



Title:	Fleet Management Policy		
Policy Group:	Your Infrastructure and Services	Policy Administrator:	Operations
Resolution No.	CW-188-2023	Policy Number:	OPS-06
Approval Date:	2023-10-12	Revision Date:	2027-10-12

1. Policy Statement

- a) This Policy establishes the guidelines for management of the corporate fleet.
- b) The Corporation of the County of Prince Edward (hereafter "The County") is committed to timely and cost-effective services that ensure safe, reliable and environmentally responsible vehicles and equipment that meet the operational requirements.

2. Purpose

- a) The purpose of this Policy is to provide consistent management of fleet (vehicles and equipment) including replacement schedule, condition analysis, purchase and disposal.

3. Scope

- a) This Policy applies to all fleet (vehicles and equipment) owned by The County under the responsibility of the Operational Services Department.
- b) This Policy does not include heavy duty fire fleet or apparatuses.
- c) This Policy applies to all employees of the County who have access to corporate vehicles.

4. Legislative Authority

- a) N/A

5. Definitions

- a) **Fleet** means all vehicles and equipment which are property of The County, excluding heavy duty units and apparatuses in the Fire & Rescue Department.

b) **Fleet Services** is a division of the Operational Services Department of The County.

6. General

a) Vehicle Allocation

- i. Vehicles will be assigned based on need so as to make each vehicle available for the purpose of conducting municipal business.

b) Vehicle Replacement

- i. All fleet will be assigned to a class with an appropriate lifecycle and replacement cost at time of purchase.
- ii. Initial scheduling of replacement will be based on the estimated lifecycle for each class as follows, either age or mileage/hours may be used for initial scheduling:

Fleet Class	Age (years)	Mileage or Hours
Passenger Vehicle (car, SUV)	10	250,000km
Cargo Van	10	250,000km
Light Duty Truck (½ and ¾ ton trucks)	10	250,000km
Medium Duty Trucks (1 and 2 ton trucks)	10	250,000km
Heavy Trucks (over 2 ton)	15	250,000km 12,000hours
Backhoe, Small Tractors (light equipment)	12	12,000hours
Loader, Grader (heavy equipment)	15	12,000hours

- iii. Prior to the budget discussions for the year of scheduled replacement, each unit shall undergo a condition analysis to confirm the replacement year.
- iv. The following criteria will be used in the Condition Analysis to confirm replacement year:

Criteria	Points Allocated
Age	1-5
Mileage/Hours	1-5
Maintenance and Repair Costs	1-5

Reliability	1-5
Mechanical and Body Assessment	1-5
Asset Risk	1-5

- v. Points are allocated with 1 scoring a low risk, good condition unit and 5 scoring a high risk, poor condition unit. Any point total equal to or exceeding 23 indicates that a vehicle should be considered for replacement. The point total is used to rank replacement priority and the larger the number, the higher the replacement priority.
- vi. The Condition Analysis Guide (Appendix A) shall be utilized for all replacements.
- vii. Fleet subject to sufficient mechanical or structural damage (ex. accident) shall warrant an early retirement date at the recommendation of The County's insurer in consultation with the Director of Operational Services.

c) Procurement

- i. The following specifications shall be followed during development of specifications for fleet procurement:
 - All light-duty units shall be white in colour
 - All heavy-duty trucks shall forest green in colour
 - ½ ton trucks shall be assessed for engine requirements: trucks used for cargo load or towing shall be equipped with eight-cylinder engines, trucks used for cargo area may have less than eight-cylinder engines
 - ¾ ton trucks shall be equipped with eight-cylinder gas engines
 - All units shall be all-wheel drive or four-wheel drive when available
 - All units shall have air-conditioning
 - All pickup trucks shall have a box liner

d) Upfitting

- i. The following items shall be considered for upfitting and optional items will be included when deemed appropriate by the Director of Operational Services for the intended use:
 - All vehicles shall be outfitted with reflective striping placed on the vehicle where appropriate for employee safety and public awareness.
 - All units shall be equipped with GPS system

- All units shall be equipped with fire extinguisher and first aid kit
- All units shall be equipped with all-weather mats (if not vinyl floor)
- Optional items (including but not limited to): two-way radio, seat covers, back-rack, 360° amber beacon, amber strobe lights, directional arrow, spot light, tool box, tow package

e) Maintenance and Repairs

- i. All maintenance and repairs shall be coordinated through the Operational Services Department.
- ii. Maintenance and repairs may be completed by internal forces or external forces as determined by the Operational Services Department. External forces for mechanical repairs will be certified by the Province of Ontario.
- iii. Inspection intervals shall be in accordance with the Ministry of Transportation (including Commercial Vehicle Operators Registration (CVOR)).

f) Disposal

- i. Upon replacement of a fleet unit, the unit being replaced shall be declared surplus and disposed following the appropriate bylaws or policies.
- ii. The fleet unit should be made ready for sale in as good of condition as possible without incurring unnecessary expense in order to maximize revenues to The County, including removal of all identification and decals of The County.

7. Responsibility and Implementation

- a) Council is responsible for approving this Policy.
- b) The Chief Administrative Officer is responsible for:
 - i. directing compliance and resolving any conflicts with this Policy;
 - ii. assigning appropriate service departments for the application of this Policy;
 - iii. establishing procedural guidelines; and
 - iv. for making routine changes to the Policy, as required.
- c) The Director of Operational Services or their designate is responsible for administering and managing the Policy.

d) While individual service departments retain operational responsibility over their assigned fleet, the overall fleet shall be managed by the Operational Services Department.

e) All employees who have access to corporate vehicles must:

i. comply with this Policy;

ii. keep accurate and complete vehicle maintenance records such as but not limited to maintenance logs, accident reports, condition assessment, usage logs, costs of parts, labour, or overhead of each vehicle.

8. Documentation and Forms

a) Appendix A - Condition Analysis

**Fleet Management Policy - Appendix A
Condition Analysis**



1. Purpose

- a) This analysis shall be used in accordance with the Fleet Management Policy to provide an assessment of condition for a fleet unit.

2. Criteria

The following criteria and supplied information shall be utilized to complete the Condition Analysis Score Sheet:

a) Age

Age	Score
less than 20% of estimated lifecycle	1
21-40% of estimated lifecycle	2
41-60% of estimated lifecycle	3
61-80% of estimated lifecycle	4
greater than 81% of estimated lifecycle	5

b) Mileage/Hours

Mileage or Hours	Score
less than 20% of estimated lifecycle	1
21-40% of estimated lifecycle	2
41-60% of estimated lifecycle	3
61-80% of estimated lifecycle	4
greater than 81% of estimated lifecycle	5

c) Maintenance and Repair Costs

M&R Costs	Score
less than 20% of original purchase cost	1
21-40% of original purchase cost	2
41-60% of original purchase cost	3
61-80% of original purchase cost	4
greater than 81% of original purchase cost	5

d) Reliability

Reliability	Score
less than 5 service requests per year	1

6-10 service requests per year	2
11-15 service requests per year	3
16-20 service requests per year	4
more than 20 service requests per year	5

e) Mechanical and Body Assessment

Mechanical and Body Assessment	Score
No visual damage or ruse, good drivetrain and engine	1
Minor imperfections in body/paint, interior fair (no rips or tears), good drivetrain	2
Noticeable imperfections to body/paint, minor rust, minor damage to body, worn interior (one or more rips and/or tears), weak or noisy drivetrain or engine	3
Previous accident damage, poor paint and body condition, rust and rusted through areas, bad interior (rips and/or tears), drivetrain or engine worn or bad	4
Previous accident damage, poor paint and body condition, rust and rusted through areas, bad interior (rips and/or tears), major damage to body, drivetrain or engine inoperative or unsafe	5

f) Asset Risk

Asset Risk is a combination of the probability of failure and the consequence of failure. The following steps determine the Asset Risk score:

Step 1: Probability of Failure

Estimated Lifecycle Remaining	Rating Category	Probability of Failure Score
81% - 100%	Very Good	1
61% - 80%	Good	2
41% - 60%	Fair	3
21% - 40%	Poor	4
< 20%	Very Poor	5

Step 2: Consequence of Failure

Type of Service	Failure Description	Consequence of Failure Score
Standard passenger vehicle and duties	Slight	1
Any unit with standard duties that: has attachments, is a service vehicle or is a dump-body vehicle	Minor	2

Any unit with multiple duties, that pulls trailers, hauls heavy loads or has special purpose	Moderate	3
Any unit involved in snow removal	Major	4
Any unit involved in emergency operations	Severe	5

Step 3: Asset Risk

1. Consequence of Failure	Probability of Failure				
	1	2	3	4	5
1	Minimal	Minimal	Minimal	Low	Low
2	Minimal	Low	Low	Medium	Medium
3	Minimal	Low	Medium	High	High
4	Low	Medium	High	Extreme	Extreme
5	Low	Medium	High	Extreme	Extreme

Step 4: Asset Risk Score

Asset Risk	Associated Colour	Asset Risk Score
Minimal		1
Low		2
Medium		3
High		4
Extreme		5

3. Final Score:

Final Score	Final Assessment
<15	Good Condition, Extend Lifecycle
16-21	Acceptable Condition, Replace Soon
22-26	Fair Condition, Qualifies for Replacement
27-30	Poor Condition, Replacement Required

4. Analysis Score Sheet
(next page)

**Fleet Management Policy - Appendix A
Condition Analysis**



ANALYSIS SCORE SHEET

Unit Number: _____

Date Assessed: _____

Year: _____ **Make:** _____ **Model:** _____

Criteria	Score
Age	
Mileage/Hours	
Maintenance & Repair Costs	
Reliability	
Mechanical and Body Assessment	
Asset Risk	
TOTAL SCORE	

Other concerns relating to replacement not identified:

Final Assessment: _____

Fleet Services Staff (Mechanic): _____

Fleet Management Staff (Supervisor): _____