

Purpose:

- 1 To outline the roles and responsibilities of those involved in Fleet and Fleet resource usage and management.

Policy Statement(s):

- 2 To ensure the long term sustainability of Fleet operations, City Fleet assets are used in the most environmentally conscious, effective, and efficient manner possible.
- 3 Public Works is responsible for Fleet related decisions.
 - (1) All City departments using City vehicles are considered Sub Fleet members/users.
- 4 Public Works is responsible for:
 - (1) Fleet Accounting:
 - (a) Fleet Accounting tasks performed by Public Works staff include budget administration, reporting, rate setting, rate analysis, fuel management, Fleet reserves management, accounting process controls, and accounting approval tasks.
 - (2) Fleet Management:
 - (a) Fleet Management includes Fleet procurement, stewardship, operational review, general regulatory compliance, championing Corporate Fleet related initiatives, Operational Standards, and Fleet Management procedures.
 - (3) Fleet Services:
 - (a) Fleet Services includes general fleet maintenance, fleet purchasing/leasing/renting, fleet repair services, material management, and garage fabrication.
- 5 Sub Fleet Managers are responsible for:
 - (a) operational efficiencies; and
 - (b) budgetary control as it relates to their Sub Fleet.

Definitions:

- 6 Fleet Effectiveness and Operational Ownership: Includes growth planning, operational initiatives, unit regulatory compliance, operational budget review, Sub Fleet representation, and procurement of consumable items.
 - 7 Sub Fleets: A City Department or Section that has a defined group of owned, leased, or rented Fleet units for operational purposes.
 - 8 Sub Fleet Manager: A Department or Section designate responsible for Sub Fleet assigned duties and is the main contact point with Public Works Fleet.
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References/Links:

- I Strategic Implementation Charter – Financial Leadership

Scope/Application:

- I This policy applies to all employees who use Fleet vehicles or are involved in decisions related to Fleet vehicles.

Authority/Responsibility to Implement:

- I Public Works Manager

Inquiries/Contact Person:

- I Fleet Operations: Fleet Superintendent
- 2 Fleet Accounting: Public Works Administration and Accounting Supervisor

Policy Monitoring and Evaluation:

- I This policy will be evaluated every three years, with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
February 1, 2018	“Craig Curtis”	City Manager