available to all passengers and agencies upon request and can be obtained in various formats to accommodate persons with disabilities.



Each vehicle is assigned an STS number such as "20" and a four digital County number,

which give the driver access to the fueling facilities located at Leonardtown and California, MD. The STS vehicle number is visually posted on each side of the vehicle.

### **11.2.2 Inspections**

STS buses are inspected by the Vehicle Maintenance Certified Mechanics of Public Works and Transportation Division once a year, or every 25,000 miles whichever occurs first. The County's insurance provider, LGIT, and the County's Risk

Manager may perform random Hazard Evaluation Surveys and safety inspections of the Vehicle Maintenance Shop operations.

### **11.3 DRUG & ALCOHOL PROGRAM and COMMERCIAL DRIVERS LICENSING (CDL) REQUIREMENTS**

All St. Mary's County Mechanics, Vehicle Maintenance Supervisor, STS Supervisor and Transportation Specialists are included in the Federal Transit Administration (FTA) Drug and Alcohol testing program established and operated by the St. Mary's County Government Human Resources Department including all the St. Mary's County Bus Drivers. Also, all St. Mary's County Mechanics who test drive the STS 16 or more passenger buses are required to possess a valid Commercial Driver's License (CDL) license. The respective notification of selection **Form for Random Drug and/or Alcohol Testing** is included in Appendix I. For additional information, refer to the County's Substance Abuse, Drug and Alcohol Policies.

### **11.4 ELEMENTS OF AN EFFECTIVE MAINTENANCE PROGRAM**

#### **11.4.1 Scheduled / Preventive Maintenance (PM)**

STS buses established PM program provides thorough periodic inspections at 5,000 miles intervals, which meet the manufacturer's minimum standards for the bus. Levels A, B and C are established in [Section 8](#) of the Manual. Inspection of the Americans with Disabilities Act (ADA) mandated accessibility equipment (including wheelchair lifts and ramps, securement equipment, emergency doors/hatches and public address system) are included as part of the PM program. Maintenance records are kept in the Transportation Division files and St. Mary's County Computerized Fleet Maintenance program. STS staff is required to complete a daily status on a **Pre and Post Inspection Report Form** (Appendix II).

#### **11.4.2 Management Information System**

Vehicles are assigned accordingly to appropriate MTA grants and subscribed services such as Section 5311, 5307, SSTAP, ADA and Job Access Grants in relationship to the route. Cost allocations are inclusive to the Grant, which include all repairs cost and pre and post maintenance fluid and fuel costs. Spare buses follow the same guidelines as regular schedule buses and are used for routes as required and cost is assigned to the route.

### 11.4.3 Inventory Records Management

A physical inventory of equipment and reconciliation of the results is required by all Grantees. In addition, a grantee must have safeguards in place to prevent loss, damage, or theft of property. Information required by MTA includes but is not limited to; St. Mary's Transit (STS) Vehicle and Equipment Inventory Records, and Preventive Maintenance Program, Vehicle Useful Life and Replacement Standards and Property and Equipment Disposition. STS Vehicle and Equipment Lists are continuously updated and maintained by the Division and filed with MTA.

### 11.4.4 Vehicle Storage & Security

The departmental vehicles are usually kept at their compounds in Leonardtown, Senior centers, or Library areas. The Sheriff's assign their vehicles to deputy's locations or Leonardtown or Lexington Park. All STS buses are stationed at the St. Mary's County Public Works and Transportation Vehicle Maintenance Facility in California, Maryland. Buses are currently kept in a paved area at the Bus Barn, the bus storage shelter to improve protection of vehicles against vandalism and the natural elements as an additional safety precaution. The storage shelter area is enclosed by perimeter fencing with a limited number of controlled security access gates. The facility performs maintenance on the County Sheriff's department vehicles and the visibility of the Deputies vehicles also help deter vandalism. In the future, the need for capital improvement project funds will be requested to fund security cameras for the outside of the facility during evening hours. The Vehicle Maintenance Facility is equipped with a security alarm system, which is maintained by the Building Services Division. Heater plugs are provided at the bus barn with interior and exterior security lighting.

### 11.4.5 Drivers Pre and Post Trip Inspections

All STS buses are maintained in a safe operating condition. As part of the required **Pre and Post Inspection Reports** (Appendix II), the driver inspects all engine fluids, interior and exterior of the bus including the accessible wheelchair lift. After the bus driver completes the pre or post inspections, the drivers complete the daily pre and post inspections sheet and submits it weekly to the STS Supervisor Transportation Specialist/Trainer. If a repair is needed, all drivers complete a **Driver's Inspection Report** (Appendix II), which is submitted to the Fleet Service Coordinator for evaluation and repair. A bus may be placed out-of-service in accordance with [Section 8.9](#) either for Preventive Maintenance Service or unsatisfactory conditions. All maintenance records are kept in the Vehicle Maintenance STS files and the respective **Inspection and Maintenance Report Forms** are stored in the STS Transportation Office.

### 11.4.6 Vehicle Cleanliness Standards

The operator is required to inspect the interior of the bus and maintain the vehicle in a clean and sanitary condition from sweeping floors to removal of trash and debris. STS buses are cleaned and washed at the Vehicle Maintenance Facility Bus Wash by work

release inmates from the St. Mary's County Detention Center, or Manpower employees while supervised by the STS Supervisor or Transportation Specialists in California, Maryland.

## 11.5 USEFUL LIFE and REPLACEMENT STANDARDS

STS has been able to maintain vehicles with over 300,000 miles in good condition and are able to exceed the Replacement Guidelines in [Section 4.4](#) of this Manual. The Vehicle Maintenance Division ensures that the vehicles are adequately maintained and remain in service during their normal service lives in accordance with and the Maryland Transit Administration's requirements for grant funded vehicles. STS buses are all small size, medium transit buses (under 30') and typically in service for at least seven (7) years, or an accumulation of at least 200,000 miles. Buses, which have been taken out of service, in less than seven (7) years or less than 200,000 miles, have been typically due to accidents. Guidelines concurred with or recommended by the County's insurance provider, LIGIT, determine whether the vehicle's useful service life has been exceeded based on the severity of the vehicle's condition, or if the vehicle should be placed back in service.

### 11.5.1 Spare Vehicles and Contingency Fleet Guidelines

"Active Fleet" means the total number of buses, including spare and scheduled stand-by buses operated by the Transportation Division for transit operations (STS) or under contract to provide transportation (Non-Public School Buses), but does not include emergency contingency vehicles or non-revenue producing vehicles.

"Ready Reserve Fleet" means "spare" buses that are used to accommodate routine maintenance and repair operations and are used to replace buses in scheduled service that break down or are involved in an accident (s). Spares help ensure reliable service to the public.

"Contingency or Special Use Fleet" means school buses that are placed in an inactive status for local emergencies or designated for special uses, after they have reached the end of their normal minimum useful life. These vehicles are not included in the calculation of spare ratio.

St. Mary's Transit System fleet currently maintains the minimum three **(3)** designated spares and **zero (0)** inactive contingency fleet vehicles to provide route coverage for preventive maintenance, repairs, breakdowns, and accidents. The spare vehicle ratio is in accordance with the established Maryland Transit Administration (MTA) spare ratio which should not exceed more than 20% of the total number in operation at *maximum service levels*.

For fleets less than 50 buses, a judgment call needs to be made based on the age of the fleet and operating conditions. The STS transit system has anywhere from 22 to 29 buses, **18** of which are in operation at any given time to provide regular service to cover all the Public Transportation, ADA, Job Access and SSTAP routes. The Public Transportation Routes are normal a service is Monday through Friday, 6 am to 11 pm, Job Access Routes are in service Monday through Sunday, and SSTAP are in service

Monday through Friday. ADA routes are in service Monday through Sunday.

### 11.6 REPAIR REQUESTS, TOWING and VEHICLE FUELING

STS adheres to MTA's compliance requirements. All STS buses are repaired at the St. Mary's County Maintenance Facility by Certified Mechanics and other County Vehicle contractors as needed. STS buses are removed from service pending repairs or replacement of the vehicles in accordance with [Section 8.9](#). STS transit buses are also subject to other provisions of this Manual including [Section 10.6](#) regarding towing. *Approximately 20% of all Work Orders are related to the maintenance and repair of the STS Transit Fleet.* STS transit bus fueling and use of alternative fuels shall be in accordance with [Section 7.2](#) of this Manual.

### 11.7 PROPERTY and EQUIPMENT DISPOSITION

St. Mary's County Vehicles are maintained well over their expected service life criteria due to excellent maintenance service provided by the County's Vehicle Maintenance Division. Vehicles that are removed from service are primary due to accidents, which disable the bus permanently or structurally unsafe and are subject to the Disposal Procedures in [Section 5.2](#).

Vehicle additions shall be in accordance with the MDOT Maryland Transit Administration requirements. The County will notify the MTA regarding the disposition and condition of all STS vehicles. Maryland Transit Administration (MTA) must concur with the County's request to dispose of vehicles. The funds from the sale of vehicles are to be returned to the respective FTA grant program if sold for more than \$5,000. If sold for less than \$5,000, the funds should be added to the transportation operating budget and cannot be considered as local match for any future requests for payments. If the original purchase price was \$1,000 or more, the STS must remit County funds back to MTA in a proportional amount of sale based upon the original grant ratio. The County (STS) is eligible to retain the first \$100 per vehicle of the net proceeds to cover administrative expenses.

### 11.8 ADA COMPLIANCE

The ADA is a Federal civil rights law that protects persons with disabilities from discrimination. The Maryland Transit Administration (MTA) has established requirements for Locally Operated Transit Systems (LOTS) that include general accessibility standard mobility devices' securement, passenger assistance, service animals, bus stops, fares, service requirements, etc. Compliance with these requirements, to include the provisions in the federal Title VI Non-discrimination policy is an integral part of receiving federal and state grant funding each year.



### 11.9 CHILD SAFETY SEAT and AM / FM RADIO USAGE

The following transportation policies in place:

- Infants and/or children are not permitted to be transported in strollers while the bus is in transit. Strollers must be in a closed position prior to boarding the bus and secured while onboard.

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- Infants and/or children are permitted, but not required, to ride in Child Safety Seats (car seat) and/or carriers. Seat belts are available on all STS transit buses to secure the Child Safety Seat and for older children. The safety of infants and/or children is the responsibility of the parent or guardian, while the bus is in transit.
  
- The use of AM/FM Radio's will only be permitted in the event of an emergency when instructed by a Transportation Specialist, Supervisor, and/or Manager. St. Mary's Transit System drivers are not permitted to play the AM/FM radio while the bus is in transit.

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## **SECTION 12. BEST PRACTICES FOR MANAGING FLEET SIZE**

A best practice for managing fleet size is to require justification of the continued need for a vehicle or piece of equipment as part of an annual evaluation process. In addition to the Service Level Benchmarks cited in [Section 8.12](#), the Transportation Division utilizes modified General Services Administration **Vehicle Allocation Methodology (VAM)** guidelines for the assignment of dedicated vehicles to user Departments and Agencies. Reallocation and “right-sizing” are utilized to match a different type of vehicle that may now better match the job that needs to be performed. It is also possible that the nature of a user’s mission has changed so much that a vehicle is no longer really needed. Other common utilization features include consideration of the following parameters:

### **12.1 Frequency and timing of the vehicle's use**

- Typical times of use, including evening and weekend hours
- Seasonality of use, hours required at a work site
- Ability to predict and manage when the vehicle is used

### **12.2 General requirements for the vehicle's use**

- Typical number of passengers, capacity (e.g., tons)
- Types of passengers (e.g., employees, contractors, VIPs, etc.)
- Criticality of the vehicle's reliability to the user's job performance

### **12.3 Special characteristics of the vehicle's usage requirements**

- Need to respond to emergency calls and frequency and timing of such calls
- Vehicle appearance (i.e., presence of company decals and other markings)
- Special equipment or capabilities, the need for auxiliary equipment (i.e., light bars, radio, mobile data terminal, toolbox, security cage)
- Security of vehicle and contents
- Need to transport materials, tools, and/or equipment that are not easily removed from the vehicle so that someone else can use it

### **12.4 Location of the vehicle's use**

- Proximity of the vehicle user to other vehicle users with whom the vehicle might be shared

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- Proximity of the user to an existing or potential motor pool location

Variability in the user's workplace locations and travel destinations (i.e., predictability as to where and when the vehicle will be available for use by others)

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### **SECTION 13. VEHICLE EQUIVALENT UNIT ANALYSIS**

If the ratio of maintenance staff to equipment is high, this indicates a possible understaffing problem in the County's shop. An analytical technique known as Vehicle Equivalent Unit Analysis can be used to benchmark staffing levels of fleet operations. This technique allows DPW&T to compare fleets of dissimilar size and composition. With this technique, each piece of equipment is equated to the average amount of maintenance effort that is required to keep an average sedan in a fleet in good repair. The amount of this maintenance effort is expressed as one **Vehicle Equivalent (VE)**. Each general class of vehicles is then assigned a vehicle equivalency that expresses the service effort required to maintain that vehicle class as a multiple of fleet sedans.

For example, as cited in a Fleet Efficiency Study by Mercury Associates, a typical Sheriff patrol car equates to 2.5 vehicle equivalents meaning that it takes about two and one-half times as much maintenance effort per year to maintain the average police patrol car as it does to maintain the average fleet sedan. By reducing a fleet down to VEs, we can make reasonable comparisons with other municipal fleet operations.

The number of Vehicle Equivalents per maintenance mechanic is a measure of staffing adequacy. Our experience indicates that **one VE is equal to 12 to 15 labor hours per year** and that mechanics generally can be expected to produce **1,500** hours of wrench turning time each year. Consequently, in a fleet of reasonable age and condition, each FTE mechanic should be able to support the benchmark number of vehicle equivalents of between 100 and 125 VEs (1,500 divided by 12 equals 125). We have calculated the total number of VEs in the County's fleet at 1,321. Our analysis of the County's fleet staffing requirements is shown in the following table:

Several factors need to be added to this analysis. First, VES subcontracts around twenty-three percent of its maintenance and repair work, which is somewhat higher than the norm of around fifteen percent. Second, it is our opinion that the labor per VEU requirement for the County's fleet is at lower end of the range (that is, 12 hours). Fleet operations at the higher end of the range typically have older fleets, have difficult operating environments (such as mountainous terrain and very cold weather conditions), and have fleets with high average annual utilization.

8 Full time positions have enabled VES to improve customer service by reducing repair turnaround times, to reduce vendor costs by performing more services in-house, and to keep pace with the growth in the County's fleet over the next several.

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## **SECTION 14. CHARGE-BACK RATE METHODOLOGY – Industry Best Practices**

There are basically two (2) ways that operating funds can be provided to a fleet management organization to support the management, maintenance, and fueling of a fleet: through direct appropriations to the organization or using a charge-back system which recovers the organization's costs through charges to other organizations for the goods and services it provides them.

Similarly, there are two ways that capital funds can be provided to support the acquisition of new and replacement vehicles: lump-sum or auctioned amounts can be appropriated to the fleet management organization or to the departments it serves on an annual basis, or capital costs can be amortized over the lives of the vehicles in the fleet through the use of a reserve fund and charge-back system or a debt financing arrangement such as a lease-purchase program. There are three reasons why the use of a cost charge-back system is preferable to the direct appropriation of funds to a fleet management organization, a fleet user department, or some combination of the two.

- 14.1 One is that properly designed charge-back systems improve the consumption and provision of fleet resources by; 1) establishing linkages between the behavior of vehicle users and the costs of the vehicles and related services they consume; and 2) encouraging fleet users to hold fleet management organizations accountable for the quality and costs of the goods and services the latter provide.
- 14.2 The second reason for considering implementation of a charge-back system is to promote equitable treatment of fleet users. Since users pay only for the resources they consume, there is no cross-subsidization of fleet costs under a properly designed and implemented charge-back system. One of the implications of this benefit is that fee-supported departments and programs pay the full cost of the fleet resources they consume and do not receive any subsidies from the general fund, which often occurs when a fleet management organization is part of the General Fund.
- 14.3 The third reason for considering implementation of a charge-back system is to ensure the timely replacement of capital assets. Using a charge-back system to accumulate replacement funds allows for vehicle capital costs to be amortized over several years thereby making it easier to accommodate peaks in annual fleet replacement spending requirements which usually cannot be accommodated by (generally static) operating revenue sources. In a properly designed charge-back

system rates should differentiate among the goods and services provided insofar as the costs of their provision are significantly different. The rates should be developed empirically based on the fleet

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organization's actual costs of providing the various services such as maintenance and repair, fuel, parts, and sublet services.

Since using a charge-back system to finance a fleet operation means selling vehicles and related services rather than giving them away, fleet users behave much more cost effectively than they do when such resources are given to them. For the same reason, users also put much more pressure on fleet management organizations to charge competitive (with comparable organizations and the private sector) prices for goods and services than they do when they receive these resources free of charge.

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**APPENDIX I**  
**Vehicle Use (VU) Forms**

Notification of Selection for Random Drug Testing .....VU001

Notification of Selection for Random Alcohol Testing .....VU002

Property / Equipment Breakdown Report.....VU003

General Liability Loss Report / Third Party Property Damage/Bodily Injury Statement .....VU004

Vehicle Accident Report and Vehicle Accident Statement .....VU005

Motor Pool (Loaner) Vehicle Form .....VU006

Complaint Form .....VU007

Vehicle Utilization Log.....VU008

Citizen Passenger Authorization & Release .....VU009

Non-Public School Bus Request for Transportation .....VU010

Non-Public School Bus Referral .....VU011

Authorization to Release Students at Scene of Accident .....VU012

Take- Home Vehicle Authorization .....VU013

Surplus Property Declaration and Utilization Form .....VU014

St. Mary's County Fuel User Application.....VU015

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**ST. MARY'S COUNTY GOVERNMENT**  
**DEPARTMENT OF**  
**HUMAN RESOURCES**  
*Director of Human Resources*



**Commissioners of St. Mary's County**  
 James R. Guy, President  
 Eric Colvin, Commissioner  
 Michael L. Hewitt, Commissioner  
 Todd B. Morgan, Commissioner  
 John E. O'Connor, Commissioner

**Form VU001**

**NOTIFICATION OF SELECTION FOR  
 RANDOM/POST ACCIDENT DRUG TESTING**

<b>Name:</b> _____
<input type="checkbox"/> <b>Random</b> <input type="checkbox"/> <b>Post Accident</b> (Please Check Appropriate Box)

This is notification to the above-named employee that he/she has been selected for a **DRUG** test on (insert date) \_\_\_\_\_ the employee must report **immediately** to White Glove Drug & Alcohol Testing located at 22196 Three Notch Rd., (white building with a black roof located next to the Navy Museum), 2<sup>nd</sup> Floor, Lexington Park, MD 20653. The phone number is 410-394-5200 and the fax number is 410-394-9645. The hours of operation are Monday through Friday from 9:00 a.m. until 5:00 p.m.; **test site doesn't close for lunch.**

**SMCG Use:**  
**JOB TITLE** \_\_\_\_\_ **DEPARTMENT** \_\_\_\_\_

**PLEASE CHECK APPROPRIATE BOX BELOW**

- FTA**                     
  **FMCSA**                     
  **DFWP**                     
  **USCG**

<b>Time Notified</b> _____  <b>Initials</b> _____	<b>Time Arrived</b> _____  <b>Initials</b> _____	<b>Time Completed</b> _____  <b>Initials</b> _____
---	--	--

**PLEASE FAX COMPLETED FORM ALONG WITH COC TO 301-475-4082**

**ST. MARY'S COUNTY GOVERNMENT**  
**DEPARTMENT OF**  
**HUMAN RESOURCES**  
*Director of Human Resources*



**Commissioners of St. Mary's County**  
 James R. Guy, President  
 Eric Colvin, Commissioner  
 Michael L. Hewitt, Commissioner  
 Todd B. Morgan, Commissioner  
 John E. O'Connor, Commissioner

**FORM VU002**

**NOTIFICATION OF SELECTION FOR  
 RANDOM/POST ACCIDENT ALCOHOL TESTING**

<b>Name:</b> _____
<input type="checkbox"/> <b>Random</b> <input type="checkbox"/> <b>Post Accident</b> (Please Check Appropriate Box)

This is notification to the above named employee that he/she has been selected for a **ALCOHOL** test on (insert date) \_\_\_\_\_ the employee must report **immediately** to White Glove Drug & Alcohol Testing located at 22196 Three Notch Rd., (white building with a black roof located next to the Navy Museum), 2<sup>nd</sup> Floor, Lexington Park, MD 20653. The phone number is 410-394-5200 and the fax number is 410-394-9645. The hours of operation are Monday through Friday from 9:00 a.m. until 5:00 p.m.; **test site doesn't close for lunch.**

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**PLEASE CHECK APPROPRIATE BOX BELOW**

- FTA**                     
  **FMCSA**                     
  **DFWP**                     
  **USCG**

<b>Time Notified</b> _____	<b>Time Arrived</b> _____	<b>Time Completed</b> _____
<b>Initials</b> _____	<b>Initials</b> _____	<b>Initials</b> _____

**PLEASE FAX COMPLETED FORM ALONG WITH COC TO 301-475-4082**

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**VU003 - PROPERTY / EQUIPMENT BREAKDOWN REPORT**  
 Report Every Accident Promptly

**IF PERSONAL INJURY IS INVOLVED, PLEASE TELEPHONE THE INFORMATION TO THE:**

CLAIMS HANDLING UNIT

MEMBER CONTACT INFORMATION		
Member Name and Address		Member Contact and Phone
DEPARTMENT PROPERTY DAMAGE INFORMATION		
Department Name and Address		Department Contact and Phone
Date and Time of Loss	Location of Loss	
Property Description and Extent of Damage		
Cause of Property Loss		
Name of Owner, Tenant, or Contractor in Control of Premises	Work Phone	Home Phone
Where was the property loss reported?	Police Report #	Fire Dept Report #
Additional insurance policies, warranties, contracts or other agreements <i>(Include copies with this report)</i>		
PROPERTY DAMAGE INVESTIGATION		
Name and Address of Negligent Party	Work Phone	Home Phone
Name and Address of Insurance Company	Insurance Company Phone	
Remarks and Recommendations		
WITNESSES		
Witness #1 Name and Address	Work Phone	Home Phone
Witness #2 Name and Address	Work Phone	Home Phone

**IMPORTANT: REPORT MUST BE SIGNED BY THE MEMBER**

Date of this report \_\_\_\_\_ Signed \_\_\_\_\_ Your Report # \_\_\_\_\_

Columbia: 410-312-0880

Local Government Insurance Trust  
 Claims Handling Unit  
 7172 Columbia Gateway Drive, Suite E  
 Columbia, Maryland 21046

Maryland: 800-673-8231

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**VU004 - General Liability Loss Report**

<b>MEMBER CONTACT INFORMATION</b>		
<b>Member Name and Address</b>		<b>Member Contact and Phone</b>
<b>DEPARTMENT LOSS INFORMATION</b>		
<b>Department Name and Address</b>		<b>Department Contact and Phone</b>
<b>Date and Time of Accident</b>	<b>Street Location of Accident</b>	
<b>Description of Loss</b>		
<b>Cause of Loss</b>		
<b>THIRD PARTY PROPERTY DAMAGE</b>		
<b>Property Owner's Name and Address</b>		<b>Work Phone</b>
		<b>Home Phone</b>
		Cell#
<b>Property Damaged</b>		
<b>Property Description and Extent of Damage</b>		
<b>PERSONAL INJURY</b>		
<b>Injured Person's Name</b>		<b>Work Phone</b>
		<b>Home Phone</b>
<b>Injured Person's Address</b>		<b>Social Security #</b>
		<b>Date of Birth</b>
<b>Nature and Extent of Injuries</b>		
<b>Name and Address of Hospital or Attending Physician</b>		<b>Transported by Ambulance?</b>
<b>WITNESSES</b>		
<b>Witness #1 Name and Address</b>		<b>Work Phone</b>
		<b>Home Phone</b>
<b>Witness #2 Name and Address</b>		<b>Work Phone</b>
		<b>Home Phone</b>
<b>ACCIDENT INVESTIGATION</b>		
<b>Complainant's Attitude: State whether you think a Claim will be made.</b>		
Date of this report _____ Signed _____ Police Report # _____		

**IMPORTANT: REPORT MUST BE SIGNED BY THE SUPERVISOR**

Date of this report \_\_\_\_\_ Signed \_\_\_\_\_ Police Report # \_\_\_\_\_



## Third Party Property Damage/Bodily Injury Statement General Liability

----- To be completed by Employees and Witnesses -----

Select One:  Employee  Witness

Name: \_\_\_\_\_  
Last First Middle

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Address Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**Facts of Incident/Accident**

Date of Incident/Accident: \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM

Exact Location of Incident/Accident: \_\_\_\_\_  
Address/Name of building/Area

***For Third Party Property Damage:***

Property Damaged? Yes  No  N/A  Name of Property Owner: \_\_\_\_\_

List Damages: \_\_\_\_\_

***For Bodily Injury:***

Was anyone injured in the incident/accident? Yes  No  If yes, list injury: \_\_\_\_\_

Name of injured person: \_\_\_\_\_ If minor parent/guardian name: \_\_\_\_\_

Transported by Ambulance? Yes  No

Explain in detail how the accident occurred and if there were any other contributing factors: (Use additional paper if needed):  
\_\_\_\_\_  
\_\_\_\_\_

List any equipment involved: \_\_\_\_\_ Equipment faulty/damaged? Yes  No

If Yes, Explain: \_\_\_\_\_

Date of last inspection: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Is location under construction? Yes  No  In need of repairs? Yes  No

Proper signage present or hazards identified? Yes  No

Weather conditions at the time of incident/accident? \_\_\_\_\_

For property damage, were photos of involved area/damage taken? Yes  No

*If so, email digital photos to: [jennifer.earhart@co.saint-marys.md.us](mailto:jennifer.earhart@co.saint-marys.md.us)*

Signature of Employee/Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Fax a copy to the Department of Human Resources Attn: Jennifer: 301-475-4082*



**FORM VU005**  
**Vehicle Accident Report**

Report Every Accident Promptly

**Include the Vehicle Accident Statement from Employee and All Witnesses.**

MEMBER CONTACT INFORMATION			
Member Name and Address		Member Contact and Phone	
DEPARTMENT ACCIDENT INFORMATION			
Department Name and Address		Department Contact and Phone	
Department Driver Name	Dept Vehicle Year/Make/Model/Plant #	Department Vehicle V.I.N. Number	
Date and Time of Accident	Driver's Duties at time of Accident	Where Can Vehicle be Appraised?	
1. Description and Cause of Accident		Street Location of Accident	
2. Department Vehicle Damage Description			
THIRD PARTY VEHICLE DAMAGE			
Vehicle Owner's Name and Address		Work Phone	Home Phone
Name and Address of Insurance Company		Insurance Company Phone	
Owner Vehicle Policy Number	Owner Vehicle Year/Make/Model	Owner Vehicle V.I.N. Number	
Description and Extent of Damage			
Vehicle Driver Name and Address (If not the vehicle owner)		Work Phone	Home Phone
PERSONAL INJURY			
Injured Person's Name		Work Phone	Home Phone
Injured Person's Address		Social Security #	Date of Birth
Nature and Extent of Injuries			
Name and Address of Hospital or Attending Physician		Transported by Ambulance?	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
WITNESSES			
Witness #1 Name and Address		Work Phone	Home Phone
Witness #2 Name and Address		Work Phone	Home Phone
ACCIDENT INVESTIGATION			
Complainant's Attitude: State whether or not you think a Claim will be made.			

**IMPORTANT: REPORT MUST BE SIGNED BY THE SUPERVISOR**

Date of this report \_\_\_\_\_ Signed \_\_\_\_\_ Police Report # \_\_\_\_\_



FORM VU006

*St. Mary's County Government*  
**MOTOR POOL (LOANER) VEHICLE FORM**

User's Name (*Print Clearly*): \_\_\_\_\_

Department: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Loaner Vehicle** Plant #: \_\_\_\_\_ (**User's Vehicle** Plant #: \_\_\_\_\_)

Date checked out: \_\_\_\_\_ Mileage: \_\_\_\_\_

Date checked in: \_\_\_\_\_ Mileage: \_\_\_\_\_

It is required of every operator that the gas tank be filled prior to returning the vehicle, no matter how minimal the hours or mileage used. The motor pool vehicle gas key is available at the Department of Public Works & Transportation, Transportation Coordinator's office. ***This key cannot be kept by the operator and must be returned to the Transportation Coordinator. During refueling, do not use a gas key from another vehicle*** as it affects fuel and maintenance records for the vehicle.

Prior to removing the vehicle from the County premises, you are required to perform a cursory visual inspection of the vehicle. Upon returning to the County premises, again you are required to perform a cursory visual inspection of the vehicle. Should there be changes to the condition of the vehicle, it must be noted below and reported to the Department of Public Works and Transportation - Vehicle Maintenance Division.

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I understand and agree to the conditions contained herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN THIS CHECKLIST TO:

Department of Public Works & Transportation - Transportation Coordinator  
44829 St. Andrews Church Road, P.O. Box 409, California, Maryland 20619 301-475-4200 (Ext. 1125)

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**St. Mary's County**  
Department of Public Works & Transportation

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**Complaint Form**  
**VU007**

**Form Completed By:** \_\_\_\_\_

**Callers Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Driver Name or Passenger Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **a.m.** **p.m.**

**Location:** \_\_\_\_\_

**Nature of Action:** \_\_\_\_\_

**Disciplinary Action Taken:** \_\_\_\_\_

**Driver's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_



St. Mary's County Government  
Transportation Policies and Procedures Manual

FORM VU009

ST. MARY'S COUNTY GOVERNMENT  
DEPARTMENT OF  
HUMAN RESOURCES  
*Director of Human Resources*



**Commissioners of St. Mary's County**  
James R. Guy, President  
Eric Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Todd B. Morgan, Commissioner  
John E. O'Connor, Commissioner

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**CITIZEN PASSENGER AUTHORIZATION AND RELEASE FORM**

I would like to be a passenger in a county vehicle on: \_\_\_\_\_  
Date

Accompanying \_\_\_\_\_ for the following reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

I have read and signed the Release and Covenant Form and I understand the provisions.

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Best Time /Day to Contact: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
PARENT/GUARDIAN (if rider is juvenile)

From: \_\_\_\_\_, Director

To: \_\_\_\_\_, Vehicle Operator

**SUBJECT: Authorization**

Request Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Citizen Authorized to Ride: \_\_\_\_\_ on \_\_\_\_\_  
(Hours) (Date)  
in \_\_\_\_\_ with \_\_\_\_\_  
(Area)

FORM VU009

**CITIZEN PASSENGER AUTHORIZATION AND RELEASE FORM  
Release and Covenant Not to Sue**

Date: \_\_\_\_\_

THIS IS AN IMPORTANT LEGAL DOCUMENT BY WHICH YOU WAIVE AND RELEASE LIABILITY CLAIMS. IT IS RECOMMENDED THAT YOU CONSULT LEGAL COUNSEL BEFORE EXECUTING THIS RELEASE AND COVENANT NOT TO SUE.

In consideration of the Board of County Commissioners for St. Mary's County, Maryland, allowing me, and/or a child or other person over whom I have custody or control, to be a passenger in a St. Mary's County vehicle, I \_\_\_\_\_, on behalf of myself, spouse, child, ward and other person over whom I have custody or control, do hereby release, waive, covenant not to sue, and forever discharge the Board of County Commissioners for St. Mary's County, Maryland, and their employees, from any and all claims of whatever nature, actions, causes of action, damages, costs, loss of service, expenses, and compensation on account of or in any way arising from my act of, or the act of my child or a person over whom I have custody or control, in being a passenger in a County vehicle. This includes, but is not limited to, all claims, losses, injuries, and damages suffered while such person(s) is/are a passenger in a St. Mary's County Government vehicle. This Release and Covenant Not to Sue is intended by me to apply to, and include any release claims, losses, injuries, and damages involving automobile accidents, including accidents caused by the negligence and gross negligence of employees, and injuries caused by persons involved in criminal conduct and/or traffic violations. I further assume all risk associated with participation in this program.

This Release and Covenant Not to Sue shall be binding upon my heirs, agents, representatives, devisees, legatees, and Personal Representatives, and those of my spouse, child, ward, or other person over whom I have custody or control.

It is further understood and agreed that this Release and Covenant Not to Sue contains the entire agreement between the parties hereto, that this Release and Covenant Not to Sue contains the entire agreement between the parties hereto, that no representations or inducements other than the consideration recited herein have been made to us, and that the terms of this document are contractual and not a mere recital.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (if rider is a juvenile)

\_\_\_\_\_  
Date

St. Mary's County Government  
Transportation Policies and Procedures Manual

**FORM VU010**



**Saint Mary's County Government , DPW&T  
Non-Public School Transportation Division**

**Rebecca George, Transportation Supervisor**  
P.O. Box 409  
44829 St. Andrew's Church Rd.  
California, MD 20619  
Phone: (301) 475-4200 ext. 1124 » Fax: (301) 866-6797  
Email: [becky.george@stmarysmd.com](mailto:becky.george@stmarysmd.com)

**Transportation Office Use Only**

Regular Bus No.: \_\_\_\_\_  
Transfer Bus No.: \_\_\_\_\_  
Added to manifest:   
Initials: \_\_\_\_\_

**REQUEST FOR TRANSPORTATION**

Academic Year: 2021 – 2022

**IMPORTANT INFORMATION**

- ❖ The deadline to return this form to the Transportation Office is: **August 2, 2021.**
- ❖ **The bus driver(s) or contractor(s) will contact the parent/guardian to confirm the bus stop location and times of pick up / drop off within a few days prior to the student(s) riding the bus.**
- ❖ Complete all fields for student / school information
- ❖ All requests may have a processing time of up to two weeks.
- ❖ Additional information can be found on the S.M.C.G. website at: [www.stmarysmd.com/dpw/nonpublicschools.asp](http://www.stmarysmd.com/dpw/nonpublicschools.asp)

Requested Start/End Date: \_\_\_\_\_

Check one:  Address Change  New Student/School  Riding with another student  Other

**STUDENT / SCHOOL INFORMATION**

Student Name:			Student Name:		
School:	Grade:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	School:	Grade:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Medical Conditions:			Medical Conditions:		

**PARENT / LEGAL GUARDIAN INFORMATION**

Parent / Guardian Name(s): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

City / Zip: \_\_\_\_\_ County of Residence:  St. Mary's  Charles  Calvert  Other \_\_\_\_\_

Email Address (print clearly): \_\_\_\_\_

**BUS STOP INFORMATION**

Requested Bus Stop Location (a.m.):	Requested Bus Stop Location (p.m.):

Assigned location (*Office use only*): \_\_\_\_\_

**SIGNATURE / CONSENT**

Requestor's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT & RELEASE STATEMENT:**

By signing this request I affirm my understanding that: (1) all children 2<sup>nd</sup> grade and below must be received at the bus stop location by an adult, and that if no adult is present the bus driver will return the child(ren) to the school upon completion of the assigned bus route; (2) any medical conditions stated on this form may be released to the contractor and/or driver of my child(ren)'s bus route, with the understanding that such information will be kept strictly confidential; (3) the Saint Mary's County Non-Public School Transportation Office is authorized to release any and/or all information contained in this application to Patuxent River Naval Air Station employees for emergency planning purposes, and that such information will be kept confidential by designated personnel on the Base; and (4) out of county residents will be charged an out of county fee for ridership on the SMC buses, and will agree to make payments on time, as required by the County.

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 Transportation Policies and Procedures Manual

FORM VU011



Saint Mary's County Government  
 Non-Public School Bus Division

Becky George, Supervisor  
 Phone: 301-475-4200 \* 1124  
 Fax: 301-866-6797

**School Bus Behavior Report**

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_ Grade: \_\_\_\_\_

**SCHOOL BUS / DRIVER INFORMATION**

Bus Number: \_\_\_\_\_ Driver Name: \_\_\_\_\_ Contractor  
 Contractor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**VIOLATION INFORMATION**

Date / Time of Incident:				Contractor Notified:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Mark one or more of the following:	<input type="checkbox"/> Profanity	<input type="checkbox"/> Fighting	<input type="checkbox"/> Damaging the bus	<input type="checkbox"/> Harming another student		
	<input type="checkbox"/> Exiting bus at unauthorized location		<input type="checkbox"/> Creating a disturbance	<input type="checkbox"/> Other		
Infraction:	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> 4 <sup>th</sup>	<input type="checkbox"/> other	

Driver: use the below space to describe the details and events of the violation, and what action was taken

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUMMARY OF CORRECTIONAL ACTION TAKEN BY DISCIPLINARIAN**

Disciplinarian will contact parents of the student(s) concerning this violation, and notify the Transportation Office and the Contractor of the school bus within two (2) working days as to the outcome of this matter.

\_\_\_\_\_

\_\_\_\_\_

Suspension to be served:  YES  NO Dates of Suspension: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disciplinarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS TO BE FAXED TO THE TRANSPORTATION OFFICE IMMEDIATELY FOLLOWING THE INCIDENT, AND AFTER CORRECTIVE ACTION HAS BEEN TAKEN.**

**Form VU012**

**St. Mary's County Government  
Department of Transportation**

44829 St. Andrews Church Road, California, MD 20619  
Phone: 301-475-4200 ext. 71124 Fax: 301-866-6797

**AUTHORIZATION TO RELEASE STUDENT(S) AT SCENE OF ACCIDENT**

<b>Student Information</b>	
Student's Name:	Age:
Grade:	School:
The above-named student has been released by the attending emergency unit: <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>Responsible Party (parent/guardian) Information</b>	
<i>Note: Any persons wishing to remove a Non-Public School student from the scene of an accident must be 18 years of age or older</i>	
Name:	
Address:	
City:	Zip Code:
Home Phone:	Cell Phone:
Student will be transported to the following location:	

<b>Accident Information</b>	
Date of Accident:	Location of accident:
Bus Number:	
Bus Driver Name:	

<b>Authorization</b>	
<b>Consent to release:</b> I, the parent/ guardian of the above-named student, affirm that this student has been released by the attending emergency unit and medical release forms have been signed as required. By signing this student release form, I hereby assume total responsibility for this student after he/she is released into my care.	
<b>Printed Name:</b>	
<b>Signature:</b>	<b>Date:</b>
Signature of Authorized Personnel:	Date:
Title:	

**FORM VU013**

**ST. MARY'S COUNTY TAKE HOME VEHICLE  
AUTHORIZATION FORM**

\_\_\_\_\_ understand that I have been  
(printed name)

approved for the use of Vehicle Number \_\_\_\_\_ to drive to and from work. I understand that this vehicle is to be driven by me and to be used exclusively for County-related business. I agree that I will not use this vehicle for personal reasons. I understand that under no circumstances will I use this vehicle if my ability to drive has been impaired in any way. This includes being under the influence of drugs (including prescription drugs), alcohol, illness, or any other condition that could impair my ability to drive safely.

I further agree that I will maintain my legal ability to operate a vehicle in the State of Maryland as well as my insurability. I understand it is my responsibility to notify my supervisor within 24 hours of any change in my ability to drive, to remain insurable, or of any traffic citations that I receive. I understand that an MVA check will be completed verifying my driving record.

In the event of any vehicle-related accident involving damages or injuries, I agree to submit to a drug test. Failure to abide by the above policies may cause immediate termination of employment.

**I agree to the above policy and requirements, I have received a copy of the St. Mary's County Take - Home Vehicle Policy and my signature certifies that I meet the criteria required to justify a take home vehicle.**

**Employee Name & Job Title:**

\_\_\_\_\_

Employee Signature: \_ \_ \_ \_ \_ Date: \_\_\_\_\_

Driver's License # \_\_\_\_\_

The Vehicle identified above is parked at the following address after work hours:

**Justification for Take Home Vehicle:**

I certify that (employee name) is aware of the Take-home Vehicle policy requirements and meets the criteria required to justify a take home vehicle and my signature authorizes such use.

Director Signature & Date

\_\_\_\_\_

**FORM VU014**

**SURPLUS PROPERTY DECLARATON & UTILIZATON**

The person listed below is authorized to certify that the items listed on this Form are surplus to the Department / Agency listed.

User's Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Office Phone: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Make and Model: \_\_\_\_\_

**PART A**

The property listed is surplus to the needs of this Department / Agency for the following reason(s). MUST check all that apply):

- No longer needed to perform the duties of the Department / agency.
- Vehicle exceeds age and mileage replacement guidelines.
- Obsolete and not compatible with newer equipment.
- Broken and / or is not reliable.
- Other (Explain): \_\_\_\_\_

**PART B**

The Transportation Manager recommends the following disposition of the listed surplus property (MUST indicate recommended disposition):

Plant #: \_\_\_\_\_ Date inspected: \_\_\_\_\_

Mileage: \_\_\_\_\_

- Sell by sealed bid.
- Sell at public auction (Estimated Value \$ \_\_\_\_\_).
- Sell for scrap metal.
- Retain for spare parts.
- Trade in (i.e., Guaranteed Buy-Back).
- Transfer to; \_\_\_\_\_

**Contact the County's Risk Manager regarding the disposition of surplus property. Use this form when declaring any item of value as surplus. Use a separate form for each capital item over \$5,000.**

**Form VU015**

ST. MARY'S COUNTY GOVERNMENT  
 DEPARTMENT OF  
 PUBLIC WORKS & TRANSPORTATION  
*John Deatrack, P.E., AICP, LEED BD+C*  
 Director



**COMMISSIONERS OF ST. MARY'S COUNTY**  
 James R. Guy, President  
 Eric Colvin, Commissioner  
 Michael L. Hewitt, Commissioner  
 Todd B. Morgan, Commissioner  
 John E. O'Connor, Commissioner

**St. Mary's County Fuel User Application**

Date:	
Company Name:	
First Address:	
Second Address:	
City:	
State:	Zip Code:
Federal Identification No:	
<b>**Eligibility Qualifications (Specify one):</b>	<b>Justification:</b>
1. If County Agency or	
2. If Government Agency or	
3. Traditional government function	
4. Non-profit	

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Name of Insurance Co:	
Insurance Address:	
Insurance Contact Information:	
Estimated fuel use (Gallons per week):	
Number of vehicles requiring fuel keys:	
Number of fueling accounts needed for invoicing (i.e., depts, divisions, etc):	
On a separate sheet, provide for each vehicle:	Year, Make, Model, Tag No., VIN, any company-assigned vehicle number, and fueling account, when more than one exists.
Name, phone no. and email address of all to receive monthly fuel report and invoice:	
(If necessary, provide on separate sheet.)	
<b>SIGNATURES:</b>	
Company/Agency Proprietor:	
Transportation Deputy Director:	
Director of Public Works & Transportation:	
Director of Finance:	
County Attorney:	
County Administrator:	
<p><b>* State tax regulations - Please consult with your tax professional. St. Mary's County is not responsible for any tax liability should it occur.</b></p> <p><b>** IRS ruling 82-30</b></p>	

Cc: Debbie Litten, Fleet Services Coordinator

**APPENDIX II**  
**Vehicle Inspection (VI) Forms**

10-Minute Weekly Walk Around Inspection ..... VI001

Driver's Vehicle Inspection Report ..... VI002

Operator's Daily Inspection Checklist ..... VI003

STS Pre and Post Inspection Daily Report ..... VI004

**Form VI001**  
**10-Minute Walk-Around Inspection (Autos, Light Trucks)**

**Each of the following items must be checked once a week.**  
**Hazards / malfunctions must be noted in the right column.**

Driver: \_\_\_\_\_ Date: \_\_\_\_\_  
Vehicle Make/Model: \_\_\_\_\_ VIN: \_\_\_\_\_

Check each box when that item has been inspected. If authorized, correct problem (e.g., add engine oil, install light bulbs, etc.).

**Hazard or  
Malfunction**

1. **Tire pressure: adjust to cold pressure as indicated by manufacturer:**  
 Left front  Left rear  Right front  Right rear  Spare \_\_\_\_\_
2. **Tire condition: check for tread wear, cuts and penetrating objects:**  
 Left front  Left rear  Right front  Right rear  Spare \_\_\_\_\_
3. **Engine Inspection:**  
 Brake fluid aligned with indicator to mark on reservoir \_\_\_\_\_  
 Power steering fluid in "Operating Range" when tested warm \_\_\_\_\_  
 Coolant recovery tank filled to "Cold" range \_\_\_\_\_  
 Engine oil in "Operating Range" when engine idling \_\_\_\_\_  
 Transmission fluid in "Operating Range" when engine idling \_\_\_\_\_  
 Inspect hoses for flexibility, cracks, splits, or signs of leakage \_\_\_\_\_  
 Radiator (top and bottom)  Heater  Air conditioning \_\_\_\_\_  
 Power steering \_\_\_\_\_  
 Inspect belts for tightness, cracks, or signs of wear \_\_\_\_\_  
 Fan belt  Power steering belt  Air conditioning belt \_\_\_\_\_  
 Windshield washer fluid at proper level \_\_\_\_\_  
 Remove debris in radiator core \_\_\_\_\_
4. **Exterior lights: operational, clearly seen, no broken covers:**  
 Standard headlights  High beam headlights  Parking lights \_\_\_\_\_  
 Reverse (backing lights)  Taillights  Brake lights \_\_\_\_\_
5. **Interior lights: operational and easily seen by driver:**  
 Speedometer  Turn signals (left & right/front & rear) \_\_\_\_\_  
 Overhead  Glove Box  Vanity \_\_\_\_\_  
 Instrument panel (oil, temperature, engine, brake & generator lights) \_\_\_\_\_
6. **Windows and interior features:**  
 Wipers and washer operational with no cracks \_\_\_\_\_  
 Inspect for cracks, chips, etc., in windshield and other windows \_\_\_\_\_  
 Ensure all windows open and close properly \_\_\_\_\_  
 Inspect all mirrors (interior rearview and left and right exteriors) \_\_\_\_\_  
for cracks and ensure mount is firm \_\_\_\_\_  
 Seat adjusters functional \_\_\_\_\_  
 Inspect seat belts for frays, tears, etc. \_\_\_\_\_  
 All door locks and release handle functional \_\_\_\_\_  
 Brake pedal working properly; not "soft" when depressed \_\_\_\_\_  
 Emergency brake and emergency brake release functional \_\_\_\_\_
7. **Miscellaneous:**  
 Insurance certificate current and valid \_\_\_\_\_  
 Registration current and valid \_\_\_\_\_  
 License plates (front and rear) securely fastened \_\_\_\_\_  
 Emergency kit and tools in trunk \_\_\_\_\_  
 License plates (front and rear) securely fastened \_\_\_\_\_  
 Emergency kit and tools in trunk \_\_\_\_\_

FORM VI002

**DRIVER'S VEHICLE INSPECTION REPORT**

(AS REQUIRED BY THE DOT FEDERAL MOTOR CARRIER SAFETY REGULATIONS)

CARRIER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

TRACTOR/  
TRUCK NO. \_\_\_\_\_ ODOMETER READING: \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Air Compressor     | <input type="checkbox"/> Horn             | <input type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines          | <input type="checkbox"/> Lights           | <input type="checkbox"/> Starter           |
| <input type="checkbox"/> Battery            | Head-Stop                                 | <input type="checkbox"/> Steering          |
| <input type="checkbox"/> Body               | Tail-Dash                                 | <input type="checkbox"/> Tachograph        |
| <input type="checkbox"/> Brake Accessories  | Turn Indicators                           | <input type="checkbox"/> Tires             |
| <input type="checkbox"/> Brakes, Parking    | <input type="checkbox"/> Mirrors          | <input type="checkbox"/> Tire Chains       |
| <input type="checkbox"/> Brakes, Service    | <input type="checkbox"/> Muffler          | <input type="checkbox"/> Transmission      |
| <input type="checkbox"/> Clutch             | <input type="checkbox"/> Oil Pressure     | <input type="checkbox"/> Wheels and Rims   |
| <input type="checkbox"/> Coupling Devices   | <input type="checkbox"/> Radiator         | <input type="checkbox"/> Windows           |
| <input type="checkbox"/> Defroster / Heater | <input type="checkbox"/> Rear End         | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Drive Line         | <input type="checkbox"/> Reflectors       | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Engine             | <input type="checkbox"/> Safety Equipment |  |
| <input type="checkbox"/> Exhaust            | Fire Extinguisher                         |  |
| <input type="checkbox"/> Fifth Wheel        | Reflective Triangles                      |  |
| <input type="checkbox"/> Frame and Assembly | Flags – Flares – Fuses                    |  |
| <input type="checkbox"/> Front Axle         | Spare Bulbs and Fuses                     |  |
| <input type="checkbox"/> Fuel Tanks         | Spare Seal Beam                           |  |
| <input type="checkbox"/> Generator          |   |  |

TRAILER(S) NO(S). \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Brake Connections   | <input type="checkbox"/> Hitch             | <input type="checkbox"/> Tarpaulin       |
| <input type="checkbox"/> Brakes              | <input type="checkbox"/> Landing Gear      | <input type="checkbox"/> Tires           |
| <input type="checkbox"/> Coupling Devices    | <input type="checkbox"/> Lights - All      | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) Pin | <input type="checkbox"/> Roof              | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Doors               | <input type="checkbox"/> Suspension System |  |

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY**

Driver's Signature: \_\_\_\_\_

- Above Defects Corrected  
 Above Defects Need Not Be Corrected for Safe Operation of Vehicle

Mechanic's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

St. Mary's County Government  
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**FORM VI002  
OPERATOR'S DAILY CHECKLIST**

Check: (√) if OK. ( )  
remarks.

Use (X) to indicate defect and explain under

Equipment Unit No. \_\_\_\_\_ Make: \_\_\_\_\_ Date: \_\_\_\_\_

Operator: \_\_\_\_\_ Odometer /Hour Reading: \_\_\_\_\_

**POWER UNIT**

**GENERAL CONDITION**

- Cab / Doors / Windows
- Body / Doors
- Oil Leak
- Grease Leak
- Coolant Leak
- Fuel Leak

**FLUIDS & BELTS**

- Engine Oil Level
- Coolant Level
- Belts
- Hydraulic Oil
- Transmission Oil

**IN-CAB**

- Gauges / Warning Indicators
- Windshield Wipers / Washers
- Horn (s)
- Heater / Defroster
- Mirrors
- Fire Extinguisher
- Spare Fuses
- Seat Belts
- Cab Clean
- Flares
- First Aid Kit
- \_\_\_\_\_

**EXTERIOR**

- Lights
- Suspension
- Tires
- Wheels / Rims / Lugs
- Battery
- Exhaust
- Air Lines
- Load Covers
- Other
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**CHECK BEFORE BEGINNING WORK**

- Transmission-shifts easy, stays in gear
- Clutch-grab, slip, chatter
- Unusual noise
- Back-up Alarm
- Steering

- PTO Unit
- Cables-wear and lubrication
- Cutting edge / teeth-wear / broken
- Brakes
- Body / Frame

**TOWED UNIT (S)**

- Frame / Deck
- Tie-Downs
- Lights
- Reflectors

- Suspension
- Tires
- Wheels / Rims / Lugs
- Brakes

- Kingpin – Upper Plate
- Fifth Wheel
- Other Coupling Devices
- \_\_\_\_\_

\_\_\_\_\_

**USEABLE**

**NOT USEABLE**

REMARKS \_\_\_\_\_

Maintenance Action: _____ "X" in Circle Indicates Repairs Made <span style="float: right;">○</span>
Checked & Repaired By: _____ Date: _____

**FORM VI003**

**INSPECTOR PROCEDURE**

**HAVE ALL DEFECTS CORRECTED BEFORE DEPARTURE**

1. Approaching equipment (unit), note general condition. Look for leakage of water, fuel, or lubricants under unit.
2. Engine compartment: check water (radiator) and crankcase (oil) levels. Check blades, belts, etc., for cracks, excessive slack, and wear.
3. START ENGINE, let idle for warm-up. Listen for abnormal noises. Check gauges for normal readings. If equipped with air brakes, be sure "low air" warning is operating if air pressure is below 60 pounds.
4. Check emergency equipment, horn(s), windshield wipers. Turn on all lights including 4-way flasher switch for turn signals. Check steering wheel action.
5. Leave cab to check headlights and marker lights. Switch headlights on and check both beams, then turn off headlights only. Leave all other lights on.
6. Check front clearance and identification lights.
7. Check left and right front wheels, tires, lugs, or studs. Check for leaks around hubs.
8. Check right side of cab, door, mirrors, etc., and check lights and reflectors along the right side as inspection progresses.
9. Check right rear tires, wheels, lugs, or studs. Note any thrown lubricant.
10. Check rear of body, mud flaps, rear lights (clearance and identification, stop, tail, turn signals) rear reflectors, rear-end protection.
11. Check left rear tires, wheels, lugs, or studs. Check for thrown lubricants.
12. Check lights and reflectors on left side as inspection progresses.
13. re-enter cab. Re-check all gauges. Air pressure should be at maximum.
14. Check parking brake.
15. Check brakes and stoplights. With fully charged system, check air brakes.
16. Turn off 4-way flasher and actuate and check left and right turn signals.
17. Make a test stop before leaving yard. Check tires twice daily or every 100 miles.
18. At end of day, let equipment idle for 3-5 minutes to cool down before shut-down, refuel equipment, clean cab, and check for leaks after parking. Drain air tanks daily.
19. Attach this Form to the Equipment Service Request to report vehicle condition to your Supervisor and the Shop.

St. Mary's County Government  
Transportation Policies and Procedures Manual

**FORM VI005**

**St. Mary's Transit Pre and Post  
Daily Inspection Report**

Vehicle #: \_\_\_\_\_

Week Ending Date: \_\_\_\_\_

**Complete Inspection Sheets Daily - Fill in with correct codes-no lines**

The following information should be completed in its entirety before and after each shift. If this vehicle needs repair, please turn this form in to the Transportation Office after your shift.

Check the vehicle for:	PRE - TRIP							POST - TRIP						
	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S
<b>VEHICLE EXTERIOR</b>														
Windshield & Window damages														
Body Damage														
Lights- Front, Back, Clearance														
Mirrors' Damage														
Tires - Tread/Lug Nut Tightness														
Fluid Leaks under bus/engine compartment														
Reflective Markers damage														
<b>VEHICLE INTERIOR</b>														
Interior damage- seats and walls														
Working Horn														
All dash gashes operational														
Swept floors, trash can empty														
Review Mirror Problems														
Defroster/Heater working														
Web Cutter/First Aid Kit														
3 Triangles/Fire Extinguisher Charged														
Seat Belts (tie-downs & straps)														
Wheelchair Lift operational														
<b>MECHANICAL CONDITION</b>														
Fluid Levels acceptable														
Dash / Interior Lights operational														
Working Turn Signals														
Working 4-way Flashers														
Working wipers/blades														
Heat/AC fans operational														
Brakes working														
Steering Play														
Transmission Operational														
Engine Operation- Running Smooth														
<b>RADIO CHECK (10-7/10-8)</b>														
<b>DRIVER INITIALS</b>														

**CODES: (to be entered in each block)**

NW = needs work (also in Vehicle Inspection Book & turn sheet in)

OK = satisfactory condition

**MONDAY MILEAGE:**  
**TUESDAY MILEAGE:**  
**WEDNESDAY MILEAGE:**  
**THURSDAY MILEAGE:**  
**FRIDAY MILEAGE:**  
**SATURDAY MILEAGE:**  
**SUNDAY MILEAGE:**

Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_  
Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_  
Ending: \_\_\_\_\_  
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Ending: \_\_\_\_\_

**APPENDIX III**  
**VEHICLE MAINTENANCE (VM) FORMS**

Vehicle Maintenance Request Form..... VM001

Level A – Preventive Maintenance ..... VM002

Level B – Preventive Maintenance ..... VM003

Level C – Preventive Maintenance ..... VM004

Annual Preventive Maintenance Report..... VM005

Vehicle / Equipment Replacement Evaluation ..... VM006

# VM001 - Vehicle Maintenance Request Form

Plant Number: \_\_\_\_\_

Date: \_\_\_\_\_

Mileage: \_\_\_\_\_

## Vehicle Maintenance Service Requested:

- |  |   |
|--|---|
| <input type="checkbox"/> Regular PM Service (includes oil change and checks tires, brakes & fluids) Check/Replace* | <input type="checkbox"/> Tires,         |
| <input type="checkbox"/> Brakes, Check/Replace*  | <input type="checkbox"/> Engine, Check* |
| <input type="checkbox"/> Transmission, Check*  | <input type="checkbox"/> Tune Up*       |
| <input type="checkbox"/> Window Repair/Novice*   | <input type="checkbox"/> Other*         |

## Emergency Communication Repairs Only:

- Radio / Emergency Light\* (Deliver Request to Radio Technician)
- New Equipment Installation\*

**\*Describe each problem below** (not required for PM Service):

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Date & Time Vehicle Needed Back: \_\_\_\_\_

**Waiting**

Loaner Vehicle Issued (Plant Number): \_\_\_\_\_

Vehicle Keys are Located:     In Vehicle     with VM     Drop Box     N/A

Requestor: \_\_\_\_\_  
(Please Print Clearly)

Phone/Cell: \_\_\_\_\_  
(Provide even if waiting)

FORM VM002

**LEVEL A PREVENTIVE MAINTENANCE CHECKLIST**

**BATTERY**

- \_\_\_ Examine battery cables for damage and clean battery

**CLUTCH (If applicable)**

- \_\_\_ Check clutch action, correct as required
- \_\_\_ Check clutch master cylinder, inspect for leaks
- \_\_\_ Check shock absorbers for leakage
- \_\_\_ Grease throw-out bearing and linkage
- \_\_\_ Replace or lubricate if necessary

**INSTRUMENTAION**

- \_\_\_ Check, repair, or replace as required all instruments & gauges
- \_\_\_ Windshield washer refill container
- \_\_\_ Check heater, defroster, air conditioner
- \_\_\_ Check & clean all signaling devices, mirrors, reflectors, clearance lights
- \_\_\_ Inspect sheet metal, paint, bumpers, mud flaps, seat belts, sun visors & pedal pads
- \_\_\_ Check speedometer & tachometer operation

**CHASSIS**

- \_\_\_ Inspect air intake for leaks
- \_\_\_ Check for fuel, oil & exhaust leaks
- \_\_\_ Inspect springs, U-bolts, shackles
- \_\_\_ Inspect exhaust system for leaks or damage
- \_\_\_ Inspect doors & window regulators, handles, hinges, stops, racks, etc.
- \_\_\_ Inspect driver's seat, horn, windshield, wiper/washers, turn signals, hazard, washers, turn signals, hazard warning lights
- \_\_\_ Inspect tail gate and lift mechanism, check  
  
not move with lift deployed)
- \_\_\_ Lubricate chassis if applicable

**TIRES AND WHEELS**

- \_\_\_ Check and adjust tire pressure
- \_\_\_ Check rims for damage or looseness
- \_\_\_ Check for tire damage & wear

**BRAKES**

- \_\_\_ Check & fill master cylinder

**COOLING**

- \_\_\_ Fill radiator-check for leaks
- \_\_\_ Check belts, inspect for cracks, adjust or replace
- \_\_\_ Test anti-freeze

**REAR AXLE (If applicable)**

- \_\_\_ Inspect for oil leaks
- \_\_\_ Check the breather vent for clogging
- \_\_\_ Check drive shaft(s), U-Joints

**ROAD TEST**

- \_\_\_ Check steering
- \_\_\_ Check transmission controls
- \_\_\_ Check brakes including parking brake
- \_\_\_ Check for excessive vibration

**REGISTRATION**

- \_\_\_ Check for current inspection sticker(s)
- \_\_\_ Install P.M. sticker

**ENGINE**

- \_\_\_ Service air cleaner
- \_\_\_ Check PCV system
- \_\_\_ Inspect air Intake for leaks

**FRONT AXLE AND STEERING**

- \_\_\_ Check CU belts for cracks or tears, wheelchair lift & interlock system (vehicle should replace if necessary)
- \_\_\_ Inspect power steering system, fill reservoir if required

**FORM VM002**

**LEVEL A PREVENTIVE MAINTENANCE CHECKLIST (Con't)**

\_\_\_ Change engine oil & filter

\_\_\_ Lubricate lift gate and wheelchair lift

\_\_\_ Check wear of tie rods, drag link, steering arm, ball joints, or kingpins and wheel bearings, if necessary

\_\_\_ Clutch slave cylinder, inspect for leakage, replace if necessary

\_\_\_ Check clutch cable, inspect for wear

**TRANSMISSION (MANUAL)**

\_\_\_ Check and adjust gear oil level

**TRANSMISSION (AUTOMATIC)**

\_\_\_ Check fluid level

\_\_\_ Inspect unit for leaks

VIN: \_\_\_\_\_

Make: \_\_\_\_\_

Mechanic: \_\_\_\_\_

Year: \_\_\_\_\_

## **LEVEL B PREVENTIVE MAINTENANCE CHECKLIST**

### **BATTERY**

- \_\_\_ Examine battery cables for damage and clean battery

### **CLUTCH (If applicable)**

- \_\_\_ Check clutch action, correct as required
- \_\_\_ Check clutch master cylinder, inspect for leaks
  
- \_\_\_ Clutch slave cylinder, inspect for leakage, replace if necessary
- \_\_\_ Grease throw-out bearing and linkage
- \_\_\_ Check clutch cable, inspect for wear
  
- \_\_\_ Replace or lubricate, if necessary,

### **COOLING**

- \_\_\_ Fill radiator-check for leaks
- \_\_\_ Check belts, inspect for cracks, adjust, or replace
- \_\_\_ Test anti-freeze
- \_\_\_ Clean frontal area of radiator

### **INSTRUMENTAION**

- \_\_\_ Check, repair, or replace as required all instruments & gauges
- \_\_\_ Windshield washer refill container
- \_\_\_ Check heater, defroster, air conditioner
- \_\_\_ Check & clean all signaling devices, mirrors, reflectors, clearance lights
- \_\_\_ Inspect sheet metal, paint, bumpers, mud flaps, seat belts, sun visors & pedal pads
- \_\_\_ Check speedometer & tachometer operation

### **CHASSIS**

- \_\_\_ Inspect springs, U-bolts, shackles
- \_\_\_ Inspect exhaust system for leaks or damage
- \_\_\_ Inspect doors & window regulators, handles, hinges, stops, racks, etc.
- \_\_\_ Inspect driver's seat, horn, windshield, wiper/washers, turn signals, hazard, washers, turn signals, hazards warning lights

### **TIRES AND WHEELS**

- \_\_\_ Check and adjust tire pressure
- \_\_\_ Check rims for damage or looseness
- \_\_\_ Check for tire damage & wear

### **BRAKES**

- \_\_\_ Check & fill master cylinder
- \_\_\_ Adjust / replace as required front & rear brake linings, drum
- \_\_\_ Check & replace hoses as required
- \_\_\_ Bleed brake lines
- \_\_\_ Check calipers and wheel cylinders for leakage & replace as required

### **REAR AXLE (If applicable)**

- \_\_\_ Inspect for oil leaks
- \_\_\_ Check the breather vent for clogging
- \_\_\_ Check drive shaft(s), U-Joints
- \_\_\_ Test pinion shaft for looseness

### **ROAD TEST**

- \_\_\_ Check steering
- \_\_\_ Check transmission controls
- \_\_\_ Check brakes including parking brake
- \_\_\_ Check for excessive vibration

### **REGISTRATION**

- \_\_\_ Check for current inspection sticker(s)
- \_\_\_ Install P.M. sticker

### **ENGINE**

- \_\_\_ Replace fuel and air filters
- \_\_\_ Check for fuel, oil & exhaust leaks
- \_\_\_ Service air cleaner
- \_\_\_ Check PCV system

### **FRONT AXLE AND STEERING**

- \_\_\_ Check steering wheel free play-clean,

FORM VM003

**LEVEL B PREVENTIVE MAINTENANCE CHECKLIST (Con't)**

service as

- Inspect air intake for leaks
- Inspect tail gate and lift mechanism, check  
check wheelchair lift & interlock system (vehicle  
should not move with lift deployed)
- Lubricate chassis, if applicable
- Change engine oil & filter
- Lubricate lift gate and wheelchair lift  
replace if necessary
- required
- CU belts for cracks or tears, replace if  
necessary
- Inspect power steering system, fill  
reservoir if  
required
- Check wear of tie rods, drag link, steering  
arm, ball  
joints, or kingpins and wheel bearings, if  
necessary
- Check shock absorbers for leakage,

**TRANSMISSION (MANUAL)**

- Check and adjust gear oil level
- Inspect unit for leaks

**TRANSMISSION (AUTOMATIC)**

- Check fluid level
- Inspect unit for leaks

**WHEEL CYLINDERS**

VIN: \_\_\_\_\_

Mechanic: \_\_\_\_\_

Make: \_\_\_\_\_

Year: \_\_\_\_\_

FORM VM004

**LEVEL C PREVENTIVE MAINTENANCE CHECKLIST**

**BATTERY**

- \_\_\_ Examine battery cables for damage and clean battery

**CLUTCH (If applicable)**

- \_\_\_ Check clutch action, correct as required
- \_\_\_ Check clutch master cylinder, inspect for leaks
  
- \_\_\_ Clutch slave cylinder, inspect for leakage, replace if necessary
- \_\_\_ Check clutch cable, inspect for wear
- \_\_\_ Replace or lubricate if necessary

**COOLING**

- \_\_\_ Fill radiator-check for leaks
- \_\_\_ Check belts, inspect for cracks, adjust, or replace
- \_\_\_ Test anti-freeze
- \_\_\_ Clean frontal area of radiator

**INSTRUMENTAION**

- \_\_\_ Check, repair, or replace as required all instruments & gauges
- \_\_\_ Windshield washer refill container
- \_\_\_ Check heater, defroster, air conditioner
- \_\_\_ Check & clean all signaling devices, mirrors, reflectors, clearance lights
- \_\_\_ Inspect sheet metal, paint, bumpers, mud flaps, seat belts, sun visors & pedal pads
- \_\_\_ Check speedometer & tachometer operation

**CHASSIS**

- \_\_\_ Inspect springs, U-bolts, shackles
- \_\_\_ Inspect exhaust system for leaks or damage
- \_\_\_ Inspect doors & window regulators, handles, hinges, stops, racks, etc.
- \_\_\_ Inspect driver's seat, horn, windshield,

**TIRES AND WHEELS**

- \_\_\_ Check and adjust tire pressure
- \_\_\_ Check rims for damage or looseness
- \_\_\_ Check for tire damage & wear

**BRAKES**

- \_\_\_ Check & fill master cylinder
- \_\_\_ Adjust / replace as required front & rear brake linings, drum
- \_\_\_ Check & replace hoses as required
- \_\_\_ Bleed brake lines
- \_\_\_ Check calipers and wheel cylinders for leakage & replace as required

**REAR AXLE (If applicable)**

- \_\_\_ Inspect for oil leaks
- \_\_\_ Check the breather vent for clogging
- \_\_\_ Check drive shaft(s), U-Joints
- \_\_\_ Test pinion shaft for looseness

**ROAD TEST**

- \_\_\_ Check steering
- \_\_\_ Check transmission controls
- \_\_\_ Check brakes including parking brake
- \_\_\_ Check for excessive vibration

**REGISTRATION**

- \_\_\_ Check for current inspection sticker(s)
- \_\_\_ Install P.M. sticker

**ENGINE**

- \_\_\_ Replace fuel and air filters
- \_\_\_ Check for fuel, oil & exhaust leaks
- \_\_\_ Service air cleaner
- \_\_\_ Check PCV system
- \_\_\_ Inspect motor mounts

**FRONT AXLE AND STEERING**

## **LEVEL C PREVENTIVE MAINTENANCE CHECKLIST (Con't)**

wiper/washers, turn signals, hazard, washers,  
turn signals, hazards warning lights

\_\_\_ Inspect air intake for leaks

\_\_\_ Inspect tail gate and lift mechanism, check

check wheelchair lift & interlock system (vehicle

should not move with lift deployed)

\_\_\_ Lubricate chassis, if applicable

\_\_\_ Change engine oil & filter

\_\_\_ Lubricate lift gate and wheelchair lift  
replace if

\_\_\_ Check steering wheel free play-clean,  
service as  
required

\_\_\_ CU belts for cracks or tears, replace if  
necessary

\_\_\_ Inspect power steering system, fill  
reservoir if  
required

\_\_\_ Check wear of tie rods, drag link, steering  
arm, ball  
joints, or kingpins and wheel bearings, if  
necessary

\_\_\_ Check shock absorbers for leakage,  
  
necessary

### **TRANSMISSION (MANUAL)**

\_\_\_ Change fluids and filters

\_\_\_ Check and adjust gear oil level

\_\_\_ Inspect unit for leaks

### **TRANSMISSION (AUTOMATIC)**

\_\_\_ Change fluids and filters

\_\_\_ Check fluid level

\_\_\_ Inspect unit for leaks

VIN: \_\_\_\_\_

Mechanic: \_\_\_\_\_

Make: \_\_\_\_\_

Year: \_\_\_\_\_

St. Mary's County Government  
Transportation Policies and Procedures Manual

**FORM VM005**  
**ANNUAL PREVENTIVE MAINTENANCE REPORT**

(MD TR §§23-301-23305; COMAR 11.22; FMCSR §396-17)

Owner's Name: St. Mary's County Commissioners

Address: P.O. Box 653 Leonardtown, Md. 20650 Telephone VM:

Telephone: (301) 475- 4200 x 1320

(301) 475-4200 x 1128

Make: \_\_\_\_\_

Model: \_\_\_\_\_ Year \_\_\_\_\_

Agency Name: \_\_\_\_\_ Tag #: \_\_\_\_\_

Manufacturer's Vehicle ID Number \_\_\_\_\_

COMAR 11.22.03	Components	Passed	Failed	Date Repaired*
02	Alignment			
03	Suspension			
04	Steering			
05	Brake Systems - Hydraulic/Vacuum			
06	Brake System - Air			
07	Tires			
08	Wheels, Rims, Lock rings, Studs and Nuts			
09	Accelerator Pedal and Air Throttle			
10	Fuel Storage and Deliver System			
11	Exhaust System			
12	Universal Joints and U-Clamps			
13	Vehicle Frame Body and Sheet Metal			
14	Lighting			
15	Electrical System			
16	Emergency Equipment			
17	Seats and Seat Belts			
18	Sun Visor			
19	Mirrors			
20	Glazing			
21	Windshield Wipers and Washers			
22	Defroster			
23	Auto Trans Gear Selector/Neutral Safety Switch			
24	Speedometer and Odometer			
25	Brake and Clutch Pedal			
26	Horn			
27	Hood, Doors, Steps			
28	Hitches and Coupling Devices			
29	Tanks and Pressure Vessels			

Inspection Date: \_\_\_\_\_ Vehicle Mileage: \_\_\_\_\_

Inspected By (Print): \_\_\_\_\_ Reported By (Print): \_\_\_\_\_

Certified By (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

(Owner or authorized representative): \_\_\_\_\_

\*Provide description of repairs and parts used on 2<sup>nd</sup> page of this form.

Page 1 of 2  
VM005

**DESCRIPTION OF REPAIRS & PARTS USED**

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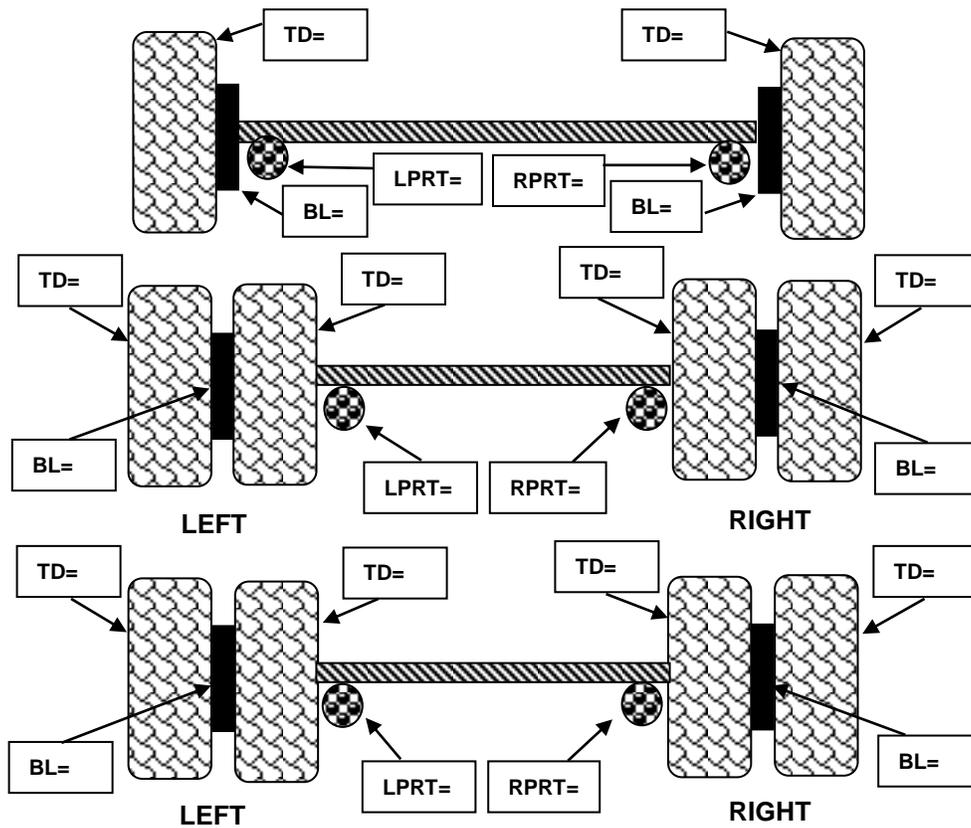
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PRT = Power-Train      TD = Tread Depth (% or in 16ths)      BL = Rake Line

**VM006**  
**Page 1 of 2**

## VEHICLE / EQUIPMENT REPLACEMENT EVALUATION FORM

Vehicles and/or equipment will be evaluated by four criteria: age, mileage operation & maintenance cost condition of body and mechanical components. A baseline is set for each criterion and points are assigned, depending on how the item's data compares to the base standard. The ratings are low, base (equal to the standard), high and extreme. Points are assigned as follows: 1-low, 2-base, 3-high, and 4-extreme.

---

**Replacement Parameters**

Age	<u>Condition</u>	<u>Points</u>
	Below base replacement age	0
	< 1 year over base	1
	1-2 years over base	2
	3-4 years over base	3
	4+ years over base	4

Mileage	<u>Condition</u>	<u>Points</u>
	Below base replacement mileage	0
	Base + < 10,000 miles (600 hours)	1
	Base + 10,000-20,000 miles (600-1,200 hours)	2
	Base + 20,000+ miles (+1,200 hours)	3

Maintenance Cost	<u>Condition</u>	<u>Points</u>
	< 5% of the purchase cost	1
	5% to 12% of purchase cost	2
	13% to 25% of purchase cost	3
	> then 25% of purchase cost	4

Condition Evaluation	<u>Condition</u> (See Report Form VM005)	<u>Points</u>
	Repair cost <6% of the book value	2
	Repair cost =6% to 18% of book value	3
	Repair cost >18% of replacement	4

---

**Overall Score** **Total Points** \_\_\_\_\_\*\*

*\*\*NOTE: Any point total equaling or exceeding eleven (11) indicates that the vehicle should be recommended for replacement. The point total is used to rank its replacement priority, and the larger the number the higher the replacement priority will be. A priority ranking will be developed for the entire fleet by class of vehicle regardless of departmental assignment. Priority ranking is intended to serve as a guide and should no way be interpreted as a substitute for the Transportation Division's evaluation and recommendations.*

FORM VM006

Page 2 of 2

**VEHICLE / EQUIPMENT REPLACEMENT  
 EVALUATION FORM FOR LIGHT VEHICLES**

Factor	Points
Age	One point for each year of chronological age, based on in-service date.
Miles/Hours	One point for each 10,000 miles of use.
Type of Service	1, 3, or 5 points are assigned based on the type of service that vehicle receives. For instance, a police patrol car would be given a 5 because it is in severe duty service. In contrast, an administrative sedan would be given a 1.
Reliability	Points are assigned as 1,3, or 5 depending on the frequency that a vehicle is in the shop for repair. A five would be assigned to a vehicle that is in the shop two or more times per month on average, while a 1 be assigned to a vehicle in the shop an average of once every three months or less.
M&R Costs	1 to 5 points are assigned based on total life M&R costs (not including repair of accident damage). A 5 is assigned to a vehicle with life M&R costs equal or greater to the vehicle's original purchase price, while a 1 is given to a vehicle with life M&R costs equal to 20% or less of its original purchase cost.
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. A scale of 1 to 5 points is used with 5 being poor condition.
<p>Point Ranges</p> <p>Under 18 points Condition I Excellent</p> <p>18 to 22 points Condition II Good</p> <p>23 to 27 points Condition III Qualifies for replacement</p> <p>28 points and above Condition IV Needs immediate consideration</p>	