

Category: 400  
Number: 423

Subject: **VEHICLE ACQUISITION/REPLACEMENT AND ASSIGNMENT  
UTILIZATION POLICY**

1. **PURPOSE:** The purpose of this Vehicle Acquisition/Replacement and Assignment Utilization Policy is to establish administrative regulations which standardize the procedures utilized to obtain/replace or assign County-owned and/or leased vehicles for the purpose of conducting official County business.
2. **AUTHORITY:** The St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. The Administrator/Controller, or designee, is responsible for the enforcement of this policy.
3. **APPLICATION:** The regulations and procedures outlined in this policy statement are to apply to all County-owned and/or leased vehicles assigned to individual departments or the Motor Pool.
4. **RESPONSIBILITY:** The authority to procure vehicles and the administration of this policy are the responsibility of the Administrator/Controller or designee. Vehicle assignment shall be made upon the recommendation of the appropriate department head.
5. **DEFINITION(S):** NONE
6. **POLICY:**

6.1 General Statement.

- 6.1.1 The acquisition of all County-owned and/or leased vehicles shall be coordinated through the Purchasing Division and within the parameters of the budget established by the County Board of Commissioners.
- 6.1.2 The County will only acquire the minimal features necessary to carry out the duties and responsibilities of the employees' position.
- 6.1.3 The employee, department head, or elected official is not authorized to make any acquisitions or upgrades to vehicles leases or purchases without authorization from Administrator/Controller and/or the Board of Commissioners.
- 6.1.4 The department head and/or the elected official will be responsible for reviewing and verifying the assignment status of vehicles to their staff at least once annually in accordance with this policy. The department head, elected official and/or Administrator/Controller shall have the authority to require an employee to periodically present vehicle for inspection.

- 6.1.5 All County owned and/or leased vehicles shall remain the property of the County. The Administrator/Controller may revoke the use of the vehicle at any time for any reason.
- 6.1.6 All County owned and/or lease vehicles shall be for use by County employees only, unless otherwise indicated in this policy.
- 6.1.7 The Administrator/Controller or designee shall maintain an accurate vehicle assignment list. The department head and/or elected official must immediately notify the Administrator/Controller or designee of any changes in the assignment status of a vehicle.
- 6.1.8 The County will comply with all U.S. Internal Revenue Service requirements regarding the taxability of the personal use of County vehicles. (Generally, the non-business commuting portion of the use of a County vehicle is considered a taxable benefit to an employee.)

## 6.2 Assignment of County-Owned Vehicles.

- 6.2.1 All employees who have access to a County-owned vehicle shall be so identified as meeting the criteria established for vehicle assignment (see Motorpool and Driving Policy Number 322). The authority to assign vehicles rests with the Administrator/Controller. Should a change in the demands of a particular position or department necessitate a change in vehicle assignment status, a request shall be considered and if warranted, be approved by the Administrator/Controller. Vehicles will be assigned on the basis of functional requirements of the employee's position and should not be construed as being a substitute for other compensation or as a fringe benefit. Vehicles are assigned and certain privileges in their use granted only as a means of providing effective management of County functions. Assignment criteria are established as follows:

- 6.2.1.1 Special Use Assignment - With Take Home Privileges: Vehicles are assigned under this classification in order to provide an employee with access to a County-owned vehicle for those employees whose duties and responsibilities require a vehicle be assigned which includes permanent take-home privileges.

- 6.2.1.1.1 Criteria for Assignment and Use: A vehicle will be assigned to a position on a special use basis when:

- 6.2.1.1.1.1 The responsibilities of that position require the routine and regular

conduct of County business before or after normal working hours.

6.2.1.1.1.2 Emergency use on a routine or regular basis will be required before or after normal working hours.

6.2.1.1.1.3 The responsibilities of the position are such that it is to the convenience of the County to assign a vehicle.

6.2.1.1.1.4 A demonstrated security risk warrants such assignment to protect County property.

6.2.1.1.1.5 All employees requesting the use of a vehicle shall submit to the requirements and standards outlined in the Motorpool and Driving Policy Number 322 for approved drivers.

6.2.1.2 Limited Use Assignment: Vehicles assigned under this classification shall be assigned to departments to provide direct access to County-owned vehicles to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under normal circumstances under limited use assignment.

6.2.1.2.1 Criteria for Assignment and Use: Under this classification, County-owned vehicles will be assigned to a department when:

6.2.1.2.1.1 The nature of the vehicle use is routine, predetermined and predictable.

6.2.1.2.1.2 The use of a private vehicle would be inappropriate.

6.2.1.2.1.3 All employees requesting the use of a vehicle shall submit to the requirements and standards outlined in the Motorpool and Driving Policy Number 322 for approved drivers.

6.2.1.2.2 Employee use of Limited Use Assignment vehicles shall be subject to Department Head approval.

6.2.1.3 On Call/Emergency Assignment: Vehicles may be assigned under this classification to those employees who are assigned "on call" duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.

6.2.1.3.1 Criteria for Assignment and Use. Under this classification vehicles will be provided through the department to those employees who periodically are assigned "on call" duty by their department head or elected official when:

6.2.1.3.1.1 A demonstrated need for a County vehicle to ensure a quick response to an emergency or after-hour calls has been verified by the department head or elected official and approved by the Administrator/Controller.

6.2.1.3.1.2 Employee is designated to be "on call" for a specific function or purpose.

6.2.1.3.1.3 Employees requesting the use of a vehicle shall submit to the requirements and standards outlined in the Motorpool and Driving Policy Number 322 for approved drivers.

6.2.1.3.2 Employees meeting this criteria and "on call" will be allowed to drive the vehicle to and from work. Personal use of the vehicle is strictly prohibited.

6.2.1.4 Pool Assignment. Pool vehicles are for general use by County employees who do not have a vehicle assigned to their particular position. All County owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool. Use of pool vehicles shall be monitored by the Administrator/Controller or designee. See Motorpool and Driving Policy Number 322 for guidelines and use.

### 6.3 Procedures for Implementation of the Vehicle Use Administration Regulation

### 6.3.1 General Assignment

6.3.1.1 Designation of vehicle assignments in accordance with the policy will be in compliance with instructions issued by the Administrator/Controller, and will be based upon review of recommended vehicle use plans submitted by the departments.

### 6.3.2 Record Maintenance

6.3.2.1 The Administrator/Controller or designee will develop and maintain records sufficient to ensure proper utilization of County vehicles. These records should include vehicle assignment, vehicle use and, in particular, such information warranted under special use assignment to ensure accountability of vehicles used beyond normal working hours.

6.3.2.2 Adequate records of private vehicles used will be maintained on a departmental basis to ensure accountability of public funds.

## 6.4 Vehicle Maintenance

6.4.1 Ensure that the County vehicle is in proper operating condition at all times. Any malfunctions should be reported immediately to the Department Head.

6.4.2 Be in such physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.

6.4.3 Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.

## 6.5 Vehicle Markings

### 6.5.1 Purpose

6.5.1.1 To clearly identify County-owned vehicles at all times when in the conduct of County Business except for security purposes upon specific approval by the Administrator/Controller.

### 6.5.2 Criteria for Marking

6.5.2.1 All County vehicles, except certain law enforcement vehicles and vehicles identified by the Administrator/Controller as

appropriate for no markings, are to be marked with County emblems.

6.5.3 Markings – Type

6.5.3.1 All County marked vehicles shall have a standard marking which is visible at night. The standard marking shall be approved by the Administrator/Controller.

6.5.4 Non-allowed Markings

6.5.4.1 All County vehicles shall not contain any markings, signs, names or any other visible features that are not approved by the Administrator/Controller and are not absolutely necessary in order to identify the vehicle for its intended purpose of serving the taxpayers. Such non-allowed markings, signs, names or any other visible features shall not appear on the surface of County vehicles including but not limited to side panels, hood, roof, doors, windows, trunk, bumpers, license plates, tires.

6.6 Vehicle Replacement

6.6.1 Vehicle Replacement will be determined by Administrator/Controller or the Board of Commissioners. Determination will be based on identified need, departmental input, vehicle condition, and budget.

6.6.2 Administrator/Controller or designee will determine the mechanism for evaluating vehicle condition.

6.7 Monitoring Responsibilities

6.7.1 The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the Administrator/Controller, or designee.

7. ADMINISTRATIVE PROCEDURES:

7.1 Exceptions. Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior approval from the Administrator/Controller.

8. INSURANCE:

St. Clair County is partially self-insured, including Auto Insurance. The County's insurance provider is Michigan Municipal Risk Management Authority (MMRMA). All insurance claims, and any contact with MMRMA, are handled by the Risk Management Coordinator in the Administrator/Controller's office. Any and all incidents, including

vehicles accidents, shall be immediately reported to the Risk Management Coordinator and affected employee shall complete the Claim/Incident Report form and submit to Risk Management Coordinator.

Auto Physical Damage Claims require three (3) bids to be sent directly to Risk Management Coordinator who will select the vendor as determined to be in the best interest of the County. Bids shall be coordinated by the established County vehicle maintenance and repair vendor. Auto Liability Claims are also forwarded to Risk Management Coordinator for processing.

The County shall consider a wrecked vehicle a total loss when the total cost to repair it exceeds 70% of the vehicles actual cash value. Actual cash value shall be determined by using an on-line pricing site that takes into account the make, model, mileage, options, etc., such as Kelly Blue Book, NADA, Edmunds or an average thereof, as determined by the Risk Management Coordinator. In regards to a pursuit vehicle, other factors may be taken into consideration, including but not limited to the integrity of the frame and engine for high speeds, etc.

**For Road Patrol Vehicles:** The County shall replace a totaled vehicle with the same or similar make/model/options as long as it is in the same class and price range for full replacement value. Limitations on the full replacement value shall be that the County will purchase up to two years newer model only; for example a 2010 Dodge Charger can be replace with a 2012 same or similar model in the same price range. If the totaled vehicle is more than two years old, the insurance fund shall provide actual cash value at the highest rate towards the purchase of a replacement vehicle with a newer model year. Any difference in cost shall be the responsibility of the departmental budget, as the typical replacement schedule is every three years.

**All Other Vehicles:** The County shall provide the actual cash value of the vehicle towards the purchase of a replacement vehicle. If the replacement vehicle exceeds the actual cash value then the department shall be responsible for those additional costs.

In addition, if any department wants to upgrade the make, model, options, etc., the insurance fund shall only provide the funding up to the max as outlined above. For example if a Road Patrol vehicle was totaled (4-door sedan - \$20,000) and the department wanted to upgrade to SUV (\$29,000), the department would be responsible for the upgrade cost of \$9,000. The same would apply if a \$15,000 (actual cash value) maintenance truck was to be replaced with a \$25,000 truck. The department would be responsible for the additional \$10,000. Upgrades to vehicles and/or fleets shall be a budgeted expenditure and shall have no impact on the insurance fund.

The insurance fund shall replace or repair any equipment on a vehicle that was damaged. If the equipment can be re-used or salvaged, the insurance fund shall not pay for additional equipment. The insurance fund shall cover the expense of moving the salvaged equipment from one vehicle to another. If a department upgraded a vehicle and the equipment was not damaged on the original vehicle, the insurance fund shall not be

responsible for any new equipment purchases. When a vehicle of same or similar make/model is purchased, the insurance will acquire new equipment, if necessary.

Disposal of vehicles and equipment shall be the responsibility of the Risk Management Coordinator. Any and all proceeds shall be returned to the insurance fund.

9. FUEL:

All County-owned and/or leased vehicles assigned to individual departments or the Motor Pool will utilize the current fueling program as established by the Administrator/Controller and approved by the Board of Commissioners. The Administrator/Controller reserved the right to grant exceptions on a case-by-case basis. See Fueling Procedures for details and instructions.

8. ADMINISTRATOR/CONTROLLER AND LEGAL COUNSEL REVIEW:

The Administrator/Controller has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. Corporation Counsel has determined that this policy as submitted contains content that appears to be legal activities of the St. Clair County Board of Commissioners.

Approved as to Substance:  
Administrator/Controller

Approved as to Legal Content:  
County Corporation Counsel

Adopted: November 28, 2008  
Amended: January 17, 2013