



# Council Policy

Council Policy #:	
Council Policy Name:	Non-Emergency Fleet Policy
Date Approved by Council:	
Date revision approved by Council:	September 20, 2016
Related SOP, Management Directive, Council Policy	Non-Emergency Fleet Management Directive Non-Emergency Fleet Standard Operating Procedures

## Policy Statement and Rationale:

This policy statement does not include the fleet assets of Fire Services, EMS or Police Services.

The City of Kawartha Lakes is committed to a consistent, clear and uniform process to purchase, operate and maintain its Fleet. The overall goal is to maintain City services, provide equipment for City staff activities where required and have procedures that facilitate these activities. This policy, and the accompanying Management Directive and Standard Operating Procedures, outline the process to be followed and service standards for all employees that operate City equipment.

The City of Kawartha Lakes recognizes the importance of managing all municipally owned and leased rolling stock and motorized equipment in a responsible and cost effective manner. Inherent within this approach is the need to maintain a central registry which accurately tracks and records the costs to purchase, operate and maintain City owned and leased vehicles and equipment. This includes the implementation and management of a cost recovery approach applies to all equipment considered as a capital asset.

## Scope:

This policy applies to all municipally owned, rented and leased rolling stock and motorized equipment considered as a capital asset exclusive of those areas listed above. The policy covers all issues relating to the setting of usage rates, accounting for the use of equipment and the accumulation of associated costs, the acquisition of new and replacement vehicles and the disposal of these assets when they are no longer required.



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## **Policy:**

### **Requirements**

Vehicles and equipment are assigned to the various departments to be used to achieve their operational mandates. It is the responsibility of the department to ensure that the vehicles are operated by qualified and properly trained individuals in accordance with City policies and procedures.

Operating departments are expected to manage the use of their assigned equipment in a manner that shall maximize the benefit of having the asset within the fleet. It is expected that the operating department, in concert with recommendations from the Fleet Services Division, will reassign from high use activities to lower use activities within its existing operations. This shall ensure that their operational requirements are met and that the vehicle reaches the end of its useful life.

### **Life Cycles**

A Vehicle and Equipment Class Lifespan Schedule will form part of the Management Directive as a guideline for replacement. The objective of establishing life spans is to manage the replacement of fleet assets in a timely manner and maximize vehicle/equipment usage. The schedule is based on historical experience relating to the life spans associated with each class of equipment and average annual usage.

### **Service Standards**

Fleet Services Division will be responsible for the compilation of the annual fleet capital budget and all aspects of fleet acquisition.

Fleet Services will be responsible for the maintenance of all Fleet assets and departments will coordinate all maintenance activities with Fleet Services.

Operating departments are responsible for proposing and justifying any new additions to the fleet. Each new acquisition request must be founded on a sound business case that will be prepared in collaboration with the Fleet Services Division.

The Fleet Services Division will develop standardized specifications for all vehicles and equipment where possible.

Departments shall pool vehicles and or equipment whenever possible to eliminate the need of a rental or to reduce downtime from a maintenance related issue.



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## Responsibilities

All municipal elected officials and municipal employees are to have knowledge and awareness of the City's Fleet Policy.

Managers and Supervisors are responsible for the understanding and following the Fleet Policy and Management directive.

Directors hold responsibility for departmental compliance to the Fleet Policy.

Chief Administrative Officer (CAO) will monitor corporate compliance with this policy.