

ADMINISTRATIVE ORDER
OF THE
JEFFERSON COUNTY COMMISSION
89-1

THE JEFFERSON COUNTY COMMISSION hereby issues the following Administrative Order:

PURPOSE

To establish comprehensive policies and procedures regarding the purchase, maintenance, and operation of Jefferson County Rolling Stock. This Administrative Order replaces Orders 75-3 and 85-1.

DEFINITIONS. As used herein, the following terms shall have the meaning hereby ascribed to them:

"Rolling Stock" or "Equipment": These terms are interchangeable and when used herein shall mean all County motorized vehicles.

"Fleet Management": This term shall mean the Fleet Management Division of the Roads and Transportation Department including the Mobile Equipment Manager or his designee.

Section 1. ROLLING STOCK SPECIFICATIONS

Subject to the Base Configuration listed below, user departments shall prepare purchase specifications for Rolling Stock with the advice and assistance of Fleet Management. Except for changes to the BASE CONFIGURATION listed below the County Commissioner in charge of the user department shall resolve any differences of opinion between the user department and Fleet management.

After the parties reach an agreement, the user department shall forward the specifications to the Purchasing Department, along with a requisition for the equipment. The Purchasing Department shall discuss any substantive changes determined to be needed with the requesting department and Fleet Management. upon resolution of the changes, the Purchasing Department shall prepare the bid documents and proceed with taking of bids.

After the Purchasing Department receives all bids, it shall submit copies of the bids received to the user department and Fleet Management for their review and approval. The departments shall resolve any conflicts as mentioned above. upon approval by the user department, the Purchasing Department shall proceed with the awarding of the purchase contract.

If the dealer will deliver the purchased equipment to Fleet Management, the Purchasing Department will send copies of the

purchase order to Fleet Management and the requesting department. When Fleet Management receives the equipment, the user department and Fleet Management will verify conformity with the specifications. The user department and Fleet Management will sign the receiving copy of the purchase order confirming receipt of the equipment and conformity with the specifications prior to payment. Fleet Management will prepare the equipment for use and notify the user department of availability for pick-up.

It is the policy of the Jefferson County Commission that purchase specifications for Rolling Stock reflect only the size and accessories essential to the performance of County functions.

The following criteria constitute a guideline for purchase specifications for Rolling Stock. User departments must submit exceptions to the affected Department Head in writing for approval. Fleet Management shall recommend the most cost-effective specifications for Rolling Stock. User departments shall submit objections to Fleet Management's recommendation to the County Commission for resolution.

BASE CONFIGURATION - Rolling Stock (except Sheriff's Department, District Attorney, and Elected Officials' vehicles) shall be as follows:

Full Size: It shall be the policy of the Commission that the purchase of full size automobiles is discouraged and the justification for the purchase of a full size automobile must be presented to the full Commission on each proposed purchase.

Intermediate: Where occasional transportation involves more than one individual.

Compact: Where the primary user is a single individual.

Accessories: Standard engine, automatic transmission, air conditioning, tinted windows, left/right remote mirrors, cloth/bench seats, standard radio, power steering, power brakes, bumper guards, side protective molding, heavy duty suspension, heavy duty battery, and heavy duty cooling system.

Color: White exterior, except that Fleet Management may approve, upon recommendation of the user department, such "high visibility" colors for trucks, vans and larger vehicles where such color selection demonstrates to improve safety for the vehicle and its operators. Blue or various stock interior colors.

Marking: Automobiles and trucks identified on both driver and passenger door with appropriate vehicle number and County Seal. The County Seal will be approximately 6" square for automobiles and 12" square for trucks. The seal is to be of such solid color to be readily visible and identifiable on the vehicle.

License Plates - Rolling Stock shall bear license plates as required by law. Section 40-12-240, Code of Alabama, requires the registration of motor vehicles "owned and used by Counties." The law provides that the license plates must have stamped thereon the word "County" for owned Rolling Stock. The law also provides that any person driving a governmentally owned Rolling Stock "without proper tag thereon shall be guilty of a misdemeanor." Further, in accordance with the Supervisor, Registration/International Registration, Motor Vehicle Division, State of Alabama, "law enforcement agencies should be advised that the undercover license plates are to be used only when the vehicle is actually being employed in investigative and surveillance work. Clearly, it is legislative intent that when the vehicle is used in normal activity the governmental license plate provided under Section 40-12-250 is to be displayed." Fleet Management is agent for Jefferson County to transfer certificates of title for Rolling Stock.

Fleet Management shall mark all Rolling Stock in a uniform manner. Exceptions to this order include Sheriff's Department, District Attorney, elected officials and specified department head Rolling Stock which the County Commission will determine on an individual basis.

Section 2. FUEL PROCUREMENT AND REPORTING PROCEDURES

Fleet Management shall project the fuel requirements for the fiscal year and forward the information to the Purchasing Department. Purchasing secures bids and awards contracts for the fuel. The Finance Department shall purchase diesel fuel tax free. User departments operating non-automated facilities may purchase fuel by requisition through the Purchasing Department. All such purchases will be from the vendor awarded the annual County contract for fuel.

Each department shall control the fuel site where such site is located. Each department shall maintain the site in a clean, safe environment with all fuel spills promptly removed and appropriate fire fighting equipment in close proximity. Each department shall immediately report any fuel leaks, defective equipment, etc, to the Fuel Control Clerk in Fleet Management. The vendor supplying fuel to the County shall repair and maintain the above ground dispensing equipment in accordance with the annual bid.

Fleet Management shall file the required annual reports pursuant to the provisions of the Jefferson County Board of Health Air Pollution Control Act of 1971, Act. No. 769 (Regular Session, 1911), and Alabama Environmental Act No. 612 (Regular Session, 1982).

Individuals fueling County vehicles must provide correct vehicle meter readings, correct vehicle identification and use their own personal identification number. Employees who fail to comply with the above are subject to disciplinary action. All employees issued a fueling card must purchase the fuel product prescribed by the vehicle manufacturer, usually unleaded regular gasoline, from self-service pumps.

Section 3. ROLLING STOCK ACCIDENT REPORTING AND REPAIR

Employees involved with motor vehicle accidents in Rolling Stock or a non-County vehicle being used on County business shall report and investigate as provided herein.

Employees shall immediately report such motor vehicle accidents involving any personal injury or any property damage to any vehicle or any other property to the appropriate police agency with jurisdiction or to the Jefferson County Sheriff's Department *if the accident occurred in the unincorporated area of the County. Employees shall report to the respective department heads accidents occurring on County property, other than roadways, that are of a minor nature (damages estimated to be less than \$250) and do not involve any injury or any property damage to a non-County employee. Department Heads shall investigate these minor accidents and ensure that employees report all vehicle accidents promptly to Risk Management and Fleet management.

Employees must complete a Uniform Vehicle Accident Report form (ACORD) on each vehicle accident. Employees must send copies of the report form to Fleet Management and Risk Management within five calendar days of the accident. Department heads shall ensure that employees send copies of the police reports with the ACORD form to Risk Management in a timely manner. The employee must file Form SR13 with the State with copy to the Risk Manager. The Finance Department shall recover any funds from independent insurance and shall deposit to Jefferson County, if repair is made through Fleet Management and charged against the County.

Employees involved in vehicular accidents shall not discuss the accident or give information to any person other than a department supervisor, or designated agent, an investigating police officer, a member of the County Attorney's staff or Risk Management. Fleet Management shall repair vehicles in accordance with normal County repair procedures. Risk Management shall coordinate loss recovery.

Section 4. ROLLING STOCK ASSIGNMENTS TO COMMISSIONER ASSISTANTS

One Administrative Assistant of cacti County Commissioner is authorized to have assigned for their use a County automobile for use on official County business.

Section 5. SALE OF SURPASS COUNTY ROLLING STOCK

The Jefferson County Commission shall dispose of that Rolling Stock at fair market value by auction or for an amount as determined by the Fleet Management in accordance with the following procedure.

DEFINITIONS

"Surplus Rolling Stock" shall mean any and all Rolling Stock of the County which has been declared by action of the Jefferson County Commission to be surplus.

"Public Body" shall mean a legal entity established by authority from the Alabama Legislature and/or existing for a public purpose and where more than 50% of its governing body consists of elected public officers or appointees of elected public officers.

PROCEDURE

Fleet Management shall receive recommendations for surplus declaration of County Rolling Stock from users and shall take notice of such Rolling Stock under its custody and control. Users shall inform Fleet Management of any special state or federal requirements or court orders affecting in any way the disposition of the Rolling Stock. Following the determination of such surplus status, Fleet Management shall from time to time submit such Rolling Stock by appropriate description, to the Jefferson County Commission for declaration of surplus status.

The Purchasing Department shall dispose of such Surplus Rolling Stock by auction at such appropriate times and places as beneficial to the County. Prior to auction (preferably, no less than 30 days before), any Public Body may purchase by negotiation any such Surplus Rolling Stock. The purchase price shall be the fair market value as determined by Fleet Management using any trade references or other sale value information as may be available.

All sales shall be final and the Purchasing Department shall sell such Rolling Stock "as is" and without any warranty of any nature. Fleet Management shall evidence all sales by appropriate sale and title documents. The Purchasing Department or its agent/auctioneer shall pay all proceeds from the sales of Surplus Rolling Stock to the Finance Department. The Finance Department shall deposit the proceeds into the General Fund of the

County and make distributions of proceeds in compliance with any such state or federal laws or court orders affecting the Rolling Stock.

Section 6. ROLLING STOCK REPLACEMENT:

The Jefferson County Commission will consider Rolling Stock for replacement if: 1) Fleet Management deems the unit in question as unsafe or the unit has accumulated a minimum of 125,000 miles and Fleet Management recommends that the unit be replaced for economic reasons or 2) the cost to repair a unit will exceed the expected extended useful value of the Rolling Stock.

The user department will initiate the request for replacement based upon a demonstrated need for the equipment. The user department will submit information related to the demonstrated need to Fleet Management to be incorporated into the evaluation.

Fleet Management and the user department will attempt to develop a consensus with regard to any recommendation submitted to the Commission. Should there be a difference in the positions of Fleet Management and the user department the Commission shall review both positions.

Section 7. EMERGENCY AUTOMOBILE REPAIRS

In the event of a mechanical problem or breakdown, the operator of the vehicle should:

Contact Fleet Management or an individual who can take the call. At night and on the weekends, and holidays, employees may contact the radio dispatcher of the Sheriff's Department.

If unable to reach Fleet Management or someone at their home station, the employee should contact a local car dealer or wrecker service. Identify oneself as an employee of Jefferson County, Alabama and ask if the vendor will make a wrecker delivery to a local car dealer/service facility. If the employee is able to secure the necessary arrangements, the employee should have the car towed to the local dealer at the dealer's expense and get an estimate on repairs needed and the time in which the dealer will perform the repairs. Another attempt should be made to contact Fleet Management or the home station. If the dealer will invoice the County for the needed repairs, and the amount does not exceed \$300 the employee should have the repairs made and secure an itemized invoice before leaving the facility.

If the dealer will not invoice the County or if the repairs are major and exceed \$300, employees should make further attempts to contact the home station or Fleet Management.

If necessary the employee should remain at the location overnight, in which case the County shall reimburse the employee for expenses according to the standard policy.

Fleet Management will provide, upon request, wrecker or road service at any time of the day or night, during the week, weekend and on holidays, for any out of County or out of state calls that dealers cannot satisfactorily accomplish in an efficient or economical manner.

Section 8. SERVICE TO PUBLIC BODIES:

Fleet Management shall establish and operate procedures for the maintenance, care and repair of the vehicles of Public Bodies. The Jefferson County Commission shall determine annually the cost of such services as documented by Commission executed contracts.

Section 9. COMMUTING VEHICLE REPORT

All County employees and elected officials using Rolling Stock for commuting purposes must file a quarterly report with the Finance Department indicating the specific days the employee or official used such vehicle to commute from home to work and back home. The Finance Department will add \$3 per day of reported vehicle use to the gross Federal and FICA taxable wages of the reporting individual. The Finance Department shall deduct federal withholding income tax and FICA tax on such amounts. If an employee or official with an assigned vehicle fails to file a timely report with the Finance Department, it will automatically add \$3 per County work day, during the subject quarter, to the individual's federal and FICA taxable wages.

Rolling Stock not subject to the commuting report include clearly marked sheriff and fire vehicles; delivery trucks with seating only for the driver or only for the driver plus a folding jump seat; flat-bed truck, cargo carrier with over 14,000 pound capacity; school and passenger buses with over a 20 person capacity; ambulances; hearses; bucket trucks; cranes and derricks; fork-lifts; cement mixers; dump truck; garbage trucks; specialized utility repair trucks except vans and pickup trucks; and tractors.

Each employee assigned Rolling Stock for commuting purposes must file annually with the Finance Department an affidavit attesting to the need of such vehicle assignment in order to efficiently carry out assigned County responsibilities and duties.

Section 10. MOTOR POOL

The Commission hereby establishes a motor pool which shall initially consist of the motor vehicles described upon and approved as an appendix hereto. Fleet Management shall maintain Motor Pool Register reflecting all included motor vehicles. The Commission shall add or delete motor vehicles from the motor pool by official action. The Register shall contain copies of the action or citations to the minutes of the County Commission reflecting such action.

Fleet Management shall maintain a Motor Pool Authorization Register identifying all personnel authorized to use motor pool vehicles. The respective Department Heads shall provide Fleet Management with an initial list of all such departmental personnel so authorized, including the type of motor vehicles the personnel may use. The Department Heads shall advise Fleet Management of additions and deletions to the departmental list. Only full-time employees or officials of Jefferson County shall be eligible for department head authorization. All other personnel require Commission approval.

Authorized employees may obtain motor pool vehicles on a reservation or walk-in basis. Employees may use motor pool vehicles for a term limited to five (5) consecutive calendar days. Provided, Fleet Management should routinely extend the authorized term beyond five (5) days where reasonably justified. Such extensions include where a motor pool asset is temporarily replacing a vehicle being repaired and where a new vehicle is on order and the item being replaced is traded or otherwise unavailable. Extensions for non-routine reasons shall require Commission approval.

The Jefferson County Commission shall annually adopt a rate schedule to assign the cost of motor pool vehicles to using departments. The rate schedule shall be effective October 1st of each year and subject to modification during the year by the Commission.

It is a goal of the County Commission that the motor pool includes a sufficient number of new and low mileage vehicles to encourage regular motor pool usage and diminish demand for individual assigned vehicles. Accordingly, the Commission may initially assign or reassign some new and low mileage vehicles to the motor pool.

Effective Date:

This Administrative Order shall take effect upon its execution below.

Ordered by the Jefferson County Commission this 24
day of April, 1996

Mary M Buckelew
Mary M Buckelew, President
Jefferson County Commission

APPROVED BY THE
JEFFERSON COUNTY COMMISSION
DATE: 4.24.96
MINUTE BOOK: 113
PAGE(S): 140-45

JEFFERSON COUNTY VEHICLES
IN THE MOTOR POOL
March 1, 1996

FLEET MANAGEMENT

<u>VEHICLE NUMBER</u>	<u>DESCRIPTION</u>	<u>YEAR</u>
A811591	15 Passenger Van	1981
A831597	Cutlass	1983
A831598	15 Passenger Van E350	1983
A841590	Crown Victoria	1984
A841591	15 Passenger Van E350	1984
A851590	Crown Victoria	1985
A851591	Crown Victoria	1985
A851595	Crown Victoria	1985
A861590	Crown Victoria	1986
A871591	Crown Victoria	1987
A871592	Crown Victoria	1987
A871594	Crown Victoria	1987
A871596	Passenger Van E350	1987
A871597	Delta	1987
A881580	Crown Victoria	1988
A881581	Crown Victoria	1988
A881562	AT4 Blazer	1988
A881583	Suburban	1988
A881585	Crown Victoria	1988
A881591	Crown Victoria	1988
A881594	Crown Victoria	1988
A881595	Crown Victoria	1988
A881596	Pontiac 6000	1988
A881597	Pontiac 6000	1988
A891502	AT4 Ramcharger	1989
A891590	Oldsmobile Station Wagon	1989
A891591	Crown Victoria	1989
A891592	Crown Victoria	1989
A891594	Crown Victoria	1989
A891595	Crown Victoria	1989
A891596	Crown Victoria	1989
A891597	Crown Victoria	1989
A891598	Crown Victoria	1989
A894901	Oldsmobile 98	1989
A901590	Crown Victoria	1990
A901592	Pontiac 6000	1990
A901593	Passenger Van E250	1990
A911501	Lumina	1991
A911591	Lumina	1991
A921596	Crown Victoria	1992
A941590	Caprice	1994