

UTILIZATION OF CITY-OWNED FLEET UNITS

I. PURPOSE:

The following guideline establishes policies and procedures and assigns responsibility for governing utilization of all City-owned Motor Fleet Units.

II. POLICY:

It is the policy of the City of Little Rock that the Fleet Services Department is responsible for governing utilization of all City-owned Fleet Units.

III. DEFINITIONS:

- A. Alternative Fuel: Any fuel that yields energy, security and environmental benefits. Alternative fuels include methanol, ethanol, natural gas (LNG and CNG), propane and electricity. Credits can be earned for the use of bio-diesel.
- B. Alternatively Fueled Vehicles (AFV): Fleet units capable of operating on any of the alternative fuels; may be dedicated or dual-fuel, including bio-fuel and flexible fuel.
- C. Special Purpose Unit: For purposes of this document, a special purpose unit is one configured other than as a standard sedan, pick-up truck or van that may or may not be assigned based on mileage use. Units in this classification are normally public safety vehicles, service trucks or vans, construction equipment or other specialized vehicles.
- D. Specialized Fleet Unit: Fleet unit specified for a specific purpose, i.e., sanitation units, bucket trucks, specialized waste water equipment, etc.

IV. 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.
 - 1. Evaluate utilization annual and recommend reassignments, transfers or rotation of those assigned fleet units that do not meet utilization criteria.
 - 2. Monitor utilization data through exception reports, report actual usage data to Department, and routinely discuss possibilities for reassignment, rotation, pooling and changes in fleet size.

3. Coordinate assignment management for other Fleet Programs.
 - a. Coordinate the assignment management function with the long-term fleet unit replacement plan, and annual acquisition plan by requiring justification of fleet units prior to deciding to fund fleet unit replacements.
- B. It is the direct responsibility of the Fleet Services Department and the Fleet Services Department Utilization Committee to:
 1. Develop fleet unit utilization criteria for all fleet classes including minimum annual miles, usage percentages and special equipment requirements.
- C. It is the direct responsibility of each Department Director to:
 1. Ensure adherence to fleet policies within their Department's operation.
 2. Identify clearly and as closely as possible, agency transportation requirements utilizing established unit assignment criteria.
 3. Monitor Department fleet unit utilization; rotate or reassign units internally to maximize utilization.
 4. Annually reassess transportation requirements; determine the continued need for fleet units based on service demands and/or program requirements.
 5. Receive the monthly AFV Utilization Reports from the Fleet Services Department; review as required and counsel operators assigned AFV that fail to meet the minimum AFV fuel usage requirements.

V. PROCEDURE:

The minimum annual utilization for a fleet unit exclusively assigned to a Department is 4,000 miles, 250 hours, or in use 50% of all available workdays.

The requesting Department Director may submit any justification or utilization of fleet units that cannot be agreed upon by the Fleet Services Department Director and the requesting Department Director to the City Manager for final determination. Special purpose units are exempt from the minimum utilization requirements.

Approved:



Bruce T. Moore
City Manager