

FLEET UNIT ADMINISTRATION

I. PURPOSE:

The following guideline establishes policies and procedures and to assign the responsibility for the overall administration of the City's Fleet Units.

II. POLICY:

It is the policy of the City of Little Rock that the Fleet Services Department is responsible for the administration of the City's Fleet Units.

III. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for revising the contents of this guideline and to furnish necessary guidance and/or information to ensure compliance with this guideline.
- B. It is the direct responsibility of the Fleet Services Department to administer the City of Little Rock's fleet operation, including, but not limited to, the following:
 - 1. Procurement of all fleet units regardless of the funding source.
 - 2. Service and maintenance of all City Fleet Units.
 - 3. Coordination with the Purchasing Division for the disposal of all surplus City fleet units.
 - 4. Administration of a customer charge-back system and equipment replacement fund.
 - 5. Conduct analysis, provide technical assistance, and coordinate operation verification, training, and other support services ensuring an efficient and effective fleet operation.
 - 6. Provide and maintain fleet unit fueling support services.
 - 7. Provide alternate transportation and equipment services as required, such as a vehicle rent pool and temporary equipment lease contracts.
 - 8. Provide updated policy and procedure guidelines to all customer Departments relating to fleet unit operation in the form of a Fleet Management Manual.
- C. It is the responsibility of each Department Director to ensure adherence to fleet policies within their department's operation.

- D. It is the responsibility of each fleet unit operator to care for and provide daily maintenance and care in operation of their assigned fleet unit as described in the Fleet Management Manual.

IV. DEFINITIONS:

- A. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- B. Customer: Any Department or contracting organization that uses the services of the Fleet Services Department.
- C. Service Center: A facility operated and managed by the Fleet Services Department providing any or all of the following functions: fueling service (major or minor); regionalized fleet unit maintenance; specialized fleet unit service; and maintenance.

V. PROCEDURE:

Procedures for fleet unit administration are described in the Fleet Services Manual.

Approved:



Bruce T. Moore
City Manager