

**HORRY COUNTY  
FLEET POLICY  
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# HORRY COUNTY

## FLEET POLICY

### I. POLICY

The vehicle management system provides management information about replacement and operation costs for the County's rolling equipment. The system is capable of providing detailed information about individual vehicles. This information will assist managers in planning for vehicle needs and developing operating budgets.

The underlying goals of the system are to:

1. Acquire and assign vehicles based on demonstrated needs and direct service delivery benefit to citizens.
2. Increase vehicle and equipment effectiveness and efficiency.
3. Ensure that vehicle and equipment needs are matched with available resources.

This policy applies to all motorized, wheeled passenger and service vehicles, which are owned by, titled to, leased, or otherwise controlled by or through Horry County Government and are utilized by employees and elected and/or appointed officials. Nothing herein is intended to require the modification or replacement of existing County owned vehicles where such action would be to the economic disadvantage of the County except where safety is of concern.

***NOTE: Individual departments may approve, and are encouraged to, policy that expands on the provisions of this policy, but may not approve departmental policy that conflicts or contradicts the provisions of this policy.***

### II. PURPOSE

To establish a uniform and comprehensive policy and criteria for the purchase, assignment, use and administrative control of vehicles owned by, titled to, leased, rented, or otherwise controlled by Horry County.

To provide necessary information to ensure adequate and safe transportation for the performance of official business in the most cost effective and service efficient manner possible.

Within this document, procedures and practices are provided which are intended to guide the use, operation, maintenance, and replacement of rolling equipment. Guidance is provided for:

#### Replacement/Procurement

Details are provided regarding the mechanics of using, calculating and accounting for reserves for vehicle and equipment replacement as well as the process for the procurement of replacements and deleting replaced vehicles.

#### Operational and Maintenance Management

Details are provided regarding the responsibility and procedure for preventive maintenance and repair of the County's fleet, fleet service charges, fuel charges, PM schedules and vehicle inventory and condition.

#### Budget & Fund Accounting

Details are provided for the responsibility and calculation of vehicle expenses and budgets, fund accounting and reporting formats.

### Vehicle Usage

Details are provided for the responsibilities of County employees assigned or using a County Vehicle.

### Motor Pool

Details are provided for the establishment and responsibilities of County motor pools.

### General Requirements

1. Vehicles and vehicular equipment will be used only for official purposes. "Official purposes" is defined to mean, "conducting County business only" unless otherwise authorized by this policy.
2. Departments are responsible for assigned vehicles and must establish internal controls to monitor the dispatch, utilization and return of vehicles.
3. All County owned vehicles and drivers must comply with all Federal, State, and Local government highway and vehicle operation laws..
4. The Administrator and the Fleet Services Department Director must approve all requisitions for the purchase of new vehicles. This includes vehicles purchased with grant funds and drug seizure funds provided that these request are forwarded for prompt approval by upper management.
5. Departments are responsible for consulting with the Fleet Services Department on the maintenance of assigned vehicles.
6. Vehicles and vehicular equipment must conform to the standards which the County has established for each type and class of vehicle.
7. Departments with vehicles purchases through County purchasing channels must conform to County adopted Policy for replacements, operation, and maintenance.
8. Bid specifications shall stress performance and design criteria rather than specific brand names which may serve to limit competition. Only vehicles on state contract will be requisitioned, unless approved by the county administrator.
9. Only the most economical vehicles shall be acquired to fulfill functions not met by other resources unless approved for special needs by the county administrator. Economical as defined as over the lifetime of the vehicle.

## **III. DEFINITIONS**

Asset Number – This is the identification number that is used by the Finance and Fleet Service departments to correctly identify the vehicle in the AS400 database system. A brass tag is placed within the driver's side door well.

Official Use - Conducting County business only, unless otherwise authorized by this policy.

Equipment Replacement Reserve - A reserve account whose purpose is to build an accumulation of funds over the life of a vehicle that amounts to the cost to replace the vehicle at the end of the vehicle's planned life.

Replacement Schedule - A program that lists a replacement date and anticipated cost of replacement for each vehicle.

Recycled Vehicle – A vehicle that was turned-in as Surplus by a department, but did not get disposed of on GovDeals. The vehicle was acquired by another department that showed need of the vehicle and accepted responsibility of the vehicle costs for insurance and repair.

Rolling and Fixed Stock - All licensed County vehicles.

Excess Stock - Excess rolling and fixed stock included those vehicles and pieces of equipment that are to be replaced and those that are no longer necessary to supply the County’s services through ownership.

Salvage Value - The estimated current value at the time that it is scheduled to be replaced.

Spare Vehicle - Vehicle used on a rotational basis to maintain the continuity of departmental operations.

Equipment Life - A predetermined period of time that it is economical to own a particular vehicle prior to replacement.

Auto repairs, Tires Accounts - The department’s accounts used to account for the costs charged to each vehicle during the fiscal year.

Exclusive Assignment - Restricted - the authorized use of a County vehicle within Horry County by a designated County employee/position for the purposes of efficiently and effectively performing County business. (Includes limited incidental use.) See Section VIII, B.

Exclusive Assignment - Unrestricted - the assigned, unrestricted use of a County vehicle on a 24-hour basis within the State of South Carolina. (Includes personal use.)

Eight-Hour Assignment - the assigned use of County vehicle by a designated employee/position for the efficient and effective performance of County business during the respective employee’s normal work schedule.

#### IV. VEHICLE REPLACEMENT/PROCUREMENT

##### A. Vehicle Life

Standards:

The Fleet Services Department will perform mandatory maintenance according to a schedule prepared and distributed weekly.

Vehicles will be scheduled for replacement based on total points. Total points will be updated at every “A” level PM (preventative maintenance) service. Mileage will be input at each weekend by the department to which the vehicle is assigned.

<b>NOTE:</b>	<b>Failure to input mileage, adhere to preventative maintenance schedule, immediately notify Fleet Service of problems, failure to adhere to Fleet Service’s recommendations, or otherwise not follow the provisions of this policy shall result in <u>Disciplinary action in accordance with Employee Guidelines.</u></b>
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##### B. Vehicle Replacement Guidelines

<u>Vehicle Type</u>	<u>Standard Life</u>	<u>Miles/Hours</u>
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Sedans	8 years	100,000 - 150,000 miles
Pickups & SUV's	8 years	110,000 - 180,000 miles
Utility Vehicles	8 years	110,000 - 150,000 miles
Vans	8 years	110,000 - 180,000 miles
Patrol Cars	5 years	100,000 - 150,000 miles
Unmarked Cars	6 years	100,000 - 150,000 miles
Medium Duty Trucks/Gas	8 years	110,000 - 180,000 miles
H/D Ambulance/Diesel	5 years	125,000 - 150,000 miles
Motorcycles	5 years	25,000 - 50,000 miles

Life of vehicles and equipment not included in the above list will be based on recommendation of manufacturers and user groups of that type of equipment. In addition, the life will be adjusted based on the operating cost history for the specific vehicle via point system.

**C. Replacement Selection**

The replacement of economically obsolete or inoperable vehicles is necessary to encourage and maintain a safe, efficient, reliable and operable fleet.

Replacement criteria are established to serve as a general guideline of the entire vehicle fleet. Each vehicle should be evaluated individually by such factors as cost of maintenance, age, condition, downtime, and severity of use via a point system. Also considering when it is no longer cost-effective to keep a vehicle, it is in the best interest of the County to dispose of it regardless of age or mileage.

Although eligibility for vehicle replacement may be determined by established replacement criteria, this neither expresses nor implies that eligible vehicles actually will be replaced.

**D. Replacement Schedule**

1. Vehicle Equipment Replacement Guidelines (Includes Ambulances)

- a. Year of Vehicle - One point is assigned for each year of chronological age, based on in service date of vehicle.
- b. Mileage - One point is assigned for each 10,000 miles of operation. Example: A vehicle with 87,000 miles would receive 9 points because it is closer to 90,000 than 80,000. (Dump Trucks and Diesel powered vehicles - 1 point for 30,000 miles)
- c. General overall condition - This category takes into consideration body condition, rust, interior condition, repairs, etc. A scale from 1 to 5 is utilized, with "5" being poor. Any ranking above "3" will require repair estimates.
- d. Type of services - Points are assigned as 1, 3, or 5 depending on type or use the vehicle had during most of its life. Example: A "5" would be assigned to vehicles that were utilized as patrol cars because that is considered severe service, while a "1" would be assigned to a vehicle that was used as a staff car.
- e. Reliability of Vehicle - Points are assigned as a 1, 3 or 5 depending upon the frequency that the vehicle is in the shop for repairs. A "5" will be assigned to a vehicle that is in the shop 2 or more times a month average, excluding routine maintenance, while a "1" would be used for once every 3 months or less.
- f. Total repair / Maintenance Cost - Points are assigned 1, 2, 3, 4, or 5 depending on the total cost factor. This figure includes all maintenance and repairs costs, minus any costs associated with accident repairs. A "5" would be equal to 100% or more of the original purchase price while a "1" would be 20% of the original purchase price.

**POINT RANGES FOR REPLACEMENT CONSIDERATION**

Under 18 points	Condition I:	Excellent
18 - 22 points:	Condition II:	Good
23 - 27 points:	Condition III:	Qualifies for Replacement
28 and above:	Condition IV:	Needs Immediate consideration
	Condition V:	Unsafe, obsolete, and functionally obsolete.

2. Replacement Schedule

The replacement schedule will be developed annually by February 1st by the Department of Fleet Services and submitted to the Department of Budget and Revenue. The schedule will be evaluated according to budgetary limitations. The Infrastructure and Regulation Division Director and the Director of Budget and Revenue will make a recommendation to the Administrator. The goal is to replace the vehicular fleet approximately every six (6) years on average, thus improving the overall condition of the fleet to a desirable level.

**EXCEPTION:**

The Fleet Services Department Director may alter the replacement schedule if repairs in excess of \$2,000 are necessary for the vehicle. The vehicle needing repair may be moved to the first replacement slot based on evaluation of repair costs and book value. Such a change must be documented in writing to the Infrastructure and Regulation Division Director and Director of Budget and Revenue.

3. Reserve Payment Calculation

In preparing the replacement schedule, the Department of Fleet Services will calculate the annual reserve payment as shown in Attachment "A-1".

4. Vehicle Specification

Replacement of vehicles shall conform to the specifications available for comparable vehicles established in the annual state contract process. The State's specifications will be used as standards for establishing vehicle requirements. Workload levels and performance measures shall be considered in evaluating equipment specifications.

The following types of vehicles are suggested for replacement:

Category	Use	Size/Type (Suggested)
Law Enforcement/Public Safety	Inmate Transport (Work Release Program and Medical, Court Transport)	Full Size Passenger Van
	Patrol	Mix - Sedan, Full Size Pursuit Patrol, or 2 Door Coupe, Motorcycle
	Unmarked (investigative)	Sedan, Intermediate or Full
	Crime Scene (Forensic, Crime Lab)	Mix - Van; Truck, Pickup ½ ton or smaller; Sedan, Intermediate
	Animal Control	Truck/Pickup, ½ ton, 2 or 4 Wheel Drive
	Litter Patrol	Mix - Truck/Pickup, ½ ton; Sedan, Intermediate, 2- or 4-Wheel Drive
	Coroner - Incident Response	Mix - Van, Mini; Truck, Pickup ½ ton or smaller; Sedan, Intermediate or Full-Size
	Emergency Medical Response	Ambulances, (Heavy Duty, Commercial Chassis, Diesel Units)

	Emergency Response, Emergency Preparedness	Mix - Truck, Pickup, ¾ ton or smaller; Utility, Intermediate or Full Size (2 or 4 Wheel Drive)
	Crime Prevention	Van, Truck / Pick-up
Technical Uses	Property Appraisal/Property Posting	Mix - Truck/Pickup, ½ ton; Sedan, Intermediate
	Inspections - Codes and Zoning, Site Construction	Mix - Sedan, Intermediate; Truck, Pickup, ½ ton, (2 or 4 Wheel drive & Extended Cab)
	Engineering, Inspections - Roads	Mix - Truck, Pickup ½ ton; Sedan, Intermediate (2 or 4 Wheel Drive)
	Building Maintenance / Parks and Recreation (Maintenance of facilities, moving records, mail courier services)	Mix - Van - Cargo, Full or Intermediate; Truck, Pickup, 1 ton or smaller w/ Service Bodies, Flatbeds and Small Dumps
	Public Works	Mix - Truck, Pickup ¾ ton or smaller, Crew Cab, Flatbeds and Small Dumps, (2 or 4 Wheel Drive), Service Bodies
Administrative	Administrative Uses	Sedan, Full or Intermediate; SUV

Requests for exceptions, with appropriate justification, shall be directed through the Department to the Fleet Service Department. The County Administrator or his/her designee will approve exceptions on a case-by-case basis.

Upon replacement of a vehicle, equipment type/size and specifications will be assembled by the using Department and submitted to the Fleet Services Department for review and requisitioning of the vehicle.

5. Vehicle Acquisition

Only the most economical vehicles will be acquired to fulfill functions not met by other resources. In determining economy, workload levels and functional requirements shall be considered.

The type vehicles by functional area may change periodically depending upon changes in a Department's work program. Requests for vehicle options beyond standard characteristics must be justified in writing by the Department Director, and are subject to review and recommendations by the Fleet Services Department Director. The County Administrator or his/her designee prior to the initiation of the purchasing process must approve approval of additional options beyond the standard characteristics.

6. Equipment Purchase, Leasing and Transfers

All vehicles will be requisitioned by the Fleet Service Department and purchased or leased by the Procurement Department according to the replacement schedule approved by the County Administrator.

Vehicles owned/titled and operated by the County must adhere to County purchase and replacement criteria.

All vehicles recycled or transferred will be controlled, documented and communicated to the Finance Department by Fleet Services for accurate record keeping purposes. Fleet Services will notify Finance Department of all vehicle surpluses or removed from the fleet to facilitate accurate record keeping.

Fleet Management will maintain a limited number of Motor Pool vehicles for Department use on a temporary basis and may allocate related overhead costs, such as insurance.

Rentals or leases shall be coordinated by the Fleet Services Department, the Administrator's office and the Procurement Department. Reference may also be made to the Finance Policy.

7. Deletions from Vehicle Inventory

When it is determined by the County Administrator as recommended by the Fleet Services Department that an existing vehicle is no longer needed, the following process shall occur:

- a. The Fleet Services Department shall notify the using department that the subject equipment is no longer needed and is considered excess stock. The Fleet Services Department will notify the Office of Budget and Revenue of its intent to delete the equipment from the inventory.
- b. If another department can demonstrate a need for and the necessary appropriations to fund the use of the equipment, the equipment will be transferred to that department, upon recommendation of the Fleet Services Department and approval of the County Administrator. The existing replacement reserve for the excess stock stays with the equipment.
- c. Excess stock that is not transferred to another department will be disposed of according to the County's Procurement Policy and Surplus Policy. The subject equipment will be removed from the replacement schedule by the Fleet Services Department.
- d. Departments shall not be allowed to maintain "excess" vehicles unless approved by Fleet Service. Fleet services will make arrangements if any vehicle is necessary to be substituted during repairs, etc., through the established motor pools.
- e. Recycled vehicles can be kept no longer than 18 months. The using department must budget for a replacement. This provision is subject to annual review and contingent to budget restraints.

8. Surplus Vehicle Liquidation

Although auction by the Procurement department is the most common means for disposing of surplus or replaced vehicles, nothing herein prevents the development of procurement strategies considering trade-ins or selling via the Internet.

**E. Uses of Replacement Reserve**

1. Replacement

The purpose of the vehicle and equipment reserve is to provide the funds necessary for replacement of existing vehicles. The replacement costs eligible to be funded include:

- a. The cost to purchase the vehicle.
- b. The cost to mount and/or attach County equipment to the vehicle.
- c. The cost of other attachments that are purchased so the vehicle can function as intended.
- d. The cost to extend the life of a vehicle at least 25%, as long as such cost is less than 25% of the cost of replacement.
- e. All interest earned will be added back to the replacement fund for use as part of the replacement fund.

2. Vehicle Upgrades/Extension of Vehicle Life

Use of the reserves to make equipment upgrades of existing equipment and/or change the purpose of the vehicles is allowed, as long as the change also extends the life of the vehicle by at least 25%, provided such activities are planned and budgeted. Must be approved by the Department of Budget and Revenue.

3. Emergencies

In special cases, the County Administrator may approve use of reserves to deal with emergencies in accordance with purchasing procedures, regulations and statutes in effect at that time. This situation is most likely to occur in the case of damage to a vehicle. In this case the reserves may be used, in conjunction with insurance funds, to replace the vehicles.

4. Borrowing Against Future Reserves

Borrowing against future reserves is prohibited unless expressly authorized by the County Council.

V. OPERATIONAL MANAGEMENT

A. Insurance/Accidents

Motor vehicles owned by the County of Horry are protected for liability claims. Property damage coverage is available upon departmental request, for an extra fee, through the Human Resources/Risk Management Department.

In the event of an accident, the employee shall contact the Police Department of jurisdiction to prepare an accident report and immediately report the accident to his/her immediate supervisor. All accident reports shall be forwarded immediately to Risk Management and Fleet Maintenance with a completed Injury/Accident report. All reports and investigations will be done in accordance with the Employee Safety Manual.

B. Vehicle Acquisition

Horry County may come in possession of vehicles in five (5) ways:

1. Procurement
2. Donation
3. Transfer
4. Rental/Lease
5. Condemnation

1. Procurement - The majority of vehicles will enter the County system via this means.

All vehicles shall be purchases via the Purchasing Department of the Finance Division. Procurement shall conform to County Purchasing Policies and Procedures. All new vehicles shall be delivered to Fleet Services by the vendor for inspection and acceptance purposes.

In the case of replacement vehicles, the new vehicles shall not be released until the existing vehicles is turned back to Fleet Services, with the exception of those vehicles that require equipment transfer from the old to the new vehicle and remounted or refurbished vehicles.

2. Donation

The County may accept title to and possession of motor vehicles donated for County use and pays such costs as are reasonable and necessary for maintenance, protection and operation of such vehicles. Such vehicles are subject to all applicable vehicular and property regulations. No vehicles will be accepted which may restrict use, assignment or disposition or have existing liens in force upon them, with the exception of any vehicle donated under a grant program which restricts use of vehicle to the grant program.

3. Transfer

Once owned by the County, properly titled and identified, vehicles may be transferred by administrative agreement from one functional area to another. Fleet Services is responsibility for the coordination and control of all vehicle transfers. They will communicate transfers to the Finance Department for inventory control purposes through established fixed asset transfer procedures.

4. Rental/Leasing.

Vehicle rental or leasing is permissible but prohibitive on a long-term basis, except by authorization of the County Administrator. Circumstances under which a vehicle may be rented or leased:

- a. No assigned, available or operable County owned vehicle available for the intended use.
- b. For out-of-county use when a County owned vehicle is not assigned, available or suitable.
- c. For in-county use when a County owned vehicle is not assigned, available or operable.
- d. For short term, specialized service delivery where purchase is not feasible.
- e. For other reasons determined appropriate by County Council or the County Administrator.

5. Condemnations

Vehicles may enter the County's fleet via condemnation actions of the Courts.

Vehicles, which are condemned by the Courts, shall not be utilized by any County personnel until clear title is transferred to Horry County. Upon receipt of clear title, such vehicle(s) shall be delivered to Fleet Services and will be assigned, operated and maintained according to this Policy and Procedures. Fleet Services will notify the Fixed Assets Section of the Finance Department when the County has received clear title to any vehicle acquired through condemnation so that the vehicle may be properly included in the County's fixed assets record.

None of the acquisition means described herein shall be used as a mechanism to increase a Department's budgeted fleet except upon approval by the County Administrator or his/her designee.

**C. Vehicle Inventory Control**

All vehicles owned/titled to Horry County must be accounted for on a vehicle roster (Fixed Asset Inventory) maintained by the Finance Department. Upon acceptance of vehicles through any of the five (5) methods of acquisition, Fleet Management will communicate roster of vehicles received and method of acquisition to Financial Services for purposes of recording in the fixed asset inventory.

**D. Vehicle identification**

1. Governmental License Plates

Vehicles owned/titled to the County must display a valid government license plate except for vehicles involved in undercover law enforcement operations. (Excluding fire fighting pumper and ladder trucks)

Lost or stolen license plates must be reported to Fleet Services immediately, to insure timely replacement. If a vehicle license plate is lost or stolen, the Police must be notified.

County license plates must not be removed or exchanged for any reasons except for the purposes of vehicle surplus or sale.

Governmental marked license plates are valid until state issues new base license plate (approximately every 6 years). All non-government tags must be renewed annually. All such arrangements are currently handled by the Public Safety Division.

2. County Seals

All types/classes of vehicles owned/titled to the County are required to display a Horry County seal in a conspicuous location to be placed on the vehicle at the time of purchase by Fleet Services, except for vehicles in undercover law enforcement operations. County seal/markings may be obtained from Fleet Services.

Specialized decals are authorized for Police, Fire, Sheriff, s Department and EMS Vehicles.

Waivers of County Seal display may be granted by the County Administrator or his/her designee. Requests for a waiver should be made through the Infrastructure and Regulation Division Director. Request will be forwarded to the County Administrator with a recommendation from Fleet Service.

3. Vehicle Number/Asset Numbers

All types/classes of vehicles owned/titled to the County are required to display a fleet vehicle number. Fleet vehicle numbers will be of contrasting colored lettering, 4” in height and will be installed on the rear of vehicle as space permits.

Exceptions are granted under circumstances similar to those described under Item 2 “County Seals.”

Vehicle asset numbers will be assigned by the Finance Dept. upon delivery of new vehicles and installed by Fleet Service.

4. Vehicle Title

Vehicle titles are currently applied for by Fleet Services for CG tags, and by the Public Safety Division for Confidential tags. The titles are maintained by the Finance Department.

5. Vehicle Color

White is the standard color for all County general-purpose vehicles. Waiver or exception to the standard color must have the approval of the County Administrator or his/her designee.

The following exceptions to the standard color presently existing are exceptions to this provision and will continue to be effective:

- County Police - Silver Frost
- Fire Department - Red and/or White
- EMS Ambulance - Orange and White or Red and White (per DHEC regulations)

Various Colors:

Undercover Intelligence/Investigative Vehicles  
Large Passenger Buses

6. Vehicle Identification

No vehicle shall have any marking identification, bumper sticker or sign attached to it that includes the name(s) of County Officials or employees. Any unofficial sticker or identification shall require the approval of the County Administrator.

**E. Fuel Conservation**

Measures to reduce fuel consumption should be actively pursued by all vehicle operators, unless operational requirements dictate otherwise and is approved by the appropriate department head. Some helpful measures proven effective in reducing consumption include, but are not limited to, the following:

1. Consolidation and coordination of trips.
2. Better use of postal service and scheduled courier service
3. Not allowing vehicles to idle when not in service.
4. Observance of speed limit.
5. Proper vehicle maintenance, including tire inflation.
6. Proper vehicle selections for required task.
7. Removal of all vehicles from service that are not essential for operation.
8. Avoid rapid acceleration, fast stops and excessive engine RPM.
9. Not overfilling gas tank; spillage is dangerous and not recoverable.
10. Maintaining constant speeds.

**F. Fleet Service Charges**

Charges will be made for preventative maintenance and repairs against each department's auto repairs account for each vehicle. The charges will be based on an hourly rate for mechanics. In addition, the cost of repair and maintenance parts will be charged to the equipment. Small cost markups may be added.

Shop charges will be reviewed annually by Fleet Service and Department of Budget and Revenue and will be in effect for one year beginning each July 1. The charges will be based on the approved proforma budget for that year and will be published on or before January 1st of each year consistent with approved rates used to develop users department budgets.

**G. Fuel Charges**

Fuel that is actually used and recorded by the vendor system will be charged to each department's fuel budget.

**H. Preventive Maintenance Schedules**

The maintenance schedule will be established by the Fleet Services Department. The schedule will be reviewed and updated biweekly. Vehicles will have "next service" stickers placed on the windshield, as a backup, and it shall be the responsibility of the vehicle user to monitor the service date and make an appointment to have the service completed. It is the responsibility of the using departments and Fleet Services Department to assure that all vehicles are serviced as scheduled. Each department will be notified as to which vehicle(s) is/are due for service. The departments will have five (5) working days to contact Fleet Service to schedule an appointment to have the maintenance performed. If the vehicle user does not schedule appropriate preventative maintenance, the using Department Director will be notified. Upon notification and concurrence of the using Department Director, Fleet Services Department may secure the vehicle and complete the required service.

Preventive maintenance schedules have been developed for oil changes/lubrication, brake service/change, cooling system, etc., and are included in this documents as Attachment "A-2".

It is the responsibility of Department Director to ensure that employees properly maintain vehicles and equipment.

**I. Repair Procedures**

The Fleet Services Department will make the decision concerning when and how to repair a vehicle. The cost implications of such repair will be made known to the using Department prior to completing the work. Since the using Department is responsible for funding required repair, the Department may delay such repair. However, such delay may result in removing the vehicle from service by the Fleet Services Department.

**J. Vehicle Inventory and Condition Assessment Records**

The Fleet Services Department will maintain an inventory record of vehicle condition. The inventory will include such things as make, type, purchase date, price, using department and condition. Annually, in October, a management report will be furnished to the County Administrator via the Division Director of Infrastructure and Regulation summarizing the condition of the fleet with recommendations for improvements in Fleet Services Department.

Exceptions: Ambulances

**K. Vehicle User Inspection and Maintenance Responsibilities**

User Departments operating vehicles shall maintain the preventive maintenance program established by the Fleet Services Department and work in concert with. This program shall be consistent with minimum requirements and maintenance performance intervals prescribed by manufacturers for each vehicle.

Preventive Maintenance Programs shall consist of the following minimum standards, which will be outlined on a basic/minimum inspection form:

1. Inspection: Drivers must regularly check fuel and fluid levels, including oil, external lighting, signals, and tires and complete a walk around inspection. Inspection reports should be maintained and held for 12 months.
2. Users and using Departments must adhere to scheduled preventive maintenance checks in accordance with the schedule set by Fleet Services Department.
4. The user will notify the Fleet Services Department of vehicle problems immediately and comply with Fleet's recommendations.
4. Maintain the cleanliness of the interior and exterior of vehicle.
5. Safety equipment will be installed as per Safety Policy.

**L. Vehicle Drop-off/Pick-up Procedures**

1. Appointments will be required for all service/repairs. Minor repairs will be worked into the current workdays schedule if possible.
2. NO vehicle(s) is/are to be left at the garage after hours, unless the vehicle is scheduled for an appointment the next morning, or for a bona fide emergency repair.
3. NO vehicle(s) is/are to be left at the garage facility without an appointment, except for emergency repairs.

4. Once a vehicle has been repaired/serviced it has to be picked up the same day. Exceptions will be made in the event the repair/service was completed late in the workday. In such event the vehicle shall be picked up by noon on the following workday. This also includes spare vehicles.
5. Due to OSHA regulations there is to be **NO** loitering in the shop area. There will be designated areas for employees waiting on their vehicles to be serviced/ repaired.

**M. Department Responsibility**

Departments must manage and operate vehicles and vehicular equipment to meet the highest standards of safety, maintenance, appearance and utilization. Maintenance must be performed to include, but not limited to, inspections, repairs, testing and performance analysis with maximum efforts expended toward accomplishing these tasks on the basis of Fleet Service PM Schedule. Department heads are to formulate plans for parking of county vehicles.

Each department must designate one (1) individual to be responsible for keying the mileage for vehicle tracking. This information is to be entered into the computer system on Thursdays by 11:00 A.M.

**N. Termination of Employment/Abused Vehicles**

If an assigned operator should resign, a complete inspection of his vehicle must be conducted by the Department head prior to issuance of their final paycheck. The county reserves the right to receive payment for abused vehicles from the responsible operator.

**O. Towing Specifications (Vendor)**

1. Horry County currently has an active fleet of 800 licensed vehicles.
2. Towing area consists of 1134 square miles within the County.
3. Vendor will be required for some out of county towing.
4. Vendor must be on call 24 hours a day, 7 days a week.
5. The response time to a call (initial call to unit dispatch) from the County will be a maximum of 30 minutes.
6. Vendor will be required to show a certificate of adequate insurance with an insurance company in good standing, which is subject to county approval. Adequate insurance is defined as:
  - a. A commercial auto policy in effect with garage keepers liability coverage included or a garage policy which includes garage keeper's coverage.
  - b. Combined single limit of \$1,000,000.00 which applies to bodily injury per person, bodily injury per accident, and property damage.
  - c. A garage keeper's legal liability to be on a legal basis with a **minimum** (maximum) limit of \$250,000 per vehicle.
  - d. An on-hook and cargo insurance of \$150,000 will also be required.
7. Vendor must have a capability to tow or haul vehicles such as:
  - a. Full size pick-ups
  - b. Passenger cars
  - c. Motorcycles or anything that may be requested by the County
8. Must have a capability to tow large equipment such as:
  - a. Dump Trucks

- b. Fire Trucks
  - c. Tractor Trailers
  - d. Ambulances, etc.
9. Must be able to winch large equipment out of ditches and other areas as necessary.
  10. Towing vendor will be required to furnish equipment to be used in the floatation of a submerged vehicle in a body of water.
  11. It will be necessary that the towing company agree to confidentiality statement involving any tow for the Horry County Police/Sheriff Department.
  12. Vendor must comply with all county police/sheriff security/confidentiality requirements.
  13. Contact Fleet Services at 915-5200 during normal business hours(8:00 am to 5:00 pm). After normal business hours, call Dispatch (The Horry County Communication Center/ E-911) for towing instructions at 248-1300.

**VI. BUDGET AND FUND ACCOUNTING**

**A. Budget Information**

1. General

The Fleet Services Department will, following review and concurrence by the Department of Budget and Revenue, provide to each Department information on which to base the following years replacement contribution and operating expenses, including but not limited to:

- a. Estimated fuel expense
- b. Estimated preventive maintenance and repair expense, plus 20 percent.
- c. Cost of insurance (supplied by Risk Management)
- d. Annual replacement listing with appropriations necessary to complete purchases.

The budget information will be provided, once available, for the following July to June period.

The following details the basis for the included information:

2. Fuel

The fuel cost estimate will be based on the historical (last three years) equipment usage, changes in use indicated by the using department, and projected annual usage price on the fuel as supplied by procurement.

3. Operation (PM and repair)

The cost estimate will be based on the historical equipment usage and maintenance cost, changes in use predicted by the using department, and the rates charged by the Fleet Services Department.

4. Replacement

The monthly payment for the next budget year is calculated as shown in Attachment “A-1”.

5. Insurance

**Risk Manager will calculate the insurance cost of each vehicle and provide such to Budget and Revenue once the information is available. In turn, the cost will be provided to all departments for budgeting purposes.**

6. Fund Proforma, Operating and Reserves

Annually, the Department of Budget and Revenue, with review by the Fleet Services Department and Infrastructure and Regulation Division Director, will provide an operating fund five-year proforma budget and the replacement five-year proforma budget.

7. Changes to Budgeted Amounts

Departments will include the amounts shown in the budget information sheet in their budget submittal. Changes to these amounts must be approved by the Department of Budget and Revenue.

**B. Fund Accounting**

1. Responsibility

The Department of Finance has the responsibility to account for the replacement reserves. This includes charging specific vehicle accounts monthly for replacement and insurance by the amounts appropriated in the annual budget and provided by the Department of Budget and Revenue, unless otherwise directed. Preventive maintenance and repair as charged by the Fleet Services Department and tracked by the vehicle reports will be charged to each vehicle. The Department of Finance, in conjunction with the Fleet Services Department, will produce applicable reports and accounting for interest earnings and the cost of vehicle replacement.

2. Fleet Expense Reports

Reports will be available no later than the 10th of each month. Vehicle reserve balances, including earned interest will be available to the Fleet Services Department for year-end by June 1st each year, for calculation for the following year’s replacement reserve payments.

3. Interest

Interest earnings will accrue to the vehicle fund.

4. Accounting for Funds from Excess Stock Vehicles

Vehicles may be either traded in at the time of purchasing a new vehicle or may be sold for cash at county auction or internet sales. If traded, the trade in value reduces the required funding. Cash from sale of excess stock and replaced vehicles goes into the vehicle replacement fund reserve.

5. Excess of Reserve over Purchase cost

Reserve excess after purchase will be accounted to the vehicle fund as required.

**C. Reporting Format**

1. Information Provided for Cost Reports

Vehicle cost reports will include charges to each vehicle for operations, fuel, insurance, administration and replacement.

2. Timing of Information

Vehicle cost reports will be provided to using Departments by the 10th of each month.

3. Usage Reports

The reports will include usage of the vehicle in either miles or hours, as appropriate, and costs per unit.

4. Using Department Responsibilities to Review

The using department has the responsibility to review the reports and address costs which may cause costs to exceed budget appropriations. Questions about these costs may be addressed to the Fleet Services Department. Problems with costs that exceed budgeted amounts should also be noted to the Department of Budget and Revenue along with appropriate actions to rectify the shortfall.

**D. Hourly Rental Rates (Motor Pool)**

Hourly rental rates are used to transfer vehicle costs to accounts other than the home base of the vehicle. This occurs where the vehicle is used in more than one activity. The rental rates will be calculated by the Fleet Services Department annually. The rates will be based on the total annual budgeted costs divided by the anticipated annual usage.

Outside rentals or leases shall be coordinated by the Fleet Services Department, Finance Division, Budget and Revenue, Procurement and the Administrator's office. (Excluding undercover police/sheriff operations.)

**VII. VEHICLE USAGE**

**A. Authorized/Unauthorized Uses of Vehicles.**

Vehicles owned by, titled to, or otherwise controlled by the County are authorized for use in performance of all essential travel and transportation duties. Unless specifically accepted under this Policy, use is not authorized for unofficial travel duties or tasks, the transport of unauthorized persons or items, or the performance of tasks outside the rated capabilities of the vehicles.

When in doubt, the deciding criteria should be the nature of the travel task, the extent to which the task is defensible in the event of public criticism or question by higher authority. The two uses are listed:

1. **Authorized uses:**

- a. The performance of law enforcement duties.
- b. When on official travel status, between place of official business and place of temporary lodging.
- c. When on official travel status and not within reasonable walking distance between either of the above places:

- (1). Places to obtain meals.
- (2). Places to obtain medical assistance, including drugstore.
- d. Transport of officers, officials, employees, clients or guests of the County.
- e. Transport of consultants, contractors or commercial firm representatives which in direct interest of the County.
- f. Transport of prisoners.
- g. Transport of any person or item in an emergency situation.
- h. Commute between place of dispatch and / or place of performance of official business to personal residence when specifically authorized by provision stipulated herein.
- i. Vans that carry program participants.
- j. “De minimus” personal use such as lunch or an occasional stop for a personal errand on the way between a business delivery and the employee’s home.

**2. Unauthorized Uses:**

- a. Travel or task performance of a personal nature not connected with the accomplishment of official business (Exclusive Assignment - Unrestricted vehicles excluded).
- b. Travel or task performance beyond the stated capabilities of the vehicle.
- c. Transport of families, friends, associates, or other personnel who are not employees of the County or serving in the interest of the County (Exclusive Assignment - Unrestricted vehicles excluded).
- d. Transport of hitchhikers, except in the case of law enforcement personnel.
- e. Transport of items or cargo having no relation to the conduct of official business (Exclusive Assignment - Unrestricted vehicles excluded).
- f. Transport of acids, explosives, weapons, ammunition or highly flammable material except in an emergency, police situation, or performance of an authorized task in the normal performance of duties.
- g. Transport of any items, equipment or cargo projecting from the side, front, or rear of the vehicle in such a manner as to constitute a hazard to safe driving.
- h. Extending the length of dispatch beyond that required to complete the official business purpose of the trip (Exclusive Assignment - Unrestricted vehicles excluded).
- i. Transportation between place of residence and place of employment, other than as specified in this Policy (Exclusive Assignment - Unrestricted vehicles excluded).
- j. Outings except planned official County activities.
- k. Loan of vehicle for use in non-County authorized functions.

**B. Vehicle Assignment**

Vehicle assignment for business purposes may be categorized in the following manner:

1. Exclusive Assignment - Restricted
2. Exclusive Assignment - Unrestricted
3. Eight-Hour Assignment
4. Personal Vehicle

*Exclusive Assignment - Restricted* is defined as the authorized use of a County vehicle by a designated County employee/position for the purposes of efficiently and effectively performing County business. This encompasses commuting to and from home and only incidental personal use. The vehicle should be parked at the employee's place of residence in a safe and secure location. (i.e. police patrolman & key personnel)

*Exclusive Assignment - Unrestricted* is defined as the assigned, unrestricted use of a County vehicle on a 24-hour basis and allows personal use. Assignment is limited to specific positions within the county. The specific positions for unrestricted, exclusive assignment will be determined by the County Administrator. The vehicle should be parked at the employee's place of residence in a safe and secure location. (i.e. certain top management & elected officials)

*Eight-Hour Assignment* is defined as the assigned use of County vehicle by a designated employee/position for the efficient and effective performance of County business during the respective employee's normal work schedule. Such assignment allows for use of the County vehicle for all authorized uses with the exception of commuting between normal work site and personal residence.

*Personal Vehicle use* is allowed in the performance of County business when a County vehicle is not otherwise appropriate or available as authorized by the County Administrator. The employee must show proof of maintaining adequate personal insurance.

The employee to whom a vehicle is assigned will be responsible for maintaining accurate records relative to the personal/business use of the vehicle. The same shall be used in computing taxable income to the employee on an annual basis. Tax consequences for personal use shall be the responsibility of the employee.

All Exclusive and Eight-Hour Assignments will be evaluated annually by the County Administrator or his/her designee for compliance with the Policy. See Attachments A-5, A-6.

All assignments, including Personal Vehicle Assignments, are subject to the monetary limitations imposed by the Horry County Council as part of the annual budget process.

1. Exclusive Assignment - Restricted

Exclusive assignment of a vehicle is expressly prohibited except with special approval. As a general rule, vehicles should be driven to a place of residence only when it is economically advantageous and in the best, operational interest of the County. Recognition must be given to the wide diversities of functions and responsibilities of the various personnel.

Minimally, the following guidelines shall be observed in providing such assignments:

- a. Employee must report to a project or work site rather than to his assigned office, provided such practice is in the best interest of the County and function being performed.
- b. Employee is a law enforcement officer or assigned to special investigative work and routinely called out for public safety reasons.
- c. Employee is on temporary assignment outside his normal assigned area.
- d. Employee is a key administrative person. Project responsibilities frequently require call back, attendance of various functions/meetings after hours and on

weekends or a supervisor who is not reimbursed for overtime worked. Justification must include nature of work or type of meetings and frequency of same.

- e. Employee is a field technician and/or supervisor who may carry large quantities of tools that cannot be conveniently loaded and unloaded each day, and appropriate security is not available at his assigned headquarters. It may be more productive and economical for a crew supervisor to pick-up and deliver a crew directly to a work site rather than to headquarters.
- f. Critical shortage of parking facilities which would necessitate leasing of additional space for parking County vehicles.
- g. Other circumstances not anticipated herein where the County Administrator determines that exclusive assignment is in the best interest of the County.

The specific positions for Restricted, Exclusive assignment will be determined by the Administrator.

2. Exclusive Assignment - Unrestricted

Unrestricted use of county vehicles by specifically authorized personnel is allowed at the approval of the County Administrator. Such unrestricted use must encompass an urgent and immediate need to respond to Public Safety duties and responsibilities where response time is essential. Individuals to whom these vehicles are assigned must, at all times, be able to communicate with their respective department by radio or telephone. They must be considered to be in a call responsive position, although relieved of the routine performance of duties when not scheduled to be at work. All such assignments must be justified/recommended by the County Administrator.

The following uses shall be specifically authorized for Exclusive Assignment - Unrestricted assignments by the Administrator:

- a. Travel of a personal nature.
- b. Transport of families, friends, associates or other persons except when responding to or performing official County business or duties. This is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.
- c. Transporting items or cargo having no relation to the conduct of official County business.

3. Eight-Hour Assignment

An eight-hour assignment of a County vehicle may be approved when:

- a. A vehicle is needed and used extensively each working day.
- b. The need for a vehicle or use does not substantially meet the criteria of "Exclusive Assignment."
- c. It is less expensive to furnish a vehicle than to pay mileage based on the number of miles traveled.
- d. The nature of one's work may cause unusual depreciation and wear on a personal vehicle.
- e. A vehicle other than a passenger car is required, i.e., construction or specialty equipment, or vehicles equipped with special communication gear, ladders or other special apparatus or any other gear to perform a job.

4. Personal Vehicle

While it is recognized that in many instances the use of a personal vehicle to conduct country business is operationally expedient, such use should be sternly discouraged

whenever possible. In addition, when it is necessary for an employee to use their personal vehicle on county business, he or she must be informed that in the event of an accident any resultant claims must be filed with the employee's automobile insurance company.

An employee or official, on recommendation by the Administrator, may be compensated for use of his/her private vehicle at the approved rate, provided he/she is required to consistently use his/her private vehicle to carry out day-to-day work assignments. Mileage for transit between home and work and between work and lunch does not qualify for reimbursement. Accurate and substantiated mileage records must be maintained and submitted to the Finance Department for reimbursement by the appropriate department.

This type of assignment will be considered when a vehicle is needed occasionally and other types of assignments are not available. Persons in this category who consistently travel more than 500 miles per month in the conduct of County business may be considered for another type vehicle assignment.

**C. Driver Responsibilities:**

All drivers who operate vehicles owned by, titled to or otherwise controlled by the County are responsible for proper care, use and safety of County property.

Drivers must adhere to the following minimum responsibilities:

1. Possess and maintain valid driver license approved for the class appropriate for the vehicle.
2. Practice safe driving by observing all public safety traffic laws, department safe driving guidelines, county safe driving guidelines, and driving courtesy.
3. Wear seat belts (drivers should not turn the ignition until all passengers, including the driver, have their seat belts properly latched). Seat belts must be worn properly and be bolted.
4. Ensure that vehicles are used for authorized purposes only.
5. Proper attire must be worn whenever operating a county vehicle.
6. Maintain vehicles within manufacturer's safe operation standards.
7. Use county and county contracted facilities for fuel, oil and related services.
8. Immediately report to supervisor and Fleet Service any damage or breakdown of vehicular equipment.
9. Follow established accident reporting procedures. Refer to the Horry County Employee Safety Manual and online forms.
10. Accept legal responsibility for violations and fines resulting from actions of driver.
11. Adhere to all vehicle operation and control procedures.
12. Refrain from transporting excessive loads or unsecured luggage, equipment or other moveable items.
13. Pay for parking of County vehicles in situations where free parking is not provided. Parking charges will be reimbursed if conducting official County business. Violators are personally responsible for tickets and other fines resulting from illegal parking or storage of vehicles.
14. All county vehicles shall be locked and keys removed from the vehicle when left unattended. Any other valuable county property left in an unattended vehicle shall be secured as is most reasonably possible.

15. Radio equipped vehicles shall maintain radio contact with the appropriate base station when on duty. Employees shall know and comply with all county, state, and federal regulations as to proper radio, cell phone, or other communication device uses.

**D. Operators License/Citations**

A current and appropriate classification vehicle operator's license must be in an employee's possession at all times while operating a county-owned vehicle. Any employee who receives a traffic citation while operating a county vehicle shall report such violation to their supervisor. Failure to do so may result in their driving privileges being terminated and/or disciplinary action in accordance with a violation of the personnel policy. An incident report shall be filed in accordance with the Horry County Safety Manual. Any employee receiving a traffic citation shall be fully responsible for any fines incurred.

An employee whose position requires them to operate a motor vehicle and whose driving privileges are suspended or revoked by a court of law must immediately report this fact to the appropriate department head.

Employee must report all citations received whether on or off duty. All CDL licensed employees must have a current medical card on their persons.

**E. Authorized Operators**

Only county employees are authorized to operate county vehicles. Volunteers will be considered employees of the county when they are actually operating a county vehicle that they have been assigned to operate by a county official or department head. They may only operate county vehicles when their duties require travel, if such travel is under the approval or direction of the department head. Operators should meet and continue to meet driver safety training requirements. Any department utilizing volunteers that may operate a County vehicle shall be responsible for conducting, maintaining, and keeping record of driver safety training.

**F. Out of Town Travel/Meeting Attendance**

County employees not otherwise assigned a vehicle may take a motor pool vehicle home on the night before an early departure to attend an out of town function or early morning meeting, if approved by appropriate department head. Also, if a late return is anticipated or a meeting runs late the employee may keep the vehicle overnight. All use of county vehicles as outlined above shall be approved by the responsible department head and a record kept of all such exceptional uses.

**G. Lunch Break Use**

Lunch use of county vehicles is prohibited except when in the department head's judgment an individual's or crew's use of a vehicle during lunch is operationally efficient.

**H. Transporting Persons in County Vehicles**

Professional associates and private citizens will not be transported in county vehicles unless such persons are being transported on official business, law enforcement matters, or as approved by the County Administrator. Persons transported as such should have the same destination as the county employee and such use should not require other county employees with the same destination to drive additional vehicles.

**I. Transporting Equipment or Property**

When items of equipment, property, supplies etc. are being transported, the driver will ensure that all items are properly secured, tied down in place to prevent them from shifting/falling from the vehicle or interfering with the driver's ability to drive.

**J. Obstructions to Driver's View**

No driver shall operate any vehicle when it is so loaded that the load obstructs their view ahead or to either side, or interferes with their ability to control the vehicle. No more than three (3) people shall ride in the front seat of a vehicle at one time. This is also subject to the number of seatbelts available. All passengers must be properly seat belted.

**K. Unattended vehicles**

Except in the case of emergency vehicles on an official response, no person driving or in charge of a motor vehicle shall permit it to be unattended without first stopping the motor, locking the ignition, removing the key, effectively setting the parking brake thereon, and locking all doors; and when standing on any grade, turning the front wheels to the curve or side of roadway.

**L. Flags on Projected Loads**

Any vehicle having a load which extends more than four (4) feet beyond the rear shall have the end marked with a red flag, which shall be at least twelve (12) inches square.

**M. Coupling Devices**

A driver whose vehicle is towing a trailer, dolly or other equipment will assure that the trailer hitch is securely latched, pinned, with safety chains are properly attached, and that trailer lights are functioning properly. (If the trailer is required / or equipped with lights, ensure proper light functions.)

**N. Drivers of Emergency Vehicles**

Drivers of emergency vehicles will be trained/certified in accordance with their department policies.

**O. Alcoholic Beverages or Drugs**

The use of alcoholic beverages or controlled substances before or during the operation of a county vehicle is strictly prohibited and is grounds for disciplinary action under the personnel policy. Additionally, some prescribed drugs may impair an individual's driving ability. Accordingly employees should inform their supervisor that they are under a doctor's care and are taking medication which may affect their ability to safely operate a motor vehicle.

**P. Operations in Public Rights of Way**

Whenever work requirements make it necessary for a county-owned vehicle to block or obstruct traffic, the driver will place warning signs and/or traffic cones to warn oncoming motorist of the obstruction. Warning signs will be placed far enough from the standing vehicle to give oncoming motorist adequate time in which to stop safely. Distances should be determined by (1) street and weather conditions (2) area speed limit (3) whether vehicle is standing on a straight or curved road. Vehicles so equipped will use revolving yellow lights or blinkers as addition warning devices. Exceptions shall be made for emergency vehicles.

**Q. Use of Safety Restraints**

The county recognizes the proven effectiveness of safety belts in reducing fatalities and severity of injuries resulting from motor vehicle accidents. Accordingly, all county vehicles must be properly equipped with seat belts and all occupants of county vehicles will properly wear seat belts. Individual departmental policies will be followed so long as they do not present a conflict to this overall policy.

**R. Backing of Vehicles**

**Drivers will position their vehicle so as to avoid the necessity of backing later, whenever possible.** Before entering the vehicle, drivers shall check the rear clearance of the vehicle. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic. The drivers of large trucks may require an observer to assure safe backing.

Before and during backing movements, the driver shall (1) check blind zones for objects not visible in rear-view mirrors, (2) watch both sides for proper clearance, and (3) back very slowly.

**S. Miscellaneous**

1. In the event an employee holds a position with the county where a vehicle is required and suffers loss of that vehicle through misconduct, such employee, at the discretion of the County Administrator, may be demoted to a position where a vehicle is not required.
2. Any abuse of the provisions of this vehicle policy or physical abuse of the vehicle could lead to demotion or removal of vehicle privileges on a temporary or permanent basis.
3. Any violation of this policy will be governed by the Horry County Personnel Policy.
4. No posters, stickers or advertisements shall be placed upon county vehicles without prior approval of the Fleet Service Director and /or County Administrator.
5. Employees should understand that the visibility of an employee in a county vehicle is of primary importance. Often this is the only contact the public has with the county, and employees must be exceptionally sensitive to behavior and vehicle use and must exercise good judgment at all times.

**VIII. MOTOR POOL**

**A. Purpose:**

1. To establish a motor pool for Horry County to provide transportation for employees with an occasional travel requirement.
2. To provide alternate transportation to employees conducting County business which will be cost effective.
3. To provide departments with access to specialized equipment that would not be economically feasible to own if operated by one department.

**B. Advantages:**

1. The availability of less expensive transportation for those employees who have infrequent travel requirements.
2. The availability of specialized equipment whose infrequent use by a single department could not be economically justified.
3. The availability of loaner vehicles to departments having repairs performed on their assigned vehicles.

4. The elimination of the need for spare vehicles currently utilized by individual departments.
5. The elimination of assigned vehicles to employees who have infrequent travel requirements.

**C. Establishment of Vehicle Pool**

A County Vehicle Pool shall be placed in operation and budgeted by the operating department. A sufficient number of vehicles will be assigned to and maintained by this Department to meet demand requirements.

The County Vehicle Pool has been established to serve the transportation requirements of employees who meet the following criteria:

1. Employees who are not assigned a County owned vehicle or do not normally have access to a County owned vehicle.
2. Employees who have occasional transportation requirements. "Occasional" is defined as the use of the vehicle less than 75% of a normal workweek.
3. Employees who possess a valid operator's license.
4. Employee who are authorized by their respective department.
5. Employees who meet and continue to meet driver safety training requirements.

County pool vehicles shall be used only as an expedient in conducting official County business.

**D. Responsibilities**

Certain responsibilities accrue to employees when utilizing a pool vehicle. In order to maintain the smooth operation of the pool, employees will be expected to comply with the following guidelines:

1. Individual County employees will supply the information requested on the Vehicle Pool Use Forms. This information includes such items as the department using the vehicle, name of the driver, purpose of trip and odometer reading. (See Attachment A-8).
2. Employees using pool vehicles are responsible for refueling vehicles as required. Normal practice shall be to refuel the vehicle upon its return so that the tank is full. The user department will bear the cost of fuel.
3. Employees using a pool vehicle will be responsible upon completion of a trip to indicate on the "trip report" any malfunction, repairs, or maintenance that should be accomplished on the vehicle.
4. Employees shall report any damage to pool vehicles whether or not in collision with another vehicle. The driver is responsible for completing any necessary forms.
5. An employee assigned to a pool vehicle shall be responsible for operating the vehicle in a manner consistent with the principles of courtesy and safety and in compliance with all traffic and parking regulations. Employees receiving a traffic summons while operating a County vehicle are personally responsible for honoring the citation and must notify their department head, motor pool manager and Fleet Service within 24 hours of receiving the ticket and submit an incident report. Employees may have their vehicle pool privilege revoked for moving traffic violations and/or traffic accidents. Employees will report all accidents in accordance with the guidelines specified in the Employee Safety Manual.

**E. Fleet Services Department**

The Fleet Services Department will principally be responsible for the continuing operation of the Vehicle Pool. The Director of Fleet Services Department will be responsible for publishing procedures and regulations for the operation of the pool.

The Fleet Services Department is responsible for all service and maintenance to be performed on pool vehicles including preventive maintenance. Specific departments at the pool locations will be designated by Fleet Services to manage the pool.

The Director of Fleet Services Department will be responsible for maintaining a sufficient supply of "loaner" vehicles at the Fleet Services Department Facility. These vehicles can be checked out by County Departments while repair or service work is being performed on their vehicles.

Pool vehicles will be available on a first come, first serve or reservation basis.

Departments responsible for pool administration have the following responsibilities:

1. The aforementioned departments shall be responsible for maintaining a supply for all the requisite vehicle pool forms.
2. Keys to the motor pool vehicles will be turned over only to authorized County employees.
3. These departments will also be responsible for maintaining a log of trips for each vehicle.

**RESERVE PAYMENT CALCULATION**

$$\frac{\text{VEHICLE COST} - \text{SALVAGE VALUE}}{\text{Estimated years of VEHICLE LIFE}} = \text{RESERVE AMOUNT per YEAR}$$

## VEHICLE AND EQUIPMENT PREVENTIVE MAINTENANCE SCHEDULE

### Oil Change and Lube Services

<u>Service Interval</u>	<u>"A"</u>	<u>"C"</u>
<b>Public Safety Vehicles (Gas)</b> (Fire, EMS, Police, Sheriff)	5,000 miles	25,000 miles
Ambulances, Small Diesels	200 Hours	1,200 Hours
All other Gas Vehicles	5,000 miles	30,000 miles

**\*\* An "A" Service will be performed each year, even if the vehicle has not been driven 5,000 miles.\*\***

### Service Level

- "A": See attached Schedules
- "C": See attached Schedules

### Cooling System Service

#### **Service I: (on each "A" Service)**

- Pressure Check
- Antifreeze Checked: -20 degrees, minimum
- Inspect belts and hoses, replace as necessary

#### **Service II: (on each "C" service)**

- Flush cooling system
- Replace belts and hoses (as required)
- Replace thermostat (as required)
- Fill with antifreeze to: -40 degrees

### Brake Services

Service Interval - As necessary

#### Service Level:

- Brake inspection actual wear will determine if brake replacement is needed
- Replace brake shoes/pads, turn rotors
- Pack Wheel bearings (as required)
- Rotate tires (as required)

### **Engine Tune-up (Half-Life Service)**

#### Service Interval

During Half-life inspection service. (70,000 to 80,000 miles)

#### Diesel Powered

Med. & Hvy	as needed
Small Motors	as needed

#### Service Level

Major tune-up:

Replace plugs, points (if applicable), cap, rotor, PVC, plug wires, clean carburetor, check and clean EGR systems, check electrical system, and performs injection cleaning.

### **Transmission Service**

#### Service Interval

Patrol Cars and Trucks	25,000 miles
Passenger Cars	30,000 miles
Lt. Trucks	30,000 miles
Med. Trucks	Mfg. Spec.
Heavy Trucks	Mfg. Spec.

### **Rotation, Alignment, Shocks**

#### Service Interval

	<u>Rotation/ Alignment (as needed)</u>	<u>Replace Shocks</u>
Patrol Cars	As Needed	As Needed
Passenger	As Needed	As Needed
Light Trucks	As Needed	As Needed
Med. Trucks	As Needed	As Needed
Heavy trucks	As Needed	As Needed

**HORRY COUNTY:**

**“A” LEVEL PM CHECKLIST  
AMBULANCES**

Engine

Change oil and filter, lubricate chassis  
Check all fluid levels (add if needed)  
Inspect all belts and hoses (replace if needed)  
Check air and fuel filter (replace if needed)  
Check charging system and batteries  
Check a/c system

Transmission /Driveline

Check fluid level and inspect for leaks  
Check for proper operation  
Check differential level  
Inspect drive shaft and U joints

Suspension/Steering

Inspect steering box and p/steering pump for leaks  
Inspect tie rods, and idler arm  
Inspect shocks/struts, and springs  
Inspect frame and entire undercarriage

Tires

Inspect for cuts/damage  
Check and set proper pressure  
Inspect for excessive/abnormal wear  
Balance tires if needed

Brakes

Check emergency brake for proper operation  
Check master cylinder level  
Check brake linings  
Check brake lines

Exterior

Check all emergency lights, and related switches for proper operation and condition  
Inspect wiper blades, and body for damages  
Check all lights for proper operation  
Check for glass for cracks  
Check over module: compartment doors, interior and exterior compartments, check for loose or damaged panels, drawers and trim repair or replace as needed

**HORRY COUNTY**  
**“A” LEVEL PM CHECKLIST**  
**AUTOMOBILES & LIGHT TRUCKS**

Engine

Change Oil & Oil Filter, lubricate chassis  
Check all fluid levels (add if needed)  
Inspect all drive belts.  
Inspect Air Filter (replace if needed)  
Check for any leaks (oil or coolant)

Transmission/Driveline

Check fluid level  
Inspect for leaks  
Check for proper operation  
Check Differential level  
Inspect Drive Shaft and U joints

Suspension/Steering

Inspect Tie Rods, and Idler Arm  
Inspect Shocks/Struts  
Inspect Springs  
Inspect Frame and entire undercarriage

Tires

Inspect for cuts/damage  
Check and set proper pressure  
Inspect for excessive /Abnormal Wear  
Rotate tires  
Inspect Spare Tire

Brakes

Check Master Cylinder Level  
Check all Brake Linings  
Check Brake Lines

Exterior

Inspect and replace if needed all Decals  
Inspect wiper blades (replace if needed)  
Inspect Body for Damage  
Check all lights for proper operation  
Inspect Glass for Cracks

**HORRY COUNTY**

**“C” LEVEL PM SERVICE  
Automobiles, Light Trucks & Ambulances**

**Service includes all of the “A” service, plus the following**

Engine

Clean front of radiator  
Replace Fuel Filter (as needed)  
Inspect vacuum/emission hoses, replace as needed  
Check Charging System  
Road Test

Rear Differential

Check differential lubricant

Brakes

Inspect and Repack Wheel Bearings

Transmission

Flush Transmission system

Half-Life Inspection

Replace spark plugs, wires or boots  
Flush Fuel Injection System  
Flush Brake fluid  
Replace fan belt  
Replace coolant hoses as needed

## **Fleet Policy - Key Dates**

**January 1<sup>st</sup>** - Shops rates for new fiscal year approved by Office of Budget and Revenue.

**February 1<sup>st</sup>** - Vehicle replacement list due from Fleet Service to Office of Budget and Revenue.

**May 1<sup>st</sup>** – Turn-in surplus vehicles on the replacement schedule to allow for the update to be performed on the Fixed Asset list.

**June 1<sup>st</sup>** - Vehicle Reserve Balances for year-end due to Fleet Services.

**July 1<sup>st</sup>** - New Shop rates take effect.

**October 30<sup>th</sup>** - Fleet Condition and Improvement Memo due to Administrator through Div. Dir.

**10<sup>th</sup> of each month** - Departmental vehicle cost report. (Miles/Hours, Depreciation, Fuel Insurance, Maintenance, and Administration cost expressed as a percentage of the department's budget. Includes monthly and year to date totals.)



**HORRY COUNTY**  
**REQUEST FOR AN EIGHT-HOUR VEHICLE ASSIGNMENT**

*(Submit an original and one copy)*

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

Average monthly mileage employee is expected to travel: \_\_\_\_\_

Please explain why it is in the interest of the County for this employee to use a County vehicle in conducting County business:

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Please explain why an eight-hour vehicle is needed and why the employee cannot receive mileage reimbursement for the use of a personal vehicle:

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***Transport of families, friends, associates or other persons except when responding to or performing official County business or duties is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.***

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature certifies that you have a valid driver's license and have met driver's safety requirements.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Department Head

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Director

Funds Available: \_\_\_\_\_ Date: \_\_\_\_\_  
Finance Department

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
County Administrator

**HORRY COUNTY FLEET SERVICES DEPARTMENT  
EXCLUSIVE-RESTRICTED VEHICLE ASSIGNMENT REQUEST**

Unit # \_\_\_\_\_ Division: \_\_\_\_\_

1. Does this request affect the health, peace, safety or welfare of the citizens of Horry County?  
\_\_\_\_\_ YES \_\_\_\_\_ NO. (Support your answer in question #7)

2. Is this request for convenience? \_\_\_\_\_ YES \_\_\_\_\_ NO (Support your answer in question #7)

3. Rate this risk of not having 24-hour assignment:

0      1      2      3      4      5      6      7      8      9      10

None	Convenience	Productivity	Property Damage	Life-Threatening
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4. How many times per week will this unit be used "after-hours"? \_\_\_\_\_

5. Quantify any savings vs. costs this 24-hour assignment will produce:

Projected savings \$ \_\_\_\_\_ per \_\_\_\_\_ Costs \$ \_\_\_\_\_ per \_\_\_\_\_  
*(Attach Detailed Support Data and Assumptions Used)*

6. Alternatives to a 24-hour assignment and the costs:

Is there an alternative? \_\_\_\_\_ YES \_\_\_\_\_ NO. (If YES, continue; if NO, go on to Question #7.)

*(Consider rotating "on-call" assignments, paying employee mileage, etc.)*

List the alternative(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use back of sheet if necessary)*

Is there any alternative with **Less Risk** to Horry County? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is there any alternative with **Less Cost** to Horry County? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Support the selection of a 24-hour assignment over the alternatives:  
*(Use back of sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle User: \_\_\_\_\_ Date: \_\_\_\_\_

***Transport of families, friends, associates or other persons except when responding to or performing official County business or duties is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.***

Your signature certifies that you have a valid driver's license and have met driver's safety requirements.

Director (Elected, Appointed): \_\_\_\_\_ Date: \_\_\_\_\_

Approved      Denied      by: \_\_\_\_\_ Date: \_\_\_\_\_

VEHICLE HORRY COUNTY FLEET SERVICE DEPARTMENT  
EXCLUSIVE-UNRESTRICTED ASSIGNMENT REQUEST

Unit # \_\_\_\_\_ Division: \_\_\_\_\_

1. Does this request affect the health, peace, safety or welfare of the citizens of Horry County?  
\_\_\_\_\_ YES \_\_\_\_\_ NO (Support your answer in question #7)

2. Is this request for convenience? \_\_\_\_\_ YES \_\_\_\_\_ NO (Support your answer in question #7)

3. Rate this risk of not having 24-hour assignment:

0	1	2	3	4	5	6	7	8	9	10
None	Convenience	Productivity		Property Damage					Life-Threatening	

4. How many times per week will this unit be used "after-hours"? \_\_\_\_\_

5. Quantify any savings vs. costs this 24-hour assignment will produce:

Projected savings \$ \_\_\_\_\_ per \_\_\_\_\_ Costs \$ \_\_\_\_\_ per \_\_\_\_\_  
*(Attach Detailed Support Data and Assumptions Used)*

6. Alternatives to a 24-hour assignment and the costs:

Is there an alternative? \_\_\_\_\_ YES \_\_\_\_\_ NO. (If YES, continue; if NO, go on to Question #7.)

*(Consider rotating "on-call" assignments, paying employee mileage, etc.)*

List the alternative(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Use back of sheet if necessary)*

Is there any alternative with **Less Risk** to Horry County? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is there any alternative with **Less Cost** to Horry County? \_\_\_\_\_ YES \_\_\_\_\_ NO

7. Support the selection of a 24-hour assignment over the alternatives:  
*(Use back of sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vehicle User: \_\_\_\_\_ Date: \_\_\_\_\_

***Transport of families, friends, associates or other persons except when responding to or performing official County fusiness or duties is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.***

Your signature certifies that you have a valid driver's license and have met driver's safety requirements.

Director (Elected, Appointed): \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by: \_\_\_\_\_ Date: \_\_\_\_\_

**HORRY COUNTY  
PERSONNEL AUTHORIZED TO USE MOTOR POOL**

**DEPARTMENT NAME:** \_\_\_\_\_

**DIVISION:** \_\_\_\_\_

The following employees of this department have my permission to use a pool vehicle for conducting County business whenever the need arises.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_

**AUTHORIZING SIGNATURE:** \_\_\_\_\_  
Department Head

*I acknowledge that use of the vehicle will be for a nominal fee.*

**DATE:** \_\_\_\_\_

*Transport of families, friends, associates or other persons except when responding to or performing official County business or duties is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.*

**cc: Fleet Service**

**HORRY COUNTY  
MOTOR POOL USE TICKET**

**USER INFORMATION**

Department Name: \_\_\_\_\_

Division: \_\_\_\_\_

Name of Operator: \_\_\_\_\_

**TRIP INFORMATION**

Destination: \_\_\_\_\_

Reason for Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Time Checked Out: \_\_\_\_\_

Time Checked in: \_\_\_\_\_

**INFORMATION APPLICABLE TO UTILIZATION**

Vehicle Number: \_\_\_\_\_

Beginning Odometer: \_\_\_\_\_

Ending Odometer: \_\_\_\_\_

Gallons of Gas Added: \_\_\_\_\_

Quarts of Oil Added: \_\_\_\_\_

Defects/Mechanical Problems: \_\_\_\_\_

Other Comments: \_\_\_\_\_

*Transport of families, friends, associates or other persons except when responding to or performing official County business or duties is considered to be personal in nature, and the employee will recognize that the County will be held "harmless" in the event of any incident.*

Signed: \_\_\_\_\_  
Vehicle Operator (Date)

Your signature certifies that you have a valid driver's license and have met driver's safety requirements.

## HORRY COUNTY ASSET DISPOSITION FORM

From (Department/#): \_\_\_\_\_ To: (Department/#): \_\_\_\_\_

Copy to: Finance Department

\_\_\_\_\_ Transfer \_\_\_\_\_ Obsolete \_\_\_\_\_ Stolen \_\_\_\_\_ Other  
(Explain)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Asset #	Serial #	Description

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Department Head Signature