

Vehicle Retention Policy

Purpose

This policy establishes a uniform process for retaining county fleet vehicles beyond their standard lifecycle when specific operational needs exist.

Background

County fleet vehicles are typically used for an established timeframe and then disposed of through an established process prior to obtaining a replacement consistent with Resolution No. 110379. This helps maintain the county's fleet, ensure assets are utilized effectively, and reduce long-term maintenance.

The County's Facilities and Fleet Management Department is responsible for procuring, maintaining, and disposing of these assets. On occasion, departments and independent elected offices seek to retain vehicles beyond their established lifecycle to meet specific needs.

Vehicles eligible for retention must have originally been part of the Intergovernmental (IG) Rent process. Grant-funded vehicle purchases are not eligible under this policy. Once approved for retention, IG Rent credits associated with the vehicle are considered used for its replacement, and the retained vehicle will no longer participate in the IG Rent program.

Definitions

Specific Emergency Equipment: Emergency lighting, radios, sirens, computers, traffic control equipment, weaponry storage equipment, or other specialized equipment that would be cost-prohibitive to remove and reinstall.

Pool Vehicle: A shared county vehicle available for temporary checkout by multiple departments/offices, rather than being permanently assigned to a single department/office or individual. (See Pool Vehicle Policy for complete details.)

Criteria

To qualify for retention under this policy:

- The vehicle must have less than 100,000 miles on the odometer.
- The vehicle must be less than 10 years old.
- The vehicle must meet one of the following conditions:
 - Serves as a backup/spare vehicle to temporarily replace an existing vehicle in an essential function when that vehicle is out of service or unavailable.
 - Contains specific emergency equipment and would not otherwise qualify as a pool vehicle.
- The requesting department/office must have sufficient budgeted funds to pay the auction value of the vehicle.
- The vehicle must not be assigned as the primary vehicle for a daily essential job function.
- The total number of vehicles retained under this policy will be subject to a cap established by Fleet Services (in consultation with the department/office) and approved by the BOCC to prevent significant expansion of the county fleet.

Process

1. Request Submission:
 - Submit request to Fleet Services Division Manager and notify Budget Division.
2. Fleet Services Review:
 - Evaluate based on criteria, maintenance history, projected costs, and FASTER points.
3. Auction Value & Alternatives:
 - If recommended, Fleet Services will work with the Asset Accountant in the Finance Department to determine and provide the auction value of the vehicle. Fleet Services may also suggest alternative vehicles from other county sources.
4. Budget Verification:
 - Department provides fund center and G/L account.
5. BOCC Approval:
 - Formal approval during quarterly budget review; justification required if not recommended. Fleet Services and Budget Division will monitor the cumulative number of retained vehicles to ensure compliance with any established cap approved by the BOCC.

6. Supplemental Entry:

- Enter supplemental document into SAP for quarterly review.

7. Post-Approval Actions:

- Budget Division creates capital asset number; designated fund center assumes fuel and maintenance costs.

Summary

This policy provides a standardized process for retaining county fleet vehicles beyond their normal lifecycle when operational needs justify it. Key points include:

- Purpose: Ensure uniform handling of vehicle retention requests.
- Criteria: Vehicle must be under 100,000 miles, less than 10 years old, and meet specific conditions such as backup use or specialized equipment.
- Process: Departments submit requests, Fleet Services reviews, Budget verifies funds, BOCC approves, and post-approval actions assign responsibility for costs.