



## Vehicle Replacement Policy

### PURPOSE

The purpose of this policy is to:

To provide a guide for budgetary and strategic planning for the replacement of the various vehicles owned, leased, or operated by the employees of Grand Traverse County.

### RELATED POLICIES

Grand Traverse County Vehicle Policy

County Fixed Asset Disposal Policy

### EXEMPTIONS

None

### DEFINITIONS

#### **Marked Service Vehicle**

A vehicle that is marked or semi marked and assigned to an employee of any department within the County.

#### **Unmarked Vehicle**

A vehicle that is unmarked and is assigned to an employee of any department with the County.

#### **General Use Vehicle**

A vehicle that is not assigned to a particular employee but is maintained by the County to be used in the event that an assigned vehicle is removed from the fleet or is needed by an employee that is not assigned a vehicle.

#### **Support Vehicles**

Any vehicle that is not assigned to an employee but is used to perform the various services of the County.

#### **Lease Vehicle**

Any of the various County vehicles that are being leased from an outside provider.

#### **Vehicle Fleet Log**

Each Elected Official or Department Head will maintain a Vehicle Fleet Log for the vehicles within their operation. A Fleet Log is a listing of all vehicles owned, leased, and operated by employees of the County that shows year, make, model, VIN, and assignment. A Master Fleet Log will be maintained by the Finance Department.

## **Maintenance Record**

A listing of maintenance for each vehicle that shows the date, type, provider, and the cost of the maintenance.

## **POLICY**

Grand Traverse County has numerous and varied vehicles. The vehicle fleet is made up of county owned vehicles and leased vehicles. It is the policy of Grand Traverse County that we will maintain the minimum number of vehicles to provide the services the various Elected Officials and Departments are required to provide. The vehicle fleet is currently broken down into areas of assignment as follows:

Commission on Aging Vehicles  
Construction Code Vehicles  
DPW Vehicles  
Equalization Vehicles  
Facilities Management Vehicles  
Health Department Vehicles  
Parks and Recreation Vehicles  
Circuit Court Family Division  
Resource Recovery Vehicles  
Sheriff's Office Vehicles  
Veterans Affairs Vehicles  
General use vehicles

The care and maintenance of vehicles owned and operated by the employees of Grand Traverse County will be the responsibility of the individual Elected Officials and Department Heads that hold the vehicle for use. Each Elected Official and Department Head will record the care and maintenance for each vehicle assigned to them.

Each Elected Official and Department Head will review the maintenance record annually and evaluate each vehicle to determine whether or not the vehicle should be considered for replacement. Each Elected Official and Department Head will consider factors such as the vehicle's impact or need, age, initial cost, body condition, annual cost of maintenance, type of maintenance, and mileage in their determination of whether or not the vehicle should be considered for replacement.

Lease vehicles will be replaced pursuant to the Master Equity Agreement with the current provider.

Support vehicles will be replaced on a case by case basis after considering factors such as the vehicle's necessity, age, initial cost, body condition, annual cost of maintenance, type of maintenance, and mileage.

Once a vehicle is identified for replacement, each Elected Official and Department Head will prepare a memo to the Finance Department detailing the replacement and what is going to happen to the vehicle being replaced (i.e. will it be placed into the back up, given to another department, or disposed of pursuant to the Fixed Asset Disposal Policy). Using this information, the Finance Director will determine the number of vehicles to be recommended to the Board of Commissioners for the next budget cycle.

If an assigned vehicle that is not in the replacement schedule for the next budget cycle is involved in a crash or is otherwise determined to be totaled by Michigan Municipal Risk Management Authority, the Elected Official or Department Head will prepare an immediate request to County Administration for replacement of that vehicle. This request will detail the method by which the vehicle will be paid for including any insurance payouts and availability of other funds. Administration will review the request and the availability of funds to replace the vehicle as requested.

#### **DISPOSAL OF VEHICLE**

Vehicles owned by the county identified for replacement will be presented to County Administrator for approval to be disposed of pursuant to the County Fixed Asset Disposal Policy. Vehicles will be disposed of by auction (web based or live), competitive bid, or re-purposed to another county department or office. The departmental vehicle fleet manager will be responsible for overseeing the disposal and will report the disposal to the Finance Department for transfer of ownership and removal from county inventory. It is expected that vehicles identified to be removed will be disposed of within six months of the declaration of surplus status.

Approved Policy November 2, 2022

This policy will be reviewed every three years.



Chairman of the Board

Date: 1/31/23

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

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