

**THE BOARD OF COUNTY COMMISSIONERS OF  
SANTA FE COUNTY  
RESOLUTION NO. 2019 - 142**

A RESOLUTION ADOPTING THE SANTA FE COUNTY FLEET MANAGEMENT  
POLICIES AND PROCEDURES AND REPEALING AND REPLACING SANTA FE  
COUNTY RESOLUTION NOS. 2007-142 AND 2008-13

**WHEREAS**, Santa Fe County (“County”) owns, operates, and maintains a fleet of approximately 750 vehicles and motorized equipment, which are important tools in the effective performance of County operations; and

**WHEREAS**, the County expends over 6 million dollars annually for the acquisition, fueling, and maintenance of County fleet; and

**WHEREAS**, the County emits over 1,662 metric tonne of carbon from the operation of its fleet; and

**WHEREAS**, the County recognizes in multiple policies - including the Union Contracts, the Human Resources Handbook, the Strategic Plan, and the Safety Manual - that operating County fleet in a safe, efficient, and effective manner is a high priority for the County; and

**WHEREAS**, the Board of County Commissioners (“Board”) adopted County Resolution No. 2007-142, as amended by County Resolution No. 2008-13, which established a transportation fuel reduction and alternative fuel acquisition and use policy; and

**WHEREAS**, the Board adopted County Resolution No. 2013-7, which directed the creation of a County “Lead-by-Example” program that specifically includes energy reduction strategies; and

**WHEREAS**, the Board adopted County Resolution No. 2017-68, which set goals of reducing emissions according to the targets set forth in the Paris Agreement; and

**WHEREAS**, on August 26, 2014, the Board conditionally approved Santa Fe County Resolution No. 2014-18, “A Resolution Adopting the Santa Fe County Fleet Management Policy,” and because the conditions upon which approval was granted were never met, such resolution and policy are null and void; and

**WHEREAS**, formal vehicle management policies and procedures, which repeal and replace County Resolution Nos. 2007-142 and 2008-13, would eliminate unnecessary or non-essential vehicles from the County’s inventory, would encourage the proper allocation of vehicles across the County, would promote cost-effectiveness of maintaining the fleet throughout its lifecycle, and would support energy reduction and greenhouse-gas reduction goals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The County shall endeavor to acquire, maintain, and operate a safe, fuel- and cost-efficient vehicle fleet.
2. Exhibit A is hereby adopted as the Santa Fe County Fleet Management Policies and Procedures.
3. This Resolution repeals and replaces County Resolution Nos. 2007-142 and 2008-13.
4. Resolution No. 2014-18 is null and void.
5. The Santa Fe County Fleet Management Policies and Procedures shall be formally reviewed and updated as necessary, but at least every five years.

PASSED, APPROVED, AND ADOPTED THIS 26TH DAY OF NOVEMBER, 2019.

BOARD OF COUNTY COMMISSIONERS  
OF SANTA FE COUNTY

By Anna T. Hamilton  
Anna T. Hamilton, Chair



SFC CLERK RECORDED 12/09/2019

ATTEST:

Geraldine Salazar Date: 12/3/2019  
Geraldine Salazar  
Santa Fe County Clerk

Approved as to form:

Rachel A. Brown  
Rachel A. Brown  
Interim Santa Fe County Attorney

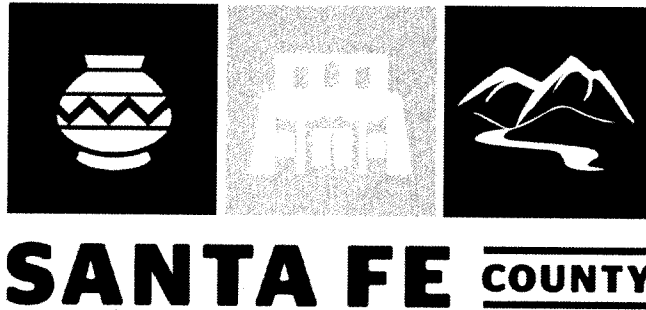


COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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PAGES: 22

I Hereby Certify That This Instrument Was Filed for  
Record On The 9TH Day Of December, 2019 at 03:02:04 PM  
And Was Duly Recorded as Instrument # 1903925  
Of The Records Of Santa Fe County

Deputy Estrella Martinez Witness My Hand And Seal Of Office  
Geraldine Salazar  
County Clerk, Santa Fe, NM



## **EXHIBIT A**

# **FLEET MANAGEMENT POLICIES AND PROCEDURES**

**November 26, 2019**

SFC CLERK RECORDED 12/09/2019

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## A. FORWARD

Santa Fe County (“County”) recognizes that motor vehicles and equipment are important tools in the efficient and effective performance of its duties, particularly in a rural, expansive, low-density setting such as the County presents. Equally important, the County understands that the purchase, use, and maintenance of a motor vehicle fleet represents a significant expenditure of County resources, play an important role in the County’s contribution to energy consumption and greenhouse gas emissions, which are directly linked to public health and air quality; and that the vehicles and trucks are highly visible to the public. The Santa Fe County Fleet Management Policies and Procedures (Fleet Policies) integrates the needs of County staff with Board of County Commissioners lead-by-example resolutions and the core values of the County’s Strategic Plan to provide a safe community; promote a sustainable community; support a healthy community; and through operational and procurement practices, reflect a proficient, transparent, and accessible government.

These Fleet Policies may change the way the County has functioned in the past. To successfully implement these policies, the County may need to draw on two of its core values, as expressed in the strategic plan:

*“Integrity - We will do the right thing, even if it is difficult.”*

*“Innovation - We are open to new ideas, technologies and methods.”*

## B. PURPOSE

The purpose of these Fleet Policies is to inform the use and management of County Fleet as it supports the County’s strategic planning goals. Specifically, the Fleet Policies:

- Establish how County Fleet, whether owned or leased, are to be used and managed in order to increase safety, expand efficiency, promote fairness, uphold transparency, and conserve resources;
- Determine processes and procedures for cost effective management of the maintenance and repair of County Fleet;
- Reinforce processes and procedures for planning, directing, managing, coordinating and supervising the acquisition, replacement, and disposition of County Fleet;
- Designate primary responsibility to the Fleet Manager for ensuring that the County Fleet are managed in accordance with best fleet management practices; and
- Authorize the County Manager or designee and specified Elected Officials and County employees, including the Fleet Manager and Department managers, to implement, execute, and ensure adherence to these policies.



## C. DEFINITIONS

As used in these policies, the terms have the following meanings:

1. "Alternatively-powered fleet" means a motorized apparatus powered by a substitute to gasoline or diesel fuel.
2. "Assigned vehicle" means a County Vehicle assigned to an Elected Official or Department employee for County business, but not for employee commuting to and from the employee's home and work station.
3. "Battery-electric vehicle" means a vehicle powered exclusively by an electric motor.
4. "Board" means the Board of County Commissioners of Santa Fe County.
5. "Collective Bargaining Agreement" means an agreement made and entered into between the County and the exclusive representative of a bargaining unit to establish terms and conditions of employment for bargaining unit members.
6. "County" means the County of Santa Fe.
7. "County employee" means a classified employee, full-time employee, part-time employee, employee in a term position, employee in a temporary position, employee in a casual position, or unclassified at-will employee as those terms are defined in the County Human Resources Handbook..
8. "County Fleet" means the sum total of County motorized apparatus that is tracked and maintained by County Fleet and includes vehicles, trucks, heavy and other motorized equipment, regardless of whether they are required to be registered under State law. County Fleet enables Elected Officials and County employees to perform general government functions and may be made available through purchase, lease, rental, or other means. County Fleet does not include motorized equipment whose primary function is emergency and public safety.
9. "County Vehicle" means any County motor vehicle with a gross vehicle weight rating of 14,000 pounds or less.
10. "Designated parking area" means a County parking facility or lot which has been identified by an Elected Official or Department manager as an acceptable overnight location for parking an assigned County vehicle.
11. "Elected Officials" means a member of the Board of County Commission, the County Clerk, the County Treasurer, the County Sheriff, the County Assessor, and the County Probate Judge.
12. "Fleet Center" means the Fleet work center of the Public Works Department.
13. "Fleet Center Employees" means the County employees assigned to the Fleet Center.
14. "Fleet Manager" means the leader of the Fleet whose primary responsibilities includes management of all County Fleet.
15. "Fleet Data Manager" means the County employee who has access to and analyzes the County's GPS data to assist with implementing these Fleet Policies.
16. "General government" means all County operations, except those operations whose primary function is emergency and public safety, such as County Sheriff law enforcement and emergency vehicles, and County Fire and associated emergency equipment.
17. "GPS data" means global positions system information available to the County on County Fleet equipped with a mobile, network-connected module.

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18. "Gross vehicle weight rating (GVWR)" means the maximum allowable total mass of a road vehicle or trailer when loaded.
19. "Heavy equipment" means equipment with a gross vehicle weight rating greater than 26,000 pounds.
20. "Idling" means the running a vehicle's engine while not in motion.
21. "Maintenance and repair" means any activity performed on County Fleet, including modifications and installation of aftermarket or other equipment, to impart and preserve the vehicle's function or increase its longevity.
22. "Minor repair" means a fix to a County vehicle that will take less than an hour to complete and does not require a Vehicle Maintenance Request work order, such as a tail light bulb replacement, head light bulb replacement, wiper blade replacement, adding windshield wiper fluid, adding motor oil fluid, and adding air to tires.
23. "Motor-pool Vehicle" means a County Vehicle dispatched from a centralized work center for a single trip and available for use by reservation by any Vehicle Operator.
24. "Probable cause" means facts and circumstances within a person's knowledge, based upon reasonably trustworthy information, sufficient to warrant a person of reasonable caution to believe that a violation has occurred.
25. "Public safety" means the functions of law enforcement, fire protection, and emergency medical services.
26. "Standard Vehicle Specifications" means the specific mix of makes and vehicle types available for acquisition to the County Vehicles and the requirements based upon which all County Fleet shall be purchased, prepared, and equipped.
27. "Standard Vehicle Group" means the limited mix of makes and models of vehicles available for acquisition to the County Fleet.
28. "Vehicles" means all County-owned, Class 1 through Class 3, light- or medium-duty, motor-driven, means of transportation approved for use on public roads. Fire apparatus, heavy equipment such as motor graders, and small "four-wheelers" shall not be considered vehicles.
29. "Fleet Liaison" means the County employee within the office of an Elected Official or Department to whom the primary care of a County vehicle or equipment has been assigned.
30. "Vehicle Operator" means any Elected Officials or County employee driving or working with County Fleet.
31. "Vehicle Utilization Review Board (VURB)" means the body created pursuant to these policies to perform the duties specified herein or as may be assigned by the County Manager.
32. "Work center" means the office or site an Elected Official or County employee reports to perform normally scheduled work.

#### **D. APPLICABILITY**

1. These policies apply to all Elected Officials, County employees, departments, entities, and agencies that operate County Fleet for general government operations and to all County vehicles. These policies do not apply to Fleet used for public safety, Fire apparatus, or heavy equipment such as motor graders and small "four-wheelers".
2. The Fleet Manager shall be responsible for determining, providing, and regulating maintenance and repair services for all County Fleet. The County Manager is authorized to



- approve the Fleet Manager providing these services for other governmental entities and agencies, under separate agreement, when in the County's best interest.
3. These Fleet Policies intended to work in conjunction with Collective Bargaining Agreements and the County Human Resources Handbook (Handbook). In the event of an irreconcilable conflict between any provision of these Fleet Policies and a Collective Bargaining Agreement, the Collective Bargaining Agreement shall control with respect to bargaining unit members covered by it. In the event of an irreconcilable conflict between any provision of these Fleet Policies and the Handbook, the Handbook shall control.

## **E. ROLES AND RESPONSIBILITIES**

The responsibility to implement these Fleet Policies falls on every Elected Official and County employee. However, specific responsibilities, as described below, are delegated to the Fleet Manager, Fleet Liaison, Vehicle Operator, Fleet Data Manager, VURB, and the County Manager.

### **Fleet Manager**

1. The supervisor of the Fleet Center is designated the County's overall Fleet Manager.
2. The Fleet Manager shall:
  - a. Be responsible for the management of County Fleet;
  - b. Develop, implement, and administer Fleet Policies with forms and procedures, which may be developed or modified as necessary. The County Manager or designee is authorized to approve changes to forms and procedures to implement these Fleet Policies;
  - c. Manage the installation, operation, removal, and replacement of GPS modules in County Fleet;
  - d. Coordinate with Fleet Liaisons for each Elected Official and Department and provide access to vehicle maintenance schedules;
  - e. Oversee the intake of vehicles and register and outfit newly acquired vehicles;
  - f. Confirm acquisitions are in conformance with the Standard Vehicle Specifications;
  - g. Annually, coordinate with the County Manager or designee to identify specific makes and models available for County purchase;
  - h. Staff the VURB and provide analysis of relevant County Fleet maintenance and usage history to the VURB;
  - i. Administer the disposal of approved County Fleet;
  - j. Recommend updates to the Standard Vehicle Specifications when needed; and
  - k. Provide other fleet management services as directed by the County Manager or designee.

### **Fleet Liaison**

1. Each Elected Official and Department shall identify a Fleet Liaison, who shall be responsible for the management of assigned County Vehicles to the Elected Official's Office or Department as well as assigned Motor-pool Vehicles. The Fleet Liaison may delegate responsibility of specific County Vehicles to a Vehicle Operator.
2. The Fleet Liaison shall:
  - a. Maintain a clean, presentable vehicle appearance, inside and out;





- b. Equip vehicles with a vehicle log, proof of insurance, fueling cards with instructions, safety equipment (e.g. ice brush and scraper, first aid kit), tools (e.g. tire jack), and copy of these Fleet Policies;
- c. Assist Elected Officials and County employees in the effective use of County Fleet;
- d. Schedule routine oil changes with the Fleet Center Employees when needed (as indicated, for example by the window sticker, the Fleet Center work receipt from previous service appointments, the 'oil change' or 'service engine' indicator light, or the GPS-generated service report);
- e. Report any County Fleet concerns using the SharePoint 'Vehicle Maintenance Request' work order or the *Vehicle and Equipment Damage or Malfunctioning Reporting* form, as applicable;
- f. Enroll Vehicle Operators for fueling access;
- g. Coordinate with VURB, Fleet Manager, and Fleet Data Manager to communicate with and train Vehicle Operators on current Fleet Policies and any updates;
- h. Assure GPS modules are functioning and provide GPS-data generated reports to Vehicle Operators;
- i. Coordinate vehicle acquisition requests during budget cycle;
- j. Assure Vehicle acquisition intake procedures are followed according to the *New Vehicle and Equipment Intake Form*; and
- k. Assist Fleet Manager in County Fleet disposition, including appropriately preparing (decommissioning, cleaning, etc.) the designated County Fleet for disposal.

#### **Vehicle Operator**

1. Each County Vehicle Operator has responsibility for County Fleet that they use and shall:
  - a. Operate County vehicles in accordance with the Handbook, employment contracts, other applicable County policies, rules, and regulations to include local, state, and federal laws and any applicable Collective Bargaining Agreement;
  - b. Carpool with Elected Officials and County employees, when possible;
  - c. Assure vehicle is in safe working condition including by performing a pre-trip vehicle inspection;
  - d. Record use in vehicle log, confirming the completion of the pre-trip vehicle inspection;
  - e. Operate vehicle in a manner to optimize safety and fuel efficiency, including idling only when necessary and within conformance with the idling policies described herein;
  - f. Refuel vehicle when fuel tank is at least 1/4 full, or more frequently if instructed by Fleet Liaison;
  - g. Empty vehicle of trash and recycling after each use;
  - h. Transport vehicle to Fleet Center if a minor repair is required and alert Fleet Liaison of repair; and
  - i. Using the *Vehicle and Equipment Issue Recording Form* and the Fleet Vehicle Maintenance Request work order system, report major fleet issues to the Fleet Liaison and/or as otherwise required in the Handbook and any applicable Collective Bargaining Agreement.

#### **Fleet Data Manager**

1. The Fleet Data Manager shall provide County Vehicle data to Elected Officials and Department managers in order to assist in the implementation of these Fleet Policies.



2. Unless otherwise designated by the County Manager, the Fleet Data Manager shall be the County employee with the job responsibility of increasing the fuel efficiency of County Fleet, currently the Sustainability Specialist.
3. The Fleet Data Manager shall:
  - a. Use County GPS data to routinely identify County Fleet use, efficiency, idling, and utilization and generate regular reports for Elected Officials and Department management;
  - b. Monitor, track, and report County Fleet GPS data to report on progress on and develop policies in meeting County-wide sustainability targets;
  - c. Provide GPS data in accordance with these Fleet Policies; and
  - d. Upon request, provide additional data to Elected Officials and Department management.

#### **Vehicle Utilization Review Board (VURB)**

1. The County shall establish a Vehicle Utilization Review Board, an ad hoc, County-internal, advisory group consisting of appropriate representative from Elected Officials, Departments, and an officer of the American Federation of State, County, and Municipal Employees, New Mexico Council 18, Local 1782, AFL-CIO (AFSCME 1782). Each Elected Official shall appoint their representative and alternate. The County Manager shall appoint Department representatives and alternates. The President of AFSCME 1782 shall appoint its representative.
2. The VURB shall implement Fleet Policies to enhance the control, operation, cost effectiveness, and efficiency of County Fleet.
3. The VURB shall meet periodically to determine the Standard Vehicle Group, to analyze vehicle utilization and reallocation, and to review vehicle acquisition and replacement requests in conjunction with the capital planning process and budget preparation.
4. The VURB shall make recommendations on requests, using data supplied by the Fleet Manager and the Fleet Data Manager.
5. The VURB shall, during the budget process and using data supplied by the Fleet Manager and the Fleet Data Manager, review vehicle utilization and make recommendations on vehicle reductions and/or reassignments.
6. The VURB shall make recommendations to the County Manager on requested exceptions to the *Standard Vehicle Specifications*.
7. The VURB shall periodically, and no less than every 5 years, review and recommend changes to Fleet Policies herein and/or develop other County Fleet policies and procedures
8. All VURB members shall:
  - a. Have equal rights and responsibilities;
  - b. Make every effort to attend, actively participate in VURB meetings, and communicate outcomes to their respective Elected Official, Department, or AFSCME 1782; and
  - c. Notify their alternate if they are not able to attend.

#### **County Manager**

The County Manager shall:

1. Direct the implementation, compliance, and enforcement of these Fleet Policies;
2. Approve changes to the appendices of these Fleet Policies and any implementing procedures and forms; and



3. Convene the VURB, designate Department representatives and alternates, and the VURB Chair;
4. Make recommendations to the Board on County Fleet retirements, acquisitions, replacements, taking into consideration the recommendations by the VURB;
5. Reassign County Vehicles based upon recommendations by the VURB;
6. Approve any exceptions to the Standard Vehicle Specifications;
7. Have access to the GPS data from County Fleet;
8. Authorize the Fleet Manager to provide fleet services to other entities and agencies, and for non-County-owned vehicles, when in the County's best interest;
9. May delegate in writing any authority or responsibility under the Fleet Policies to an Elected Official or County employee.

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## **F. POLICY 1: Vehicle Maintenance, Repair, and Scheduling**

1. County Fleet requires periodic maintenance and occasional repair. Fleet Center Employees are responsible for the maintenance and repair of County Fleet in order to ensure safe, reliable, and cost-effective operation over its service life.
2. All County Fleet in need of service shall report to the Fleet Center, whether in-house or outside service is required.
3. The Fleet Center is solely authorized to initiate purchases for parts or commercial repair for vehicles and equipment under its responsibility.
4. The Fleet Center shall determine preventative maintenance for all County fleet based on vehicle class and application.
5. The Fleet Center shall document and record all vehicle or equipment repair or services throughout the life of the vehicle in the fleet management system.
6. Fleet Liaisons, Elected Officials, and Department managers shall be responsible for initiating routine maintenance for assigned County Fleet. The schedule of maintenance is indicated by a) the oil change schedule sticker on each vehicle, b) Fleet-issued previous oil change receipts, c) the 'oil change' or 'service engine' indicator light, or d) reports generated from GPS data. Failure to follow preventative maintenance services according to the manufacturer guidelines could void any claim to a warranty and may result in disciplinary action.
7. To schedule maintenance or repair, a Vehicle Operator or Fleet Liaison shall submit a Vehicle Maintenance Request work order. If the Vehicle Operator or Fleet Liaison reports directly to Fleet for a repair issue, the Vehicle Operator or Fleet Liaison shall submit a Vehicle Maintenance Request work order after the fact.
8. The Vehicle Operator or Fleet Liaison shall a) report with the County Fleet to the Fleet Center, b) park the vehicle in an appropriate location, c) remove any valuables, d) lock the vehicle, and e) surrender keys to Fleet Center Employees. Fleet Center is not responsible for items left in vehicles that are lost or stolen.
9. All equipment brought in for repairs or services will be moved at the direction of Fleet Center Employees.
10. Upon notification from the Fleet Center that the service is complete, the Vehicle Operator or Fleet Liaison will pick up the vehicle. Fleet Center will leave a receipt of "completed" service(s) in the County Fleet.
11. When the Fleet Center has determined that a County Fleet requires extensive repair, Fleet Manager will prepare an analysis comparing the value of the vehicle against the estimate cost of repair. Using a predetermined set of criteria, including mileage, recent repair costs, book value, and current maintenance needs to generate the analysis, the Fleet Manager will make a determination whether or not it makes economic sense to repair the County Vehicle.
12. The Fleet Manager will not authorize further repair to County Fleet if the cost of the repairs exceeds the value, unless the analysis is outweighed by other operational concerns and the repair is approved by the County Manager in writing. This rule will apply to all County Fleet, with some flexibility taken into consideration for heavy, specialized, or emergency type vehicles. Upon the determination to not repair the County Fleet, the apparatus will be disposed of in accordance with the policies herein and those of the Finance Division.
13. With written approval by the County Manger, Fleet Manager will make exceptions to repair units that cost more than the value of the vehicle.

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## **G. POLICY 2: Vehicle Utilization and Allocation**

### **Utilization**

1. The County endeavors to fully utilize its County Fleet, both in terms of miles driven and number of hours and days used.
2. The County maintains a *Vehicle Utilization and Retirement Schedule*, which establishes minimum usage rates and retirement schedules for vehicles. This schedule may be changed from time to time with County Manager approval.
3. The Fleet Data Manager shall use available data, including information generated from GPS modules installed in vehicles, to periodically, but at least annually determine utilization rates of County Fleet.

### **Allocation**

4. Vehicles shall be allocated in a manner consistent with the County's best interests, including functionality and demonstrated utilization.
5. At least annually and during the budget process, the Fleet Manager and the Fleet Data Manager shall review vehicle assignments and may recommend to the VURB re-assignment for any underutilized vehicle.
6. The VURB will recommend for County Manager approval vehicle reassignment and/or retention of an underutilized vehicle, with consideration of and justification from the vehicle's assigned Elected Official or Department and in conformance with all local, state, or federal laws.

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## H. POLICY 3: Vehicle Acquisition, Retirement, and Disposition

### Acquisition Requirements

1. Santa Fe County shall procure County Fleet to meet mission objectives.
2. In order to obtain best value, standardize County Vehicles, and improve fuel efficiency, these Fleet Policies establish a County *Standard Vehicle Specification* in Appendix A.
3. The *Standard Vehicle Specification* specifies the mix of makes and vehicle types of County vehicles available for acquisition = and provides the requirements based upon which all County Vehicles shall be purchased, prepared, and equipped.
4. Annually, using the *Standard Vehicle Specification*, the County Manager or designee shall identify a Standard Vehicle Group available for County purchase, considering performance, safety features and ratings, up-front and life-cycle costs, fuel efficiency, and greenhouse gas emission targets. Only vehicles within the Standard Vehicle Group may be purchased that fiscal year.
5. Exceptions to the *Standard Vehicle Specification* and Standard Vehicle Group may be approved by the County Manager on a case-by-case basis, based upon the intended use, application, vehicle specifications and/or over-riding cost considerations. Fuel economy and vehicle emissions shall be taken into account when requesting other vehicle types and models.
6. The County Manager may approve changes to the *Standard Vehicle Specification*, which may be proposed by the VURB, Fleet Manager, and Sustainability from time to time.

### Acquisition Requests

7. Elected Officials and Department managers shall submit vehicle acquisition requests annually and during the budget preparation process using the *Vehicle Purchase Request Form*. Extenuating circumstances may result in acquisition requests outside of the annual budget cycle.
8. Any requested exceptions to the *Standard Vehicle Specification* or Standard Vehicle Group shall be submitted in writing with justification in conjunction with the acquisition request.
9. The Fleet Manager and Fleet Data Manager shall analyze vehicle acquisition requests in light of identified need, a replacement vehicle's annual utilization, mileage, age, fuel-efficiency, and realization of the utilization and retirement schedule. The Fleet Manager and Fleet Data Manager shall present the analysis on the acquisition requests to the VURB and requestor with recommendation on a suitable vehicle.
10. The VURB shall review the acquisition requests and any requested exceptions to the *Standard Vehicle Specification* or Standard Vehicle Group and forward recommendations to the County Manager or designee.
11. Vehicle requests recommended by the County Manager shall be included in the annual budget for Board consideration or as a separate Board action if necessary.

### Vehicle Procurement

12. The County will procure vehicles in an efficient, cost-conscious manner, consolidating procurement efforts when possible.
13. All vehicle buyers shall purchase only approved vehicles, which shall conform to the *Standard Vehicle Specifications* and Standard Vehicle Group, unless a written exception had been approved.

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**Vehicle Intake**

14. All newly acquired vehicles shall be delivered to the Fleet Center immediately upon pickup or delivery from the dealership.
15. Vehicle buyers will submit to Fleet Center Employees a *New Vehicle and Equipment Intake Form* with the documents described therein, and, if applicable, a County-Manager approved exception to *Standard Vehicle Specification* or the Standard Vehicle Group.
16. As part of the intake process, Fleet Center Employees shall a) obtain a license plate for the vehicle, b) enter vehicle information into its maintenance database, c) designate a unit tracking number, d) file a set of spare keys, e) administer County identification (logo and unit number), and f) install other post-acquisition items identified in *Standard Vehicle Specification*.

**Retirement and Replacement**

17. The County shall endeavor to retire vehicles from County fleet according to guidelines in *Vehicle Utilization and Retirement Schedule*. Meeting the retirement parameters does not automatically result in vehicle retirement, nor does it automatically guarantee vehicle replacement.
18. The VURB shall recommend the retirement of specific vehicles to the County Manager, who shall, at least annually, make a recommendation of vehicle disposal to the Board.

**Disposition**

19. Fleet Manager shall manage the disposition of County Fleet in coordination with the Finance Division.
20. County fleet shall be disposed of in accordance with NMSA 1978, Sections 13-6-1 and 13-6-2, any revisions to state law, and County Resolution No. 2007-81 describing Finance Procedures.



## I. POLICY 4: Vehicle Use and Operation

### Vehicles Operator

1. Vehicle Operators have a fiduciary responsibility to use County Fleet resources wisely, effectively, safely, and in conformance with federal, state, and local laws, statutes, ordinances, rules, policies, and regulations, including these Fleet Policies and the Handbook, and any applicable Collective Bargaining Agreement.
2. Vehicle Operators are required to have a valid driver's license and comply with applicable policies and procedures. If an employee is operating a County Fleet that requires a Commercial Driver's License (CDL), the employee must carry a valid CDL and a valid medical card.
3. Vehicle Operators shall ensure vehicles are parked at a safe, secure, and legal location. Wherever possible, County Vehicles shall be picked up and dropped off at designated parking area associated with County work centers. The County is not responsible for lost or damaged personal property carried by an employee in a County vehicle, except to the extent that the employee is required to carry their personal property in the County vehicle as a condition of employment and the County's negligence caused the loss or damage. Valuables should not be left in any County vehicles when parked overnight. Unattended vehicles should be locked at all times.
4. Vehicle Operators shall report all damages to and all accidents involving County Fleet, no matter how minor, in accordance with the Handbook, Risk Management and Fleet Policies procedures, and applicable Collective Bargaining Agreement.
5. Any Vehicle Operator receiving a criminal or civil citation for violation of state or local motor vehicle statutes or ordinances shall be personally responsible for timely payment of any assessed fine or penalty and may be liable for damages incurred during the criminal or civil violation. Fines or penalties for civil or criminal violations charged to the County and paid by the County shall be promptly reimbursed by the responsible Vehicle Operator. A County employee is required to report violations in accordance with the Handbook, Risk Management and Fleet Policies procedures, and applicable Collective Bargaining Agreement.

### Motor-Pool Vehicles

6. Vehicle Operators shall reserve Motor-pool Vehicles via an online reservation calendar (e.g. SharePoint) or other determined reservation system.
7. Vehicle Operators shall conduct a pre-trip vehicle inspection and log use into the *Vehicle and Equipment Log Form*.
8. Motor-pool Vehicles shall be dispatched from work centers accessible to Elected Officials and County employees.
9. Motor-pool Vehicles Operators shall return Motor-pool Vehicle to the designated parking area from which they were removed, remove all personal items, including trash and recycling, set the parking brake (if applicable for the unit), and lock the vehicle.
10. Each Motor-pool Vehicles shall be assigned a Fleet Liaison or designated Vehicle Operator, who works in the work center near the Motor-pool Vehicle designated parking area.
11. Any Motor-pool Vehicle Operator shall notify the designated Fleet Liaison immediately of any damage or mechanical problems with a Motor-pool Vehicle by completing a *Vehicle and Equipment Damage or Malfunctioning Reporting form*.





**Global Positions System Data**

12. Fleet Data Manager, with assistance from the Fleet Manager, shall generate and provide to Elected Officials, Department management, and Fleet Liaisons regular reports on the daily, weekly, monthly, and annual use and maintenance needs of County Fleet.
13. The County shall from time-to-time use available GPS data to analyze and make decisions regarding County Fleet use, management, and capital asset management.
14. Vehicle GPS data will be used for collecting County Vehicle data, including:
  - a) Miles driven;
  - b) Hours used;
  - c) Duration and frequency of maximum speed;
  - d) Length, duration, frequency of trips and destination;
  - e) Utilization rate;
  - f) Engine idling time;
  - g) Location of vehicle when not in use; and
  - h) Other information to implement these Fleet Policies.
15. Elected Officials, Department management, and Fleet Liaisons may use this data for any legitimate business purpose, including just cause disciplinary actions and to investigate:
  - a) Complaints of speeding, aggressive driving, or other violations of law, County policies, the Handbook, or applicable Collective Bargaining Agreement;
  - b) Specific instances of reported violations;
  - c) An employee's compliance with a performance improvement plan or corrective action prescribed in a disciplinary action which is directly related to County Vehicle use;
  - d) Details of County Fleet involved in accidents; and
  - e) Other incidents of potential violations of law, County policies, the Handbook, or applicable Collective Bargaining Agreement based upon probable cause, as determined by the Human Resources Director. Probable cause includes GPS data contained in a routine report generated by the Fleet Data Manager that identifies a potential violation (e.g., a report showing a County vehicle to have been driven in excess of a speed limit).

**J. POLICY 5: County Fleet Fuel Conservation**

1. Santa Fe County shall work to reduce County Fleet operating costs and greenhouse gas emissions through reducing County Fleet and increasing County Fleet fuel efficiency.
2. Fleet Data Manager will annually track and report County Fleet fuel use and associated greenhouse gas emissions and compare results to previous years.
3. When possible and feasible, Elected Officials and County employees will seek alternatives to using County Fleet, including and not limited to, carpooling, biking, telecommunicating, communicating by email, and transferring documents electronically.
4. The County will establish a Motor pool, including alternatively-powered vehicles, at each of the three work centers and shall install infrastructure necessary to support the existing and future alternatively-powered County Fleet.
5. Vehicle Operators shall seek the most fuel-efficient vehicle to satisfy use needs.
6. Vehicle Operators shall limit vehicle engine idling to less than five consecutive minutes. Vehicle Operators making frequent and multiple stops that require their car or truck to be stationary for time periods up to two minutes may idle up to two minutes during these circumstances. This policy does not apply:
  - a) where safety may be compromised by shutting down the engine;
  - b) where engine power is necessary for an associated power need such as, but not limited to, electrical or pressure generation, inverter or tool use, lift gate or boom operation;
  - c) when defogging, defrosting or deicing windows; provided, however, the engine heat shall not be the sole source of removing ice, frost, and snow. An ice scraper or similar tool, if available, must be used simultaneously with windshield defoggers. Idling must end once fog, frost, or ice conditions have been eliminated;
  - d) when staff is using vehicle idling for the purpose of getting warm and/or dry if indoor accommodations are not available in the work area; and
  - e) to heavy equipment with diesel engines, where best practices will be employed.



# Appendices: Standards and Specifications

- I. Standard Vehicle Specifications*
- II. Vehicle Utilization and Retirement Schedule*

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Santa Fe County Fleet Management Policies and Procedures, Appendices

## I. Standard Vehicle Specifications

All vehicles purchased, whether new or replacement, shall comply with the following standard specifications, including the highest available fuel efficiency for the designated use. Exceptions to purchased features may be requested during the vehicle acquisition process. Requests will be reviewed by the Vehicle Utilization Review Board (VURB). Exceptions to post-purchase features may be submitted directly to the County Manager.

### Standardized Vehicle Manufacturers:

1. Chevrolet
2. Ford Motor Company

### Standardized Vehicles:

1. Passenger car: 4-door sedan
2. Passenger car: 4-door hatch back
3. Sport Utility Vehicle (SUV): compact, 4-door; 4WD
4. Pickup truck: Class 1 light-duty truck ( $\leq 6,000$  lbs GVWR) with a cab not exceeding six feet, a bed not exceeding eight feet. If exception is needed for towing, routine off-road use, or similar reason, a Class 2-Class 3 light- or medium-duty truck ( $\leq 14,000$  lbs GVWR) may be considered.
5. Vans:
  - a. Cargo: Requires safety screen between seats and cargo area
  - b. Passenger

### Specifications Applicable to All Vehicles

Color: White

Transmission: Direct drive or automatic, front-wheel drive (for non-SUV)

Tires and wheels: Spare wheel included

### Optional Vehicle Upgrades

Optional vehicle upgrade request requires justification of need in *Vehicle Purchase Request Form* with approval of the Elected Official or Department manager.

1. Four-wheel drive
2. All-wheel drive
3. Bluetooth
4. Light window tint
5. Extended cab
6. Crew cab
7. Long bed
8. Full-size pickup trucks
9. Trailer towing package
10. 6-cylinder
11. 8 cylinder



12. ¾-ton suspension
13. 1-ton suspension
14. Diesel engine
15. Light bars
16. Tool boxes
14. Other

Standard Post-Acquisition Items:

1. Identifying number
2. County identification or logo
3. GPS module

Post-Acquisition Additions

1. Vehicle wrap or special advertising features

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## II. Vehicle Utilization and Retirement Schedule

### Utilization Schedule

To optimize County Vehicle use, vehicles shall endeavor to be used according to the annual and weekly targets below.

<u>Vehicle type</u>	<u>Target Annual Mileage</u>	<u>Target Weekly Utilization*</u>
Light-duty vehicles (<10,000 GVWR)	10,000	80%
SUVs and Light 4x4 carryalls (<10,000 GVWR)	10,000	80%
Light 4x2 trucks (<10,000 GVWR)	10,000	80%
Light 4x4 trucks (<10,000 GVWR)	10,000	80%
Medium trucks (10,001-20,500 GVWR)	6,000	60%

*\*Weekly Utilization is defined as percentage of days a vehicle is used during the week. If a vehicle is used 4 days a week, that vehicle has achieved a weekly utilization of 80%. Work centers or offices with seasonal job functions may not meet weekly targets year round.*

### Retirement Schedule

Vehicles shall generally be retired from the County inventory according to the schedule below. These are guidelines and subject to budget constraints and maintenance history. The retirement of a vehicle does not automatically guarantee that it will be replaced.

#### GENERAL GOVERNMENT

1. Passenger car: 8 years or 150,000 miles
2. Light/Medium Trucks: 8 years or 150,000 miles

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