

Management Directive

Management Directive #:	<i>MD 2016 - 015</i>
Management Directive Name:	Non-Emergency Fleet Services Directive
Date Approved by CAO or Designated Person:	<i>[Signature]</i> Dec. 6 / 18
Date revision approved by CAO or Designated Person:	
Related SOP, Management Directive, Council Policy	Non- Emergency Fleet Policy Non-Emergency Fleet Standard Operating Procedures

Directive Statement and Rationale

To align with the 2016-19 Strategic Plan, Asset Management Plan, support the Council adopted Policy and to provide a consistent and uniform process to respond to Fleet issues as it relates to Fleet Policy. This Management Directive does not include the assets of Fire Services, EMS or Kawartha Lakes Police Services.

As City employees, we are proud to perform our work with: Transparency, Impartiality, Respect and Accountability.

Scope

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.

The Fleet Services Division will maintain the central registry and oversee the management of all municipally owned and leased rolling stock and motorized equipment. Fleet Services shall operate under the umbrella of the Public Works Department and will function as a service provider for City departments. It is the commitment, goals and objectives of the Fleet Services Division to:

1. Be a service provider for fleet services, in a professional, independent, fair and equitable manner.
2. Supply all operating departments with vehicles and equipment that are safe, reliable, meet MTO safety standards and meet the needs specific to the department function.
3. Provide timely maintenance and repair services at cost effective rates competitive or better than those in the private sector. This concept is also based on the recovery of capital costs amortized over the useful and economic life of the equipment thereby permitting timely replacements when required.

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4. Work closely with each department to ensure specifications for new vehicles and equipment meet all the needs for that department's area of responsibility, while ensuring cost effectiveness and responsible management of City financial resources.
5. Strive to continually meet and exceed the expectations of all City departments in the provision of Fleet Services.
6. Benchmark repair and maintenance costs regularly to determine the most economical method of providing the services needed. Outsourcing will be utilized when priorities cannot be met with internal service staff, when the service required is a specialty and beyond the ability of staff and when the outsourced service is determined to be the most cost effective alternative.

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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.

Operating departments are expected to manage the use of their assigned equipment in a manner which maximizes the benefit of having the asset within the fleet. It is anticipated that the operating departments, in concert with recommendations from Fleet Services Division, will reassign from high use activities to lower use activities over the life of the asset so as to ensure that their operational requirements are met and that the vehicle reaches the end of its useful life. This approach ensures the most reliable vehicles are employed in the most critical activities and that the maximum benefit is achieved from having the vehicle in the fleet.

Life Cycles

A Vehicle and Equipment Class Lifespan Schedule has been developed as a guideline and is attached (See Schedule A). The objective of establishing life spans is to manage the replacement of fleet assets in a timely way. By doing so, the objective of reliability will be met and lifecycle costs will be minimized by avoiding major expenses associated with replacement of major components. This schedule is based on historical experience and data relating to the life spans associated with each class of equipment and average annual usage. These life spans and annual usage costs will be used for the purposes of determining rates and predicting the need for replacement.

The estimates relating to costs and life spans will be updated on a regular basis as additional historical records are established and evaluated.

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Condition Assessments

When a vehicle or piece of equipment has reached consideration for replacement, a condition assessment will be undertaken by Fleet Services. This condition assessment will assist in determining replacement cycle timelines. The condition assessment form (Fleet Inspection Form) addresses all major components related to specific vehicles and equipment attributes.

Cost Recovery

The cost of vehicles and equipment use will be recovered through the use of charge out rates. The charge out rates are intended to cover operating expenses as well as the capital replacement costs. These rates are dependant on the nature of the use of the equipment and the activity for which it is employed. (See 2019 Charge out Rate Summary).

Operating departments will be responsible for budgeting for the use of their assigned vehicles and equipment throughout the year based on the charge out rates. Operating departments should not budget separately for fuel, servicing, repairs or replacement. All departments will transfer monthly or weekly rates to the Fleet Internal Recovery capital and operating account to cover operating and capital expenses in the Fleet department.

Operating

This component is intended to cover the cost of operating the asset including fuel, maintenance and repairs (including labour, parts, and shop supplies, etc.)

This rate is based on a detailed accounting of the actual charges associated with the operation of all vehicles across a particular class. The costs are summarized to determine an average cost per unit. Additionally, the operating cost will be based on the current year's budget for vehicle maintenance and repair expenditures in the Fleet department. The administration and overhead expenses for the Fleet department will be covered by the tax levy.

The operating component will be channeled into an operating account monthly and remain there to be utilized when a necessary action or charge has occurred to the piece of equipment or vehicle. This account will be monitored to ensure accurate rates are being charged to operating departments.

In the event of internal recoveries that result in a surplus in the Fleet department the savings will be reconciled and transferred back to the department or alternatively if the surplus amount is small (under \$250,000) it will be channelled into a operating Fleet Maintenance Reserve for future fleet operating expenses. This reserve will be used in the subsequent year to offset vehicle maintenance and repair expenses or be used in the event of major unanticipated breakdowns

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of equipment. This reserve will be mandated to not exceed \$500,000 at any given time and any major overhauls will be documented in a report to Council to request permission to utilize the reserve following purchasing policy.

Capital Replacement

This component is intended to cover the capital replacement cost based on the depreciation of the asset over its useful life.

The replacement portion charge rate is based on the current purchase price less any anticipated residual value of the vehicle/equipment at the time of disposition. The cost is calculated based upon straight line depreciation over the estimated life of the vehicle or piece of equipment.

The capital component will be credited to the Fleet Replacement Reserve. All vehicle and equipment replacements will be funded from the reserve on an annual basis as approved by Council through the budgetary process.

All rates will be reviewed on an annual basis by the Fleet Services Division with assistance from the Finance Department. New rates will be established prior to commencement of the preparation of the annual operating budget so that suitable allowances for vehicle and equipment use can be incorporated into all departmental budgets (See Schedule B 2019 Charge Out Rate Summary).

Vehicle Use

Personal use of a municipal vehicle is not permitted unless specifically approved or under the employee's terms of employment. All employees are expected to keep municipal vehicles clean, and to report any malfunction, defect or damage to their Supervisor as soon as possible.

Employees that are assigned vehicles for use at any time are expected to take reasonable precautions to ensure the safety and security of the vehicle and its contents. Vehicles should contain only those items for which the vehicle is designed.

Employees driving municipal vehicles shall obey all applicable traffic and parking regulations and employees who incur parking or other fines in municipal vehicles will be personally responsible for payment of such fines. All fines and infractions occurred during the operation of a City vehicle shall be reported to their Supervisor and Fleet Services immediately.

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Documentation

In order to manage the fleet, it is essential that proper records be maintained. The City's fixed assets and work order system will be the central repository for all fleet records. The Fleet Services Division will be responsible for maintaining all documentation relating to fleet assets. A detailed listing of all assets will be maintained and updated on a regular basis.

The use of all fleet assets must be documented to use for cost recovery from the operating departments. All expenses associated with the use of fleet assets must similarly be accounted for and must be apportioned to the vehicle to which they apply. Fuel charges will be captured through the use of a fuel FOB where this capability exists or recorded manually. Charges from external sources must similarly be charged against the vehicle. Goods and services purchased on Visa cards should be broken out separately and recorded against the vehicle to which they apply. Invoicing for goods and services will be handled through the accounts payable system and funded from the fleet operating account. All vehicle/equipment work orders, invoices, and parts issuance must be submitted to Fleet Services for proper documentation and approval by the Fleet Manager or his designate.

The maintenance and repair history of each vehicle will be retained centrally within the work order system. All maintenance and repair work to fleet assets will be documented through the creation of a work order for both in-house or work outsourced to private contractors. All assets will follow the Original Engine Manufacturers maintenance guidelines for repair and maintenance schedules or schedules will be developed and approved by the Fleet Manager. All requests for service and all service requirements must go through the Fleet Manager or his designate. In the case of outsourced maintenance and repair work, a copy of the original work order must accompany all invoices in order for payment to be approved.

Rental and Leasing of Vehicles

Rental and/or leasing of vehicles and equipment may offer a financially viable alternative to ownership in order to meet short-term needs. The economic advantage of these options will be assessed on a case-by-case basis in consultation with the Fleet Services Division and initiated by the operating department. This should occur prior to the annual capital budget process so that any acquisition can be identified and included in the budget. If it is determined that a lease or rental is the desirable approach, the operating department will define the requirement and include the full cost of the rental/lease within its operating budget.

The use of rental and leased units may also be justified where it may not be possible to take an asset out of service without compromising an ongoing operational activity. The Fleet Services Division will retain standing arrangements for the rental and leasing of

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various types of vehicles and pieces of equipment. Fleet Services will assist the rental or leasing department in the procurement of the asset to ensure that CKL Policy is followed and at the most favorable rates available. A Fleet Rental Form (See Schedule C Equipment Purchase/Rental Request) must be submitted to the Fleet Services Division during the rental preparation time frame and this will provide the basis for review and approval.

Rental or leasing of additional vehicles and equipment (beyond that typically allocated for the department) must have the operating department Manager's approval. A minimum of four business days notice is required to arrange for the rental of most small vehicles. Longer periods will be required to arrange rentals for larger and less common items.

Fleet Acquisitions

Fleet Services Division will be responsible for the compilation of the annual fleet capital budget and all aspects of fleet acquisition, in consultation with the operating departments and the Purchasing Department. All vehicle/equipment acquisitions forms must have the combined approval of the Fleet Manager, Directors, Purchasing Department and Council in accordance with City Policy and a sound business plan. A Fleet Capital Form (See Schedule C Equipment Purchase/Rental Request) must be submitted to the Fleet Services Division during the capital budget preparation time frame as this will provide the basis for the budget report for Council review and approval.

Replacement of Existing Assets

The Fleet Services Division, in consultation with the operating departments, will review the condition of all vehicles due for replacement and will identify those requiring replacement in accordance with the approved schedule. Fleet Services will compile the annual replacement budget for inclusion in the annual capital budget forecast. The Fleet Replacement Reserve Fund will be used as the source of capital funding for the replacement of existing vehicles and equipment.

It is anticipated that the replacement portion of the charge rate collected over the estimated useful life of a vehicle/equipment will fully fund the replacement. As the charge rate for each vehicle/equipment includes regular and uniform contributions to the Fleet Replacement Reserve Fund, it will effectively reduce the need to annually finance major capital purchases of vehicles and equipment solely through the tax based capital budget process.

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Replacement Schedules

Each unit which is due for replacement in a given year time span will be inspected by the Fleet Manager or designate using the Fleet Inspection Form. A representative from the operating department may participate in this process if necessary and consideration will be given to its replacement in the upcoming budget year. Factors to be considered include the current serviceability of the vehicle and the expectation for future maintenance costs. The lifespan of an individual unit may be extended based on the replacement inspection and annual review. Conversely life spans of certain individual units may have to be shortened in order to avoid major repairs or the replacement of vital expensive components.

New Acquisitions

Operating departments are responsible for proposing and justifying any new additions to the fleet. Each new acquisition request must be established on a sound business case that will be prepared by the Operating department in collaboration with the Fleet Services Division. This business case will be presented to the department Director for approval. All requests for new acquisitions shall be submitted to Fleet Services during the preparation of the capital budget process and be accompanied by the approved solid business case (or unless otherwise approved by Council). Fleet Services will assist the operating department with the preparation of the specification outlines sufficient for estimating purposes and with an estimate of ongoing operating expenses.

New acquisitions will be funded from the general levy. However, if it can be shown that the proposed asset is 'growth related', alternate funding may be considered (ie Development Charges). Ongoing operating and capital replacement costs will be covered by the user department's operating budget over the life of the acquisition.

The City will purchase only new vehicles and equipment except in unique circumstances (ie where 'demonstration' vehicles or equipment, with low mileage/hours are available and will provide a suitable substitute for new and prove to be a good opportunity for cost savings). This will allow the lifespan schedule to mature properly and keep budgets in control.

Specifications

The Fleet Services Division will develop standardized specifications for all vehicles and equipment where possible. The goal of having standardized specifications will be to acquire assets with similar needs in respect of parts inventory. This standardizing of equipment will be directed at saving costs on training, inventory and repair time to equipment. To ensure compatibility with an existing products or equipment, a minimum set of specifications will be developed for all common fleet assets. Additional standard specifications for common fleet assets will be developed in conjunction with user

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groups. It is recognized that specific operational and unique requirements exist for some fleet assets and the Fleet Services Division will work with the operating departments and the Purchasing Department to meet those specific needs.

Based on operating trends and maintenance demands, Fleet Services Division will work with operating departments to “right-size” the fleet with vehicles appropriate for the use, determine the appropriate power train, fuel source or Gross Vehicle Weight (GVW) for specific applications.

Identification and Colouring

Every vehicle and piece of equipment will be identified by a fixed asset number which shall be placed on the vehicle for operational and financial control identification purposes.

All new vehicle purchases shall be specified as “Fleet White”. Vehicles involved in special operations where the colour white may be inappropriate may utilize another colour. In such cases, the selection of the colour will be made by the Fleet Manager and the Director of the operating department and shall be consistent on an ongoing basis.

All vehicles/equipment shall bear appropriate Kawartha Lakes logos for easy identification with the standard being a large logo, 60cm x 30cm affixed to the driver and passenger front cab and vehicle identification numbers, 6.5cm in height, located on both sides of the front fenders and one on the upper back rear. Wherever possible and appropriate, vehicles/equipment will have a red and blue reflective stripe down both sides.

Procurement and Acceptance

All new vehicles will be procured through the Purchasing system and delivered to Fleet Services.

The Fleet Manager or designate and a representative from the operating department will inspect newly purchased vehicles to ensure all specifications from the tender document have been met.

The new vehicle will be released to the user and department upon completion of the following:

- Administration functions (ie receiving into inventory, fuel FOB insurance etc.)
- Post Delivery Inspection

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- Proper documentation
- Licensing and insurance
- Lettering and decals
- Rust coating
- Two-way radio installation (if required)
- Installation of other attachments as necessary.

Disposal of Redundant/Surplus Equipment

Each year the Fleet Manager will review the scheduled replacement program with the user-departments and confirm the need for each unit's replacement. Units to be replaced will be reported to Council during budget discussions for final approval. Replacement vehicles will be considered for disposal either as a trade against the value of the replacement or through public auction with the proceeds being returned to the Fleet Replacement Capital Reserve Fund.

Vehicles and equipment which become unnecessary or redundant through ongoing operational or organizational changes must be returned to Fleet Services. The Fleet Manager will be responsible for the disposition of surplus vehicles/equipment through reassignment to other departments who may require additional resources or auction in accordance with the Purchasing Management Directive. Proceeds will be credited to the Equipment Replacement Reserve Fund via the Fleet Department's Sale of Equipment Revenue Account.

In all cases, any disposition of fleet assets will be in keeping with the provisions of the City Purchasing Policy in effect at the time.

Pooling of Vehicles and Equipment

Departments should pool vehicles and or equipment whenever possible to eliminate the need of a rental or to reduce downtime from a maintenance related issue. The pooling concept should be simple with communication within the department or outside the department to see if the vehicle or equipment required is available. Availability may be limited on certain days and times but pooling should be encouraged.

Fleet Services will also maintain a small pool of equipment for periodic loan. These vehicles are generally replacement units or rightsized units from various City departments or have been returned because of new replacements and are waiting to be sold at City auction. These vehicles are checked to confirm operating condition and will be available for temporary use. Departments can call or email Fleet to check inventory.

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Green Fleet initiatives

City vehicles conform to all Ministry of Transportation requirements for drive clean testing. Vehicles are selected when annual licence stickers are due and they are sent out for testing to confirm proper low emissions from exhaust systems. New vehicles, when available, are ordered with the Flex-Fuel option. This is an engine with a single fuel system that operates on either of two different fuels or a blend of two (e.g. an E85 vehicle can operate on gasoline alone or on any blend of gasoline and ethanol to a maximum of 85 per cent ethanol).

Hybrid and alternative vehicles are becoming very popular and technology advances are becoming more reliable. The effectiveness of alternative and hybrid equipment for City business has been reviewed in detail and to date as the cost difference of alternative vehicles and equipment cannot be justified at this time. Fleet Services will continue to review hybrids and alternative types of equipment and make recommendations when reasonable. City diesel engine vehicles that have been purchased in the last three to four years are tier 4i compliance and soon will be a full tier 4. These engines may emit less harmful exhaust gases than some gasoline engines.

Anti-Idling procedure to reduce green house gases and reduce costs from city vehicles and equipment has been developed by Fleet Services and approved by the CAO and is being followed by all staff.

Attachments



Fleet Inspection
Form.xlsx



Charge Out Rate
Summary 2019.xlsx



Schedule C
v2018.docx

Revision History:

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Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	January 1, 2017	Initial Release	
1	January 1, 2018	Charge Out Rate Summary changes	
2	January 1, 2019	Charge Out Rate Summary changes, CKL Equipment Rental Request Schedule C, CKL Capital Equipment Purchase Request Schedule D	

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SCHEDULE A VEHICLE AND EQUIPMENT CLASS LIFESPAN SCHEDULES

DESCRIPTION		LIFE SPAN YEARS	LIFE SPAN HOURS or KM (as noted)
1	Aerial truck	15	
2	Backhoe	15	
3	Buses	10	
4	Car Small	10	188,000
5	Car Full Size	10	188,000
6	Chippers	15	
7	Compactors	15	
8	Electric Generator	TBA	
9	Grader	25	
10	Lawn Tractor (under 15H.P.)	12	
11	Loaders	15	
12	Loader Landfill	15	
13	14' Mower Deck for trackless	3	
14	Medium duty truck	10	
15	Pick-up truck ¾ with a plow	10	300,000 km
16	Pick-up truck ½ ton	10	300,000 km
17	Single Axle Plow	12	
18	Small Equipment	2	TBA
19	Tandem Axle Plow	12	
20	Tractors (15 to 30 H.P.)	15	
21	Tractors (30 to 40 H.P.)	15	
22	Tractors (40 to 80 H.P.)	15	
23	Trailers	20	
25	Mini-Vans/Vans Cargo	10	250,000 km
26	Vans Cargo 3/4	15	300,000 km
27	Sidewalk Machine	10	5000
28	Steamer (culvert)	20	2000
29	Vacuum Truck	15	15000
30	Street Sweeper	15	6000
31	Ice Resurfacers	12	4800
32	Roller	15	7500
33	ATV	10	
34	Valve Main Trailer	10	7500
35	Tractor Brusher	15	7500

CKL FLEET INSPECTION FORM

Schedule A



VEHICLE INFORMATION

DATE: _____ PLATE: _____ UNIT #: _____
 VEHICLE MAKE: _____ VEHICLE MODEL: _____ YEAR: _____

 ODOMETER: _____ HOURS: _____

COMPLETE FOR ALL EQUIPMENT

Criteria overview for Truck, Trailer, or Bus. NOTE: use only items pertaining to the vehicle type being inspected
 Mechanic's must identify any defects on the vehicle being inspected

ITEM	OK	Defect	ITEM	OK	Defect	ITEM	OK	Defect
POWER TRAIN	<input type="checkbox"/>	<input type="checkbox"/>	QUICK RELEASE VALVES	<input type="checkbox"/>	<input type="checkbox"/>	TRAILER CORD	<input type="checkbox"/>	<input type="checkbox"/>
ACCELERATOR PEDAL	<input type="checkbox"/>	<input type="checkbox"/>	RELAY/LIMITING/PROPORTIONING VALVE	<input type="checkbox"/>	<input type="checkbox"/>	BODY	<input type="checkbox"/>	<input type="checkbox"/>
FUEL SYSTEMS	<input type="checkbox"/>	<input type="checkbox"/>	TRACTOR PROTECTION SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	HOOD	<input type="checkbox"/>	<input type="checkbox"/>
EXHAUST SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	AIR SYSTEM CONTROL VALVES	<input type="checkbox"/>	<input type="checkbox"/>	TILT CAB	<input type="checkbox"/>	<input type="checkbox"/>
BELTS	<input type="checkbox"/>	<input type="checkbox"/>	PARKING AND EMERGENCY BRAKE APP	<input type="checkbox"/>	<input type="checkbox"/>	AIR SUSPENDED CABS	<input type="checkbox"/>	<input type="checkbox"/>
DRIVE SHAFT	<input type="checkbox"/>	<input type="checkbox"/>	SPRING BRAKE CONTROL VALVE	<input type="checkbox"/>	<input type="checkbox"/>	VEHICLE BODY	<input type="checkbox"/>	<input type="checkbox"/>
CLUTCH	<input type="checkbox"/>	<input type="checkbox"/>	AIR BRAKE COMPONENTS	<input type="checkbox"/>	<input type="checkbox"/>	LOAD SECUREMENTS POINTS	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE/TRAN. MOUNT	<input type="checkbox"/>	<input type="checkbox"/>	MECHANICAL COMPONENTS	<input type="checkbox"/>	<input type="checkbox"/>	FRONT & REAR BUMPERS	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE SHUT DOWN	<input type="checkbox"/>	<input type="checkbox"/>	BRAKE CAMSHAFTS	<input type="checkbox"/>	<input type="checkbox"/>	STEP WELL	<input type="checkbox"/>	<input type="checkbox"/>
NEUTRAL SAFETY SWITCH	<input type="checkbox"/>	<input type="checkbox"/>	CAMSHAFT ROTATION	<input type="checkbox"/>	<input type="checkbox"/>	SERVICE EXIT & EMERG. DOOR	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>	<input type="checkbox"/>	DRUM BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	DOORS	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENSION ATTACH.	<input type="checkbox"/>	<input type="checkbox"/>	BRAKE DRUMS	<input type="checkbox"/>	<input type="checkbox"/>	CAB MOUNT HANDLE & STEP	<input type="checkbox"/>	<input type="checkbox"/>
LEAF SPRING & ATTACH.	<input type="checkbox"/>	<input type="checkbox"/>	BRAKE ADJUSTMENTS	<input type="checkbox"/>	<input type="checkbox"/>	WINDSHIELD	<input type="checkbox"/>	<input type="checkbox"/>
COIL SPRING SUSPENSION.	<input type="checkbox"/>	<input type="checkbox"/>	DISC BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	SIDE WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>
TORSION BAR SUSPENSION.	<input type="checkbox"/>	<input type="checkbox"/>	ANTI-LOCK-BRAKE SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	REAR WINDOWS	<input type="checkbox"/>	<input type="checkbox"/>
RUBBER LOAD CUSHION	<input type="checkbox"/>	<input type="checkbox"/>	STEERING	<input type="checkbox"/>	<input type="checkbox"/>	FRAME RAILS & MOUNTS	<input type="checkbox"/>	<input type="checkbox"/>
TANDEM AXLE WALKING BEAMS	<input type="checkbox"/>	<input type="checkbox"/>	STEERING WHEEL TEST	<input type="checkbox"/>	<input type="checkbox"/>	SUN VISOR	<input type="checkbox"/>	<input type="checkbox"/>
AIR SUSPENSION	<input type="checkbox"/>	<input type="checkbox"/>	TRAVEL	<input type="checkbox"/>	<input type="checkbox"/>	REAR VIEW MIRRORS	<input type="checkbox"/>	<input type="checkbox"/>
AIR SUSPENDED NON-DRIVING AXLE	<input type="checkbox"/>	<input type="checkbox"/>	STEERING LINKAGE	<input type="checkbox"/>	<input type="checkbox"/>	SEATS	<input type="checkbox"/>	<input type="checkbox"/>
SELF-STEERING AXLES	<input type="checkbox"/>	<input type="checkbox"/>	GAUGES & OPERATING INSTRUCTIONS	<input type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input type="checkbox"/>	<input type="checkbox"/>
SHOCK ABSORBERS	<input type="checkbox"/>	<input type="checkbox"/>	KINGPIN PLAY	<input type="checkbox"/>	<input type="checkbox"/>	WINDSHIELD WIPERS/WASHERS	<input type="checkbox"/>	<input type="checkbox"/>
HYDRAULIC BRAKE SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	BALL JOINTS	<input type="checkbox"/>	<input type="checkbox"/>	HEATER & WINDSHIELD DEFROSTER	<input type="checkbox"/>	<input type="checkbox"/>
PARKING BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	POWER STEERING	<input type="checkbox"/>	<input type="checkbox"/>	INTERIOR HEATERS	<input type="checkbox"/>	<input type="checkbox"/>
DUAL BRAKE SYS. HYD. CIRCUIT	<input type="checkbox"/>	<input type="checkbox"/>	TELESCOPIC/TILT STEERING	<input type="checkbox"/>	<input type="checkbox"/>	BUS INTERIOR	<input type="checkbox"/>	<input type="checkbox"/>
HYDRAULIC SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUMENT & AUXILIARY	<input type="checkbox"/>	<input type="checkbox"/>	AUXILIARY COMPARTMENTS	<input type="checkbox"/>	<input type="checkbox"/>
BRAKE LEAKAGE	<input type="checkbox"/>	<input type="checkbox"/>	FIRE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>	FENDERS OR MUD FLAPS	<input type="checkbox"/>	<input type="checkbox"/>
HYD. ASSISTED BRAKE SYS.	<input type="checkbox"/>	<input type="checkbox"/>	HAZARD WARNING KIT	<input type="checkbox"/>	<input type="checkbox"/>	BODY	<input type="checkbox"/>	<input type="checkbox"/>
VACUUM ASSISTED POWER BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	AUXILIARY EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	FRAME & CROSS MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>
VACUUM SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	FIRST AID KIT	<input type="checkbox"/>	<input type="checkbox"/>	REAR IMPACT GUARDS	<input type="checkbox"/>	<input type="checkbox"/>
VACUUM BOOSTER	<input type="checkbox"/>	<input type="checkbox"/>	CLUTCH & BRAKE PEDAL	<input type="checkbox"/>	<input type="checkbox"/>	CORROSION	<input type="checkbox"/>	<input type="checkbox"/>
VACUUM RESERVE	<input type="checkbox"/>	<input type="checkbox"/>	HORN ELECTRIC & AIR	<input type="checkbox"/>	<input type="checkbox"/>	EQUIP. FOR PHYSICALLY DISABLED	<input type="checkbox"/>	<input type="checkbox"/>
VACUUM PUMP	<input type="checkbox"/>	<input type="checkbox"/>	SPEEDOMETER	<input type="checkbox"/>	<input type="checkbox"/>	TIRES AND WHEELS	<input type="checkbox"/>	<input type="checkbox"/>
DRUM BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	ODOMETER	<input type="checkbox"/>	<input type="checkbox"/>	TREAD DEPTH	<input type="checkbox"/>	<input type="checkbox"/>
DISK BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	INDICATION LAMPS	<input type="checkbox"/>	<input type="checkbox"/>	TREAD SECTION OF TIRE	<input type="checkbox"/>	<input type="checkbox"/>
PROPORTIONING VALVE	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUMENTS	<input type="checkbox"/>	<input type="checkbox"/>	SIDEWALLS	<input type="checkbox"/>	<input type="checkbox"/>
ANTI-LOCK BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	HEATER/REFRIGERATION UNIT	<input type="checkbox"/>	<input type="checkbox"/>	TIRE PRESSURE	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRIC BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	LAMPS	<input type="checkbox"/>	<input type="checkbox"/>	HUBS	<input type="checkbox"/>	<input type="checkbox"/>
AIRBRAKES	<input type="checkbox"/>	<input type="checkbox"/>	REFLEX REFLECTORS	<input type="checkbox"/>	<input type="checkbox"/>	WHEEL BEARINGS	<input type="checkbox"/>	<input type="checkbox"/>
AIR COMPRESSOR	<input type="checkbox"/>	<input type="checkbox"/>	RETRO-REFLECTIVE MARKINGS	<input type="checkbox"/>	<input type="checkbox"/>	WHEEL/RIMS	<input type="checkbox"/>	<input type="checkbox"/>
COMPRESSOR AIR-BUILD TIME	<input type="checkbox"/>	<input type="checkbox"/>	INSTRUMENT LAMP	<input type="checkbox"/>	<input type="checkbox"/>	MULTI-PIECE WHEEL/RIM	<input type="checkbox"/>	<input type="checkbox"/>
AIR GOVERNOR	<input type="checkbox"/>	<input type="checkbox"/>	HEADLAMP AIMING	<input type="checkbox"/>	<input type="checkbox"/>	SPOKE WHEEL/DEMOUNTABLE RIM	<input type="checkbox"/>	<input type="checkbox"/>
LOW AIR PRESS. WARN. SYS.	<input type="checkbox"/>	<input type="checkbox"/>	ALTERNATING FLASHING LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	DISC WHEEL SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>
AIR SYSTEM LEAKAGE	<input type="checkbox"/>	<input type="checkbox"/>	ELECTRICAL SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	WHEEL FASTENERS	<input type="checkbox"/>	<input type="checkbox"/>
COMPRESSOR AIR RES.	<input type="checkbox"/>	<input type="checkbox"/>	WIRING	<input type="checkbox"/>	<input type="checkbox"/>	COUPLERS & HITCHES	<input type="checkbox"/>	<input type="checkbox"/>
AIR TANK & CHECK VALVES	<input type="checkbox"/>	<input type="checkbox"/>	SWITCHES	<input type="checkbox"/>	<input type="checkbox"/>	TRAILER HITCH	<input type="checkbox"/>	<input type="checkbox"/>
TREADLE VALVE	<input type="checkbox"/>	<input type="checkbox"/>	BATTERY	<input type="checkbox"/>	<input type="checkbox"/>	PERMANENTLY ATTACHED EQUIP	<input type="checkbox"/>	<input type="checkbox"/>
TRAIL BRAKE HAND CONTROL VALVE	<input type="checkbox"/>	<input type="checkbox"/>	ALTERNATOR	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

COMPLETE FOR ALL EQUIPMENT

RECORDED MEASUREMENTS *

		LEFT	FRONT	RIGHT		
mm psi			DRUMS/ROTORS* LININGS/PADS* PUSHROD TRAVEL*			mm psi
mm psi			DRUMS/ROTORS* LININGS/PADS* PUSHROD TRAVEL*			mm psi
mm psi			DRUMS/ROTORS* LININGS/PADS* PUSHROD TRAVEL*			mm psi
mm psi			DRUMS/ROTORS* LININGS/PADS* PUSHROD TRAVEL*			mm psi

COMMENTS

NAME OF INSPECTING MECHANIC (PRINT) SIGNATURE OF INSPECTING MECHANIC MECHANIC NUMBER

INSPECTION STATION NUMBER SIGNATURE OF INSPECTION LICENSEE OR REPRESENTATIVE

COMPLETE IF REQUIRED

		KM'S	VIN #
		HOURS	UNIT #
		N/A = not applicable F = Filled A = Adjusted C = Changed O = Okay R = Repaired	
Change engine oil & filter			
Check fuel filter			
Check front differential level			
Check rear differential level			
Check transmission level			
Check & set hoses			
Check tire pressures			
Check hydraulic oil level			
Check power steering level			
Check windshield washer level			
Check batteries & connections		COMMENTS: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Check autogreaser level			
Check autogreaser operation			
Check air filter & winter intake operation			
Check cab air filter			
Check coolant level			
Check coolant for DCA			
Replace coolant filter as required			
Remove vents & clean			
Check suspension			
Check tailgate operation & lube pivots			
Check tarp operation & mesh			
Grease chassis			
Replace oil change sticker			

Staple to Equipment request form

CITY OF KAWARTHA LAKES
Fleet Management Directive
Charge Out Rate Summary - 2019

Vehicle Type	Net Cost (\$)	Life Span (years)	Annual Capital Replacement Cost	Average Annual Operating Cost	Total Annual Charge Rates	Total Monthly Charge Rates	Average Annual Usage (hours)	2018 Hourly Charge Rates	2018 Monthly Charge Rates	2019 Hourly Charge Rate	2019 Monthly Charge Rate
Aerial Truck	\$ 175,000	15	\$ 11,667	\$ 25,917	\$ 37,584	\$ 3,132	1500	\$ 24.00	\$ 3,056.00	\$ 25.00	\$ 3,132.00
Backhoe	\$ 160,000	15	\$ 10,667	\$ 11,545	\$ 22,212	\$ 1,851	500	\$ 43.00	\$ 1,806.00	\$ 44.00	\$ 1,851.00
Buses	\$ 190,000	10	Gas Tax	\$ 38,436	\$ 38,436	\$ 3,203	2200	\$ 17.00	\$ 3,125.00	\$ 17.00	\$ 3,203.00
Cars - Small	\$ 27,500	10	\$ 2,750	\$ 3,130	\$ 5,880	\$ 490	600	\$ 10.00	\$ 479.00	\$ 10.00	\$ 490.00
Cars - Full Size	\$ 35,000	10	\$ 3,500	\$ 4,000	\$ 7,500	\$ 625	600	\$ 13.00	\$ 625.00	\$ 13.00	\$ 625.00
Chippers	\$ 60,000	15	\$ 4,000	\$ 2,660	\$ 6,660	\$ 555	150	\$ 43.00	\$ 542.00	\$ 44.00	\$ 555.00
Compactor - Mid-Size Refurbished	\$ 250,000	20	\$ 12,500	\$ 43,972	\$ 56,472	\$ 4,706	500	\$ 109.00	\$ 4,542.00	\$ 113.00	\$ 4,706.00
Compactor - Full-Size Refurbished	\$ 525,000	15	\$ 35,000	\$ 74,668	\$ 109,668	\$ 9,139	1000	\$ 107.00	\$ 8,917.00	\$ 110.00	\$ 9,139.00
Electric Generators - Building	\$ 90,000	40	\$ 2,250	2000	\$ 4,250	\$ 354	100			\$ 43.00	\$ 354.00
Electric Generators - Portable	\$ 10,000	10	\$ 1,000	200	\$ 1,200	\$ 100	100			\$ 12.00	\$ 100.00
Graders - Used	\$ 325,000	25	\$ 13,000	\$ 35,168	\$ 48,168	\$4,014.00	800	\$ 59.00	\$ 3,917.00	\$ 60.00	\$ 4,014.00
Lawn Tractors	\$ 18,000	12	\$ 1,500	\$ 1,116	\$ 2,616	\$ 218.00	400	\$ 6.00	\$ 212.50	\$ 7.00	\$ 218.00
Loaders	\$ 175,000	15	\$ 11,667	\$ 23,865	\$ 35,532	\$2,960.97	500	\$ 69.00	\$ 2,889.00	\$ 71.00	\$ 2,961.00
Landfill Loader	\$ 300,000	15	\$ 20,000	\$ 52,708	\$ 72,708	\$6,059.00	1000	\$ 71.00	\$ 5,916.67	\$ 73.00	\$ 6,059.00
Mower Deck for Trackless	\$ 30,000	3	\$ 10,000	\$ 1,000	\$ 11,000	\$ 916.67	400	\$ 28.00	\$ 916.67	\$ 28.00	\$ 917.00
Medium Duty Truck	\$ 80,000	12 years or 288000 km	\$ 6,666.67	\$ 9,389	\$ 16,056	\$1,337.97	800	\$ 17.00	\$ 1,305.56	\$ 20.00	\$ 1,338.00
Pick-up - 3/4 ton 4X4	\$ 60,000	10 years or 240000 km	\$ 6,000.00	\$ 15,516	\$ 21,516	\$ 1,793	1250	\$ 17.00	\$ 1,750.00	\$ 17.00	\$ 1,793.00
Pick-up - 1/2 ton	\$ 33,000	10 years or 240000 km	\$ 3,300	\$ 8,280	\$ 11,580	\$ 965.00	1000	\$ 11.00	\$ 941.67	\$ 12.00	\$ 965.00
Single Axle Plow Truck	\$ 250,000	12	\$ 20,833	\$ 18,959	\$ 39,792	\$3,316.03	500	\$ 77.00	\$ 3,236.00	\$ 80.00	\$ 3,316.00
Tandem Axle Plow Truck	\$ 290,000	12	\$ 24,167	\$ 25,201	\$ 49,368	\$4,113.97	500	\$ 96.00	\$ 4,014.00	\$ 99.00	\$ 4,114.00
Tractors 15-30 HP	\$ 30,000	15	\$ 2,000	\$ 2,608	\$ 4,608	\$ 384.00	250	\$ 18.00	\$ 375.00	\$ 18.00	\$ 384.00
Tractors 30-40 HP	\$ 50,000	15	\$ 3,333	\$ 3,159	\$ 6,492	\$ 541	300	\$ 21.00	\$ 528.00	\$ 22.00	\$ 541.00

CITY OF KAWARTHA LAKES
Fleet Management Directive
Charge Out Rate Summary - 2019

Vehicle Type	Net Cost (\$)	Life Span (years)	Annual Capital Replacement Cost	Average Annual Operating Cost	Total Annual Charge Rates	Total Monthly Charge Rates	Average Annual Usage (hours)	2018 Hourly Charge Rates	2018 Monthly Charge Rates	2019 Hourly Charge Rate	2019 Monthly Charge Rate
Tractors 40-85 HP	\$ 75,000	15	\$ 5,000	\$ 10,372	\$ 15,372	\$ 1,281	450	\$ 33.00	\$ 1,250.00	\$ 34.00	\$ 1,281.00
Trailers - Mid-Size	\$ 10,000	20	\$ 500	\$ 700	\$ 1,200	\$ 100	200	\$ 6.00	\$ 100.00	\$ 6.00	\$ 100.00
Trailers - Large Float	\$ 35,000	20	\$ 1,750	\$ 1,250	\$ 3,000	\$ 250	200	\$ 15.00	\$ 250.00	\$ 15.00	\$ 250.00
Vans - Mini	\$ 35,000	10	\$ 3,500	\$ 5,176	\$ 8,676	\$ 723	1000	\$ 8.00	\$ 708.00	\$ 9.00	\$ 723.00
Vans - Cargo	\$ 35,000	10	\$ 3,500	\$ 4,696	\$ 8,196	\$ 683	1000	\$ 8.00	\$ 667.00	\$ 8.00	\$ 683.00
Vans - Cargo 3/4 ton	\$ 75,000	15	\$ 5,000	\$ 5,500	\$ 10,500	\$ 875.00	1000	\$ 10.00	\$ 854.17	\$ 11.00	\$ 875.00
Sidewalk Machine	\$ 160,000	10	\$ 16,000	\$ 15,764	\$ 31,764	\$2,647.00	500	\$ 62.00	\$ 2,583.00	\$ 64.00	\$ 2,647.00
Steamers	\$ 20,000	20	\$ 1,000	\$ 500	\$ 1,500	\$ 125	100	\$ 15.00	\$ 125.00	\$ 15.00	\$ 125.00
Street Sweeper	\$ 275,000	15	\$ 18,333	\$ 15,831	\$ 34,164	\$2,847.03	500	\$ 67.00	\$ 2,778.78	\$ 68.00	\$ 2,847.00
Vacuum Truck	\$ 600,000	15	\$ 40,000	\$ 21,500	\$ 61,500	\$5,125.00	750	\$ 80.00	\$ 5,000.00	\$ 82.00	\$ 5,125.00
Ice Resurfacers	\$ 100,000	12	\$ 8,333	\$ 3,271	\$ 11,604	\$ 967.03	400	\$ 28.00	\$ 944.44	\$ 29.00	\$ 967.00
Roller	\$ 40,000	15	\$ 2,667	\$ 1,595	\$ 4,262	\$ 355.14	200	\$ 21.00	\$ 347.00	\$ 21.00	\$ 355.00
ATV	\$ 12,500	10	\$ 1,250	\$ 1,054	\$ 2,304	\$ 192.00	200	\$ 11.00	\$ 188.00	\$ 12.00	\$ 192.00
Valve Main Trailer	\$ 120,000	10	\$ 12,000	\$ 3,000	\$ 15,000	\$1,250.00	500	\$ 30.00	\$ 1,250.00	\$ 30.00	\$ 1,250.00
Tractor Brusher	\$ 200,000	15	\$ 13,333	\$ 40,000	\$ 53,333	\$4,444.44	500	\$ 107.00	\$ 4,444.00	\$ 107.00	\$ 4,444.00

Rate Increase for 2019

New Rate Group for 2019

SCHEDULE C

**CITY OF KAWARTHA LAKES
VEHICLE / EQUIPMENT RENTAL / PURCHASE REQUEST FORM**

This form is to be used for all vehicles / equipment where a rental or a new purchase is being requested. Please use one form per vehicle / equipment.
*Rental Form should be submitted at least **10 business days** prior to required start date.*

DATE OF REQUEST:

REQUESTER (NAME & DEPARTMENT):

CHECK ONE:

RENTAL

or

PURCHASE

CAPITAL PROJECT Provide Capital Project #:

OPERATING COST Provide BU:

Vehicle / Equipment requested:

Specify if any other additional items/options are required (i.e. special needs, unique circumstances)

Provide Business Case rationale for this vehicle / equipment addition request:

RENTAL: START DATE:

DATE OF RETURN:

NEW PURCHASE: IS THIS A REPLACEMENT? YES NO (if yes, answer next question)

Will the old vehicle / equipment be returned to Fleet at the time of new purchase receipt?

YES NO . If NO, please explain why.

SIGNATURE *

DATE

* Dept. Director for Purchase Request; Manager for Rental Request

FOR FLEET SERVICES OFFICE USE ONLY

Cost of Vehicle/Equipment

Estimated Cost

HST

Total Cost

\$

\$

\$

Manager of Fleet Services - Approval

Director of Public Works – Approval (If Applicable)

