ST. MARY'S COUNTY

TRANSPORTATION POLICIES & PROCEDURES MANUAL

Department of Public Works & Transportation

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FLEET MANAGEMENT

Approved: October 1, 2010

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ST. MARY'S COUNTY GOVERNMENT
POLICY FORM

SUBJECT:	DEPARTMENT:
FLEET MANAGEMENT GUIDELINES	Department of Public Works & Transportation
TITLE: TRANSPORTATION POLICIES & PROCEDURES MANUAL	**APPROVAL DATE:** **October 1, 2010**
	APPROVED BY: George A. Erichsen, P.E., Director

Background and Purpose

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 in order 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. Subsequently, the Office of Central Services was dissolved 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. On April 20, 2000, the Board of County Commissioners for St. Mary's County transferred all Transportation Division responsibilities to the Department of Public Works through a comprehensive reorganization, subsequently 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.

The purpose of this Policy Statement is to replace the march 4, 1999 Transportation Policies and Procedures Manual in it's entirety and is intended to serve as a guideline for managing the County's diverse transportation fleet, which includes both vehicles and equipment. 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 it shall further be the policy of the County to purchase, lease, "right-size" and / or otherwise obtain the most energy efficient vehicles, whenever possible or feasible (considering life-cycle costs), that meet the operational needs of the County and in a manner that meets 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; and Implement programs that reduce fuel usage, displace petroleum and reduce pollutant / greenhouse gas emissions.

George A. Erichsen

SECTION 1. INTRODUCTION

1.1 BACKGROUND

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 turn around. Transportation must have the flexibility to respond to changes in user requirements swiftly and positively.

The St. Mary's County *Transportation Policies and Procedures 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.

1.2 GENERAL

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 in an attempt 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.

1.3 MISSION

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

1.4 GOALS

Under these guidelines, 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. Implementing the policies and procedures 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. Some user departments have reported that the improved reliability and appearance of the fleet has also had a positive affect on employee morale, which has led in turn to improved employee attention to the care of their assigned vehicles.

1.5 OBJECTIVES

The objective of the *Transportation Policies and Procedures Manual* is to provide guidelines that promote an orderly system of developing an overall standardized fleet management and maintenance strategies to meet departmental needs and incorporates the St. Mary's County Safety and Health Policy (SHP) by reference.

1.6 PURPOSE

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, Transportation Division.

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.

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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, with the exception of unmarked, confidential or vehicles designated for disposal. A **Motor Vehicle List** shall be maintained, updated, and made available through the Transportation Manager and Transportation Coordinator's office.

2.2 REGISTRATION and INSURANCE

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.


STATE OF MARYLAND

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 remain in the vehicle at all times. If a vehicle's registration is lost, stolen, or missing, the vehicle operator is responsible for contacting the Transportation Manager immediately, with the exception of 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 of time, 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. The cost of insuring the fleet is maintained by the Risk Manager and is tabulated in **Section 2.7** Record Keeping.

2.3 NON-PUBLIC SCHOOL BUSES

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.

2.4 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, with the exception of confidential vehicles. The majority of County Local Government (LG) 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 in excess of 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 and rotating the fleet mix based the condition and needs of the balance of the fleet. As of **July 1, 2010**, the County-maintained fleet was comprised of approximately **466** tagged (a 3% reduction from fiscal year 2010) and **108** non-tagged vehicles with a replacement value of approximately **$22M** and an original purchase price of **$15.4M.** The average age of the tagged and non-tagged fleet is **8** and **16** years respectively. As shown in the Fleet Distribution Graph (Figure 2.1 below), approximately **50%** of the fleet is dedicated to law enforcement and public safety, **23%** to DPW&T, and **9%** for the local transit system.

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 and every 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 cards, etc. The units may also take up valuable space at maintenance yards, parking lots and impound lots.

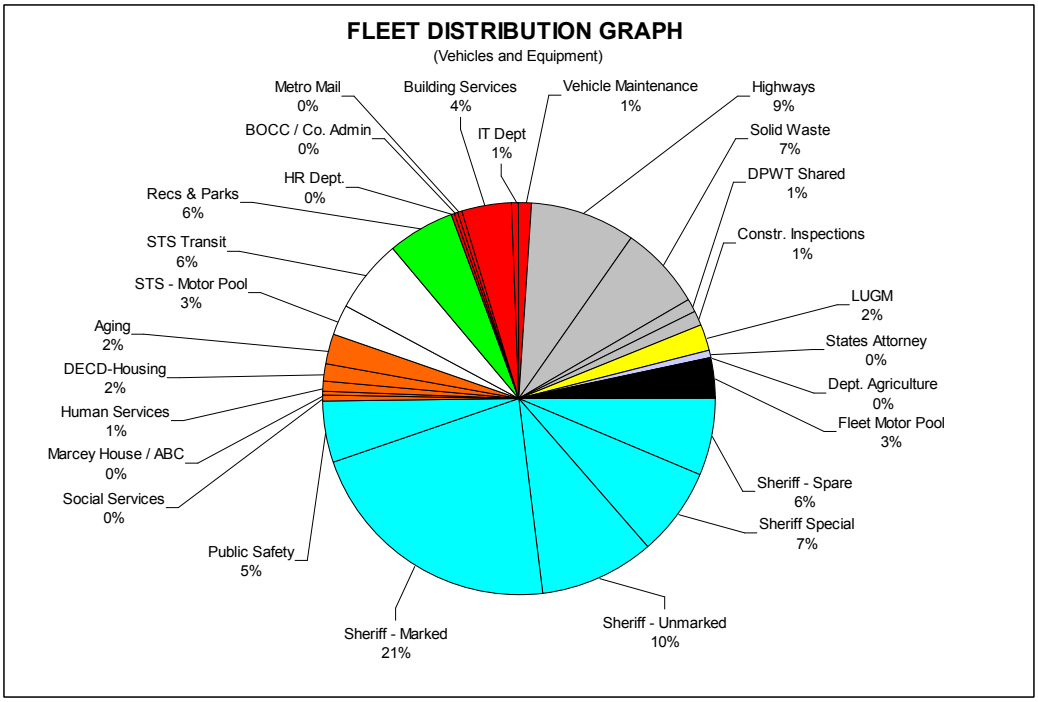


Figure 2.1 *Source: DPW&T Motor Vehicle List*

2.7 RECORD KEEPING

Transportation is responsible for managing all of 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
-- Vehicle Utilization Log–N/A for Sheriff's Office-All other department Logs should be submitted to the Transportation Coordinator on a monthly basis 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
-- Vehicles' Records - Transportation 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

The cost of insuring the fleet is maintained by the Risk Manager. As a general 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. The respective costs associated with the coverage are tabulated by type of vehicle in Figure 2.2. below.

Figure 2.2. Insurance Levels by Type of Vehicle

Type of Vehicle	FY 2011 Number in Fleet	Auto Physical Damage*	Auto Liability	Excess Auto Liability	PIP	FY 2011 Average Cost/per vehicle		FY 2010 Number in Fleet	FY 2010 Average Cost/ per vehicle
Police Passenger	184	$327	$338	$25	$20	$710		192	$741
Passenger Vehicle	76	$273	$289	$22	$20	$604		82	$499
Pick up Truck	39	$342	$353	$26	$20	$741		40	$605
Other light trucks (Vans, blazers)	48	$342	$367	$27	$20	$756		34	$671
Other Trucks (3/4 ton, 1 ton, F450,F550)	7	$356	$395	$29	$20	$800		16	$738
Medic/Emergency Vehicle	2	$437	$451	$34	$20	$942		4	$1,030
Heavy Dump Trucks	21	$356	$367	$27	$20	$770		18	$838
Other Heavy Trucks (i.e, gradall, loader)	2	$383	$196	$15	$20	$614		2	$810
Tractor Trailer	31	$478	$494	$37	$20	$1,029		30	$1,074
Motorcycle	2	$178	$183	$14	$20	$395		2	$419
Bus (less than 15 passenger)								7	$2,100
Bus (more than 15 passenger)	29	$954	$1,975	$147	$20	$3,096		29	$3,435
Light Trailer (under 2,000 lbs)	6	$55	$28	$2	$20	$105		6	$86
Trailer (over 2,000 lbs)	19	$135	$58	$4	$20	$217		19	$197
Total # of vehicles :	**466**							**481**	

Source: Department Human Resources Records

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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 be able to justify the assignment of a full-time vehicle. Other 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 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 in order to serve the fleet. All spare Sheriff's vehicles will be stored at the St. Andrews site or designated Sheriff's Vehicle Impound Lot. 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 Transportation 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 Transportation Division.

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 dead lined for emergency repairs.

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 must be picked-up at the Transportation Motor Pool by 3:00 p.m. on the scheduled date of vehicle use.

-- The motor pool vehicle is to be 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 Transportation Motor Pool no later than 8:30 a.m. 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 Transportation 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 will 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**.

Each department shall maintain records of all vehicle assignments including a **Vehicle Utilization Log** (Appendix I) for each vehicle. Utilization Logs must be forwarded to the Transportation Division at the end of each month (Appendix III). 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.

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.

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 Heads 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** in Appendix I, 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.

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 in **Section 4.5** 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**.

3.6 IMPACT OF VEHICLE AGE ON UTILIZATION

The correlation between age (months) and annual use (miles) is obvious and is a condition observed in fleet operations - older vehicles are driven less than newer ones. There is clear relationship between fleet size and the age of an organization's fleet (see Figure 3.1 at right).

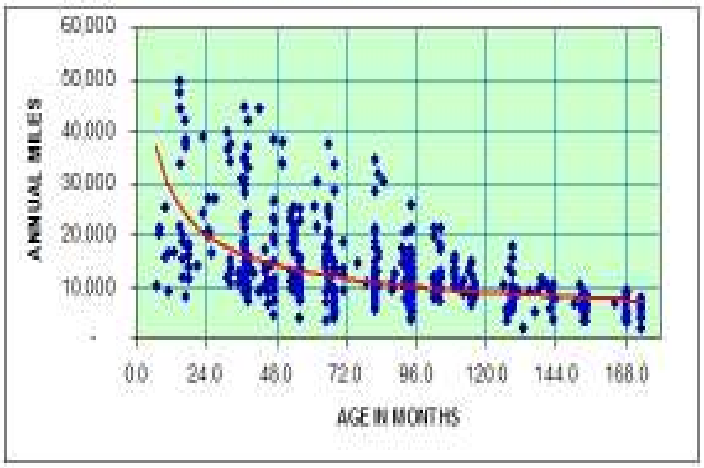


Figure 3.1 *Source: Mercury Associates, Vehicle Utilization Study*

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, industry sets standards for 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 at 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". As such, identifying 3 of the 5 existing STS buses as contingency fleet vehicles would ensure the spare ratio is between the recommended 12-15%. **STS Transit** - Refer to **Section 11.5.1** of this Manual.

3.7.3 Non-Public School Bus Transportation

A school transportation 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.

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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. On March 15, 2004, the initial program recommendations were presented to the Board of County Commissioners 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

Effective April 20, 2000, the Transportation Division was 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 for funding consideration.

4.1.2 Guidelines

As a general rule, the Replacement Guidelines in **Section 4.4** are not used as hard and fast *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 *not always* 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, the opposite cannot necessarily be said of low mileage rates. *Low mileage* vehicles are not necessarily *low-usage* or *low importance* vehicles. They may or may not 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. Case in point, of the total number of tagged vehicles in the County's fleet inventory, approximately 36% are ten (10) years old or older, and/or are otherwise eligible for replacement. Estimated replacement cost for these identified vehicles exceeds ***$3.5M.*** The above figure excludes the more expensive non-tagged equipment whose current replacement needs are estimated at just over **$1M**.

Replacement funds will be used to replace the vehicles that have the highest replacement priority, as determined by the DPW&T, in order 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 Codes 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:

PRIORITY CODES

A	=	High Priority Replacement - emergency & marked patrol vehicles
B	=	Medium Priority Replacement (includes unmarked patrol)
C	=	Low Priority Replacement
DIS	=	Disposal - recommended for or already disposed of
G	=	Grant - vehicles purchased/replaced by Grant funding
NA	=	Non Applicable - special equipment, loaners, spares
OND	=	Ordered/Not Delivered

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 no longer necessary or not utilized to the fullest extent. The fleet will be analyzed to determine whether or not 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.

Recommendations for the Sheriff's Office remain consistent with current policies and practice. In FY 2007, 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 Board of County Commissioners. 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 the Board of 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

Transportation will 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. The user agency will be afforded an opportunity to review the final specifications prior to release for bid. The Office of the Sheriff will determine standard specifications for police packages, specialty vehicles, and equipment for marked and unmarked vehicles.

4.2 PROGRAM BUDGETING and FUNDING

In order to significantly reduce maintenance and personnel costs, fleet vehicles and equipment should be purchased on a more frequent basis. For an established **Fleet Replacement Program** (see Figure 4.1 below), it is recommended that 10% of the total original purchase costs per year, plus 1% per year (for price increases), be set aside for replacement.

With an estimated equipment purchase price of $2.4M; $240,000 would be a prudent level of funding for this purpose. Likewise, with the original fleet vehicle purchase price (including the Sheriff) of $13M; an estimated $1,300,000 per year is recommended. The combined total recommendation equates to $1,540,000, plus $15,400 (1%) for price increases. As such, it is not unreasonable to assume the County's estimated annual combined replacement needs should be in the neighborhood of **$1,600,000**, which is approximately the level of funding initially recommended at the onset of the program in FY 2005.

The average funding level of the Baseline Replacement Plan recommended by the Department is shown below at $1,286,847 (approximately $1.3M per year). Although the Office of the Sheriff and Public Safety vehicles have been designated as a Priority Code A for replacement, the funding and number of new acquisitions for the balance of the fleet has not kept pace with the increasing number of vehicles requiring replacement. As a result, the balance of the fleet continues to age, downtime is increasing, repair costs continue to rise, and preventive maintenance has not been sufficient enough to cost-effectively maintain the fleet. Had a funded replacement program/fund been continued, a decrease in maintenance costs would have been realized. The approved debt service or exempt financing charges for vehicle and equipment purchases are typically assigned to the user's respective operating budget(s).

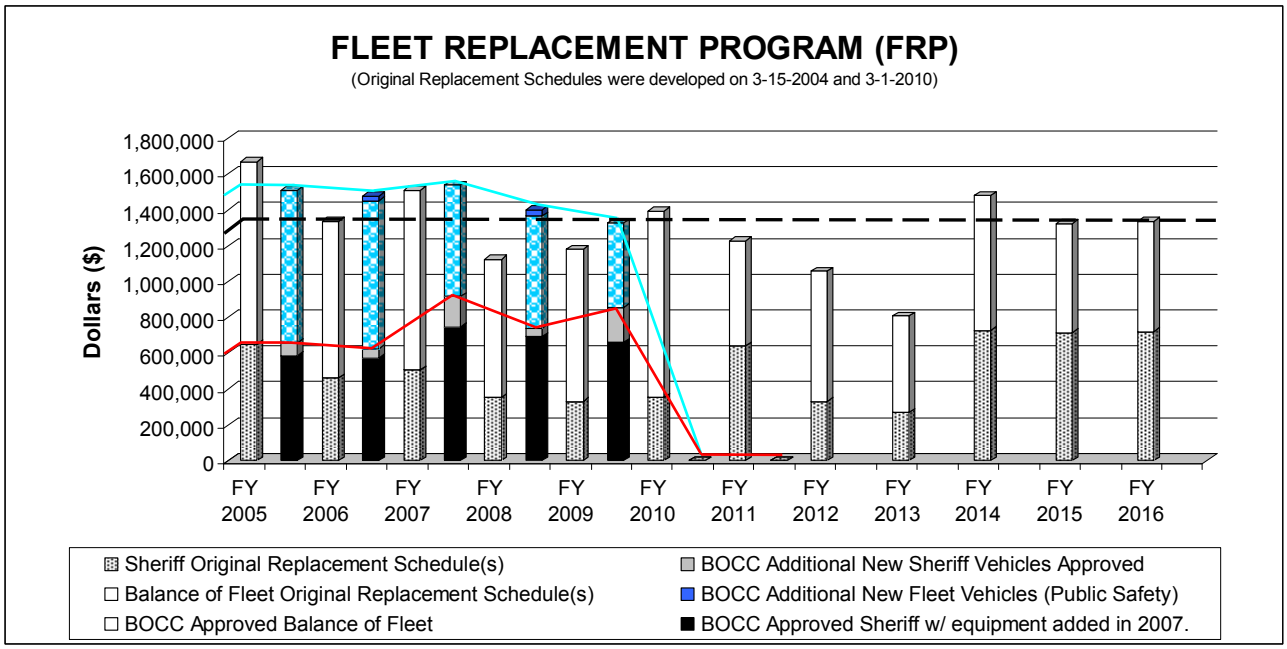


Figure 4.1 *Source: DPW&T Fiscal Year operating budget information*

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 Creep. 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 as described in **Section 4.8**, 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 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 Board of 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 CYCLE

October-November	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.
February	Finalize decisions regarding the replacement program and recommend "right sizing" and fleet adjustments (i.e., redistribution and reallocations).
March-April	Discuss priorities for replacement and review any new requests with the Board of County Commissioners. Schedule Spring Auction, if needed.
May	Board of County Commissioners determines priorities and established level of funding through the budget process for the next fiscal year.

September-October	Place orders with vendors through existing contracts and initiate the formal bid process as needed. Schedule Fall Auction, if needed.
January-February	Begin receiving delivery of vehicles and equipment. Insure, title, and tag vehicles as required. Sheriff vehicles are outfitted with approved equipment.

With the exception of 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 will be released / assigned to the receiving department(s) as soon as the corresponding surplus vehicle(s), if any, has been returned to the Transportation Division. 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. In order 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, 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. Industry replacement standards 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).

The Minimum Replacement Criteria (shown in Figure 4.2 below) represents standard industry guidelines and Departmental recommended standards that should be reviewed every three (3) years and revised as necessary. The recommended target replacement cycles for the following vehicles and off-road motorized equipment classes are based on a combination of affordability and replacement analysis and are compared to recognized comparable industry useful life averages:

FIGURE 4.2 MINIMUM REPLACEMENT CRITERIA

Vehicle Type	Recommended Standard	Industry Standard *
Sedans and Passenger Vehicles	8 years and 175,000 miles	5 years or 100,000 miles
Vans (passenger and cargo)	10 years and 150,000 miles	8 years or 100,000 miles
SUV and Light Duty Pick-up Trucks	10 years and 150,000 miles	8 years or 120,000 miles
Pickups (gasoline > 1 ton)	10 years and 175,000 miles	8 years or 120,000 miles
Pickups (diesel > 1 ton)	10 years and 200,000 miles	8 years or 150,000 miles
Dump Trucks	12 years and 250,000 miles	10 years or 150,000 miles
Heavy Trucks (>12,500 lbs.)	15 years and 250,000 miles	12 years or 150,000 miles
Other Vehicle Types	**Recommended Standard**	**Industry Standard ***
Motorcycles	6 years and 100,000 miles	4 years or 75,000 miles
Sheriff Patrol Vehicles (Marked) Crime Lab, Special Ops	6 years and 125,000 miles	5 years or 95,000 miles
Sheriff Patrol Vehicles (Unmarked)	8 years and 150,000 miles	5 years or 95,000 miles
Ambulances	10 years and 100,000 miles	7 years or 70,000 miles
Medic / ALS / Radio Communication, Animal Control, K-9	10 years and 175,000 miles	8 years or 100,000 miles
MTA / FTA Funded Transit Buses	12 years and 300,000 miles	10 years or 200,000 miles
Non-Public School Buses	12 years and 200,000 miles	Indefinite period per MVA **
Equipment Type	**Recommended Standard**	**Industry Standard ***
Refuse Transfer Trailers	10 year minimum	6 year minimum
Equipment > 2 tons	12 years or 6,000 hours	10 years or 5,000 hours
Small Riding Equipment: Tractors, Mowers	15 years or 6,000 hours	12 years or 6,000 hours
Motor Graders, Dozers, Excavators	15 years or 9,000 hours	10 years or 7,000 hours
Heavy Off-Road: Backhoes, Loaders	15 years or 10,000 hours	10 years or 7,000 hours

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.

Recommended replacement guidelines for fixed and add-on equipment such as light buses, radios, sirens, speakers, and tool boxes is ten (10) years. Add-on equipment with remaining useful life shall be re-conditioned and re-assigned whenever possible.

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* Primary : National Association of Fleet Administrators. Recommended standard based on diesel fuel use.

** *12 years by COMAR 13.A.06.07.20, but **not ≤ 15 years** for public school buses per MVA. Insurance changes if >12 years). Public School owned vehicles replacement requests are submitted when the odometer reading reaches 100,000 miles.*

4.5 ADDITIONAL REPLACEMENT GUIDELINES

Records indicate that a large portion of the fleet remains eligible for 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 back-up), 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. 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.

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 replacement cycle of that vehicle should begin. By the time the replacement actually takes place, the maintenance and repair costs will probably be between 50-100% of the residual value. At 100%, the maintenance and repair costs are exactly what the vehicle is worth. A ratio of over 100% should be avoided to the fullest extent possible. These costs can be either a one-time or an accumulation of all repair costs for that vehicle over the preceding year. 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.

4.5.4 Depreciation

As indicated in Figure 3 (below), of all the Light Duty Fleet Costs, depreciation is a top fleet-related expense representing over half of annual costs for a typical public sector fleet management organization.

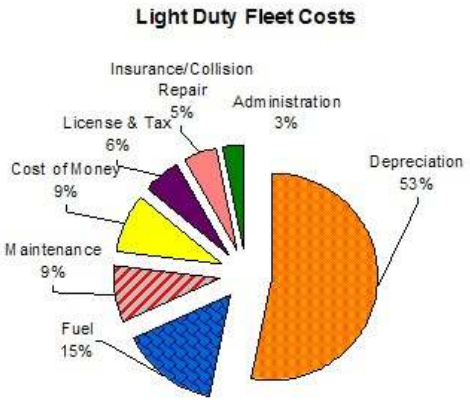


Figure 4.3 *Source: National Association of Fleet Administrators*

Therefore, any serious effort to lower total fleet costs need to start with an analysis of opportunities to reduce the overall size of the fleet. Most vehicles, including police sedans, lose 30% of their value the first year and about 20% every year thereafter. That means a $20,000 vehicle becomes worth $14,000 in the first year, $10,000 after two years, $6,000 after there years and $2,000 after four years.

So, placing a new $3,000 engine in a four year old vehicle valued at $2,000 is probably a decision that should be avoided as the cost is 150% of the residual. However, a $1,000 axle in a four year old vehicle provides a repair that is only 50% of the residual and should most likely be performed.

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 an 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.

4.5.6 Utilization

Based on vehicle reduction goals, best practices for managing fleet size described in **Section 12** and economic costs associated with vehicle operation, the Minimum Utilization Guidelines (excluding specialty vehicles) shown in Figure 4.4 are utilized to help determine whether or not to justify assigning a full-time dedicated vehicle(s) to a St. Mary's County user(s):

Figure 4.4 MINIMUM UTILIZATION GUIDELINES

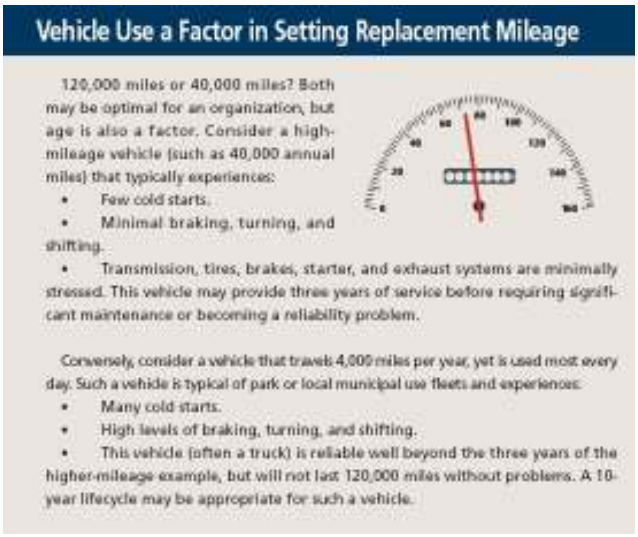
Vehicle Standard-Type	Mileage Standard (yr)	Minimum Standard (yr)
Sedans / Passenger Vehicles	10,000 - 12,000 miles	6,000 miles
Light Trucks /Pick-Ups (≤12,500 lbs.)	8,000 - 10,000 miles	6,000 miles
Med. Trucks / SUV / Vans(>12,500 lbs.)	9,000 - 11,000 miles	5,000 miles
Heavy Trucks(>24,000 lbs.)	8,000 - 10,000 miles	5,000 miles
Truck Tractors	10,000 miles or 400 hours	250 hours

Continuing to dedicate such a unit to a user department or agency that does not meet the above guidelines 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 should be disposed of. With the exception of law enforcement and specially equipped vehicles, industry standards as low as 4,800 miles per year (for passenger and light duty trucks) and 2,400 miles per year (for heavy duty trucks) have been suggested by the National Association of Fleet Administrators.

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 as a whole, 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.

They may or may not be vital to the performance of employees' job duties. 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). These are typically not classified as eligible for replacement. In addition and in many cases, it can also be determined that the expense of equipment rental is more cost effective than the costs of ownership. In general, as utilization rates fall below **70%**, rental or lease fleet asset funding options should be evaluated.



Source: National Association of Fleet Administrators

4.6 IMPACT OF FLEET AGE and MILEAGE ON ANNUAL COSTS

In order to determine the average age of the fleet, specialty equipment, low usage equipment, spare vehicles, loaners, etc., should be removed from the calculation in order 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.

As of December 2009, the average age of the fleet had been reduced to **7.4** years (-10%) and the average age of the Sheriff's vehicles was reduced to **4.9** years (-22%). The emphasis placed by the Board on the replacement of law enforcement vehicles was evident. The Fleet Replacement Program was beginning to realize a positive impact, and although reductions were initially encouraging, a continued prioritized replacement program at recommended funding levels was not sustainable.

As of July 1, 2010, the average age of the entire fleet is **9.1** years, which is comprised of 108 untagged vehicles at **16.43** years and 462 tagged vehicles at **10.13** years (excluding the Sheriff vehicles). The corresponding average age of the 206 Sheriff's fleet is **8.2** years. When calculating the average age of the "eligible fleet", removal of all low use vehicles / equipment in excess of twenty

(20) years should be considered in order to provide a better representation of the actual age of the bulk of the fleet.

4.6.2 Mileage of Fleet

Figure 4.5 (at right) shows data from a typical public sector fleet that correlates Mileage to annual Maintenance and Repair (M&R) costs. Note that not only does the trend clearly indicate that older vehicles have higher operating costs, but also that data points for older vehicles are much more dispersed than for younger vehicles, which are tightly grouped around the trend line. This illustrates that M&R costs (and, therefore, visits to the shop) for younger vehicles are much more predictable than for older vehicles.

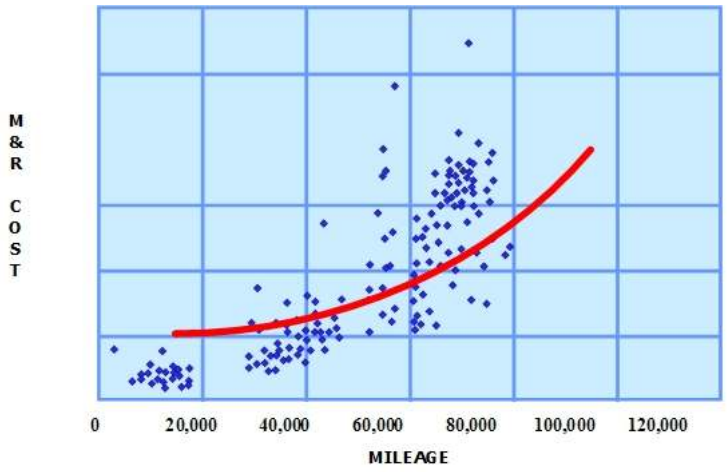


Figure 4.5 *Source: Mercury Associates, Vehicle Utilization Study*

The fact that fleet users cannot rely on older vehicles to operate without breaking down puts upward pressure on fleet size by requiring more spares and backup units. *In the interim, the Division will continue to evaluate the methods and means to achieve the highest possible level of vehicle and equipment service through effective maintenance, outsourcing, and replacement programs.*

4.7 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:

4.7.1 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 petroleum-based fuels	Compliance Green Fleet Initiatives

In FY 2008, the Department suggested that the Board of County Commissioners consider alternatives in future fleet acquisitions in order to avoid using inefficient retired Sheriff patrol vehicles as the primary source for motor pool vehicles. A fuel economy in the top 30% of their vehicle class as listed under EPA size class on the U.S. Department of Energy's Office of Energy Efficiency and Renewable Energy and the U.S. Environmental Protection Agency maintained web site at *http://www.fueleconomy.gov/feg/byEPAclass.htm*

> *Note: It is not immediately clear how the rules will affect the look of the Fleet. For example, take the perennial favorite of police department: the **Ford Crown Victoria**, which is the standard-issue cruiser for State Police. With its V-8 engine, the four-door sedan is rated at 24 highway miles to the gallon and 16 in cities. That places it 38t h on the EPA list of 70 large cars, which is below the State's 30 percent standard.*

In FY 2010, 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 **8 miles per gallon** and the Office of the Sheriff patrol vehicles averaged **14 miles per gallon**.

4.7.2 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.

4.7.3 Diesel Retrofits

In order 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 ($NO_{x)}$ can be achieved. In order 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:

- **R***ebuild*. Rebuild core engine components after 3-4 years to manufacturer's original specifications to return emissions performance to the original design level.
- **R***efuel*. 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).
- **R***etrofit*. Installation of exhaust emissions control technologies such as diesel particulate filters (DPF), diesel oxidation catalysts (DOC), lean NO_x catalysts, exhaust gas recirculation (EGR) and selective catalytic reduction (SCR) in heavy equipment and buses.

- **R***epower*. 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.

- **R***eplace*. Replacing entire vehicles or equipment may be the best option for some of the oldest and heaviest emitting fleet vehicles.

4.7.4 Right-Sizing

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

4.7.5 Alternative Fuels

Replacement of a vehicle with an alternate fuel model will be done whenever feasible, particularly medium and heavy duty vehicles. Examples of other solutions include the possible use of: bio-fuels - ethanol, bio-diesel; natural gas - compressed (CNG) and liquefied (LNG) or even blended with hydrogen; electric technology; propane converted from standard gasoline vehicles; shared vehicles and satellite motor pools; hybrids - diesel and gasoline electric, hydraulic; PHEV (Plug in Hybrids) - gasoline and diesel electric; stacked technology - hybrids on bio-fuels and PHEVs on bio-fuels. Use of Ultra Low Sulfur Diesel (ULSD) **can reduce emissions up to 10 percent**. *(Also, refer to the MD Task Force on Renewable Alternative Fuels Final Report dated December 31, 2007).*

4.7.6 Hybrids

The Transportation Division plans to evaluate hybrid-electric systems for possible recommendation when replacing bucket trucks, transit buses and refuse vehicles and the use of EPA-certified E-85 conversion kits. A pilot project on an unmarked squad car (Crown Victoria) and testing on additional vehicles should be performed prior to a wider program of retrofits on all applicable Office of the Sheriff vehicles.

4.7.7 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.

Based on the 2010 difference of approximately $0.43 per gallon, the County Highways Pilot Bio-Diesel Program will be limited to an FY 2011 program goal of utilizing 10,000 gallons per year through a joint fueling partnership with the local State Highway Administration.

4.7.8 **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 <u>not</u> 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.

4.7.9 <u>Idling Reduction</u>

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 green house gas emissions is recommended. Studies have shown that idling of vehicles consumes approximately 17% of the fuel that a vehicle has on board, which equates to between 0.6 gallons per hour for an averaged sized gasoline engine and 0.8 gallons per hour for an idling diesel truck engine. For trucks, idling engines operate at 3-11% efficiency, compared to 40% efficiency while driving. Installing diesel-fired heaters in trucks to warm coolant, engine block and hydraulic reservoirs before shift-start can also eliminate early-morning idling. 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 any one-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 any one-hour period.

- Idling should not be permitted solely for the comfort of the driver or passenger(s).

-- Per the August 28, 2008 Office of the Sheriff Fuel Plan, 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).

4.7.10 Retread Tires

The Vehicle Maintenance Division purchases about 800 tires per year at an average cost of between $150-$200 per tire, with off-road and tractor tires costing between $350-$500 each. Although some retread tires are in inventory, due to the current mix and utilization of the fleet, very few are utilized. It is estimated that for each re-treaded tire purchased, that approximately 15 gallons of crude oil could be saved, compared to the oil required to manufacture a new tire.

4.7.11 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 make an effort to purchase re-fined lubricating oils, retread tires, tires containing post-consumer recovered rubber and bio-based products, wherever they are reasonably available and meet vehicle manufacturer specifications.

4.8 PARTICIPANT ACTIONS

Transportation Manager:	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.
DPWT Director:	Reviews, approves and finalizes a "draft" replacement program and fiscal year Baseline budget submission.
Chief Financial Officer:	Ensures estimated resources are available to fund the Baseline request and recommends a method of financing (i.e., Exempt financing).
Vehicle Requestor:	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.
Requestor's Dept. Head:	Verifies and approves the Vehicle Needs Determination justification of the above request for submission and evaluation by the Transportation Division.
Transportation Manager:	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.
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.
Transportation Manager:	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.
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.
Transportation Manager:	Coordinates warrantee tracking and reimbursement. Maintains vehicles and equipment in a safe manner until such time that they are removed from service.
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. In general, most fleets can eliminate 70% of the 30% to 40% of excess fleet capacity" or 21% to 28% of the total fleet (70% x 30% = 21% to 70% x 40% = 28%). Therefore, reducing "excess fleet capacity" or the number of fleet assets has the greatest impact on reducing total costs. Reducing the number of fleet assets also has a cost reduction effect because older fleet assets which consume more parts and labor are disposed of.

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 Transportation 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. 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).

-- Inspect and prepare vehicles identified for disposal using the least amount of resources in order 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, where is." Towing costs to the auction site, if any, removal of decals, fleet #'s, cleaning, etc. will be deducted from the gross sale price.

-- The Transportation Division may register to sell surplus vehicles / equipment directly on Public Surplus at http://ww:pblicsurplus.com/sms/register/agency, utilize electronic / web-based auctions, or contract directly with a vendor to provide auction services, unless a solicitation is required per the County's *Manual of Procurement Regulations and Procedures*.

-- A "minimum bid amount" or "reserve" should be established to ensure the net sale price after auction is in equal or in excess of the established scrap metal salvage value. Scrap metal salvage value will be annually re-assessed, but currently is calculated by using the gross vehicle weight shown on the vehicle title and multiplying by $60 / ton.

-- 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".

-- As a general rule, all heavy and specialized equipment shall be sold thru a pre-announced public auction.

-- With the exception of 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 Board of County Commissioners 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 "PASS DOWN" 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 "pass down." To avoid the potential opportunity for "fleet creep"; when a "pass-down" vehicle becomes available, the receiving Department should answer certain questions before authorization of the "pass down":

1. Did the pass-down 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 pass-down unit, so removal of a unit from the fleet is not required.

2. Does the pass-down unit actually 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 pass-down 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 passed down if its mileage exceeds 54,000 miles (75% of 72,000).

3. As a rule of thumb, pass down 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 passed down if it were six years old, or older, regardless of the mileage on the vehicle.

4. Is repair or refurbishing required for the pass-down unit to be useful? If yes, then apply guidelines (already developed or needing to be developed) regarding repair and refurbish expenditures (and dispose of vehicles exceeding the guidelines). The establishment of these or similar policies helps 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.

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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 is 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 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 be obeyed at all times. *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 of time.

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 a 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.

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.

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 on an annual basis to their Department Head who shall review it with the Human Resources.

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 will be housed in a new facility on the Governmental Center campus. The County Highways fleet is mostly sheltered in equipment sheds and the STS transit bus fleet will be consolidated in a new bus shelter 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 Transportation 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) When the Transportation Division is contacted, the responding personnel 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 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 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, 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 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 <u>not</u> 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.

   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 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' Risk Manager within 24 hours.

6.9 HOURS OF SERVICE RULES

The following hours of service rules apply to all motor carriers and CDL drivers.

1. **10 Hour Rule**: Drivers are allowed to drive for ten (10) hours following eight (8) consecutive hours off-duty.

2. **15 Hour Rule**: A motor carrier cannot permit or require a driver to drive after 15 hours are spent on duty following 8 consecutive hours off.

3. **60 and 70 Hour Rules**: A motor carrier must not permit or require a driver to drive after a total of 60 hours on duty for 7 consecutive days; or 70 hours on duty in 8 consecutive days. *If a driver works more than one (1) job of any kind, that time must also be included as on-duty time*.

4. **Driver's Record of Duty Status**: Every driver shall prepare a record of duty status (Driver's Daily Log) in his/her own handwriting for each 24-hour period, unless operating under the 100 air mile radius exemption, which the majority of the County-maintained fleet qualifies.

   Failure to complete or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.

5. **100 Air-Mile Radius Exemption**: A driver is exempt from maintaining the Driver's Daily Log requirements if all of the following is true:

   - The CDL driver Operates within a 100-Mile Radius of the Normal Work Reporting Location.
   - The CDL driver returns to the work reporting location and is released from work within 12 consecutive hours.
   - Each 12 hours on duty are separated by at least 8 consecutive hours of off-duty.
   - The CDL driver does not exceed a maximum of ten (10) hours driving time following eight (8) consecutive hours off-duty.
   - The motor carrier that employs the CDL driver maintains and retains for a period of six (6) months accurate and true time records that show:

     - The total number of hours the CDL driver is on duty each day
     - The time the CDL driver reports for duty each day
     - The time the CDL driver is released from duty each day
     - The total time for the preceding seven (7) days for first-time or intermittent CDL drivers

6. **Relief from Regulations**. Any motor carrier or CDL driver operating a commercial vehicle may provide emergency relief during a federal, state or locally declared emergency. This exemption to **Sections 6.9.1** thru **6.9.2** shall not exceed the duration of the driver's direct assistance or thirty (30) days from the date of the initial emergency declaration. When a driver has been relieved of all emergency relief efforts, a driver shall not be permitted to drive until the driver has had at least 24 consecutive hours off-duty as cited in **Section 6.9.3** above.

7. **On-Duty Time**. The Federal Motor Carrier Safety Administration defines On-Duty Time as all time from the when the driver begins work or is required to be in readiness to work, until the time the driver is relieved from work and all responsibility for performing work. On-Duty Time shall include:

- All time spent waiting to be dispatched.
- All time inspecting, servicing, or conditioning any commercial motor vehicle.
- All time spent driving.
- All time, other than driving time, in or upon any commercial motor vehicle.
- All time loading or unloading a commercial motor vehicle, supervising or assisting in same to include giving or receiving receipts for shipments.
- All time repairing, obtaining assistance, or remaining in attendance upon a disable commercial motor vehicle.
- All time spent providing breath sample or urine specimen, including travel time to and from the collection site in order to comply with random and required testing.
- All time performing other compensated work for non-County entity or other work for the County.

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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 regular unleaded gasoline, diesel, or other alternative-fuels as are 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

Approximately 1,500 gallons of gasoline and diesel fuel are burned each day. 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 no emergency back-up generator. At the reorder level, approximately 16,000 gallons or 11 days of back-up storage was 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 facility is primarily a gasoline distribution facility and the California facility is primarily a diesel fuel dispensing facility. In 2009, the Leonardtown facility was expanded to include a 10,000 gallon above ground double-walled diesel tank and pump to primarily accommodate the Board of Education-owned Fleet (approximately 20 buses) and / or to allow one of the u/g tanks at St. Andrews to be dedicated for bio-diesel fuel use. The tank is able to accommodate regular premium diesel or any grade of bio-diesel fuels. The project also included the addition of a 125 KW emergency back-up generator to run both the fuel farm and the Building Maintenance Division during emergency response / operations.

7.1.3. Non-County Facility Fueling

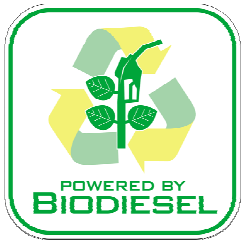
If a vehicle is traveling outside the County and fueled at a non-County owned fueling facility, the operator must obtain a receipt showing the fuel type and gallons purchased, and file a copy with their respective department within 48 hours of return to the County. Sheriff vehicles traveling outside 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 primarily through the Southern Maryland Cooperative. 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 on a monthly basis. Bio-diesel fuel obtained from the State Highway Administration will utilize the adopted *Bio-diesel Fuel Dispensing System Procedures*. User departments / agencies will be invoiced by the SHA on a monthly basis.

7.2.1 Use of Alternative Fuels

As described in **Section 4.7**, the Board of 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 bio-fuels 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 bio-diesel 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 have access to the fuel facilities (depots) including the Board of Education, St. Mary's Health Department and St. Mary's Nursing Center at the following locations:

St. Andrews Maintenance Facility	Governmental Center Facility	SHA Loveville Facility
4829 St. Andrews Church Road	41870 Baldridge Road	27345 Point Lookout Road
California, MD 20619	Leonardtown, MD 20650	Leonardtown, MD 20650
(un-leaded and diesel fuel)	(un-leaded and diesel fuel)	(bio-diesel fuel)

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, if needed. In the event additional fuel, lubricants or emergency repairs are required, the operator will request authorization for such services as follows:

-- During normal County business hours - See the Transportation Division Manager / Coordinator for the motor pool / spare fleet fuel key(s).

-- 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.

-- ..... After County business hours - See the STS dispatcher for fuel key(s).

-- .... An employee will be reimbursed for emergency vehicle fuel by the respective agency/department based upon submission and approval of valid receipt(s). Any emergency repair expenses shall be reimbursed by the Transportation Division based upon submission and approval of valid receipt(s).

7.2.5 Exceptions

Based on the County Attorney's August 16, 2004 opinion, the following Non-Profit organizations are not allowed to purchase fuel from the County; Walden Sierra, Southern Maryland Tri-County Community Action, Three Oaks Centers, Center for Life Enrichment, and Pathways. None of these organizations are controlled directly or indirectly by any agency of St. Mary's County Government. Other non-profit organizations, provide either housing, counseling, or supplement other services already provided by the government or department. Revenue Ruling 82-30 also explicitly provides that community action committees do not qualify to purchase fuel from the County. In order 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.

7.3 FUEL TAX REPORTING

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.

7.4 FUELING SYSTEM

The County will use the existing FuelMaster 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

With assistance from the IT Department, 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 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 of time 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.

7.4.5 Reorder Levels

Approximately 1,500 gallons of gasoline and diesel fuel are burned each day. Reorder levels for existing tanks are based on a full load delivered to ensure reduced costs due to economic scale. Full loads: diesel deliveries of 7,000-7,500 gallons and gasoline deliveries of 8,000-8,500 gallons.

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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 general rule, inspections, preventive maintenance, minor repairs, and interim compliance work are performed in-house. Emergency maintenance 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 poor maintenance program can negatively affect both the fleet and fleet-cost performance by increasing downtime, increasing the probability of unsafe vehicles and reducing resale value for vehicles at the time of disposal. As such, all County-owned vehicles must 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 failures from occurring while the vehicle is being operated. Once a week, or more frequently as required, the Vehicle Maintenance Supervisor will 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 or bringing their assigned vehicle(s) into the shop by the mileage or date posted on the oil change sticker. In some instances, the using Department may be sent a preventive maintenance notification reminder at least one (1) week in advance of the scheduled maintenance. If it is necessary to re-schedule the preventive maintenance appointment, the using department must do so no later than 48 hours prior to the scheduled appointment. At that time, the Vehicle Maintenance Supervisor will re-schedule the preventive maintenance appointment within two (2) weeks.

Preventive maintenance for heavy trucks and equipment will be accomplished according to the manufacturer's specifications at minimum. For non-County 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 FHSA 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 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

Recommended: 5,000 mile maintenance schedule - A1, B1, A2, B2, A3, A4 & C

II. Sheriff Patrol Vehicles (Marked)

Level A	Every 3,000 miles
Level B	Every 6,000 miles
Level C	Every 30,000 miles

Recommended: 3,000 mile maintenance schedule - A1, B1, A2, B2, A3 & C

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

Recommended: 5,000 mile maintenance schedule - A1, A2, B, A3, A4/D &C

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

Recommended maintenance schedule: A1, A2, B1, A3, A4, B2, A5, A6, C1

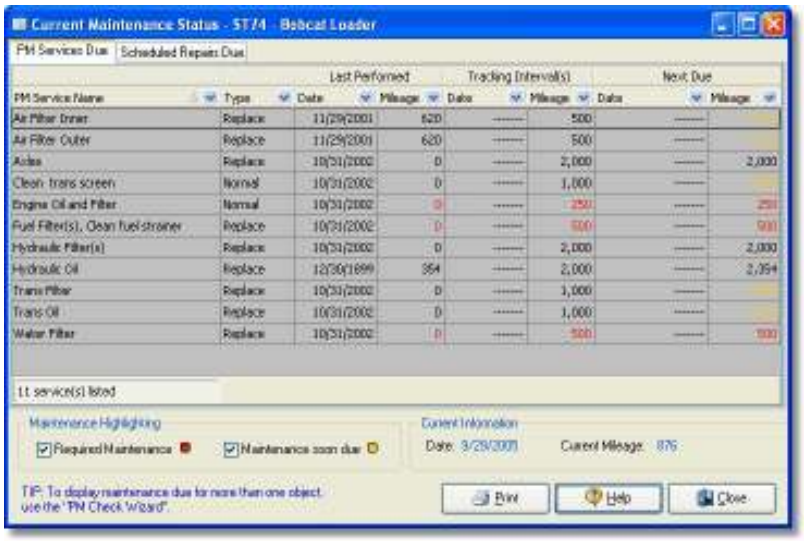
The State of Maryland, Annotated Code of Maryland, *Transportation Article*. Title 23. Vehicle Laws - Inspection of Used Vehicles and Warnings for Defective Equipment, *Subtitle 3. Preventive Maintenance Program*, requires all trucks with a gross vehicle weight (GVW) of over 10,000 pounds carry the following 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

-- A written certification that the vehicle is maintained under a preventive maintenance plan approved by the Administration and the Automotive Safety Enforcement Division of the Maryland State Police Division.

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. The Transportation Division plans to establish an automated fleet flagging system (HTE) for use by the Vehicle Maintenance Supervisor. If an employee is unable to deliver the vehicle for a scheduled maintenance appointment, they must inform the Vehicle Maintenance Supervisor immediately to schedule an alternative date.



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 under the 2010 in-house "**Quick Fix**" / "**Rapid Repair**" Program initiative. 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.

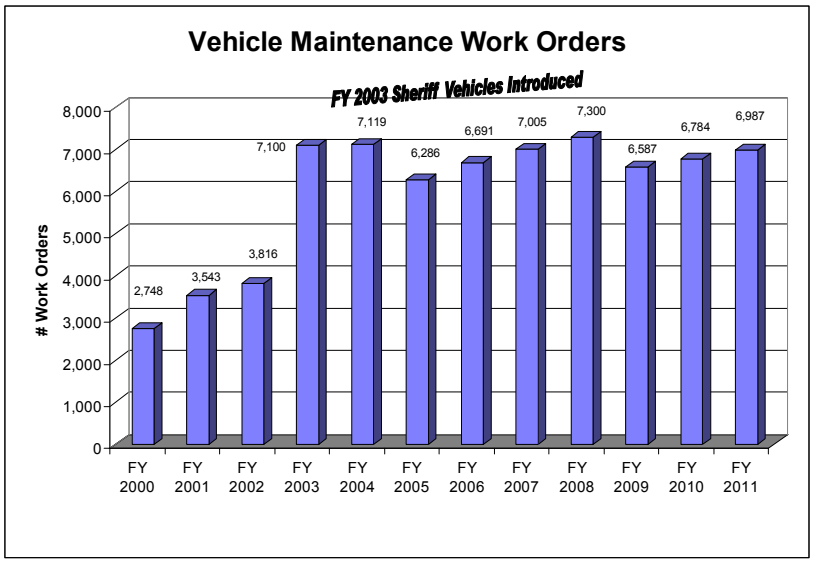
In performing the repair, the mechanic will request the required parts from the Inventory Control Specialist. Upon receipt of the parts, the mechanic will complete the repairs and record all materials used on the Work Order in the automated Fleet Management tracking system (HTE). Road testing of serviced 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 Transportation 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; that 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 and maintenance. **The Office of the Sheriff's fleet vehicles represent approximately 40% of all maintenance work orders with an additional 23% attributable to the STS Transit System.**

The funding and number of new acquisitions for the balance of the fleet has not kept pace with the increasing number of vehicles requiring replacement which has been made more challenging by "zero" funding levels in FY 2010 and FY 2011. As such, the Transportation Division has not experienced the reduction in the number of work orders (See Chart below) and operating budget funding needs.



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)

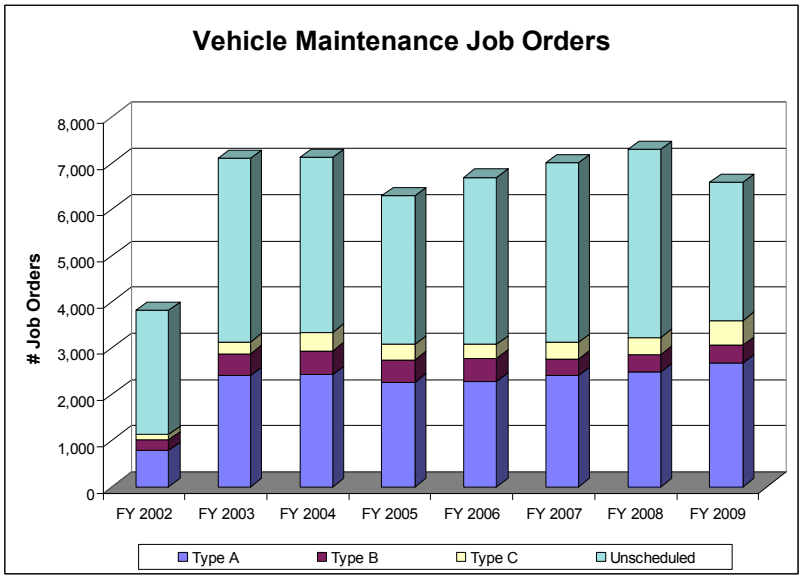
Emergency maintenance is required when a vehicle or piece of equipment breaks down and cannot be driven or operated safely. When a vehicle or piece of equipment becomes inoperable, operators are to report the problem to the Vehicle Maintenance Supervisor during normal operating hours 7:00 a.m. to 3:30 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, is a service extended to all County-maintained emergency service providers, as a part of the established 2010 "**Quick Fix**" / "**Rapid Repair**" program initiative. Although this service graphically represents a large part of the Division's job orders, this drive-up service is intended to address operational and safety issues raised by the drivers of emergency response vehicles. Additional procedures for dedicated and motor pool are outlined in **Section 3** of this Manual.

8.5 MAINTENANCE RATIO

There is a correlation between the number of preventive (Type A thru C) and unscheduled (Type D) maintenance Job Orders. The accepted industry practice of unscheduled to scheduled maintenance should be a maximum of **2.5:1**. The Transportation Manager maintains approximately a ratio of **1.25:1**, which is in the acceptable range.

8.6 OUTSOURCING

As discussed in **Section 8.12**, the accepted industry standard to help determine whether outsourcing is required is to evaluate the ratio of fleet vehicles to the number of mechanics needed. In general, this ratio is **50:1** for non-tagged and **40:1 for** tagged vehicles / equipment. In order to avoid outsourcing, the current County fleet would require a minimum of between 12 to 17 full-time mechanics as follows:

	# of vehicles	classification	ratio	# mechanics needed
	108	tagged vehicles /	40:1	= 3 mechanics
+	462	non-tagged vehicles /	50:1	= 9 mechanics
	570			= 12 mechanics

With nine working mechanics, three (3) additional FTE's can be justified. However, an overall average ratio of **34:1** is also considered an acceptable standard and would require eight (8) additional FTE's as follows:

570	total # fleet vehicles /	34:1	= 17 mechanics

Therefore, with the current number of mechanics on staff, the ratio of the # of fleet vehicles to the # of mechanics is **63:1**. This indicates that all work cannot be performed in-house and necessitates that the Division outsource additional services and repairs.

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 make arrangements 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.

Several studies have been initiated to determine if fleet maintenance activities should be privatized. The most recent studies were conducted by **First Vehicle Services and Penske**. These proposals typically have a fixed annual fee of between $925,000 and $1,200,000 prior to the addition of parts plus 20%, outside repairs, capital

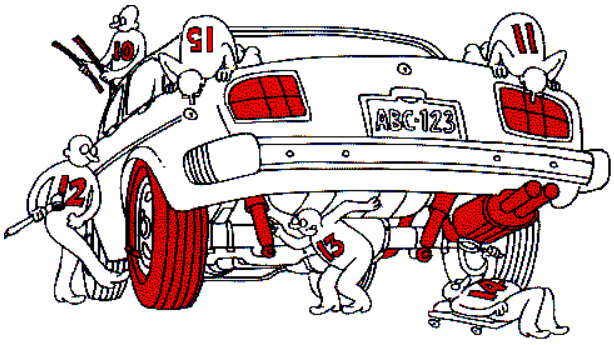
/ fleet purchases, after-hours response, utility costs towing, etc. DPW&T has proven that it is a lower cost provider of fleet services for the County and, consequently, the County would not benefit from fully outsourcing these services at this time.

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 Board of County Commissioners for 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 in a position 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 (i.e., valid State Inspection Certificate and license plates)

-- Operator's Daily Checklist. Heavy truck operators 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 on a daily basis 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 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
-- Sharpening of blades, turning of drums and rotors, etc.
-- Road service repairs for off road equipment (ie STS and Transfer Trailers)
-- 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 snow plows 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 snow plows, 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 bonafide 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 Supervisor, upon recommendation from the Shop Foreman (certified mechanic) 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 effective April 1, 2005 shall be incorporated by reference.

(2) Person placing motorized vehicles in an "out-of-service" status shall install an "out-of-service" tag using a nylon tie to the steering wheel. The key to the vehicle shall also be attached to the nylon tie at this time and placed in the Vehicle Maintenance office. 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 warrantee, 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 at this time. 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.

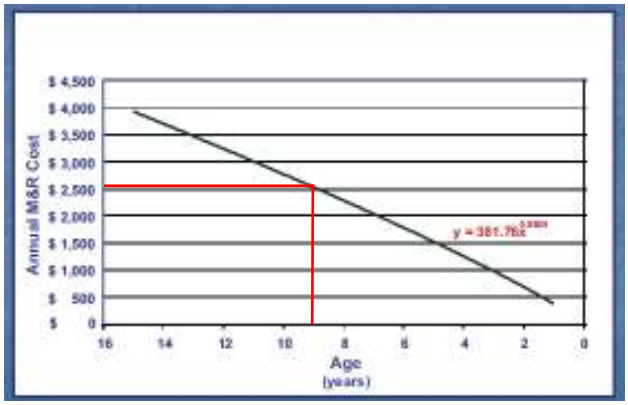
Efficiency studies have shown that parts and components have two (2) major impacts on total shop cost. Firstly, parts represent about 40% of the average work order's total cost. Secondly, technicians waste about 7.5% or 155.3 hours of the 2,080-hour work year procuring parts to complete work orders. 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 warrantees are usually 6 to 12 months and extended warrantees can last between 48 to 60 months.

Although the FY2010 Vehicle Maintenance budget of **$1,283,164** is 0.1% lower than the FY2009 Approved Budget, we update the following tabulation annually, as well as prior expense experience in formulating the Division's Baseline Budget submission. Calculating the cost per vehicle equivalent unit (VEU) is another way of evaluating and predicting budget levels. In 2004, the cost per vehicle equivalent unit (VEU) was $1,169 per VEU and has steadily increased with the age of the fleet. Based on the current total of 570 fleet units described in Section 2 (tagged and un-tagged),and current operating budget level, the cost per vehicle equivalent unit (VEU) excluding new acquisitions is **$2,251 per VEU**, which is less than the $2,553 per VEU value achieved by using an accepted industry formula (see **Figure 8.1** below). For similar fleet sizes, but different fleet mixes, VEUs as high as $3,900 and $4,800 have been realized in other jurisdictions. The industry standard for total annual maintenance and repair costs per vehicle equivalent unit (VEU) as a function of age is shown in Figure 8.1.

DEPT. VEHICLES	ANNUAL MILEAGE	COST / MILE ($)	Est COST / YEAR
STS	1,400,000	0.50	$ 700,000 *
Sheriff	2,500,000	0.12	$ 300,000
Solid Waste	146,000	1.25	$ 182,500
All Other	1,184,000	0.06	$ 71,040
TOTAL			**$1,253,540**

* STS costs are partially grant eligible

Figure 8.1 Annual Maint. & Repair Costs Per VEU



***Source: Mercury Associates.*

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 to evaluate performance levels:

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: *(including labor & parts costs)*	$1,200 to $1,500 per VEU

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.

Measure	**Indicates**
Total operating costs versus budgeted costs	Degree to which the fleet management organization meets its budget targets
Net annual revenues versus operating expenditures	Profit or loss for the entire fleet, a class of fleet 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	Total operating, maintenance, administrative overhead and replacement cost per vehicle
Ratio of permanently assigned fleet vehicles to total number of employees in the organization served	Potential measure of the use of permanent assignment vehicles and changes in personnel totals (note: different missions can require different ratios)
Average annual utilization by miles, hours and trips by vehicle class, type of assignment and vehicle	Vehicle utilization, excess capacity
Proportion of vehicles driven below minimum	Underutilized vehicles, which may be candidates utilization requirements for reallocation or reduction
Total miles by class and by vehicle	Age of fleet
Number and percentage of vehicle meeting TLEV, LEV, ULEV and ZEV requirements	Internal compliance with Green Fleet initiatives
Number and percentage of vehicles meeting alternative fuel vehicles (AFV) requirements	Internal compliance with Green Fleet initiatives

Number and percentage of vehicles qualifying for replacement	Compliance with per age/mileage and useful life replacement criteria
Average vehicle retention period by class	Actual vehicle retention period by class
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	Acquisition costs and effectiveness of acquisition methods
Ratio of resale or salvage value to original purchase price	Conservation of vehicle value
Accidents per 100,000 miles accident cost per mile (annual accident costs divided by the total number of miles of all vehicles in a fleet)	Fleet safe-driving performance; need for driver training in the fleet
Number and percentage of permanently Assigned or full-time drivers participating in driver training	Fuel-efficient driving and safe-driving program 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 utilized 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 activities. In addition, the Transportation and Vehicle Maintenance Divisions plan to continue requesting funding in order to provide education, apprenticeships, and certification opportunities for its employees to be well versed with industry standards and technologies.

The Transportation Division will reimburse mechanics for prior approved training and expenses involved in obtaining and maintaining National Institute for Automotive Service Excellence (ASE) certification.

9.2.2 The Transportation Division will pay for prior 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 Vehicle Maintenance Division may consider being 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 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 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

Not withstanding emergency operations, the Vehicle Maintenance Division is open for vehicle and equipment maintenance / repairs between the core hours of 7:00 am to 3:30 pm, Monday through Friday.

10.1.2 User Department Support

Maintenance Facility and mechanic hours will be set to best meet the fleet related requirements and most effectively support the missions of the using departments assigned to the facility.

10.1.3 Mechanic Assignments

All mechanics will be permanently assigned to the County 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 Overtime and 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 must be controlled and can be caused by any number of the following: ineffective predictive / preventive maintenance / repair programs; excess re-dos and comebacks; waiting on fleet asset delivery to the shop by tow trucks and low-boys; waiting on adequate personnel, special tools, parts, service reference sources (i.e., computers or shop manuals) or shop bays to become available; resistance to outsourcing peak demand repairs which causes excess backlogs at the shop; fleet assets are surplus and/or in poor condition which causes repairs to take longer.

10.1.5 Off-Hour Coverage and Rotation Guidelines

The Vehicle Maintenance Supervisor, Shop Foreman, or a mechanic, will be on-call at all times during "off-hours" to provide continuous maintenance coverage for St. Mary's County Government vehicles. The Transportation Manager will set up an on-call schedule that rotates on-call hours weekly between all Fleet Maintenance personnel in accordance with administrative *Equipment Mechanic(s) Call-Out Procedures* and guidelines adopted by the Department on April 10, 2008.

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

10.2 USE OF FACILITIES and EQUIPMENT

The Vehicle Maintenance Supervisor will have responsibility for managing all maintenance facilities and equipment under their supervision. County facilities and equipment shall not be used for personal business, gain, or profit. Non-County activities are also prohibited unless authorized by the Board of County Commissioners (i.e., Christmas in April).

10.2.2 Non-Tagged Fleet

Provisions shall be made for permitting non-tagged fleet work to be done in the Vehicle Maintenance facilities, (i.e., tire chains for highway vehicles), as required providing there is no critical fleet maintenance work scheduled. 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. The Vehicle Maintenance Supervisor will work with user departments to resolve any space allocation issues.

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. Vehicles should be clean prior to delivering for maintenance or returning to the Transportation Division Motor Pool. Departments have the option to use the County's Vehicle / Bus Wash Rack, work is provided by the County's Detention Center inmates; the department should provide the cleaning supplies.

10.3 FACILITY ("SHOP") and INVENTORY SECURITY

All maintenance facilities and equipment shall be secured. 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 central 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 be secured at all times. No area shall be left unlocked unless attended by authorized personnel. Keys to 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.

Where 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 MAINTENACE 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. In conjunction with LGIT, the County's Risk Manager also conducts annual Hazard Evaluation Surveys and provides loss prevention recommendations and deadlines for reporting compliance.

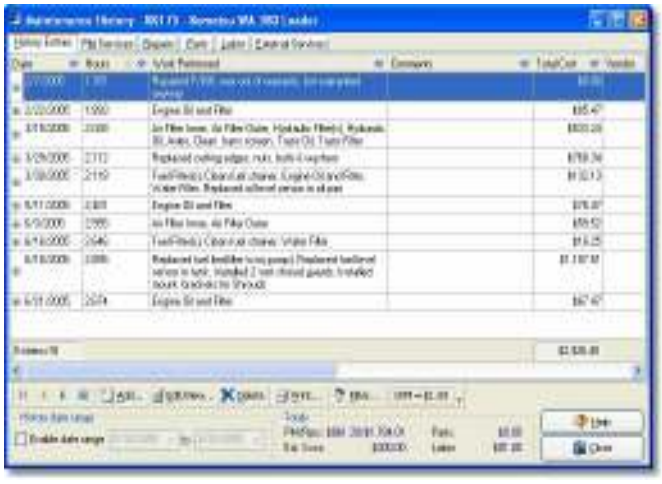
10.4.1 Material Safety Data Sheets (MSDS)

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 Material Safety Data Sheets (MSDS) on each chemical stored or used at the facility and making information available to employees in accordance with the provisions of the law. These Material Safety Data Sheets shall be located in a clearly marked yellow binder in each janitorial closet. If a product is no longer being used in the facility, the Material Safety Data Sheet shall be removed from the active folder and placed in a separate folder in the janitorial closet. All products used in the facility must be commercial grade products. The County will supply specifications sheets to include the following:

-- Material Safety Data Sheet (MSDS) 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 will use a microcomputer based information management system to track all vehicles and equipment by the assigned Plant #. Transportation will acquire and use software to tie all fleet shops, storerooms and offices together in a wide area network. User departments will be offered an opportunity if available to log into the fleet system to obtain statistical information, following security access procedures, as defined by the Transportation Division and the Department of Information Technology (IT).

The HTE Fleet Management Module Vehicle Flagging System primary features are: Equipment inventory tracking; job order entry; scheduled and unscheduled maintenance; automated refueling system; pool equipment; equipment warranties; accident records; user, productivity, life cycle cost analyses reports; security; insurance information tracking; manufacturer recall tracking; service request tracking; electronic mail notification; and billing.

10.6 REPAIR, TOWING and IMPOUNDMENT

For other than preventive maintenance, user departments must complete a **Vehicle Repair Checklist_Form** for maintenance on vehicles, equipment, and non-tagged small motorized equipment. The completed form will then be forwarded to the Vehicle Maintenance Supervisor. All requests for services that can be scheduled (repairs, equipment installation, bodywork, etc.) will be processed in this manner. For in-service breakdowns that require a road call or a tow, the **Vehicle Maintenance_Repair Checklist Form** (Appendix III) will be completed by a Transportation Division mechanic or the Transportation Coordinator.

In 2006, the Division selected qualified contractors to perform towing services during regular hours, off-hours and holidays from both within and out of St. Mary's County. Towing services will be for normal breakdowns, emergencies, abandoned/confiscated vehicles seized for investigation purposes.

For towing required between 6 am and 11 pm, contact the Transportation Division at (301) 863-8400, ext. 1120. For towing after hours and/or Sundays, contact the Transportation Manager at (301) 481-2064.

The Vehicle Maintenance Supervisor will review the **Vehicle Maintenance and 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 Clerk will verify in-stock parts and order any part(s) needed to re-stock inventory level requirements. For scheduled maintenance, the Vehicle Maintenance Supervisor will establish a service date and notify the user department. Since the user agency is responsible for ensuring that the vehicle arrives on the scheduled maintenance date, reasonable notice of service will be given.

10.7 SHOP INVENTORY CONTROL

The level of inventory stocked at any one time does not directly correlate back to the size of a fleet operation. A baseline of critical parts is typically stocked for daily use, with a broader spectrum of parts and supplies are also kept on hand at all times to help minimize equipment downtime (i.e., middle-of-the-night snowplow repairs). An Inventory Clerk should be assigned to control all vehicle and equipment items in the Transportation 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 following tabulation demonstrates the significant reduction in inventory "loss" associated with implementation of improved inventory controls over the past three (3) years:

ANNUAL PARTS & OIL PHYSICAL INVENTORY

Fiscal Year	Inventory Value	Loss	Percent*
FY 2008	$380,326	$42,947	11.3%
FY 2009	$499,557	$45,305	9.1%
FY 2010	$444,712	$20,753	4.7%

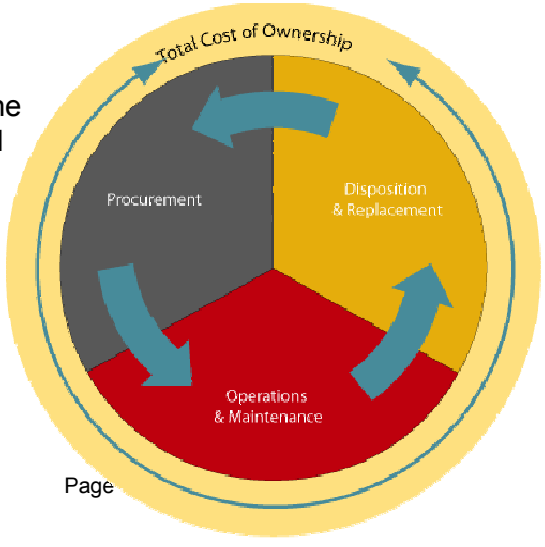
*Initial Goal = 5% by FY 2010
*Program Target = 3%

10.7.3 Bar Coding

The Transportation Division needs to implement bar coding in its repair parts operation. A bar coding printer and a handheld PDA will need to be purchased to print bar codes and to standardize and expedite the inventory of parts. The DPW&T highly recommends the use of barcodes and believes that it is a clear best practice in the fleet industry. Consequently, we believe that the Department should also explore the opportunity to barcode service codes and other common codes in the labor process in order to further reduce data entry effort. 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 will improve the accuracy of management information and alleviate the burden of data capture on staff.

10.7.4 Hard Cost of Ownership

The **Illustration** (at right) can be utilized by staff to compute the total fleet owning cost, annual fleet operating cost, and annual investment recovery / disposal costs for on- and off-highway equipment (including shop equipment and support assets).It is recommended that the costs associated with on-highway (tagged) and off-highway (un-tagged) be computed separately. The calculation also includes all debt service payments associated with acquisition of the fleet.



10.8 ACCIDENTR ANALYSIS

In developing a safety program, keep in mind that past experience is important, inasmuch as it presents problems in their full scope to win support for accident-prevention policies and practices. First, the Fleet Manager must determine accident frequency by developing appropriate facts and figures. A formula used by the National Safety Council achieves this goal:

$$\frac{\text{Number of Accidents X 1,000,000}}{\text{Total Fleet Mileage}}$$

For example, a fleet had 20 accidents during the past year and the total mileage driven by the fleet's cars was 2,881,000. The fleet's accident frequency rate is:

$$\frac{\text{20 X 1,000,000 = 20,000,000}}{\text{2,881,000}}$$

or an accident frequency rate of 6.94 Second, the Fleet Manager should determine the number of preventable accidents. Third, the Fleet Manager should calculate the average cost per accident.

Illustration – **Compute Total Cost of Fleet Owning, Operating and Disposing.**

Step 1.00 **Compute total fleet owning cost**: Total 1.01 through 1.49 + $_____

__ 1.01	Acquisition prices (before true value of trade-ins and cash discounts)	+ _____
__ 1.02	Capitalized repairs, improvements, add-ons, etc.	+ _____
__ 1.03	Sales tax: state $_____ + $_____ local + MTA $_____ + $_____ excise	+ _____
__ 1.04	Insurance: warranties $_____ + $_____ performance guarantees	+ _____
__ 1.05	Interest expense	+ _____
__ 1.06	Insurance: physical damage $_____ + $_____ liability + $_____ theft	+ _____
__ 1.07	Net depreciation: gross depreciation $___ less (AMT $___ + $___ 40% Rule)	< _____ >
__ 1.08	Other net tax benefits (assumes offsetting profits)	< _____ >
__ 1.09	Net resale prices: gross sell prices $___ less (income taxes $___ + $___ Step 3)	< _____ >
__ 1.10	Management wages spent performing acquisition activities	+ _____
__ 1.11	Personnel: recruit $____ + $____ select + train $____ + $____ compensate	+ _____
__ 1.12	Others: _____	+ _____

Step 2.00 **Compute annual fleet operating cost**: Total 2.01 through 2.49 + $_____

__ 2.01	Fuel $_____ + $_____ fuel tanks + $_____ dispensing and security equipment	+ _____
__ 2.02	Lease payments: 12-month and longer guarantees	+ _____
__ 2.03	Rent payments: less than 12-month guarantees	+ _____
__ 2.04	Tires $_____ + $_____ undercarriage	+ _____
__ 2.05	Daily maintenance: $___ fluids + labor $___ + $___ washes	+ _____
__ 2.06	Preventive maintenance: lubes $___ + $___ fluids + labor $___ + $___ parts	+ _____
__ 2.07	Minor repairs: lubes $___ + $___ fluids + labor $___ + $___ parts	+ _____
__ 2.08	Major repairs: lubes $___ + $___ fluids + labor $___ + $___ parts	+ _____
__ 2.09	Redo costs (duplicate repairs): minor $_____ + $_____ major	+ _____
__ 2.10	Accidents: unrecoverable insurance $_____ + $_____ administration	+ _____
__ 2.11	Towing: flat tires $____ + $____ mechanical failures + $____ accidents	+ _____
__ 2.12	Record keeping: computers $_____ + $_____ software	+ _____
__ 2.13	Office supplies	+ _____
__ 2.14	Technician wages $____ + $____ benefits + expenses $____ + $____ training	+ _____
__ 2.15	Operator wages $____ + $____ benefits + expenses $____ + $____ training	+ _____
__ 2.16	Mgmt. wages $____ + $____ benefits + expenses $____ + $____ training	+ _____
__ 2.17	Clerical wages $____ + $____ benefits + expenses $____ + $____ training	+ _____
__ 2.18	Personnel: recruit $____ + $____ select + train $____ + $____ compensate	+ _____
__ 2.19	Facility lease payments $____ + $____ maint + repairs $____ + $____ parts	+ _____
__ 2.20	Tools: handheld $_____ + $_____ diagnostic + $_____ high-tech	+ _____

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Continued

Illustration – **Compute Total Cost of Fleet Owning, Operating and Disposing.**

Step 2.00 **Compute annual fleet operating cost**: Total 2.01 through 2.49 + $_____

__ 2.21	Reference sources: parts $____ + $____ maintenances + $____ repairs	+ _____
__ 2.22	Storage, yard	+ _____
__ 2.23	Security $_____ + $_____ vandalism + $_____ theft	+ _____
__ 2.24	Transportation $_____ + $_____ logistics	+ _____
__ 2.25	Compliance: OSHA, MSHA, DOT, EPA, EEOC, DOL, etc.	+ _____
__ 2.26	Hazardous waste disposal: fluids, oil, filters, antifreeze, tires, batteries, etc.	+ _____
__ 2.27	Taxes: property $_____ + $_____ excise + $_____ sales / use / rental	+ _____
__ 2.28	Tags $____ + $____ titles + $____ administration	+ _____
__ 2.29	License fees $____ + $____ permits + $____ administration	+ _____
__ 2.30	Tickets: inspection $____ + $____ moving + parking $____ + $____ admin.	+ _____
__ 2.31	Others: _____	+ _____
__ 2.40	Outsource payments: subcontract-out equipment, drivers / operators, fuel, maintenances, repairs, management, etc.	+ _____
__ 2.41	Outsource pmts: daily maint $____ + $____ prevent maint + $____ compliance + minor repairs $____ + $____ major repairs + $____ management	+ _____
__ 2.42	Outsource payments: transportation $____ + $____ mobilization + $____ demobilization	+ _____
__ 2.43	Outsource payments: security	+ _____
__ 2.44	Outsource payments others: _____	+ _____
__ 2.45	Others: _____	+ _____

Step 3.00 **Compute annual investment recovery / disposal cost**: Total 3.01 through 3.49 + $_____

__ 3.01	Condition appraisal fees (if outsourced)	+ _____
__ 3.02	Get-ready-for-sale costs: maintenances $____ + $____ cosmetics + $____ compliances + minor repairs $____ + $____ major repairs	+ _____
__ 3.03	Market value appraisal fees (if outsourced)	+ _____
__ 3.04	Freight: to storage $____ + $____ to point-of-sale	+ _____
__ 3.05	Storage	+ _____
__ 3.06	Advertising (space ads, direct mail, etc.)	+ _____
__ 3.07	Computer link subscription fees	+ _____
__ 3.08	Keep current reference sources (auction guides, trade publications, etc.)	+ _____
__ 3.09	Titles, tags, Bills of Sale, transfer fees, etc.	+ _____
__ 3.10	Warranties-to-the-buyer costs	+ _____
__ 3.11	Funding-to-the-buyer costs	+ _____
__ 3.12	Management wages spent performing disposal activities	+ _____
__ 3.13	Personnel: recruit $____ + $____ select + train $____ + $____ compensate	+ _____
__ 3.14	Commissions / fees (if outsourced): Auctioneers $____ + $____ brokers + $____ others	+ _____
__ 3.15	Others: _____	+ _____

Step 4.00 **Compute hard-dollar cost of owning and operating fleet**: Total Steps 1.00 + 2.00 + 3.00 = $_____

SECTION 11. ST. MARY'S TRANSIT BUS MAINTENANCE

St. Mary's Transit System (STS) is comprised of approximately twenty-eight (28) buses, transports over 375,000 riders annually, and travels routes in excess of 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 MTA/FTA for the St. Mary's Transit System Vehicles as recommended by the Locally-Owned Transit System (LOTS).

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 MARYLAND PUBLIC SERVIC COMMISSION (PSC) REQUIREMENTS

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 a STS number such as "H-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

Bus inspections shall be completed twice a year at the Vehicle Maintenance Facility by the Public Service Commission (PSC). A sample **Vehicle Inspections Report** Form for vehicles carrying 15 passengers or less is included in Appendix II (A separate Public Safety Commission inspection form is required for vehicles designed to carry 16 or more passengers). STS buses are inspected by the Vehicle Maintenance ASE 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 also 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 subscripted services such as Section 5311, 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.

Another Fleet Management Information System will be reviewed and established through the St. Mary's County H.T.E. computerized system and the Fuel Master tracking maintenance information, including PM's repair, cost by vehicle, fuel use and efficiency of vehicle road calls, part/labor cost breakouts and per mile cost as described in **Section 10.5**.

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, Maryland Public Service Commission Requirement 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.

11.4.4 Vehicle Storage & Security

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 central Vehicle Maintenance Facility. Capital grant funding has been secured through the MTA and Board of County Commissioners to construct a 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. During the winter, the vehicles' engine block heaters are plugged into the Vehicle Maintenance Building and Bus Wash Facility, and will also include exterior security lighting and heater plugs for the buses.

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. If a repair is needed, all drivers complete a **Driver's Inspection Report** (Appendix II), which is submitted to the Transportation 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 repairs. 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 waxed at the Vehicle Maintenance Facility Bus Wash by work release inmates from the St. Mary's County Detention Center, 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 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 has **seven (7)** designated spares and **three (3)** 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 between 10-20% 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 **28** 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 and subscribed services for the Adult Day Care Centers. The Public Transportation Routes are in service 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 ASE 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 and are subject to the Disposal Procedures in **Section 5.2**.

Vehicle additions shall be in accordance with the Maryland PSC Transportation Division 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 in order 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 standards, wheelchair 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 were placed into effect as of July 1, 2010:

-- 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.

-- 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.

11.10 MARKETING ON WHEELS

An independent organization has been contracted and authorized by the MTA to sell commercial advertising to help generate revenue for the St. Mary's Transit System. Advertising is placed on both the inside and outside surfaces of the vehicle. Cost for this service varies based on the size and duration of the advertisement. Similar services on bus shelters are also authorized.

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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 particular 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. In addition, as it is likely that many years have passed since the justification for a vehicle was first approved, 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 particular 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, tool box, 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
- Proximity of the user to an existing or potential motor pool location
- Variability in the user's work place 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 ANLAYSIS

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 are able to 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:

MECHANIC STAFFING ANALYSIS

Labor Component	FTE Positions	Hours
Available: 6 FTE's at 1,500 av hours	8	12,000
Requirement: at 1,321 VEUs and 1 hours per VEU	9.8 – 12.2	15,852 – 19,815
Capacity excess / (shortage)	(1.8) – (4.2)	(3,852) – (7,815)

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.

With the addition of a new mechanic position in FY 2009, we believe that the prior labor shortfall in VES will be able to be reduced. Adding this position will enable 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 through the use of 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.

12.1 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.

12.2 The second reason for implementing 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.

12.3 The third reason for implementing 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 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.

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 GOVERNMENT
DEPARTMENT OF
HUMAN RESOURCES
Susan L. Sabo, Director

Francis Jack Russell, President
Kenneth R. Dement, Commissioner
Lawrence D. Jarboe, Commissioner
Thomas A. Mattingly, Sr., Commissioner
Daniel H. Raley, Commissioner

NOTIFICATION OF SELECTION FOR

RANDOM DRUG TESTING

Name:

This is notification to the above named employee that he/she has been selected for a random ☐ **DRUG** test and/or a (**insert date**)_____ the employee must report **immediately** to St. Mary's Hospital Laboratory Center located at 20945 Great Mills Road, (inside the Chesapeake Charter School Building) Suite 202, Lexington Park, MD 20653. The phone is 301-866-1464 and fax number is 301-862-9575. The hours of operation are Monday through Friday from 7:00 a.m. until 11:00 a.m. and from 1:00 p.m. until 4:00 p.m.

After normal business hours and on weekends report directly to St. Mary's Hospital Laboratory in Leonardtown, MD. The phone number is 301-475-8981

Failure to submit to the above test shall constitute a refusal to test and shall result in discipline, up to and including termination.

SMCG Use:

_____ _____

Job Title **Department**

PLEASE CHECK APPROPRIATE BOX BELOW

☐ **FTA** ☐ **FMSCA** ☐ **USCG**

Time Notified _____	**Time Arrived** _____	**Time Completed** _____
Initials _____	**Initials** _____	**Initials** _____

Updated 0510

FORM VU001

ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF
HUMAN RESOURCES
Susan L. Sabo, Director

Francis Jack Russell, President
Kenneth R. Dement, Commissioner
Lawrence D. Jarboe, Commissioner
Thomas A. Mattingly, Sr., Commissioner

NOTIFICATION OF SELECTION FOR

RANDOM ALCOHOL TESTING

Name		**Social Security Number**

This is notification that the above named employee has been selected for a random ☐ **ALCOHOL** test on **_____ (insert date)**.

Failure for the employee to submit to the above test shall constitute a refusal to test and shall result in discipline, up to and including termination.

Once Alcohol Test has been completed, please forward the Employer's copy of the Alcohol Test Form to June Robrecht in the Human Resources Department.

SMCG Use:

_____ _____

Job Title **Department**

PLEASE CHECK APPROPRIATE BOX BELOW

☐ **FTA** ☐ **FMSCA** ☐ **USCG**

Time Notified _____	**Time Completed** _____
Initials _____	**Initials** _____

Updated 0510

FORM VU002

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 ***(Include copies with this report)***		
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

FORM VU003

General Liability Loss 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 LOSS INFORMATION		
Department Name and Address	**Department Contact and Phone**	
Date and Time of Accident	**Street Location of Accident**	
Description of Loss		
Cause of Loss		
THIRD PARTY PROPERTY DAMAGE		
Property Owner's Name and Address	**Work Phone**	**Home Phone** Cell#
Property Damaged		
Property Description and Extent of Damage		
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 ☐	No ☐
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 # _____

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

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 VU004

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 2. Department Vehicle Damage Description		**Street Location of Accident**	
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 ☐	**No** ☐
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 #

Vehicle Accident Statement

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

Select One: ☐ Driver/Operator ☐ Passenger ☐ Witness

Name: _____
Last First Middle

Home Phone: _____Work Phone: _____ Cell Phone: _____

Home address Street: _____

City: _____State: _____ Zip code: _____

Facts of Accident

Unit #:_____ Date of Accident: _____ Time: _____ AM ☐ PM ☐

Exact Location of Accident:_____
Address/Name of Road/Intersection

Were you injured in the accident? Yes ☐ No ☐ If yes, list Injury_____

What lane were you traveling in?_____ What lane was the other driver in?_____

Which vehicle had the right of way?_____

Your vehicle speed at the time of the accident?_____ Approximate speed of other vehicle?_____

Explain in detail how the accident occurred and if there were any unusual conditions:
(Use additional paper, if needed):_____
_____
_____

What were other vehicles in the area doing?_____

Weather conditions at the time of accident?_____ Road conditions? _____

If involving an *Emergency Vehicle*, were lights and sirens activated? Yes ☐ No ☐

Were photos of vehicle damage taken? Yes ☐ No ☐
If so, Email digital photos to: jennifer.earhart@co.saint-marys.md.us

Signature of Employee/Witness/Passenger: _____ Date: _____

Printed Name of Employee/Witness/Passenger:_____

Supervisor's Signature: _____ Date: _____

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

FORM VU005

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.

_____

_____

_____

_____

_____

_____

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)863-8400, Ext. 1125

FORM VU006

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

Complaint Form

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:***

FORM VU007

VEHICLE UTILIZATION LOG (Sample)

Complete this form on a monthly basis. Forward to the DPW&T Transportation Division **Vehicle Unit Number:**				
Date	Odometer Reading **Beginning**	**Ending**	Driver Name	Description

FORM VU008

DEPARTMENT OF
HUMAN RESOURCES
Susan L Sabo, Director

Francis Jack Russell, President
Kenneth R. Dement, Commissioner
Lawrence D. Jarboe, Commissioner
Thomas A. Mattingly, Sr., Commissioner
Daniel H. Raley, Commissioner

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)

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 LIABLITY CLAIMS. IT IS RECOMMENDED THAT YOU CONSULT LEGAL COUNSEL EFORE 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, any and 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 any and 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 juvenile) Date

Saint Mary's County Non-Public Schools Transportation Division

REQUEST FOR TRANSPORTATION

Academic Year: 2009 – 2010

Note: Deadline to return this form for new students in the 2009-2010 school year is **August 1, 2009**

Requested Date(s):	☐ New Bus Stop	☐ Existing Bus Stop

PARENT/EMERGENCY CONTACT INFORMATION

Parent(s) / Guardian(s) Name (primary contact):		
Home Phone:	Cell:	Work:
Street Address:		
City / Zip:	County of Residence: ☐ St. Mary's ☐ Charles ☐ Calvert	
Email Address:		
Parent(s) / Guardian(s) Name:		
Home Phone:	Cell:	Work:
Street Address:		
City / Zip:	County of residence: ☐ St. Mary's ☐ Charles ☐ Calvert	
Email Address:		

STUDENT / SCHOOL INFORMATION

Name:	Name:
Grade:	Grade:
School:	School:
Medical Conditions:	Medical Conditions:

BUS STOP INFORMATION

Requested Bus Stop Location (AM):
Requested Bus Stop Location (PM):
Additional Info.:

REQUESTOR CONSENT

Requestor's Name (please print):	
Signature:	Date:

By signing this request I affirm my understanding that any children under the age of 8 years **must** be received at the bus stop location by an adult. It is further understood that any child under the age of 8 years will not be allowed to discharge the bus if an adult is not visually recognized by the bus driver, in which case the bus will take the student(s) back to the school it departed from, following the conclusion of the bus route.

RETURN COMPLETED FORM AT LEAST **24 HOURS IN ADVANCE** OF REQUESTED START DATE

Saint Mary's County Non-Public School Transportation
P.O. Box 409
44829 St. Andrews Church Road
California, MD 20619

Phone: 301-866-5328
Fax: 301-866-6797
Email: becky.george@co.saint-marys.md.us

*** Transportation Office Use Only ***

Date Received:		Initials:
Assigned Regular Bus Number:	Assigned Transfer Bus Number:	
Transfer School:	**Assigned Bus Stop Location**:	
Date Processed:	Contractor notified (R):	Contractor notified (T):

S:\GERICHSE\Transportation\Non Public School Bus\Policy and Procedures\2009 - 2010 Request For Transportation 6-5-2009.doc

.... **FORM VU010**

NON-PUBLIC SCHOOL BUS REFERRAL

TRANSPORTATION OFFICE
P. O. BOX 409, CALIFORNIA, MD. 20619

BUS BEHAVIOR REPORT

This form is to be completed when reporting ANY student misconduct on the bus and turned in to the Principal of the school which the student attends and a copy forwarded to the transportation department.

DATE_____DRIVER_____PHONE#_____

NAME OF STUDENT_____SCHOOL_____

BUS#_____DATE OF INCIDENT_____TIME_____

VIOLATION(S)

DAMAGING BUS_____ FIGHTLING_____ CREATING A DISTURBANCE_____

SMOKING_____ PROFANITY_____ OTHER_____

DISREGARDING DRIVER'S DIRECTIVE_____

Describe the incident in full, including what action was taken by the driver: (Attach additional sheets if necessary).

If the driver has been in contact with the parents of the student concerning this matter, when, and what were the results of the contact?

ACTION TAKEN AND COMMENTS BY PRINCIPAL

_____ _____ _____ _____
DRIVER'S SIGNATURE DATE PRINCIPAL'S SIGNATURE DATE

FORM VU011

St. Mary's County Government
Department of Transportation
44829 St. Andrews Church Road, California, MD 20619
Phone: 301-866-5328 Fax: 301-866-6797

AUTHORIZATION TO RELEASE STUDENT(S) AT SCENE OF ACCIDENT

Student Information	
Student's Name:	Age:
Grade:	School:
The above named student has been released by the attending emergency unit: ☐ YES ☐ NO	

Responsible Party (parent/guardian) Information	
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	
Name:	
Address:	
City:	Zip Code:
Home Phone:	Cell Phone:
Student will be transported to the following location:	

Accident Information	
Date of Accident:	Location of accident:
Bus Number:	
Bus Driver Name:	

Authorization	
Consent to release: 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.	
Printed Name:	
Signature:	**Date:**
Signature of Authorized Personnel:	Date:
Title:	

FORM VU012

ST. MARY'S COUNTY TAKE HOME VEHICLE AUTHORIZATION FORM

I _____ understand that I have been approved for
(printed name)
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 by 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.

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 is cause for immediate termination of employment.

I agree to the above policy and requirements and have received a copy of the St. Mary's County Take Home Vehicle Policy.

Employee Signature: _____ Date: _____

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

_____

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 VU014

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

Public Safety Commission (PSC) Vehicle Inspection Report VI005

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 ___Tail lights ___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 handles 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 VI001

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:** _____

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

TRAILER(S) NO(S). _____

- ☐ Brake Connections
- ☐ Brakes
- ☐ Coupling Devices
- ☐ Coupling (King) Pin
- ☐ Doors
- ☐ Hitch
- ☐ Landing Gear
- ☐ Lights - All
- ☐ Roof
- ☐ Suspension System
- ☐ Tarpaulin
- ☐ Tires
- ☐ Wheels and Rims
- ☐ Other

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: _____

FORM VI002

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

OPERATOR'S DAILY CHECKLIST

Check: (√) if OK. (_____) Use (X) to indicate defect and explain under remarks.
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 ○

Checked & Repaired By: _____ Date: _____

FORM VI003

INSPECTON 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, horn9s), windshield wipers. Turn on all lights including4-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.

FORM VI003

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

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

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 is in need of repair, please turn this form in to the Transportation Office after your shift.

	PRE - TRIP							POST - TRIP						
Check the vehicle for:	**M**	**Tu**	**W**	**Th**	**F**	**S**	**S**	**M**	**Tu**	**W**	**Th**	**F**	**S**	**S**
VEHICLE EXTERIOR														
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														
VEHICLE INTERIOR														
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 Extinquisher Charged														
Seat Belts (tie-downs & straps)														
Wheel Chair Lift operational														
MECHANICAL CONDITION														
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														
RADIO CHECK (10-7/10-8)														
DRIVER INITIALS														

CODES: (to be entered in each block)

NW = needs work (also in Vehicle Inspection Book & turn sheet in) **OK** = satisfactory condition

MONDAY MILEAGE: Beginning: _____ Ending: _____
TUESDAY MILEAGE: Beginning: _____ Ending: _____
WEDNESDAY MILEAGE: Beginning: _____ Ending: _____
THURSDAY MILEAGE: Beginning: _____ Ending: _____
FRIDAY MILEAGE: Beginning: _____ Ending: _____
SATURDAY MILEAGE: Beginning: _____ Ending: _____
SUNDAY MILEAGE: Beginning: _____ Ending: _____

FORM VI004

PUBLIC SAFETY COMMISSION (PSC)
SAMPLE VEHICLE INSPECTION REPORT

(15 passengers or less)

MARYLAND PUBLIC SERVICE COMMISSION
VEHICLE INSPECTION REPORT
PASSENGER VEHICLE (15 PASSENGERS OR LESS)

PUBLIC SERVICE COMMISSION
WILLIAM DONALD SCHAEFER TOWER
6 ST. PAUL STREET
BALTIMORE, MARYLAND 21202-6806
(410) 767-8128
TOLL FREE: 1-800-492-0474

NAME OF PERMIT HOLDER/MOTOR CARRIER

TAXICAB ASSOCIATION/TRADING AS:

STREET ADDRESS: | CITY: | STATE: | ZIP CODE:

INSPECTION SITE: | INSPECTION TYPE: ☐ SCHEDULED ☐ UNSCHEDULED

NAME OF DRIVER: | BADGE # | MANIFEST: ☐ YES ☐ NO

DATE: | TIME STARTED: AM PM | TIME FINISHED: AM PM

PERMIT/ UNIT NO.	UNIT TYPE	YR/MAKE	VIN NUMBER	LICENSE NO.	ST.	NAME OF VEHICLE OWNER	ODOMETER READING	PSC STICKER #	O/S STICKER #

UNIT TYPE: AU=AUTOMOBILE BU=BUS VA=VAN

TAXIMETER INSPECTION (Circle One): **PASS** **REPAIR** **OUT OF SERVICE**

MAKE _____ SERIAL NO. _____ PSC SEAL NO. _____

TRIPS _____ UNITS _____ DISTANCE _____ TIME _____

INSPECTION CHECKLIST

	PASS	REPAIR	OUT-OF-SERVICE A	OUT-OF-SERVICE B	DESCRIPTION OF VIOLATION
LIGHTS					
HEAD/TURN/FLASHER/PARK					
TAIL/TURN/FLASHER/BRAKE					
TAG /SIDE MARKERS					
ROOF					
ENGINE COMPARTMENT/OTHER					
HINGES, SPRINGS & LATCH					
BATTERY & TRAY					
HOSES & WRING/POWER STEERING SYSTEM					
MOTOR MOUNTS					
STEERING & SUSPENSION SYSTEM					
TIE ROD ENDS					
CENTER LINK					
PITMAN ARM/IDLER ARM/RACK AND PINION					
STABILIZERS					
CONTROL ARMS					
SHOCKS/STRUTS/SPRINGS					
TIRES/WHEELS/LUGS					
BRAKE HOSES					
EXTERIOR CONDITION/OTHER					
EXHAUST SYSTEM					
WINDSHIELD WIPERS					
MIRRORS					
FENDERS/GRILL/QUARTER PANEL					
BUMPERS					
DOORS/WINDOWS & CONTROLS					
FLOOR PANS/FLOOR MATS					
MARKINGS/PAINT CONDITION					
"$5.00 CHANGE DECAL"					
SANITARY CONDITION					
TRUNK COMPARTMENT					
ROADSIDE WARNING DEVICES					
FIRE EXTINGUISHER					
HINGES/LOCK/STRIPPING					
TRUNK PAN/SANITARY CONDITION					
INTERIOR CONDITION/OTHER					
SAFETY PARTITION (SHIELD)					
EMERGENCY BRAKE					
HORN/DASH LIGHTS/DOME LIGHT					
SPEEDOMETER/ODOMETER					
TWO WAY RADIO					
SANITARY CONDITION/UPHOLSTERY					
WHEELCHAIR LIFT					
SCHEDULE OF TAXI FARES					

☐ VEHICLE OUT-OF-SERVICE NOTICE: Pursuant to the authority contained in the Public Utility Companies Article and Title 20 of the Code of Maryland Regulations, I (WE) hereby declare this vehicle "Out-of-Service" due to violations which are identified by an "X" in the "Out-of-Service" column above. No person shall remove the "Out-of-Service" sticker applied to this vehicle until the "Out-of-Service" violations have been repaired and the vehicle has been restored to safe operating condition. **A vehicle placed "Out-of-Service" for violations cited in column A must be repaired at the inspection site or towed to a repair facility. THE VEHICLE CANNOT BE DRIVEN. A vehicle placed "Out-of-Service" for violations cited in column B may be driven directly to a repair facility within a reasonable distance from the inspection site. A vehicle placed "Out-of-Service" in column A or B shall not be operated for hire until all repairs required by the "Out-of-Service" notice have been satisfactorily completed.**

INSPECTOR CERTIFICATION: I (WE) certify that I (WE) have inspected the vehicle identified above in accordance with the Public Utility Companies Article and Title 20 of the Code of Maryland Regulations, Title 22 of the Transportation Article of the Maryland Annotated Code and Title 11 of the Code of Maryland Regulations and have determined the suitability of this vehicle for continuing in service.

SIGNATURE OF PSC INSPECTOR(S):
1.
2.

COPY RECEIVED BY REPRESENTATIVE OF PERMIT HOLDER/CARRIER/DRIVER:
SIGNATURE: DATE:

NOTE TO PERMIT HOLDER/CARRIER: Please sign the permit holder / carrier certification copy and return this report to the Maryland Public Service Commission, Transportation Division, William Donald Schaefer Tower, 6 St. Paul Street, Baltimore, Maryland 21202-6806 within fifteen (15) days.

I CERTIFY THAT ALL VIOLATIONS NOTED IN THIS REPORT HAVE BEEN CORRECTED.
SIGNATURE OF PERMIT HOLDER/CARRIER REPRESENTATIVE: | TITLE OF PERSON SIGNING: | DATE REPAIRED:

TR.601.05/05 WHITE - PERMIT HOLDER/CARRIER CERTIFICATION COPY YELLOW - PERMIT HOLDER/CARRIER COPY PINK - PSC COPY

FORM VI005

APPENDIX III
VEHCILE 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

Vehicle Maintenance Request Form

Plant Number:_____ Date:_____

Mileage:_____

Vehicle Maintenance Service Requested:

☐ Regular PM Service *(includes oil change and checks tires, brakes & fluids)*

☐ Tires, Check/Replace*****

☐ Brakes, Check/Replace*****

☐ Engine, Check*****

☐ Transmission, Check*****

☐ Tune Up*****

☐ Window Repair/Novice*****

☐ 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):

_____

_____

_____

_____

_____

Date & Time Vehicle Needed Back:___ ☐ **Waiting**

Loaner Vehicle Issued (Plant Number):_____

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

Requestor:_____ Phone/Cell:_____

(Please Print Clearly) ***(Provide even if Waiting)***

FORM VM001

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, wind-shield, wiper/washers, turn signals, hazard, washers, turn signals, hazard warning lights
___ Inspect tail gate and lift mechanism, 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

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, replace if necessary
___ Inspect power steering system, fill reservoir if required
___ Check wear of tie rods, drag link, steering arm, ball joints, or king pins and wheel bearings, if necessary
___ Clutch slave cylinder, inspect for leakage, replace if necessary
___ Check clutch cable, inspect for wear

LEVEL A PREVENTIVE MAINTENANCE CHECKLIST (Con't)

TRANSMISSION (MANUAL)

___ Check and adjust gear oil level

TRANSMISSION (AUTOMATIC)

___ Check fluid level
___ Inspect unit for leaks

VIN:_____ Mechanic:_____

Make:_____ 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, wind-shield, 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

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, 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 king pins and wheel bearings, if necessary
___ Check shock absorbers for leakage, replace if necessary

LEVEL B PREVENTIVE MAINTENANCE CHECKLIST (Con't)

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 VM003

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, wind-shield, 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

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

___ 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 king pins and wheel bearings, if necessary
___ Check shock absorbers for leakage, replace if necessary

LEVEL C PREVENTIVE MAINTENANCE CHECKLIST (Con't)

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

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.0. Box 653 Leonardtown. Md. 20650 Telephone VM: (301) 863-8400 x 1128
Telephone: (301) 475- 4200 x 1320

Make: _____ Model: _____ Year_____
Agency Name: _____Tag #:_____

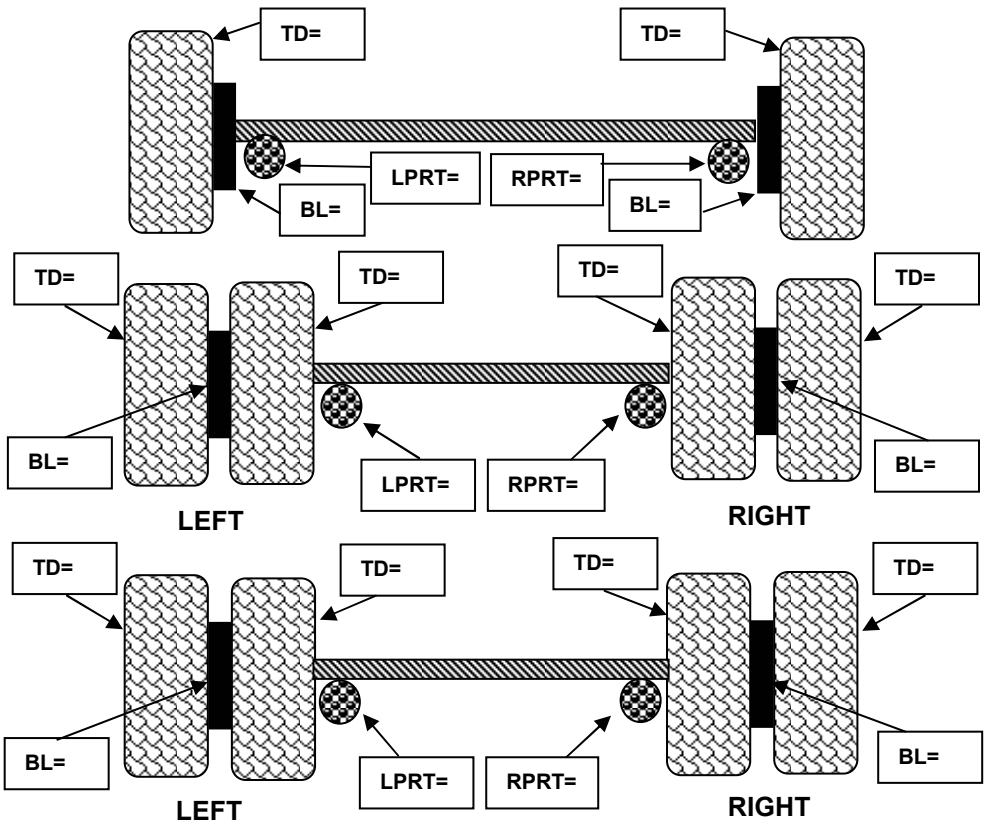
Manufacturer's Vehicle ID Number _____

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 2nd page of this form.**

DESCRIPTION OF REPAIRS & PARTS USED



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

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 criteria 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	Condition	Points
	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	Condition	Points
	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	Condition	Points
	< 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	Condition(See Report Form VM005)	Points
	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 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.*

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.
Point Ranges Under 18 points Condition I Excellent 18 to 22 points Condition II Good 23 to 27 points Condition III Qualifies for replacement 28 points and above Condition IV Needs immediate consideration	