

POLICY #228C

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Policy Title:	Fleet Management
Policy Number:	228C
Approval:	Town Council <u>Motion 24-306</u>
Effective Date:	July 8, 2024
Approved Date:	July 8, 2024
Supersedes Policy No.:	New

Policy Statement:

To maintain the Town of Olds fleet in a way that vehicles are replaced at their useful life and before they become a financial liability to the Town.

Purpose:

This policy, in conjunction with the Reserve and Procurement Policy, is intended to provide a framework for the acquisition, maintenance, replacement, and sale of Fleet Vehicles.

Standards:

Planning and Acquisition of Fleet Vehicles

1. Vehicles will be replaced when one of the following thresholds are met

Classification	Vehicle Type	Years	Total Kilometers
Light Duty	Sedan, Passenger Van, ½ Ton	10	150,000
Medium Duty	¾ Ton and 1 Ton	10	150,000

2. Following the approval of this policy, there will be a transition period to phase in the costs of bringing the current fleet in line with the schedule outlined in section 1.
3. Administration will endeavor to purchase the most economical and fuel efficient vehicles available.
4. Used vehicles may be considered for purchase.
5. Administration may consider leasing vehicles when economically feasible.
6. In circumstances where a vehicle becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Administration will establish a Fleet Replacement Reserve

8. The annual operating budget will include a transfer to the Fleet Replacement Reserve equal to the previous year total amortization of the vehicles covered in this policy.
9. Fleet vehicles will be funded through the Fleet Replacement Reserve.
10. Emergency Services vehicles (i.e., Fire and Municipal Enforcement) are excluded from this policy.

Preventative Maintenance Program

1. A preventative maintenance program will be developed and administered that will address the following areas:
 - Daily trip inspections
 - Repairs
 - Routine schedule maintenance
 - Annual CVIP inspections
 - Record keeping of all inspections, repairs, routine maintenance, including CVSA and CVIP
2. Compliance with all requirements of the National Safety Code and Commercial Vehicle Inspection Program, and required records will be maintained.
3. Ensuring the safe operating condition of Vehicles, including scheduling, completion of and payment for all routine and other required maintenance and repairs.
4. Any Vehicle related issues will be reported, including breakdowns, collisions, damages, repairs and maintenance concerns.
5. Fleet will be assessed annually for total mileage, cost of repairs, fuels costs and physical condition.

Disposal of Fleet Vehicles

1. The disposal and/or sale of all fleet vehicles will be managed in accordance with the Disposal of Assets Policy.
2. Proceeds from the disposal of vehicles will be allocated to the Fleet Replacement Reserve.