



**BEXAR COUNTY
ADMINISTRATIVE POLICY
AND PROCEDURES MANUALS**

ADMINISTRATIVE POLICY NUMBER: 11.001

TITLE: Comprehensive Vehicle Policy

PREPARED BY: Office of the County Manager

ADOPTED DATE: August 3, 2016

EFFECTIVE DATE: August 3, 2016

REVISED DATE: September 5, 2017

PURPOSE: *To establish a consistent, County-wide policy regarding the use of County-owned vehicles and personal vehicles used for County business and to establish rules and guidelines for the assignment of County-owned vehicles. This policy also establishes procedures for maintaining Bexar County's fleet supported by the Fleet Management Division. In addition, this policy establishes procedures for the replacement, procurement, funding, and disposition of County vehicles. This policy describes the annual vehicle replacement process and outlines the roles and responsibilities of offices and departments throughout the process.*

SCOPE: *This policy applies to all Bexar County officials/employees using a County-owned vehicle or personal vehicle to perform County business.*

DEFINITIONS:

Assigned Vehicle - means a county vehicle or equipment assigned to a department or county employee for county business, but not for an employee commuting to and from the employee's home and workplace.

Budget Calendar - A timeline of deadlines and tasks to aid in the development of the annual County budget. Copies of the Budget Calendar can be obtained from the Budget and Finance Department.

Call-Backs - means a directive to an employee to report to a workplace/worksites during off duty time or day, and to respond to emergencies, which require immediate response to protect life and property.

Commercial Repair—Maintenance of vehicles or equipment accomplished by contract with an approved commercial vendor on either a one-time or a continuing basis.

Commute - means the mileage from an official's/employee's home to the regular place of work and back, or the actual daily mileage from home to the first work-site and from the last work-site to home.

De Minimis - means driving a county-owned vehicle to and from lunch during the work day and/or using the vehicle to run an errand to/from work or on the way home.

Delayed Maintenance—Maintenance that can be delayed without damage to the vehicle or compromise the safety or serviceability of vehicle.

Disposition - Removal of a vehicle from the County's inventory through sale, trade, donation or auction.

Emergency/Unscheduled Repairs - Any repair that is performed that is not a part of a scheduled preventive maintenance service.

General Purpose Vehicle - These are vehicles used in non-life-threatening County functions. These vehicles are replaced through the appropriate funding mechanism. Downtime for these vehicles will nevertheless impact County service to its constituents. Heavy Construction Equipment/Heavy Vehicle is not included in this category.

Heavy Construction Equipment/Heavy Vehicle - Commercially designed over the road vehicle or equipment with a GVWR over 26,000 pounds. Example, truck tractors, over the road dump trucks, graders, and bucket loaders. Includes any equipment purchased for the construction and maintenance of roads within the unincorporated areas of Bexar County.

Law Enforcement Vehicle - A sedan, light truck, or sport-utility vehicle used to respond to citizens' needs that are of immediate consequence, are life threatening, or involve serious impact to human safety. Vehicles in this category must be in working order with minimal downtime. Any excessive downtime of a vehicle in this category will adversely impact a County function of vital importance.

Law Enforcement Motorcycle - A vehicle with two or three wheels in tandem, propelled by an internal-combustion engine. Patrol Motorcycles are used for traffic safety and may respond to citizens' needs that are of immediate consequence, are life threatening, or involve serious impact to human safety. Vehicles in this category must be in working order with minimal downtime. Any excessive downtime of a vehicle in this category will adversely impact a County function of vital importance.

Maintenance Repairs—All actions required to keep a vehicle or piece of equipment serviceable. This includes inspection, testing, servicing, repairing, overhauling, rebuilding, remanufacturing, fabricating, and reclaiming parts, accessories or auxiliary items.

Maintenance Request Form—Request submitted for fleet maintenance and generates a work order to perform certain maintenance repairs.

Major Repairs—Major repair is defined as any repair that does require the disassembly of major vehicle components; or takes more than eight (8) hours to complete, and parts are required or stock parts are not readily available.

Minor Repairs—Minor repair is defined as any repair that does not require the disassembly of major vehicle components; or takes less than eight (8) hours to complete, and no parts are required or installation of stock parts.

Mobile Service or Repair—Service or repair performed away from the Fleet Maintenance facility by a mobile technician equipped to provide this support.

One-Time Repair Allowance - The maximum amount of funding that can be expended at any one time for repairing a vehicle or item of equipment. This amount is based on age and accumulated miles/hours used to determine fair market value and potential loss/return on investment.

Operator Care—Inspections and serviceability/functional checks performed by an operator.

Personal Use - means anytime a county-owned vehicle is driven that is not considered for a bona fide County purpose or “De Minimis” use.

Personal Vehicle - means a vehicle owned by the official/employee used to perform county business.

Preventive Maintenance (PM)—A planned inspection accomplished at regular intervals of calendar time, miles, kilometers or hours of operation.

Quick Fix - Those repairs that can be performed in less than twenty minutes.

Recurring Maintenance—Maintenance required as a result of incorrect diagnosis, poor quality of work, design deficiency, operator abuse, ineffective quality control or material failure.

Surplus - A vehicle that has been retained after replacement and no longer authorized for procurement. Surplus vehicles may be reassigned to departments having open vehicle vacancies or to replace less serviceable and/or maintainable (usually older) vehicles eligible for replacement. Surplus vehicles will not be assigned to departments waiting approval for additional vehicle requirements.

Take Home Vehicles - refers to any county-owned vehicle which is assigned to an employee and may be driven home.

Uneconomically Repairable - A vehicle or piece of equipment whose one-time repair estimate exceeds the one-time repair allowance, and whose age, hours or mileage life expectancy has been attained.

Unscheduled Maintenance—Maintenance that is not scheduled but is required to correct deficiencies and to restore the vehicle or equipment to a safe and serviceable condition.

Vehicle - General Purpose and Law Enforcement Vehicles, Law Enforcement Motorcycle, Light Truck, Sedan, Sport-Utility, and Heavy Construction Equipment/Heavy Vehicle regardless of the funding source. Vehicle Abuse—Damage caused by neglect or willful acts of improper operation or care.

Vehicle Accident— Damage caused as a result of a collision.

Vehicle “Add-On” Equipment—Adding manufactures optional equipment or after-market optional part/accessory to meet certain operational needs. Add-on equipment is not considered a modification if the vehicle is still used for its original purpose and can be returned to original condition within a reasonable amount of time (i.e., 24 hours) with little or no expense.

Vehicle Equipment - Any accessories purchased to be mounted on a vehicle and used to enhance a vehicle's mission.

Vehicle Replacement Committee - A committee charged with advising the County Manager’s Office and Commissioners Court on the annual vehicle and vehicle equipment purchases, to ensure each vehicle fits the mission of the respective office or department.

Workplace - means the office or worksite a county employee reports to perform normally scheduled work.

Work Order—A specific or blanket authorization to perform certain maintenance repairs.

I. ACQUISITION AND ASSIGNMENT OF COUNTY VEHICLES

- A. The acquisition and assignment of County vehicles shall be controlled by Commissioners Court through the budgetary process. New additional vehicles will be funded through capital expenditures in the appropriate office or departmental budget appropriation, and replacement vehicles will be funded through the Fleet Acquisition Fund. The purchase and maintenance of all County-owned vehicles will adhere to the policies set forth within. Upon acquisition, the Purchasing Agent will reflect a vehicle’s acquisition in the County’s fixed asset inventory records.
- B. County-owned vehicles will be assigned only to those offices and departments and officials/employees who must have access to an automobile to carry out their duties. The Fleet Management Department will provide the County Manager’s Office with a list of all vehicles and the offices and departments to which they are assigned during the annual budget process.
- C. Each year, offices and departments using County-owned vehicles will provide the Fleet Management Department with a list of all drivers of County-owned vehicles. Additions and

deletions to the driver list should be provided to the Fleet Management Department within five (5) business days of the change.

- D. If the vehicle is assigned to a particular position or individual on a continual basis, it will be reviewed by the Vehicle Replacement Committee (VRC) The VRC will review each assignment of a vehicle to an individual to ensure that it meets the criteria included in this policy and will report any differences to the elected or appointed official or department head. The elected or appointed official or department head will be responsible for assignments of vehicles.
- E. No driver or passenger in any County vehicle or piece of equipment should have an expectation of privacy in its use. At all times there should be an expectation that global positioning systems (GPS) and vehicle monitoring or similar devices have been installed in all County vehicles and equipment and are being monitored. Any person who knowingly and purposefully modifies, damages, or manipulates any GPS device is subject to disciplinary action, up to and including termination.

II. DRIVER QUALIFICATIONS

- A. All drivers of County-owned vehicles must possess a valid Texas Driver’s License with a classification that allows for operation of the assigned vehicle. A photocopy of the license must be maintained by the office or department of vehicle assignment. It will be the responsibility of the individual’s supervisor to verify copies. If during the course of employment an official/employee loses his/her driver’s license due to suspension or non-renewal the official/employee shall immediately notify his/her elected or appointed official or department head and will discontinue use of County-owned vehicles until the driver’s license is reinstated or renewed.
- B. A Motor vehicle record check (MVR) will be conducted for all new employee applicants as part of the hiring process for those positions required to utilize County-owned vehicles. Minor infractions of record will not necessarily disqualify any applicant, but the County reserves the right to take serious violations into consideration when making a determination as to fitness for employment. Employees whose job duties include driving a fleet vehicle or who regularly drive their private vehicles on County business may be subject to annual MVR review. Motor Vehicle Record checks will be performed periodically for all employees post-hiring. Serious infractions may be the basis for suspension of permission to drive County vehicles or to drive a private vehicle on County business.

1. Categories

- i. Clear - No offenses or accidents.
- ii. Acceptable - No more than 2 minor violations OR 1 at-fault accident in the last three years; or a combination including no more than one minor violation and 1 at-fault accident in the last three years.

- iii. Borderline - 3 minor violations; OR 2 at-fault accidents in three years; OR any combination of 3 occurrences of minor violations and at-fault accidents in three years.
- iv. Poor - Any major conviction in the last five years; OR 4 or more minor violations in three years; OR 3 or more at-fault accidents in three years; OR any combination of minor violations and at-fault accidents totaling 4 occurrences in three years.
- v. Major Convictions
 - 1. Driving under the influence of drugs or alcohol, or refusing a Breathalyzer test
 - 2. Leaving the scene of an accident or attempting to elude a police officer
 - 3. Reckless driving/racing
 - 4. Involvement in a fatal accident
 - 5. Assault involving a motor vehicle
 - 6. Passing a stopped school bus
 - 7. Driving with a suspended/revoked license
- vi. Minor Violation
 - 1. Any moving violation other than a “major conviction”,
 - 2. Failure to sign or display a registration, or have a driver’s license in possession (if valid license exists)
- vii. At-Fault Accident
 - 1. Any accident where the driver is cited with a violation or negligently contributes to the incident
 - 2. Any single vehicle accident that is not caused by equipment failure.
- viii. Driver Discipline
 - 1. Any driver whose MVR check reveals a “Borderline” score consistent with the above definition shall receive a written warning of the consequences of further violations. A driver whose MVR check yields a “Poor” score consistent with the above definition shall be subject to suspension of County driving privileges. Any driver involved in an at-fault accident in the course of employment shall be required to attend and complete remedial driver safety training. Adherence to this Fleet Vehicle Safety policy should be considered in performance reviews and other personnel decisions.

III. DRIVER TRAINING

A. Initial and periodic training is a critical part of the County's program to prevent accidents and to mitigate losses due to driver error. The County will provide training through web-based programs or in-person class attendance for all employees authorized to drive a county vehicle or to drive a personal vehicle on County business. The supervisor of each employee authorized to drive a County vehicle shall be responsible for scheduling training for the employee. Supervisors should contact Human Resources Training or the Risk Management Office to make arrangements. The training will include at least the following topics:

1. Initial Training – within one year of policy implementation or within 90 days of hire date
 - ix. Review of County policy and driver rules
 - x. Disciplinary procedures (speeding, DWI)
 - xi. Equipment familiarization
 - xii. Emergency procedures
 - xiii. Defensive driving techniques (includes topics listed under 'Refresher')
 - xiv. Passing and signaling
 - xv. Local, state, and federal regulations
 - xvi. Vehicle inspections
 - xvii. Distracted driving
 - xviii. Cell phone use (not allowed while driving)
 - xix. Vehicle maintenance
 - xx. Use of seat belts

2. Refresher Training – no less than every two years after initial training
 - xxi. Speeding
 - xxii. Intersections
 - xxiii. Backing
 - xxiv. Improper lane changes
 - xxv. Turning
 - xxvi. Passing/signaling
 - xxvii. Following distance
 - xxviii. Stopping
 - xxix. Parking
 - xxx. Distracted driving
 - xxxii. Inclement weather

IV. USE OF COUNTY VEHICLES

- A. Only County officials, County employees, and commissioned, full-time reserve law enforcement officers providing security for a County-owned facility and authorized by an elected or appointed official are authorized to drive County-owned vehicles. A list of commissioned full-time reserve law enforcement officers providing security for a County-owned facility and authorized by an elected or appointed official to drive a County-owned vehicle shall be maintained by the elected or appointed official and a copy shall be provided to the Fleet Management Department.
- B. At no time shall the County-owned vehicle be used for personal gain, personal business, to drive to a place of secondary or part-time employment not related to County business, or for any other non-County-related use unless there is an operational emergency. However, because they have no other form of transportation during the normal work hours, the following exceptions are authorized:
1. Travel to and from lunch or incidental/personal errands - pursuant to the "de minimis" usage exemptions in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.
- C. All drivers of County-owned vehicles will complete any and all training, safety, and certification courses required by the individual office or department, as well as any County-wide driver's safety courses that are offered. Each office and department shall maintain copies of documentation verifying completion of training.
- D. All drivers of County-owned vehicles shall comply with all applicable State and local laws. It will be the responsibility of the official/employee to pay any fines imposed for not complying with such laws. If an accident results from non-compliance, the driver may be held liable for any damages.
- E. County vehicles will be regularly serviced, properly maintained and kept in the best possible operating condition by utilizing the County's fleet maintenance repair facilities. Vehicle servicing and repair is the responsibility of the office or department it is assigned to.
- F. The only passengers allowed in County-owned vehicles are:
1. Anyone in the care and/or custody of a law enforcement officer or a county employee who is an officer of the courts;
 2. County employees as authorized by the elected or appointed official or department/division head;
 3. Non-employees on County-related business as authorized by the elected or appointed official or department/division head; or

4. Probationers under the supervision of the Community Supervision and Corrections Department or the Judicial Services Department who are performing work for a Bexar County Office or Department.
- G. Smoking is prohibited in all County vehicles.
 - H. It is mandatory that all occupants of a County vehicle use seat belts at all times. The driver of the vehicle is responsible for enforcing seat belt usage by all occupants and shall report any failure to comply with employee's supervisor.
 - I. Employees are responsible for any vehicle or equipment assigned to them and must report unsafe operations or working conditions to their supervisor and Fleet Maintenance Facility as soon as possible.
 - J. Employees are responsible for reporting all County vehicle damages and/or incidents to Fleet Management and Risk Management within 3 days.
 - K. An employee operating a County vehicle that is associated with a County issued fuel card will comply with all requirements set forth in Administrative Policy 11.004 – Fuel Card Policy and Procedures.
 - L. While driving a County vehicle, if employees must use a Portable Electronic Communication Device, they are required to use a “hands-free” device. This does not apply to those employees that are exempt from cell Portable Electronic Communication Device laws.
 - M. All County vehicles not assigned as take-home vehicles must be parked on County property in the assigned parking area at facilities leased by the County or another secured area(s) authorized by the elected official, appointed official, or department head at the end of each day.
 - N. An employee receiving a moving violation while driving a County vehicle has an obligation to immediately inform their Office or Department Head.
 - O. The County of Bexar will not pay traffic tickets or parking fines of employees driving County owned vehicles, nor will the County pay if the employee is authorized to use their personal vehicle on County business. Employees found guilty of moving violations may be subject to corrective action.
 - P. Any person involved in an at-fault accident while driving a County-owned vehicle shall be required to attend a defensive driving class within sixty (60) days from the date of the accident. A copy of verification of completion of the course must be provided to the individual's supervisor. The cost of the class will be the responsibility of the driver involved in the accident.

- Q. In the event of an at-fault accident involving a County-owned vehicle being used by a County official/employee for personal reasons, the official/employee shall be fully liable for all damage and/or injuries sustained to all parties in the accident.
- R. Drivers are prohibited from altering or attempting to alter or disable GPS technology in County vehicles.
- S. Improper use of a County-owned vehicle shall be subject to disciplinary action by the individual's supervisor, department head, or the elected or appointed official consistent with the individual office or department's policies, not to exclude termination. Improper use shall include, but is not limited to:
1. Having three (3) or more moving violations, while operating a vehicle on County business, over a three-year period.
 2. Driving a County-owned vehicle while intoxicated or under the influence of an illegal drug.
 3. Violation of any provision of Section II of this policy (Use of County Vehicles).

V. VEHICLE UTILIZATION GUIDELINES

- A. Elected officials and department heads are responsible for ensuring that the office or department's fleet is properly sized and used effectively by observing the following minimum operating standards:
1. Vehicles are to be obtained and retained only in sufficient quantities as needed to meet the mission and operations of the office or department.
 2. To ensure the proper use of County resources, vehicle utilization guidelines are established within the vehicle use policy. These guidelines will maximize fleet utilization and identify excess vehicles that may be eliminated from the fleet during replacement.
 3. County light-duty vehicle use should be at least 500 miles per month for a rolling 12-month period. Vehicles with a low average monthly mileage should be rotated within the department's fleet to offset higher use vehicles exceeding 1,250 miles per month to maximize fleet utilization. Vehicles not meeting the minimum use standard should be evaluated by the department head for need and the potential to reduce the department's fleet size, or a justification for low usage should be developed. The Fleet Management Department may review a fleet utilization report to ensure an effective use of a department's fleet. This standard does not apply to law enforcement vehicles.

4. Offices and departments are responsible for ensuring that accurate monthly mileage reports are provided to the Fleet Management Department. Mileage can be reported either through a manual log or through keyed entry at County and private fuel sites. Alternative methods must be coordinated with the Fleet Management Department. The vehicle odometer is used to generate vehicle use reports.
5. Offices and departments are responsible for the proper use of fuel cards associated with each County-owned vehicle, during the life of that vehicle. When a vehicle is replaced the office or department is responsible for the return of the associated fuel card.

VI. TAKE-HOME VEHICLE ASSIGNMENT

- A. The County's goal is to limit the number of county-owned vehicles being used by employees to commute to and from work. The use of travel reimbursement is preferred over the assignment of take-home vehicles for conducting county business. The assignment of a county vehicle is neither a privilege nor a right of any county employee. Assignment of a county vehicle shall not be made based on employee merit or employee status. Wherever possible, assigned county vehicles shall be picked up and dropped off at designated county parking areas, thereby avoiding the assignment of take-home vehicles.
- B. County-owned vehicles which are assigned to employees may be taken to the employee's place of residence only if all of the following criteria apply:
 1. The Commissioners Court has approved the use of the vehicle as a take-home vehicle; and
 2. The elected or appointed official or department head has approved the vehicle assignment; and
 3. The vehicle is an essential tool needed to perform the duties assigned to the individual official/employee; and
 4. The official/employee departs his/her place of residence and goes directly to a job site or call without first coming to his/her main office or workplace; and
 5. The employee has access to off street parking at the employee's place of residence, so that the vehicle is never parked on the street or in an unsecured parking lot; and
 6. The employee's place of residence is located within a 25 mile radius of his/her jobsite.

C. The following guidelines will apply to all vehicle assignments where County-owned vehicles are driven to an official/employee's residence:

1. All assignments of vehicles which are driven to the official/employee's primary residence shall be considered temporary subject to review by the VRC and revocation by Commissioners Court and the elected/appointed official, or the department head at any time.
2. For each County take-home vehicle, the office or department will establish and will retain on file for compliance auditing purposes, documentation explaining the basis under which the take-home determination was made. Documentation will contain justification relating to type of emergency, expected number of call backs, nature of after-hours county business, need for a special purpose vehicle, actual after-hours calls that were responded to, etc. The elected/appointed official or department head will sign and date each document.
3. County-owned vehicles may be used only for official County business and/or work-related duties including the commute to and from work. They may not be used for any other purpose except in an extreme emergency or for trips required in the course of County employment.
4. While performing official business in a County-owned vehicle and during the commute to and from work, the official/employee is covered by the County's self-insurance program and is not required to carry supplemental insurance.
5. Officials/employees driving County-owned vehicles to their primary residence are required to report the use vehicle to the IRS. This does not include vehicles excluded by the IRS guidelines.
6. All take-home vehicles will be required to have active GPS monitoring. The Budget Office will review data for compliance with this policy.
7. Employees who fail to follow the policy related to take-home vehicles will be held financially liable for all damage and injuries resulting from an accident in which a County take-home vehicle is involved.

VII. PERSONAL VEHICLE USE

A. All County officials/employees using a personal vehicle for County-related business on average at least 3 out of 5 workdays each week will provide proof of liability insurance and a valid Texas Driver's License to the assigned office or department. It will be the responsibility of the individual's supervisor to verify copies. To provide ongoing proof that insurance coverage is current, employees have two options. 1) Subsequent renewals of insurance and driver's license must be provided to the assigned office or department immediately. 2) Employees must show proof that they have required their insurance

- provider to notify Bexar County if the insurance is cancelled at any time. Employees must provide either 1) or 2) as described in this Section, VII-A.
- B. The County Judge, Commissioners, Criminal District Attorney, District Clerk, County Clerk and the Tax Assessor Collector may receive a monthly vehicle allowance to be reviewed and approved annually through the County budget process.
1. At the elected official's discretion, the elected official has the option of mileage reimbursement in lieu of a monthly vehicle allowance at the rate established by Policy T.1 Travel Policies and Guidelines.
 2. The County Auditor's Office must be notified two weeks in advance if the elected official converts from vehicle allowance to mileage reimbursement or vice versa.
- C. Authorized Positions within the County may receive vehicle allowances to be reviewed and approved annually through the County Budget process.
- D. Any County officials/employees that have use of a County-owned vehicle may not receive a monthly vehicle allowance or mileage reimbursement.
- E. Vehicle allowances shall be granted as additional compensation and are subject to FICA taxes by the County and Federal Income Tax withholding the employee. They are not included as wages for the purpose of performance pay or any other percentage driven compensation.
- F. All other County officials/employees using a personal vehicle for County business will be reimbursed for mileage pursuant to Policy T.1 Travel Policies and Guidelines.
- G. All drivers using personal vehicles on County business shall comply with all applicable State and local laws. It will be the responsibility of the official/employee to pay any fines imposed for not complying with such laws.
1. Ensuring that drivers who operate County vehicles possess a valid, current driver's license with the appropriate endorsements for the vehicle for which they are required to operate.
 2. Ensuring that operators of vehicles are safe and competent drivers who have completed any supplemental driver training and periodic license record check mandated by the office or department.
 3. Ensuring that vehicle operators immediately report and document any incidents, accidents, parking or moving violations that occur. Documentation of drivers' records must be kept on file with the office or department, including training completed and any incidents, accidents, or moving violation.

VIII. VEHICLE MARKINGS

All County vehicles should be marked consistently and conspicuously in order to ensure increased vehicle visibility and safety. The following shall be strictly adhered to:

- a) The term "Bexar County" and the official seal of Bexar County will be placed on two side doors or rear of vehicle using lettering no more than 2½ inches in height.
- b) The proper or statutorily-created name of the office or department may be placed below the County seal using lettering no more than 2½ inches in height.
- d) An individual identification number shall be located where best visible depending on vehicle make/model.

Any deviation from these guidelines will require approval by Commissioners Court.

IX. MAINTENANCE

- A. The Fleet Maintenance will perform repairs on all County-owned vehicles. All repairs not made by Fleet Maintenance will be accomplished through approved Commercial Repairs. Unauthorized maintenance repairs made outside of approved maintenance repair facilities will be reported to the Office or Department Head for corrective action.

1. Fleet Maintenance is responsible for the following:
 - i. Provide quality and timely service to all departments operating county-owned vehicles.
 - ii. Perform minor/major maintenance repairs, Preventative Maintenance, and Unscheduled Maintenance to ensure vehicles are safe and service.
 - iii. Develop and maintain a vehicle inspection process and procedures.
 - iv. Develop and maintain a Preventative Maintenance schedule; Provide monthly PM schedule to each Department.
 - v. Track and report over-due Preventative Maintenance to Office or Department Head for corrective action.
 - vi. Support Mobile Service and Repairs as required.
 - vii. Review and authorize Vehicle "Add-On" Equipment request.
 - viii. Collect and analyze recurring maintenance trends; Provide corrective action as required.
 - ix. Process Vehicle Accidents; Coordinate repairs with Risk Management and respective Department.
 - x. Identify and report Vehicle Abuse to Office or Department Head for corrective action.
 - xi. Develop specifications for Commercial Repairs and performed quality control inspection on completed work order; Identify and document poor performance with vendor.
 - xii. Coordinate Commercial Repairs beyond fleet maintenance capability and within scope of work to be performed.

- xiii. Complete State Inspection and submit for current registration.
 - 2. Hours of operations are 7:00 a.m. to 5:00 p.m. Monday to Friday, except for holidays. All Fleet Maintenance facilities are closed on all County holidays.
 - 3. Process end-of-month chargebacks for all maintenance repairs completed in the previous month. Provide a detailed billing report to the Auditor's Office and to each respective Department no later than the fifth business day of the reporting month.
- B. Office or Department Heads are a key part of the County's vehicle maintenance program. In order for the program to be successful, they must ensure operators of county-owned vehicles complete the following:
 - 1. Performs Operator Care:
 - i. Complete a visual inspection or "walk-around" prior to use. The operator will ensure the vehicle does not have unreported damage, visually low/flat tires, fluid leaks or puddles forming under the vehicle.
 - ii. Complete serviceability/function check prior to use (i.e. check fluid levels, lights, wipers, etc.).
 - iii. Promptly report any vehicle discrepancies/malfunctions to fleet maintenance.
 - iv. Turn-in vehicles due for Preventative Maintenance as scheduled.
 - v. Coordinate tow-request for unserviceable or disabled vehicles due to mechanical failure or involved in an accident. Call BCSO Dispatch at 335-6000 to submit tow request.
 - vi. Complete Maintenance Request Form to identify vehicle discrepancies/malfunctions.
 - vii. Report upcoming state inspection and registration 30 days prior to expiration.
 - viii. Keep vehicles clean at all times to include the interior. Fleet maintenance will not accept dirty vehicles. If excessively dirty vehicles are towed in, the using department must clean the vehicle prior to being accepted in for maintenance.
 - ix. Submit requests for Vehicle "Add-On" Equipment through Office or Department Heads for approval prior to submitting to fleet maintenance for action.

X. VEHICLE REPLACEMENT COMMITTEE

- A. The Bexar County Vehicle Replacement Committee is established to provide oversight of all aspects involved during the vehicle replacement process. The primary objective of the committee is to ensure each vehicle fits the mission of the respective office or department. Other goals and objectives of the committee include:
 - a. Determine vehicle types and models and develop specifications for the standardization of vehicles.

- b. Resolve vehicle-related issues brought forth by offices and departments.
- c. Consider special requests for vehicles and/or vehicle equipment.
- d. Review and approve Surplus vehicle request or recommend alternative vehicle considerations.
- e. Minimize fleet related costs (capital and operational)
- f. Recommend to the OCM whether to make an exception to the replacement criteria stipulated in this policy and replace a vehicle before it reaches the replacement criteria or keep the vehicle beyond the stated replacement criteria.

B. The voting members of the committee are composed of representatives from the following departments:

County Auditor	1
Purchasing	1
Budget & Finance	1
Eligible Department	1
<u>Fleet Management</u>	<u>1</u>
Total	5

C. Each representative will be allotted one vote to resolve issues that are not unanimously agreed upon. Additionally, each office or department with eligible replacement vehicles will also have one vote and is only authorized to cast this vote for their respective office or department. These votes are nonbinding and a recommendation will be brought forth to the Office of the County Manager for final approval.

XI. PROCEDURES

- A. The procedures below describe the vehicle replacement process in detail, including the timeline for the County's annual vehicle purchase. Unless a specific date is given as a deadline, the action must be performed by the deadline stated in the then-current Budget Calendar.
- B. The Vehicle Replacement Process begins with the Fleet Management Division providing offices and departments with a list of any vehicles that meet the replacement criteria described in section 8 for the upcoming fiscal year. The list will be provided by March 31st of the current fiscal year.
- C. Each office or department may send a representative to the scheduled Vehicle Replacement Committee meeting to discuss any unique considerations or objections pertaining to vehicles on the list. The committee members will vote on any issue that is not agreed upon unanimously. The Vehicle Replacement Committee shall convene before May 1st.
- D. The Vehicle Replacement Committee reviews and modifies the list based on the objectives described in section 4 of this document, and sends each office and department its list of vehicles recommended for replacement in the upcoming fiscal year's budget.

- E. The budget for the replacement vehicles will be established by the Budget and Finance Department, delineating specific vehicles and vehicle equipment purchases for every office and department for the next fiscal year.
- F. The Office of the County Manager's recommended list of authorized vehicle replacements will be submitted for consideration and approval by the Commissioners Court, by the due date noted on the Budget Calendar.
- G. Once the new budget has been approved, the Budget and Finance Department will provide a list of all vehicles that were approved by Commissioners Court in the Adopted Budget document.
- H. All offices and departments (excluding Law Enforcement) will turn in the vehicle being replaced to the Fleet Management Division when picking up the replacement vehicle. Law Enforcement will have 30 calendar days from time of receipt of replacement vehicle to turn in vehicle being replaced to the Fleet Management Division. The allotted 30 days is used to transfer required emergency and auxiliary equipment. All offices and departments, to include Law Enforcement, not meeting this requirement will have their Fleet Fuel Card and Service Center Fuel FOB suspended until the replaced vehicle is turned in to the Fleet Management Division.

XII. PROCUREMENT

- A. After the Vehicle Replacement Committee reviews and modifies the vehicle replacement list based on the objectives described in section 4 of this document and sends each office and department its list of vehicles recommended for replacement in the upcoming fiscal year's budget, each office and department will begin specification of each vehicle recommended for replacement.
- B. Within 30 days of receiving the recommended replacement list, offices and departments must submit them for review to the Fleet Management Division.
- C. After Fleet Management Division reviews each offices and departments vehicle specifications, the Purchasing Department will begin to develop cost estimates and any necessary bid packages required for the purchase of those recommended vehicles.
- D. The Purchasing Department will issue a request for bid and/or purchase vehicles and vehicle equipment through Cooperative Agreements for all vehicles and vehicle equipment being purchased that fiscal year.
- E. Offices and departments will then create and submit a requisition which will be reviewed and approved in the following order:
 - 1. Fleet Management Division

2. Budget & Finance Department
3. Fixed Assets
4. Auditor's Office
5. Purchasing Department- Buyer

F. The only exceptions to the vehicle replacement process are:

1. Heavy Construction Equipment/Heavy Vehicles. The decision on when to replace this equipment is made on a case-by-case basis, as determined by the County Engineer and County Manager;
2. A vehicle deemed to be a total loss. The decision on when to replace this vehicle is made on a case-by-case basis, as determined by the Fleet Manager, County Auditor, and County Manager.

G. Purchasing will then place the item, the purchase of the vehicles(s), on Commissioners Court Agenda for approval by the Court. During this time, the Budget and Finance Department will coordinate the item and verify that the vehicles in question are on the replacement list.

XIII. FUNDING

- A. The County Manager will annually make a recommendation to Commissioners Court to ensure that funds are available to replace vehicles in a timely and cost-effective manner. All vehicle replacements and vehicle equipment purchases, including those purchased with other operating funds, are subject to the purchase and replacement procedures of this policy.
- B. All General Purpose and Law Enforcement vehicles will be replaced with funds recommended by the County Manager to the Commissioners Court during the annual budget process. All road equipment acquired through the County Road and Bridge Fund will be replaced only with County Road and Bridge Funds. No vehicles acquired through asset forfeiture will be replaced through vehicle replacement funding sources.
- C. The Fleet Management Division will inspect any vehicle that is acquired through a forfeiture proceeding or with asset-forfeiture funds and recommend whether Commissioners Court should accept the vehicle for use prior to the matter being placed for consideration on Commissioners Court agenda. Commissioners Court will pay to maintain an accepted asset-forfeiture vehicle.
- D. Revenue from the disposition, by sale, auction, or trade-in of vehicles will be credited to the funding source used to purchase the vehicle. When a vehicle is repairable, insurance monies will be recorded as revenue in the fund used to acquire the vehicle. When a vehicle is not repairable, revenue from the disposition of the vehicle and from insurance payments on the vehicle will be credited to the funding source used to purchase the

vehicle. When Capital Improvement Program funds are used to purchase a vehicle, revenue or insurance payments will be credited to the Debt Service Fund.

- E. When an asset-forfeiture vehicle is not repairable, revenue from the disposition of the vehicle and from insurance payments will be credited to the appropriate asset forfeiture fund. When a vehicle is repairable, insurance monies will be credited to the appropriate fund in which the repairs were expensed.
- F. All vehicle titles will be held in the Fleet Management Division and will carry the name "Bexar County" as owner, except for certain Sheriff's Office and District Attorney's Office undercover vehicles, which will carry the name of an alias owner. Vehicles on loan to Bexar County from a public or private organization that will be returned to that organization upon the termination of use are exempt from this requirement.

XIV. REPLACEMENT CRITERIA

- A. The table below is the replacement criteria for all Vehicles in the County's Fleet. These replacement criteria only identify which vehicles are eligible for replacement and do not automatically authorize a replacement vehicle. The Vehicle Replacement Committee will use these replacement criteria along with the following to determine which is the best eligible vehicle to be replaced:
 - 1. Total Maintenance Cost
 - 2. Cost per Mile
 - 3. Uneconomically Repairable (Excessive downtime/excessive maintenance cost)
 - 4. Employee Safety
 - 5. Public Safety

Vehicle Fleet Replacement Cycles

Vehicle Type	Replacement Cycle in Months	Replacement Cycle in Miles
Automobile	96	100,000
Automobile-Law Enforcement	60	100,000
Bus	120	100,000
Utility Vehicle	120	NA
Motorcycles-Law Enforcement	60	55,000
Pickups-Gasoline	120	100,000
Pickups--Diesel	120	125,000
SUV	96	100,000
SUV-Law Enforcement	60	100,000
Truck Tractors	120	150,000
Van	96	100,000

B. The table below is an industry standard on the replacement of Heavy Construction Equipment/Heavy Vehicles. The County Manager and County Engineer will use the following parameters to assist with the replacement of Heavy Construction Equipment/Heavy Vehicles on a case-by-case basis.

Heavy Construction Equipment/Heavy Vehicles Fleet Replacement Cycles

Vehicle Type	Replacement Cycle in Months	Replacement Cycle in Miles or Hours
Truck Tractors	120	150,000
Heavy Vehicles/Trucks	120	150,000
Skid Steer Loaders	84	NA
Loader/Backhoes	84	NA
Gradall	120	NA
Graders	120	NA
Tracked Excavators	120	NA
Forklifts	120	NA
Sweepers/Scrubbers	120	NA
Roller	84	NA
Utility Tractors	84	NA
Trailer Mounted-Air Compressors	120	NA
Trailer Mounted-Crack Sealer	84	NA
Trailer-Flat Bed	120	NA
Trailer-Tank Body	120	NA
Trailer-Dump Body	120	NA

XV. RESPONSIBILITIES

Commissioners Court is responsible for:

1. Approving all requests for new vehicles and Surplus vehicles that represent additions to the existing authorized number of vehicles and changes in type of vehicle for replacement vehicles for an office or department as outlined in the Budget Calendar. Approved Surplus vehicles are retained for one-year and will be reviewed annually by the Vehicle Replacement Committee for disposal or retention for an additional year.
2. Approve the annual Vehicle Replacement Funding Strategy.

Fleet Management is responsible for:

1. Maintaining all mileage accumulation, repair and maintenance records for County-owned, grant funded, and asset forfeiture vehicles.

2. Inspecting all vehicles seized by or on behalf of Bexar County to recommend whether the County should accept and fund the maintenance of a vehicle.
3. Providing all offices and departments with a list of vehicles that have or are projected to meet the criteria for replacement by the due date noted in the Budget Calendar.
4. Working with offices and departments to develop specifications for vehicles and vehicle equipment being purchased.
5. Maintain all titles for County-Owned vehicles.
6. Receiving the vehicle, and associated fuel card, to be disposed from all offices or departments other than Law Enforcement; and 30 calendar days from Law Enforcement after acceptance of the replacement vehicle.
7. Process and enter new vehicle data into the Fleet Management Information System.
8. Coordinate with Purchasing Department to account for new vehicle in the Fixed Asset System and apply BCID tag.
9. Submit application for title and registration for all new vehicles. Ensure all titles bear the name "Bexar County" as owner, except for certain undercover vehicles which will be registered under an alias name and vehicles on loan to the County.
10. Submit request to order Fleet Fuel Card, as required.
11. Ensure vehicles are properly marked with Bexar County logo and Unit ID#, as required
12. Process forms for replaced vehicles and coordinate disposal request through Purchasing Department for Commissioner Court approval.
 - a. Coordinate transport of approved disposal vehicle for sale, trade, donation, or auction.

Offices and Departments operating motor vehicles are responsible for:

1. Managing the vehicle fleet assigned to their office or department in an efficient and cost-effective manner. This must include ensuring that all vehicles used to perform the same or similar mission accumulate mileage and wear and tear at the same approximate rate through active fleet management practices.
2. Turning in the vehicle, and associated fuel card, to the Fleet Management Division for vehicles being replaced within established timeline after receipt of the new vehicle.

3. Offices or departments with special considerations and issues relating to their list of vehicles must make a request to the Vehicle Replacement Committee.
4. Offices and departments will provide to the Purchasing Department a list of all purchased vehicles and vehicle equipment and a list of all disposed vehicles and vehicle equipment for inventory and asset control.
5. Offices and departments with employees authorized to drive a County vehicle shall be responsible for scheduling driver training for the employee.
6. Complying with the Taxable Fringe Benefits: Take Home Vehicle Policy of the Bexar County Accounting Procedures Manual.

County Auditor is responsible for:

1. Accounting for expenditures made from funding sources for vehicles by office or department.
2. Complying with the Taxable Fringe Benefits: Take Home Vehicle Policy of the Bexar County Accounting Procedures Manual.

Purchasing Department is responsible for:

1. Purchasing the vehicles and vehicle equipment recommended by OCM and approved by Commissioners Court.
2. Issuing a request for bid and/or purchase vehicles and vehicle equipment through Cooperative Agreements for all vehicles and vehicle equipment being purchased in a manner to ensure the best price for the County.
3. The disposition of all vehicles to be removed from inventory for the most beneficial price to the County.

Office of the County Manager (OCM) is responsible for:

1. Developing a proposed budget for vehicle purchases and replacements.
2. Providing all offices and departments with a list of vehicles that have or are projected to meet the criteria for replacement as stipulated in the Vehicle Replacement Process section of this policy by a date established in the Budget Calendar.
3. Making a recommendation to Commissioners Court regarding the vehicles and vehicle equipment suggested for replacement in the next fiscal year by a date established in the Budget Calendar.

Risk Management Division is responsible for:

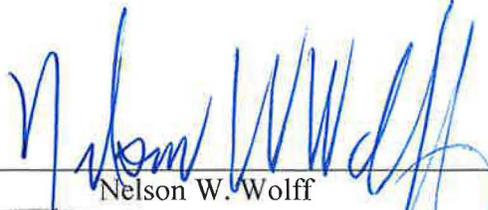
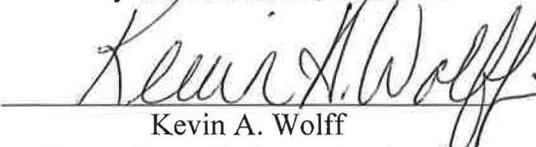
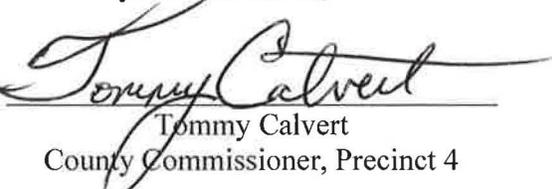
1. Ensuring vehicle insurance is current.

2. Annual Motor Vehicle Record reports for all applicable County employees.
3. Driver Training.

Human Resources Division is responsible for:

1. Motor Vehicle Record reports for any applicable job applicants.

Passed and approved this the 5th day of September 2017.

 Sergio "Chico" Rodriguez County Commissioner, Precinct 1	 Nelson W. Wolff County Judge	 Paul Elizondo County Commissioner, Precinct 2
 Kevin A. Wolff County Commissioner, Precinct 3	 Tommy Calvert County Commissioner, Precinct 4	



**BEXAR COUNTY
ADMINISTRATIVE POLICY
AND PROCEDURES MANUALS**

ADMINISTRATIVE POLICY NUMBER: 11.004

TITLE: Fuel Card Policy and Procedures

PREPARED BY: Office of the County Manager

ADOPTED DATE: October 7, 2014

EFFECTIVE DATE: October 7, 2014

REVISED DATE: September 5, 2017

SECTION 1: PURPOSE

Certain personnel, as part of their Bexar County duties, are required to obtain fuel for County-owned vehicles.

SECTION 2: ORGANIZATIONS AFFECTED

Organizations affected are all Offices and Departments that use the County issued fuel card.

SECTION 3: GUIDELINES

1. The fuel card can ONLY be used to fuel Bexar County-owned vehicles.
2. If an employee uses the fuel card for personal use or in any fraudulent manner, disciplinary action may be taken, up to and including termination of employment, at the discretion of the Office or Department. In addition, criminal charges may be filed and restitution may be required.
3. Only purchases of Regular Unleaded or Diesel Fuel are permitted. The purchase of mid, premium and super grade fuels is prohibited unless such fuel is approved by Fleet Management as it is required by the manufacturer. All purchases of mid, premium and super grade fuels and non-fuel items will appear on exception reports. Disciplinary action may be taken if those purchases were not authorized or required.
4. Employees with access to a fuel card will use a Driver Personal Identification Number ("DPIN"). The DPIN shall ONLY be used by the employee. The DPIN will be the user's Bexar County Employee Number. The employee is responsible for all use of their DPIN.

5. Employees will be required to provide basic personal information to the Fleet Management Department, to include driver's license numbers, in order to use a Driver Personal Identification Number ("DPIN").
6. The Driver Personal Identification Number (DPIN) will be required at all gas stations to obtain fuel. The DPIN number must not be shared with or disclosed to unauthorized persons. Never give your DPIN number to the station attendant if it is possible to enter the number yourself. Do not write the DPIN number on the fuel card.
7. New fuel cards requests for Offices and Departments will be made to the Fleet Management Department. Fleet Management will work with Offices and Departments in completing the required forms to issue a fuel card.
8. Employees who have been identified by Offices and Departments as drivers of County-owned vehicles will be required to sign and return a Fuel Cardholder Agreement to the Fleet Management Division of the Public Works Department.
9. Lost cards must be reported to the employee's supervisor immediately. All Offices and Departments shall be responsible for immediately reporting lost or stolen cards to the 24-hour Customer Services number: 1-800-987-6591. To acquire a replacement card for the one that was lost or stolen, contact Fleet Management the next business day. Documentation of the date and time of reporting the loss or stolen card must be kept by the Offices or Department. NOTE: Bexar County will be held responsible for all charges incurred until the time the fuel card is reported stolen or lost to the card issuer.
10. The fuel card shall remain in the vehicle in a sleeve in the glove box except when being used. When the fuel card is used, all receipts and other documentation shall be retained as proof of the transaction(s). Such documents will be used to verify the transaction(s) listed on the Office or Departments monthly statement and must contain specific information of each transaction.
11. For each transaction, the employee shall enter the ACTUAL mileage as shown on the odometer reading of the vehicle. Abnormal or inconsistent mileage entries will lock the card from use and appear on an exception report.
12. At the end of each billing cycle, the Office or Department is responsible for verifying usage on the monthly statements and odometer readings of each vehicle. The Office or Department shall check each transaction listed against their support documents to verify the bill is accurate. This document must be signed and submitted to the Auditor's Office within 15 business days of receiving the monthly statement. No exceptions are permitted. This data attachment is critical to enable audit substantiation. If this procedure is not adhered to, the fuel cards

may be revoked. The careful matching of complete support documents to the monthly statement is vital to the successful use of this program.

13. If transaction(s) or credit(s) are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the Office or Department until the next monthly statement. If the transaction(s) or credit(s) do not appear on the statement within 60 days after the date of transaction(s), the cardholder or authorized supervisor shall notify the Fleet Management Division or the card issuer.
14. When an employee leaves an Office or Department, either by transfer or termination of employment, the Fleet Management Division is responsible for the deactivation of the driver pin through the card issuer's online services. The Office or Department is responsible for notifying Fleet Management in writing within 24 hours of the employee's departure.
15. When a vehicle is removed from the County fleet, the office or department must turn in the fuel card associated with the vehicle.
16. Fleet management will close all cards that are associated with vehicles that are no longer part of the County fleet.
17. Bexar County reserves the right to cancel fuel card privileges or revise these procedures at any time without notice.
18. All policies set forth in Administrative Policy 11.001 – Comprehensive Vehicle Policy shall also be adhered to.

